



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA
 SCHOOL BOARD ADMINISTRATION BUILDING
 Procurement Management Services
 1450 N.E. 2nd Avenue, Room 650
 Miami, FL 33132

Direct All Inquiries To Procurement Management Services Buyer's Name: _____ PHONE: (305) 995-_____ Email: _____ TDD PHONE: (305) 995-2400
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BID/RFP ADDENDUM

Date: _____

Addendum No. _____

BID/RFP No. _____ BID/RFP TITLE: _____

This addendum modifies the conditions of the above-referenced BID/RFP as follows:

All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>

The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package.

I acknowledge receipt of Addendum Number _____

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

(PLEASE TYPE OR PRINT BELOW)

LEGAL NAME OF BIDDER: _____

MAILING ADDRESS: _____

CITY, STATE ZIP CODE: _____

TELEPHONE NUMBER: _____ E-MAIL I.D. _____ FAX # _____

BY: SIGNATURE (Manual): _____
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): _____ TITLE: _____
 OF AUTHORIZED REPRESENTATIVE

**ITB-20-068-CM Recycling of Computing Devices
Questions and Answers**

- Q1: Spreadsheet provided in this ITB, is it for tabulation purposes only as of the date of submission?**
- a. ITB refers to a quote in section 6&7. Is the expectation that every request for recycle will need a quote priced at the current market condition?**
 - b. How do we reflect labor costs associated with Collection, Inventory, Storage, Destruction, Certification in the spreadsheet?**
 - c. In many circumstances the shipping cost will vary on the amount of devices being recycled. How do you account for shipping cost?**
 - d. If the District does not approve the devaluation, who covers the cost to ship back to the District?**

- A1: The spreadsheet will be used to establish pricing and determine the awarded bidder.**
- a. After evaluating the condition of the devices on each pickup, the awarded vendor must provide a report on the condition and price of each device, in accordance with the established bid price. Price adjustments due to changes in market conditions must first be approved by the District.
 - b. Any additional costs, labor, expenses, and services should be considered when submitting pricing for this ITB. The District will not issue payment for devices that yield a negative profit margin for vendors.
 - c. The District will not pay shipping costs. This must be taken into consideration when submitting your base price.
 - d. The District will not pay shipping costs. This must be taken into consideration when submitting your base price.

- Q2: The quantities listed for each device is that total inventory on-hand today? Over what period do you expect to recycle these quantities?**

- A2: Quantities are approximate current inventory. Some are targeted for immediate disposal; others may be five years from now.**

- Q3: Some are relatively new devices, these listed for what reason?**

- A3: The span of this ITB is for 3 years with 2 one-year options.**

- Q4: Certificate of Destruction required per device or for the batch collected?**

- A4: Batch**

- Q5: Are the terms and conditions negotiable?**

- A5: No.**

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Q6: How will the district handle when the cost to evaluate and destroy is greater than the base value? Will the awardee invoice MDCPS for labor, expenses, and services render?

A6: Any additional costs, labor, expenses, and services should be considered when submitting pricing for this ITB.

Q7: In the case there is a favorable value back to District, who will the check be going to?

A7: Checks must be made to: Miami-Dade County Public Schools

Mailing Address
Instructional Technology
1501 NE 2nd Ave, Suite 336J
Miami, FL 33132

Q8: Please provide the specification /configuration for all the devices listed in the ITB (model#, Generation, CPU, Memory, Storage).

A8: SKUs were listed in the Price Proposal Spreadsheet.

Q9: What is the projection for the next 6 months?

A9: Approximately 20,000-25,000 devices

Q10: In reviewing the list, some of the devices are very new and the quantities are very high (e.g., the 70K G7). This will significantly skew the tabulation. It will also be unrealistic at time of recycle in 5 years.

a. We believe this table should be consolidated to devices and quantities within the next 3 to 6 months.

b. ITB has provisions to add models in a future date and quantities.

A10: There is no way to determine how many devices may break in the next 3 to 6 months. The Price Proposal Spreadsheet will remain as published.

