

**REQUEST FOR PROPOSALS
ELECTRONIC RECYCLING SERVICES
RUTHERFORD COUNTY, NORTH CAROLINA**

BID SPECIFICATIONS

Service Requested: Electronic Recycling Services

**All bids must be sent to:
Rutherford County Finance
Attn: Paula Roach
289 North Main Street
Rutherfordton, N.C. 28139**

**All proposals must be received no later than 10:00 a.m. on April 16th, 2013.
A mandatory pre submission meeting will be held April 8, 2013 at the Rutherford
County Landfill at 10:00 a.m. Proposals will only be accepted from firms
represented at the pre submission meeting.**

Service Locations: 11 Sites	Avondale Conv. Site 2310 Ellenboro-Henrietta Rd Henrietta, NC 28076	Bills Creek Conv. Site 2130 Bills Creek Rd Lake Lure, NC 28746
	Colfax Conv. Site 1676 US Hwy 74 Business Ellenboro, NC 28040	Danieltown Conv. Site 1381 Bethany Church Rd Forest City, NC 28043
	Gilkey Conv. Conv. Site 2489 US221 North Rutherfordton, NC 28139	Golden Valley Conv. Site 6075 Bostic-Sunshine Hwy Bostic, NC 28018
	Hollis Conv. Site 4480 Hollis Rd Ellenboro, NC 28040	Pea Ridge Conv. Site 3892 Pea Ridge Rd Bostic, NC 28018
	Green Hill Conv. Site 204 Rainbow Rapids Rd Rutherfordton, NC 28139	Shiloh Conv. Site 152 Ridgeland Dr Forest City, NC 28043
	Rutherford County Landfill	

656 Laurel Hill Dr.
Rutherfordton, NC 28139

Agency Contact: James Kilgo
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Rutherfordton, NC 28139
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Date: March 28, 2013

GENERAL INFORMATION

Rutherford County desires to reduce the quantity of material disposed of in the landfill by targeting specific materials that can be recycled and reused. As part of this effort, Rutherford County seeks to continue to divert the disposal of electronics and related items, through responsible reuse and recycling. Rutherford County is seeking proposals from qualified firms for electronic recycling at each of the County's eleven (11) service locations listed above. Each site is staffed by a site attendant employed by Rutherford County.

The County of Rutherford requests proposals from qualified service providers to collect, transport, and reuse/recycle/process electronics and other items at the eleven service locations. The proposal may also include an alternate of providing the same service at the Rutherford County service location.

Present operations include a variety of storage areas for e-waste at each site. The County does not presently use containers for storage of electronics.

As electronic grant monies become available to Rutherford County, it is anticipated that all sites will have small sheds or buildings for the storage of electronics. Rutherford County mandates that the e-waste vendor develop a schedule for pickup according to the site. The electronic recycler will be responsible for calling the Site Supervisor to determine volumes and pickup times.

SCOPE OF SERVICES TO BE PROVIDED

Rutherford County desires turn-key service for the collection of electronics and related items that the County may negotiate with the selected vendor. Proposed payments to Rutherford County for various types of electronics will be sent monthly and shall be inclusive of all permits, labor, equipment, vehicles, and supplies necessary to meet the requirements of this request for proposal. Proposals should be net of any revenue anticipated by the contracting firm.

Base Proposal:

A fixed collection schedule shall be established for the monthly collection of electronics from all eleven Rutherford County service locations.

Alternate Proposal:

A fixed collection schedule shall be established for the collection of electronics from the Rutherford County Landfill site location. This must be done every two weeks.

Electronic Recycling companies must also be certified as adhering to Responsible Recycling ('R2') practices or certified as an e-Steward recycler adhering to the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment® to process the discarded computer equipment, televisions, and other electronic devices that are collected at each site. Monthly and yearly cumulative reports as directed by North Carolina General Statutes will be required.

DOCUMENTS SUBMITTAL REQUIREMENTS

The following information and data must be provided by each prospective service provider in order for the proposal to be deemed responsive to the RFP requirements:

- Mailing address, street address, website address and phone number for the corporate headquarters
- Length of time that company has been doing business in North Carolina
- Name, mailing address, email address and phone number of the individual that will serve as Rutherford County's primary point of contact for the duration of the agreement
- A general description and estimate regarding the end-users for the materials processed and separated from the electronics currently collected by your company:
 - Percentage of the electronics sold to others
 - Percentage of the electronics donated to others
 - Percentage of electronic components disposed of in a landfill or other disposal facility
 - Percentage of electronic components recycled or reused in U.S.
 - Percentage of electronic components recycled or reused outside the U.S.
- Name, address, phone number and contact name for other local governments that use the prospective service for electronic collection

Please note: Any proposal not including all applicable information will be considered non-responsive.

Once a proposal is accepted the company will have to submit a certificate for general liability insurance. The insurance certificate has to include \$1,000,000 minimum per occurrence, workers compensation and \$2,000,000 minimum general aggregate.

METHOD OF AWARD

County staff will evaluate each proposal based on the documents and information submitted. The County Manager will make a recommendation to the Rutherford County Board of Commissioners at their regular meeting at 6:00 pm or soon thereafter on May 6, 2013.

The contract will be for four (4) years with two (2) one (1) year extensions at the discretion of the county. The selected vendor should have their containers and services in place at the before mentioned locations by Friday June 7, 2013.

Rutherford County reserves the right to reject any and all proposals.

ATTACHMENT A ELECTRONIC COLLECTION, REUSE/RECYCLING REQUEST FOR PROPOSAL

DETAIL OF SERVICES

The vendor shall:

1. Provide electronic collection containers at selected Rutherford County facilities. Rutherford County reserves the right to add, delete or change collection locations.
2. Provide one yearly collection event if requested by Rutherford County.
3. Provide information signage on containers.
4. Provide adequate collection service to maintain container capacity for citizen use and to prevent container overflow.
5. Respond to emergency pick-up requests within 48 hours to collect electronics and other items from full storage areas.
6. Repair, clean, or remove damaged or vandalized containers owned by the Vendor.
7. Comply with all OSHA and NCDOT requirements regarding the collections, transportation and reuse/recycling of electronics.
8. Comply with all national and international laws regarding the reuse/recycling of electronics.
9. Submit electronic reports to Rutherford County on a monthly basis with a cumulative total.
10. Provide education to county staff on collection at site.
11. Electronic Recycling companies must also be certified as adhering to Responsible Recycling ('R2') practices or certified as an e-Steward recycler adhering to the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment®

BID SUBMITTAL SHEET

Firms submitting proposals must use this form as their cover sheet. **Bids must be received by Rutherford County Finance Attn: Paula Roach at 289 North Main Street, Rutherfordton, NC 28139 by 10:00 a.m. on April 16, 2013.** Proposals will be opened soon thereafter. Emails, faxes and/or mail are acceptable submissions. Please remember that all proposals are public documents unless sealed by the submitter

Detail of Services	Price
<u>Electronic Recycling Services-</u> Specifications as listed prior	Attach price proposal for services/materials accepted. Please indicate whether each item is paid or charged to the county. Base Proposal:\$_____ 1 st year Alternate Proposal:\$_____ 1 st year

Additional Comments (attach additional sheets if needed):

Company Name

Company Address

Phone Number

Authorized Signature

-The County of Rutherford has the right to reject any and all bids-

