

Solicitation 02GSR001-12
Computer / Television Recycling Drop-Off



Hamilton County

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Bid 02GSR001-12
Computer / Television Recycling Drop-Off

Bid Number **02GSR001-12**
Bid Title **Computer / Television Recycling Drop-Off**

Bid Start Date **In Held**
Bid End Date **Jan 12, 2012 5:00:00 PM EST**

Bid Contact **Gina Richmond**
 Purchasing Agent II
 Purchasing
 513-946-4321
 HAMCOPurchasingQuotes@hamilton-co.org

Description

The Hamilton County Recycling and Solid Waste District will accept written quotes for its computer/television recycling drop-off program.

Please email: hamcopurchasingquotes@hamilton-co.org for a bid packet.

NOTE: Your proposals can be mailed to Michelle Balz, Environmental Services, 250 William Howard Taft (1st floor), Cincinnati, Ohio 45219-2660 or email your proposal to: michelle.balz@hamilton-co.org

2012 Request for Written Quotes Hamilton County Computer/Television Recycling Drop-Off

The Hamilton County Recycling and Solid Waste District will accept written quotes for its computer/television recycling drop-off program. **The deadline to submit a quote is January 12, 2012.** Questions regarding this quote should be directed to Michelle Balz, Community Outreach Coordinator, (513) 946-7789.

Overview

The Hamilton County Recycling and Solid Waste District (District), located in Cincinnati, Ohio, will conduct a semi-permanent computer/television recycling program in Hamilton County. The program will be open six months in 2012 and open for a special one day collection in early January 2013. The District is seeking a vendor that can offer a drop-off program that is open at least five days/week and at least one Saturday per month. Once a vendor is chosen, the dates and times will be confirmed to meet the needs of the District and the vendor.

Requirements for Quote Submission

Vendors shall submit with the written quote the following information:

- Type of company – broker, reseller, demanufacturer
- Complete list of materials accepted for recycling.
- Facility site information and history.
- Years in business and ownership history.
- Number of employees.
- Compliance history - include violations for past three years and how they were, or are, being addressed.
- Summary of operations and services offered, including a description of what happens with electronic equipment that is received.
- Overview of procedures for demanufacturing, reuse/resale/donation, secure media destruction, disposal and waste handling, and storage.
- Vendors shall designate where the items will go for reuse, demanufacturing, recycling, or disposal. The list shall include all downstream businesses that are involved in the handling and processing of the equipment. The list shall include each sub-contractor, broker, recycler, processor and transporter used in fulfilling this contract, and for each, shall provide a contact person, phone number, site address, and EPA ID number, if applicable. Vendors unable to provide a list of downstream businesses will be disqualified.
- If vendor exports cathode ray tube monitors for reuse and/or mixed cathode ray tube glass for recycling, provide documentation demonstrating compliance with the export section of the Cathode Ray Tube rule.
- Audit plan for end-market vendors.
- Documentation that vendor is in possession of all necessary permits, licenses, and certification necessary to operate a computer/electronic collection operation. Such documents shall be included with this request.
- Documentation that the vendor has an environmental, health and safety management systems and/or plans in place. Plans may include: environmental management system, environmental risk management plan, hazardous materials management plan, emergency prevention, preparedness and response plan.

- Demonstration of at least one third-party environmental certification, such as R2 or E-Stewards.
- Three references

Request for Quotes

All quotes should be priced according to the following specifications.

