



**THOMAS M. GAU**  
DIRECTOR

**FRITZ BUCHMAN**  
DEPUTY DIRECTOR

**MICHAEL SELLING**  
DEPUTY DIRECTOR

**STEVEN WINKLER**  
DEPUTY DIRECTOR

**ROGER JANES**  
BUSINESS ADMINISTRATOR



P. O. BOX 1810 - 1810 E. HAZELTON AVENUE  
STOCKTON, CALIFORNIA 95201  
(209) 468-3000 FAX (209) 468-2999  
[www.sjgov.org/pubworks](http://www.sjgov.org/pubworks)

January 11, 2012

Dear Proposer,

Attached is a Request for Proposals (RFP) to provide electronic waste recycling and certified appliance recycling services for San Joaquin County's Solid Waste Division of the Public Works Department. The San Joaquin County Solid Waste Division invites you to submit a proposal. Proposers must be a current CalRecycle Approved Electronics Recycler and/or a DTSC Certified Appliance Recycler for the respective waste streams. Additionally, Proposers must be certified to comply with the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Waste for electronic waste recycling services. Please note that all questions pertaining to this RFP must be submitted in writing by Friday, January 20, 2012, and the proposals are due by Wednesday, February 15, 2012 by 4:00 p.m. Please keep your proposals brief. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "DR".

**DESI RENO**  
Integrated Waste Manager  
San Joaquin County Solid Waste Division





## **REQUEST FOR PROPOSALS**

### **TO PROVIDE ELECTRONIC WASTE RECYCLING AND APPLIANCE RECYCLING SERVICES**

**FOR THE  
SAN JOAQUIN COUNTY DEPARTMENT OF PUBLIC WORKS,  
SOLID WASTE DIVISION**

JANUARY 11, 2012



**Solicitation #SJCDPW-RFP-12-01-SW**



# Table of Contents

	Page
<b>1. GENERAL INFORMATION</b>	<b>1</b>
1.1 Written Questions	1
1.2 Pre-Proposal Conference	1
1.3 Appeals Process	1
1.4 Confidentiality	2
<b>2. INSTRUCTIONS TO PROPOSERS AND PROCEDURES FOR SUBMITTAL</b>	<b>2</b>
2.1 Submittal Rules	2
2.2 Evaluation and Selection	3
2.3 Rights of the County	4
2.4 Familiarity with Laws and Ordinances	4
2.5 Examination of the Site of Work	4
2.6 Disclosures	5
2.7 Tentative Schedule and Milestones	5
<b>3. INTENT AND BACKGROUND</b>	<b>5</b>
3.1 Proposal Intent	5
3.2 Program Scope	6
3.2.1 Electronic Waste Collection	6
3.2.2 Electronic Waste Recycling	9
3.2.3 Certified Appliance Recycling	9
3.3 Contract Terms	9
<b>4. PROPOSAL REQUIREMENTS</b>	<b>11</b>
4.1 Proposal Form and Content	12
4.2 Qualifications	13
4.3 Scope of Work	14
4.3.1 Electronic Waste Collection	14
4.3.2 Electronic Waste Recycling	15
4.3.3 Certified Appliance Recycling	16
4.4 Cost Proposal	17
<b>APPENDIX</b>	
A. Definitions	
B. Attachments	
<i>Attachment 1, Facilities Map</i>	
<i>Attachment 2, E-waste Collection Data</i>	
<i>Attachment 3, Appliance Collection Data</i>	
C. Checklist: Proposal Form and Content	
D. Cost Proposal Forms	
<i>Form A, Electronic Waste Recycling Cost Sheet</i>	
<i>Form B, Certified Appliance Recycling Cost Sheet</i>	



## 1. GENERAL INFORMATION

The San Joaquin County Department of Public Works, Solid Waste Division ("COUNTY") is seeking proposals ("Proposal") from qualified Proposers to provide electronic waste recycling and certified appliance recycling services. **Proposers must be CalRecycle Approved Recyclers and Certified e-Stewards Recyclers for electronic waste recycling services. Proposers must be DTSC Certified Appliance Recyclers (CAR) for appliance recycling services.** The COUNTY seeks a company to remove all materials that require special handling from major appliances collected through County programs, and to provide collection and recycling services for Covered Electronic Waste (CEW) and Universal Waste Electronic Devices (UWED), in compliance with all applicable laws and regulations and in a manner that is beneficial to the communities and environment where the devices are dismantled and recycled.

The contract for services being sought under this Request for Proposals ("RFP") will be between the successful Proposer ("CONTRACTOR") and the COUNTY, in accordance with the terms of this RFP. The COUNTY reserves the right to issue separate contracts for appliance recycling and electronics recycling services, but prefers to issue one contract for all services.

### 1.1 Written Questions

All questions pertaining to this RFP must be submitted in writing no later than **4:00 p.m., Friday, January 20, 2012**, and must be directed by fax (209-468-3078) or e-mail (kandrews@sjgov.org) to Kimbra Andrews.

**Do not directly contact other County staff or members of the Board of Supervisors about this RFP. Individuals or organizations that do so may be disqualified from further consideration.**

Written addenda will be prepared for questions submitted by the above due date. The addenda will be distributed by e-mail and will be posted on the County Solid Waste website at [www.sjgov.org/solidwaste](http://www.sjgov.org/solidwaste). The Proposer is solely responsible for providing the COUNTY with an email address for addenda to be sent, and for checking the County Solid Waste website for updated documents. The COUNTY will not assure that every entity receiving an RFP will receive the addenda via email.

The COUNTY will recognize only those responses to inquiry issued in writing by the COUNTY in Addendum form as binding modifications to this RFP. The COUNTY will not be responsible for explanations or interpretations of this RFP other than written addenda. All Addenda shall become part of the Contract documents, and all Proposers are bound by such Addenda, whether or not received by the Proposer.

### 1.2 Pre-Proposal Conference

In order for potential Proposers to seek clarification and additional information prior to submitting Proposals, the COUNTY will hold a Pre-Proposal Conference to discuss this RFP. Proposers, or their representatives, are encouraged to attend the Pre-Proposal Conference. Access to inspect the County of San Joaquin's solid waste facilities will only be granted to potential proposers during the Pre-Proposal Conference. The conference will be held on **Tuesday, January 24, 2012, from 10:00 a.m. to 12:00 noon**, at the following address:

San Joaquin County Public Works Department, Conference Room A  
1810 East Hazelton Avenue, Stockton, California 95205

### 1.3 Appeals Process

Proposers disputing the COUNTY'S determinations and findings during the RFP process shall give the COUNTY written notice of the matter in dispute within ten (10) days of public notice of award. Within ten (10) days of Proposer's written notice to the COUNTY of the matter in dispute, Proposer shall provide the COUNTY with a complete and comprehensive "Statement of Dispute" that discusses all the reasons why the Proposer disputes the COUNTY'S determination or decision and submit all documentary evidence relied on by the Proposer. The Statement of Dispute must meet the following conditions and requirements:

- a. The Statement of Dispute must contain a complete statement of the factual and legal basis for the protest.

- b. The Statement of Dispute must specifically refer to the specific portions of the RFP, which form the basis for the protest, and all documentary evidence relied upon.
- c. The Statement of Dispute must include the name, address and telephone number of the person representing the protesting party.
- d. The party filing the Statement of Dispute must concurrently transmit a copy of the initial protest document and any attached documentation to all other parties with a direct financial interest and/or which may be adversely affected by the outcome of the protest. Such parties shall include all other Proposers, who shall have seven (7) calendar days to respond to the Statement of Dispute.
- e. The Statement of Dispute must be submitted to the San Joaquin County Public Works, Solid Waste Division Office, Attn Receptionist, 1810 East Hazelton Avenue, P.O. Box 1810, Stockton California, 95201.

The COUNTY will review the Statement of Dispute, provide a list of parties with a financial interest, and may elect to hold an administrative hearing thereon, and may request the Proposer to produce such further evidence as the COUNTY deems material to making a decision on the issue, after which time, the COUNTY shall issue a determination, which shall be final. The procedure and time limits set forth in this paragraph are mandatory and are the Proposer's sole and exclusive remedy in the event of protest. Failure to comply with these procedures shall constitute a waiver of any right to further pursue the protest, including filing a Government Code Claim or legal proceedings. Failure to strictly follow this procedure shall waive any further rights to dispute the COUNTY'S decisions and determinations made during the RFP process.

**The County shall not be liable for any costs incurred or associated with the preparation and presentation of a Statement of Dispute.**

#### 1.4 Confidentiality

The COUNTY has made a determination in accordance with Section 6255 of the Government Code that all Proposals submitted in response to this RFP shall not be made public by the COUNTY until after the COUNTY awards a contract(s) for the services. In the event a Proposer wishes to claim portions of its Proposal exempt from disclosure under the Public Records Act, it is incumbent upon the Proposer to clearly identify those portions with the word "confidential" printed on the lower right-hand corner of the page, along with a written justification as to why such information should be exempt from disclosure. Blanket designations of "confidential" shall not be effective. The COUNTY shall notify Proposer of any requests for disclosure under the Public Records Act. If the Proposer wishes to prevent the disclosure of such material, the Proposer shall bear the sole burden of seeking review in a court of competent jurisdiction. In addition, Proposer shall defend and indemnify the COUNTY from any claims and/or litigation relating to a claim of confidentiality.

Proprietary or confidential data must be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal. The cost of services shall not be designated as proprietary or confidential information.

