

**EDUCATION SERVICE CENTER REGION 19  
ALLIED STATES COOPERATIVE  
RFP AWARD SUMMARY**

**RFP TITLE:** Asset Disposal & Recovery Services –  
ESC Region 19 Allied States Cooperative

**RFP NUMBER:** 15-7196

**RFP OPENING DATE:** June 21, 2016

**CONTRACT TERM:** Date of award until June 30, 2017 the option to extend in one  
year increments annually for an additional four (4) years if agreed  
to by ASC and Vendor  
**(Extended by Region 19 - ASC until June 30, 2018)**  
**(Extended by Region 19 - ASC until June 30, 2019)**

**FUNDING SOURCE:** Various

**RFP's ISSUED:** 43

**RESPONSES:** 3

**ADVERTISEMENT DATES:** El Paso Times: May 26 & June 2, 2016  
Washington Post: May 27 and June 3, 2016

**BOARD MEETING DATE:** July 21, 2016

**RECOMMENDED FOR AWARD** SourceAmerica dba Cycle Point

**TOTAL (estimated)** \$1,500,000.00 / year

**EXPLANATIONS:**

Award of this contract will enable ESC Region 19 and its various programs to facilitate the asset disposal & recovery services of electronics complying with the new EDGAR (Education Department General Administration Regulations) 2 CFR Part 200 as it relates to the expenditure of federal funds. The evaluation committee utilized a point system with weight factors of 50% pricing, 30% overall quality of services offered, 20% reference checks. The awarded vendor, SourceAmerica dba Cycle Point, had an extensive price list with a Refund/Credit program. Computer Dealers and Recyclers Global, Inc.'s price list was not as diversified enough as the awarded vendor. One Dell Way's submittal for this RFP did not meet qualifications for evaluation. They also did not agree to the ASC Administrative Fee, hence they were not considered. All awarded vendors price lists and links can be accessed on this award summary under the price list link.

