



CITY OF PALO ALTO

PURCHASING AND CONTRACT ADMINISTRATION

250 HAMILTON AVENUE
PALO ALTO, CA 94301
(650) 329-2271

P.O. BOX 10250
PALO ALTO, CA 94303
(650) 329-2468 fax

Date: October 16, 2009
Subject: Addendum Number One (1) to City of Palo Alto Request for Proposal Number 133798

Project Title: **PROVISION OF RECYCLING PROGRAM FOR SURPLUS COMPUTERS AND PERIPHERAL EQUIPMENT**

Department: ITS DIVISION

Revised Submittal Deadline: **3:00 PM, Tuesday, October 27th, 2009 (REVISED)**

QUESTIONS and ANSWERS: Following are Questions received with Responses.

Questions and Answers RFP 133798

1. Will all 32 locations require individual pick ups or will the equipment be centralized in one or more locations? Can you provide a list of the 32 locations?
RESPONSE: Centralized Pickup will be at 2 locations:
The Civic Center "A" Level
250 Hamilton Ave. Palo Alto Ca. 94301
or
The Municipal Service Center
3201 East Bay Shore Rd. Palo Alto Ca. 94301
2. In "Exhibit A Scope of Services" it states "Complete number of days/weeks from NTP" What does NTP stand for?
RESPONSE: Notice to Proceed
3. How long will the contract be awarded for, will there be extensions, if so how many?
RESPONSE: 1 Year with up to 2 one year extensions
4. "Attachment F" – No configurations are provided for the computers, laptops, etc. What assumptions should be made here? For pricing purposes should the equipment be considered complete and working?
RESPONSE: Approximately 90% of PC's, Servers and Laptops are complete and in working order

5. On RFP 133798, for professional services, can you help clarify what the difference is between the 'procurement' and the 'ultimate procurement'? It is mentioned on page 10 in 14.1 and 14.2.

RESPONSE: This refers to assisting in preliminary services which would eventually lead to another procurement such as assisting us in writing an RFP, or assessing our needs, or design work for a construction project. This does not really apply to this RFP.

6. The bid makes reference to approximately 1000 computers, 30 servers and various types of networking equipment on a four year life cycle plan. How long has this program been in place and can we expect to pick up equipment that has reached the end of its four year life cycle?

RESPONSE: The program has been in place for approximately 10 years. The City reserves the right to determine when a piece of equipment is determined as end of life cycle and surplus.

7. Are minimum specifications on the equipment the city has deemed obsolete going to be made available to the bidding vendors prior to the proposal due date? An example would be processor speed, amount of ram, hard drive capacity, amount of ram, type of media device and Certificate of Authenticity (CoA). Such as; 2.6Ghz/512/40/Combo/XP pro.

RESPONSE: No specifications will be provided. Attachment "B" provides a list of typical surplus.

8. The bid also makes reference to multiple pick up locations, would the City consider using a central facility with a dock for scheduled pickups and if so will the staff at that location be able to bulk palletize the equipment?

RESPONSE: Centralized Pickup will be at 2 locations:

The Civic Center "A" Level

250 Hamilton Ave. Palo Alto Ca. 94301

The Municipal Service Center

3201 East Bay Shore Rd. Palo Alto Ca. 94301 (loading dock and pallets available if necessary)

9. On the serialized audits, does the city require only serializing what has value, or every piece that comes in, including peripherals and other objects that have no value? IE Mice/Keyboards/Speakers/Etc...

RESPONSE: PC's, Servers, laptops and Monitors require Serializing.

10. Does the city deem the service provided or the return on current assets (the price paid by awarded vendor) more important or do these way equal in the award selection?

RESPONSE: Price paid will have a slightly heavier weighting

11. Will the City of Palo Alto be entering into a Term Contract with the awarded vendor and if so, what are the specific terms?

RESPONSE: Yes. The Terms will be up to 3 Years. A Sample of the Agreement is included in RFP documents.

Filename: Addendum No 1.doc
Directory: \\Cc-terra\shared\ASD\PURCH\SOLICITATIONS\CURRENT
BUYER-CM FOLDERS\KATHY\RFP's\RFP 133798-IT Recycling
Template: \\CC-TERRA\jarreo\PURCHDOC\SAP Bids and
Proposals\IFB109422 LSCC Electrical Upgrades and Accessibility Improvements –
Construction Phase\IFB Addendum.dot
Title:
Subject:
Author: Jose L. Arreola
Keywords:
Comments:
Creation Date: 10/19/2009 2:27:00 PM
Change Number: 5
Last Saved On: 10/19/2009 2:36:00 PM
Last Saved By: tleslie
Total Editing Time: 8 Minutes
Last Printed On: 10/19/2009 2:37:00 PM
As of Last Complete Printing
Number of Pages: 2
Number of Words: 734 (approx.)
Number of Characters: 3,690 (approx.)