

**Request for Proposals**  
**20RFP071 Disposal, Recycling and Asset Recovery Services of**  
**Surplus Technology Equipment**

Date	Event
March 10, 2020 & March 17, 2020	Dates of public notice
March 24, 2020	Due date for questions by 5:00 pm
March 26, 2020	Questions and answers posted on our website
<b>March 31, 2020</b>	<b>RFP opening / due date at 2:00 pm CST</b>
May 18, 2020	AISD Board meeting for review/approval

**Deliver Sealed Proposals to:**

**Austin ISD**  
**Contract & Procurement Services**  
**4000 S. IH-35, 4<sup>th</sup> Floor**  
**Austin, TX 78704**

**Contact:**

**Lorena McBee**  
**Procurement Specialist**  
**Phone: 512-414-2127**  
[Lorena.mcbee@austinisd.org](mailto:Lorena.mcbee@austinisd.org)

Questions must be submitted via e-mail to the contact person listed above.

In the e-mail subject line, type: **Questions 20RFP071 Surplus Equipment Disposal**

Q & A and addenda

## **Checklist and Submission Guidelines**

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

### **Understanding the Proposal**

Completed

- Read entire RFP document, appendices and attachments
- Review AISD Policy and Instructions on our website: [Policy and Instructions](#)
- Attend pre-proposal conference (not required)
- Submit questions properly before deadline
- Review addenda, Q&A and other additional attachments
- Review Proposal Format section of RFP

### **Forms**

Completed | Required

- | Bid Certification
- | Notification of Criminal History of Contractor
- | Debarment, Suspension and Ineligibility Certification
- | Conflict of Interest Questionnaire (CIQ) electronic
- | Strategic Partner Profile
- | EDGAR Vendor Certification
- | Software Vendor Certification Form

### **Submitting the Proposal**

Completed

- Prepare the proposal in the format specified and sign all required forms
- Submit required
- Submit requested quantity of digital copies on flash drive
- Submit requested
- Package proposal in sealed envelope or carton properly labelled
- Deliver proposal to delivery address by RFP opening / due date and time

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## I. INTRODUCTION

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seeking proposals from firms qualified and experienced in providing disposal, recycling and asset recovery services of surplus technology equipment.

The District is the 5<sup>th</sup> largest school district in Texas. The District serves a community with a student enrollment of 80,900 students, throughout 129 schools. It serves the City of Austin, Texas, which had a population of approximately 964,254 in 2018. The District is requesting proposals from firms to provide services on disposal of electronic equipment and peripherals in a manner that meets all applicable federal, state, and local laws and regulations, as well as in a manner that is environmentally preferable.

**Each Bidder, by submitting its proposal, agrees that the proposal is subject to the Austin ISD Policies and Provisions and agrees to comply with those conditions. Acceptance of a proposal will occur only when a contract is executed. Any contract will incorporate the Austin ISD Policies and Provisions and Standard Terms and Conditions and no commitment exists until a contract is executed by both parties.**

## II. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM REQUIREMENTS

The HUB Program promotes and strongly encourages the involvement and participation of Historically Underutilized Businesses in District-wide procurements. According to AISD policies CH (LOCAL) and CV (LOCAL), the HUB Program guidelines are not applicable for this type procurement.

## III. PROPOSAL FORMAT

### A. Preface

The Contractor shall provide an executive summary of two (2) pages or less, which gives in brief, concise terms, a summation of the proposal.

### B. Proposal

The proposal itself shall be organized in the following format and informational sequence:

#### ***Section I – Summary of Experience***

This section shall contain the full name and address of the contractor submitting the proposal and a brief summary of the contractor experience for personnel who will provide this product or service.

#### ***Section II - Scope of Service***

A description of services and capabilities as outlined in the tlined in the EUREW\*/MCID 20

any exceptions taken to the specifications of this RFP, or any conditions of the proposal.