1. Vendor will be responsible for managing a semi-permanent computer/tv collection program on behalf of the District. The program will be open six months. The vendor and District will discuss hours of operation, but for the purpose of this quote, the drop-off will be open five days/week for at least 6 hours/day and one Saturday each open month for at least 4 hours. In addition, the drop-off will be open for a one-day (at least six hours) special collection in early January 2013.
2. Vendor must make arrangements for a location, within Hamilton County, where the drop-off will be held. Such location must be large enough to handle the logistics of the drop-off program including traffic flow, computer storage, and security of equipment.
3. Vendor must provide all labor and/or volunteers as well as equipment needed to operate the drop-off program, such as forklifts, pallet jacks, and pallets. Staff and/or volunteers must be present during the program operating hours. Vendor must also indicate the name of the supervisor to be in attendance during all program hours.
4. Vendor shall be responsible for management of all computer equipment and televisions brought to the District-sponsored program. These responsibilities include all processing, handling, and, if needed, transportation of accepted computer and television equipment from the site. Vendor's quote should be sufficient to cover all costs of the program. Vendor shall be responsible for all on-site operations including traffic control and security of collected equipment.
5. Vendor must manage all accepted equipment in accordance with all applicable state, local, and federal laws. Vendor shall be in accordance with all OSHA regulations.
6. Vendor shall provide monthly reports on the quantity of material accepted in pounds.
7. Vendor must be able to comply with the insurance provisions included as Attachment A.
8. Vendor shall, at a minimum, accept the following materials: monitors, CPUs, printers, televisions, fax machines, main frames, laptops, mice, keyboards, speakers, scanners, personal copiers, printers, cables, chips, circuit boards, back up batteries, cell phones, cameras, CD/DVD players, electronic game devices, GPS units, telephones, video equipment, and PDAs. In addition to these materials, vendor shall provide a detailed list of additional materials that the vendor will accept for recycling through Hamilton County's program.
9. Vendor shall inform the District, in advance, of plans for final disposition of materials, including plans to export materials outside of the United States. The District reserves the right to favor proposals that avoid exportation of materials.
10. The District reserves the right to audit the vendor and/or any secondary vendor at any time.
11. Vendor must have each resident sign a waiver and complete a brief survey. The District will provide all necessary forms.
12. Vendor must ensure that participants are Hamilton County residents.

13. Vendor shall accommodate Hamilton County municipalities and townships that collect computers/televisions on behalf of their residents. Arrangements will be made with the municipalities and townships prior to them dropping off computer equipment and televisions.

Hamilton County reserves the right to:

- Award based on individual items, or on the entire list of items
- Award or not award any portion of this contract
- Award to multiple Bidders
- Reject any or all quotes, or any part thereof
- Waive any informality in the quotes
- Eliminate conditions or terms that are not in the best interest of Hamilton County and its residents

The evaluation will include, but will not be limited to:

- Ability to meet the timelines and requirements requested
- Overall responsiveness, viability and completeness of the bid as well as the likelihood that, in Hamilton County's opinion and at Hamilton County's discretion, the bid best meets or exceeds Hamilton County's specifications
- References
- Completeness of all forms
- Cost of Proposed Service or Good
- Any other facts considered relevant by Hamilton County and demonstrated by the bid or investigation by Hamilton County
- Experience with a similar project of comparable size and scope
- Experience with a similar project of comparable size and scope for Hamilton County

Quote

The following sum represents the cost(s) for operating Hamilton County's computer/television recycling program. This quote includes all costs for managing this program with the exception of advertising/marketing.

The District is requesting two price quotes: A residential drop-off open six months; and a six month drop-off accepting equipment from residents and equipment from Hamilton County cities, villages, and townships (equipment originating from local government offices).

Six Month Program – Open to Hamilton County Residents Only
May - October (including six Saturdays) and one day in January 2013

\$ _____

Six Month Program – Open to Hamilton County Residents and Local Governments
May - October (including six Saturdays) and one day in January 2013

\$ _____

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip _____

Phone: _____

Fax: _____

E-Mail: _____

ATTACHMENT A - VENDOR'S INSURANCE PROVISIONS

During the Agreement and for such additional time as may be required, Vendor shall provide, pay for, and maintain in full force and effect the insurance outlined herein for coverage at not less than the prescribed minimum limits covering Vendor's activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Vendor or subcontractor or by anyone for whose acts any of them may be liable.

CERTIFICATES OF INSURANCE

Before starting work, Vendor shall give Hamilton County a certificate of insurance completed by Vendor's duly authorized insurance representative certifying that at least the minimum coverage required herein are in effect; specifying the form that the liability coverage's are written on; and, confirming liability coverage's shall not be cancelled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of issuance without thirty (30) days advance written notice to:

**Hamilton County Risk Manager
Room 607
138 East Court Street
Cincinnati, OH 45202
Facsimile: 513-946-4330**

Failure of Customer to demand such certificate or other evidence of full compliance with these insurance requirements or failure of Customer to identify a deficiency from evidence provided shall not be construed as a waiver of Vendor's obligation to maintain such insurance.

