



San Diego Futures Foundation
4283 El Cajon Blvd, Suite 220, San Diego, CA 92105
T: 619-500-9330 | F: 619-269-3471
www.sdfutures.org

SAN DIEGO FUTURES FOUNDATION

REQUEST FOR PROPOSALS

(RFP)

Surplus Electronics Purchasing, Asset Recovery, and E-Waste Recycling Services

RFP Number: 012027

Issue Date: October 01, 2026

Last Date of Submission: October 23, 2026, at 5pm

Organization: San Diego Futures Foundation (SDFF)

1. PURPOSE

San Diego Futures Foundation (SDFF) is soliciting proposals from qualified e-waste collection companies, IT Asset Disposition (ITAD) providers, electronics recyclers, and refurbishers to purchase SDFF's surplus technology equipment and provide environmentally responsible recycling services for equipment that cannot be refurbished, remarketed, or reused.

The primary objective of this RFP is to maximize the resale value of SDFF's usable equipment while ensuring secure data handling, responsible recycling, regulatory compliance, and transparent reporting.

2. ORGANIZATION OVERVIEW

San Diego Futures Foundation is a nonprofit organization, and our mission is to bridge the digital divide in San Diego County by connecting and empowering under-served communities through affordable computers, device repair, digital skills and workforce development opportunities.

SDFF receives, processes, and distributes large quantities of donated technology equipment and periodically seeks qualified vendors to purchase surplus inventory and responsibly recycle non-reusable electronics.



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3. SCOPE OF SERVICES

The selected vendor shall provide the following services:

Asset Purchasing

- Purchase of reusable and remarketable technology equipment.
- Equipment evaluation and grading.
- Fair market valuation of assets.
- Competitive pricing for surplus equipment.
- Detailed inventory reconciliation reports.
- Timely payment and settlement documentation.

Collection & Transportation Services

- Scheduled pickup services.
- On-call pickup services.
- Loading assistance when necessary.
- Transportation of palletized and non-palletized equipment.
- Secure chain-of-custody procedures.

Data Security Services

- Secure handling of all data-bearing devices.
- Data sanitization services.
- Hard drive shredding or destruction upon request.
- Certificates of Destruction for destroyed media.
- Documented chain-of-custody procedures.

Recycling Services

For equipment determined to have no reuse value:



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- Responsible recycling and recovery.
- Environmentally compliant disposal.
- Certified downstream recycling.
- Documentation of material disposition.

Reporting Requirements

Vendor shall provide:

- Asset disposition reports.
- Settlement reports.
- Quantity and weight reports.
- Certificates of Recycling.
- Certificates of Destruction (when applicable).
- Environmental impact reporting upon request.

4. MINIMUM QUALIFICATIONS

Proposers must:

- Have a minimum of three (3) years of experience in electronics purchasing, refurbishment, ITAD services, or e-waste recycling.
 - Be authorized to conduct business in California.
 - Maintain all required business licenses and permits.
 - Maintain all required insurance coverage.
 - Demonstrate compliance with applicable federal, state, and local regulations.
 - Be in good standing with regulatory authorities.
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5. REQUIRED PROPOSAL SUBMITTALS

A. Company Information

Provide:

- Legal Business Name
- Physical Address
- Website
- Primary Contact Person
- Email Address
- Telephone Number
- Years in Business
- Number of Employees

B. Business Licenses & Registrations

Provide copies of:

- Current Business License
- California Seller's Permit (if applicable)
- Applicable Recycling Permits (if applicable)
- Environmental Permits (if applicable)
- Any required state or local operating permits
- If you are a partner with a recycling company who meets all the requirements and you only perform the pickup and send it over to your partner for proper disposal, Please provide a letter of support from your recycling partner.



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C. Certificate of Insurance

Provide a current Certificate of Insurance evidencing the following minimum coverage:

Commercial General Liability

- \$1,000,000 Per Occurrence
- \$2,000,000 General Aggregate

Automobile Liability

- \$1,000,000 Combined Single Limit

Workers' Compensation

- Statutory California Limits

SDFF must be named as an Additional Insured on the General Liability policy.

