

**EDUCATION SERVICE CENTER REGION 19**  
**RFP AWARD SUMMARY**

**RFP TITLE:** Asset Disposal and Recovery Services - ESC Region 19 Purchasing Cooperative  
**RFP NUMBER:** 12-6731  
**RFP OPENING DATE:** November 15, 2011  
**CONTRACT TERM:** Date of Award until November 30, 2012 with the option to extend in 12 month increments not to exceed 60 months in the aggregate  
**(Extended by Region 19 until November 30, 2013)**  
**(Extended by Region 19 until November 30, 2014)**  
**(Extended by Region 19 until November 30, 2015)**  
**(Extended by Region 19 until November 30, 2016)**  
**FUNDING SOURCE:** Various Region 19 Purchasing Cooperative members  
**RFP's ISSUED:** 1  
**RESPONSES:** 2  
**ADVERTISEMENT DATES:** October 29<sup>th</sup> & November 5<sup>th</sup>, 2011  
**BOARD MEETING DATE:** January 19, 2012

**RECOMMENDED FOR AWARD** **Executive Personal Computers (EPC, Inc.)**  
**TOTAL (estimated)** **\$3,000,000.00/ year**

**EXPLANATIONS:**

Award of this contract will enable ESC-Region 19 and its Purchasing Cooperative members with the specified services that can best provide asset disposal and recovery services specifically in the areas of surplus electronics, telecommunications, and or telecommunications, and or information technology equipment, in including asset tracking, fair market value, data sanitization that is compliant with the department of defense data erasure standards, and provide timely reporting of tangibles, as well as minimize the cost associated with assets at the end of their life cycle that includes a zero landfill policy compliant with environmental protection agency requirements. This agreement will be the contract between ESC Region 19 Purchasing Cooperative members and the vendors. All vendors recommended for award scored 8.0 or higher out of a possible 10 regarding weight factors predetermined with the proposal specifications. Dell Marketing, L.P. received a 6.3 out a possible 10, Dell stated under Exceptions to Favored Nations Clause- Dell does not guarantee ESC Region 19 shall receive automatically receive the same pricing as another party, and also a pickup fee is required paid by Cooperative member. Dell Marketing, L.P. scored below the required score therefore was not considered.

**SPECIFICATIONS PROVIDED BY:** Royce Cleveland  
ESC Region 19

**EVALUATION COMMITTEE:** Nancy Alvarado  
ESC Region 19  
  
Martin Camacho  
ESC Region 19  
  
Royce Cleveland  
ESC Region 19

**ORDER INFORMATION:**

**Executive Personal Computers (EPC, Inc.)**

Attn: Dan Fuller  
3941 Harry S Truman Blvd.  
St. Charles, MO 63303  
1-800-235-1046  
Fax: 636-443-1998  
[www.wpcusa.com](http://www.wpcusa.com) / [Dan.Fuller@epcusa.com](mailto:Dan.Fuller@epcusa.com)

Contact Person  
Terrence Curry  
1-800-235-1046 ext. 1024  
636-410-0474 (direct)

Local Sales Person  
Paul Thomas  
915-833-5186

1. This bid will be for use by ESC Region 19 and its ESC Purchasing Cooperative members as well as any other members that join during the contract period. While Region 19 Purchasing Cooperative Membership is State-Wide, this contract is intended for use by local agencies participating in the ESC Region 19 Purchasing Cooperative.
  
2. Please indicate which if any of the Purchasing Cooperative Members your company could not or would not be able to provide services to under this agreement?

