



E-Waste Transportation and Recycling Services RFP

SCOPE OF WORK AND EVALUATION CRITERIA

This section describes the services sought by the SCWMA. The SCWMA will execute an Agreement for E-waste transportation and recycling with the selected Proposer as described in this RFP. The Agreement may incorporate any or all elements of the successful Proposer's response, either as originally submitted or as defined in subsequent negotiations. The Agreement is subject to the final approval of the SCWMA Board of Directors. Also set forth in this section are the major terms of the business arrangement that the SCWMA seeks with the successful Proposer, as further defined by the cost items/payment terms contained in the successful Proposer's response.

To enable the SCWMA to evaluate potential Electronic Waste Transportation and Recycling Contractors, please address each of the items below. SCWMA staff will evaluate the Proposals based on completeness of answers to the items below and use the following scoring criteria. Proposals must score at least 70 points to be considered for the agreement.

Primary Selection Criteria

1. Ability to perform services as specified within the RFP and the tasks listed below **(25 points)** - Please describe the Proposer's qualifications and experience as an E-waste Recycler. Include the Proposer's CEWID#.
2. Description of services offered **(20 points)** - Please list, in detail, the collection services proposed to be provided in connection with this RFP and the tasks listed below. Please include a detailed list of materials accepted.
3. Cost **(20 points)** - How much would be paid or charged to the SCWMA for recycling the materials described above? The payment or charge should include all costs (recycling, labor, equipment, transportation, etc.).
4. Handling of materials **(20 points)** - Describe, in detail, the final destination/market for collected items. In addition, please also address the following:
 - a) Will any of the items collected be recycled or reused? Please describe.
 - b) How are collected hard drives to be handled?
 - c) List any materials which are sent to the landfill or shipped overseas for processing.
5. Environmental Certifications **(10 points)** - Preference will be given to Proposers who have obtained environmental, health and safety certifications and who uphold the highest social and environmental standards in their business practices. Examples include ISO 9000 or 14001 Environmental Management Systems, e-Stewards Certification, or e-Stewards Pledge. Please describe why the Proposer chose the obtained certifications over other certification options.
6. References **(5 points)** - Please provide a list of references from existing or prior clients including government entities.

TASKS

The services to be performed under the Agreement may include the following tasks and any modifications agreed to during the contract negotiation process. **The Proposer shall include responses to each Task category below** to be included in the evaluation of the Proposals.

Materials Accepted – At a minimum the contractor shall be required to accept all E-waste (CEWs and UWEDs), including but not limited to: computer monitors, laptop computers, TVs, console TVs, projector TVs, flatscreen TVs, broken CEWs, stereo equipment, cell phones, and microwaves. Furthermore, Proposer should detail any restrictions on acceptance, for example, will Proposer accept CRT tubes removed from casings.

Materials Provided – Describe the containers and sorting equipment that will be provided to the County's E-waste handling contractor. Include items such as, but not limited to, pallets, gaylords, shrink-wrap, and baskets or boxes as well as the cost associated with each. Please also indicate if these items will be for use in the public drop-off area or only for sorting and shipping.

Sorting and Packing – The successful Proposer shall work with SCWMA's E-waste handling contractor on sorting and packing requirements. The E-waste handling contractor will sort and package E-waste to successful Proposer's specifications for the duration of the E-waste handling contract (expires February 2019). In the proposal, detail any specific palletizing and sorting requirements, and indicate whether or not the Proposer is able to offer sorting and packing services for some or all of the Agreement term.

Truck Loading – The successful Proposer shall work with SCWMA's E-waste handling contractor, who will load successful Proposer's trucks for the duration of the E-waste handling contract (expires February 2019). In proposal, detail any specific truck loading requirements. Should a Proposer be proposing to load their own trucks, the "cost" (or reimbursement reduction) for loading must be indicated separately from other services. Proposer shall clearly state in the proposal whether Proposer or SCWMA's E-waste handling contractor will load the trucks.

