



**ADDENDUM  
REQUEST FOR PROPOSAL  
ELECTRONICS RECYCLING SERVICES  
CITY OF AUSTIN, TEXAS**

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**RFP: JRD0301**

**Addendum No: 2**

**Date of Addendum: February 11, 2014**

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This addendum is to incorporate the following questions and answers to the above-referenced Invitation for Bid (IFB). Each question (Q) is followed by its answer (A).

**1.0 Questions and Answers.**

Q1: Should we mail the sealed proposals to the listed physical address?

A1: For mailed proposals, the preferred method is to ship the package using a FedEx, UPS, or other parcel provider. Mail the sealed proposals to our street address at: 124 W. 8<sup>th</sup> Street, Suite 310, Austin, TX 78701. US Postal Service shipments are routed to our PO Box. If you choose to use USPS, you will need to plan additional days for the package to reach our office. Note, by law a response is deemed late if received in our office after the close date and time.

Q2: Define what is meant by “electronic copy of your response” on page 1 of the Request for Proposal Cover Sheet?

A2: An electronic copy is a copy of your proposal on a thumb drive or disk that is included with your printed documents in the sealed package. Please do not email your proposal.

Q3: Do we need to include the referenced documents in the proposal?

A3: No, referenced document do not need to be included in your bid proposal.

Q4: Do we need to name subcontractors on the submitted 0900 No Goals form?

A4: Yes, if you know you will subcontract some duties to fulfill the contract, all subcontractors will need to be listed on the 0900 No Goals form. Please contact our SMBR Department at (512) 974-7600 and perform and note the good faith efforts to contact the MBE/WBE organizations they give you. If you do not plan to subcontract at this time, choose No. If you determine after award, that subcontracting parts of the contract is preferred, contact the SMBR Department at that time.

- Q5: Section 1.C.v. in your Proposal Instructions and Evaluation Factors document requires “Verification that your firm is certified to the e-Stewards standards. Include any other certifications such as R2 standards, ISO 14001, OHSAS 18001, and ISO 9001.” Will you accept R2 certification in lieu of E-steward certification?
- A5: No, to meet the Contractors responsibility, the City will require that the Contractor shall be certified as meeting the e-Stewards standard of the Basel Action Network (BAN) as stated in Section 5.1 of the Scope of Work.
- Q6: How many bidders need to be involved for the City to deem the process competitive?
- A6: The City deems a solicitation as competitive with a minimum of two bids. However, the City will close and award a solicitation with only one received bid if we cannot garner any additional interest from other vendors at the time the bid closes.
- Q7: Section 4.5 of the Scope of Work contains the following statement: “When full containers/trailers are picked up, the Contractor shall furnish empty replacement containers/trailers.” Does this mean that the vendor must bring a second, empty trailer when the current one needs to be serviced, and that the City must have a trailer at the site at all times?
- A7: A drop trailer is the preferred method for storing the recycled material in. If a drop trailer is used, the City would like to have the trailer replaced in about 48 hours. The City does have the space to store up to about 15-25 pallets in their warehouse. If you have another pickup proposal, please include the suggested method in your proposal.
- Q8: Is the facility open 24 hour a day? If not, are the gates locked?
- A8: The facility is open Monday through Friday, from 8:00 AM to 4:00 PM. The gates are closed afterhours preventing any late night pickups.
- Q9: Sections 8.1 through 8.6 of the Scope of Work ask for information about the firm’s experience. What proof or verification of this information does the City require?
- A9: We are looking for a written description of your experience and processes included in the proposal requirements.
- Q10: In Section 4.2 of the Scope of Work, the City mentioned Reuse/Resell and Repair/Refurbish/Remanufacture options before Recovering Functional Components. Is this the process the city is looking to achieve?
- A10: Yes, the City prefers the recycled items to get reused or resold, then repaired or refurbished before having the materials recycled if at all possible.