- Region 19 Head Start Sites \_\_\_\_\_
- Anthony ISD \_\_\_\_\_
- Burnham Wood Charter School \_\_\_\_\_
- Candlelighters of El Paso \_\_\_\_\_
- Children's Kingdom Learning Center \_\_\_\_\_
- Canutillo ISD \_\_\_\_\_
- Christian Joy Center Academy \_\_\_\_\_
- City of El Paso (all departments) \_\_\_\_\_
- City of Horizon \_\_\_\_\_
- City of Socorro \_\_\_\_\_
- Clint ISD \_\_\_\_\_
- El Paso Academy East \_\_\_\_\_
- El Paso Catholic Diocese \_\_\_\_\_
- El Paso ISD \_\_\_\_\_
- El Paso Community College \_\_\_\_\_
- El Paso Housing Authority \_\_\_\_\_
- El Paso MHMR \_\_\_\_\_
- El Paso School for Excellence \_\_\_\_\_
- El Paso Water Utilities \_\_\_\_\_
- Fabens ISD \_\_\_\_\_
- Father Yermo \_\_\_\_\_
- Hudspeth County Sheriff \_\_\_\_\_
- La Fe Preparatory School \_\_\_\_\_
- Rio Grande Counsel of Governments \_\_\_\_\_
- San Elizario ISD \_\_\_\_\_
- Socorro ISD \_\_\_\_\_
- St. Mark's School \_\_\_\_\_
- St. Raphael School \_\_\_\_\_
- Texas Tech University Health Sciences \_\_\_\_\_
- Tornillo ISD \_\_\_\_\_
- UTEP \_\_\_\_\_
- Ysleta ISD \_\_\_\_\_
- YWCA of El Paso \_\_\_\_\_

**Vendor agrees to service all ESC Region 19 Cooperative members**

**REQUIRED QUESTIONS AND INFORMATION FOR AWARD CONSIDERATION**

1. **PROVIDE 3 REFERENCES ( LARGE ACCOUNTS) YOUR COMPANY HAS DONE BUSINESS WITH IN PAST 12 MONTHS INCLUDING NAME OF CONTACT PERSON, PHONE NUMBER, EMAIL ADDRESS, AND DESCRIPTION OF SERVICES PROVIDED:**

REFERENCES ON FILE

2. **LOCAL SALES PERSON TO WORK WITH REGION 19 COOP MEMBERS INCLUDING NAME, PLACE OF RESIDENCE, PHONE NUMBER, CELL PHONE, AND EMAIL ADDRESS?**

Paul Thomas – 727 Del Mar El Paso, TX. 79932 – 915-833-5186 [paul\\_thomas@shi.com](mailto:paul_thomas@shi.com)

3. **YEARS DOING BUSINESS FOR SERVICES SUBMITTED FOR AWARD CONSIDERATION?**

9 Years

4. **DOES VENDOR AGREE TO KEEP ALL ESC REGION 19 PURCHASING COOPERATIVE MEMBERS INFORMED VIA ELECTRONIC COMMUNICATIONS AND CURRENT WITH REQUIRED DOCUMENTS?**

Yes

5. **PROVIDE LISTINGS AND COPIES OF ALL CERTIFICATIONS, ACCREDITATIONS, AND MEMBERSHIPS VENDOR DIRECTLY RELATED TO MINIMIZATION OF RISKS ASSOCIATED WITH DATA SECURITY AND END OF LIFE TECHNOLOGY, TELEPHONY, AND OTHER IT ASSETS.**

ISO 14001, NAID, E-Steward, BAN, MAR, EPA, DNR, IAER, NRC, IRA

6. **NUMBER OF EMPLOYEES WORKING AND RESIDING IN TEXAS?**

13

7. **NUMBER OF EMPLOYEES IN THE UNITED STATES?**

214

**SCOPE OF SERVICES**

**THE PURPOSE OF THIS SOLICITATION IS TO IDENTIFY A QUALIFIED VENDOR WITH PROVEN EXPERIENCE WITH REFERENCES THAT CAN BEST PROVIDE ASSET DISPOSAL AND RECOVERY SERVICES SPECIFICALLY IN THE AREAS OF SURPLUS ELECTRONICS, TELECOMMUNICATIONS, AND OR INFORMATION TECHNOLOGY EQUIPMENT, INCLUDING ASSET TRACKING, FAIR MARKET VALUE, DATA SANITIZATION THAT IS COMPLIANT WITH DEPARTMENT OF DEFENSE DATA ERASURE STANDARDS, AND PROVIDE TIMELY REPORTING OF TANGIBLES, AS WELL AS MINIMIZE THE COST ASSOCIATED WITH ASSETS AT THE END OF THEIR LIFE CYCLE THAT INCLUDES A ZERO LANDFILL POLICY COMPLIANT WITH ENVIRONMENTAL PROTECTION AGENCY REQUIREMENTS.**