## 2. INSTRUCTIONS TO PROPOSERS AND PROCEDURES FOR SUBMITTAL

### 2.1 Submittal Rules

This section outlines the requirements for submitting a Proposal. A Proposal that fails to conform to these requirements may be rejected. Proposals must be presented in accordance with the guidelines under section 4, **Proposal Requirements**. The following Submittal Rules apply:

- a. All Proposals shall be submitted in writing and be in accordance with the requirements of this RFP. Refer to section 4 of this RFP for required form and content. No facsimile or emailed Proposals will be accepted.
- b. **One (1) original and one (1) complete copy** along with an **electronic** copy (on a compact disc) of the Proposal shall be submitted to the COUNTY. The original Proposal shall be unbound to allow for ease of copying and marked "original". The Proposals shall be sealed in a package clearly labeled on the outside with the **name and address** of the firm submitting the Proposal and with the words: "**RFP-12-01-SW, Appliance and Electronic Waste Recycling Services**". The **Technical** and **Cost** Proposals shall be provided in separate,

sealed envelopes within the package labeled "RFP-12-01-SW/Technical Proposal for...(firm's name)" and "RFP-12-01-SW/Cost Proposal for...(firm's name)", respectively. The Cost Proposals shall provide cost information in the format provided on the requested forms (see section 4.4, **Cost Proposal**).

- c. Proposals shall be submitted to the San Joaquin County Department of Public Works, Solid Waste Division Office at 1810 East Hazelton Avenue, Stockton, California 95205, no later than **4:00 p.m., Wednesday, February 15, 2012**. Proposals will be date and time stamped upon receipt. Postmarks will not be accepted.

Deliver Proposals to:

Attention: Receptionist  
San Joaquin County Public Works Department  
Solid Waste Division  
1810 East Hazelton Avenue  
Stockton, California 95205

Mail to:

Attention: Kimbra Andrews  
San Joaquin County Public Works Department  
Solid Waste Division  
P.O. Box 1810  
Stockton, California 95201

- d. Each Proposal shall be printed on 8½" by 11" paper, **double-sided** where appropriate, or if larger paper is required, it shall be folded to 8½" by 11". Paper shall be at least 30% recycled content.
- e. Each Proposal shall include all information required by this RFP and any subsequent addenda.
- f. Proposals received after the required submittal date will not be considered and will be returned unopened. The COUNTY will not, in any manner, be liable or responsible for any late delivery of Proposals.

**All Proposals shall be binding for ninety (90) days after the Proposal due date. All materials become COUNTY property and will not be returned.**

## 2.2 Evaluation and Selection

Proposals will be evaluated by an Evaluation and Selection Committee. Each Proposal shall be evaluated for completeness and for compliance with the requirements of this RFP. In addition to the written Proposal, the top firms may be evaluated on their performance in an oral presentation or telephone interview. The objective of the COUNTY is to determine the best option(s) for appliance and electronic waste recycling services. To this end, the COUNTY shall consider all relevant factors, including, but not limited to:

- Completeness of the Proposal. Each Proposal will be reviewed for omissions, unbalanced process, or other failure to conform to the requirements of the RFP.
- Proposer's qualifications and safety record
- Regulatory compliance, including results of annual facility inspections, paperwork compliance, etc.
- Proposer's financial stability and capital assets
- Customer service and timeliness in responding to customer concerns or problems
- References from existing or prior clients
- Direct costs: The Cost Proposal will be evaluated for completeness and consistency with the remainder of the Proposal documents. An incomplete, unbalanced, or inconsistent Cost Proposal may be grounds for rejection of the Proposal.
- Any indirect costs, benefits, or risks arising out of the Proposal that directly or indirectly impact the County's citizens.

Based on the information submitted and/or interview performance, the Evaluation and Selection Committee will

identify the most qualified Proposer(s) for further Contract negotiations. Contract and pricing negotiations will be undertaken with the most qualified Proposer, using its Proposal as a basis to make a recommendation to the San Joaquin County Board of Supervisors. Such recommendation is merely advisory and has no binding authority on the Board of Supervisors, who will make the award selection.

### 2.3 Rights of the County

The COUNTY shall have the right to:

- Award a single contract for all services described in this RFP.
- Award separate contracts to multiple Proposers for specific services described in this RFP.
- Reject all Proposals and not award a contract.
- Reject any Proposal or portions thereof.
- Select a Proposal other than the lowest cost Proposal and award the contract to the Proposer(s) who, in the County's judgment, will best serve the needs of the residents of San Joaquin County.
- Negotiate with any Proposer as necessary to serve the best interests of the County.
- If, during the course of negotiations with a selected Proposer, the COUNTY determines in its sole discretion that an acceptable Contract cannot be negotiated, the COUNTY reserves the right to suspend negotiations with that Proposer and begin negotiations with another Proposer. The COUNTY also reserves the right to undertake simultaneous negotiations of the final Contract(s) with more than one Proposer.
- Waive defects and/or irregularities in any Proposals.
- Request from any Proposer at any time during the evaluation process, clarification of any information contained in the Proposal.
- Request "Best and Final" offers.
- Conduct interview(s) with any Proposer(s).
- Negotiate terms and conditions that are different from those described in this RFP and Contract.
- Contact references provided and seek information from any agency with which the Proposer has done business.
- Request additional information from Proposers at any time following receipt of Proposals to aid in making a selection.
- Take other such action that best suits the needs of the County and/or its citizens.

**All data and information furnished by the COUNTY or referred to in this Request for Proposals (RFP) are furnished solely for the Proposer's convenience. The COUNTY does not guarantee that such data and information are accurate and assumes no responsibility whatsoever as to their accuracy or interpretation.**

### 2.4 Familiarity with Laws and Ordinances

The submission of a Proposal for the services requested herein shall be considered as a representation that the Proposer is familiar with all Federal, State, and local laws, ordinances, rules, and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services; and no plea of misunderstanding will be considered on account of ignorance thereof.

### 2.5 Examination of the Site of Work

Access to inspect San Joaquin County's solid waste facilities will only be granted during the Pre-Proposal Conference (see section 1.2); any requests by potential Proposers to examine the site of work outside the Pre-Proposal Conference will be denied. The COUNTY highly recommends that all potential Proposers use the opportunity at the Pre-Proposal Conference to visit the site of work, examine the specifications, and fully inform

themselves of all conditions and limitations.

## 2.6 Disclosures

Proposers are hereby notified that:

- a. The COUNTY is not liable for any costs associated with the preparation and presentation of Proposals submitted in response to this RFP. The costs of preparing and submitting Proposals and the risks associated therewith shall be borne solely by the Proposer. No compensation will be provided to Proposers for work performed or costs incurred during the preparation, submittal or evaluation of Proposals or for the negotiation, or execution and delivery of a Contract awarded as a result of this RFP. The COUNTY reserves the right to accept or reject any and all Proposals or portions thereof.
- b. By submitting a Proposal, the Proposer certifies that a careful examination of all RFP documents has taken place, and that the Proposer is fully informed concerning the requirements of the RFP documents, the physical conditions to be encountered in the work, the quality and quantity of service to be performed, and of materials and equipment to be furnished. The Proposer shall not be entitled to additional compensation upon subsequently finding that conditions or contract obligations require additional services, processes, labor, methods, material or equipment other than that anticipated in making the Proposal.
- c. The submission of a Proposal for the services requested herein shall be considered as a representation that the Proposer is familiar with all applicable Federal, State, and local laws, ordinances, rules, and regulations (see section 2.4). Proposer shall comply with all applicable Federal, State, and local laws and regulations, and relevant international laws.
- d. In the event that the Proposer is awarded the contract and cannot live up to the criteria of their proposal the County shall, at its sole discretion, seek relief by rescinding the contract and pursuing liquidated damages.

## 2.7 Tentative Schedule and Milestones

The COUNTY anticipates this procurement to proceed according to the following schedule; the following dates are tentative and subject to change without prior notice, at the COUNTY'S sole discretion.

Distribute RFP	January 11, 2012
<b>Written Questions on RFP due by 4:00 p.m.</b>	<b>January 20, 2012</b>
Pre-Proposal Conference (10:00 a.m.)	January 24, 2012
<b>Proposals due by 4:00 p.m.</b>	<b>February 15, 2012</b>
CONTRACTOR returns signed Contract	February 29, 2012
Board of Supervisors awards Contract	March 20, 2012
Contract services begin	July 1, 2012

## 3. INTENT & BACKGROUND

The COUNTY provides a comprehensive electronic waste (e-waste) recycling program, including year-round collection at the County's three solid waste disposal facilities and Household Hazardous Waste (HHW) Facility, regular collection events countywide, and, as needed, at-home pickups. The COUNTY additionally provides appliance recycling services at the three County-owned solid waste disposal facilities.

### 3.1 Proposal Intent

The COUNTY contracts with a CalRecycle Approved Recycler to provide electronic waste collection services and recycling of all County-collected CEW and UWED material. In addition, the COUNTY contracts with a DTSC Certified Appliance Recycler to remove all materials that require special handling from all County-collected major appliances.

The intent of this RFP is to secure, at a negotiated price, a contract with a qualified recycler to provide electronic waste recycling and certified appliance recycling services. **Proposers must be CalRecycle Approved Recyclers and/or DTSC Certified Appliance Recyclers for the respective waste streams. A Certified e-Stewards**

**Recycler is required for electronic waste recycling services.** The selected recycler will provide e-waste collection services and recycling of all County-collected CEW and UWED material – including collecting e-waste at County facilities, providing regular e-waste collection events throughout the county, and providing at-home e-waste pickups for county residents on an as needed basis. In addition, the selected recycler will remove and properly manage all materials that require special handling from major appliances at the County's three solid waste disposal facilities. All operations shall be conducted in compliance with all Federal, State and local regulations.

