REQUEST FOR PROPOSALS
FOR HANDLING, TRANSPORTATION AND DISPOSAL FOR
ELECTRONIC WASTE COLLECTION
FOR THE CITY OF GROVE, OKLAHOMA

The City of Grove is the administrating government entity of this proposal and estimates for this project will include the following work:

ELECTRONIC WASTE DAY COLLECTION EVENT
FOR THE CITY OF GROVE, OK

GENERAL:
The City of Grove, Oklahoma (hereinafter “CITY”) is sponsoring a one-day Electronic Waste Collection. The CITY is seeking proposals from qualified Contractors to provide all services necessary to manage the materials received from the Electronic Waste (hereinafter “E-Waste”) collection. The CITY is providing funding for the above program, subject to the conditions and limitations expressed in this Request for Proposals (hereinafter “RFP”).

The CITY, is hereby soliciting proposals from qualified contractors to provide all personnel, equipment, and related services for a one-day E-Waste collection event. The successful contractor shall provide services for collection, bulking, containerization, transportation, and treatment / disposal of the E-Waste materials collected at the event. The CITY reserves the right to reject any and all proposals and the right to negotiate with the most responsive proposer.

PROJECT DESCRIPTION:
The one-day E-Waste collection event shall be conducted at 61501 E 284 Road, Public Works Facility in Grove. The city has a population of approximately 6100 with approximately 2,996 households. Public participation will be restricted to residents of the city.

The desired date for implementation of the E-Waste collection is April 22, 2017
Tentatively scheduled times for the event are 9:00 A.M. to 2:00 P.M. -- the Contractor must be fully prepared to accept E-waste materials not later than 8:30 A.M. on the event day. All E-waste collected at the site must be removed by the Contractor by 5:00 PM the day of the collection. At no time shall Contractor leave the collected waste materials unsecured.

The successful Contractor shall assist CITY or its agents with event planning and organization as may be requested. Contractor shall, if requested prior to the event, provide pre-event training for event volunteers organized by CITY. CITY will precede the event with public notice and promotional information using flyers, news releases, and public service announcements with local media.
PROPOSALS:
Contractor proposals shall conform to the specifications and requirements listed herein. Fees and related cost information shall be fully described using "Cost Proposal Forms #1 and #2" that are included within this RFP. The deadline for receipt of proposals is 9:00 a.m. Central Standard Time, on March 1, 2017

Each Proposer must submit an original and two (2) copies of its proposal in a sealed envelope marked "Proposal for E-Waste Collection" and should clearly identify the name of the Proposer on the outside of the envelope. Sealed proposals should be addressed and delivered to:

Debbie Bottoroff, Assistant City Manager
104 W. 3rd Street
Grove, OK 74344

Proposals will be opened publicly, read and acknowledged by name of the Proposer at the following location:
Conference Room at City Hall
104 W. 3rd Street
Grove, OK
At 9:00 a.m. on Tuesday, March 1, 2017

Proposals received after the deadline will be rejected. After reviewing all proposals, staff will submit proposals to Grove City Council, with recommendations. CITY reserves the right to accept or reject any or all proposals and negotiate with most responsive proposer.

CONTRACTOR QUALIFICATIONS:
The successful Contractor must:
1. Possess valid state and federal licenses for collection, handling, transportation, and disposal of E-waste materials.
2. Be capable of handling and disposing of all materials identified for collection herein.
3. Be capable of maximizing recycling and/or reuse of collected materials.

REFERENCES:
Contractor shall provide a list of references with the proposal showing clients for previous public-
sector E-Waste collection programs serviced within the previous two (2) years.

INSURANCE:
Contractor shall provide proof of insurances required with coverages in amounts specified or otherwise deemed satisfactory by the CITY. These shall include general liability, vehicle, pollution liability, worker’s compensation, and transporter’s insurance qualification. The minimum limit of coverage for comprehensive liability and property damage in connection with performance of the contract shall be $1,000,000 for each occurrence.

TREATMENT, STORAGE, AND DISPOSAL (TSD) FACILITIES:
Contractor shall provide a list of the facilities to be utilized for treatment, storage, and disposal and provide statement(s) certifying that the TSD facilities have been audited.

WASTE GENERATOR:
The generator of the E-waste will be residential households only located within the corporate limits or other such area as identified and approved by the CITY. Trained personnel will be at the collection site at all times to validate that household residents only are disposing of E-waste material.

Contractor will be responsible for ensuring that materials collected are of known type, properly labeled, and of customary household quantities. Note that CITY reserves the right to refuse any participant or any type of waste it chooses from the collection.

SERVICE FEES AND COSTS:
All fees and costs shall be fully identified in this proposal, using Cost Proposal Forms #1 and #2 provided herein, and shall include expenses related to event set-up, handling, equipment, drums, containerization, transportation, licensing, event training for personnel, event planning consultation and any other miscellaneous expenses. Small quantities of materials gathered from the event shall be consolidated by the Contractor for cost-sharing by multiple parties to provide the lowest disposal costs possible when possible. Cost must include disposal within forty eight (48) hours when required. The Contractor shall provide all loading, containers and other materials needed for proper disposal of all items received at the event.

Contractor shall provide a report to CITY of all items collected, by type and weight (lbs.) and the cost per item to dispose/recycle and their disposition no later than thirty (30) days following the event.