## **SPECIAL CONDITIONS**

1. ESC REGION 19 AND ITS REGION 19 PURCHASING COOPERATIVE MEMBERS WILL BE RESPONSIBLE FOR PROVIDING AN ACCURATE INVENTORY LIST OF EQUIPMENT TO BE RETIRED TO MINIMALLY INCLUDE SERIAL NUMBERS, ASSET TRACKING NUMBERS, MANUFACTURER/ MODEL NUMBERS, AND ACQUISITION DATE AND COST IF KNOWN.
2. AWARDED CONTRACTOR AGREES TO TAKE POSSESSION OF IDENTIFIED EQUIPMENT FROM ESC REGION 19 PURCHASING COOPERATIVE MEMBERS' WITHIN 10 DAYS OF WRITTEN NOTIFICATION OR SOONER AND PAY FAIR MARKET VALUE OR CREDIT, DEPENDING ON CIRCUMSTANCES FOR EQUIPMENT INVENTORY SUBMITTED.
3. AWARDED CONTRACTOR WILL INSURE AND GUARANTEE ALL DATA DEVICES RECEIVED ARE COMPLETELY ERASED USING SOFTWARE APPROVED APPLICATIONS ON HARD DRIVES THAT ARE DEPARTMENT OF DEFENSE COMPLIANT, AS WELL AS INCLUSION OF SECTOR VERIFICATION TO ENSURE DRIVES ARE WIPED PROPERLY.
4. AWARDED CONTRACTOR WILL BE REQUIRED TO PROVIDE BOTH ON-SITE AND OFF-SITE DATA SANITIZATION WHILE EITHER OFF OR ON THE NETWORK, HARD DISK DESTRUCTION, SECURE LOGISTICS, AND REPORTING TO INSURE THE PRIVACY AND PROTECTION OF ALL RETIRED DATA.
5. AWARDED CONTRACTOR MUST PROVIDE TANGIBLE, QUANTIFIABLE RESULTS REGARDING SUSTAINABILITY EFFORTS. REPORTS WILL MINIMALLY PROVIDE RESULTS INCLUDING POUNDS OF TOXIC CHEMICALS AVOIDED, ELECTRICITY SAVED, GALLONS OF WATER CONSERVED, FUEL SAVINGS, AND OTHER RELATED ENVIRONMENTAL SAVING MEASUREMENTS.
6. AWARDED CONTRACTOR WILL PERFORM ASSESSMENTS COVERING DATA SECURITY, ENVIRONMENTAL PERFORMANCE, NET VALUE REALIZATION, AND MUST REMOVE ALL ASSET TAGS AND RETURN TO THE INDIVIDUAL DESIGNATED FROM THE REGION 19 PURCHASING COOPERATIVE TO TRACK FIXED ASSET DISPOSALS.
7. VENDOR MUST DEMONSTRATE IN ITS RESPONSE AND INCLUDE THE METHOD OR METHODS OF ENSURANCE THAT THE CHAIN OF CUSTODY IS UNBROKEN BETWEEN VENDOR AND ESC REGION 19 PURCHASING COOPERATIVE MEMBERS UTILIZING THIS CONTRACT DURING THE TRANSFER OF ASSETS WHEN SERVICES ARE BEING UTILIZED.
8. VENDOR MUST DEMONSTRATE IN ITS RESPONSE THE PROCESS UTILIZED REGARDING THE BILL OF LADING DETAILS, ORIGINAL EQUIPMENT MANUFACTURER OF HARDWARE RECEIVED, MAKES, MODELS, SERIAL NUMBERS, ASSET TAG NUMBERS, AND OTHER RELEVANT PROCESSES FOR ENSURANCE OF ASSETS TO BE DISPOSED, SOLD, OR OTHERWISE.
9. VENDOR MUST PROVIDE ALL FORMS OF DATA ERADICATION SERVICES OFFERED FOR ENSURANCE OF CONFIDENTIALITY ALONG WITH ANY VALUE ADDED SERVICES ALONG WITH PRICING.
10. VENDOR MUST PROVIDE ALL DETAILS FOR AUDIT AND DIAGNOSTIC TESTING UTILIZED WHEN DETERMINING WHETHER OR NOT EQUIPMENT IS TO BE RECYCLED, REMANUFACTURED, RESOLD, OR OTHERWISE.
11. VENDOR MUST PROVIDE ALL DETAILS AND POLICIES REGARDING FAIR MARKET VALUE PURCHASE PRICING BACK TO THE REGION 19 PURCHASING COOPERATIVE MEMBER INCLUDING SAMPLES OF DOCUMENTATION AND COMMUNICATIONS A POTENTIAL CLIENT REGION 19 PURCHASING COOPERATIVE MEMBER WOULD RECEIVE WHEN DOING BUSINESS.