D. Certifications (If Applicable)

Provide copies of any applicable certifications including:

- R2 Certification if available
 - e-Stewards Certification if available
 - NAID Certification if available
 - ISO Certifications if available
 - Data Security Certifications if available
 - Environmental Certifications if available
-

E. Company Qualifications

Provide a summary of:

- IT asset disposition experience



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- Asset resale capabilities
 - Refurbishment capabilities
 - Data destruction procedures
 - Recycling methodology
 - Collection and logistics capabilities
 - Sustainability initiatives
 - Reporting capabilities
-

6. REGULATORY COMPLIANCE

Vendor shall comply with all applicable:

- Federal regulations
 - State of California regulations
 - OSHA requirements
 - Electronic waste regulations
 - Hazardous materials transportation requirements
 - Data protection requirements
 - Labor and employment laws
-

7. DATA SECURITY REQUIREMENTS

Vendor shall:

- Maintain a documented chain of custody.
- Ensure secure transportation and storage of equipment.
- Prevent unauthorized access to data-bearing devices.
- Provide Certificates of Destruction upon request.



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- Follow industry-standard media sanitization practices.

8. PRICING PROPOSAL

Proposers shall complete Appendix A.

Pricing shall include:

- Purchase pricing for reusable equipment.
- Commodity pricing for recyclable materials.
- Transportation fees, if any.
- Revenue-sharing opportunities, if applicable.

Pricing must remain valid for a minimum of twelve (12) months following proposal submission.

9. EVALUATION CRITERIA

Criteria	Weight
Equipment Purchase Pricing	40%
Experience & Qualifications	20%
Compliance & Data Security	15%
Recycling & Environmental Practices	15%
Reporting & Administrative Capabilities	10%

10. CONTRACT TERM

The anticipated contract term shall be:

- Initial Term: Three (3) Years with annual pricing review.
- Two (2) Optional One-Year Renewals



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SDFF can terminate the contract at any time for any reason by giving 30 days' notice to the vendor.

11. RESERVATION OF RIGHTS

SDFF reserves the right to:

- Reject any or all proposals.
 - Request clarification or additional information.
 - Negotiate pricing and contract terms.
 - Award to one or more vendors.
 - Select the proposal deemed most advantageous to SDFF.
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12. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

1. Cover Letter
2. Company Information
3. Business Licenses and Permits
4. Certificate of Insurance
5. Certifications (if applicable)
6. Company Qualifications
7. Completed Pricing Schedule (Appendix A)
8. Additional Supporting Information

Submit proposals electronically in **PDF format** to:

Email: RFP@sdfutures.org

Subject Line: RFP – Surplus Electronics Purchasing & Recycling Services



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APPENDIX A

Pricing Schedule

Whole Units

Equipment Category	Unit	Vendor Offer
Modem / Router	Per Pound	_____
Network Equipment	Per Pound	_____
Server (Complete & Incomplete)	Per Pound	_____
PC (Complete & Incomplete)	Per Pound	_____
Tablet Scrap	Per Pound	_____
Cell Phone Smart Scrap	Per Pound	_____
Laptop Scrap	Per Pound	_____
Chromebook Laptop (Intact Screen)	Each	_____
Laptop - C2D / 1st-3rd Gen (Intact Screen)	Each	_____
Laptop - 4th-5th Gen (Intact Screen)	Each	_____
Laptop - 6th Gen and Up (Intact Screen)	Each	_____
Office Phone	Per Pound	_____
Docking Station	Per Pound	_____
Printer	Per Pound	_____
Unsorted Electronics	Per Pound	_____



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Boards

Equipment Category	Unit	Vendor Offer
RAM - Gold	Per Pound	_____
RAM - Silver	Per Pound	_____
RAM - Shielded	Per Pound	_____
PC Motherboard	Per Pound	_____
Server Motherboard	Per Pound	_____
Mixed Green Boards	Per Pound	_____
Specialty Boards	Per Pound	_____
Video Cards	Per Pound	_____

