

**CATAWBA COUNTY, NEWTON, N.C.**  
**REQUEST FOR PROPOSAL #18-1008**  
**PERMANENT ELECTRONICS RECYCLING PROGRAM**  
**December 1, 2017**

It is the intent of this Request for Proposal to obtain the services from a qualified electronics recycling company that must be R2 Certified and/or e-Steward Certified.

Catawba County provides a permanent residential electronics recycling collection area at the Blackburn Resource Recovery Facility located at 4017 Rocky Ford Road, Newton, NC 28658.

Proposals shall be submitted no later than 2:00 p.m., December 15, 2017. Proposals can be delivered or mailed to Debbie Anderson, Purchasing Manager, Catawba County, PO Box 389 (mailing address) , 25 Government Drive (physical address), Newton, N.C. or e-mailed to [danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov). If proposals are submitted in a hard-copy, they must be printed on recycled content paper and printed as two-sided.

If additional information is required, questions will be accepted in writing to Debbie Anderson, Purchasing Manager at [danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov).

Questions related to the electronics recycling program and operations may be directed to Amanda Kain, Waste Reduction Coordinator at [amandak@catawbacountync.gov](mailto:amandak@catawbacountync.gov) or 828-465-8217.

Catawba County reserves the right to reject any and all proposals and to waive informalities as may permitted by law.

The residential electronics recycling service is open year round during regular Landfill operating hours and is offered at no cost to the citizens. Current Landfill hours are Monday-Friday, 8:00 a.m. – 4:30 p.m. and Saturday 8:00 a.m. – 11:30 a.m.

The contract period shall be from February 1, 2018 – February 1, 2021. All pricing shall remain effective for 1 year. Proposal pricing will be received on year 2 and year 3 of the contract (page 6).

**Operation:**

Citizens enter the Landfill area and unload their unwanted electronics at the designated recycling area throughout the business day. At the end of each day, Landfill staff processes the electronics by sorting and separating the material. Staff will shrink wrap and palletize electronics and/or place in boxes where they will be stored in a covered area on site. When enough material is collected to fill a trailer, the County will contact the Contractor for pickup. Trailer will be provided by the Contractor.

Acceptable Computer/Electronic Material for Collection:

Answering machines	Mobile phones
Batteries (household, lead acid, etc.)	Modems
CD players	Monitors
Cable and wire	Pagers
Calculators	Printers
Cameras	Printed circuit boards
Cell phones	Radios
Computers (CPU, monitors, keyboards, etc.)	Remote controls
Copiers	Scanners
DVD's	Speakers
Fax machines	Stereos
Floppy drives	Tape players
Hard drives	Telephones
Hard disk drives	Telephone equipment
Ink/toner cartridges	Televisions
Laptops	Video games
Microwaves	VCR's

Qualifications:

Before award, the contractor will be required to show that they have the necessary facilities, experience, ability and financial resources to perform the work in a satisfactory manner.

The Contractor shall demonstrate that it has substantial expertise in all areas relating to the collection, transportation, dismantling, destruction of sensitive data, salvage, sale, reuse, recycling and/or disposal of computer/electronic material. At a minimum, the Contractor shall demonstrate:

1. Successful experience with similar program or at least (4) four computer/electronic material collection events within the last 24 months.
2. A history of recycling or reuse of the material collected.
3. The Contractor shall include in the proposal, a brief description of the firm, its general nature and background, its general experience in the field of computer/electronic material and its specific experience in computer/electronic material collection, length of experience, skilled personnel and specialized equipment available, and other resources of particular expertise.

The following information shall be provided:

1. Name and address of the firm (and its parent firm if the firm is owned or a sub-component of a larger firm), name, address, telephone number and e-mail of the

particular office to be responsible to the Executive Director (if different from those of the firm's headquarters).

2. Name and title, address, telephone number and e-mail of the responsible person or point of contact for the proposal, and the same information for the person to be responsible for the on-site activities of the firm (if different from those of the responsible person).
3. Characteristics of the firm, including name of employees, number of office and field locations, types of work undertaken by the firm, typical clients, and other relevant general information with emphasis on previous and current experience in the field of computer/electronics collection.
4. A list of specific computer/electronic collection projects completed or under contract for the firm and 3 references. Include a brief description of the location of the project and the activities conducted by the firm.
5. Describe qualifications and number of personnel.
6. Bidders must provide documentation of their regulatory history, identifying and incidences of noncompliance with international, federal, state or local laws and regulations. Bidder shall document any past notices of violation they have received from the EPA or any state or local regulatory body within the last (3) three years and provide a brief description of when, where or what the violation was.
7. If any subcontractors are used, similar information shall be provided.
8. Pertinent State and Federal licenses/permits and EPA identification numbers for each storage facility and each storage facility. Expiration dates shall be clearly noted.
9. Provide evidence of certification R2 Certification and/or e-Steward Certification.

