



**REQUEST FOR PROPOSALS
#07-062**

**TO PROVIDE SERVICES TO RECEIVE, LOAD, TRANSPORT, PROCESS, RECYCLE
AND MARKET ELECTRONIC MATERIAL**

Response Due Date and Time:

4:00pm June 27, 2007

Deliver Responses To:

Tom Wester
Wake County Office Building
Room 926
PO Box 550 (27602)
337 S. Salisbury Street (27601)
Raleigh, NC

Late responses, regardless of delivery means, will not be accepted.

PURPOSE

Wake County is requesting responses from contractors who are qualified to provide services to receive, load, transport, process, recycle and market electronic material including, but not limited to computer equipment (CPUs, keyboards, monitors, laptops, cords, speakers, scanners, parts, dump terminals and other peripherals), office equipment (fax machines and copiers), televisions (portable, large screen, and console units), microwaves and other electronic equipment (VCRs and stereos) collected from designated locations. It is anticipated that such an agreement would be structured for eleven (11) months, August 1, 2007-June 30, 2008, with terms for extension, subject to requirements by Wake County and the selected contractor.

BACKGROUND

The following chart shows the amount of material collected per month for televisions, monitors, CPUs, peripherals, VCRs, stereo equipment, fax and copy equipment, miscellaneous computer equipment, laptops and other material at the North Wake Multi-Material Drop-Off Facility.

Month	Pounds TV	Pounds Monitor	Pounds CPU	Pounds Peripheral	Pounds VCR	Pounds Stereo Equip.	Pounds Fax/Copy Equip.	Pounds Misc. Computer	Pounds Laptops	Pounds Other	TOTAL
May 06	25,068	41,770	21,931	10,431	6,453	9,105	5,123	2,474	1,148	9,209	132,712
June 06	19,795	25,523	11,321	7,092	5,319	6,206	4,433	1,773	887	6,307	88,656
July 06	19,108	29,692	10,256	9,401	8,226	7,051	5,876	3,525	2,350	22,025	117,510
Aug 06	30,253	55,997	19,200	19,194	14,929	17,062	12,796	10,664	8,531	24,645	213,271
Sept 06	26,349	29,804	16,410	9,511	5,945	8,322	4,756	2,378	1,189	14,227	118,891
Oct 06	14,867	43,502	12,823	10,002	7,502	8,752	6,252	3,751	2,501	15,078	125,030
Nov 06	13,470	40,601	14,672	11,515	8,677	10,236	6,397	5,118	1,558	15,700	127,944
Dec 06	15,516	19,709	3,679	4,165	6,247	12,495	5,206	3,124	2,082	31,900	104,123
Jan 07	29,338	32,250	10,429	10,499	8,999	10,499	7,499	29,973	4,500	5,999	149,985
Feb 07	19,790	18,168	6,291	8,904	13,356	11,872	10,388	4,452	2,968	52,216	148,405
TOTAL	213,554	337,016	127,012	100,714	85,653	101,600	68,726	67,232	27,714	197,306	1,326,527

OBJECTIVE

The primary objective is to find a contractor to recycle material while meeting the following criteria:

- 1) Retain contractor that is ISO 14001 certified or can demonstrate they meet the criteria necessary to obtain that certification.
- 2) Comply with all Local, State and Federal laws and regulations that would pertain to electronic recycling and/or execution of this contract.

OBLIGATIONS OF WAKE COUNTY

A. Provide collection facility(s) for electronics.

The current recycling program includes one location at the North Wake Multi-Material Drop-Off Facility located at 9004 Deponie Drive, Raleigh, NC.

The facility is open Monday-Saturday from 8 a.m. – 4p.m. Directions to the facility can be found via this link. <http://www.wakegov.com/locations/solidwaste/nowakelandfill.htm>

The facility offers dock space with a covered carport area. Staff is located at this facility to unload material from customers and load material for the contractor.

Wake County reserves the right to add additional collection sites in the future.

