



REQUEST FOR PROPOSALS

RESIDENTIAL ELECTRONIC RECYCLING
TURN-KEY ELECTRONICS COLLECTION SERVICES

For LaSalle County, Illinois

Released for Submittal: June 3, 2019

Submittals Due: July 2, 2019 (4:00 PM)

Request for Proposals
RESIDENTIAL ELECTRONIC RECYCLING
TURN-KEY ELECTRONICS COLLECTION SERVICES

Proposals are being requested by the LaSalle County Environmental Services and Land Use Department for County of LaSalle Turn-Key Electronics Collection Services for Residential Electronics Recycling. The agreement with the contractor will be for a twelve month period, beginning January 1, 2020 and ending December 31, 2021, with (1) year renewal options if the County so chooses.

Service Description: The contractor shall be responsible for providing labor and facilities for collection of residential electronic devices from all residents in the LaSalle County service area.

Preparation of Proposal: Contractors shall submit their proposal on the forms provided, or may create their own document.

Proposals shall contain, at a minimum, a letter of interest, statement of qualifications, and completed Part (F) Cost of Services Schedule.

Authorized signature must be of the individual owner of a business, a general partner of a partnership, or an officer of a corporation, whose title shall be stated. Proposals submitted shall be in a sealed envelope and marked, "LaSalle County Electronics Recycling RFP", shall be typewritten or neatly printed in ink, state the contractor's name address, and state contact person's name and phone number.

Submission of Proposals: proposals will be accepted until 4:00 P.M., July 2, 2019 at the Environmental Services and Land Use Office.

Please provide one original and 9 copies of your submittal.

Proposals may be hand delivered or mailed to LaSalle County Environmental Services and Land Use

LCESLU
Attn: Brian Gift
119 W Madison St., Rm 107
Ottawa, IL 61350

Proposals will be publicly opened and reviewed at County Development meeting at 9:00 A.M. on July 3, 2019 in Room 250 of the LaSalle County Governmental Complex, 707 E. Etna Road, Ottawa, IL 61350.

The County reserves the right to accept any proposal, to reject any or all proposals, to waive irregularities and informalities in this RFP, and to make the award in any manner deemed in the best interest of the County.

1. GENERAL PROVISIONS

- 1.1 **TERM OF CONTRACT:** The County shall enter into an Agreement for Electronics Recycling with the contractor for a twelve month period, beginning January 1, 2020 and ending December 31, 2021, with (1) year renewal options.
- 1.2 **TAXES AND TAX EXEMPTION:** The County shall only be required to pay those taxes that it is obligated to pay as required by local, State, and Federal law. The County of LaSalle is exempt from Federal, State, and Municipal tax.
- 1.3 **SIGNATURE ON AGREEMENT:** The County expects the signature on the Agreement documents to be that of an authorized representative of the Contractor. An officer or agent of the Contractor who is empowered to bind the Contractor in a contract shall sign the Agreement and any clarifications to that Agreement. The vendor, by signing the Agreement, represents that he/she has read and understands the Agreement documents.
- 1.4 **TERMINATION CLAUSE:** In the event the County or the Contractor desires early termination of the Agreement, the parties must give 90 day notice.
- 1.5 **DEFAULT:** In case of default by the Contractor, the County of LaSalle may procure the articles or services from other sources, and may deduct from the Contractor's performance bond any additional costs incurred as a result of the default. The prices paid by the County of LaSalle shall be considered the prevailing market price at the time such purchase is made.
- 1.6 **NON-WAIVER OF RIGHTS:** In the event the County of LaSalle waives its right to enforce the contract because the Contractor breaches its obligations under this agreement in any manner, such waiver shall not constitute a waiver of any right's the County of LaSalle has to enforce the contract for any and all subsequent breaches by the contractor for failing to complete its obligations under the contract.
- 1.7 **ELECTION OF REMEDIES:** County of LaSalle's decision to elect one remedy shall not constitute a waiver of its right to enforce the contract through other, available remedies.
- 1.8 **ASSIGNMENT AND SUBLET OF CONTRACT:** The Contractor shall not sublet or assign the contract, or any portion thereof, without prior written consent of the County.
- 1.9 **RELATION OF PARTIES:** Contractor shall act as an independent contractor. All personnel used by Contractor shall be employees of Contractor. Contractor will pay all wages and appropriate expenses of said personnel, as well as employer's Federal, State and Social Security taxes, Federal and State Employment taxes and any other required personnel taxes.
- 1.10 **ILLINOIS LAW:** Enforcement of the terms and substance of this agreement between the County of LaSalle and the Contractor shall be governed by laws of the State of Illinois.

