REQUEST FOR PROPOSAL RFQ 25020

WASHBURN UNIVERSITY COMPUTER SALES

ADDENDUM # 1

Equipment:

- **Functionality Status**: Can you roughly estimate what percentage of the devices are known to be functional versus non-functional?
  95% or more of the devices that will be offered are functional, any obviously damaged or non-functional devices will be removed for separate recycling.

- **Grading Information**: Can you roughly estimate a breakdown of grading condition of equipment (e.g., Grade A, B, C)? Or give a general description of the condition of the equipment?
  I would estimate that most of the systems are grade B, with some being grade C. A few are new/unused and still in box, so those would be A.

- **Condition Details**: Are there any known cosmetic issues (e.g., scratches, dents, missing keys, cracked screens) across these devices, and if so, to what extent?
  There may be scratches, and the occasional dents but any missing keys/cracked screens would be separated for recycling.

- **Processor Information**: Can you provide details on the specific processors in each model? (e.g., Intel i5 8th gen, etc.)
  Most of these computers, both PC and Mac, will be Intel Core i5 8th generation. Some are older, some newer.

- **RAM Presence and Capacity**: Do all devices have RAM installed? If so, can you specify the typical RAM size in each device category (e.g., 8GB, 16GB)?
  All the devices that will be in the buyback will have at least 8GB, some may have more but the majority will be 8GB.

- **Hard Drive Storage Capacity**: What storage capacities do the hard drives have across the devices (e.g., 128GB, 256GB, 512GB, 1TB? Are any hard drives missing or already removed?
  Most of the laptops offered will have 256GB SSD if equipped, some may be larger up to 1TB. Desktops will have 1TB HDD or 512GB SSD depending on if the HDD's failed during their service life.

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- **Solid-State Drives vs. HDDs**: Do all the devices contain SSDs, or are they all traditional HDDs? If both types are present, can we get a breakdown?
All Laptops will have solid state drives. Desktops PC's will be a mix, but it is not possible for us to provide a specific breakdown. Some computers that were in FBI/KBI areas such as Police will have no hard drives.

- **Battery Condition**: For laptops, what is the general condition of the batteries? Are they fully functional, degraded, or requiring replacement?
Functional, but 5 years of use.

- **Power Supplies and Chargers**: Are power supplies and chargers included with all laptops and PCs or will some/most units be missing these accessories?
We aim to provide a charger for nearly every laptop, and desktops that use external power supplies.

- **BIOS Locks or Security Settings**: Are there any BIOS locks, security settings, or company-specific software that would prevent us from performing diagnostics testing or SSD/hard drive erasure?
We do not use BIOS passwords at Washburn, so this should not be an issue.

- **Screen Condition for Laptops/Tablets**: What is the general condition of the screens on laptops (e.g., brightness levels, pixel damage, or scratches)?
Most screens should be nominal, with expected wear of 5 years but still perfectly usable. Any obviously damaged/destroyed laptop would be removed and recycled separately.

- Do you have sample serial numbers for the following items? Do you have pictures for the packing?
We are unable to give serial numbers for miscellaneous devices.
M710Q: MJ091AE3
M720Q: MJ09VKGM
L480: PF1LV91U
L490: PF2CF51H
X1 Gen3 Tablet: PF14EBLL
P330: MJ09Q55S

- What categories of equipment fall under the miscellaneous category? e.g. Keyboards, Mouse, TV, Projectors...
We are unable to give specifics, but there may be network switches, monitors, etc.

- Is the winner of the RFP required to go onsite to do the packing of the material or just responsible for logistics?
Yes, the selected vendor will be expected to provide full packaging and pick-up service with ITS staff present for access to the area.

- Are any of these assets 'etched'? If yes, please provide sample images.
We do not have any assets "etched" with the information. All items have stickers attached.

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- Are the devices complete with their power cords and/or a/c adapters?
  Systems do have power cords, adapters, etc.

- Are monitors included in the bid and approximately how many?
  Yes, monitors are included in the bid. We don't have an exact number as some will be staying in service.

- When will all the equipment be available to pick up?
  We are estimating the date for pickup will be March 2025.

Scope/Logistics

- **Miscellaneous Equipment**: Can you specify the types of "miscellaneous equipment" and approximate quantities?
  We are unable to provide this information specifically, but it may include Network Switches/Routers which we removed from service.

- **Staging Expectations**: How will the equipment be staged by Washburn prior to pick-up? Will everything be neatly stacked in one designated area, or is the equipment spread out around different rooms/buildings? Will the laptops be staged in a way to prevent over-stacking and damaging units?
  All equipment is being stored in a Connex container, with care taken to avoid damage. The pickup will be from one location.

- **Site Access and Security**: What level of site access will be provided for our team during pickup (e.g., loading dock, limited campus areas), and are there security protocols we should be aware of when arriving on campus? Can you describe how far the equipment is located from where our vehicle would be parked?
  ITS will have a staff member present to assist with entry into the container, you will be able to put your vehicle in very close range of the container... if not right up to it. There will be no loading dock, this will be at ground level.

- **Data Destruction Timeline**: What is the maximum time allowed from pickup to certified data destruction and delivery of COD?
  We would prefer that data be destroyed within 60 days, but 90 days would be acceptable.

- **E-Waste Recycling Standards**: Are there specific environmental standards or certifications (e.g., R2, e-Stewards) required for e-waste recycling documentation?
  None required, but we would appreciate environmental stewardship in making sure the equipment does not end up becoming a pollutant.

Requirements: Pg5 - 3.4 The selected vendor will be responsible for destroying and wiping computer hard drives and miscellaneous e-waste equipment. A Certificate of Destruction will need to be submitted to Washburn University. The following items will need to be included on the Certificate of Destruction.

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- Are functional, sanitized hard drives allowed to be resold or are all hard drives required to be sanitized plus shredded regardless of a successful sanitization?
  You may resell drives as long as they are certified destroyed. Washburn will not include any hard drives in machines where it would not be acceptable (such as the University Police) to resell, so you may proceed after proper destruction.

Requirement: Pg 5 - 3.4 The vendor will supply Washburn University with applicable documentation pertaining to background checks on employees.

- What information is required by Washburn University regarding employee background checks? All our employees undergo rigorous preemployment background checks.
  Employees must not have prior convictions regarding identity theft, or theft of electronic property/intellectual property.

- When will the RFP be awarded?
  Bids must be received by December 2, 2024, 2PM. Once all bids are reviewed by the Purchasing Department and IT and an answer will be sent to all vendors.

- When will the equipment be released? Is it going to be released all at once or will ther be multiple pickups?
  We will schedule 1 pickup when the institution is ready.