

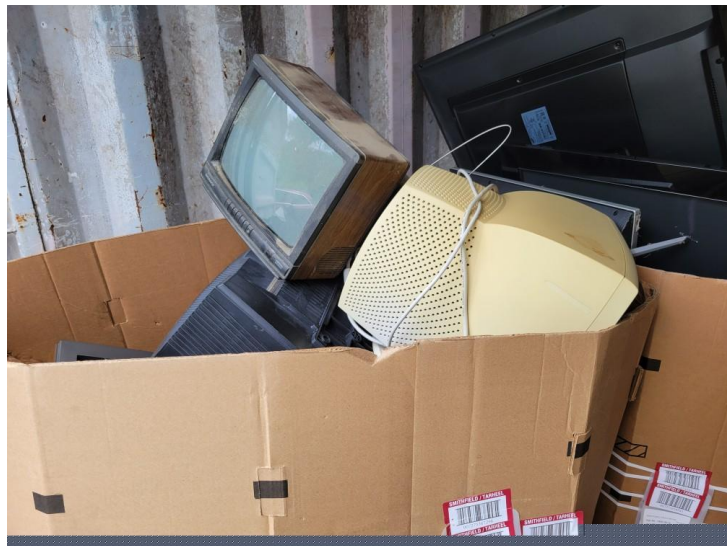
**DELAWARE • KNOX • MARION • MORROW
JOINT SOLID WASTE DISTRICT**

REQUEST FOR QUOTES

RESIDENTIAL ELECTRONICS RECYCLING PROGRAM

2025 – 2027

Quotes Due September 3, 2024



REQUEST FOR QUOTES

DELAWARE • KNOX • MARION • MORROW SOLID WASTE DISTRICT 2025-2027 Residential Electronics Recycling Program

The DKMM Solid Waste District wishes to accept quotes for its residential electronics recycling program. The program consists of one-day collection events as well as recycling the electronics collected from residents at semi-permanent locations in Delaware and Morrow counties. Semi-permanent locations may be opened in Knox and Marion counties as deemed necessary in the future. One day events will be held as needed in each county.

One Day Collections:

The Contractor will be required to use their own labor and equipment to service one-day events. This includes unloading participant vehicles, sorting electronics into Contractor provided gaylords/pallets in a safe and professional manner. The Contractor is responsible for transporting the collected materials to the Contractor's processing facility and ensuring electronics are recycled.

The Contractor shall provide enough staff to ensure participant wait time is kept to a minimum. DKMM will work with the Contractor to establish the dates, hours and locations of the collection events that are available to DKMM residents.

Semi-Permanent District Staffed Collections:

The District currently has a semi-permanent recycling location in Delaware and one in Mount Gilead. Collection locations may be added in Knox and Marion counties in the future. These locations are currently available April – September by appointment and are staffed by the District. The Contractor will be contacted to pick up the materials once a full load is collected.

The Contractor shall provide pallets and gaylord containers, any needed equipment such as a pallet jack, and staff to load the collected electronics onto a Contractor provided truck. The Contractor is responsible for transporting the collected materials to the Contractor's processing facility and ensuring the electronics are recycled.

Term:

This Agreement will begin January 1, 2025, and will end December 31, 2027, if not renewed, extended, or adjusted as mutually agreed by both parties in accordance with the Agreement.

Insurance:

Liability- The selected Contractor shall secure and maintain throughout the duration of the contract insurance with liability limits of \$1,000,000 for injury due to death of one person and a total of no less than \$1,000,000 to protect itself and the interests of the District against all hazards or risks.

Workers' Compensation- The selected Contractor shall have workers' compensation insurance on all employees working at District locations as required by the laws of the State of Ohio.

Payment:

Once the scope of work has been completed to both parties' satisfaction, the selected Contractor will invoice the District within 30 days. The invoice shall include the total amount of material recycled and proof of data destruction. The District will provide payment within 30 days.

Method of Bid Evaluation:

The District will evaluate all bids using the following criteria.

- Bid Packet was complete and meets the District's specifications as set forth in the Request for Quotes document.
- Experience of Contractor and service history in Ohio.
- Contractor's compliance with federal, state and local laws.
- Most comprehensive list of accepted materials (televisions are a priority).
- A comprehensive outline of downstream markets.
- Cost of service
- Highest amount of material being recycled or reused with limited amount of material being landfilled.
- Data destruction services
- Certifications Contractor has currently in place for the location processing District material.