1.11 SEVERABILITY: In case one or more of the provisions contained in the Contract shall be held to be illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

2. INSURANCE

2.1 The contractor shall provide certificate of insurance establishing compliance with LaSalle County Resolution No. 10-141 "A RESOLUTION UPDATING MINIMUM INSURANCE REQUIREMENTS" dated October 14, 2010.

3. DEFINITIONS

COLLECTION TRAILER – shall mean a metal box with doors, similar to a shipping container or a semi-trailer. It shall vary in length from twenty feet to fifty-three feet, and shall contain pallets and Gaylord boxes to be filled with electronic items.

CONTRACTOR – shall be synonymous with the term "vendor."

COVERED ELECTRONIC DEVICE or CED means any electronic product defined as a CED in accordance with the Electronic Products Recycling and Reuse Act, as amended, that is taken out of service from a residence in the State of Illinois regardless of purchase location. (Including, but not limited to, Televisions, Monitors, Computers, Laptops, Tablets, Hard Drives, Modems, Servers, Electronic Keyboards, Electronic Mice, CD ROM, Zip Drives, Tape Drives, Palm Organizers, Hand Held Games/Devices, Printers, Scanners, Fax Machines, Cords & Cables, Backups, Digital Converter Boxes, Cable/Satellite Receivers, VCRs, DVD Players, Laser Disc Players, Video Game Players, Joysticks/Game Controls, Cell Phones, Digital Radios, CD Players).

ELIGIBLE ELECTRONIC DEVICES (EED) –shall mean any electronic product defined as an EED in accordance with the Electronic Products Recycling and Reuse Act, as amended, that is taken out of service from a residence in the State of Illinois regardless of purchase location. These include the following devices: Mobile Phone, Computer Cable, Mouse, or Keyboard; standalone fax; MP3 players; PDA; Video Game Console; Video Cassette player/recorder; DVD player; zip drive or scanner. These are devices eligible for credit to the manufacturers through State of Illinois Environmental Protection Agency rules.

FACILITY- means the collection facility, together with appurtenant structures and equipment operated by the Contractor.

GAYLORD BOX – shall mean a standard size of cardboard box used by the packaging industry, approximately 48" x 40" x 36" (or approx. 120 cm x 100 cm x 90 cm) and fitting neatly on a standard shipping pallet.

MANUFACTURER – shall mean electronics manufacturers responsible for recycling or refurbishing E-Waste under the Illinois 2008 Electronic Products Recycling & Reuse Act, with rules governed by the State of Illinois Environmental Protection Agency.

MFER – shall mean Manufacturer Funded Electronics Recycler

PALLET – shall mean a flat means of transport, usually made of wood or plastic that can be lifted with a forklift.

RESIDENTIAL ELECTRONIC DEVICE or RED – shall mean CED or EED

SERVICE AREA - shall mean all of LaSalle County, incorporated and unincorporated, including homes outside LaSalle County but within the corporate limits of all communities partially located in LaSalle County. These communities are:

Cedar Point	Dana	Earlville	Grand Ridge	Kangley	LaSalle
Leland	Leonore	Lostant	Marseilles	Mendota	Millington
Naplate	Oglesby	Ottawa	Peru	Ransom	Rutland
Seneca	Sheridan	Somonauk	Streator	Tonica	Troy Grove
Utica	Wenona				

4. SPECIFICATIONS OF SERVICE

The Contractor shall provide residential electronics collection services listed in these specifications.

4.1 Services: The contractor shall be responsible for providing labor and facilities for collection of REDs from all residents in the service area.

4.2 Labor: The contractor shall provide a minimum of two employees during required collection hours.

- a. The contractor agrees that its employees will arrive no later than 15 minutes prior to the required collection hours.
- b. The contractor agrees its employees will check driver’s licenses and assist residents with unloading electronics from vehicles.

