



**Solicitation to Receive Bids for Provision of
An Electronics Recycling Day**

Contracting Authority:

**Waste Management District Board of Directors
Darke County Commissioners
Diane L. Delaplane
Michael W. Rhoades
Michael E. Stegall**

**Submittal deadline: Monday, April 4, 2011 at 1:00 pm
Quote opening: Monday, April 4, 2011 at 1:30 pm**

**Issued by: Darke County Waste Management District
Krista K. Fourman, Director
603 Wagner Ave; Suite C
Greenville, OH 45331**

Phone: (937)547-0827

Fax: (937)547-1496

Email: kfourman@co.darke.oh.us

NOTICE- INVITATION TO QUOTE

Sealed bids will be received by the Board of County Commissioners of Darke County, Ohio for the purpose of providing certain services for the Electronics Recycling Day on May 26, 2011 as sponsored by the Darke County Waste Management District.

Bids will be received in the office of the Board of County Commissioners

Attention: Robin Blinn, Clerk of the Commission
Administration Building
520 S Broadway
Greenville, OH 45331

Deadline for submittal: 1:00 P.M., MONDAY, April 4th, 2011 .

Quotes received after the submittal deadline, will not be accepted.

Solicitation Packets can be requested by calling (937) 547-0827

Bids will be opened by the Clerk at 1:30 P.M., Monday, April 4th, in Public Session

Administration Building
520 S Broadway
Greenville, OH 45331

PLEASE NOTE:

- Quotes are to be clearly marked on the outside of the envelope in the lower left hand corner as follows: **Quote for Electronics Recycling Collection and must include the name and address of the Quoting Business.**
- The County is exempt from all Federal, State, Local and/or Excise Taxes.
- The Board of County Commissioners of Darke County, Ohio, reserves the right to reject any and all bids and to waive any defect in a bid which does not materially alter the contract documents.
- You may view this notice on the Darke County Solid Waste District website by going to www.co.darke.oh.us/solidwaste and clicking on the Legal Notices.

BY ORDER OF THE BOARD OF COUNTY COMMISSIONERS, DARKE COUNTY, OHIO.

Krista K. Fourman
District Director

SECTION I - GENERAL INFORMATION TO QUOTING BUSINESS

A. Objective

The objective of this solicitation is to receive quotes for the set-up, handling, processing, hauling and final processing of materials collected from the Darke County Solid Waste Management District Electronics Recycling Day scheduled for May 26, 2011 to be held between the hours of 9 AM and 5 PM.

The successful Quoting Business shall enter into the County's Standard Agreement; such Agreement shall embody the terms and conditions of this Solicitation Packet and Proposal as accepted.

B. Issuing Office

This solicitation is issued by the Darke County Solid Waste Management District.

Quotes must be received at the Office of the Clerk of the Board of County Commissioners:

Office of the Clerk
Board of Darke County Commissioners
County Administration Building
520 S Broadway
Greenville, OH 45331
Tel: (937)547-7300
Fax: (937)547-7367

C. Contract Administrator

All communications concerning this solicitation must be directed to the Director:

Krista K. Fourman, Director
Darke County Waste Management District
603 Wagner Ave; Suite C
Greenville, OH 45331
Tel: (937)547-0827 Fax: (937)547-1496
Email: kfourman@co.darke.oh.us

Any request for interpretation of the CONTRACT DOCUMENTS **must be made in writing** to the Director and will be answered by issuance of an ADDENDUM that will be transmitted to each person receiving a Solicitation Packet

D. Selection Method

Responses to this solicitation will be evaluated by the District and other representatives as deemed necessary by the District. The District reserves the right to contact any or all of the Quoting Business as deemed necessary to clarify Quotes.