***Section III - Financial Proposal***

This section shall contain a straightforward, concise delineation of the contractor fees to satisfy the requirements of this RFP. It is the contractor specify all costs (i.e. administrative fees, processing fees, etc.) associated with providing the products or services required herein.

***Section IV – References***

Proposal shall respond to the entire scope of service and performance requirements as requested.

**Responsible**

In order for a proposal to be responsible, the contractor shall be in good financial standing with the Texas Comptroller of Public Accounts.

**V. COMPETITIVE SELECTION / EVALUATION**

- A. This is a NEGOTIATED procurement and as such, award will not necessarily be made to the offeror submitting the highest revenue share. Award will be made to the firm submitting the best responsive proposal satisfying share and other factors considered.
  
- B. The district anticipates that the evaluation process may include multiple levels of evaluation, as for example, but not limited to:  
Phase 1: Initial review of the proposal by the district evaluation team.  
Phase 2: Interviews, presentations, and/or site visits of top proposals from Phase 1, followed by administrative review of finalist(s) and award recommendation.

**PHASE 1**

<b>Points</b>	<b>Item</b>	<b>Detailed Description</b>
<b>40 Points</b>	Revenue Share	Proposal offering the greatest revenue for the District will receive the most points.
<b>20 Points</b>	Proposed Plan	

**PHASE 2 (optional)**

<b>Points</b>	<b>Item</b>	<b>Detailed Description</b>
30		

## **VI. SCOPE OF SERVICE AND PERFORMANCE REQUIREMENTS**

### **Term**

The agreement(s) resulting from this solicitation will be in effect for a term of five (5) years from the date of award by the Board of Trustees, or such date established by the agreement. In addition, the District reserves the right to extend the contract for an additional time beyond the final expiration date if necessary to ensure no lapse in service.

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**B. Tracking and Reporting**

a.



- xi. privacy and security regulations. The Plan must:
  1. Include a description of measures taken during transport, storage and processing that ensures data security for the District.
  2. Include a description of how data storage media are checked, removed and physically destroyed.
  3. Include the name, description and specifications for disk-wiping software used to sanitize hard drives.
  4. Include a description of how data storage media is sanitized before refurbishment or reuse/resell.
  5. Include certification procedure to guarantee data storage media is sanitized.
- xii. The Plan must also address scheduling collection of electronic from all District facilities and equipment to be used.
- xiii. A description of how the Firm will mobilize a vehicle for the purpose of performing





Austin ISD  
227901

PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

**Contacting Board  
Members**

Restricted Contact  
Period

*Prohibited  
Communications*

*Permissible  
Communications*

DATE ISSUED: 7/5/2018  
LDU 2018.08  
CHE(LOCAL)





PURCHASING AND ACQUISITION  
VENDOR RELATIONS

CHE  
(LOCAL)

*Complaints*

Any person who is aggrieved in connection with a HUB program policy decision may file a complaint in accordance with GF(LOCAL).

*Violations*

The following are violations subject to sanctions:

1. Falsely conceal or cover up a material fact or make any false, fictitious, or fraudulent statements, reports, or representations, or make use of any false writing, document, or electronic report knowing the same to contain any false, fictitious, or fraudulent statement.
2. Fraudulently obtain, retain or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain certification status as a HUB.
3. Make false reports regarding payments made to subcontractors or sub-consultants.

*Sanctions*

Any person who violates the provisions of this section shall be subject to the following sanctions and to the maximum penalties provided by law:

1. The District may bar, suspend, or deem nonresponsive in future District solicitations and contracts, for a period of up to five years, any bidder or proposer, or contractor or subcontractor following notice and an opportunity for a hearing in accordance with the protest procedures in this policy.
2. The District may, by contract, and where appropriate and lawful, impose an administrative penalty.
3. In addition to other f3 Tr 4.588 0 Td( )Tj0 Tr 0.281-29.24174 Td(f)-4(hi)6(s )-4

*Request for  
Proposal and Bid  
Invitation*