

BID SPECIFICATION FOR RECYCLING & HAULING ELECTRONIC RECYCLABLE ITEMS FROM THE WASHINGTON TOWNSHIP TRANSFER STATION

Sealed bids will be received until 4:30 p.m., October 10, 2018 at the office of the:

WASHINGTON TOWNSHIP SUPERVISORS
13013 Welty Road
Waynesboro, PA 17268
717-762-3128

Envelopes should be clearly marked "*Electronic Recycling & Hauling*".

Bids will be opened at approximately 7:30 P.M prevailing time on October 10, 2018 at the Washington Township Municipal Building.

The right is reserved to reject any or all proposals and to accept any proposal deemed to be most favorable to the interest of the Township of Washington.

GENERAL INFORMATION & SPECIFICATIONS

1. **CONTRACT:** This contract is for collection, transportation and recycling of electronics equipment, removal of potentially hazardous components, such as mercury and lead from the waste stream, as well as other commodities which can be recycled. The electronics are collected by the Washington Township Transfer Station located at 12721 Buchanan Trail East, Waynesboro, PA 17268, including transporting to and processing at an approved Recycling Facility.

Washington Township Electronics Recycling Program includes, but should not be limited to the following:

Acceptable Materials: Calculators, Cameras, CD Players, Cell Phones, Circuit Boards, Computer Monitors, Copy Machines, Desktop Computers, Docking Stations, DVD and Blu-Ray Players, Electronic Games, Fax Machines, Hard Drives, Keyboards, Laptop Computers, Mainframes, Mice, Modems, Network Hubs, Peripherals, Power and Network Cables, Printers, Radios, Routers, Scanners, Stereos, Switching Boxes, Telephones, Televisions, UPS (personal), VCRs.

2. **TERM:** The term of this contract is from January 1, 2019 through December 31, 2019 commencing after approval and proper execution of the contract documents, with a renewal option for four additional years, in one-year increments, exercisable at the sole discretion of the Township. Pricing will be evaluated annually and adjusted if necessary.
3. **INSURANCE:** The contractor shall maintain, at all times, the minimum insurance limits as provided by these specifications. In addition, the contractor shall provide a certificate of insurance with this quote indicating the company's coverages.

Minimum Requirements

General Liability: 1 million dollars per occurrence and 2 million dollars aggregate

The township should be listed as an additional insured on the contractor's general

liability and auto policies. The auto policy shall include a waiver of subrogation in favor of the Township.

Worker's Compensation Insurance shall be provided for all employees.

It is recommended that the contractor also have an excess umbrella policy.

4. VENDOR RESPONSIBILITIES:

- a. Provide transportation from Washington Township Transfer Station to recycling facility.
- b. Provide Gaylord boxes, shrink wrap, and pallets for loading.
- c. Respond within forty-eight (48) hours when called to pick up electronics for recycling.
- d. Perform pick up of recyclables within 2 weeks of Request.
- e. Provide Receiving report with weights of each type of equipment received per pick up.
- f. Provide Certificate of Recycling for each pick up.
- g. Provide Certificate of Data Sanitization to the Township for any Hard Drives for each pick up.

5. TOWNSHIP RESPONSIBILITIES:

- a. Sort and Palletizing electronics per contractors' instructions for safe & secure transportation.

6. PRICING:

Year 2019

Item	Price Per lbs./ Credit Per lbs.
CRT Monitors-cathode ray tube	
CRT Televisions-cathode ray tube	
Flat Screen Monitors	
Flat Screen Televisions	
PC Peripherals-Keyboards & Mice	
Consumer Electronics (e-Scrap) VCRs, Stereos, DVD Players, Gaming Consoles, Radios	
Desktop Computers	
Laptops	
Network Switches	
Printers & Scanners	
Logistics Cost per pick up	

Year 2020

	Price Per lbs./ Credit Per lbs.
CRT Monitors-cathode ray tube	
CRT Televisions-cathode ray tube	
Flat Screen Monitors	
Flat Screen Televisions	
PC Peripherals-Keyboards & Mice	
Consumer Electronics (e-Scrap) VCRs, Stereos, DVD Players, Gaming Consoles, Radios	
Desktop Computers	
Laptops	
Network Switches	
Printers & Scanners	
Logistics Cost per pick up	

Year 2021

Item	Price Per lbs./ Credit Per lbs.
CRT Monitors-cathode ray tube	
CRT Televisions-cathode ray tube	
Flat Screen Monitors	
Flat Screen Televisions	
PC Peripherals-Keyboards & Mice	
Consumer Electronics (e-Scrap) VCRs, Stereos, DVD Players, Gaming Consoles, Radios	
Desktop Computers	
Laptops	
Network Switches	
Printers & Scanners	
Logistics Cost per pick up	

Year 2022

Item	Price Per lbs./ Credit Per lbs.
CRT Monitors-cathode ray tube	
CRT Televisions-cathode ray tube	
Flat Screen Monitors	
Flat Screen Televisions	
PC Peripherals-Keyboards & Mice	
Consumer Electronics (e-Scrap) VCRs, Stereos, DVD Players, Gaming Consoles, Radios	
Desktop Computers	

Laptops	
Network Switches	
Printers & Scanners	
Logistics Cost per pick up	

Year 2023

Item	Price Per lbs./ Credit Per lbs.
CRT Monitors-cathode ray tube	
CRT Televisions-cathode ray tube	
Flat Screen Monitors	
Flat Screen Televisions	
PC Peripherals-Keyboards & Mice	
Consumer Electronics (e-Scrap) VCRs, Stereos, DVD Players, Gaming Consoles, Radios	
Desktop Computers	
Laptops	
Network Switches	
Printers & Scanners	
Logistics Cost per pick up	

7. **GOVERNING LAW:** This contract shall be governed by and construed in accordance with the laws of the State of Pennsylvania without regard to any choice of law principles that would dictate the laws of any other jurisdiction. The parties agree that the exclusive venue for any and all actions related hereto shall be the appropriate Federal or State court located within the State of Pennsylvania.

The laws of the State of Pennsylvania and Franklin County shall govern the resolution of any issue arising in connection with the contract, including, but not limited to, all questions on the validity of the contract, the capacity of the parties to enter therein, any modification or amendment thereto, and the rights and obligations of the parties hereunder.

8. **COMPLIANCE:** If awarded a contract, the Contractor hereby represents and warrants that it:
- a. Is qualified to do business in the State of Pennsylvania and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified.
 - b. Is not in arrears with respect to the payment of any monies due and owing the Township, or any department or agency thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract.

- c. Shall comply with all federal, state, and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract.
- d. Shall procure, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the contract.
- e. Agrees that the facts and matters set forth hereafter in the contract and made a part hereof are true and correct

9. **CONTRACTOR QUALIFICATIONS:**

- a. Contractors must be R2 & NAID Certified.
- b. Contractors must be engaged in electronics recycling and shall have been actively engaged in this field for a minimum of 5 years.
- c. The Township reserves the right to inspect the Contractor's equipment and to perform such investigations as may be deemed necessary to ensure that competent personnel and management will be utilized in the performance of this contract.

10. **QUESTIONS:** All questions on these specifications shall be directed to Jeff Geesaman, Township Manager at the Township office at 717-762-3128 or email him at jbg@washtwp-franklin.org.