



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

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**REQUEST FOR PROPOSAL
07-0218
ELECTRONIC WASTE DISPOSAL
ADDENDUM # 1**

November 27, 2007

The following are questions received in reference to RFP # 07-0218, Electronic Waste Disposal. Questions are in *italics* and answers are in **bold** text.

Please acknowledge receipt of this addendum on the Proposal Response Form in the appropriate place.

- 1) *Can you tell what the winning bid amounts were from your previous RFP(s) for electronics recycling?* **This is the first time we have bid this service.**
- 2) *What have your volumes been for recycling as far back as you have kept records?* **We have never tracked volume.**
- 3) *How many different pickup locations are involved?* **Multiple sites, at least six (6) have been used in the past.**
- 4) *Will the equipment be centrally located by location or one pick-up site?* **Majority of the time it is centrally located at 538 N. Main, Wichita, KS (basement), but there will be additional pick-up sites.**
- 5) *Will our company be packing and palletizing equipment?* **Yes**
- 6) *How often will pick-ups be required?* **Unknown at this time, it has been as frequently as every two weeks to as infrequently as once a quarter.**
- 7) *What would the minimum pick-ups size be i.e. one computer?* **Usually it will be multiple pieces of equipment, but at times it could be one.**
- 8) *Specifically, how many of each product would come available on a monthly basis?* **This would depend on the department and at this time we would not know this.**

- 9) *Does this bid include school districts?* **We do not have school districts but our bid language states that pricing would be offered to other local government entities, see number one (1) under Proposal Conditions.**
- 10) *How are we informed that a pick needs to be done?* **We will contact the vendor.**
- 11) *Based on previous years or on the Refresh Cycle for your IT equipment, can you provide an estimated monthly/annual volume of expected or average equipment by piece count or weight?* **As stated above, we have never kept track of the volume; the County Refresh Cycle is approximately every five (5) years depending on department budgets.**
- 12) *When is the deadline for a Vendor to receive an "E-Waste Permit"?* **Not knowing how long it will take KDHE to review permit applications, we cannot state a deadline. However, we require that all applicants show proof of their application for permit.**
- 13) *Under Requirement Description 5.19 who determines "not reusable"? Will this be determined by the Vendor or will the "not reusable" drives be determined prior to being sent to the vendor?* **Sedgwick County will determine not reusable.**
- 14) *Does pricing need to represent logistics coordination, freight, and labor?* **Yes**
- 15) *What is the quantity of units on an annual basis? What is the mix of the assets? (i.e. age, configurations, pc's, monitors, etc.)* **See number eleven (11) above.**
- 16) *How frequently will pick ups be requested?* **See number six (6) above.**
- 17) *On average, how many units are picked up at one time? Unknown What location(s)?* **Usually there is mainly one (1) site, but there could be multiple sites.**
- 18) *What type of reporting is Sedgwick County looking for once assets are processed? Serialized? Aggregate weight?* **Reports need to be as detailed as possible. Report must include a listing of the weights and the serial numbers of devices in addition to the other information listed in the Request for Proposal.**
- 19) *Please give us an idea of the volume of office electronics involved on an annual basis by item group i.e. monitors, CPUs etc. What is the annual volume of mercury containing devices, i.e. lamps, bulbs etc?* **See number eleven (11) above.**
- 20) *How many different pickup locations would there be? Are there security issues which could limit access for pickup by our personnel?* **There will usually be one pickup location; however other locations may occasionally be requested on an as needed basis. The equipment at the main location is kept locked up in the basement of the Munger Building located at 538 N Main, therefore, vendor will be required to pick up during normal business hours. There is a ramp for loading/unloading from the basement.**
- 21) *Does this RFP include a need for a solution for the collection of electronics from households and small business in Sedgwick County as well as the County's owned equipment?* **No, not at this time.**
- 22) *Please explain any data security issues (destruction of hard drives, media tapes, etc.) that a vendor must handle on site.* **Vendor is not required to destroy hard drives or media on site, and may use a sub-contractor for this function. However, vendor must comply with all HIPAA requirements and, per section 5.19 of the RFP must drill/shred all hard drives within 24 hours of receipt. Section 5.22 also requires vendor to consult with the County to develop a more detailed data destruction procedure.**

- 23) *What is the current process for office electronic disposal? What are the current costs/contract arrangements for disposal? Are you currently reselling any of the computer items? If so, how is resale process being done now?* **Currently, functioning equipment is placed on the GovDeals website for sale. If the equipment does not sell, it is turned over to the recycling vendor for disposal. All non-functioning equipment is turned over directly to the vendor. Currently there is no contract for this service, and the County is not being charged for the service.**
- 24) *What would the County like to see changed from the current office electronics disposal process? Are there specific goals for this RFP to accomplish?* **The County would like to see contractual assurances of proper disposal of equipment and compliance with appropriate laws and regulations, and more extensive record keeping and tracking of equipment life cycles.**
- 25) *What is the refresh cycle of age of computer equipment when it is recycled? See number eleven (11) above. What are the main brands of computer equipment? Several brands are represented, including Dell, Gateway, Compaq, ViewSonic, etc.*
- 26) *Does the County follow EPEAT Guidelines in its RFP's? EPEAT Guidelines were not consulted in the drafting of this RFP.*

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