MONTGOMERY COLLEGE ▪ OFFICE OF BUSINESS SERVICES
REQUEST FOR PROPOSAL TITLE: IT Asset Disposal Services
RFP NUMBER: e522-025
RFP CLOSING DATE AND TIME: June 7, 2022 at 3:00 P.M.

MC MONTGOMERY COLLEGE

ADDENDUM #1
Issued: June 3, 2022

ADDENDUM FOR THE PURPOSE OF:

▪ Provide answers to all questions received.

All other specifications, terms and conditions remain unchanged.

Patrick Johnson, MBA
Director of Procurement

Please **sign** below to acknowledge receipt of this Addendum and return with the proposal. Failure to return this Acknowledgement of Addendum may deem a proposal nonresponsive.

NOTE: **ACKNOWLEDGEMENT OF RECEIPT OF BID ADDENDA WILL NOT BE ACCEPTED BY FACSIMILE OR E-MAIL.**

_____   _____
Company Name   Authorized Signature

_____   _____
Date   Printed/Typed Signature

	Questions and Answers	

	Question	**MC Response**
1.	3.1.8 and 3.1.35 We utilize certified electronics recycler downstream partners (R2) who are contractually required to comply with all applicable laws, including environmental regulations (such as OSHAS/ISO). Does this meet your certification requirements?	As long as all applicable laws and environmental regulations are followed by their partners, this should meet the certification requirements.
2.	3.1.11 To what extent does Montgomery College require CSAD to conduct an environmental audit on downstream recyclers? Is reviewing downstream recycler policies and procedures adequate or is a physical on-site audit necessary to confirm proper compliance with recycling regulations?	3.1.11 requires you to have an environmental auditor that will provide a report but does not specify that the audit be on-site. It would seem that a proper audit would be more then reviewing policies and procedures and would involve an inspection at some level.
3.	We resell our items on Ebay and are unable to set up a non-password protected web site specifically for Montgomery College employees and students. However, we can set up the Ebay website to allow your employees to view the remarketed equipment for a designated period of time before the equipment is made available to the general public. We will provide detailed reports on the status of all equipment. Will this meet your needs?	The website for students and employees to purchase remarketed equipment is a requirement. The site you offer would be scored lower when reviewed for no meeting the full requirement.
4.	Section 1.29 states that the colleges data must be stored and retrievable 24/7. Our processes for the disposition of assets is to destroy all data so that it is not retrievable. Can you please advise on if this section is in error?	Section 1.29 does not refer to the data stored on the recycled equipment, which is expected to be wiped or destroyed. I believe this section refers to data from the Colleges business transactions with the vendor.
5.	Section 2.3 states that all surplus equipment is stored at 7602 Standish place, Derwood MD 20855. Is this the only location where equipment will be located in the contract?	All surplus equipment is stored at 7602 Standish and that is where the all pickups will occur.
6.	How is the equipment at the surplus warehouse stored? Is everything palletized, shrink wrapped and ready for loading onto a truck, or does the vendor need to do all of the packaging?	The surplus equipment is not palletized or prepared and the vendor will need to do the packaging.
7.	What is the current pickup size and frequency from the surplus warehouse?	Surplus pickups vary in size based on replacement activity but average about every 2 to 3 months and usually fill 24 pallets.

8.	Since the warehouse does not have a loading dock, can pallets be removed from the building and is there any obstacles such as stairs that would prohibit this?	The warehouse at 7602 Standish is a ground level and does have a large garage door for access. The warehouse also has access to a forklift so pallets can be placed on a full size tractor-trailer.
9.	Is the college open to receiving pricing in a different format than was is listed in section 6? This will allow us to provide additional or more detailed pricing that would benefit the college.	To be fair to other vendors we need to have pricing in the same format for everyone.
10.	Are the quantities of assets in Section 6, Group I indicative of a normal pickup?	Section 6 is just a representative example for an average pickup. Quantities will vary but will be predominately desktop PCs as the College transitions to laptops and docking stations for faculty and staff.
11.	For ios devices, will they be iCloud unlocked and no remote management?	There may be a few that are not but, in most cases, the ios devices will be unlocked.
12.	For Apple laptops, will they be firmware unlocked and no DEP remote management?	No firmware password and no DEP management on Macs to be recycled.
13.	If we receive the apple equipment and they are locked, will the college be able to remove the lock?	It may be possible to remove the lock remotely, but it would need to be worth the effort based on an expected return.
14.	Will MC provide a manifest/inventory of the equipment prior to p/u?	We will supply an inventory of equipment that is to be picked up, when we reach out for a pick up. However, depending on how quickly we find a date that works for the vendor, and us. Please understand this is more time that the equipment can grow. We will still be actively replacing assets.

******************   END OF QUESTIONS AND ANSWERS   ******************