



*Accelerate Progress for Students*

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Executive Director

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Superintendent

**DATE: 2/20/2024**

**RFP NUMBER: 24-053 RR**

**RFP TITLE: Disposal of Technology and Miscellaneous Equipment with Memory**

**ADDENDUM NUMBER: 1**

**Please see the following Questions and Answers listed below:**

1. To help us determine the value of the devices- What are specifications on the computer's processor, memory and hard drive size? Can you please provide a sample of serial numbers for each model?

**Answer:** It is a variety of Chromebooks, dell laptops and desktops, macs laptops and Desktops the majority of our fleet is Chromebooks older than 5 years old. Vendor can arrange a walkthrough of the warehouse.

2. Are all devices working and complete?

**Answer:** Not all, but some are working and complete.

3. Do all units have AC adapters?

**Answer:** No, not all.

4. Are there any with broken screens? If so, what percentage?

**Answer:** Yes, the percentage is unknown.

5. Have all the units been released from management locks?

**Answer:** Yes

6. Can you please provide pictures of units that have laser etching and stickers?

**Answer:** Yes, see attachment. Stickers on devices are mostly from students so they could be anything.

7. We would like to confirm if the units are going to be packed and shipped on site and if packaging materials such as boxes, pallets, shrink-wrap etc. will be required. Will there be forklift on site?

**Answer:** Packaging materials would be beneficial; there will be a forklift on site.

8. Would APS prefer a credit on account or check? Will APS allow a financial reconciliation settlement twice a year?

**Answer:** Either would be acceptable, and a financial reconciliation bi annually could also be utilized.

9. Page 29, Item 35/6, states to propose a fee for “prepare computers for auction (no hard drive/with hard drive) palletize, photograph, data entry to post to online auction site (s)”. **Question:** Does the school district or the vendor choose what platform assets are sold? GovDeals, for example, does not vet buyers of equipment and a decades experienced, certified recycler/ITAD company has more solidified (and secure) buyers, markets, and opportunities to sell into.

**Answer:** The vendor can choose the platform that assets are sold.

10. Do your chromebooks, iPad, Mac desktops, and specialty lab equipment more often have a removable asset sticker, or a laser engraving?

**Answer:** Asset tags are stickers.

11. 26. MULTI-AWARD: APS reserves the right to multi-award contracts as necessary for adequate delivery or service in accordance with NMSA 1978, §13-1-153.

Second Life Mac is interested in purchasing only the Apple-branded devices that may come available from APS over the coming years. Given the district reserving the right to multi-award, how would you recommend we respond to this RFP fee schedule?

Reason I ask is because we will not charge the district any fees to perform the following line items as requested in Fee Response Form:

- 1) Pick up technology equipment
- 2) Remove and destroy computer hard drives
- 3) Prepare computers for auction
- 4) Erase or scrub all data
- 5) Prepare computers for auction
- 6) Prepare miscellaneous items

- Would it be acceptable for us to respond \$0.00 on each line item and then provide our buy price for each Apple device that may come available from the district?

- If that type of response is acceptable, does the purchasing department have any details regarding the expected models and/or quantities of iPad/Mac that may come available during the term of this contract?

- Since the values we pay for Apple devices tend to change over time based on market demand, would the district prefer us to provide a single price for the life of the contract or a monthly price schedule for the foreseeable future to maximize the district's value received for such devices.

**Answer:** You can respond to \$0.00 on the items you will not charge APS, and respond with pricing for Apple products.

12. I hope this message finds you well. I am reaching out regarding the current RFP# 24.053RR for the disposal of technology equipment. Our team at Albuquerque Computer & Electronics Recycling Co. (ACER) has thoroughly reviewed the RFP and, while we are eager to participate, we've identified a few areas where we believe adjustments could better align the RFP with the specific needs of ITAD services.

A. Adjustment of Insurance Requirements: We suggest modifying the Errors and Omissions (E&O) insurance requirement from \$2M to \$1M, complemented by the addition of a \$3M Cyber Liability Insurance requirement. Given the nature of ITAD services, Cyber Liability Insurance is more pertinent and offers greater protection for data security concerns. This adjustment would not only be more applicable to the services required but also align with industry best practices.

B. Inclusion of Environmental Certification: We propose the addition of a requirement for an environmental certification, such as ISO 14001, with third-party auditing. This inclusion would emphasize the importance of environmental stewardship and sustainable practices, which are crucial in our industry.

C. Addition of Asset Management Pricing Line Item: To enhance clarity and ensure comprehensive service coverage, we recommend adding a specific line item for Asset Management in the pricing structure. This would aid in transparent billing and acknowledge the critical role of asset management in ITAD.

**Answer:** Please respond to the current requirement that are listed in the Request for proposal.

13. Would you be able to provide some sample model numbers for the Chromebooks, iPads, and Dell/Mac Desktops?

**Answer:** Vendor can arrange a walkthrough of warehouse.

14. Just to confirm, vendors are not required to only resell through online auction sites, such as govdeals, correct? The awarded vendor will be allowed to resell to current customers/company contracts?

**Answer:** Yes, that is correct.

15. We do understand all the device are end of life for APS, but it would be great help if we can actually view the devices, especially the recent batch will most Chromebooks, which will help us to make our best shot according to the estimate from the function level and cosmetic.

**Answer:** We can accommodate a site visit of the warehouse.

16. I am writing regarding the RFP# 24.053RR for disposing of technology equipment. After a thorough review of the RFP and the relevant New Mexico statutes, I believe there is an opportunity for Albuquerque Public Schools (APS) and Albuquerque Computer & Electronics Recycling Co. (ACER) to engage in a more streamlined and efficient process.

Under New Mexico Statutes Section 13-6-1 (2021), items of tangible personal property with a current resale value of \$5,000 or less per individual item not collectively do not require disposition through an RFP or auction. Given the nature of the items listed in Section 1 of your RFP – Chromebooks (12,165 units), iPads (2,081 units), and specialty lab Dell and Mac Desktops (1,479 units) – it's evident that none of these items individually exceed this \$5,000 threshold. Typically, such devices, even when new, do not approach this value.

Considering this, I propose that APS could contract directly with ACER for the disposal of this technology equipment. This approach aligns with the interpretation of the law and the practices adopted by other school districts in New Mexico with whom we currently work to include Santa Fe Public Schools, Los Alamos Schools, Espanola Public Schools, Pojoaque Schools, and Estancia Valley Schools without an RFP. By partnering directly, ACER is prepared to offer significant advantages:

Waiving of asset management, pick-up, and disposal fees altogether.

A profit-sharing model, as successfully implemented with other districts, to provide APS with a potential revenue stream. This direct contract would not only be fully compliant with state regulations but also offer APS a cost-effective and environmentally responsible solution.

**Answer:** Please respond to the current requirement that are listed in the Request for proposal.

**ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL, AND SEE  
UPDATED EVALUATION CRITERIA IN THIS DOCUMENT:**

**Addenda not signed and returned may consider the RFP non-responsive and May be  
Rejected.**

\_\_\_\_\_  
COMPANY/FIRM NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## ALBUQUERQUE PUBLIC SCHOOLS

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IT Help Desk: (505) 830-8080

