

CITY OF LACONIA



REQUEST FOR PROPOSALS RFP No. 20-08-01

**ELECTRONIC WASTE
REMOVAL AND RECYCLING SERVICES**

DUE 2:00PM – AUGUST 13, 2020

City of Laconia
Purchasing Office
45 Beacon Street East
Laconia, NH 03246

Date: 07/28/20
RFP#: 20-08-01
RFP Due Date: 08/13/20
RFP Due By: 2:00PM

Please direct and questions regarding this Bid/Proposal to: Jonathan Gardner at 603-524-3877 or by Email to jgardner@laconianh.gov

REQUEST FOR PROPOSAL FOR: ELECTRONIC WASTE REMOVAL AND RECYCLING SERVICES

Unless specifically amended or deleted, by the Purchasing Office, the following General Terms and Conditions apply to this RFP and any resulting Purchase Order or Contract.

GENERAL TERMS AND CONITIONS:

RFP'S. Proposals must be received at the Purchasing Office before the date and time specified. Proposals are to be made less Federal Excise Tax and no charge for handling unless required by law. Proposals will be made available to the public after the time of contract. Results will be given by mail only if requested in writing and accompanied by a self addressed, stamped business size envelope.

SPECIFICATIONS. Vendors must submit on items as specified. Any changes in specifications must be noted on the "Specifications Exception Form". Vendors shall be notified in writing if any changes to the specifications are made.

AWARD. The award will be made to the responsible vendor submitting a conforming proposal meeting specifications at the lowest cost unless other criteria are noted in the Request for Proposals. Unless otherwise noted, the award may be made by individual items. If there is a discrepancy between the unit price and the extension, the unit price will prevail. Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later.

ASSIGNMENT PROVISION. The responding vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the city under this contract if so requested by the City of Laconia.

CITY'S OPTIONS. The City of Laconia reserves the right to reject or accept all or any part of any proposal, to determine what constitutes a conforming proposal, to award solely as it deems to be in the best interest of the City, and to waive irregularities that it considers not material to the process.

PUBLIC INFORMATION. The responding vendor hereby acknowledges that all information relating to this proposal and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire regarding public information.

PERSONAL LIABILITY. The responding vendor agrees that in the preparation of this proposal or the execution of any resulting contract

or order, representatives of the City of Laconia shall incur no liability of any kind.

PROOF OF COMPLIANCE. The responding vendor may be required to supply proof of compliance with bid/proposal specifications. When requested, the responding vendor must immediately supply the Purchasing Office with certified test results or certificates of compliance. Where none are available, the City of Laconia may require independent laboratory testing. All costs for such testing, certified test results or certificates of compliance shall be the responsibility of the responding vendor.

FORM OF CONTRACT. The terms and conditions set forth in any additional Terms and Conditions by the Purchasing Office are part of the proposal and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

OFFER. The undersigned hereby offers to sell to the City of Laconia the commodities or services indicated in the following page(s) of this RFP at the price(s) quoted in complete accordance with all conditions of this RFP.

Company Name: _____

Address: _____

Phone#: _____ **Fax#:** _____

Authorized Signature: _____

Printed Name: _____

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all City of Laconia terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to City of Laconia contract and purchase order terms and conditions.

**CITY OF LACONIA
REQUEST FOR PROPOSALS**

**RFP No. 20-08-01
Electronic Waste Removal and Recycling**

The City is accepting proposals for electronic waste removal and recycling. The selected Contractor will be required to provide all labor, tools, transportation, materials, equipment and permits as necessary to provide the required level of services as described herein.

It is the intent of the City to enter into an agreement with the firm that presents the best proposal based on the Evaluation Criteria. Any Award generated through this RFP will be for an initial three year service period but may be extended, upon mutual agreement, for up to two (2) consecutive two year periods with continued satisfactory performance, as determined solely by the City's Public Works Director.

Proposals labeled "**RFP No. 20-08-01 E-Waste Removal & Recycling**" will be accepted by Jonathan Gardner, Purchasing Specialist, at the Laconia City Hall, 45 Beacon St. East, Laconia, NH 03246 **until 2:00pm on Thursday, August 13, 2020.**

The City of Laconia reserves the right to accept or reject any or all proposals or any part thereof, to waive any formality in the process, and to accept the proposal considered to be in the best interest of the City. The City may cancel this proposal request at any time for any reason. Failure to submit all information called for may be sufficient grounds for disqualification.

