

## **STATEMENT OF WORK QUESTIONNAIRE**

Provide a description and the process of each service request. Explain how equipment pickups may be requested and scheduled through vendor provided certification. Add additional line items as needed.

<b>Hard Drive and Media Destruction Options</b>	
<b>1</b>	Onsite Hard Drive and Media Destruction
	Process :
<b>2</b>	Offsite Hard Drive and Media Destruction
	Process :
<b>eWaste Recycling Options</b>	
<b>3</b>	eWaste Recycling - Bulk
	Process :
<b>4</b>	ITAD Remarketing PROGRAM** – Audited at ITAD Facility
	Process :

**Note:**

The court IT department will place all equipment to be picked up at a dedicated location in the Hall of Justice. The IT department will provide the detailed information of the equipment to be removed as per the vendor requirements.

Vendor must remove the Hard Drives from PCs and laptops for destruction.

Vendor must provide certification of the off-site Hard Drive and Media destruction. This may be provided in bulk, by order.

Vendor equipment "bins" are not practical for the court due to the amount of equipment to be removed. Please do not include them in the quote.

Vendor must provide it's own suitable vehicle for equipment removal and transport.