### **SPECIAL CONDITIONS**

12. VENDOR MUST PROVIDE ALL DETAILS REGARDING RECYCLING AND LEGAL DISPOSAL PROCESSES UTILIZED IN COMPLIANCE WITH THE ENVIRONMENTAL PROTECTION AGENCY INCLUDING A ZERO TOLERANCE POLICY FOR OVERSEAS DUMPING OF RECYCLEABLE MATERIALS.

**SPECIAL CONDITIONS**

13. AWARD RATIONALE WILL BE BASED ON 60% OVERALL PRICING, 30% ON THE OVERALL QUALITY OF SERVICES OFFERED IN THE BEST INTEREST OF REGION 19 PURCHASING COOPERATIVE MEMBERS, AND 20% ON REFERENCE CHECKS FOR LARGE CONTRACT ACCOUNTS WHERE THE STATED SERVICES ARE CURRENTLY BEING UTILIZED.
14. THIS AGREEMENT WILL BE THE FINAL CONTRACT TO WHICH THE VENDOR WILL HONOR AND ABIDE BY DURING THE CONTRACT TERM.

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

1. CAN VENDOR FACILITATE THE DISPOSAL AND RECOVERY OF MINIMALLY THE FOLLOWING; NOTEBOOKS, DESKTOP PC'S, ROUTERS, HUBS, DESKTOP SCANNERS, PRINTERS (ALL TYPES), SERVERS (ALL TYPES), ROUTERS, PRODUCTS THAT WILL REQUIRE DISASSEMBLY TO SEPARATE RAW MATERIALS, COPY MACHINES, MICROFILM MACHINES, REPROGRAPHICS EQUIPMENT, MINI COMPUTERS, MAIN FRAME COMPUTERS, MICE, TELEPHONE SWITCH BOARDS, KEYBOARDS, DOCKING STATIONS, PORT REPLICATORS, PROCESSORS, CIRCUIT BOARDS, TELEVISION SETS, RECORDING EQUIPMENT, AUDIO VISUAL EQUIPMENT, HARD DRIVES, CELL PHONES, PAGERS, AND OTHER COMMUNICATION DEVICES?

NOTEBOOKS, DESKTOP PC'S, ROUTERS, HUBS, DESKTOP SCANNERS, PRINTERS, (ALL TYPES), SERVERS (ALL TYPES), PRODUCTS THAT WILL REQUIRE DISASSEMBLE TO SEPARATE RAW MATERIALS, COPY MACHINES, MICROFILM MACHINES, REPROGRAPHICS EQUIPMENT, MINI COMPUTERS, MAIN FRAME COMPUTERS, MICE, TELEPHONE SWITCHBOARDS, KEY BOARDS, DOCKING STATIONS, PORT REPLICATORS, PROCESSORS, CIRCUIT BOARDS, TELEVISION SETS, RECORDING EQUIPMENT, AUDIO VISUAL EQUIPMENT, HARD DRIVES, CELL PHONES, PAGERS AND OTHER COMMUNICATION DEVICES.

