



LOS LUNAS SCHOOLS
RFQ 2023-002-HR
PURCHASE & DISPOSAL OF USED TECHNOLOGY EQUIPMENT
AMENDMENT NO. 1
DATE: SEPTEMBER 21, 2022

RFQ No.: 2023-002-HR

RFQ Due: October 4, 2022

Time: 2:00 PM Local Time

Where: Los Lunas Schools
Administration Offices
P.O. Drawer 1300 (if mailed)
119 Luna Avenue (if hand-delivered)
Los Lunas, NM 87031

For Additional Information Please Contact:

Heather Rindels, Purchasing Agent
505-866-8259 Phone
505-866-8262 Fax
Email: hrindels@llschools.net

**PURCHASE & DISPOSAL OF USED TECHNOLOGY EQUIPMENT
FOR
LOS LUNAS SCHOOLS
RFQ NO. 2023-002-HR
RFQ Amendment No. 1
October 4, 2022**

The above referenced RFQ is amended as follows:

A. Submitted Questions and Answers

1. Regarding the vendor certification requirements, ISO 14001 is mentioned a few times in the RFQ definition of terms and in the E-Stewards definition mentions that it encompasses ISO 14001 and R2. Given that ISO 14001 certifications are given only to companies that pass an annual independent environmental audit, will the district also accept ISO 14001 to be included along with R2 or E-Stewards to meet the vendor certification requirements?

Yes. The RFQ has been amended to accept ISO 14001 as an additional allowable certification.

2. Please cite the rule or statute requiring the district to follow a “competitive” process of “bids” to properly recycle and dispose of computers and electronics equipment?

NM Statute 13-6-1. Disposition of obsolete, worn-out or unusable tangible personal property.

D. The governing authority shall dispose of the tangible personal property by negotiated sale to any governmental unit of an Indian nation, tribe or pueblo in New Mexico or by negotiated sale or donation to other state agencies, local public bodies, school districts, state educational institutions or municipalities or through the central purchasing office of the governing authority by means of competitive sealed bid or public auction or, if a state agency, through the surplus property bureau of the transportation services division of the general services department.

Los Lunas School Board Policy 3.16.3. School Property Disposal Procedure.

G. The proposed plan must specifically include:

3. through the District’s Business Office by means of competitive sealed bid or public auction;

3. Will televisions ever be included as part of the equipment for recycling under this agreement?

Yes, Digital Flat Screen only. No CRT TV’s will ever be listed.

4. Will printers and copy machines ever be included as part of the equipment for recycling under this agreement?

Yes

5. When the equipment is ready to pick up, will the equipment be loose and on the ground or ready for transport on pallets or in boxes?

All equipment will be stacked on a pallet in open box condition and will need to be re-packed by the vendor for shipment. Vendors will be responsible for shipping insurance.

6. Will data-bearing parts such as hard drives be removed and cataloged from devices such as computers by the district or left inside devices?

This will be determined based on the items being disposed of. The description of bid items will clarify if hard drives have been removed. Future disposals will often include the hard drive as long as the solid state drive was not removed and recycled.

7. Can the district guarantee that none of the devices will be cloud locked or managed by the district?

Yes. All devices will be unlocked and removed from LLS MDM services.

8. Instead of the process proposed by the district in this RFQ would the district consider contracting with a certified local provider under a “sort and settle” arrangement where there is an agreed upon split on the profit generated by the fare-market sale of the recycled equipment?

No. This question is outside of the scope of this RFQ. Please see answer to #2 listed above.

9. Are you able to provide insights of inventory data by product type, model and grade?

Yes. Bid items will include a detailed description of: Model, Missing Components, Quantities, along with an overall estimated assessment of grade by percentages.

10. Can you please confirm pick up locations? Are they pickups from the individual Schools or one location?

All pickups will take place at our Central Receiving Warehouse located at 1262 NM Hwy 314 SW, Los Lunas, NM 87031 or the Technology Warehouse located at 119 Luna Avenue, Los Lunas, NM 87031.

11. Can you please confirm more detailed information about the below:

- Cosmetic grading criteria by task/activity performed
- Functional grading criteria by task/activity performed
- Systems used to capture and report product information i.e.configuration

See answer to Question #9. The final specification of grading per device will be conducted by the awarded high bidder.

12. Can you clarify who is commercially responsible for pick up?

As per Attachment I. Scope of Work:

9. The vendor will be responsible for Packing and/or Repacking equipment to be shipped.

10. The vendor will be responsible for all transportation and shipping costs required to remove assets from LLS property

13. For bids on the units will this be an as-is bid or can we provide audit report and price based on actuals?

The original bid submitted will be based on actuals. Final specification of grading per device will be conducted by the awarded high bidder.

14. Will you be needing certificate of data destruction on each unit?

Yes. As per Attachment I. Scope of Work:

15. The vendor must submit certification of destruction to LLS designee.

B. I. Introduction

A. Purpose of this Request for Qualifications

Now Reads:

Los Lunas School District (LLS) seeks sealed proposals from companies to purchase, recycle, and properly dispose of used technology equipment that has been retired by Los Lunas School District. The vendor must be R2 or E-Steward, or ISO 14001 Certified.

C. I. Introduction

C. Scope of Procurement

Now Reads:

This is a Procurement being conducted by Los Lunas School District. The scope of the procurement consists of identifying one or more companies that can provide the services described herein. This procurement will result in the award of one or more service contracts. The term of the Contract(s) shall be for one (1) year beginning ~~November 3, 2022~~ **upon execution of contract**, expiring October 31, 2023 with the option to renew for three (3) additional one-year periods. Renewal is contingent upon mutual agreement of the parties and appropriation of funding. Under no circumstances will the term of the Contract(s), including any extensions and renewals thereto, exceed four (4) years. This procurement ~~may~~ **will** result in a multiple source award.

D. I. Introduction

F. Procurement Library

Now Reads:

The Procurement Library consists of the following documents which may be accessed by their associated Internet links:

- New Mexico Procurement Code

<http://public.nmcompcomm.us/nmnxtadmin/NMPublic.aspx>

<https://nmonesource.com/nmos/nmsa/en/item/4378/index.do#!fragment//BQCwhgziBcwMYgK4DsDWszIQewE4BUBTADwBdoByCgSgBpltTCIBFRQ3AT0otojlzYANKIDCSNNACEyPoTC4EbDtypyFCAMp5SAIW4AlAKIAZIwDUAggDIRR2qTAAjaKWxxq1IA>

- Los Lunas Schools Purchasing Policy

http://www.llschools.net/school_board/policies/section_i_i_i_finance/

https://www.llschools.net/lls_board_of_education/policies/section_i_i_i_finance

-Federal W-9

<http://www.llschools.net/common/pages/DisplayFile.aspx?itemId=15394024>

-New Mexico Environment Department

<https://www.env.nm.gov/solid-waste/recycling-composting-and-diversion/>

-United States Environmental Protection Agency

<https://www.epa.gov/smm-electronics/certified-electronics-recyclers#04>

E. II. Conditions Governing the Procurement

A. Sequence of Events

Now Reads:

ACTION	RESPONSIBILITY	DATE
1. Issue RFQ	Procurement Manager (PM)	9/8/22 (Thursday)
2. Return of "Acknowledgment of Receipt" Form for Participation List	Potential Offerors (PO)	9/14/22 (Wednesday)
3. Pre-Proposal Conference via Zoom (Non-Mandatory)	PM	9/14/22 (Wed) 10:00 AM
4. Deadline to Submit Questions	PM	9/16/22 (Friday) 4:30 PM
5. Response to Written Questions/ RFQ Amendments	PM	9/21/22 (Wed) 4:30 PM
6. Submission of Proposal	Offerors	10/4/22 (Tue) 2:00 PM
7. Proposal Evaluation	Evaluation Committee (EC)	Begins 10/5/22
8. Notification of Finalists (If desired)	EC	[TBD]
9. Best & Final Offer (If requested)	Offerors	[TBD]
10. Oral Presentations (If requested)	Offerors	[TBD]
11. Contract(s) Negotiations (If needed)	Tentative awardee(s)/School District	[TBD]
12. Contract(s) Award*	LL School Board*	10/18/22 10/25/22
13. Protest Deadline	Offerors	11/2/22 11/9/22

F. II. Conditions Governing the Procurement

B. Explanation of Events

11. Contract Negotiations

Now Reads:

If necessary, Contract negotiations shall commence with the most advantageous offeror(s) no later than the date indicated in Section II.A (Sequence of Events), above. In the event that mutually agreeable terms cannot be reached within the time specified, LLS reserves the right to finalize a Contract with the next most advantageous offeror(s) without undertaking a new procurement process.