WASTE MANAGEMENT METHODS:
CITY strongly prefers that reuse and recycling be used as the disposal / treatment method for as much of the collected waste as possible. Only approved disposal methods such as destructive incineration,
hazardous waste landfill, neutralization/treatment, stabilization, and fuel incineration shall be used. Those items that cannot be re-used or recycled shall be disposed of in the most economical way by one of the methods listed above. The Contractor shall be responsible for all DOT transportation documentation for shipments and copies of said documents shall be provided to CITY in order to provide a record of disposal.

TRAINING:
The use of volunteers shall be pre-determined by CITY. Duties of such volunteers shall be restricted to participant surveys, traffic control, and materials unloading assistance. Volunteer supplies, including protective gloves and safety glasses, shall be provided by CITY. The Contractor shall provide training at a mutually agreed time and place to CITY staff and volunteers. The Contractor will be responsible to provide training and / or instruction covering, at a minimum, the following subject areas:

✓ identifying materials that can be accepted for collection and that cannot be accepted;
✓ locating and using personal protective equipment;
✓ locating fire protective equipment and first aid supplies;
✓ general safety and health issues related to E-Waste events; and
✓ site traffic control.

AGREEMENT / CONTRACT:
The successful proposer shall, within ten (10) days following notification of the award by CITY, provide, execute, and deliver (in duplicate) to CITY a contract for delivery of the services identified herein. The terms and conditions of this RFP will be incorporated by reference into the contract. Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract without consent in writing by CITY.

Subject to funds being available, contract renewal for additional HHW collections will be by written agreement between CITY and Contractor. The terms, specifications, and agreements of the previous contract will apply for any renewals unless modified by written agreement and provided, however, that disposal rate charges shall be negotiated at the time of such renewal.

CONTRACT AWARD:
The contract will be awarded to the most qualified, responsive proposer that offers the lowest cost for the proposed services. All proposals must be responsive to this RFP.

PROPOSAL FORM:
The attached Proposal Form shall be used to submit the price quotes for this event.
PROPOSAL FORM
CITY OF GROVE, OKLAHOMA
E-WASTE COLLECTION

DATE: ____________________
TO: Debbie Bottoroff, Assistant City Manager
City of Grove
104 W. Third Street
Grove, OK 74344

FROM:
Firm Name: ___________________________________________________________
Address: ___________________________________________________________
_____________________________________________________________________
Phone Number: __________________________
Email: _____________________________

CONTRACTOR AVAILABILITY: Check applicable dates ........
☐ Saturday, April 22, 2017 - preferred
☐ Saturday, April 29, 2017 - optional

ATTACHMENTS:
(Submit attachments per RFP specifications including Project Client References and TSD’s)

COST PROPOSAL:
Complete and return cost sheets Part #1 and Part #2.

SUBMITTAL:
Signed by: _______________________________ Date: __________________________

Print Name & Title: ______________________________________________________
COST PROPOSAL - PART #1

1. List ALL applicable costs (e.g., setup charges, transport charges, training, etc.), *other than materials disposal costs* (see Part #2) pertaining to the proposed collection event.

<table>
<thead>
<tr>
<th>Description</th>
<th>$ Cost</th>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
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<tr>
<td>B.</td>
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<td>C.</td>
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<td>D.</td>
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<td>E.</td>
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2. Disposal cost per material unit. Complete attached form indicating disposal cost per unit identified.

*Important Note:* CITY strongly prefers unit costs to be expressed as cost *per pound*. If proposer requires alternate unit of measure, strike through “lb.” and clearly indicate alternate unit of measure.
# COST PROPOSAL PART #2: MATERIALS DISPOSAL COSTS

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit of Measure</th>
<th>Cost Per Unit</th>
<th>Disposal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answering machines</td>
<td>Lb.</td>
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<tr>
<td>Cables</td>
<td>Lb.</td>
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<tr>
<td>Calculators</td>
<td>Lb.</td>
<td></td>
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<tr>
<td>Circuit boards</td>
<td>Lb.</td>
<td></td>
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<tr>
<td>CD players</td>
<td>Lb.</td>
<td></td>
<td></td>
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<tr>
<td>Clocks</td>
<td>Lb.</td>
<td></td>
<td></td>
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<tr>
<td>Coffee makers</td>
<td>Lb.</td>
<td></td>
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<tr>
<td>Computer monitors</td>
<td>Lb.</td>
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<tr>
<td>Digital/Video cameras</td>
<td>Lb.</td>
<td></td>
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<td>DVD players</td>
<td>Lb.</td>
<td></td>
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<td>Flashlights</td>
<td>Lb.</td>
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<td>Keyboards</td>
<td>Lb.</td>
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<td>Lamps</td>
<td>Ft.</td>
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<td>Mice</td>
<td>Lb.</td>
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<td>Microwave ovens</td>
<td>Lb.</td>
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<td>MP3 players</td>
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<td>Phones</td>
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<td>Printers</td>
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<td>Radios</td>
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<td>Scanners</td>
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<td>Televisions</td>
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<td>Television tubes</td>
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<td>Toasters</td>
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<td>VCRs</td>
<td>Lb.</td>
<td></td>
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<tr>
<td>Other (specify as needed w/ attachments)</td>
<td>Lb</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Disposal Codes: RE=Reuse, R=Recycle, NT=Neutralization Treatment, FB= Fuel Blending, I=Incineration, LF=Landfill*