OBLIGATIONS OF CONTRACTOR

- A. Recycle electronic equipment from Wake County, including but not limited to: computer equipment (CPUs, keyboards, monitors, keyboards, laptops, cords, speakers, scanners, parts, dump terminals and other peripherals), office equipment (fax machines and copiers), televisions (portable, large screen, and console units) and other electronic components (VCRs, and stereos).
- B. Use the following waste management hierarchy after receiving electronic equipment:
 - Divert the material for reuse if available,
 - Recycle materials using markets that comply with Local, State, and Federal laws and regulations.
- C. Provide transport trailers and transportation services to haul the material from designated collection locations to processing facility(s). One extra semi-trailer must be provided for storage at 9004 Deponie Drive, Raleigh, NC, for a total of two trailers. Provide an empty transport trailer within 48 hours after being notified that current trailer is full.
- D. Provide all necessary items required to handle the material at the collection location(s) such as pallets or cubic yard boxes, shrink wrap, etc. Wake County strongly prefers gaylord boxes for loaded material.
- E. On a monthly basis, invoice the County and provide weight data, with details such as pounds of televisions, pounds of monitors, pounds of CPUs, pounds of peripherals, pounds of VCRs, pounds of stereo equipment, pounds of fax and copy equipment, pounds of laptops, residual trash, etc., in an electronic format to be agreed upon after acceptance of the contract.
- F. Inform the County if there are operational concerns at the collection location(s) and then coordinate with the on-site Contractor.
- G. Allow the County to approve all sub-contractors.

- H. Comply with all Federal, State, and Local statutes, rules, laws, and regulations that are applicable to provisions of services called for herein.
- I. Agree to defend, indemnify, and hold harmless Wake County from all loss, liability, claims or expense (including reasonable attorney's fees) arising from bodily injury, including death, to any person or persons or property damage caused in whole or in part by the negligence or misconduct of the Contractor or his/her subcontractors, agents and employees, except to the extent same are caused by the negligence or willful misconduct of Wake County. It is the intent of this section to require the Contractor to indemnify Wake County to the extent permitted under North Carolina law.
- J. Obtain, at contractor's sole expense, all insurance required in the following paragraphs and not commence work until such insurance is in effect and certification thereof has been received by Wake County's Risk Manager.

Workers' Compensation Insurance, with limits for Coverage A Statutory-State of North Carolina and Coverage B Employers Liability \$500,000 each accident, disease policy limit and disease Each Employee.

Commercial General Liability - Combined single limits of no less than \$1,000,000 each occurrence and \$2,000,000 aggregate. This insurance shall include Comprehensive Broad Form Coverage including contractual liability.

Commercial Automobile Liability, with limits of no less than \$500,000 Combined Single Limit for bodily injury and property damage. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement and/or are brought on a Wake County site.

All insurance companies must be licensed in North Carolina and be acceptable to the County's Risk Manager. Insurance Policies, except Workers' Compensation, shall be endorsed (1) to show Wake County as additional insured, as their interests may appear and (2) to amend cancellation notice to 30 days, pursuant to North Carolina law. Certificates of insurance shall be signed by a licensed North Carolina agent and be amended to show "thirty (30) days' notice of change or cancellation will be given to the Wake County Risk Manager by certified mail."

If an "ACCORD" Insurance Certificate is used, the words "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "cancellation" paragraph of the form shall be deleted. Copies or originals of correspondence, certificates, endorsements or other items pertaining to insurance shall be sent to:

Wake County Risk Manager
Room 900 - WCOB
P. O. Box 550
Raleigh, NC 27602

If the Contractor does not meet the insurance requirements of the specifications, alternate insurance coverage satisfactory to Wake County may be considered.

- K. Allow the County to terminate the Contract immediately for unsatisfactory performance by the Contractor. The County or Contractor may terminate the Contract upon serving one-hundred eighty (180) days written notice of such to the other party, for any other reason which the County or Contractor, in its sole discretion, deems to be an appropriate reason for termination.

PROPOSAL REQUIREMENTS

- A. Submit three (3) double-sided copies of the proposal to the address below:

Electronic Recycling RFP # 07-062
Wake County Procurement Services
Wake County Office Building-Room 926
Attn: Tom Wester, Purchasing Director
P.O. Box 550 (27602)
337 S. Salisbury Street (27601)
Raleigh, NC

- B. Proposal must be received no later than 4:00 p.m., June 27, 2007. Late responses, regardless of delivery means, will not be accepted. No fax or e-mail responses accepted.

- C. Send proof of liability insurance.

- D. Include responses to the following questions in the proposal.

- What is the Proposer's type of business?
- Where is the Proposer's facility? Will other satellite facilities be used to handle Wake County material? If so, describe.
- Which types of electronic equipment will the Proposer collect? Provide product specifications for each commodity (i.e. contamination allowances, unacceptable material, etc.).
- How should the material be loaded into the transport trailers? How many trailers of electronic equipment can the Proposer accept per day?
- Does the Proposer have scales to verify the quantity of materials received and marketed?
- Provide details regarding financial resources of the company (i.e. a current balance sheet, recent annual profit and loss statement, statement of ownership, etc.).
- Provide costs associated with collecting electronic equipment for Wake County.

