

REQUEST FOR PROPOSALS
for
Electronic Waste Services
May 8, 2023

Proposals Due:

Wednesday May 31, 2023 by 2:00 MST/MDT

Overview

Summit County Government (“County”) is soliciting bids from qualified contractors to provide services for the following:

Summit County is soliciting proposals for the provision of professional services to transport, recycle and dispose of common electronic equipment collected at the County’s Material Recovery Facility located at the Summit County Resource Allocation Park, Dillon; Colorado. The most responsible proposal or proposals will be decided by criteria determined essential to Summit County. The criteria are not limited to the lowest price. This RFP will be non-exclusive. Summit County reserves the right to purchase supplies or services from other vendors.

Copies of the request are available at www.SummitCountyCO.gov under ‘Bids & Proposals’ or by request at the Summit County Resource Allocation Park Office. Contact Scott Swedberg Admin Manager for additional project information at Scott.Swedberg@summitcountyco.gov or 970.668.4292.

Scope of Services

Contractor shall furnish all labor, transportation, and incidentals necessary to perform the Electronic Waste service.

1. **Materials Accepted:**
At a minimum the Contractor shall be required to accept all e-waste including, but not limited to: central processing units (CPU’s), computer monitors, computer peripherals, laptops, desktop computers, televisions, console TV’s, projector TV’s, flat screen TV’s, consumer electronics containing circuit boards, stereos, video cassette recorders, digital clocks, CD/DVD players, telephones, cell phones, printers, copiers, scanners, fax machines, pagers, pocket personal computers, personal digital assistants, MP3 players, other computer parts and accessories (keyboards, mouse, cables) and small household appliances. Furthermore, the Contractor must provide in its proposal the details of any restrictions that it has on the acceptance of materials.
2. **Packaging:**
SCRAP employees will package the materials.
3. **Transportation Service:**
The proposal must describe in detail the transportation services for the e-waste including the type of trucks (e.g. lift gate trucks, tractor trailers, flatbed trucks, etc.) and loading requirements for these.
4. **Compliance:**
All e-waste management, processing and treatment must be handled in compliance with CDPHE regulations, Part 273 (amended as of 02/16/10 and effective 03/30/10). The Contractor shall also comply with federal, relevant state and/or local statutes and regulations, and international laws as and if applicable.
5. **License/Permit:**
Contractor and all vendors handling the waste material must be licensed, permitted, or otherwise approved by the appropriate regulatory authority.

6. **Vehicles:**
All vehicles used by the Contractor to transport e-waste shall be properly registered and have all necessary permits required by each state through which the vehicle must travel to reach the disposal facility. The Contractor shall also demonstrate the transporter(s) is in compliance with the U.S. Department of Transportation Rules and Regulations regarding handling and transportation of hazardous materials. Summit County reserves the right to reject the bid of and/or terminate the contract with a Contractor if the transporter has been cited for substantial or repetitive violations of laws concerning permits, transportation or operations.
7. **Containers:**
The Contractor is to provide containers to the County's Material Recovery Facility, all containers must be suitable for storage and shipment and must meet Colorado and U.S. DOT regulations for transporting the electronic material or electronic waste.
8. **Releases:**
The Contractor shall/must take adequate measures from the time the e-waste is accepted until the time the components are reused, recycled, or disposed as waste, to ensure that no hazardous constituents are released, and shall execute plans for recovery of releases, should a release occur.
9. **Paperwork:**
The Contractor shall be responsible for accurately preparing all paperwork required by the State for the transportation and management of the e-waste collected from the County's Material Recover Facility. The Contractor shall provide all shipping documents and labels for shipping and storage that are required by law. The Contractor shall provide a bill of lading at the time of material pick up.
10. **Certificates of Recycling, Treatment and/or Destruction:**
The Contractor shall provide any documents that attest to the disassembling, recycling, disposal, conversion, and/or destruction of all electronic waste, accepted and managed under this contract, to the County's Material Recovery Facility no later 60 days after collection.
11. **Downstream Vendors:**
The Contractor shall provide a list of vendors that will receive component parts, commodities and materials recovered/disassembled from Summit County's e-waste, and describe what form they receive the material in, and what form the material is in when transferred to the next party.
12. **Downstream Chain of Custody Reporting:**
The Contractor shall provide downstream chain of custody reports as applicable. The downstream report shall include both hazardous and non-hazardous components, including but not limited to: identity of vendor(s) who purchase final recovered materials, and a description of each material's final reuse or disposition by volume and composition.
13. **Notices of Warning Letters, Administrative Orders, and Enforcement Actions:**
For the Contractor and each proposed sub-contractor, the Contractor shall include copies of all notices of warning letters, violations, administrative orders, or other enforcement actions taken by any regulatory agency during the past three years.
14. **Payments and Costs for Services to the County:**
Contractors shall provide a detailed line item breakout of charges for disposal of electronic waste. It shall also detail the cost of supplies (if any) provided to the County's Material Recovery Facility.

15. Experience:
The Contractor shall have a minimum of at least three (3) years of experience in managing e-waste. If the contractor is not the primary processing facility, the primary processing facility shall have a minimum of three (3) years of experience in managing the waste materials and residuals.
16. Certifications:
Preference will be given to contractors who have obtained environmental, health and safety certifications. Provide a list of any current certifications, for example: Responsible Recycling Practices (R2), e-Steward Standards for Responsible Recycling and Reuse of Electronic Waste, the BAN pledge, NAID, IAER, ISO or other.

Work shall be completed as set forth in a contract for this project to be negotiated with the County \ based upon the contractor's written proposal.

Date and time of service

Service will be performed on an ongoing basis beginning January 1, 2024.