**IF YES, PLEASE EXPAND IN SPACE BELOW (REFERENCE ATTACHMENTS, IF NECESSARY).  
IF NO, DO NOT CONTINUE AS THIS IS THE SCOPE OF THE SERVICES REQUIRED AND YOUR PROPOSAL WILL NOT BE CONSIDERED.**

EPC IS ABLE TO RECYCLE ALL ITEMS LISTED ABOVE. OUR CORE BUSINESS IS DATA SECURITY AND IT EQUIPMENT / ELECTRONICS RECYCLING UTILIZING OUR ZERO LANDFILL AND ZERO OVERSEAS DUMPING POLICY.

**AWARDED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

2. PROVIDE DETAILED INFORMATION ON THE PROCESS FOR PICKUP OF ASSET ITEMS FOR RECOVERY OR RECYCLING INCLUDING ALL COSTS ASSOCIATED WITH ON SITE, DIRECT FROM VENDOR, OR DELIVERY BY 3<sup>RD</sup> PARTY TRANSPORTER INCLUDING BONDING, INSURANCES, AND ANY OTHER REQUIREMENTS TO FACILITATE SECURITY AND CONFIDENTIALITY CONCERNS;

FOLLOWING A PHONE CALL OR EMAILREQUEST FROM A REGION 19 MEMBER, EPC WILL ARRANGE FOR LOGISTICS AND CONFIRM A PICKUP DATE AND TIME WITH MEMBER. WE WILL UTILIZE OUR OWN GPS TRACKED TRUCKS AND PERSONNEL OR A TRUSTED AND VETTED 3<sup>RD</sup> PARTY LOGISTICS PARTNER TO TRANSPORT EQUIPMENT TO EPC FACILITY. THERE IS NO COST ASSOCIATED WITH EQUIPMENT PACKING AND PICKUP. AT THE TIME OF PICK UP REGION 19 MEMBERS WILL BE PROVIDED WITH A BOL.

**AWARDED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

3. **PROVIDE DETAILED PROCESSES AND PROCEDURES ADMINISTERED TO ENSURE DATA ERASURE, SOFTWARES UTILIZED, AND ANY OTHER PROCEDURES UTILIZED DURING THE INSPECTION PROCESS ON ALL EQUIPMENT DURING THE DETERMINATION OF WHETHER IT CAN BE RECYCLED OR REFURBISHED FOR FURTHER USE WITHOUT COMPROMISING THE DATA FROM THE ORIGINAL OWNERS (ESC REGION 19 PURCHASING COOPERATIVE MEMBERS). PRICING STRUCTURE SHOULD BE PROVIDED WITH THE RESPONSE TO THIS ITEM FOR BOTH ON SITE AND OFF SITE SERVICES;**

**OFF SITE:**

EQUIPMENT REQUIRING DoD SPECIFICATIONS, HARD DRIVE DESTRUCTION OR WIPE IS SECURED INTERNALLY, FOLLOWING RECEIPT AND DISCOVERY AT EPC'S WAREHOUSE AND ALIGNED FOR IMMEDIATE PROCESSING PER CLIENT REQUIREMENTS. HARD DRIVE SERIAL NUMBERS ARE RECORDED AND DATA DESTRUCTION CERTIFICATES ARE AVAILABLE FOR DOWNLOAD FROM CLIENT'S PAGE ON EPC'S WEBSITE. OUR DATA DESTRUCTION PROCESS IS NAID CERTIFIED AND IN COMPLIANCE WITH HIPPA, SARBANES-OXLEY AND GRAHAM-LEACH-BLILEY ETC. EPC FACILITY IS PHYSICALLY SECURED, WITH ALL PERSONNEL REQUIRED TO SIGN AND HAVE ON FILE AN NDA RELATING TO DEALING WITH SENSITIVE DATA AND CLIENT INFORMATION. OUR COMPANY POLICY CALLS FOR ALL HARD DRIVES, RATHER INSTRUCTED BY THE CLIENT OR NOT, TO BE HANDLED WITH CARE AND DESTROYED OR 3 PASS WIPED. EPC TAKES PRIDE IN KEEPING OUR CLIENTS LIABILITY FREE FROM DATA EXPOSURE.