E. Selection Criteria

The District will award the contract to the lowest and best quoting business, as determined by the District, using the following criteria:

- < Cost for services
- < Responsiveness of Quote
- < Quoter's experience in handling electronics
- < Quoter's ability to reuse and recycle (and certify to that effect) materials which are to be collected (preference will be given for management methods which follow the Federal EPA hierarchy of solid waste management -reduce, reuse, recycle, incinerate and landfill)
- < Quoter's qualifications for meeting all state and local requirements for handling, transporting and processing electronics
- < Quoter's environmental and safety regulatory compliance history
- < Quoter's ownership of disposal facilities
- < Quoter's utilization of local resources

The District is requesting that all Quotes be accompanied with contracts in order for the contracts to be evaluated along with the Bids.

The District reserves the right not to consider any Bid which it determines to be unresponsive and deficient in any of the information requested for evaluation.

The District also reserves the right to reject all quotes.

F. Completeness

To be considered, each Quoting Business must submit a complete response to this Solicitation, responding to all Technical Requirements in Section II and completing all forms provided in Section III. The Bid must contain an original signature of an official authorized to bind the Quoting Business to the proposals' provisions.

G. Participation Assumption for Quote Cost

The District is a single county Solid Waste Management District with a population of approximately 52,000 and 18,000 households. For the sake of estimating, the cost for the proposal we will assume that approximately 92,500 lbs. collected in the one-day collection.

H. Acceptance of Quote Content

The contents of this Solicitation and the Quote Proposal will become contractual obligations if a contract ensues. Failure of the selected Contractor to accept these obligations may result in cancellation of the award.

I. Contractor's Insurance

The Contractor shall agree to furnish, and keep in full force and effect throughout the term of the agreement with the District for the operations as described by this Solicitation, insurance which will protect it and the District from any claims which may arise out of, or as a result of, the Contractors performance of its obligations hereunder. Such insurance shall include:

- < Worker's compensation insurance under laws of the State of Ohio for all contractor's employees.
- < Commercial general liability coverage including hauling, premises, operation, and broad form property damage coverage, with limits of at least \$500,000 per occurrence and \$1,000,000 aggregate.
- < All such insurance shall be carried with responsible companies reasonably acceptable to the District.

J. Ownership of Materials Collected

The Contractor shall assume ownership of all materials deemed acceptable by the Contractor once collected. From that point on, the Contractor shall assume the status of **Generator** of the materials on all transportation and disposal manifests and shall unconditionally assume all associated risks, responsibilities and liabilities.

K. Indemnification

Contractor shall defend, indemnify and hold (i) the District, (ii) The Board of Commissioners of Darke County, Ohio, and (iii) any of their members, agents, officers, consultants, and employees (each an "Indemnified Party"), harmless from, any and all

losses, causes of action, claims, judgments, liens, penalties, costs, and expenses of any kind (including attorneys' fees and expenses) or nature whatsoever ("claims") including but not limited to, claims for bodily injury, illness or death, property damage, including loss of use, which may at any time be imposed upon, incurred by or asserted against an Indemnified Party in connection with the operation of, or as a result of the performance or non-performance by the Contractor, its agents or employees of, any of the Contractor's obligation under its Agreement with the District, or as a result of any negligence of the Contractor or any of its agents or employees. This indemnification is not limited by the amount of any insurance coverage available to the Contractor. In the event that the Quoting Business is selected as the Contractor, Contractor agrees that this indemnification shall become an obligation of the Contractor in its contract with the District. Notwithstanding anything to the contrary herein, CONTRACTOR shall not be required to indemnify OWNER to the extent any loss or damage that is caused by OWNER'S negligence or unlawful misconduct.

L. Proposals to Remain Open

Any quote may be withdrawn prior to the scheduled time for opening of quotes. Any quote received after the time and date specified in the NOTICE - INVITATION TO QUOTE will not be considered.

The District may hold proposals for up to 45 days after the actual date of opening and may award the contract at any time during that period. QUOTING BUSINESS shall not withdraw, modify or cancel their proposal within 45 days after the proposal opening.