Batteries

Equipment Category	Unit	Vendor Offer
UPS Units (With or Without Batteries)	Per Pound	_____
Lead Acid Batteries	Per Pound	_____
Cell Phone Batteries	Per Pound	_____
Laptop Batteries	Per Pound	_____



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Computer Components

Equipment Category	Unit	Vendor Offer
Mixed Power Supplies	Per Pound	_____
Server Power Supplies	Per Pound	_____
PC Power Supplies	Per Pound	_____
CD/DVD/Floppy Drives	Per Pound	_____
Complete Hard Drives	Per Pound	_____
Crushed / Drilled Hard Drives	Per Pound	_____
Plastic Fans	Per Pound	_____
CPUs	Per Unit or Per Pound	_____

Monitors

Equipment Category	Unit	Vendor Offer
Intact Monitors 19" and Larger	Each	_____
Damaged Monitors	Per Pound	_____
Reusable Monitors	Each	_____

Wire & Cables

Equipment Category	Unit	Vendor Offer
Mixed Wire	Per Pound	_____



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AC Adapters	Per Pound	_____
Ethernet Cable	Per Pound	_____
Specialty Wire	Per Pound	_____

Reusable Laptops (No Damage)

Equipment Category	Vendor Offer
Core i3 - 1st Generation	_____
Core i3 - 2nd/3rd Generation	_____
Core i3 - 4th Generation	_____
Core i3 - 6th Generation	_____
Core i3 - 7th Generation and Up	_____
Core i5 - 1st Generation	_____
Core i5 - 2nd/3rd Generation	_____
Core i5 - 4th Generation	_____
Core i5 - 6th Generation	_____
Core i5 - 7th Generation	_____
Core i5 - 8th Generation	_____
Core i5 - 9th Generation	_____
Core i5 - 10th Generation	_____
Core i5 - 11th Generation	_____



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Core i5 - 12th Generation	_____
Core i7 - 1st Generation	_____
Core i7 - 2nd/3rd Generation	_____
Core i7 - 4th Generation	_____
Core i7 - 6th Generation	_____
Core i7 - 7th Generation	_____
Core i7 - 8th Generation	_____
Core i7 - 9th Generation	_____
Core i7 - 10th Generation	_____
Core i7 - 11th Generation	_____
Core i7 - 12th Generation	_____
Chromebook	_____
Celeron	_____
Pentium	_____
Core 2 Duo	_____

Reusable Desktops (No Damage)

Equipment Category	Vendor Offer
Core i3 - 1st Generation	_____
Core i3 - 2nd/3rd Generation	_____



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Core i3 - 4th Generation	_____
Core i3 - 6th Generation	_____
Core i3 - 7th Generation and Up	_____
Core i5 - 1st Generation	_____
Core i5 - 2nd/3rd Generation	_____
Core i5 - 4th Generation	_____
Core i5 - 6th Generation	_____
Core i5 - 7th Generation	_____
Core i5 - 8th Generation	_____
Core i5 - 9th Generation	_____
Core i5 - 10th Generation	_____
Core i5 - 11th Generation	_____
Core i7 - 1st Generation	_____
Core i7 - 2nd/3rd Generation	_____
Core i7 - 4th Generation	_____
Core i7 - 6th Generation	_____
Core i7 - 7th Generation	_____
Core i7 - 8th Generation	_____
Core i7 - 9th Generation	_____
Core i7 - 10th Generation	_____



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Core i7 - 11th Generation	_____
Xeon (1st-3rd Generation)	_____
Xeon (4th Generation)	_____
Xeon (6th Generation)	_____
Pentium	_____
Core 2 Duo	_____

APPENDIX B

Vendor Certification

I certify that the information submitted in this proposal is true, accurate, and complete. I further certify that the company maintains all licenses, permits, registrations, and insurance required to perform the services described in this RFP.

Vendor Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____