Q11: Who is updating ATMS when the devices are removed at school?

A11: Awarded bidder must submit the list of serial numbers removed from a site within two business days. The information will be used to update ATMS by the District.

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Q12: How will the District address the fluctuation of devices in the recycling market?

A12: Price adjustments due to changes in market conditions must first be approved by the District. The awarded vendor must submit a price change request, along with evidence of a change in market conditions.

Q13: How will the District address setting prices at today's market value, and at time of recycling it will no longer be the case?

A13: Price adjustments due to changes in market conditions must first be approved by the District. The awarded vendor must submit a price change request, along with evidence of a change in market conditions.

Q14: Will the District consider changing the quantities in the Tabulation spreadsheet to 1 for all devices?

A14: No, the Price Proposal Spreadsheet will remain as published.

Q15: Would the District consider adding a (scrap) per lb. option for the line items, in addition to the per unit option on the Price Proposal Spreadsheet. For example, if a bidder received material that is not working, most would not want to pay full price; however, scrap value can be offered on a per lb. basis.

Another example would be for the "Accessories;" these items would typically be paid out on a per lb. rate, whether working or not.

A15: The District will not add a scrap or per lb. option.

Q16: As far as the condition of the devices will they have any engravings, broken parts, or be broken completely? Is there anything significant about the condition of the devices the bidders should know?

A16: There are generally two types of mobile devices that will be part of this ITB – broken mobile devices and mobile devices that are obsolete (generally mobile devices older than 5 years).

Q17: Will the devices have any asset tags, metallic tags, tamperproof tags, or stickers on them?

A17: Most mobile devices will be etched with district information. Some devices may have asset tags.



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Q18: Will the devices have any locks on them (DEP)?

A18: Most mobile devices will have a BIOS-lock.

Q19: Were any of the devices in cases during their time at the school?

A19: Most devices were not in cases. The EP900 and EP1000 may have cases.

Q20: Will the devices come with chargers/accessories?

A20: Some devices will include chargers.

Q21: When will the pickup deadline(s) be?

A21: Instructional Technology will advise awarded vendor of the locations for pick up. Awarded bidder should contact the site within 3 business days of notification to coordinate a pickup date/time that will work for both the school site and vendor. Awarded bidder must pick up devices within 5 business days from the initial contact with the school.

Q22: When will the payment deadline be?

A22: Devices picked up from multiple sites may be consolidated in a single valuation quote required under Section 6.3. Payment for devices must be done quarterly. No devices should be held at the vendor without payment for more than two quarters without District authorization.

Q23: Will a deposit need to be submitted with the bid?

A23: No

Q24: Will there be an in-person inspection or virtual viewing of the devices?

A24: Devices can be viewed during the pickup.

Q25: Do bidders need to bid on the entire lot or can we bid line-by-line?

A25: Entire Lot

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Q26: Will M-DCPS provide a report of the defects or is the vendor is responsible?

A26: The vendor is responsible.

Q27: Do the laptops/computing devices have a “BIOS-lock”?

A27: Most devices have a BIOS-lock.

Q28: Is the awarded vendor responsible for pick-up of the computing devices?

A28: Yes

Q29: At what location in Miami-Dade are the pick-ups?

A29: Locations may be at any District site or designated storage facility. All sites are in Miami-Dade County.

Q30: How often are the pick-ups, monthly? Quarterly?

A30: Pickups are ongoing.

Q31: When will these devices be available for pick up?

A31: Some are available for immediate pick up.

Q32: Can photos be provided of devices?

A32: No, photos will not be provided.

Q33: Are chargers included for all units?

A33: Some have chargers; but not all.

Q34: What are the average quantities recycled per year (makes and models)?

A34: This information is not available, since the District has not had a computer recycling contract in the past.

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Q35: Can you provide an asset list of what was recycled over the past 2-3 years?

A35: This information is not available, since the District has not had a computer recycling contract in the past.

