



## **Solicitation for Electronics Recycling Collection Event Services for San Mateo County April 16th, 2018**

### **1. Purpose**

The County of San Mateo seeks a responsible and sustainable collector/recycler to provide collection and recycling services of electronic equipment and components throughout San Mateo County. The service provided by the collector/recycler shall be in compliance with all applicable local, state, federal, and international environmental and safety laws and treaties.

Types of electronic equipment covered include but are not limited to the following:

- Televisions and Monitors (including CRT, LCD, Plasma, LED)
- Printers/Copiers/Fax/Scanners
- CPUs
- Laptops
- Cell phones
- Servers
- Uninterruptible power supplies (UPS)
- DVD/VCR
- Keyboards, Mice, other peripherals
- Small appliances: microwaves, hairdryers, vacuum cleaners, lamps, coffee machines, etc.
- Electronic video games and toys

### **2. Background**

In October 2017, the County of San Mateo passed and adopted the “Responsible Recycling of Electronic Waste” Ordinance. The ordinance requires:

1. The recyclers of electronics must be certified by a third-party organization approved by the County. Two (2) third-party certifications the County of San Mateo’s Office of Sustainability (OOS) currently accepts under this ordinance are: the e-Stewards Initiative, a program created by the Basel Action Network, which is a 501(c)(3) non-profit, charitable organization; and R2 Solutions, a non-profit organization established to house the “Responsible Recycling Practices for Use in Accredited Certification Programs” (R2 Practices), which were developed through a U.S. Environmental Protection Agency-convened multi stakeholder process.
2. Collectors, whether an individual, partnership, or private business, must deliver electronics to a certified recycler.
3. The County must be notified in advance of any public electronics collection events. In all publicity for public electronics recycling collection events, collectors must indicate that all electronics will be sent only to certified recyclers. The County may conduct inspections or review documentation

to verify electronics is being properly recycled. The ordinance gives the County authority to seek administrative and civil remedies, including fines for repeated violations.

In addition to adopting the ordinance, the County of San Mateo's OOS will be planning and hosting electronics recycling collection events throughout the County on a quarterly basis during a weekend. The OOS seeks a responsible electronics recycler to provide collection services for these quarterly events over the course of three years from the signing of this Agreement. If needed, the OOS reserves the right to change the frequency for hosting the collection events, depending on the need found in the community. With this solicitation, the OOS intends to award one contract and does not anticipate award to multiple companies. Regardless, the OOS reserves the right to make multiple or partial awards, when/if appropriate.

### **3. Tasks and Deliverables**

The Contractor shall provide all waste collection services needed for the operation of successful electronic recycling collection events. Services will include:

1. Necessary paperwork filing – work closely with OOS staff to submit proper documentation to State of California Department of Resources Recycling and Recovery (CalRecycle) (e.g. Proof of Designation, Notice of Intent, etc.);
2. Sufficient staffing at the collection events for the following:
  - a. Manually transferring collected electronics out of event participants' vehicles into collection trucks
  - b. Sorting of electronics, if necessary
  - c. Properly packaging the collected materials and transfer into collection trucks
  - d. Providing and placing cones/signs around the event area
  - e. Conducting any necessary clean up after the completion of the collection events, including proper handling of universal waste that is inadvertently collected;
  - f. Properly transporting the collected materials to processing facility (e.g., use of trucks such as bobtail, semi-truck, etc.); and
3. Reporting (e.g., pounds/tons of electronics collected by material category, etc.).

The Contractor is expected to perform all collection, transportation, and processing services consistent with all relevant local, State, and Federal laws and regulations.

OOS staff will identify the venues for all electronics collection events and will properly coordinate with the Contractor on all logistics. OOS staff will be available on-site at each collection event. OOS staff will also collect, when possible, operational electronics during the collection events for reuse (e.g., donation). The first electronics recycling collection event is anticipated to be held during end of June/beginning of July 2018 (Saturday weekend event).

### **4. Requirements**

Contractor shall meet the below requirements of this solicitation:

1. Contractor must be an approved recycler with CalRecycle and maintain this designation throughout the term of the future contract with the County or 2) registered with CalRecycle as an authorized electronics collector and partner with a CalRecycle approved recycler, and both the collector and the approved recycler must maintain this designation throughout the term of the future contract. Loss of approved recycler and collector designation shall be considered a breach of the future contract.