Transportation – Proposer shall describe the vehicles used for transporting E-Waste. Proposer shall indicate if Proposer has the ability to pick up E-waste from four (4) surrounding Transfer Stations in Sonoma County and bring it to the Central Disposal Site in Petaluma for sorting; or if E-Waste must be picked up at the Central Disposal Site in Petaluma only. Describe the cost associated with both options.

Scheduling – The successful Proposer shall work with SCWMA's E-waste handling contractor, who will schedule all pickups. Proposer should indicate in its proposal the necessary lead time for pickups. Proposer should indicate a preference for on-call or regularly scheduled pickups and flexibility for on-call pickups.

Paperwork – The SCWMA shall provide all necessary collection logs and CEW transfer receipts. The successful Proposer shall provide a copy of the Bill of Lading and a certificate of recycling for each shipment with monthly payments. Proposer shall provide downstream chain-of-custody reports. Proposer shall describe, and provide examples of, all reports and documentation that will be provided on a monthly basis for individual shipments.

Recycling Process – Proposer shall describe the recycling process for CEWs and UWEDs for all component parts.

Downstream Vendors – Proposer shall provide a list of vendors that will receive materials from Agency’s CEW’s and UWED’s and describe what form they receive the material and in what form that material is when transferred to the next vendor. Be sure to cover all component parts.

Operational Improvements – Proposer may offer suggestions to improve the efficiency of current operations.

E-waste RFP/Contract Language

INTENT

The Sonoma County Waste Management Agency (SCWMA) implements the following criteria as due diligence to increase the oversight of electronics recycling and to assure legal, safe and beneficial recycling occurs with Sonoma County’s electronic waste. All material collected through the Contract shall be handled by a Recycler who meets the following criteria. The following criteria must be included in the successful Proposer’s contract.

Contract Requirements

1. Contractor shall be 1) an Approved Recycler with the State of California Integrated Waste Management Board (CIWMB) and maintain this designation throughout the term of the contract or 2) registered with the CIWMB as an authorized E-waste Collector and partner with an Approved Recycler with the State of CIWMB and both the Collector and the Approved Recycler must maintain this designation throughout the term of the contract. Loss of Approved Recycler and Collector designation shall be considered a breach of the contract.
2. The Contractor shall comply with all Federal, State, and/or Local Regulations.
3. The Contractor shall not allow any characteristically hazardous material accepted to be sent to solid waste (non-hazardous waste) landfills or incinerators for disposal or energy recovery, either directly or through intermediaries.
4. The Contractor is to assure that all materials that test as characteristic hazardous waste under California Law remain within the United States until the waste has been processed to the point at which it can be considered a commodity ready for use in a new product. This requirement applies to all characteristic materials, including those with exemptions, such as circuit boards.
5. To ensure integrity of the entire recycling chain, including downstream intermediaries and recovery operations such as smelters, the Contractor shall not utilize a company that is not in complete compliance with all applicable National, Regional and/or Local environmental and health and safety regulations.

6. For Contractor and each of the proposed subcontractors, include copies of all notices of violations, administrative orders, or other enforcement actions taken by any regulatory agencies during the past three years and within 30 days of any new violation during the term of this Agreement for Contractor and each of the proposed subcontractors. Also, provide copies of any letters of recommendation or other awards of recognition.
7. Contractor shall make all of its facilities and related documentation available to the SCWMA for onsite and paper audits by SCWMA or designated 3rd party auditor. Additionally, Contractor must arrange for all contractors/vendors involved in the downstream recycling process, regardless of location, to make their facilities and documentation available for onsite and paper audits by SCWMA or designated 3rd party auditor.
8. Contractor shall provide a downstream chain-of-custody-and-disposition report of all waste collected within ninety (90) days of the collection date. The downstream report shall include both hazardous and non-hazardous components, including but 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.
9. Contractor shall provide Agency staff with a list of Contractor's "Down-Stream Vendors", identified by material processed, and shall provide written notification to Agency of any change to the list. Contractor shall provide thirty (30) days notice to Agency of any change to the list that is initiated by Contractor and seven (7) days notice of any change not initiated by Contractor.