

REQUEST FOR PROPOSALS
TO PROVIDE SERVICES TO RECEIVE, LOAD, TRANSPORT, PROCESS AND
MARKET ELECTRONIC MATERIAL

PURPOSE

Wake County is requesting responses from contractors who are qualified to provide services to receive, load, transport, process and market electronic material including, but not limited to Computer equipment (CPUs, printers, monitors, keyboards, cords, speakers, scanners, parts, dump terminals and other peripherals), Office equipment (fax machines and copiers), and Televisions (portable, large screen, and console units) collected from designated locations. It is anticipated that such an agreement would be structured for twelve (12) months with terms for extension, subject to requirements by Wake County and the selected contractor.

BACKGROUND

The North Carolina Department of Environment and Natural Resources, Division of Pollution, Prevention and Environmental Assistance (DPPEA) estimate the following generation and disposal information.

In 2000, NC's population equaled 8,049,313 and is estimated to generate 977,954 cathode ray tubes (CRTs). According to Wake County's population of 627,846 in 2000 it is estimated our portion of the CRTs to be generated equals 76,280.

In 1999, 50,281 tons of electronic equipment was discarded in NC.

Wake County's portion of that equals 7.8% or 3,921 tons.

Of that figure: 1,618 tons was video equipment (televisions, VCRs, etc.), 673 tons was audio equipment (stereos, CD players, radios, etc.), and 1,630 tons was information products (computers, faxes, telephones, etc.).

Wake County's current computer recycling program began in October 2001. The following chart shows the actual amount of material collected per month for monitors, CPUs, printers, keyboards and other material at the North Wake Multi-Material Drop-Off Facility.

Month	Pounds Monitors	Pounds CPU	Pounds Printers	Pounds Keyboards	Pounds Other*	TOTALS
October 01	7,370	2,616	1,723	0	0	11,709
November 01	33,349	16,289	3,747	2,197	9,406	64,988
December 01	47,460	13,131	20,657	5,547	47,954	134,749
January 02	13,365	7,558	4,049	1,286	4,061	30,319
February 02	23,897	2,812	974	1,190	21,061	49,934
March 02	20,450	16,650	2,104	3,000	17,342	59,546
April 02	28,290	5,705	4,140	0	18,260	56,395
May 02	18,805	2,940	2,250	890	12,435	37,320
June 02	50,999	18,024	0	0	26,110	95,133
July 02	29,745	17,635	610	0	15,240	63,230
August 02	41,695	9,670	3,030	0	7,095	61,490
September 02	53,940	19,345	6,485	830	22,180	102,780

October 02	38,213	2,890	1,760	0	12,520	55,383
November 02	63,780	7,270	3,471	0	18,800	93,321
December 02	37,520	4,670	2,390	0	14,440	59,020
TOTALS	508,878	147,205	57,390	14,940	246,904	975,317

* "other" includes copiers, fax machines, parts, etc.

OBJECTIVES

The primary objective is to find a contractor to recycle material using the following hierarchy:

- 1) Divert the material for reuse if available,
- 2) Use US markets to recycle the material as much as possible and
- 3) Use export markets to recycle the material if domestic ones are not available.

A secondary objective is to find a contractor that can expand the recycling program by:

- 1) Offering recycling events at various locations throughout the County or
- 2) Expand to other facilities full-time.

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/nowakelandfill.htm>

The facility offers dock space with a covered carport area (picture below). There is one (1) bay open for electronics collection. Staff is located at this facility to unload material from customers and load material for the contractor.



B. Provide public education and promotion of the program through such means as web page development, landfill flyers, newspaper advertising, news releases, at civic events and through other public and private partnerships.

OBLIGATIONS OF CONTRACTOR

- A. Recycle electronic equipment from Wake County residents and businesses including but not limited to: Computer equipment (CPUs, printers, monitors, keyboards, cords, speakers, scanners, parts, dump terminals and other peripherals), Office equipment (fax machines and copiers), and Televisions (portable, large screen, and console units).
- B. Use the following waste management hierarchy after receiving electronic equipment:
 - Divert the material for reuse if available,
 - Use US markets to recycle the material as much as possible and
 - Use export markets to recycle the material if domestic ones are not available.
- C. Provide transport trailers and transportation services to haul the material from designated collection locations to the processing facility(s). Provide an empty transport trailer within 24 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.
- E. On a monthly basis, invoice the County and provide weight data, with details such as tons of monitors, tons of televisions, tons of CPUs, residual trash, etc., in an electronic format to be decided upon after acceptance of the contract. Provide specific data for material collected by Wake County municipalities.
- F. Provide labor and transport trailers needed for special recycling collection events (i.e. one-day recycling events for Earth Day).
- G. Inform the County if there are operational concerns at the collection location(s) and then coordinate with the on-site Contractor.
- H. Accept direct hauls of electronic equipment from large commercial generators in Wake County.
- I. Allow the County to approve all sub-contractors.
- J. Comply with all Federal, State, and County statutes, rules, and regulations that are applicable to provisions of services called for herein.
- K. 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.

- L. 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.

- M. 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 one (1) double-sided copy of the proposal or an email with the proposal to the address below:

Wake County Solid Waste Management
Electronic Recycling RFP
Attn: Kelley Dennings
P.O. Box 550
Raleigh, NC 27602
kdennings@co.wake.nc.us

- B. Send the proposal no later than 5:00 p.m., March 3, 2003. Any Proposer who submits a package after this deadline will not be considered.
- C. Send/fax 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.).
 - Which end market recycling facilities will the Proposer use? Where are the end markets located? What happens to the material at each end market? (i.e. reused, recycled domestically, exported, processed, tested, etc.)
 - How many transport trailers will the Proposer provide? Will they be provided through a sub-contract? How should the material be loaded into the transport trailers? How quickly can the Proposer respond with an empty transport trailer once notified of a full transport trailer? How many trailers of electronic equipment can the Proposer accept per day?
 - What equipment will the Proposer provide? (i.e. cubic yard boxes or shrink-wrapped, etc.)
 - How should the material be sorted at the designated collection location(s)? (i.e. monitors separated from televisions, etc.)
 - Does the Proposer have scales to verify the quantity of materials received and marketed?
 - Explain how the Proposer could provide collection events at various locations throughout the County.
 - 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 a detailed financial proposal regarding the costs associated with collecting electronic equipment for Wake County.
 - What is the cost per ton/pound to collect and process each commodity?
If the costs are not charged on a per ton basis or are not different for each commodity, please how the costs will be distributed.
 - What is the cost for rental of the transport trailer(s)?
 - What is the cost for the transportation of the material?

- What is the cost for other equipment (i.e. pallets, etc)?
- What are the estimated labor and trailer costs for a one-day recycling event?
- Other associated costs?

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.

SCHEDULE

The following schedule should be considered when writing the proposal.

- March 3, 2003 – Proposals due.
- May 1, 2003 – Proposal selected and contract process started.
- July 1, 2003 – Contractor begins accepting electronic material from designated facilities.

Proposals must be honored and valid through May 1, 2003 for consideration.

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:

- Responsiveness to RFP,
- Types of material collected for recycling,
- End markets for material,
- Location of Proposer's facility,
- Operational qualifications such as loading and transporting material,
- Monthly data collection,
- Recommendations for special recycling collection events,
- Financial resources and capability, and
- Processing costs.

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

Ms. Kelley Dennings
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Wake County Solid Waste Management Division
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