Q36: Can a bid be submitted just through Demandstar or does a physical copy need to be accompanied?

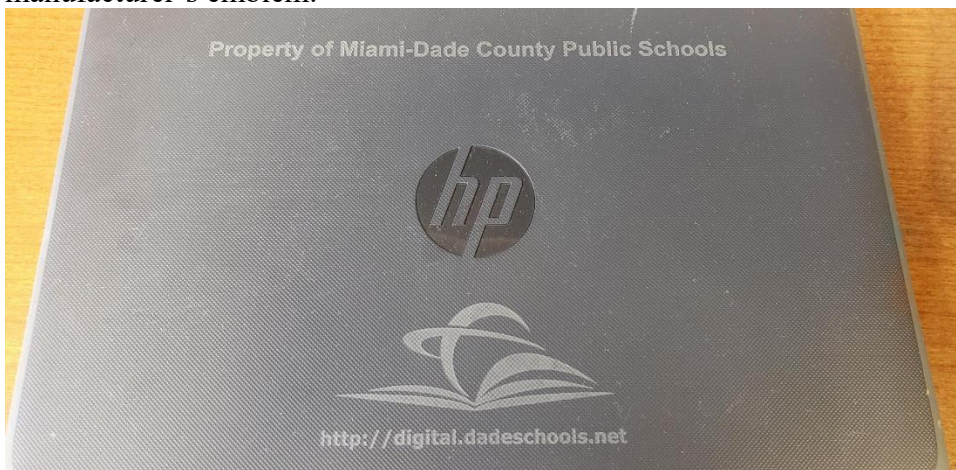
A36: Bids may be submitted via DemandStar alone. A physical copy of the bid is not required.

Q37: How many locations do you anticipate needing to have pickups?

A37: Device pickups will occur throughout the year and will involve sites that are located all over the county.

Q38: Section 6.1-D-1 states to “Remove the etched/branded cover.” Can you supply pictures of the cover so we can know how much work is involved in the removal process?

A39: Actual placement of etching may vary by model depending on the location of the manufacturer’s emblem.



Q39: Base Price – Is it related to new price as brand-new product?

A39: The price that would be offered today to the District if the used device is in good working order.

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Q40: Do you have any percentage reduction from depreciation?

A40: Bidder is responsible for calculating and submitting deducted prices based on possible defects.

Q41: About the following Defect deduction from base price, how do you calculate them?

- Etching
- Major Scratches/Blemishes
- Minor Scratches/Blemishes
- Broken/ Damaged Screen
- Broken/Damaged Keys/Keyboard
- Broken/Damaged Hinge
- Damaged IO Ports
- Broken/Damaged Casing
- Motherboard
- BIOS
- AC Adapter

A41: Bidder is responsible for calculating and submitting deducted prices based on possible defects.

Q42: About the total quantity in Excel, we do not have the knowledge about their status and how could we identify the following:

Provider shall conduct an evaluation of each device and assign devices into 3 categories:

- 1. Useable – ACTION: remove the etched/branded cover. The device can be sold on open market. Etched cover must be destroyed and recycled to the extent possible (certified).**
- 2. Sold for Parts – ACTION: remove parts and sold. Etched/branded cover may not be sold. Etched cover must be destroyed and recycled to the extent possible (certified).**
- 3. Destruction – ACTION: destroyed and recycled to the extent possible (certified)**

A42: The devices would be categorized after pickup from schools or other District designated sites.

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Q43: When you say, “provide pickup services from school sites and warehouse storage as necessary.” Can you provide some direction on what kind of volume the awarded vendor might see, per pickup? 10,20,30 or more schools each time? 100 assets from a school? We understand these will fluctuate but some info would certainly help.

A43: Some schools would have as few as 10; other sites may have a few hundred. Information would be provided ahead of time of the approximate count per site.

Q44: Is the awarded vendor expected to go in each classroom for hardware removal & packing or will the district centralize everything for removal & packing?