Quotes due no later than Friday, September 3, 2024, by 2:00 p.m. to:

(Emailed, mailed or hand delivered quotes will be accepted.)

DKMM Solid Waste District
Attn: Jenna Hicks, Director
619 West Marion Road, Suite 107
Mount Gilead, Ohio 43338
jhicks@dkmm.org
phone: 419-751-2290

Electronics Recycling Data

Typical materials collected at past events include but are not limited to the following.

- | | |
|----------------------------------|------------------------------|
| Computer Monitors | DVD and VCR Recorder/Players |
| Hard Drives | Cameras |
| Laptops | Gaming Devices |
| Monitors | Microwaves |
| Other computer peripherals | Coffee Pots |
| Televisions (including consoles) | Cell Phones |
| Radios | Cords |
| | Printers |

Materials **not** collected include:

- Appliances (large)
- Items containing Freon
- Items containing Mercury (light bulbs, thermostats)
- Hazardous waste

DELAWARE COUNTY

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Vehicle Count	251	No Event	234	No Event	242	No Event	286	No Event	250
Pounds	22,886		18,082		24,395		35,243		18,599

A semi-permanent location was opened in 2024. A one-day collection may be added in the future.

KNOX COUNTY

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Vehicle Count	No Event	306	No Event	171	No Event	No Event	No Event	No Event	No Event
Pounds		25,588		14,292					

Kenyon College and the Village of Gambier collect electronics and televisions on the first Saturday of the month through their own recycling program. The District hasn't held an event since 2019 but may add a one-day collection or open a semi-permanent location operated by the District in the future.

MARION COUNTY

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Vehicle Count	No Event	161	No Event	116	No Event	No Event	No Event	No Event	No Event
Pounds		15,366		10,103					

A local agency collects electronics and televisions during their normal business hours through their own recycling program. The District hasn't held an event since 2018 but may add a one-day collection or open a semi-permanent location operated by the District in the future.

MORROW COUNTY

	2015	2016	2017	2018	2019	2020	2021	2022	2023
Vehicle Count	230	No Event	* 185	No Event	209	No Event	Semi-permanent collection	Semi-permanent collection	Semi-permanent collection
Pounds	15,375		10,941		19,629		3,564	5,704	6,320

A semi-permanent location was opened in 2021. A one-day collection may be added in the future.

* Event was shut down after 1.5 hours due to severe weather.

**Electronics Quote
Cover Page**

Company Information

Company _____

Contact Person and Title _____

Address _____

Phone Number _____

Email _____

Signed by Corporate Officer or Designee

Date

Name Printed

The following information should be included in quote documents.

1. Outline your experience providing electronics recycling. Please include two references for whom you provide similar electronics recycling services for.
2. List the certifications (R2, ISO 14001 or other) you have for the specific facilities that will accept material from this program. Include copies as attachments to your quote.
3. Provide a list of acceptable materials. A list can be included as an attachment.
4. Outline the downstream markets for each accepted material. Be specific, general statements will not be accepted.
5. Estimate the percentage of material recycled, refurbished, and landfilled.
6. How many staff will be working at each one-day collection event to ensure cars are unloaded quickly?
7. How many box trucks will be used at each event to ensure all collected electronics are removed from the site the same day as the event?
8. Are you willing to assume the generation status of all materials collected once unloaded from participants vehicles at the one-day collection events and once loaded onto your truck at the ongoing collection locations?
9. How do you store materials that are waiting to be processed/recycled to ensure data security for items containing processors?
10. Outline your data destruction methods and what proof you will provide that it was done.
11. Any other information you would like to share.

FEES

Please outline the cost of each item listed. Put "0" if there is no fee.

	Delaware	Knox	Marion	Morrow
Staff- number needed for each one-day event				
Labor- rate/hour for one day collections				
Equipment-available for one day collections				
Pick Up Fee- for ongoing collection locations				
Recycling/ Processing Fees Televisions must be listed as a flat fee per television. Fee can vary by television type. Any other fee can be listed as cost per pound.				
Data Destruction Fee (please describe)				
Other _____ Please specify				
Other _____ Please specify				
Other _____ Please specify				
Reimbursement Outline any reimbursement that will be paid to DKMM based on the market value of the collected material.				