The acceptance of delivery by Customer of any certificate of insurance evidencing the required coverage and limits does not constitute approval or agreement by Customer that the insurance requirements have been met or that the insurance policies shown in the certificates of insurance are in compliance with the requirements.

Customer shall have the right, but not the obligation, of prohibiting Vendor or its' subcontractor(s) from conducting business with the Customer until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Customer.

If Vendor fails to maintain the insurance as set forth here, Customer shall have the right, but not the obligation, to purchase said insurance at Vendor's expense. Alternatively, Vendor's failure to maintain the required insurance may result in termination of this Agreement at Customer's option.

If any of the coverages are required to remain in force after final payment, an additional certificate evidencing continuation of such coverage shall be submitted with Vendor's final invoice.

All certificates of insurance shall reference the project/contract number for which the insurance is being provided.

INSURER QUALIFICATIONS

To the extent feasible, all insurance shall be provided through companies admitted to do business in the State of Ohio. Insurance policies provided by companies not admitted to do business in the State of Ohio shall be reviewed by the Hamilton County Risk Manager. Each company shall minimally have an A.M. Best rating of A:VII. In addition, certified copies of all insurance policies required shall be provided to Customer within ten (10) days of Customer's written request for those copies.

INSURANCE PRIMARY

All coverage required of Vendor shall be primary over any insurance or self funded program carried by Customer. Any insurance or self insurance maintained Customer shall be excess of the Vendor's insurance and shall not contribute to it.

NO REDUCTION OR LIMIT OF OBLIGATION

By requiring insurance, Customer does not represent that coverage and limits shall necessarily be adequate to protect Vendor. Insurance effected or procured by Vendor shall not reduce or limit Vendor's contractual obligation to indemnify and defend Customer for claims or suits which result from or are connected with the performance of this Agreement.

ADDITIONAL INSURED

The policy or policies providing insurance as required, with the exception of professional liability (if applicable) and workers' compensation, shall defend and include the Board of County Commissioners, Hamilton County, Ohio and its officials, officers, employees, agents, and volunteers as additional insureds on a primary basis for work performed under or incidental to this Agreement. The form of the additional insured endorsement shall be the most recent edition of Insurance Services Office CG 20 10 (Form B) or its equivalent. If any additional insureds have other insurance applicable to the loss, it shall be on an excess or contingent basis. The amount of Vendor's insurance shall not be reduced by the existence of such other insurance. Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include endorsements waiving "cross claim exclusion between insureds" verbiage contained therein. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers are included in subcontractor's insurance policies.

DURATION OF COVERAGE

All required coverage shall be maintained without interruption during the entire term of this Agreement. The products and completed operations coverage under the Commercial General Liability policy shall maintain coverage for the entire term of this Agreement, plus an additional two (2) years, following final acceptance of the product(s) or the service(s) by Customer.

CONTINUOUS OPERATION

Vendor's general liability insurance policy must be endorsed to reflect the fact that Customer and any tenants shall continue to operate business activities of Vendor and that no property used in connection with Customer and tenants' activities shall be considered by Vendor's insurance company as being in the care, custody, or control of Vendor.

RETROACTIVE DATE & EXTENDED REPORTING PERIOD

If any insurance required herein is to be issued or renewed on a claims-made form as opposed to the occurrence form, the retroactive date for coverage shall be no later than the commencement date of the project. Further the policy shall state that in the event of cancellation or non-renewal, claim discovery period or "tail coverage" shall be 1 year beyond the cancellation date.

SUBCONTRACTOR'S INSURANCE

Vendor shall cause each subcontractor employed by Vendor to purchase and maintain insurance of the types specified below. When requested by Customer, Vendor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

JOINT VENTURES

If Vendor is a joint venture involving 2 or more entities, then each independent entity shall satisfy the limits and coverage specified here or the joint venture shall be named insured under each policy specified.