The cost or revenue per pound to collect and process CPUs	
Televisions	
Monitors	
VCRs	
Peripherals	
Stereo Equipment	
Fax/Copy Equipment	
Miscellaneous Computer Equipment	
Laptops	
Other Electronic Equipment	
Cost for rental of the transport trailer(s)	
Cost for the transportation of the material per load, from Wake County facility to processing facility	
Cost for other packaging materials (i.e. pallets, etc)	
Compute cost of total materials collected by Wake County during May 06-February 07	

Wake County will sort materials into the following four categories: CPUs, peripherals, monitors and all other electronics. These materials will be placed separately into gaylord boxes. Wake County encourages proposers to suggest ways to segregate materials to either increase revenue or decrease cost.

The Proposer shall be fully responsible for all aspects of processing, and marketing recyclables, including but not limited to; expenses for personnel management, capital facility and equipment, operational expenses, utilities and fuel, repair and maintenance, trash residue, insurance and security, administration, and any other costs associated with receiving, loading, transporting, processing and marketing recyclables, UNLESS OTHERWISE SPECIFICALLY DETAILED in the proposal.

Wake County reserves the right to inspect, without notice, any processing facility used by the Proposer at any time during working hours.

Wake County reserves the right to request a list of current end markets at any time.

Wake County reserves the right to change acceptable materials upon mutual agreement.

SCHEDULE

The following schedule should be considered when writing the proposal.

- June 27, 2007 – Proposals due.
- July 6, 2007 – Proposal selected and contract process started.
- August 1, 2007 – Contractor begins accepting electronic material from designated facilities.

EVALUATION

A proposal review team will evaluate submissions. The qualified proposals will be ranked according to an evaluation of their contents. Proposals will be evaluated on merit and will not be awarded on the basis of cost alone.

A Proposer must demonstrate that all criteria set forth herein are met. Proposals received will be evaluated on at least the following items:

- ISO 14001 certification or demonstration of necessary criteria to obtain that certification,
- Demonstration of substantial expertise in collection, transportation, dismantling, salvage, sale, reuse and recycling of electronics,
- Responsiveness to RFP,
- Types of material collected for recycling,
- End markets for material,
- Operational qualifications such as, transporting, salvaging, and recycling material,
- Monthly data collection,
- Financial resources and capability, and
- Processing costs.

The Contractor shall include the following information in their proposal:

Name and address of the firm (and its parent firm if the firm is owned by or a subcomponent of a larger firm), and name, address and telephone number of the particular office to be responsible for electronics recycling (if different from those of the firm's headquarters).

Name, title, address and telephone number of the responsible person or point of contact for the proposal.

Characteristics of the firm, including number of employees, number of office and field locations, types of work undertaken by the firm, typical clients, a description of current processing facilities and other relevant general information with emphasis on previous and current experience in the field of electronics recycling.

A list of specific local governments that you provide electronics recycling services. Include a brief description of the activities and services that you provide.

Responders must provide documentation of their regulatory history, identifying any incidences of noncompliance with federal, state or local laws and regulations. Proposers shall document any past notices of violation they have received from the EPA or any state or local regulatory body within the last three (3) years and provide a brief description of when, where and what the violation was.

All proposals shall be printed on recycled content paper and no longer than 20 pages.

It should be emphasized that Wake County, as a public agency, is mandated to act in the best interest of the public at all times and to discharge its duties in a manner that is both responsive and equitable to residents. Therefore, Wake County reserves the right to:

- Re-issue the RFP should facts and/or circumstances arise which would warrant such action.
- Supplement, amend or otherwise modify this RFP.
- Negotiate with Proposers for amendments or other modifications to their proposal.
- Reject any or all proposals.

Failure or inability of a Proposer to recover, reuse, or recycle listed materials for acceptance, processing, transportation, and marketing (except for contamination) will invalidate the Proposer's response, and will be cause to terminate any subsequent agreement between the Proposer and Wake County and/or its assigns which may result from this RFP.

CONTACT

(Technical Questions)

Craig Wittig
Solid Waste Administrative Services Coordinator
Wake County Solid Waste Management Division
P.O. Box 550
Raleigh, NC 27602
(919) 856-7433