

**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT**  
**ODESSA, TEXAS**

**REQUEST FOR PROPOSAL FOR**  
**Computer & Electronic Equipment Recycling**

**RFP #16-16**

**REFERENCE NUMBER:** RFP #16-16

**RESPONSE MUST BE SUBMITTED BY:** Friday, October 28, 2016 at 2:00 p.m. CTS

**RESPONSE MUST BE SUBMITTED VIA:** The district's electronic procurement system (E-BID) located at [www.ectorcounty.org/ecisdbid](http://www.ectorcounty.org/ecisdbid)

**ESTIMATED CONTRACT PERIOD:** December 1, 2016 to June 30, 2017 which is the end of the current fiscal year. The contract could be renewed for (two) 2 additional, one (1) periods upon mutual consent of all parties that coordinates with the fiscal year of July 1 to June 30.

**EQUIPMENT VIEWING:** Any vendor wanting to view equipment can call Albert Valencia, Jr. at 432-456-9719 to schedule an appointment time.  
ECISD Fixed Assets Warehouse  
3415 Santa Rosa  
Odessa, TX 79761

All questions regarding this RFP should be submitted via email to: Albert Valencia, Jr. at [albert.valencia@ectorcountysd.org](mailto:albert.valencia@ectorcountysd.org)

**ECTOR COUNTY INDEPENDENT SCHOOL DISTRICT**  
**ODESSA, TEXAS**

***REQUEST FOR PROPOSAL FOR***  
***Computer & Electronic Equipment Recycling***

The Ector County Independent School District (ECISD) is seeking proposals from recycling firms to perform a purchase and pickup of the District's old computerized and electronic equipment that has replaced throughout the year.

This Request for Proposal included General Concept, Instructions/General Conditions, Terms and Conditions, Insurance Requirements (if needed), Specifications and Proposal Forms/Specifications. These provisions shall be considered as part of any resulting legal and binding contract/purchase order as if thereto attached or therein repeated.

**I. General Information:**

The Ector County Independent School District (ECISD, a public education institution in the state of Texas wishes to recycle electronic equipment in an economically feasible and environmentally responsible manner. The district has determine that is can be best accomplished through the services of a qualified electronics recycling company or agency. ECISD operates 45 campuses as well as several support facilities in the city of Odessa, Texas, where over the last several years, the school district has been an advocate for technology with selective equipment upgrades every year. The efforts of ECISD to keep our students and staff abreast with the latest technology, provides recycling opportunities for laptops, desktops, network communication, and many other types of electronic equipment. At this time, Ector County Independent School District is soliciting offers and proposals for the recycling of 44 pallets of computers and electronic equipment. **The count of all the items listed on each pallet are just estimates.**

**II. Background Information:**

Ector County Independent School District currently transfers all surplus assets to a centralized location for proper disposal. As the computers and electronic equipment arrive to the district's Fixed Assets' warehouse, they are sorted, inventoried and properly

palletized for future shipping and recycling. The 44 pallets available for recycling have been prepared and are ready for pickup by the selected electronic equipment recycling company or agency. The Fixed Assets warehouse is not equipped with a loading dock but does have a fork lift available.

### III. **Background Information:**

1. **Required Certifications:** The vendor must meet and provide copies of all required E.P.A. (U.S. Environmental Protection Agency) certifications that meet Data Destruction Services to meet NIST Guidelines for Media Destruction, (NSA) National Security Administration, (D.O.D) Department of Defense Standards and (N.A.I.D) National Association for Information Destruction or Sanitization and hard drive destruction. At minimum vendor should submit forms such as R2/RIOS or ISO or 14001:2004 Certified documents.
2. **A “Buy All” Quantities Proposal:** Vendor agrees that this proposal is for a “Buy All” agreement and thereby, will submit a single total bid for all pallet items which are to be bought as a whole unit.
3. **Proposal Submission:** Vendor must submit proposal via the district’s electronic procurement system (E-BID) located at [www.ectrocounty.org/ecisdbid](http://www.ectrocounty.org/ecisdbid). If the vendor is not registered with E-BID they will need to register before a proposal can be submitted.
4. **Awarded Designee(s):** The vendor(s) who submits the highest bid and meets all required certifications shall be awarded contract.
5. **Future Sales of Equipment:** The vendor(s) who meet the certification requirements of this RFP will be placed in a pool of approved vendors. Should the district have additional equipment to sell, during the next 24 months, said vendors will be contacted and offered the equipment for purchase. If the offers received are satisfactory, the equipment would be sold to the vendor with the highest bid. If the pricing received, for these future offers, is not satisfactory then, the District reserves the right to offer the computer and/or electronic equipment to the general public for purchase.
6. **Full Payment:** is due at time of the 1<sup>st</sup> pickup. Check must be made out to Ector County Independent School District.
7. **Delivery and Pick-up:** At time of pick-up, vendor must submit a check for full amount of price. Awarded vendor has 30 calendar days from the date of Award Letter to pick-up entire amount of palletized computerized & electronic equipment purchased. The District reserves the right to dispose of and or remove from its warehouse location all

items/palletized equipment leftover and not picked by vendor after this time period if no prior arrangements have been made in writing with District warehouse management personnel. Any “repalleting” requirements to condense or provide specialized repacking of equipment must be addressed by the vendor at the time of pick-up. All manpower for repalletizing or condensing of packaged equipment must be provided by the vendor.

- 8. Dedicated Trucks:** Vendor must provide dedicated delivery trucks, A to B destination (with no alternate route destination), from warehouse location direct to processing center that have dedicated or numerated door lock seals that can only be opened at the proper processing center destination.
- 9. Processing of Electronic Equipment:** Vendor must provide a certificate of destruction or sanitization for equipment removed, by serial number, within a time period of ninety (90) to a hundred-twenty (120) days after pickup of equipment from ECISD warehouse location. If the purchaser fails to provide said certificates of destruction after the ninety (90) to hundred-twenty (120) day period expires, the firm will pay \$5,000 to the District.