- Q11: On Attachment A – Proposed Cost and Revenue Share form, may vendors submit a response for Option 1 and Option 2? The form currently reads Option 1 or Option 2?
- A11: Yes, firms may submit a response for one option, or a response for both options. You may submit an alternative option, but you will need to also include a response for Option 1 or 2.
- Q12: In Option 2 on Attachment A – Proposed Cost and Revenue Share form, are the items and quantities listed are what you expect to receive at your recycling centers?
- A12: Historically, that is the ratio that we receive when including the electronics recycled from the City Departments. The ratio can change as the Austin residents become more aware of this recycling program.
- Q13: Will the City have a marketing plan to advertise the electronics recycling program to the public?
- A13: The City will market the program on Channel 6, YouTube channel, and other marketing avenues.
- Q14: On Attachment A – Proposed Cost and Revenue Share form, do we need to fill out the Revenue Proposal form?
- A14: Yes. The proposer is required to submit a detailed description of a proposed revenue sharing plan with the City, including specific methodologies/formulas for calculating the City's share of revenue.
- Q15: On Attachment A – Proposed Cost and Revenue Share form, can we enter a negative number on the Cost Proposal section to indicate a payout to the City?
- A15: We have modified Attachment A to allow the vendor to indicate if the associated price per pound is a cost or payment to the City. Enter a value and check the appropriate space on Attachment A.
- Q16: Will the city be able to separate out City owned and resident owned electronics?
- A16: Yes, the City intends to separate and mark each pallet containing either City or Residential electronics?
- Q17: For material that has been collected from the City of Austin facilities and offices, can you clarify how you expect the asset tags to be handled? (See Scope of Work, Section 4.9, Removal of Personal Information.)
- A17: The City of Austin will make every effort to remove asset tags from all material removed from City offices. However, the vendor will be expected to check for asset tags and remove and return any that were inadvertently left attached to equipment.

Q18: How shall the selected vendor report tracking information when disposition of an item changes from one management option to another? For instance, the vendor may determine initially that a piece of equipment is repairable, and report it as such, but later determine that the item is too badly damaged for repair, and must be recycled.

A18: If the disposition changes during the evaluation process, reconcile the disposition information in the next monthly report. State when the material was shipped from the City Facility, the weight of the material, and the change in disposition.

Q19: What restrictions is the City placing on the successful vendor's marketing efforts?

A19: The proposer should follow the marketing efforts set forth in the e-Stewards standards documentation.

Q20: One of the evaluation criteria in the Proposal Preparation Instructions and Evaluation Factors is "Financial Viability/Stability." What information does the City need in order to make a determination that the respondent is financially viable or stable?

A20: The City would like you to provide a copy of the last two years of your organizations audited financial statements. These are reviewed by management in our finance office to determine your company's long-term viability.

## **2.0 Amendment to Section 0500 – Scope of Work:**

2.1. Update section 4.1 with the following:

Additional items added to the list under Types of Electronics to be accepted by ARR in relation to this RFP include but not limited to:

- Soft Plastic Cases
- Semisoft Plastic Cases
- Hard Plastic Cases
- VHS Tapes
- Cassette Tapes
- CDs
- DVDs
- Vinyl Records
- Printer Cartridges

## **3.0 Amendment to Section 0600 – Proposal Preparation Instructions and Evaluation Factors:**

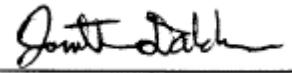
3.1. Update section 4.B.v with the following:

### **Financial Viability/Stability – Pass/Fail**

- Provide a copy of the last two (2) years of your organizations audited corporate financial statement.

**4.0 All other terms and conditions remain the same.**

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated and made a part of the above-referenced Invitation for Bid.

APPROVED BY:  2/11/2014  
Jonathan Dalchau, Buyer II Date  
Purchasing Office

ACKNOWLEDGED BY:

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Vendor Name Authorized Signature Date

**RETURN A COPY OF THIS ADDENDUM**  
**to the Purchasing Office, City of Austin, Texas *with your bid.***  
**Failure to do so may constitute grounds for rejection of your bid.**