**ON SITE:**

THE DESTRUCTION OF HARD DRIVES, DLT TAPES, SMART PHONES ETC. IS PERFORMED BY OUR DATA DESTRUCTION RECYCLING VEHICLE ON SITE WITHIN THE CONFINES OF YOUR DOCK OR RELATED WORK AREA WHILE YOU WITNESS, FULLY ELIMINATING YOUR CHAIN OF CUSTODY CONCERNS AS WELL AS INDEMNIFYING THE MEMBER(S) FROM DATA LOSS. THE ENTIRE PROCESS IS RECORDED WITHIN EPC'S DATABASE AND ON DVD WITH A HARD COPY PRESENTED TO THE MEMBER UPON COMPLETION OF PROJECT. THIS SERVICE IS NAID CERTIFIED AND IN COMPLIANCE WITH HIPPA, GRAHAM-LEACH-BLILEY AND SARBANES OXLEY. IF YOU HAVE ANY CONCERNS ABOUT LETTING YOUR DATA DEVICES THAT PERTAINS SENSITIVE INFORMATION OUT OF YOUR CUSTODY, THEN OUR DDRV IS THE PERFECT SOLUTION TO YOUR WORRIES.

**AWARED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

4. **VENDOR TO PROVIDE SYSTEM CURRENTLY IN USE TO PROVIDE DOCUMENTABLE ENVIRONMENTAL SAVINGS MEASUREMENTS ALONG WITH SAMPLES OF REPORTS SUBMITTED TO CURRENT OR EXISTING CLIENTS;**

ANOTHER ADVANTAGE TO UTILIZING EPC'S ELECTRONICS RECYCLING SERVICE IS OUR DOCUMENTING AND TRACKING OF NOT ONLY YOUR WHOLE AND WORKING EQUIPMENT, BUT YOUR RECYCLED MATERIALS AS WELL. REGION 19 MEMBERS WILL BE PROVIDED ACCESS TO OUR PASSWORD PROTECTED CLIENTS PAGE, WHERE THEY ARE ABLE TO VIEW AND DOWNLOAD SUSTAINABILITY REPORTS FOR RESOLD AND RECYCLED EQUIPMENT. SUSTAINABILITY REPORT EXAMPLE PROVIDED.

**AWARED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

5. PROVIDE A COPIES OF ALL PROFESSIONAL ASSOCIATIONS VENDOR IS CURRENTLY ASSOCIATED WITH INCLUDING ANY CERTIFICATIONS, LICENSES, AND PERMITS HELD THAT ARE DIRECTLY TIED TO THE SERVICES VENDOR IS QUALIFIED TO PERFORM AS IT APPLIES TO THIS REQUEST FOR PROPOSAL;

EXAMPLE DOCUMENTS PROVIDED

**AWARDED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

6. VENDOR WILL PROVIDE ALL COSTS (FIXED & VARIABLE) THAT WILL BE PAID BY THE ESC REGION 19 PURCHASING COOPERATIVE MEMBERS WANTING TO UTILIZE THESE ASSET DISPOSAL AND RECOVERY SERVICES;

EQUIPMENT PICKUP AND PROCESSING = NO COST  
ON SITE DESTRUCTION SERVICES:

LOGISTICS & SET UP = DEPENDING ON THE SCOPE OF THE JOB AND LOGISTICS REQUIREMENTS A "SET UP" FEE MAY APPLY. THIS FEE WILL BE DETERMINED AT THE TIME ONCE THE SCOPE OF THE JOB IS KNOWN. THE FEE AMOUNT WILL BE FOWARDED TO THE REGION 19 MEMBER FOR APPROVAL.

HARD DRIVES W/ SERIAL NUMBER RECORDING AND INDEMNIFICATION = \$8 PER HARD DRIVE  
HARD DRIVES W/O SERIAL NUMBER RECORDING, NO INDEMNIFICATION = \$4 PER HARD DRIVE  
BLACKBERRIES, PDA'S ETC. WITH SERIAL NUMBER RECORDING WHERE APPLICABLE = \$5 PER UNIT  
TAPES = \$1.50 PER TAPE

**AWARDED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

7. VENDOR WILL PROVIDE ALL DETAILS REGARDING CLIENT COSTS AND CLIENT PAYBACKS TO THE ESC REGION 19 PURCHASING COOPERATIVE MEMBERS WHEN ANY ASSETS CAN BE REFURBISHED AND RESOLD BY VENDOR INCLUDING A PERCENTAGE OF THE RESELLING PRICE AND WHAT EACH COOP MEMBER CAN EXPECT TO BE PAID BACK IN THE FORM OF A CASH REFUND WHEN APPLICABLE;

WHEN EPC IS ABLE TO RECOVER VALUE FROM EQUIPMENT BELONGING TO A REGION 19 MEMBER, EPC WILL REFURBISH AND RESALE THE SAID UNIT(S). ONCE ITEMS ARE RESOLD, EPC WILL COMPENSATE THE REGION 19 MEMBER WITH 25% OF THE RESALE RENEVUE IN FORM OF A COMPANY CHECK. THE REGION 19 MEMBER WILL RECEIVE A REPORT ON WHAT ITEMS WERE RESOLDRESOLD AND RECYCLED. UPON REQUEST, EPC CAN PROVIDE THE REGION 19 MEMBER WITH A BREAKDOWN OF THE EQUIPMENT TOTAL SALES PRICE.

**AWARDED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

8. DUE TO THE CONFIDENTIAL NATURE OF ASSET DISPOSALS AND RECOVERY SERVICES, VENDOR MUST PROVIDE ALL INSURANCES CURRENTLY HELD, SPECIFIC POLICIES ON BACKGROUND CHECKS OF EMPLOYEES, AS WELL AS ANY 3<sup>RD</sup> PARTY VENDORS INVOLVED IN THE PROCESS, AND ALL PERFORMANCE BONDING, PAYMENT BONDING, AND GENERAL LIABILITY BONDING CARRIERS THAT WOULD BE CONTACTED IN THE EVENT OF A BREACH OF DATA DURING THE EXECUTION OF THIS CONTRACT;

BEFORE HIRE, ALL EPC EMPLOYEES UNDERGO A CRIMINAL BACKGROUND CHECK AND DRUG SCREENING. UPON COMPLETION AND SATISFACTION OF THE ABOVE TWO, EPC EMPLOYEES SIGN A CONFIDENTIAL NDA FORM PERTAINING TO HANDLING SENSITIVE DATA, ENVIRONMENTAL SOUND AND RECYCLING AND PROVIDING A+ CUSTOMER SERVICE TO OUR CLIENTS.

IN SOME CASES WHERE A 3<sup>RD</sup> PARTY FREIGHT PROVIDER IS NEEDED TO TRANSPORT EQUIPMENT TO OUR FACILITY, EPC WILL CONTACT ONE OF ITS VETTED AND TRUSTED CARRIERS. OUR RELATIONSHIP WITH THESE CARRIERS EXTEND OVER YEARS, AND THEY KNOW EXACTLY WHAT EPC WANTS AND EXPECTS WHEN PROVIDING FREIGHT SERVICES TO OUR CLIENTS.

**AWARDED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

**RESPONSE FORM-ADDITIONAL INFORMATION WILL REFERENCE ITEM # ON COMPANY LETTERHEAD**

9. VENDOR WILL PROVIDE SAMPLE COPIES OF ALL DOCUMENTATION AN ENTITY CAN EXPECT TO RECEIVE FOR COMPLIANCE WITH LOCAL, STATE, AND FEDERAL AUDITS IN REGARDS TO ASSET DISPOSAL, RECYCLING, AND RESELL THAT ADDRESS CRADLE TO CRAVE RESPONSIBILITIES BORN BY THE INITIAL OWNER OF ASSETS BEING PROCESSED THROUGH THIS CONTRACT;

SAMPLE DOCUMENTS PROVIDED

**AWARDED VENDOR – EXECUTIVE PERSONAL COMPUTERS (EPC, INC.)**

Approved by: \_\_\_\_\_  
(James R. Vasquez)  
(James R. Vasquez)  
(James R. Vasquez)  
(Armando Aguirre – Executive Director)  
(Armando Aguirre – Executive Director)

Date: \_\_\_\_\_  
(January 11, 2012)  
(October 23, 2012)  
(October 30, 2013)  
(October 1, 2014)  
(September 25, 2015)