M. Execution of Agreement

The Bid Award is expected to be made on Monday, April 18th and the Business quoting to whom the event is awarded will be issued a NOTICE OF AWARD. The business must complete the Acceptance of Notice section and return it immediately via fax to the District. The Quoting Business will be required to negotiate and execute an Agreement and provide the CERTIFICATES OF INSURANCE within 10 business days of receipt of the NOTICE OF AWARD. If the successful Quoting Business fails to execute the AGREEMENT, or fails to provide proof of INSURANCE, the District may consider the Quoting Business to be in default.

N. Incurring Cost

The District is not liable for any cost incurred by prospective Quoting Business prior to the signing of a contract.

O. Method of Payment

Within 30 days of the collection, the Contractor shall prepare an invoice based on approved records and submit it to the Darke County Waste Management District, 603 Wagner Ave; Suite C, Greenville, OH 45331 for payment. The OWNER shall pay CONTRACTOR'S invoice within thirty (30) days of receipt.

P. Miscellaneous Provisions

- The Quoting Business is required to execute and submit a NON-COLLUSIVE PROPOSAL AFFIDAVIT and a Quoting Business's PERSONAL PROPERTY TAX STATEMENT.
- Quoting Business must comply with Equal Opportunity Policies.
- Bids shall include all applicable taxes and fees.
- All applicable Federal, State and Local laws, ordinances, rules and regulations shall apply to this contract.

SECTION II - TECHNICAL REQUIREMENTS

**A. Materials generally expected to be accepted but not limited to:
(may be modified by recommendation)**

CPU

Monitors

Televisions

Sweepers

Fans

Speakers/Keyboards/Mouse

Stereo/Boombox

Copiers

Printers

Iron
Game Consoles
Telephones & Equipment
Electric Typewriters
Word Processors
Small Kitchen Appliances
Ham Equipment
Anything with a power cord

The District has specified to the public that the following materials will not be accepted during this collection day:

White Goods
Dehumidifiers
Air Conditioners

B. Services Provided by the District

The District will provide the following services for this event:

Advertising and public relations;

Site location for the event- Darke County Fairgrounds; 800 Sweitzer St.; Greenville, OH 45331 (Swine Barn)

Volunteers to manage traffic and unload citizen vehicles;

All traffic cones and other necessary equipment for lane division;

Emergency Response Team and other policing agencies (i.e. fire department, Sheriff's Department, Emergency Management, Haz Mat Team and HAM Radio Operators) will be on-call;

Food and refreshments for all volunteers as well as Contractor's Personnel;

Containers and disposal for General Solid Waste (Cardboard & Trash)

C. Responsibilities of the Contractor

1. The Contractor shall provide all equipment and supplies necessary for the safe collection, handling, packaging, and transportation of electronics. Prices quoted must include delivery of collection equipment to and from the selected site. Examples of equipment and supplies shall include but not be limited to the following:

- a. Vehicles capable of and properly licensed to haul collected waste;
- b. A sufficient number of containers to package collected waste. The containers must comply with all Ohio Department of Transportation, OSHA, USEPA, and OEPA requirements.
- c. Provide all necessary tools and equipment to package, seal, load and move pallets to specified destinations; and
- d. Any safety equipment such as gloves, masks, or protective clothing as required by OSHA.

2. The successful Contractor shall comply with all applicable Federal, State, and Local rules and regulations to provide for the safe treatment and disposal of the collected electronics.

3. Verbal orders are not binding on the District and deliveries made or work performed without formal order or written contract are at the risk of the Contractor and may result in an unenforceable claim.

4. The Contractor shall maintain a record of the materials collected and document the manner in which they were handled (e.g., exchanged, reused, recycled, processed or landfilled). The Contractor will also indicate the disposal facility(ies) used by material and quantity. A report listing the material collected, the amount of material and how the material was handled must be submitted to the district along with the invoice.

6. The District reserves the right to work with the interested groups and the Contractor to establish a reuse program for items brought to the collection site.

7. Accepted Electronics shall be disposed of at a best available technology facility. The District's preferred disposal method would be reusing and/or recycling wastes, followed by best available technology. **Landfill disposal is unacceptable unless specifically identified in the proposal.**

8. The Contractor shall identify a project manager who will be available before, during, and after the event to respond to District and community questions.

