



CITY OF ALBUQUERQUE
1 CIVIC PLAZA NW
ALBUQUERQUE, NEW MEXICO 87102

Martin Chavez, Mayor

REQUEST FOR INFORMATION(RFI)

RFI2005-009-GJ

OPENING DATE 3/11/2005

**COLLECTION, TRANSPORTATION,
DISMANTLING, SALVAGE, SALE, REUSE,
RECYCLING AND/OR DISPOSAL OF
COMPUTER AND ELECTRONIC MATERIAL.**

City of Albuquerque
DFAS/Purchasing Division
1/24/05

1. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR INFORMATION (RFI)

This Request for information ("RFI") is being issued to assist the City of Albuquerque Department of Finance and Management, Purchasing Division in conjunction with the City of Albuquerque's Solid Waste Management Department in developing a Request for Proposal (RFP) or Request for Bid (RFB) for the collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal of computer and electronic material. With an emphasis on computers (Hard Drives, Laptops, Mainframe computer equipment, Personal computers, (CPU, Monitor, Keyboards, Mouse, Speakers and Peripherals) printers, scanners and cell phones.

B. INFORMATION

1. To request information from interested parties to enable us to, develop a mechanism for evaluating and awarding a contract, through a request for Bid or request for Proposal for the collection, transportation, disposal/recycling of computers and electronic material
2. To request information on ways to educate the public on the collection, transportation, dismantling, salvage, sale, reuse, recycling and disposal of computers and peripherals.
3. To increase public's awareness about what constitutes computer and electronic waste.
4. To provide for the safe, transportation, dismantling, salvage, sale reuse, recycling and/or disposal of as much computer and electronic material as may be collected at one site, twice yearly.
5. Definition of Computer and Electronic Material

Based on the response from vendors, a RFB or RFP will be developed. The RFB or RFP will be submitted to interested vendors later this year.

ALL RESPONSES TO THIS REQUEST FOR INFORMATION (RFI), ONE (1) ORIGINAL AND (3) COPIES: Must be received by the City of Albuquerque's Purchasing Division no later than 5:00 P.M. MST, on MARCH 11, 2005 to the following:

Walter Jaramillo, Senior Buyer
City Of Albuquerque DFAS/Purchasing Division
1 Civic Plaza, NW Room 7012
Albuquerque, New Mexico 87102

PHONE: (505)768-3347

FAX NO. (505)768-3355

RESPONSE BY ELECTRONIC MAIL IS NOT ACCEPTABLE.

To be considered, all responses shall comply with the following:

1. **No Obligation:** This RFI in no manner obligates the City of Albuquerque, or any of its departments, to pursue any contractual relationship with an entity that submits an RFI. The City further reserves the right to cancel this RFI at any time deemed to be in its best interest.
2. **Clarifications:** All request for clarifications are to be directed to:

Walter Jaramillo, Senior Buyer

City of Albuquerque DFAS/Purchasing Division

1 Civic Plaza, NW Room 7012

Albuquerque, New Mexico 87102

3. **Response Preparation Cost:** Any Cost incurred in responding to this RFI is borne solely by the interested entity.
4. **Do not include cost information in this RFI. We are requesting information only, so that we may prepare a Bid or Proposal.**

Proprietary Data: This RFI shall be open to public inspection, except to the extent the offeror designates trade secrets or other proprietary data to be confidential. Material so designated shall accompany the RFI and each page shall be clearly marked and readily separable from the main body of the RFI in order to facilitate public inspection of the non-confidential portion of the RFI. The City of Albuquerque will endeavor to restrict distribution of the material designated as confidential or proprietary to only those individuals involved in the review and analysis of the RFI'S. Offerors are cautioned that materials designated as confidential may nevertheless be subject to disclosure under the New Mexico Inspection of Public Records Act (Sections 14-2-1 et seq, NMSA 1978).

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APPENDIX A

ACKNOWLEDGEMENT OF RECEIPT FORM

REQUEST FOR INFORMATION

COLLECTION, TRANSPORTATION, DISMANTLING, SALVAGE, SALE,
REUSE, RECYCLING AND/OR DISPOSAL OF COMPUTER AND ELECTRONIC
MATERIAL

In acknowledgement of receipt of this Request for Interest, the undersigned is expressing an interest in collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal of computer and electronic material pursuant to the INFORMATION in this Request for Information (RFI).

This Acknowledgement of Receipt must be signed and returned to the City Purchasing Officer no later than 4:00 p.m., local time, on February 18, 2005 as follows:

G. Walter Jaramillo, Senior Buyer
City of Albuquerque DFAS/Purchasing Division
1 Civic Plaza, NW Room 7012
Albuquerque, New Mexico 87102
(505) 768-3355

FIRM:

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

REPRESENTED BY: _____

TITLE:

SIGNATURE: _____ DATE: _____

PHONE NO.: _____ FAX #: _____

E-MAIL ADDRESS: _____