**The COUNTY reserves the right to issue a separate contract(s) for electronic waste collection/recycling and certified appliance recycling services, but prefers to issue one contract for all services.**

The COUNTY shall execute a Contract(s) for e-waste and/or appliance recycling services with the successful Proposer(s). The Contract may incorporate any or all elements of the successful Proposer's Proposal, either as originally submitted or as defined in subsequent negotiations. The Contract is subject to the final approval by the County Board of Supervisors.

### **3.2 Program Scope**

The COUNTY, acting on behalf of its seven Cities and the unincorporated areas within its boundaries, is the lead agency responsible for implementing the regional special waste recycling programs. Electronic waste and appliance recycling services are available for all residents of San Joaquin County, roughly 210,000 households. The following jurisdictions are served in the regional special waste recycling programs:

City of Escalon	City of Lathrop	City of Lodi	City of Manteca
City of Ripon	City of Stockton	City of Tracy	County of San Joaquin

**The services to be performed under the Contract shall include the following tasks and any modifications agreed to between the COUNTY and the selected CONTRACTOR during the contract negotiation process.**

#### *3.2.1 Electronic Waste Collection*

The COUNTY offers disposal services for e-waste through three main collection methods: year round drop-off at the County's three solid waste disposal facilities and at the Household Hazardous Waste (HHW) Facility, regular one-day collection events held throughout the county, and at-home pick-ups for homebound residents. In addition, the COUNTY refers other County facilities, and all residents and businesses with large volumes of material to its CONTRACTOR for collection services. The CONTRACTOR is designated as the County's "designated approved collector" for these services, and completes all collection logs.

##### **3.2.1.1 Solid Waste & HHW Facilities**

The COUNTY allows businesses and residents to drop off e-waste at the three solid waste facilities up to seven days per week. The HHW Facility also accepts these materials from residents and small business customers four days per week. (See Appendix, **Attachment 1, Facilities Map**, for solid waste and HHW facility locations.) Each vehicle is limited to four CEW devices and nine other electronic devices. The COUNTY shares the collection responsibility at these facilities with the CONTRACTOR as described below:

Loveland MRF, North County Recycling Center and Foothill Sanitary Landfill – Residents and businesses are allowed to drop off up to four CEW and nine UWED devices per day at the solid waste facilities at no cost. Facility staff place collected material in wire cages or on pallets, provided by CONTRACTOR. The CONTRACTOR packages and prepares the material for transportation, and picks up the material from these facilities 2-3 days per week, or upon request. The COUNTY serves as the CalRecycle approved collector at the North County and Foothill facilities. The COUNTY tracks all source-anonymous material collected, providing this data to the CONTRACTOR. The CONTRACTOR completes all collection logs, source-anonymous collection logs and transfer receipts for the COUNTY'S review and approval.

The volumes of material historically collected at the solid waste facilities are detailed below.

Year	Material	Lovelace	North County	Foothill
2009	CEW (pounds)	556,840	226,700	23,260
2009	UWED (pounds)	397,988	157,466	20,040
2010	CEW (pounds)	482,064	234,376	40,300
2010	UWED (pounds)	347,458	169,443	24,060

HHW Facility – The County HHW Facility accepts e-waste from residential and business customers each Wednesday through Saturday. Facility staff package collected material in wire cages or on pallets, provided by the e-waste CONTRACTOR. The CONTRACTOR picks up the material as needed regularly or upon request.

The following table details the volumes of material historically collected from the HHW Facility.

Year	Material	HHW Facility
2009	CEW (pounds)	17,340
2009	UWED (pounds)	28,413
2010	CEW (pounds)	19,673
2010	UWED (pounds)	37,923

### 3.2.1.2 Collection Events

The COUNTY works with each City within the county to hold e-waste collection events throughout the year. The number of events varies based on the individual needs of each City. The CONTRACTOR coordinates with the COUNTY and the Cities to set the schedule, promote, and operate the collection events. The CONTRACTOR is designated as the “designated approved collector” for these services. All events are operated in full compliance with State and Federal Regulations.

The collection events are “full service” to include all on-site duties (i.e., the CONTRACTOR directs traffic, unloads waste, receives, sorts, categorizes packages, labels, manifests, loads, stores, prepares and provides for the transportation and recycling of all materials collected, surveys customers and provides outreach materials as directed by the COUNTY).

**Universal waste and other recyclables:** Residentially-generated universal waste batteries, mercury devices, fluorescent lamps, and #6 block Styrofoam are accepted for recycling, in addition to CEW and UWED material, at these collection events. Additionally, appliances are accepted at the monthly collection events held in Stockton. The CONTRACTOR provides labor, supplies and equipment to accommodate collection of these materials.

The COUNTY prefers to contract with one company to provide e-waste and universal waste services. **Companies are welcome to bid on e-waste services only; however, preference points will be given to companies that can accommodate collection of both e-waste and universal waste.** The COUNTY reserves the right to issue separate contracts for e-waste and universal waste services, but prefers to issue one contract for all services. The CONTRACTOR may arrange with the COUNTY to deliver universal waste batteries, mercury devices, and lamps to the HHW Facility for recycling. Alternatively, the CONTRACTOR may opt to additionally provide pricing for recycling services for universal waste batteries, mercury devices, and fluorescent lamps (see **Cost Proposal, Form A**). The CONTRACTOR shall provide a certificate of recycling for all materials recycled.

The event sites and corresponding volumes (pounds) of material collected in 2010 are listed below. The COUNTY does not provide a guarantee on the number of events to be held or waste volumes to be generated at any event.

Event Site	Total CEW	Total UWED	Universal waste batteries	Universal waste lamps	U-waste mercury devices
Escalon Events (4 per year)	36,443	24,180	1,195	340	9
Tracy Events (4 per year)	44,232	34,025	950	980	8
Stockton Events (12 per year)	94,838	81,964	3,703	1,275	38
Lodi Events (4 per year)	37,028	32,249	1,700	415	10
Lathrop Event	129	2,135	0	0	0
Lockeford Events (2 per year)	8,883	4,018	260	95	6
Other Events (8 per year)	24,250	23,650	310	80	1
Garden Acres CC	1,834	781	--	--	--
Kennedy CC	730	1,249	--	--	--
Boggs Tract CC	1,303	764	--	--	--
Country Club CC	352	468	--	--	--
Gianone CC	545	525	--	--	--
Larch Clover CC	339	415	--	--	--
Taft CC	939	827	--	--	--
French Camp CC	814	901	--	--	--
Thornton CC	1,384	933	--	--	--

Note: events listed with "CC" were held in conjunction with County community cleanups to provide services in low-income neighborhoods; universal waste batteries, fluorescent lamps and mercury devices were not accepted at CC events.

### 3.2.1.3 Homebound Pickups

In order to serve homebound, elderly, disabled or residents otherwise unable to deliver materials to a collection point, the CONTRACTOR picks up material from these residents on an as needed basis. The CONTRACTOR is designated as the "designated approved collector" for these services. The CONTRACTOR is responsible for all collection logs from this service.

### 3.2.1.4 Large Volume Generators

The County facilities are designed to collect materials from residents and small businesses that generate only small amounts of material. Both residents and businesses that have more material than allowed at the County sites (more than four CEW or nine UWED devices) are referred to its e-waste CONTRACTOR. The CONTRACTOR provides a drop-off or pick-up service for these residents and businesses. The CONTRACTOR serves as the "designated approved collector" for homeowner generated material. Additionally, the CONTRACTOR provides pick up services upon request to County facilities and County departments with large volumes. The CONTRACTOR is responsible for all collection logs from this service.

### 3.2.2 Electronic Waste Recycling

The COUNTY has particular concern that all materials are recycled in a beneficial manner that is not harmful to human health and safety or to the environment, and in compliance with all applicable laws. **In order to ensure responsible management of all material collected within the COUNTY program, the COUNTY requires a Certified e-Stewards Recycler for electronic waste recycling services.**

The CONTRACTOR recycles all e-waste collected within the COUNTY program. The CONTRACTOR submits monthly reports to the COUNTY, detailing all CEW and UWED material collected from each source, as well as certificates of recycling for all material processed.

See Appendix, **Attachment 2, E-waste Collection Data** for details on e-waste volumes collected at County facilities and collection events.

### 3.2.3 Certified Appliance Recycling

The COUNTY accepts appliances from businesses and residents at the three County-owned solid waste disposal facilities. The COUNTY contracts with a Certified Appliance Recycler to remove all materials that require special handling. The CONTRACTOR manages all non-Freon and Freon-containing appliances. The COUNTY prefers to contract with one company to provide e-waste and appliance recycling services. **Companies are welcome to bid on only one of these services; however, preference points will be given to companies that can provide both services.**

The COUNTY collects all appliances and stores them in a designated area at each site. The CONTRACTOR provides recycling services a minimum of two days per week at the Lovelace and North County facilities, and on an as-needed basis at the Foothill facility. Due to space constraints, the COUNTY may require more frequent service if volumes exceed the space allotted for appliances at each site. Once the CONTRACTOR removes all materials requiring special handling, the COUNTY keeps the processed appliances to send to its scrap metals recycler. The CONTRACTOR provides a completed DTSC form 1430 upon completion of the recycling each day.

The collection sites and corresponding volumes (number of units) of material historically collected are listed below.