4.3 Facility: The contractor shall provide a facility with the following specifications:

- a. The facility shall be located in LaSalle County and within 5 miles of Interstate 80.
- b. The facility shall be easily accessible for drop-off of REDs by LaSalle County residents.
- c. The facility shall be able to accommodate collection trailers and trucks up to 61’ in length.
- d. The facility shall be large enough to store pallets and gaylord boxes.
- e. The facility shall be able to provide weather protection for all collected and stored REDs and packing materials. This can be provided by means of a building/shelter or adequate improved surface to allow for storage of collection trailers.
- f. Adequate security/fencing shall be provided to deter open dumping.
- g. The contractor shall be responsible for providing restroom facilities for its employees.

4.4 Service Hours: The contractor's facility shall maintain service hours within the following parameters:

- a. The facility shall be open a minimum of 2 days per month (1 being a Saturday).
- b. The facility shall be open a minimum of 4 hours per day.
- c. Hours for the facility shall not include 8 pm to 6 am.
- d. Hours for the facility shall remain standard through the contract, unless approved by the County.

4.5 Packing/Logistics: The contractor is responsible for packing collected residential electronics and coordinating logistics with the MFER.

- a. The contractor agrees its employees will sort and pack collected REDs per MFER requirements. The MFER will provide all required gaylords and pallets.
- b. The contractor agrees to coordinate drop-off and pick-up of collection trailers with the MFER. The MFER will provide collection trailers, transportation, and recycling of REDs at no cost to the contractor.
- c. The contractor agrees to ensure that all collected REDs and packing materials are provided weather protection at the end of each collection day.
- d. Under no circumstance shall the Contractor's personnel knowingly place Hazardous or Infectious Waste into any packing materials.
- e. The contractor shall be responsible for any and all fees charged by the MFER for failure to properly package REDs or inclusion of non-CED and/or non-EED items.

4.6 Recyclable Materials: The contractor may collect other recyclable materials at the facility, in addition to RED's. The contractor also may keep and properly recycle/salvage RED's.

- a. The contractor agrees that collection of other recyclable materials at the facility will not interfere with the collection of RED's.
- b. All non-RED recyclables collected by the contractor will be the property of the contractor
- c. Should the Contractor keep any RED's, they must provide all downstream information on those items and demonstrate DOD standard erasure of hard drives, printer memories, other memory devices kept by the Contractor. Data Cleansing: A Department of Defense 5220.22-M data overwrites (1 -Pass or 3-Pass) will be performed on all data storage devices that are deemed to still maintain potential functional resale value. All storage media with no functional resale value will be physically destroyed at Contractors' facility. The Contractor shall make every effort to dismantle, reuse, and recycle the items it keeps utilizing its own facility equipment and staff.
- d. Title and Risk of Loss: Title to and risk of loss or damage to all electronic devices shall pass to the Contractor at the time the items are taken by the Contractor. The Title and Risk of Loss are assumed by the County's MFER once the items are taken off the Contractor's property by the MFER transportation service.

Proposal

LaSalle Residential Electronics Recycling for Turn-Key Electronics Collection Services

PART A. PROPOSED FACILITY

Please provide the location and description of the proposed collection facility:

PART B. LABOR

Please provide a description of the proposed labor for collection:

PART C. SERVICE HOURS

Please provide a description of the proposed days and hours available for collection:

PART D. EXPERIENCE

Provide a description of the Contractor's prior experience with similar activities (also please list any references and contact information):

PART E. Recyclable Materials

If the Contractor plans to collect and recycle materials other than REDs or plans to keep any REDs, please provide details of what will be collected and what will be recycled by the MFER

PART F. COSTS OF SERVICES SCHEDULE

Please provide cost information below:

Contract Cost: providing a facility with collection for a minimum of 1 weekday and 1 Saturday per month, minimum 4 hours per day, for 1 year (and meeting all other specifications of service)

TOTAL CONTRACT COST: \$ _____

Alternate 1: Additional weekday (4hrs): \$ _____

Alternate 2: Additional Saturday (4hrs): \$ _____

Alternate 3: Please provide details and total contract cost for the ability to collect an additional disposal fee for cathode ray tube (CRT) television/monitors \$ _____

Alternate 3: Details _____

DATE: _____

SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

COMPANY: _____