WAIVER OF SUBROGATION

Vendor shall require all insurance policies in any way related to the work and secured and maintained by Vendor to include clauses stating each underwriter shall waive all rights of recovery, under subrogation or otherwise, against Customer. Vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

COOPERATION

Vendor and Customer agree to fully cooperate, participate, and comply with all reasonable requirements and recommendations of the insurers and insurance brokers issuing or arranging for issuance of the policies required here, in all areas of safety, insurance program administration, claim reporting and investigating, and audit procedures.

ADJUSTMENT OF LOSSES

Any Customer's first party loss insured under the policies required herein shall be adjusted by Vendor and Customer, as their interest may appear, and made payable to Vendor as trustee for the insured's as their interest may appear, subject to the requirements of any applicable mortgagee clause. Vendor, as trustee, shall have the power to adjust and settle any loss with the insurers unless one of the parties in interest objects in writing within five (5) days after the loss to Vendor's exercise of this power. If such objection is made, an arbitrator mutually acceptable to the parties in interest and Vendor shall be chosen promptly. Vendor, as trustee, shall in such case make settlement with the insurers in accordance with the directions of such arbitrator. If distribution of the insurance proceeds by arbitration is required, the arbitrators shall direct such distribution.

REPLENISHMENTS OF LIMITS

At Vendor's expense, all limits must be maintained at all times due to claims on this project or any other project. Failure to do so may result in cancellation of this Agreement at Customer's sole discretion. If Vendor fails to renew, replace or replenish the coverage required, Customer may do on Vendor's behalf and deduct the cost from Vendor's payments.

INSURANCE LIMITS & COVERAGE

To the extent applicable, the amounts and types of insurance shall conform to the minimum terms, conditions, and coverage of Insurance Service Office (ISO) policies, forms, and endorsements.

If Vendor has any self-insured retentions or deductible under any of the following minimum required coverage, Vendor must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductible and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductible shall be Vendor's sole responsibility.

COMMERCIAL GENERAL LIABILITY

Vendor shall maintain commercial general liability insurance covering all operations by or on behalf of Vendor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance shall have these minimum limits and coverage:

Minimum Limits:

- \$1,000,000 each occurrence
- \$2,000,000 general aggregate
- \$2,000,000 products and completed operations aggregate
- \$100,000 fire liability

Coverage:

- Most recent ISO commercial general liability form
- Products and completed operations coverage maintained for at least two (2) years
- Blanket contractual liability
- Broad form property damage
- Severability of interest
- Personal injury
- Specific waiver of subrogation
- Joint venture as named insured (as applicable)
- Additional insured endorsement

AUTOMOBILE LIABILITY

Vendor shall maintain business auto liability covering liability arising out of any auto (including owned, hired, and no owned autos).

Minimum Limits:

- \$1,000,000 combined single limit each accident

Coverage:

- Additional insured endorsement
- Specific waiver of subrogation
- Contractual liability

WORKER'S COMPENSATION

Vendor shall maintain workers' compensation and employer's liability insurance.

Minimum Limits:

- Worker's compensation-statutory limit meeting the requirements under the laws of Ohio.
- Employer's Liability insurance with limits of \$1,000,000 per injury

UMBRELLA/EXCESS LIABILITY

Vendor shall maintain umbrella/excess liability insurance on an occurrence basis in excess of the underlying insurance described in Commercial General Liability section, and Automobile Liability section which is at least as broad as each and every one of the underlying policies. The amounts of insurance required in commercial General Liability, Automobile Liability and Umbrella/Excess Liability may be satisfied by Vendor purchasing coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limits specified in each of Commercial General Liability and Automobile Liability when added to the limit specified in Umbrella/Excess Liability.

Minimum Limits:

\$3,000,000 combined single limit and aggregate limit.

Coverage:

- Additional insured endorsement
- Pay on behalf of wording
- Concurrency of effective dates with primary
- Blanket contractual liability
- Punitive damages coverage (where not prohibited by law)
- Aggregates: apply where applicable in primary
- follow form primary
- Drop down feature
- waiver of subrogation

Question and Answers for Bid #02GSR001-12 - Computer / Television Recycling Drop-Off

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.