Year	Material	Lovelace	North County	Foothill
2009	# Freon-containing appliances	2,986	1,803	230
2009	# non-Freon appliances	3,047	2,120	368
2010	# Freon-containing appliances	2,120	1,277	180
2010	# non-Freon appliances	1,964	1,165	185

See Appendix, **Attachment 3, Appliance Collection Data** for details on volumes collected at County facilities.

### 3.3 Contract Terms

The most qualified Proposer(s) shall be selected for an interview and/or Contract negotiations. The successful Proposer ("CONTRACTOR") must be an Approved Electronics Recycler with the California Department of Resources Recycling and Recovery (CalRecycle) and/or a Certified Appliance Recycler with the California Department of Toxic Substances Control (DTSC), and must maintain this designation throughout the Contract term. Additionally, **an e-Stewards Certified Recycler is required for e-waste recycling**, and this certification must be maintained throughout the Contract term. Loss of Approved/Certified Recycler status shall be considered a breach of the Contract. The anticipated term of the proposed Contract(s) is a two-year period from July 1, 2011 to June 30, 2013. A renewal clause for additional two-year terms is also anticipated.

The award of Contract, if awarded, is intended to be made within sixty (60) days after the date of the Opening of Proposals, unless and at the COUNTY'S sole option, such time of award is extended. After approval of Contract by the Board of Supervisors, the successful Proposer ("CONTRACTOR") shall be notified via a Notice of Award sent to the address listed within the Proposal that the Proposal has been accepted and the Proposer has been awarded the Contract. After receipt of Notice of Award, the Proposer to whom the award is made shall execute and return the required number of Contract copies, insurance certificates, and other required information.

The COUNTY implements the following criteria to increase oversight and to assure legal, safe and beneficial recycling occurs with all materials.

**The following criteria must be included with the contract.**

3.3.1 No Solid Waste Landfilling or Incineration: 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. This requirement applies to all characteristic materials, including those with exemptions, such as circuit boards.

3.3.2 No Exporting Outside of OECD Countries: CONTRACTOR shall assure that all materials that test as characteristic hazardous waste under California Law remain within the United States or Organization for Economic Cooperation and Development (OECD) member countries, 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.

3.3.3 Auditing: CONTRACTOR, at its sole expense, shall make all of its facilities and related documentation available to the COUNTY for onsite and paper audits by the COUNTY or a designated third-party auditor upon request. Additionally, CONTRACTOR, at its sole expense, shall 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 the COUNTY or a designated third-party auditor upon request. Upon request by the COUNTY, CONTRACTOR shall provide a detailed regulatory compliance history for all facilities that will handle materials collected from this project, including downstream processors/ intermediaries, presenting information on any violations or enforcement actions.

3.3.4 Insurance Requirements: CONTRACTOR, at its sole expense, shall procure and maintain throughout the term of the Contract, all of the following insurance policies with at least the following minimum coverage:

- Workers' Compensation: Statutory California Workers' Compensation coverage including a broad form all-states endorsement; Employer's Liability Insurance for not less than Two Million Dollars (\$2,000,000) per occurrence for all CONTRACTOR'S employees and CONTRACTOR'S subcontractors' employees, engaged in services or operations under the Contract on a form approved by the COUNTY;
- General Liability Insurance, including contractual liability with a combined single limit in the minimum amount of Two Million Dollars (\$2,000,000);
- Automobile Liability Insurance with a combined single limit of One Million Dollars (\$1,000,000); and
- Environmental Impairment Liability (Pollution Prevention): Two Million Dollars (\$2,000,000) per occurrence/Two Million Dollars (\$2,000,000) annual aggregate, inclusive of legal defense costs.

CONTRACTOR shall obtain and keep in full force and effect during the term of the Contract:

- Specific Language: Such insurance shall be primary, shall name the County and the incorporated Cities within the County as additional insured, and shall expressly indicate that such insurance is related to the CONTRACTOR'S activities under this Contract.
- Certificate of Insurance: The CONTRACTOR shall furnish a Certificate of Insurance to the County within ten (10) days of execution of a Contract by the County, indicating that the CONTRACTOR, at its expense, has purchased and is maintaining insurance from an insurer admitted to the State of California and satisfactory to the County. The Certificate of insurance shall identify all Cities within the geographic boundaries of San Joaquin County, and the County, as additional insured and primary as to this Contract,

either by special endorsement or separate certification. Such Certificate of Insurance shall state that the County shall be notified at least thirty (30) days before cancellation of the policy or any material change thereof.

- **Hold Harmless:** The CONTRACTOR shall agree to hold harmless, defend, and indemnify the County and the incorporated Cities within the County, their representatives, officers, and employees, from and against any and all claims, actions, liabilities, losses, damages, or injuries and attorney's fees and costs, including any of the foregoing by way of indemnification or contribution, arising directly or indirectly out of the CONTRACTOR'S activities, performances, operations, acts or omissions, relating to any operations, activities, responsibilities, and rights under this Contract whether or not such claims, actions, liabilities, losses, damages or injuries or attorney's fees and costs resulting directly or indirectly from the sole, contributory, comparative, active, passive, primary or secondary negligence of the CONTRACTOR.
- **Acceptability of Insurers:** Insurance is to be provided by insurers licensed to do business in the State of California with a current A.M. Best's Financial Strength Rating of no less than A (Excellent), and Financial Size Category of no less than VII. Any lesser Best's Rating will be subject to approval by the County.

**3.3.5 Certificates of Disposal/Recycling:** The CONTRACTOR shall provide certificates of recycling for all material collected within the COUNTY program. Certificates of recycling shall be provided to the COUNTY in a format that is easy to track from the original manifest or bill of lading, as applicable; if not easy to track, the CONTRACTOR shall prepare a summary indicating which disposal documents correspond with the original shipments. The COUNTY prefers to receive all certificates of recycling within 180 days of the original shipment. All certificates of recycling must be received within one year of shipment, or an explanation as to why the material has not yet been recycled must be provided. The COUNTY reserves the right to withhold payment if recycling certificates are omitted, incomplete or inaccurate.

**3.3.6 Records and Reports:** The CONTRACTOR shall be solely responsible for maintaining all records required by local, State and Federal laws, ordinances, and regulations. Record keeping includes appropriate labeling, documenting accumulation quantities and times, recycling records and documentation of off-site shipments of commodities. This includes tracking the number of devices collected each day, keeping data on their size, type and weight, and providing this information to the COUNTY as requested. Additionally, the CONTRACTOR shall be responsible for preparing and submitting all reports required by all Federal, State, and local agencies.

Monthly material collection reports shall be submitted to the COUNTY within thirty (30) days of the previous month's activities. Material collection reports shall include the volume/net weight and types of material collected, detailing the number and types of devices collected at each site as well as the number of devices recycled each month. Additionally, the CONTRACTOR shall collect event participant survey data that will include, but is not limited to, the total number of participants per event, the number of times a customer has participated at the event, the number of households represented (if applicable), demographic information, and how the participant learned of the program. All report data shall be provided in electronic format such as Excel; the COUNTY may require a specific format. The COUNTY reserves the right to withhold payment if monthly reports are incomplete or inaccurate.

**3.3.7 Fuel/Contract Price Adjustment:** The CONTRACTOR may adjust the Contract due to fuel price fluctuations annually upon negotiation and written agreement by both parties. Additionally, any request for an increase in contract pricing shall not exceed the original contract price(s) by more than the percentage increase/decrease of the "transportation" category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available. Furthermore, price increases shall not exceed 5% during any given year. Contract price adjustments shall be sent to the COUNTY by April for approval and to be incorporated into the contract renewal period.

#### **4. PROPOSAL REQUIREMENTS**

This section provides instructions on the organization and content of the information that shall be included in the Proposal. A Proposal that omits or inadequately addresses any of the topics below may receive a lower score or may be rejected in its entirety. Proposals shall be complete and concise and should be prepared in substantial conformance with the format and order described below to assist in the review process. Proposals shall be submitted in accordance with the guidelines outlined in section **2.1, Submittal Rules**.

#### 4.1 Proposal Form and Content

The Proposal shall be clear, concise, have all pages numbered consecutively, and be organized according to the form and content specified in this RFP. The cover shall clearly contain the program title and the proposing firm's name. The Proposal shall be typed and signed by an authorized officer of the Proposer's firm. If the Proposal is submitted by a team of companies, the Proposal shall be signed by an authorized representative of each company.

The Proposal submitted in response to this RFP shall be presented in the following format as outlined below (see section 2.1, **Submittal Rules** for labeling requirements).

##### Technical Proposal format:

Letter of Transmittal

Table of Contents

##### *Qualifications:*

- Company/Organization Information
- Approved/Certified Recycler Status
- Experience and References
- Personnel
- Additional Information
- Project-specific Compliance
- Downstream Compliance and Safeguards
- Licenses, Permits and Registrations
- Health and Safety Plan
- Health and Safety Performance and OSHA Record
- Insurance
- Financial Stability and Financial Assurances for Closure
- Preference Criteria

##### *Scope of Work:*

##### *Electronic Waste Collection*

- Solid Waste and HHW Facilities
- Collection Events
- Homebound Pickups
- Large Volume Generators

##### *Electronic Waste Recycling*

- Materials Accepted
- E-Waste Recycling Operations
- Recycling Process
- Downstream Vendors/Recycling Facilities
- Regulatory Compliance and Notification of Violations
- Data Security Policy
- Export Policy
- Reuse
- Facility Capacity
- Record Keeping and Reporting

##### *Certified Appliance Recycling*

- Materials Accepted
- Appliance recycling Operations
- Staffing
- Materials Requiring Special Handling
- Downstream Vendors/ Disposal Facilities

##### Cost Proposal format:

*Electronic Waste Recycling Cost Sheet*

*Certified Appliance Recycling Cost Sheet*

Alternative Cost Proposal

**All pages following the letter of transmittal and table of contents shall be numbered appropriately. Any Proposal not organized by the sections shown, not containing the information specified in each section, or not containing sufficient detail may receive a lower rating when evaluated.**

4.1.1 Letter of Transmittal: A Letter of Transmittal shall be signed by an officer of the proposing entity, certifying that the information submitted in this Proposal is true and correct. In the letter, provide a brief summary of the key points of the Proposal. Include a brief description of any unique services, qualifications, approaches, practices, cost efficiencies or other innovations that make your firm stand out.