A44: Each location will have the hardware in one location in the building. Individual classroom visits are not expected. Laptop removals from carts are not expected. Equipment should be organized for pick up (power adapters consolidated in a box).

Q45: Since this is a recycling-based contract with a lot of liability on hand for the district, is M-DCPS requiring an R2 or E-steward Certification? There was nothing in the ITB, other than complying with applicable federal, state, and local laws.

A45: An R2 or E-Steward Certification is not required. It is the vendor’s responsibility to comply with applicable federal, state, and local laws.

Q46: What is the quantity of devices that include adapters?

A46: Unknown. This will change by pickup.

Q47: What do you consider as evidence of verified market changes you would consider for price adjustments?

A47: Changes in the market may be verified by means that include but are not limited to documentation from manufacturers, researching with other vendors and webpages, analyzing trends, and benchmarking against other public agencies.

Q48: Will Work Orders be scheduled out of all 529 schools? And how would we be communicating and coordinating the pick-ups at individual school sites?

A48: Initial pickup information will be provided from a single District office, along with approximate count and school contact information. Vendor can coordinate with the school to identify a specific date/time that will work for both the school site and vendor.

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- Q49:**
- A. How much notice of each pick up will there be?**
 - B. Will it come from the school or a central coordinator?**
 - C. Is there a minimum size for each pickup, is this something we can dictate?**
 - D. How fast does the pickup need to be after the request is made?**
 - E. How much detail will we get about the equipment we are picking up?**
 - F. Can we get a list of all the pickup locations?**
 - G. Are all the devices etched?**
 - H. Can we use our technology to remove the device etching rather than disposing of machine covers/case?**
 - I. When we provide you with a list of equipment picked up can we determine its category (salable/sell parts/recycle) after we have it at our facility as in 6.1 e rather than 6.1c?**
 - J. What will the mechanism be to determine fair pricing for assets when market conditions change?**
 - K. What will the process be when we pick up equipment with no value and incur costs in disposing of it?**
 - L. In Scope of Work 6.1 it asks us to list costs for logistics, we do not incorporate these costs in our equipment offer. Are these to be used in cases as in K above?**
 - M. How long will it take for you to approve our categorization of the equipment in your 3 categories?**
 - N. After we have agreed on the above, how soon are you expecting payment?**
- A49:**
- A. Please refer to A21.
 - B. Instructional Technology will notify vendor of pickup locations.
 - C. There will be at least 10 devices at each pick up site.
 - D. Please refer to A21.
 - E. Models and approximate counts will be provided. The information can be confirmed when the vendor contacts the school to schedule the pickup.
 - F. Devices may be picked from any District site or designated location within Miami-Dade County.
 - G. The majority of devices are etched.
 - H. Yes, as long as all traces of District identification are removed.
 - I. Yes
 - J. Changes in the market may be verified by means that include but are not limited to documentation from manufacturers, researching with other vendors and webpages, analyzing trends, and benchmarking against other public agencies.
 - K. Any additional costs, labor, expenses, and services should be considered when submitting pricing for this ITB. The District will not issue payment for devices that yield a negative profit margin for vendors.
 - L. Logistic costs should be incorporated in the equipment offer.
 - M. Allow up to 3 business days

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N. Payment for devices must be done quarterly. No devices should be held at the vendor without payment for more than two quarters without District authorization.

Q50: The bid document mentions picking up from multiple locations (school sites and warehouse storage). I would like to confirm that vendor will be picking up from multiple locations. If so, can you tell me how many locations?

A50: Pickup can be from any District site or designated storage facility.

Q51: Are all devices etched or can you provide an estimated percentage of the number of devices that are etched?

A51: Most devices are etched.

Q52: Will the equipment be packaged or palletized at all when vendor arrives to conduct the onsite inventory prior to removal?

A52: The equipment will be in a centralized location at a site and unlikely to be palletized.

Q53: Will the vendor be able to conduct inventory verification at the same time as equipment removal?

A53: Yes, the vendor should conduct an inventory verification before equipment is removed from the site.