**SPECIFICATIONS PROVIDED BY:** Royce Cleveland  
ESC Region 19

**EVALUATION COMMITTEE:** Royce Cleveland  
ESC Region 19  
  
Debra Oropeza  
ESC Region 19  
  
Martin Camacho  
ESC Region 19

## **SPECIAL CONDITIONS, PRICING, AND SERVICES PROVIDED**

1. ESC REGION 19 AND ITS REGION 19 PURCHASING COOPERATIVE MEMBERS WILL BE RESPONSIBLE FOR PROVIDING AN ACCURATE INVENTORY LIST OF EQUIPMENT TO BE RETIRED TO MINIMALLY INCLUDE SERIAL NUMBERS, ASSET TRACKING NUMBERS, MANUFACTURER/ MODEL NUMBERS, AND ACQUISITION DATE AND COST IF KNOWN.
2. AWARDED CONTRACTOR AGREES TO TAKE POSSESSION OF IDENTIFIED EQUIPMENT FROM ESC REGION 19 PURCHASING COOPERATIVE MEMBERS' WITHIN 10 DAYS OF WRITTEN NOTIFICATION OR SOONER AND PAY FAIR MARKET VALUE OR CREDIT, DEPENDING ON CIRCUMSTANCES FOR EQUIPMENT INVENTORY SUBMITTED.
3. AWARDED CONTRACTOR WILL INSURE AND GUARANTEE ALL DATA DEVICES RECEIVED ARE COMPLETELY ERASED USING SOFTWARE APPROVED APPLICATIONS ON HARD DRIVES THAT ARE DEPARTMENT OF DEFENSE COMPLIANT, AS WELL AS INCLUSION OF SECTOR VERIFICATION TO ENSURE DRIVES ARE WIPED PROPERLY.
4. AWARDED CONTRACTOR WILL BE REQUIRED TO PROVIDE BOTH ON-SITE AND OFF-SITE DATA SANITIZATION WHILE EITHER OFF OR ON THE NETWORK, HARD DISK DESTRUCTION, SECURE LOGISTICS, AND REPORTING TO INSURE THE PRIVACY AND PROTECTION OF ALL RETIRED DATA.
5. AWARDED CONTRACTOR MUST PROVIDE TANGIBLE, QUANTIFIABLE RESULTS REGARDING SUSTAINABILITY EFFORTS. REPORTS WILL MINIMALLY PROVIDE RESULTS INCLUDING POUNDS OF TOXIC CHEMICALS AVOIDED, ELECTRICITY SAVED, GALLONS OF WATER CONSERVED, FUEL SAVINGS, AND OTHER RELATED ENVIRONMENTAL SAVING MEASUREMENTS.
6. AWARDED CONTRACTOR WILL PERFORM ASSESSMENTS COVERING DATA SECURITY, ENVIRONMENTAL PERFORMANCE, NET VALUE REALIZATION, AND MUST REMOVE ALL ASSET TAGS AND RETURN TO THE INDIVIDUAL DESIGNATED FROM THE REGION 19 PURCHASING COOPERATIVE TO TRACK FIXED ASSET DISPOSALS.
7. AWARDED CONTRACTOR WILL PERFORM ASSESSMENTS COVERING DATA SECURITY, ENVIRONMENTAL PERFORMANCE, NET VALUE REALIZATION, AND MUST REMOVE ALL ASSET TAGS AND RETURN TO THE INDIVIDUAL DESIGNATED FROM THE REGION 19 PURCHASING COOPERATIVE MEMBER TO TRACK FIXED ASSET DISPOSALS.
8. VENDOR MUST DEMONSTRATE IN ITS RESPONSE THE PROCESS UTILIZED REGARDING THE BILL OF LADING DETAILS, ORIGINAL EQUIPMENT MANUFACTURER OF HARDWARE RECEIVED, MAKES, MODELS, SERIAL NUMBERS, ASSET TAG NUMBERS, AND OTHER RELEVANT PROCESSES FOR ENSURANCE OF ASSETS TO BE DISPOSED, SOLD, OR OTHERWISE.
9. VENDOR MUST PROVIDE ALL FORMS OF DATA ERADICATION SERVICES OFFERED FOR ENSURANCE OF CONFIDENTIALITY ALONG WITH ANY VALUE ADDED SERVICES ALONG WITH PRICING.
10. VENDOR MUST PROVIDE ALL DETAILS FOR AUDIT AND DIAGNOSTIC TESTING UTILIZED WHEN DETERMINING WHETHER OR NOT EQUIPMENT IS TO BE RECYCLED, REMANUFACTURED, RESOLD, OR OTHERWISE.
11. VENDOR MUST PROVIDE ALL DETAILS AND POLICIES REGARDING FAIR MARKET VALUE PURCHASE PRICING BACK TO THE REGION 19 PURCHASING COOPERATIVE MEMBER INCLUDING SAMPLES OF DOCUMENTATION AND COMMUNICATIONS A POTENTIAL CLIENT REGION 19 PURCHASING COOPERATIVE MEMBER WOULD RECEIVE WHEN DOING BUSINESS.
12. VENDOR MUST PROVIDE ALL DETAILS REGARDING RECYLING AND LEGAL DISPOSAL PROCESSES UTILIZED IN COMPLIANCE WITH THE ENVIRONMENTAL PROTECTION AGENCY INCLUDING A ZERO TOLERANCE POLICY FOR OVERSEAS DUMPING OF RECYCLEABLE MATERIALS.
13. AWARD RATINALE WILL BE BASED ON 50% OVERALL PRICING, 30% ON THE OVERALL QUALITY OF SERVICES OFFERED IN THE BEST INTEREST OF REGION 19 PURCHASING COOPERATIVE MEMBERS, AND 20% ON REFERENCE CHECKS FOR LARGE CONTRACT ACCOUNTS WHERE THE STATED SERVICES ARE CURRENTLY BEING UTILIZED.
14. THIS AGREEMENT WILL BE THE FINAL CONTRACT TO WHICH THE VENDOR WILL HONOR AND ABIDE BY DURING THE CONTRACT TERM.

**RESPONSE FORM-Tab 4 must include written responses for items 1-10 provided below;**

1. CAN VENDOR FACILITATE THE DISPOSAL AND RECOVERY OF MINIMALLY THE FOLLOWING;

NOTEBOOKS, DESKTOP PC'S, ROUTERS, HUBS, DESKTOP SCANNERS, PRINTERS (ALL TYPES), SERVERS (ALL TYPES), ROUTERS, PRODUCTS THAT WILL REQUIRE DISASSEMBLY TO SEPARATE RAW MATERIALS, COPY MACHINES, MICROFILM MACHINES, REPROGRAPHICS EQUIPMENT, MINI COMPUTERS, MAIN FRAME COMPUTERS, MICE, TELEPHONE SWITCH BOARDS, KEYBOARDS, DOCKING STATIONS, PORT REPLICATORS, PROCESSORS, CIRCUIT BOARDS, TELEVISION SETS, RECORDING EQUIPMENT, AUDIO VISUAL EQUIPMENT, HARD DRIVES, CELL PHONES, PAGERS, AND OTHER COMMUNICATION DEVICES? DETAILS MUST BE PROVIDED

2. PROVIDE DETAILED INFORMATION ON THE PROCESS FOR PICKUP OF ASSET ITEMS FOR RECOVERY OR RECYCLING INCLUDING ALL COSTS ASSOCIATED WITH ON SITE, DIRECT FROM VENDOR, OR DELIVERY BY 3<sup>rd</sup> PARTY TRANSPORTER INCLUDING BONDING, INSURANCES, AND ANY OTHER REQUIREMENTS TO FACILITATE SECURITY AND CONFIDENTIALITY CONCERNS;