The Letter of Transmittal shall be limited to two (2) pages and must include the following:

- Identification of the firm submitting the Proposal as the prime Contractor.
- A Statement that the Proposal shall remain in effect for a minimum of ninety (90) days after receipt by the COUNTY.
- Signature of an officer of the Proposer that is authorized to contractually bind the firm to all commitments made in the Proposal, certifying that the information submitted in this Proposal is true and correct.

## 4.2 Qualifications

Include the following information in the Proposal:

4.2.1 Company/Organization Information: List the complete name, title, mailing address, phone number, fax number and email address of an individual or individuals authorized to represent the Proposer during the selection process and any subsequent contract negotiations. Describe the company, including the firm's background, address(es) of the main office(s), and Federal Employer I.D. Number. Provide a concise description of how the firm intends to organize and implement its approach to this project.

4.2.2 Approved/Certified Recycler Status: Proposer must be a CalRecycle Approved Electronics Recycler and/or a DTSC Certified Appliance Recycler, with respect to the service(s) Proposer is proposing to perform, and must maintain this designation throughout the term of the contract. Additionally, Proposer must be certified to comply with the e-Stewards Standard for Responsible Recycling and Reuse of Electronic Waste for electronic waste management. In the Proposal, provide copies of your firm's CalRecycle Electronics Recycler proof of approval and/or DTSC Appliance Recycler (CAR) certificate. Also, if proposing on electronics recycling, provide a copy of your firm's e-Stewards certificate. Label these documents as "**Submittal 1 – Current Recycler Certificates**".

4.2.3 Experience and References: Provide a brief history of the firm, type of work accomplished, and experience of current staff. Specifically, address how this experience is directly related to the firm's qualifications for undertaking this project. Provide an all-inclusive list of former and current clients, at a minimum those within California, for whom the types of services under this contract have been performed in the past three (3) years. Include the name and functioning telephone number of an appropriate contact for each reference.

4.2.4 Personnel: Provide a list of key personnel, their duties, and their background and experience. This should include all personnel who will work with the COUNTY or directly on the County project. What level of experience and training does each possess? Describe employee compensation and personnel benefits.

4.2.5 Additional Information (optional): Information considered by the Proposer to be pertinent to this project that was not specifically solicited may be placed in an appendix. (Glossy presentation and general information packets are not required, nor are they desired.) One example of work may be attached.

4.2.6 Project-specific Compliance: Describe the compliance training provided to all key personnel responsible for this project, including specific training topics and frequency. Describe your procedures for auditing compliance performance of staff (auditing facility operations, labeling, paperwork, etc.). What corrective actions are taken if compliance issues are found? What recourse does the COUNTY have if compliance issues become a problem?

4.2.7 Downstream Compliance and Safeguards: To ensure integrity of the whole recycling chain, including downstream intermediaries and recovery operations such as smelters, the Proposer shall only utilize a company that is in strict compliance with all applicable Federal, State and local environmental and health and safety regulations. Describe your firm's quality assurance process for selecting downstream vendors and subcontractors.

4.2.8 Licenses, Permits, and Registrations: Provide a list of licenses, permits, and registrations pertaining to activities associated with the transportation and disposal of hazardous waste. List should include EPA ID numbers, motor carrier numbers as required by the U.S. Department of Transportation (DOT), as well as copies of permits.

4.2.9 Health and Safety Plan: Describe the Health and Safety Plan that will be prepared and implemented to meet all applicable requirements of the DOT, EPA, OSHA, and the State of California for establishing protocols necessary to protect all personnel from hazards associated with the e-waste and appliance recycling program operations, and related activities.

4.2.10 Health and Safety Performance and OSHA Record: Describe your firm's Health and Safety Program. Include the following information: Describe your firm's Health and Safety training program. Describe your procedures for reporting incidents and accidents and preventing reoccurrences. Describe your firm's schedule for safety meetings, both routine and project specific. Do you have a corrective action process for addressing individual health and safety performance deficiencies? If so, describe this. List your firm's 2011 Occupational Safety and Health Administration (OSHA) Recordable Case Rate.

4.2.11 Insurance: The successful Proposer, at its sole expense, shall procure and maintain throughout the term of the Contract, adequate liability insurance for accidents and incidents involving wastes under the control and ownership of the supplier. Refer to section 3.3, **Contract Terms**, for full list of insurance requisites. In the Proposal, provide a list of the insurance companies used, their respective insurance ratings, and coverage amounts for General Liability, Pollution Liability/Errors and Omissions, Automobile Liability, Workers' Compensation, and Excess Liability. Provide copies of current insurance documents in use by the company; label insurance documents as "**Submittal 2 – Current Insurance Policies**".

4.2.12 Financial Stability and Financial Assurances for Closure: Proposer shall provide adequate financial assurance to cover environmental and other costs of the closure of all its processing facilities. In the proposal, provide a description of the financial stability and capability of the firm, and describe any financial assurance that is offered at each proposed facility.

4.2.13 Preference Criteria: Proposers meeting any of the following criteria will receive bonus points in the scoring of proposals: local firm with main office located in San Joaquin County, use of local vendors located in San Joaquin County, a Small Business, Minority Business, and/or Women Business Enterprise. Specify any criteria that apply.

### 4.3 Scope of Work

For each section below, please address all specific questions and identify how your company will operate to meet the proposed Program requirements and best meet the needs of the COUNTY. Care should be taken to ensure you define your operating procedures, any necessary permits or reporting requirements, any regulatory requirements and how you meet them, and the health and safety precautions taken by your company. If your company has any specific restrictions please identify them.

#### 4.3.1 *Electronic Waste Collection*

##### 4.3.1.1 Solid Waste & HHW Facilities:

1. Specify your company's requirements for the packaging of material being transported from the County Solid Waste and HHW facilities. List the supplies and equipment your company will provide.
2. Provide information on how you will complete any necessary paperwork, including BOLs, certificates of recycling, and CalRecycle required paperwork. Describe any paperwork or records required to be provided by the COUNTY or facility staff.
3. Do you have any concerns with or changes to the proposed Program Scope?

##### 4.3.1.2 Collection Events:

1. Provide a list of all materials –including types of electronic waste and any other recyclable materials, such as residentially-generated universal waste– your company can collect at events. Also, list any restrictions on acceptance.
2. Provide information on how you will work to schedule events. Can your company perform more than one event per weekend?
3. Describe how your company prepares for an event. What arrangements are made in advance and

when do you set up?

4. Describe your company's ability to prepare and provide advertising for events.
5. Describe the staffing you will provide for events. Who will be in charge of events; what is their level of training and background? How many staff members will be employees of the company, and how many, if any, will be employees of subcontractors? What level of training and experience will each staff member possess?
6. Provide a list of the supplies and equipment you will provide for collection events.
7. Describe any regulatory requirements for collection events. How will your company meet these requirements?
8. What length of time do you consider to be an acceptable amount of time for residents to wait in line at a collection event? How will you ensure residents are served in a timely manner?
9. Describe your procedure for screening residents for eligibility in the SB20 payment system. Can you handle material that does not qualify? How will you charge for this? (Note, the COUNTY will only pay for this on a case-by-case basis, but independent arrangements can be made with businesses or homeowners.)
10. Describe how your company will accommodate the collection, transportation and recycling of residentially-generated universal waste batteries, mercury devices, and fluorescent lamps collected at events. Describe how you will perform this service. The successful Proposer may either deliver residentially-generated universal waste to the HHW Facility or provide separate pricing (see **Cost Proposal**) for recycling of universal waste batteries, mercury devices, and fluorescent lamps. Describe procedures that will be employed to ensure all materials are managed safely and according to all applicable regulations. What documentation will be provided to the COUNTY? Upon request by the COUNTY, Proposer must provide a detailed regulatory compliance history for all private facilities that will handle materials collected from this project. For each material stream, provide the intended recycling facility name, address, telephone number and EPA identification number.
11. Describe your company's ability to accommodate collection, transportation and recycling of #6 block Styrofoam and appliances collected at events. Describe how you will perform this service. Provide the intended recycling facility names, addresses, and telephone numbers.
12. Do you have any concerns with or changes to the proposed Program Scope?

#### 4.3.1.3 Homebound Pickups:

1. Provide information on who within your company will handle calls requesting homebound pickups. The COUNTY will either refer the resident directly to your staff, or provide your staff with the name and number of the resident.
2. Describe how quickly you can provide this service.
3. Describe how you will perform this service.

#### 4.3.1.4 Large Volume Generators:

1. Provide information on who within your company will handle calls from residents and businesses with large volumes. The COUNTY will either refer the resident or business directly to your staff, or provide your staff with the name and number of the resident or business.
2. Describe how quickly you can provide this service.
3. Describe how you will perform this service. Where is your closest recycling facility? Can residents/businesses drop off material? Will you do pickups? What types of fees will be associated with this for both residents and businesses?

### 4.3.2 *Electronic Waste Recycling*

4.3.2.1 Materials Accepted: At a minimum the successful Proposer shall accept all CEW, including but not limited to: computer monitors, laptop computers, TVs, and broken CEW devices; and all UWEDs, including but not limited to: computers, printers, VCRs, cell phones, telephones, answering machines, microwaves, radios and stereos. In the Proposal, detail all types of electronic devices that can be accepted. Furthermore, detail any restrictions on acceptance (for example, will Proposer accept console TVs, or CEW tubes removed from casings?).

4.3.2.2 E-waste Recycling Operations: Describe any regulatory requirements that govern e-waste recycling operations and how your company will meet them.

4.3.2.3 Recycling Process: Describe the recycling process for CEW and UWEDs and all component parts. Specifically, discuss the processing of materials associated with the reuse, recycling, and deconstruction of CEW and UWEDs. Once deconstructed, identify where each material type will be shipped, describe how they will be processed, and the final disposition of those materials. If a shredder is used, please describe and explain the process used to prepare parts for shredding, and identify all materials that are shredded.

4.3.2.4 Downstream Vendors/Recycling Facilities: Provide a list of vendors and recycling facilities that will receive materials generated from this project, and describe in what form they receive the material and in what form that material is when transferred to the next vendor/recycling/disposal facility. Be sure to cover all component parts and final dispositions. For each waste stream to be managed, include the facility name, address, facility permit/EPA identification number, DOT identification number, contact name and functioning telephone number. Include specific services provided, and any transporters or subcontractors utilized.

4.3.2.5 Regulatory Compliance and Notification of Violations: For all facilities that will handle e-waste collected from this project, provide a detailed regulatory compliance history presenting information on any violations, fines and enforcement actions imposed by any regulatory agency within the past three (3) years. Provide a detailed description of all fines, when, and where the violation occurred, what the violation was for, and what was done to correct the violation; include any pending violations. Disclose the amount of any fine imposed, the regulatory entity involved in the enforcement action, and the current status of compliance. Include copies of all notices of violations, administrative orders, or other enforcement actions taken by any regulatory agencies during the past three (3) years. In addition, include copies of all DTSC inspection summaries from the last three (3) years. Label the inspection summaries as "**Submittal 3 – Inspection Reports**". State any regulatory actions pending or unresolved. Include this information for all facilities which will process e-waste collected from this project. If the current e-waste processing facility has operated for less than three (3) years, include a regulatory compliance history of any previous facilities so that a minimum total of three (3) years compliance history is disclosed. Also provide copies of any letters of commendation or other awards of recognition.

4.3.2.6 Data Security Policy: Describe your firm's data security policy and indemnification process.

4.3.2.7 Export Policy: Describe your firm's current and historical export policy.

4.3.2.8 Reuse: Material collected at solid waste facilities is generally older and has little reuse value, but occasionally reusable devices are received. In the Proposal, identify what percentage of the waste stream (if any) you expect will be reused and/or sold, and what percentage will be dismantled with component parts recycled. Does your firm sell or donate any whole electronics or CEW? If any devices are reused, describe your firm's reuse policy and process, how you determine what will be reused, who receives the devices, and their end use.

4.3.2.9 Facility Capacity: Describe your ability to meet the fluctuating volume of materials collected through the countywide Program. Describe your company's ability to meet last minute labor or pickup requests.

4.3.2.10 Record Keeping and Reporting: The successful Proposer will be responsible for the record keeping of all CEW and UWEDs that are collected at the County disposal facilities and collection events. Record keeping includes appropriate labeling, documenting accumulation quantities and times, recycling records and documentation of off-site shipments of commodities. This includes tracking the number of CEW devices collected each day, keeping data on their size, type and weight, and providing this information to the COUNTY as requested. Monthly reports shall be submitted to the COUNTY detailing the number of CEW devices and UWEDs collected at each site as well as the number of units and net weights recycled each month. In addition, the successful Proposer shall provide all necessary collection logs, Bills of Lading, and transfer receipts. In the Proposal, identify and provide examples of the collection logs, reports and certificates of recycling your company will generate or provide. Label the submittals as follows: "**Submittal 4 – Sample Collection Log**," "**Submittal 5 – Sample Report**," and "**Submittal 6 – Sample Certificate of Recycling**".

#### 4.3.3 *Certified Appliance Recycling*

4.3.3.1 Materials Accepted: State whether your company can provide this service, and whether you can handle Freon-containing appliances, non-Freon appliances, or both.

#### 4.3.3.2 Appliance Recycling Operations:

1. Provide a list of the equipment your company will provide for this service.
2. Describe any specific requirements your company will have for operating at the County site.
3. Describe your ability to meet the fluctuating volumes of appliances at the solid waste facilities.

4.3.3.3 Staffing: Provide information on the staffing your company will provide for appliance recycling. How many staff members, and what type of work schedule will they have? What level of training and experience will each staff member possess? Describe your company's ability to meet last minute labor requests.

4.3.3.4 Materials Requiring Special Handling: Describe the packaging, labeling, and disposal method of all materials that require special handling. In addition, describe your experience handling hazardous materials and any hazardous waste certifications held by staff.

4.3.3.5 Downstream Vendors/ Disposal Facilities: List all disposal facilities used for materials requiring special handling. Upon request by the COUNTY, Proposer must provide a detailed regulatory compliance history for all private facilities that will handle materials collected from this project. For each material to be managed, include the facility name, address, facility permit/EPA identification number, DOT identification number, contact name and functioning telephone number. Include specific services provided, and any transporters or subcontractors utilized.

## 4.4 **Cost Proposal**

Complete the Cost Sheets provided as **Forms A and B**. Fill in all blank spaces. Form A will reflect any and all of the Proposer's costs associated with the provision of electronic waste collection and recycling services. Form B will reflect any and all of the Proposer's costs associated with the provision of certified appliance recycling services. In addition to completing the tables in the forms, provide a brief narrative if necessary.

### 4.4.1 *Electronic Waste Recycling*

The COUNTY operates as the e-waste collector at the Foothill and North County facilities. As such, it expects to transfer the material to the selected Contractor, and to be reimbursed at the standard state recovery rate of \$0.16/pound. The COUNTY expects the Contractor to act as the collector and recycler for the Lovelace MRF and the HHW Facility, and related e-waste services.

Please complete the attached cost proposal form provided as **Form A, Electronic Waste Recycling Cost Sheet**, outlining any costs to the COUNTY for all e-waste services. Proposers should not leave any blanks on the cost sheet; any blanks should have a noted explanation. Please use notes when necessary to clarify or qualify information provided. If offering **universal waste services**, please complete Table 2 in Form A for any materials that you are proposing to handle. If you can provide recycling and/or transportation, please include all associated costs in the appropriate category. Include any and all costs the COUNTY would incur for Contractor services to manage universal waste and other recyclables collected at events.

### 4.4.2 *Certified Appliance Recycling*

Please complete the attached cost proposal form provided as **Form B, Certified Appliance Recycling Cost Sheet**, outlining any additional costs to the COUNTY for appliance recycling services. Proposers should not leave any blanks on the cost sheet; any blanks should have a noted explanation. Please use notes when necessary to clarify or qualify information provided.

### 4.4.3 *Alternative Cost Proposals*

Proposers are welcome to provide alternative cost proposal(s) for consideration in addition to the above Cost Proposals. Describe any recommended alternatives to the Program requirements. Requirements of this RFP shall be addressed before proposition of alternatives. Cite the sections(s) for which alternatives are proposed.



## **APPENDIX**

### **A. Definitions**

### **B. Attachments:**

- Attachment 1, Facilities Map
- Attachment 2, E-waste Collection Data
- Attachment 3, Appliance Collection Data

### **C. Checklist: Proposal Form and Content**

### **D. Cost Proposal Forms:**

- Form A, Electronic Waste Recycling Cost Sheet
- Form B, Certified Appliance Recycling Cost Sheet



## APPENDIX A

### Definitions

For the purpose of this RFP, the following definitions apply:

Addendum: Means any written or graphic modification or interpretation of the Contract documents issued by the COUNTY prior to Proposal opening.

Approved Collector: Means an authorized collector of covered electronic waste as defined in Section 42463(b) of the Public Resources Code who applies to CalRecycle for approval and whose application is approved pursuant to Chapter 8.2, Division 7, Title 14 of the California Code of Regulations and therefore may be eligible for recovery payments from approved recyclers.

Approved Recycler: Means a covered electronic waste recycler as defined in Section 42463(i) of the Public Resources Code who applies to CalRecycle for approval and whose application is approved pursuant to Chapter 8.2, Division 7, Title 14 of the California Code of Regulations and therefore may be eligible for recycling payments from CalRecycle.

Calendar Days: Means every day shown on the calendar, Sundays and holidays included. Unless otherwise designated, days, as used in the Contract documents will be understood to mean calendar days.

CalRecycle: Means the Department of Resources Recycling and Recovery (formerly the California Integrated Waste Management Board), which is the lead agency for implementing California's Electronic Waste Recycling Act.

Certified Appliance Recycler (CAR): Means a person or entity engaged in the business of removing and properly managing materials that require special handling from discarded major appliances, and who is certified pursuant to Section 25211.4 of the California Health and Safety Code.

Collection Log: Means a record maintained by an approved collector that records CEW collection activities as specified in Section 18660.20(j) of Chapter 8.2, Division 7, Title 14 of the California Code of Regulations.

CONTRACTOR: Shall mean the person, firm, or corporation awarded the Contract.

COUNTY: San Joaquin County Department of Public Works, Solid Waste Division.

Covered Electronic Waste (CEW): Means a discarded electronic device that DTSC has determined to be covered by the Electronic Waste Recycling Act, as specified by Section 42463(f) of the California Public Resources Code.

Designated Approved Collector: Means an approved collector that has been designated by a California local government to provide CEW collection services on behalf of the local government and who, in the course of providing the services for the local government, would not be subject to the source documentation requirements pursuant to Section 18660.20(j)(1)(B) of Chapter 8.2, Division 7, Title 14 of the California Code of Regulations.

DTSC: Means the Department of Toxic Substances Control, which is the lead agency in California for hazardous waste management.

Electronic Waste (e-waste): Means any unwanted or discarded electronic device that is identified as hazardous waste because it either exhibits the characteristic of toxicity and/or is a listed hazardous waste, as specified in Article 3 and Article 4.1 of Chapter 11, Division 4.5, Title 22 of the California Code of Regulations. E-waste includes both CEW and UWED material, collectively.

e-Stewards Recycler (Certified e-Stewards Recycler): Means an electronics recycler that has been certified by accredited, independent e-Stewards certification bodies to adhere to the Basel Action Network's e-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment.

Hazardous Waste or Hazardous Materials: Means waste or material listed as hazardous by the United States Environmental Protection Agency (US EPA) in Title 40 CFR, Part 261; waste or material that meets one or more of

the hazardous criteria defined by the US EPA, including corrosivity, ignitability, reactivity, and toxicity; waste that meets any of the criteria for the identification of a hazardous waste adopted by DTSC pursuant to Section 25141 of the California Health and Safety Code, and/or waste that is a listed hazardous waste, as specified in Article 3 and Article 4.1 of Chapter 11, Division 4.5, Title 22 of the California Code of Regulations.

*Incorporated Cities:* Shall mean jurisdictions that have adopted the Countywide Household Hazardous Waste Element and are participants in San Joaquin County regional special waste recycling programs.

*Major Appliance:* Means any domestic or commercial device or “white good,” including, but not limited to, washing machines, clothes dryers, hot water heaters, dehumidifiers, conventional ovens, microwaves, stoves, refrigerators, freezers, air conditioners, trash compactors, residential furnaces, and other devices.

*Materials that Require Special Handling or Materials Requiring Special Handling:* Means any material that, when removed from a major appliance, is a regulated hazardous waste as defined in Section 42166 of the Public Resources Code, including, but not limited to, PCBs, DEHP, capacitors, used oil, mercury, CFCs, HCFCs, and other refrigerants.

*Proposal:* Shall mean any firm’s or corporation’s written response to this RFP.

*Proposer:* Shall mean any person, firm, or corporation that submits a written Proposal in response to this RFP.

*Recovery Payment:* Means the payment made by an approved recycler to an approved collector in exchange for the transfer of CEWs pursuant to Section 42477 of the Public Resources Code.

*Recycling:* Shall mean separating specific materials from other materials and processing such materials so that they can be used again, usually for the same or similar purpose as the original materials.

*Request for Proposal (RFP):* Shall mean all the documents, including any addenda, issued by the County as part of this request.

*Reuse:* Shall mean to use a material again for its original purpose without additional processing.

*Solid Waste:* Shall mean (1) all waste defined as solid by Title 40 CFR, Part 260 or regulations promulgated there under; and (2) all wastes defined as solid waste by the California Integrated Waste Management Board having jurisdiction over solid waste generated within California.

*Solid Waste Division:* Shall mean the County division of Public Works that manages and oversees integrated waste management issues.

*Treatment Storage and Disposal Facility (TSDF):* Refers to a permitted treatment, storage, and/or disposal facility to which hazardous waste is taken and appropriately managed.

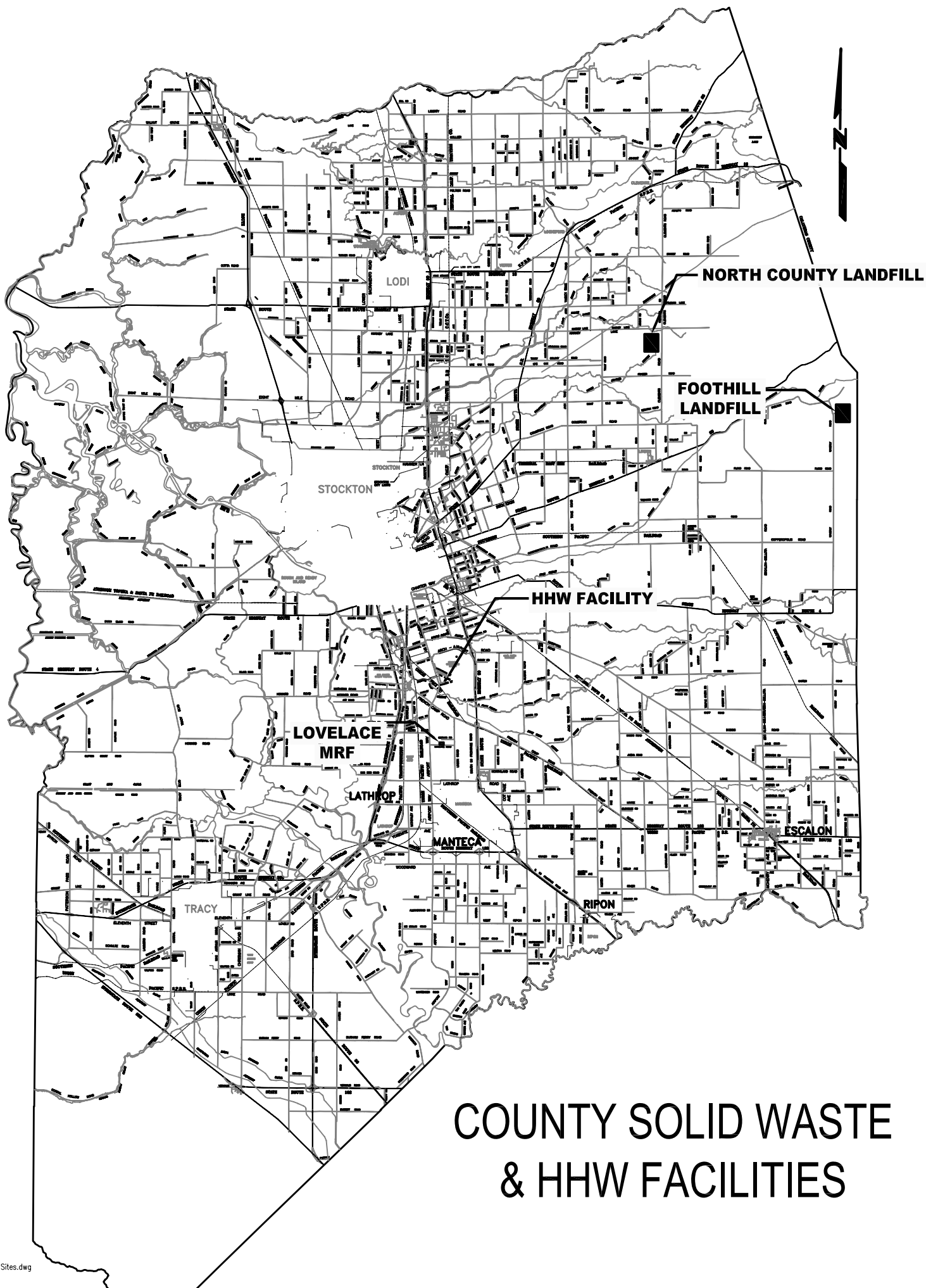
*Universal Waste (u-waste):* Means any of the wastes that are listed in section 66261.9 of division 4.5 of Title 22 of the California Code of Regulations, or any hazardous waste designated as a universal waste pursuant to Chapter 6.5 of the California Health and Safety Code.

*Universal Waste Electronic Devices (UWED):* Means any discarded electronic device that is not covered by the Electronic Waste Recycling Act.

## **APPENDIX B**

### **Attachments**

- Attachment 1, Facilities Map
- Attachment 2, E-waste Collection Data
- Attachment 3, Appliance Collection Data



## Attachment 2, E-waste Collection Data

E-waste Collected at County Disposal Sites:

<b>CEW (in pounds)</b> July 2010 - June 2011						
	<b>Lovelace</b>	<b>North County</b>	<b>Foothill</b>	<b>HHW Facility</b>	<b>Events</b>	<b>Total</b>
<b>July 2010</b>	47,320	16,420	9,260	2,283	13,117	88,400
<b>August</b>	43,040	22,740	-	1,890	13,702	81,372
<b>September</b>	33,380	17,460	-	1,770	25,006	77,616
<b>October</b>	29,453	24,650	5,540	1,336	28,637	89,616
<b>November</b>	36,013	16,500	-	617	17,916	71,046
<b>December</b>	26,678	19,186	8,380	3,052	4,323	61,619
<b>January 2011</b>	40,814	16,800	-	1,140	28,865	87,619
<b>February</b>	35,372	13,769	-	752	15,214	65,107
<b>March</b>	34,812	14,230	5,240	2,533	10,218	67,033
<b>April</b>	35,373	13,371	-	-	51,774	100,518
<b>May</b>	39,731	16,306	5,840	2,811	8,383	73,071
<b>June</b>	39,727	14,007	-	2,422	2,288	58,444
<b>TOTAL</b>	<b>441,713</b>	<b>205,439</b>	<b>34,260</b>	<b>20,606</b>	<b>219,443</b>	<b>921,461</b>
<i>Monthly Average</i>	<i>36,809</i>	<i>17,120</i>	<i>2,855</i>	<i>1,717</i>	<i>18,287</i>	<i>76,788</i>

<b>UWEDs (in pounds)</b> July 2010 - June 2011						
	<b>Lovelace</b>	<b>North County</b>	<b>Foothill</b>	<b>HHW Facility</b>	<b>Events</b>	<b>Total</b>
<b>July 2010</b>	32,920	23,960	-	4,549	11,520	72949
<b>August</b>	33,560	9,800	-	4,840	15,091	63291
<b>September</b>	21,092	12,920	-	1,703	16,234	51949
<b>October</b>	26,851	11,040	-	1,937	25,902	65730
<b>November</b>	21,201	20,660	-	1,242	15,165	58268
<b>December</b>	18,168	10,623	-	2,844	4,087	35722
<b>January 2011</b>	20,553	11,489	6,480	1,829	21,623	61974
<b>February</b>	17,931	9,880	-	1,493	14,228	43532
<b>March</b>	18,284	11,122	-	2,698	8,375	40479
<b>April</b>	21,142	9,812	-	1,033	36,065	68052
<b>May</b>	16,779	10,065	-	2,456	4,143	33443
<b>June</b>	17,619	11,131	7,360	1,780	2,286	40176
<b>TOTAL</b>	<b>266,100</b>	<b>152,502</b>	<b>13,840</b>	<b>28,404</b>	<b>174,719</b>	<b>635,565</b>
<i>Monthly Average</i>	<i>22,175</i>	<i>12,709</i>	<i>1,153</i>	<i>2,367</i>	<i>14,560</i>	<i>52,964</i>

Source: Monthly Collection Reports

**Attachment 3, Appliance Collection Data**

*Appliances Collected at County Solid Waste Disposal Sites*

<b>Appliances (# of units collected)</b> July 2010 - June 2011				
<b>Lovelace</b>	<b>Total</b>		<b>North County</b>	<b>Total</b>
Refrigerator/Freezer	1567		Refrigerator/Freezer	974
Air Conditioner Unit	553		Air Conditioner Unit	303
Washer	425		Washer	311
Dryer	421		Dryer	274
Oven	148		Oven	108
Oven/Stove	379		Oven/Stove	201
Dishwasher	520		Dishwasher	254
Space Heater	-		Space Heater	0
Furnace	71		Furnace	17
Water Heater	-		Water Heater	-
Other	-		Other	-
<b>TOTAL</b>	<b>4,084</b>		<b>TOTAL</b>	<b>2,442</b>
<b>Foothill</b>	<b>Total</b>		<b>All Sites Totals</b>	<b>Total</b>
Refrigerator/Freezer	142		Refrigerator/Freezer	2,683
Air Conditioner Unit	38		Air Conditioner Unit	894
Washer	39		Washer	775
Dryer	42		Dryer	737
Oven	13		Oven	269
Oven/Stove	35		Oven/Stove	615
Dishwasher	52		Dishwasher	826
Space Heater	-		Space Heater	-
Furnace	4		Furnace	92
Water Heater	-		Water Heater	-
Other	-		Other	-
<b>TOTAL</b>	<b>365</b>		<b>TOTAL</b>	<b>6,891</b>

Source: Monthly Collection Reports

## APPENDIX C

### Checklist: Proposal Form and Content

Use the following as a guide to ensure all required sections, submittals and forms are included in your Proposal. (Refer to section 4.1, **Proposal Form and Content**, for descriptions of the proposal sections.)

#### **Required Sections:**

##### Technical Proposal format:

- Letter of Transmittal (4.1.1)
- Table of Contents

##### *Qualifications:*

- Company/Organization Information (4.2.1)
- Approved/Certified Recycler Status (4.2.2)
- Experience and References (4.2.3)
- Personnel (4.2.4)
- Additional Information (4.2.5)
- Project-specific Compliance (4.2.6)
- Downstream Compliance and Safeguards (4.2.7)
- Licenses, Permits and Registrations (4.2.8)
- Health and Safety Plan (4.2.9)
- Health and Safety Performance and OSHA Record (4.2.10)
- Insurance (4.2.11)
- Financial Stability and Financial Assurances for Closure (4.2.12)
- Preference Criteria (4.2.13)

##### *Scope of Work:*

- Electronic Waste Collection (4.3.1)*
  - Solid Waste and HHW Facilities (4.3.1.1)
  - Collection Events (4.3.1.2)
  - Homebound Pickups (4.3.1.3)
  - Large Volume Generators (4.3.1.4)
- Electronic Waste Recycling (4.3.2)*
  - Materials Accepted (4.3.2.1)
  - E-Waste Recycling Operations (4.3.2.2)
  - Recycling Process (4.3.2.3)
  - Downstream Vendors/Recycling Facilities (4.3.2.4)
  - Regulatory Compliance and Notification of Violations (4.3.2.5)
  - Data Security Policy (4.3.2.6)
  - Export Policy (4.3.2.7)
  - Reuse (4.3.2.8)
  - Facility Capacity (4.3.2.9)
  - Record Keeping and Reporting (4.3.2.10)
- Certified Appliance Recycling (4.3.3)*
  - Materials Accepted (4.3.3.1)
  - Appliance recycling Operations (4.3.3.2)
  - Staffing (4.3.3.3)
  - Materials Requiring Special Handling (4.3.3.4)

- Downstream Vendors/ Disposal Facilities (4.3.3.5)

**Cost Proposal format:**

- *Form A, Electronic Waste Recycling Cost Sheet (4.4.1)*
  - Table 1, Electronic Waste
  - Table 2, Universal Waste
- *Form B, Certified Appliance Recycling Cost Sheet (4.4.2)*
- Alternative Cost Proposal – optional (4.4.3)

**Required Submittals:**

- Submittal 1 – Current Recycler Certificates (section 4.2.2, Approved/Certified Recycler Status)
- Submittal 2 – Current Insurance Policies (section 4.2.11, Insurance)
- Submittal 3 – Inspection Reports (section 4.3.2.5, Regulatory Compliance and Notification of Violations)
- Submittal 4 – Sample Collection Log (section 4.3.2.10, Record Keeping and Reports)
- Submittal 5 – Sample Report (section 4.3.2.10, Record Keeping and Reports)
- Submittal 6 – Sample Certificate of Recycling (section 4.3.2.10, Record Keeping and Reports)

**Cost Forms:**

- Form A, Electronic Waste Recycling Cost Sheet (section 4.4, Cost Proposal)
- Form B, Certified Appliance Recycling Cost Sheet (section 4.4, Cost Proposal)

**APPENDIX D**

**Cost Proposal Forms**



**Form A, Electronic Waste Recycling Cost Sheet**

**Table 1 – E-waste:**

For collection events and homebound pickups, please note any costs the COUNTY or resident would incur. Please attach additional pages noting any restrictions or limitations associated with your cost proposal.

<i>Service</i>	<i>Collection Fee (per pound)</i>	<i>Recycling Fee (per pound)</i>	<i>Other Costs to COUNTY</i>	<i>Reimbursement to COUNTY</i>
<b>SB-20 eligible materials (CEW)</b>				
North County & Foothill Landfills				\$0.16/lb
Lovelace MRF				
HHW Facility				
Collection Events				
Homebound Pickups				
<b>UWED and non-SB-20 materials</b>				
North County & Foothill Landfills				
Lovelace MRF				
HHW Facility				
Collection Events				
Homebound Pickups				

**Large Volume Generators**

Though we realize that each generator may be charged depending on the material, please describe the general rates you will charge for collection of material from homes or businesses which are referred from the County disposal sites (generators with more than four CRTs or nine UWEDs):

---



---



---



---

**Table 2 – Universal waste & other recyclables:**

Note any costs the COUNTY would incur for universal waste and other recyclables collected at events. Please attach additional pages noting any restrictions or limitations associated with your cost proposal.

<i>Material</i>	<i>Container Size</i>	<i>Price per Container</i>	<i>Transportation Cost per Container</i>	<i>Other costs*</i>	<i>Cost Per Pound</i>
Mercury					
Mercury-containing Devices/ Novelties					

Fluorescent Light Tubes					
Household Batteries - Alkaline					
Household Batteries - Lead Acid					
Household Batteries - Nickel-Cadmium					
Household Batteries - Mercury					
Household Batteries - Lithium					
Electronic Ballasts					
Other:					

(Add additional lines if necessary.)

\* For personnel, equipment and/or materials necessary to provide u-waste collection services, include any itemized costs the COUNTY would incur. Please detail the item, unit of measure and cost in the table below.

<i>Item</i>	<i>Unit of Measure</i>	<i>Cost</i>

(Add additional lines if necessary.)

List any additional costs associated with proposed recycling services not reflected above:

---



---



---



---

Notes (optional):

---



---



---



---



---



---

**Form B, Certified Appliance Recycling Cost Sheet**

Please provide per unit rates for removal of materials requiring special handling from the following appliances:

<i>Appliance</i>	<i>Per Unit Rate (\$)</i>
Refrigerator/ Freezer	
Commercial Refrigerator	
Air Conditioner	
Commercial Air Conditioner	
Washer	
Dryer	
Stove	
Oven	
Dishwasher	
Space Heater	
Furnace	
Water Heater	
Pool Heater	
Trash Compactor	
Other non-Freon containing	
Other Freon- containing	

Notes (optional):

---



---



---



---



---



---



---