



COMMONWEALTH OF VIRGINIA  
COUNTY OF HENRICO

DEPARTMENT OF FINANCE  
CECELIA H. STOWE, CPPO, C.P.M.  
PURCHASING DIRECTOR

**IFB #14-9673-10PW**  
**REMARKETING AND DISPOSAL OF DELL LAPTOPS AND DOCKING STATIONS**  
**Questions and Answers**  
**December 10, 2014**

**Q1: Can we bid on some of the laptops and not all of them?**

**A1:** No, bidder must bid on all line items to be considered for award.

**Q2: What are the exact device specs? (Model number, RAM, Screen size, Processor speed, Hard drives size, etc.)**

**A2:** Please check the spec sheets on the manufacturer websites.

**Q3: Do the units come with all their accessories? (Power adaptors, original mouse, etc.)**

**A3:** No, only the batteries are included.

**Q4: Can the successful bidder re-package material for transport? And will time be allotted to vendor for re-packaging to minimize freight cost?**

**A4:** No, the successful bidder will only be allowed to provide extra shrink wrapping around pallets if needed.

**Q5: Can you provide exact pallet counts and weight?**

**A5:** The exact pallet count has been provided in Exhibit A-1 which was posted on the Henrico County website and eVA, unfortunately the exact weight is not available.

**Q6: What does the working environment entail?**

**A6:** It is understood the majority of the computers, if not all, were working when taken out of service; however, the County makes no guarantee of the working condition of any of the computers or charging stations.

**Q7: Can you provide inventory on each pallet as shown during the site visit?**

**A7:** This information has been provided in Exhibit A-1 which was posted on the Henrico County website and eVA.

**Q8: Can we get samples of the Serial numbers and Asset tags for the E6400 and E5400?**

**A8:** This information has been provided in Exhibit A which was posted on the Henrico County website and eVA.

**Q9: How were the Dell laptops serviced?**

**A9:** Service was provided by our break fix partner, Technology Integration Group, as dispatched for repair during the year and once each summer.

**Q10: Were all units operational when removed from service?**

**A10:** See the answer to Q6 above.

**Q11: Are there two (2) completely different requests for Laptops?**

**A11:** Yes, IFB 14-9673-10PW is for Dell Laptops and IFB 14-9674-10PW is for Apple Laptops.

**Q12: Is there any other date for a site visit for the laptop bid?**

**A12:** No. The only date and time for viewing the product was December 2, 2014.

**Q13: Can you provide the bid information from the previous bid done for the Dell laptops?**

**A13:** The following is the previous bid results submitted by the successful bidder Computer Recycling of Virginia, Inc.:

<b>Item</b>	<b>Quantity</b>	<b>Price per Unit</b>	<b>Total Price</b>
Dell Latitude e6400	14,266	\$70.00	\$998,620.00
Dell Latitude D520 Laptop	249	\$40.00	\$9,960.00
Dell Latitude D630 Laptop	167	\$50.00	\$8,350.00
Dell Latitude 600m	105	\$40.00	\$4,200.00
Multi-bay Battery Charging Stations	155	\$10.00	\$1,550.00
<b>Total Bid Price (Items 1-5)</b>			<b>\$1,022,680.00</b>

**Q14: Are all units configured the same?**

**A14:** All units have a HCPS image on them; the image version is based on when they were removed from service.

**Q15: What is the time frame for settlement for any over or under payment?**

**A15:** Settlement of any discrepancies between the quantities listed on the Bid Form and the inventory audit of the Successful Bidder shall be resolved within approximately ten (10) business days of the inventory audit report.

**Q16: What are the specs on the units for bid?**

**A16:** Unit specs are not provided, please refer to Exhibit A posted on the Henrico County website and eVA that provides model and service tag numbers.

**Q17: Can successful bidder rent fork lift truck to be onsite to assist with loading?**

**A17:** Yes, the Successful Bidder can rent a fork lift to assist with loading and shall coordinate details with Technology Integration Group and HCPS.

**Q18: What is the requirement on the audit report? (Example: Quantities, serial numbers, can a sample be provided from previous buyer?)**

**A18:** A packing slip will be provided to the successful bidder for each pallet indicating serial numbers, asset tags and quantities along with a master spreadsheet of all devices scanned and palletized. The Successful Bidder is to verify inventory and determine discrepancies if any.

**Q19: Will assistance be provided to the Successful Bidder to load the pallets on the trailers?**

**A19:** Yes, assistance will be provided by Technology Integration Group and HCPS.

**Q20: Could we provide additional shrink wrapping around the pallets, if needed?**

**A20:** Yes, the Successful Bidder can provide additional shrink wrap if needed.

**Q21: Would the County allow a representative of the Successful Bidder to be present while the pallets are being loaded by the freight carrier?**

**A21:** Yes, and it is encouraged that a representative of the Successful Bidder be present while this operation is taking place.

**Q22: Do all the laptops contain hard drives?**

**A22:** See answer to Q6 above.

**Q23: Does laptops contain Windows COA stickers?**

**A23:** No. Many bottom cases were replaced so the original sticker is not on the laptops. The County had a license agreement with Microsoft, but the licenses have expired and were not transferrable. The Reinstallation DVD for the E5400 computers is Windows Vista Home Basic 32Bit SP2 and we estimate that there are about 15,000 (30 boxes with about 500 per box).

**Q24: Other than the battery quantities shown on the bid form - Are the AC adapters and batteries included in the laptops?**

**A24:** See the answer to Q3 above.

**Q25: Does the machines have broken screens and if so what is the percentage with broken screens?**

**A25:** See the answer to Q6 above.

**Q26: Who should I send information of a partner company/subcontractor to?**

**A26:** The County does not require this information.

**Q27: Is there a count of power adapters included?**

**A27:** Power adapters were not included.

**Q28: Do these computers come with power adaptors?**

**A28:** Power adapters were not included.

**Q29: Is the product being sold “as is” or with guaranteed working conditions?**

**A29:** The units are sold “as is” and the County makes no guarantee of the working condition of any of the computers and charging stations.

**Q30: Are there any security stickers on the devices such as ‘Property of Henrico County’ or asset tags?**

**A30:** Yes

**Q31:** Are all components present with the equipment? (i.e. charging cables, etc.?)

**A31:** No peripherals are included.

**Q32:** Was extra memory added to any of the computers?

**A32:** No, there has been no change to the units.

**Q33:** When will the award be announced?

**A33:** The Bid Tabulation will be posted on the County's website within 48 hours of the bid closing date of December 18, 2014.

**Q34:** What is the earliest date the winning bidder can pick up the laptops?

**A34:** Due to the closing of HCPS for the holiday season (December 22, 2014 through January 2, 2015), the earliest date for pickup will be January 5, 2015.

**Q35:** What estimated percentage of the laptops have A/C adapters?

**A35:** See the answer to Q27.

**Q36:** Will you supply the BIOS passwords or a disc?

**A36:** Yes, the Successful Bidder will be provided with a list of BIOS passwords that can be converted to bar codes for ease of use.

**Q37:** What estimated percentage of the laptops was still in good working condition when pulled?

**A37:** See the answer to Q6 above.