3. PROVIDE DETAILED PROCESSES AND PROCEDURES ADMINISTERED TO ENSURE DATA ERASURE, SOFTWARES UTILIZED, AND ANY OTHER PROCEDURES UTILIZED DURING THE INSPECTION PROCESS ON ALL EQUIPMENT DURING THE DETERMINATION OF WHETHER IT CAN BE RECYCLED OR REFURBISHED FOR FURTHER USE WITHOUT COMPROMISING THE DATA FROM THE ORIGINAL OWNERS (ESC REGION 19 PURCHASING COOPERATIVE MEMBERS). PRICING STRUCTURE SHOULD BE PROVIDED WITH THE RESPONSE TO THIS ITEM FOR BOTH ON SITE AND OFF SITE SERVICES;

4. VENDOR TO PROVIDE SYSTEM CURRENTLY IN USE TO PROVIDE DOCUMENTABLE ENVIRONMENTAL SAVINGS MEASUREMENTS ALONG WITH SAMPLES OF REPORTS SUBMITTED TO CURRENT OR EXISTING CLIENTS;

5. PROVIDE A COPIES OF ALL PROFESSIONAL ASSOCIATIONS VENDOR IS CURRENTLY ASSOCIATED WITH INCLUDING ANY CERTIFICATIONS, LICENSES, AND PERMITS HELD THAT ARE DIRECTLY TIED TO THE SERVICES VENDOR IS QUALIFIED TO PERFORM AS IT APPLIES TO THIS REQUEST FOR PROPOSAL;

6. VENDOR WILL PROVIDE ALL COSTS (FIXED & VARIABLE) THAT WILL BE PAID BY THE ESC REGION 19 PURCHASING COOPERATIVE MEMBERS WANTING TO UTILIZE THESE ASSET DISPOSAL AND RECOVERY SERVICES;

7. VENDOR WILL PROVIDE ALL DETAILS REGARDING CLIENT COSTS AND CLIENT PAYBACKS TO THE ESC REGION 19 PURCHASING COOPERATIVE MEMBERS WHEN ANY ASSETS CAN BE REFURBISHED AND RESOLD BY VENDOR INCLUDING A PERCENTAGE OF THE RESELLING PRICE AND WHAT EACH COOP MEMBER CAN EXPECT TO BE PAID BACK IN THE FORM OF A CASH REFUND WHEN APPLICABLE;

8. DUE TO THE CONFIDENTIAL NATURE OF ASSET DISPOSALS AND RECOVERY SERVICES, VENDOR MUST PROVIDE ALL INSURANCES CURRENTLY HELD, SPECIFIC POLICIES ON BACKGROUND CHECKS OF EMPLOYEES, AS WELL AS ANY 3<sup>rd</sup> PARTY VENDORS INVOLVED IN THE PROCESS, AND ALL PERFORMANCE BONDING, PAYMENT BONDING, AND GENERAL LIABILITY BONDING CARRIERS THAT WOULD BE CONTACTED IN THE EVENT OF A BREACH OF DATA DURING THE EXECUTION OF THIS CONTRACT;

9. VENDOR WILL PROVIDE SAMPLE COPIES OF ALL DOCUMENTATION AN ENTITY CAN EXPECT TO RECEIVE FOR COMPLIANC WITH LOCAL, STATE, AND FEDERAL AUDITS IN REGARDS TO ASSET DISPOSAL, RECYCLING, AND RESELL THAT ADDRESS CRADLE TO CRAVE RESPONSIBLITIES BORN BY THE INTITAL OWNER OF ASSETS BEING PROCESSED THROUGH THIS CONTRACT;

10. VENDOR WILL PROVIDE DETAILED POLICY FOR HOW ASSETS DECLARED NOT CAPABLE OF BEING RESOLD ARE DISPOSED; EXAMPLE IS WHAT IS REIMBURSABLE IF ANYTHING TO ESC R19 ASM MEMBER REGARDING SCRAP METAL

**Contact Information:**

**SourceAmerica dba Cycle Point**

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**Services provided:**

Electronics recycling with 76 collection sites in 27 states

**Discount:**

Source America dba Cycle Point does not offer a discount; however, they offer a Customer refund/credit on various services.

**States Covered:**

All states except for Alaska and Hawaii

**Price List:**

[Price Link](#)

Approved by: \_\_\_\_\_  
(Armando Aguirre- Executive Director)  
(Armando Aguirre- Executive Director)  
(Armando Aguirre- Executive Director)

Date: \_\_\_\_\_  
July 8, 2016  
April 25, 2017  
April 11, 2018