Scope of Work

The purpose of this bid is to provide all labor, tools, transportation, materials, equipment and permits as necessary to provide the required level of services as described herein. The scope of work shall include Electronic Waste (E-waste) Collection, Removal, and Recycling from the City of Laconia's Transfer Station located at 285 Meredith Center Road, Laconia, NH 03246.

E-Waste collection and removal shall be completed within five (5) business days of pickup request, or a mutually agreed upon date. A City Representative will call when there is a load to be picked up. The minimum amount of E-Waste to be picked up shall be ten (10) pallets. Pickup requests may occur for lower quantities and will be mutually agreed upon by the City and Contractor.

The Contractor shall submit a proposed pickup date to the City Representative within twenty-four (24) hours of the request.

The Contractor shall perform all services according to the requirements and specifications of this RFP and the corresponding proposal from the Contractor.

- The Contractor shall be responsible for the collection, transportation, recycling and legal disposal of the electronic waste at an approved site.
- The Contractor shall furnish all supplies necessary to complete the service.

- Supplies provided by Contractor are to include corrugated boxes, totes/gaylords, etc. as requested for storage of loose items, such as mice, cables, wires, etc. These items shall be supplied at no additional cost.
- The term “Electronic Waste Removal and Recycling” shall include providing trailers, pick-up, transportation, recycling and disposal of waste. The Contractor shall make arrangements for legal recycling.
- The Contractor shall at all times be responsible for the safe, careful, and efficient operation of its equipment and shall comply with all safety regulations applicable to this operation.
- Items to be collected are listed as follows:
 - Electronic items may include; computers (personal computers, laptop computers, mainframes, mid-range computers, etc.); networking equipment (hubs, switches, control cards, etc.); computer monitors; televisions, printers; keyboards; mice; adaptors; stereos; speakers; VCRs; scanners, fax machines; copiers; telephones and telephone systems; audio visual equipment; scientific and laboratory equipment; computer wire and cable; power supplies; circuit boards; scrap aluminum; (machine and machine parts, cable extrusions, etc.); scrap copper (cable, pipe, etc.); UPS (uninterrupted power supply) batteries; and all other related computer and electronic equipment.
 - Items shall not include items containing refrigerants or other hazardous liquids/gasses, or other appliances.
- Contractor shall provide scale tickets with weights of each commodity and provide a certificate of recycling.
- The Contractor shall adhere to a zero landfill policy and provide a certificate of disposal/recycling with each invoice.
- The Contractor shall provide reports of all items picked up per load. Reports to include, at minimum, tonnage, date of pick up, scale tickets, and certificates of disposal/recycling.
- All items shall be recycled. Contractor shall comply with all federal, state, and local laws, rules, and regulations regarding recycling.
- CRT monitors/televisions shall be deconstructed in the United States. Full units shall not be sent overseas for disposal.
- Contractor must be able to document that all downstream recyclers shall be either Responsible Recycling (R2:2013) or e-Stewards certified. Contractor Certification shall be submitted with RFP response.

Schedule

The selected firm will be expected to begin the service **as soon as possible**.

Insurance

The selected firm must provide a certificate of insurance satisfactory to the City of Laconia (see attached Insurance Requirements form).

Proposal Requirements: 3 copies of a service proposal should be delivered to the City of Laconia Finance Office Attention: Purchasing Specialist, 45 Beacon Street East, Laconia, NH 03246 by 2:00pm August 13, 2020. The proposal should include the following:

1. A description of the firm and its related experience.
2. References (minimum 2) to include the names and telephone numbers or e-mail addresses of references that may be contacted.
3. A complete description of the approach and schedule.
4. A pricing schedule addressing the E-Waste products to be processed and the proposed cost or rebate associated with each product.

Selection and Evaluation Criteria: After receipt of proposals, the City will evaluate the proposals and will use the following criteria in its evaluation:

1. Qualifications of the vendors. Considered in this category will be the:
 - Relevant experience of the vendor and the reputation of the firm based on references.
2. Technical approach of the proposal to include responsiveness in meeting or exceeding the requirements of the City.
3. Proposed costs and/or rebates.

Correspondence:

Please direct any questions to:

Wes Anderson
Director of Public Works
27 Bisson Ave.
Laconia, NH 03246
603-528-6379
wanderson@laconianh.gov

or

Jonathan Gardner
Purchasing Specialist
45 Beacon St., East
603-524-3877 Ext 222
jgardner@laconianh.gov