Transportation, Dismantling, Salvage, Sale, Reuse, Recycling and/or Disposal:

The Contractor shall assume title and ownership of all computer/electronic material collected at the site.

The Contractor shall provide written documentation (i.e. recycling/disposal certificate, data destruction information or other tracking documentation) of the ultimate and final dismantling, salvage sale, reuse, recycling and/or disposal sites for the computer/electronic material collected. The Contractor shall also verify that any hazardous substances contained in the computer/electronic material collected are disposed in a manner that constitutes strict adherence with EPA and the N.C. Department of Environmental Health and Natural Resources.

**Licenses and Permits:**

Contractors must provide documentation that they possess any international, federal, state, county and local licenses and/or permits needed to provide the services requested in this RFP. The Contractor shall supply copies of any and all relevant permits, licenses and other regulatory items required under International, Federal, State or local statutes, regulations or standards for the collection, transportation, dismantling, salvage, sale reuse, recycling and/or disposal of computer/electronic material.

**Hold Harmless:**

The Contractor shall indemnify, defend and hold harmless Catawba county , all County officials and householders against any and all losses, claims, actions, damages, liability and expenses, including but not limited to those in connection with loss of life, bodily and personal injury, or damage to property occasioned wholly or in part by the Contractor or by persons employed directly or indirectly by the Contractor in connection with the computer/electronic material collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal.

**Insurance:**

**Minimum Insurance Requirements:**

Workmen’s Compensation Employer’s Liability:	Statutory
Comprehensive General Liability	
Bodily Injury	\$1,000,000 to aggregate
General Liability	\$1,000,000
Property Damage	\$1,000,000

**Automotive Liability (Owned, Non-Owned & Hired)**

At all times while the Contractor’s representatives are conducting on-site work, the Contractor shall maintain Business Auto Insurance for any owned, non-owned, hired or rented vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance. The policy will also include the MCS-90 endorsement.

Contractor’s Protective Liability	
Bodily Injury	\$250,000 - \$500,000
Property Damage	\$100,000

**Environmental Impairment Liability Insurance:**

Contractor shall maintain Environmental Impairment Liability insurance for the transportation and disposal of pollutants handled by the contractor pursuant to this Agreement. The limits of liability shall meet all State and Federal requirements, but shall not be less than \$1,000,000 each occurrence and \$1,000,000 policy aggregate. This coverage should be maintained for a

period of not less than (3) three years after completion of the Contractor's work as set forth in this Contract.

The Contractor shall provide proof of insurability with submission of the proposal. Contractor shall name Catawba County as additionally insured upon award of the contract.

**BID PROPOSAL FORM  
REQUEST FOR PROPOSAL #18-1008  
ELECTRONICS RECYCLING PROGRAM**

History of electronics collected at the permanent residential electronics recycling site at the Blackburn Resource Recovery Facility located at 4017 Rocky Ford Road, Newton, NC 28658.

	<b>FY16-17</b>	<b>FY15-16</b>	<b>FY14-15</b>	<b>FY13-14</b>
TV's & Monitors	131,601	204,117	117,149	136,916
Other Electronics	69,009	102,163	58,761	33,327
<b>TOTAL Electronics Collected (lbs.)</b>	<b>200,610</b>	<b>306,280</b>	<b>175,910</b>	<b>170,243</b>

Please include detailed materials list for both revenue and disposal costs.

**One Year:**

Revenue (amount paid to Catawba County) per pound for material that has value:

\$ \_\_\_\_\_

Cost (amount Catawba county will pay vendor) per pound for material that has no value:

\$ \_\_\_\_\_

**Two Year:**

Revenue (amount paid to Catawba County) per pound for material that has value:

\$ \_\_\_\_\_

Cost (amount Catawba county will pay vendor) per pound for material that has no value:

\$ \_\_\_\_\_

**Three Year:**

Revenue (amount paid to Catawba County) per pound for material that has value:

\$ \_\_\_\_\_

Cost (amount Catawba county will pay vendor) per pound for material that has no value:

\$ \_\_\_\_\_

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Company Name

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Address

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Contact Name, Title

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Telephone Number

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E-Mail

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Date

**INTENT TO PROPOSE**

**This form should be faxed to 828-465-8477 or e-mailed to [danderson@catawbacountync.gov](mailto:danderson@catawbacountync.gov) to ensure you receive all addenda issued for this RFP.**

I, \_\_\_\_\_ a representative of \_\_\_\_\_

\_\_\_\_\_ confirm that we intend to submit

a proposal for the Permanent Residential Electronics Recycling Program.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_