The Contractor shall work with the SCRAP personnel to schedule a pick-up of the e-waste. The Contractor shall indicate the types of pick up available- individual, milk-run, etc. They should indicate a preference for scheduling by a call or online. They should also indicate the time frame required to schedule a pick-up in terms of business days. All pick-ups need to be scheduled Monday through Friday between 8 a.m. to 3:00 p.m.

Indemnification and Insurance

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor's sub-contractors or otherwise arising out of the performance of services by Contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and Contractor, the Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- a. Worker's Compensation and Employer's Liability:
 - i. Worker's Compensation must be maintained with the statutory limits.
 - ii. Employer's liability is required for minimum limits of:
 - \$1,000,000 Each Accident
 - \$500,000 Disease Policy
 - \$1,000,000 Disease Each Employee
- b. Commercial General Liability:
 - i. \$1,000,000 Each Occurrence
 - ii. \$2,000,000 General Aggregate
 - iii. \$2,000,000 Products Completed Operations Aggregate
- c. Automobile Liability: Contractor will maintain business auto liability coverage covering liability arising out of any auto (including owned, hired and non-owned autos) used in the performance of services under this Agreement.
 - i. \$1,000,000 Combined Single Limit Each Accident

Insurance coverage shall not be reduced below the limits described above or cancelled without the County's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

- Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and
- Not cancelled without thirty (30) days prior written notice to the County.

Proposal Format

Costs for performing services outlined in this request for proposals shall be clearly stated to allow the County to effectively evaluate each proposal. Potential daily schedule of services should also be included.

Refinements and Improvements

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the RFP instructions and owners requirements.

Part I - ADMINISTRATIVE INFORMATION

A. Issuing Officer

This Request for Proposals (“RFP”) is issued by Summit County Resource Allocation Park (SCRAP). For questions, please contact Aaron Byrne SCRAP Director at Aaron.Byrne@summitcountyco.gov or 970.668.4295.

B. Purpose

This RFP provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the RFP.

C. Scope

This RFP contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

D. Scheduling

Proposals must be submitted via email to Aaron.Byrne@summitcountyco.gov to SCRAP by **May 31, 2023** no later than **2:00 PM MST/MDT**. The proposal should outline the schedule for commencement of service.

E. Inquiries and Questions

Prospective applicants are welcome to make inquiries and ask questions concerning the RFP to obtain clarification of the any requirements or schedule a site visit to the properties. Direct all inquiries to the following, no later than Noon (12:00 PM) May 18, 2023:

Aaron Byrne and Bill Schenk
SCRAP Director / Recycling Foreman
970.668.4295 / 970.668.4293
Aaron.Byrne@summitcountyco.gov / Bill.Schenk@summitcountyco.gov

Time Schedule:

Monday, May 8, 2023: Request for Proposals publicly advertised and posted on County website

Thursday, May 18, 2023, no later than 12:00 PM MST/MDT: Deadline for all Questions

Monday, May 22, 2023: All Questions, Comments and Responses to Questions posted by the County at Bids and Proposals on www.SummitCountyCO.gov

Wednesday, May 31, 2023: **Proposals must be submitted via email to Aaron.Byrne@summitcountyco.gov no later than 2:00 p.m. MST/MDT**

Wednesday, May 31, 2023: Official Bid Opening at 2:01 p.m.

Thursday, June 15, 2023: Notice of Award and send Unsuccessful Bidder letter (email) to all proposers

F. Instructions for Submission of Proposals

It is imperative, when submitting a proposal, that the outside of the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

Email Address:

Aaron.Byrne@summitcountyco.gov

Subject Line Text:

Vendor's Name - Proposal for: Electronic Waste Services

Body Text:

ATTN: Aaron Byrne SCRAP Director
Proposal for: Electronic Waste Services

1. Contractor's company name
2. Contact name and phone number

G. Late Proposals

It is the responsibility of each vendor submitting a proposal to ensure that emailed proposals arrive to SCRAP by 2:00 PM MST/MDT on May 31, 2023.

H. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

I. Response Material Ownership

All materials submitted regarding this RFP become the property of the County and will only be returned at the County's option.

J. Incurring Costs

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

K. Acceptance of Proposal Content

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

L. Acceptance Time

The County intends to make a proposal selection within 20 business days after the closing date for receipt of proposals.

M. Budget

Costs for performing services must be included in the proposals and should be clearly stated to allow the County to effectively evaluate each proposal.

PART II – PROPOSAL CONTENT

The proposal submitted must clearly address the requirements outlined in the RFP. Any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal.

Scope of Work

Provide an outline of the contractor’s understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

Qualifications

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a local contact person involved in the project. The statement of qualifications should also provide a summary of contractor's ability to successfully complete the requirements of this RFP. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

PART III – PROPOSAL EVALUATION AND SELECTION

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the RFP will be a principle basis for evaluation. Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of the RFP. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

Selection Process.

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals (“Proponents”) or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.

3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.
4. Selection of a contractor will be made at the sole discretion of the County. The County may consider the following criteria when evaluating proposals that includes but is not limited to:
 - a. Cost;
 - b. The reputation, experience and efficiency of the Proponent;
 - c. The ability of the Proponent to perform the contract or provide the goods and services within the time specified;
 - d. The comparative quality of the goods and services bid;
 - e. The Proponent's performance under previous contracts with Summit County;
 - f. The number and scope of conditions attached to the proposal;
 - g. The Proponent's interest in the project, as well as their understanding of the project scope and the specific requirements of Summit County; and
 - h. The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the Proponent.
5. Contract negotiations will take place with the most qualified contractor. The County reserves the right to incorporate specific contract provisions into the Proponent's standard contract if the County's standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor.