

**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS FOR
ELECTRONICS RECYCLING SERVICES**

Brunswick County is requesting proposals (RFP) for the receiving, loading, transporting, processing and marketing of electronic material including, but not limited to computer equipment (CPU's, printers, monitors, keyboards, cords, speakers, scanners, parts, dump terminals and other peripherals), office equipment (fax machines and copiers), and televisions (portable, large screen, and console units) collected from designated locations.

A copy of the complete proposal may be obtained from Micki Bozeman, Brunswick County Operation Services Department, 179 March 9th 1764 Dr. NE, (Post Office Box 249), Bolivia, North Carolina 28422, 910-253-2524 or from our website at www.brunswickcountync.gov.

All proposals are to be hand delivered or post-marked no later than November 6, 2015 by 4:00 p.m. One (1) original and two (2) copies of the complete proposal for a total of three (3) sets should be submitted. Each should be clearly marked **Proposal Response – Electronics Recycling Services.**

These materials should be delivered to:

Mail: Micki Bozeman, Solid Waste & Recycling Coordinator
Brunswick County Operation Services Department
P. O. Box 249
Bolivia, NC 28422

Hand Delivered: Micki Bozeman, Solid Waste & Recycling Coordinator
Brunswick County Operation Services Department
Building L
179 March 9, 1764 Drive, NE
Bolivia, NC 28422

Questions may be directed to Micki Bozeman at (910) 253-2524 or micki.bozeman@brunswickcountync.gov.

October 22, 2015

**County of Brunswick
Request for Proposals**

The County of Brunswick requests proposals (RFP) for the receiving, loading, transporting, processing and marketing of electronic material including, but not limited to computer equipment (CPU's, printers, monitors, keyboards, cords, speakers, scanners, parts, dump terminals and other peripherals), office equipment (fax machines and copiers), and televisions (portable, large screen, and console units) collected from designated locations.

I. General Information

The county operates a year round recycling program at the landfill facility located at 172 Landfill Road NE, Bolivia, NC 28422.

The primary objective is to find a contractor to recycle material using the following hierarchy:

- 1) Divert the material for reuse if available;
- 2) Use US markets to recycle the material as much as possible; and
- 3) Use export markets to recycle the material if domestic ones are not available.

II. Scope of Work

- A. The county will provide a collection facility for electronics. The current recycling program includes one location at the Brunswick County Landfill located at 172 Landfill Rd. NE, Bolivia, NC. The facility is open Monday-Saturday from 8am – 4pm. There is one building for electronics collection.
- B. The county will provide public education and promotion of the program through such means as the county website, landfill flyers, newspaper advertising, news releases, at civic events and through other public and private partnerships.
- C. The contractor shall recycle electronic equipment from Brunswick County residents and businesses including but not limited to: computer equipment (CPU's, printers, monitors, keyboards, cords, speakers, scanners, parts, dump terminals and other peripherals), office equipment (fax machines and copiers), and televisions (portable, large screen, and console units).
- D. The contractor shall use the following waste management hierarchy after receiving electronic equipment:

- 1) Divert the material for reuse if available,
 - 2) Use US markets to recycle the material as much as possible and
 - 3) Use export markets to recycle the material if domestic ones are not available.
- E. The contractor shall collect the items from the landfill facility within 10 days of being notified that a collection is needed.
- F. The contractor shall provide detailed instruction as to how the items should be packaged for collection.
- G. The contractor shall provide all necessary items required to handle the material at the collection location such as pallets or cubic yard boxes.
- H. The contractor after each collection, shall invoice the county and provide weight data, with details such as tons of monitors, tons of televisions, tons of CPU's, residual trash, etc., in an electronic format to be decided upon after acceptance of the contract.
- I. The contractor shall inform the county if there are operational concerns at the collection location and then coordinate with the landfill supervisor.
- J. The contractor shall allow the county to approve all sub-contractors.
- K. The contractor shall comply with all federal, state, and county statutes, rules and regulations that are applicable to provisions of services called for herein.
- L. The contractor shall agree to defend, indemnify, and hold harmless Brunswick County from all loss, liability, claims or expense (including reasonable attorney's fees) arising from bodily injury, including death, to any person or persons or property damage caused in whole or in part by the negligence or misconduct of the contractor or his/her subcontractors, agents and employees, except to the extent same are caused by the negligence or willful misconduct of Brunswick County. It is the intent of this section to require the contractor to indemnify Brunswick County to the extent permitted under North Carolina law.
- M. The contractor shall be fully responsible for all aspects of processing, and marketing recyclables, including but not limited to; expenses for personnel management, capital facility and equipment, operational expenses, utilities and fuel, repair and maintenance, trash residue, insurance and security, administration, and any other costs associated with receiving, loading, transporting, processing and marketing recyclables, UNLESS OTHERWISE SPECIFICALLY DETAILED in the proposal.

III. Insurance Requirements

Please see the requirements listed as “Attachment A”.

IV. Proposal Requirements

The package shall include an original and two copies with the following information:

- 1) What is the contractor’s type of business?
- 2) Where is the contractor’s facility? Will other satellite facilities be used to handle Brunswick County material? If so, describe.
- 3) Which types of electronic equipment will the contractor collect? Provide product specifications for each commodity (i.e. contamination allowances, unacceptable material, etc.).
- 4) Which end market recycling facilities will the contractor use? Where are the end markets located? What happens to the material at each end market? (i.e. reused, recycled domestically, exported, processed, tested, etc.)
- 5) How should the material be packaged? How should the material be loaded into the transport trailers?
- 6) What equipment will the contractor provide? (i.e. cubic yard boxes or shrink-wrap, etc.)
- 7) How should the material be sorted at the designated collection location? (i.e. monitors separated from televisions, etc.)
- 8) Provide details regarding financial resources of the contractor (i.e. a current balance sheet, recent annual profit and loss statement, statement of ownership, etc.).
- 9) Provide a detailed financial proposal regarding the costs associated with collecting electronic materials for Brunswick County.

10) What is the cost per ton/pound to collect and process each commodity? *If the costs are not charged on a per ton basis or are not different for each commodity, please describe how the costs will be distributed.*

11) What is the cost for the transportation of the material?

12) What is the cost for other equipment (i.e. pallets, etc)?

13) Other associated costs?

V. Time of Performance

The contract period shall be for one year from the date the contract is signed. The contractor shall begin service within 30 days after this date.

VI. Right to Reject

The county reserves the right to reject any or all proposals when such rejection is deemed to be in the best interest of the county. The qualified proposals will be ranked according to an evaluation of their contents. Proposals will be evaluated on merit and will not be awarded on the basis of cost alone.

The contractor must demonstrate that all criteria set forth herein are met. Proposals received will be evaluated on at least the following items:

- A. Responsiveness to RFP,
- B. Types of material collected for recycling,
- C. End markets for material,
- D. Location of contractor's facility,
- E. Operational qualifications such as loading and transporting material,
- F. Data collection,
- G. Financial resources and capability, and
- H. Processing costs.

It should be emphasized that Brunswick County, as a public agency, is mandated to act in the best interest of the public at all times and to discharge its duties in a manner that is both responsive and equitable to residents. Therefore, Brunswick County reserves the right to:

- A. Re-issue the RFP should facts and/or circumstances arise which would warrant such action.
- B. Supplement, amend or otherwise modify this RFP.
- C. Negotiate with contractors for amendments or other modifications to their proposal.

Failure or inability of a contractor to recover, reuse, or recycle listed materials for acceptance, processing, transportation, and marketing (except for contamination) will invalidate the contractor's response, and will be cause to terminate any subsequent agreement between the contractor and Brunswick County and/or its assigns which may result from this RFP.

VII. Option to Extend

The county has the option, upon mutual agreement with the contractor, to extend the terms of the contract for up to two (2) one-year extensions.

VIII. Cost to Prepare Proposals

Any cost incurred by a contractor in preparing or submitting a proposal is the sole responsibility of the contractor and will not be eligible for reimbursement by the county.

IX. Right to Submitted Proposals and Supporting Documents

All written correspondence, proposals, and supporting documents received by the county regarding the Request for Proposals will become property of the county.

X. Proposal Deadline

All proposals must be received by 4:00 pm on November 6, 2015 at the Brunswick County Operation Services Department, 179 March 9, 1764 Dr., PO Box 249, Bolivia, NC 28422.

XI. Inquiries

All inquiries concerning this Request for Proposals may be directed to Micki Bozeman, Solid Waste & Recycling Coordinator, Brunswick County Operation Services at (910) 253-2524 or micki.bozeman@brunswickcountync.gov.



BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The county may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

A. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury Limit
- \$ 5,000 Medical Expense Limit

B. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

- \$500,000 Each Accident
- \$500,000 Disease - Each Employee
- \$500,000 Disease - Policy Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

- \$1,000,000 Combined Single Limit – Any Auto

D. PROFESSIONAL LIABILITY

- \$1,000,000 Per Occurrence

E. POLLUTION LIABILITY INSURANCE

- \$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of contractor.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:
 - Department: Operation Services
 - Contract #: _____
- G. Insurance procured by contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows; ATTENTION:
 - Brunswick County Risk Manager
 - 30 Government Center Dr. NE
 - P.O. Box 249
 - Bolivia, NC 28422
- J. If contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.