G. II. Conditions Governing the Procurement

C. General Requirements

3. Prime Contractor Responsibility

Now Reads:

Any contract that may result from this RFQ shall specify that the prime contractor is solely responsible for fulfillment of the contract with the School District. ~~The School District will only make contract payments to the prime contractor.~~

H. III. Response Format and Organization**C. Proposal Format****1. Proposal Construction****C. Mandatory Requirements****Now Reads:**

5. Proof of R2, ~~and/or E-Steward~~, **or ISO 14001** Certification

I. IV. Specifications**C. Mandatory Requirements****Now Reads:**

6. Proof of R2, ~~and/or E-Steward~~, **or ISO 14001** Certification (0 Points – Pass/Fail Only)

Offeror must provide proof of R2, ~~and/or E-Steward~~, **or ISO 14001** Certification to comply with environmentally sound recycling and disposal requirements.

J. V. Evaluation**A. Evaluation Point Summary****Now Reads:**

REF.	REQUIREMENT	POINTS AVAIL.
IV.C.1	Letter of Transmittal Form	0*
IV.C.2	General Performance Requirements	0*
IV.C.3	Insurance	0*
IV.C.4	Campaign Contribution Disclosure Form	0*
IV.C.5	Proof of Sam.Gov Registration	0*
IV.C.6	Proof of R2, and/or E-Steward , or ISO 14001 Certification	0*
IV.C.7	Conflict of Interest and Debarment Form	0*
IV.C.8	Capability and Agreement to Perform	0*
IV.C.9	Certification Regarding Lobbying	0*
IV.D.1	Past Performance	50
IV.D.2	Data Destruction Services Provided	50
IV.D.3	Additional Services Provided	50
IV.D.4	Past Government Projects	50
TOTAL		200
	*Pass/Fail Only	

K. V. Evaluation

C. Mandatory Requirements

Now Reads:

6. Proof of R2, and/or E-Steward, or ISO 14001 Certification (0 Points – Pass/Fail Only)

L. Appendix B-General Services Contract

5. Term

Now Reads:

The term of this Contract shall be for one (1) year beginning ~~November 3, 2022~~ upon execution of contract, expiring October 31, 2023, with the option to renew, on an annual basis, for up to three (3) additional one-year terms. Under no circumstances will the term of the Contract, including any extensions and renewals thereto, exceed four (4) years.

M. Attachment I-Scope of Work

Now Reads:

14. The vendor will abide by R2, and/or E-Steward, or ISO 14001 Certification requirements.

END OF AMENDMENT NO. 1
Proceed to Acknowledgement of Amendment No. 1

ACKNOWLEDGEMENT OF AMENDMENT NO. 1

PURCHASE & DISPOSAL OF USED TECHNOLOGY EQUIPMENT

Los Lunas Schools RFQ 2023-002-HR

In acknowledgment of receipt of this Request for Qualifications (RFQ) the undersigned agrees that he/she has received a complete copy of the RFQ and Amendment No.1 dated 9/21/2022 .

The acknowledgment of receipt should be signed and returned with your Proposal on or before October 4, 2022, 2:00 PM Local Time.

FIRM _____

REPRESENTED BY: _____ TITLE: _____

E-MAIL ADDRESS: _____

PHONE NO.: _____ FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

Please return to:

Heather Rindels
Los Lunas Schools Buyer
P.O. Drawer 1300 (if mailed)
119 Luna Avenue (if delivered)
Los Lunas, NM 87031
Phone: (505) 866-8259
Fax: (505) 866-8262