

Tuscola County Recycling Material Recovery Facility

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REQUEST FOR PROPSAL

Processing of Waste Electronic Equipment collected year round from County residents.

The Tuscola County Recycling Facility seeks qualifications and proposals from qualified firms to provide processing services for waste electronics. Tuscola County Recycling is in search of a contractor to remove and process electronic items collected year round at the Facility.

Residents deliver waste electronics to our site daily. Tuscola County Recycling promotes this collection and provides the collection site, on-site labor, equipment and some packaging. The selected vendor must be able to provide gaylord boxes; remove, transport and process electronic waste and have legitimate reuse and/or recycling outlets for the material.

For this collection, Tuscola County Recycling estimates it will collect between twelve and twenty-four gaylords of electronic waste each month but will not guarantee a minimum or maximum amount. Due to site restrictions, Tuscola County Recycling cannot host an empty semi trailer for storage or collection of electronic waste.

Tuscola County Recycling is open Monday through Friday 8:00am to 4:30pm and accepts electronic waste every day we are open. This program has been very successful since its inception in 2004 and interest continues to rise every year. This program is funded by the Recycling Millage, which also funds other environmental programs at the Facility.

As of this date, Tuscola County Recycling has collected over 404,782 pounds of electronic waste since 2004. Our weights vary each year. Residents drop off computer systems (including peripherals), televisions, monitors, radios, stereo equipment, microwaves, camcorders, speakers, telephones, copiers, fax machines and a few other electronic devices. It is expected that the successful bidder will also accept these items, though a comparable list will be considered.

The selected vendor's submitted response to this RFP will become a service agreement with Tuscola County Recycling. All equipment collected and loaded onto the vendor's truck becomes property of the contractor.

This contract will be for a period of two calendar years with the option to extend for one additional year, a potential total of three years. Contract extensions are subject to mutual agreement between the contractor and Tuscola County Recycling thirty (30) days prior to contract expiration of each year.

All responses to the RFP must contain:

Title of company, address, telephone, fax, web site and electronic mail address, and contact person's name, title and telephone number;

Background on the company, description of general services, and any relevant experience demonstrating that it possesses substantial expertise in all areas relating to collection, transportation, dismantling, salvage, sale, reuse and recycling of the materials to be collected;

List of former clients including contact information;

Any federal, state or local tax identification numbers, permit numbers, licenses or site identification numbers;

Complete list of which electronic equipment will be accepted and possible suggestions on recommended fee schedule;

Description of the on-site sorting and preparation for transport required;

Description of how the electronics will be processed, including location of the processing site(s), equipment used, a general overview description of the vendor's facilities proposed to be used for the dismantling, salvage, reuse and/or recycling of the collected materials, the end materials which result from processing, and examples of recycling/disposal market(s) for each material (glass, plastics, metals, etc). Specific information must be included which identifies the name and location of the markets for the various components and hazardous materials derived from the processing of the collected materials. Any processors or markets outside the United States of America must be clearly identified;

Description of how any batteries or toner cartridges inside any of the items collected will be responsibly handled;

Provide a list of the data reported to Tuscola County Recycling on the number, type, and weight of the materials collected and describe in what form and the period of time within which it will be provided;

Language holding Tuscola County Recycling harmless for any responsibility for the materials once they leave our site;

Language and Certificate of Insurance in the amount of \$1,000,000 per occurrence which will indemnify, defend and hold harmless Tuscola County Recycling and our officers, departments, agents, representatives, elected officials and employees from and against all loss or expense (including attorney's fees) by reason of any liability asserted or imposed upon each and any of the above mentioned for damages arising out of bodily injury, including death, or property loss due to, in whole or part, the acts and omissions of the Vendor or any of its officers, agents, employees and/or subcontractors;

Language verifying that all operations will be conducted in compliance with all applicable laws, rules, regulations, orders, ordinances, directives, as well as, without limitation all applicable licensing, registration, certifications or other such requirements.

This includes but is not limited to the United States Environmental Protection Agency, the Resource Conservation and Recovery Act, the U.S. Department of Transportation, the Michigan Department of Environmental Quality and the Natural Resources and Environmental Protection Act;

Language accepting responsibility for the final disposition of all materials collected and assuming all liability once the material leaves the Facility. This includes being named and signing as the “generator” and “transporter or hauler” on the Michigan Uniform Hazardous Waste Manifest or appropriate shipping papers.

Documentation demonstrating registration as a Universal Waste Handler with the Michigan Department of Environmental Quality to facilitate the collection of electronics from any size generator choosing to participate;

Documentation demonstrating the vendor shall maintain in full force and affect Employer’s Liability, Worker’s Compensation, Comprehensive General Liability and Property Damage, including Contractual Liability coverage for the hold harmless provisions. All insurance shall be provided by insurers and be for the policy limits acceptable to Tuscola County Recycling Facility before commencement of work hereunder. The Comprehensive General Liability policies shall name Tuscola County Recycling Facility as additional insured party. The selected vendor will provide and agrees to furnish Tuscola County Recycling evidence that such insurance has been procured and is in force for the calendar year. Actual Certificates of Insurance must be provided for evidence and be fully executed by and authorized agent and the vendor;

And

Documentation of a cost schedule, including transportation fees, and a list of the services provided including a list of the items accepted and the price to be charged for each.

Disclaimer

Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price."

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel.

The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification of its proposal."

Interested vendors should submit their proposals by 4:30pm Monday, January 30th, 2012 to:

Tuscola County Recycling Facility
Attn: Mike Miller – Recycling Coordinator
1123 Mertz Road
Caro, MI 48723