9. No additional charges will be allowed for setup, packing, crating, freight, handling, fuel or cartage unless specifically stated and included in the proposal price sheet(s).

10. The Contractor will provide the District with a list of items that will and will not be accepted during the collection. The list will be used for public relations information and education purposes.

11. The Contractor shall have the collection site prepared and be ready for receipt at least one half hour before the start of the collection and shall remain until the waste collected is inventoried, packaged, and labeled, and loaded for transport.

12. The Contractor shall remove all electronics from the collection site within twenty-four (24) hours after the conclusion of the collection.

13. It will be the responsibility of the Quoting Business to visit the site prior to submitting their bid.

14. The successful Contractor shall by May 9th, have prepared an Operations Plan which shall include:

a. Number of employees that the Contractor will use to expeditiously load the pallets and trucks at the collection site. The district will provide community service to help unload citizen vehicles.

b. The Operations Plan, supplied by the Contractor, shall include a general description of how operations will be handled for a collection event, including a site drawing delineating areas for receiving, testing, and packaging of materials received; placement of safety equipment; and traffic control design.

c. Site preparation and clean-up will be the responsibility of the Contractor.

d. The plan should include a list of all the equipment and supplies to be used at the

collection site for the collection, handling, packaging and transportation of electronics, including safety equipment and address how the Contractor will set-up and strike the equipment for the collection event. The Contractor shall explain how they will be segregating the electronics, transportation of electronics; and final disposal of all collected electronics.

D. Personnel Information:

The Contractor shall at the request of the District provide experienced Staff to attend collection-related planning meetings, review proposed collection site procedures, develop estimates and otherwise assist the District in all planning aspects of the collection program.

E. Experience Statement:

The Contractor shall describe the locations, references, and a brief description of projects, including invoiced costs, for which prior comparable Services have been rendered.

F. Identification:

The Contractor shall provide the name of the principal officer, contract person, and Transporter.

BID PROPOSAL COVER SHEET

Electronics Collection

Contracting Authority:

<p>DARKE COUNTY WASTE MANAGEMENT DISTRICT BOARD OF DIRECTORS: Commissioner Diane L. Delaplane Commissioner Michael W. Rhoades Commissioner Michael E. Stegall</p>
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Proposal Submittal	April 4th, 2011	1:00 P.M.
Proposal Opening	April 4th, 2011	1:30 P.M.

Submitted by _____

Street _____

City _____ State _____ Zip _____

Telephone (____) _____ Fax (____) _____

TOTAL AMOUNT OF THE PROPOSAL BASED ON THE ESTIMATED PARTICIPATION: \$ _____

PROPOSAL GUARANTEE SUBMITTED: \$ _____

How/where will this be treated?	HHW COLLECTION BID PROPOSAL PRICES*			
	Item	Estimate of amount	Cost Per Pound	Estimate Total \$
	Televisions: (list sizes below)			
	CPU			
	Monitors			
	Sweepers			
	Speakers/Keyboards/Mouse/Cords			
	Stereo/Boombox			
	Copiers			
	Printers			
	Iron (Clothing)			
	Game Consoles			
	Telephones & Telephone Equip.			
	Electric Typewriters			
	Wood Processors			
	Small Kitchen Appliances			
	Ham Equipment			
	Other items w/ power cord			
	Labor			
	Materials			
	Fuel Surcharge			

How/where will this be treated?	HHW COLLECTION BID PROPOSAL PRICES*			
	Total Estimated Cost			

Estimated weight: 92,500 lbs.

SUBSTITUTION BID PROPOSAL PRICE FORM

SPECIFIED	SUBSTITUTE	ADD	DEDUCT	NO CHANGE

TOTALS _____

It is understood and agreed that the Proposal submitted is based on furnishing the equipment and materials as specified and entitles the District to require that such named materials and methods be incorporated in the work, except as substitutions if they are accepted, based on the quotations entered above, and subsequently made a part of the written contract.

Signed:

Quoting Business's Authorized Representative's Signature