2. Contractor must be a certified recycler of e-Stewards Initiative or R2 Solutions and maintain this designation throughout the term of the future contract with the County or 2) an electronics collector and partner with a certified recycler of e-Stewards Initiative or R2 Solutions, and both the collector and the approved recycler must maintain this designation throughout the term of the future contract. Loss of certification shall be considered a breach of the future contract.
3. Contractor must comply with all Federal, State, and/or local regulations. This includes, and is not limited to, the federal Fair and Accurate Credit Transactions Act (FACTA) Standards for proper handling of consumers' private/confidential information.

## 5. Estimated Budget

The County anticipates a budget range of between \$15,000 to \$25,000 dollars for the solicitation of this service for three years.

## 6. Request for Information

To enable the County of San Mateo's OOS to evaluate potential Electronic Recycling Collection Event Contractors, please address each of the items below:

- a) General Information:
  - a. Name of company, address (please include addresses of all facilities including headquarters and processing facilities, if any), main point of contact and their email and phone number
  - b. If the company is a certified Green Business with the California Green Business Network (<https://greenbusinessca.org/>)
- b) Qualifications:
  - a. Please include the Contractor's experience relevant to the requested services and qualifications of key personnel that will be assigned to the management of the Agreement.
  - b. Please verify that the Contractor has sufficient resources and capacity to provide all tasks listed in Section 3 – Tasks and Deliverables of this solicitation. If a specific task cannot be performed, please clearly indicate which task.
  - c. If the Contractor is a recycler, please provide a copy of e-Stewards Initiative or R2 Solutions certification(s). If the Contractor is a collector, please provide e-Stewards Initiative or R2 Solutions verification(s) for the partner recycler.
- c) Price quote:

Please provide price quotes for the following:

  - a. Materials collected - \$/pound collected for the below items:
    - i. CA State – Covered Electronic Waste (CRT TVs/Monitors, LCD/LED/Plasma TVs/Monitors, Laptops)
    - ii. Undocumented/Out-of-State (CRT TVs/Monitors, LCD/LED/Plasma TVs/Monitors, Laptops)
    - iii. Other electronics (e.g., printers, fax machines, appliances and other materials listed in Section 1 of this Agreement)
    - iv. Universal Waste (e.g., lighting and batteries)
    - v. Other materials, as necessary
  - b. Freight services - \$/hour and clarification of the type of freight (e.g., bobtail, semi-truck, etc.)

- c. Labor services - \$/hour/one staff
  - d. Other services, if relevant
- d) Data Security:
  - a. Please provide information on the Contractor's policy for properly handling electronics that may contain personal/confidential information.
- e) Other:
  - a. Please provide information on any existing Contractor programs that promote refurbishment and sale/donation of collected electronics, if any.

## 7. Evaluation Criteria

The below criteria will be used during the selection process to evaluate potential electronic recycling collection event contractors:

1. Contract will be awarded based on lowest price and qualifications of those Contractors submitting responses to this solicitation.
2. Contractor is located in San Mateo County.
3. Contractor is a certified Green Business with the California Green Business Network (<https://greenbusinessca.org/>).
4. County prefers that electronic equipment components (such as monitors, CPUs, phones) or process residuals (such as integrated circuit chips, CRTs, power supplies, drives, keyboards). Refurbished equipment may be sold or donated. Additional consideration may be given for demonstrated Contractor programs where free refurbished electronic equipment are provided to non-profit organizations, public entities, or other entities in need.

## 8. Submissions and Timeline

Consultant shall submit an electronic response to this solicitation by close of business **Friday, May 4<sup>th</sup>, 2018** to:

Shova Ale Magar  
Sustainability Coordinator  
Office of Sustainability  
County of San Mateo  
650-363-1973  
[salemagar@smcgov.org](mailto:salemagar@smcgov.org)

The OOS will be announcing the awardee mid/end of May 2018.

## 9. Questions

Questions should be submitted electronically to:

Shova Ale Magar  
Sustainability Coordinator  
Office of Sustainability  
County of San Mateo  
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