



Geauga-Trumbull Solid Waste Management District

Request for Proposal Electronics Collection Program

PROPOSAL:

THE ELECTRONICS COLLECTION PROGRAM FOR GEAUGA-TRUMBULL SWMD GEAUGA AND TRUMBULL COUNTIES, OHIO

All sealed proposals must be submitted to Geauga-Trumbull SWMD on or before **2:00 p.m. EST, on Friday, December 3, 2021** (the "Deadline"). Geauga-Trumbull SWMD will open the proposals received prior to the deadline at **2:10 p.m. EST, on Friday, December 3, 2021** in the conference room of Geauga-Trumbull SWMD, located at 5138 Enterprise Blvd NW, Warren, OH 44481. Geauga-Trumbull SWMD will time and date stamp all sealed proposals which are received by the Deadline immediately upon receipt.

Proposals shall be addressed to:

Jennifer Jones, Director,
Geauga-Trumbull SWMD
5138 Enterprise Blvd. NW
Warren, Ohio 44481
PH: 330-675-2673
FX: 330-675-2672
jenn@startrecycling.com

Questions regarding this RFP must be submitted in writing via e-mail, fax or mail to Jennifer Jones at the contact information above. No questions will be answered over the telephone.

NOTE: This RFP is being sent as a courtesy. Geauga-Trumbull SWMD assumes no responsibility for Geauga-Trumbull SWMD's failure to send this RFP to all interested organizations or companies. Interested parties may obtain copies of this RFP by contacting Jennifer Jones at jenn@startrecycling.com by visiting Geauga and Trumbull SWMD at www.startrecycling.com.

SECTION 1 Proposal Instructions and Conditions

1.1 Scope of the Proposal

Parties that submit proposals in response to this RFP are required to have experience in the collection, management and lawful disposal of electronic waste. This RFP is designed to present interested parties with a description of the services required for implementation of the Electronics Collection Program and the format for responding to the RFP.

1.1A Interpretations and Addenda

No interpretation made as to the meaning of the RFP shall be binding on Geauga-Trumbull SWMD unless issued in writing by Geauga-Trumbull SWMD and distributed to all interested parties as an addendum to the RFP. All requests for interpretations or clarifications concerning this RFP shall be submitted in writing or by e-mail. The deadline for submitting questions is Friday, November 19, 2021. Request shall be addressed to:

Jennifer Jones, Director
Geauga and Trumbull SWMD
5138 Enterprise Blvd. NW
Warren, OH 44481
E-Mail jenn@startrecycling.com

All such requests for interpretation or clarification shall specify the section(s), subsection(s), paragraph(s), and page number(s) to which such request refers, and, the requestor's e-mail address so that replies to such requests can be made in a timely manner.

With regard to responses to requests for interpretation or clarification, the decision of Geauga-Trumbull SWMD shall be final and binding upon all parties.

1.2 Preparation of Proposal

Proposals shall be prepared in accordance with the Proposal Response Format (Section 8). Proposals *not complying with the requirements of the Proposal Response Format may be considered non-responsive and may, on that basis, be removed from consideration.* Any party responding to the RFP must be the primary party that would be responsible for operating the Electronics Collection Program, and, if approved by Geauga-Trumbull SWMD as the Selected Contractor, shall not subcontract operation of the Electronics Collection Program unless the Selected Contractor receives written consent from the Board, which may be reasonably withheld. Any joint ventures and other non-primary contractual submissions must be fully defined by the party submitting the proposal.



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Proposals may include provisions and/or terms and conditions not herein provided. However, all required aspects of the proposal must be included and such additional terms will be reviewed as part of the entire proposal. Before submitting a proposal, the party should be thoroughly familiar with all conditions referred to in these instructions and any addenda issued before the Deadline. Such addenda shall be considered a part of the RFP.

All copies and content of any proposal, attachment and explanations thereto, submitted in response to the RFP, except copyrighted material shall become the property of Geauga-Trumbull SWMD. Geauga-Trumbull SWMD reserves the right to use, at its discretion, and in any manner it deems appropriate, any concept, idea, technique or suggestion contained therein.

1.3 Proposal Timeline

Issuance of RFP by Geauga-Trumbull SWMD	Friday, November 5, 2021
Deadline for Questions	Friday, November 19, 2021
Proposal Deadline	Friday, December 3, 2021
Contract Award	December 2021
Service Begins	TBD

1.4 Submission of Proposal

Parties are cautioned that Geauga-Trumbull SWMD will not accept proposals after the Deadline. All parties must submit at least one (1) hard copy of their proposal for Geauga-Trumbull SWMD's review, marked as the original copy. One (1) complete soft (electronic) copy of the proposal shall be submitted via email to jenn@startrecycling.com in PDF format. Parties are responsible for ensuring that proposals are received by Geauga-Trumbull SWMD prior to the Deadline.

Proposals may be withdrawn up to the Deadline by written request only, to Jennifer Jones, Director, at the above address.

All information submitted by a party in response to this RFP may be subject to disclosure under Ohio's Public Records Act, Ohio Revised Code 149.43. If a party believes that any information in its proposal is exempt from disclosure because it constitutes trade secret information as defined by Ohio law, it shall mark – "CONFIDENTIAL – TRADE SECRET INFORMATION" – in a clear and conspicuous manner on each and every page of the proposal that contains confidential trade secret information.

It is not the Geauga-Trumbull SWMD's responsibility to determine the legal validity of any trade secret designations or to defend against any public records request that seeks the disclosure of any information that has been designated as confidential or trade secret information by a party. To the extent a dispute arises over whether any such information

or documentation constitutes trade secret information that is exempt from disclosure under the Ohio Public Records Act (“Act”), then it shall be the responsibility of the party claiming such exemption to defend against the public records request and to seek appropriate judicial relief, if necessary, to prevent the disclosure of such trade secret information.

In the event that the Geauga-Trumbull SWMD receives a public records request for any information that has been designated by a party as containing confidential, trade secret information exempt from the Act, then Geauga-Trumbull SWMD shall notify the party and grant the party a reasonable period of time (as determined by the Geauga-Trumbull SWMD in its sole discretion) to resolve the dispute with the party who made the public records or to apply for appropriate judicial relief to prevent the disclosure of any information that has been designated as confidential or trade secret information by the party making such designation. Absent the timely resolution of the dispute with the party who made the public records request or the timely filing of a judicial action by the party asserting the claim for exemption, the Geauga-Trumbull SWMD will presume that the information is not exempt from the Act and shall respond to the public records request in accordance with the requirements of the Act.

By responding to this RFP and submitting a proposal to the Geauga-Trumbull SWMD, the party agrees to indemnify, defend, and hold the Geauga-Trumbull SWMD harmless from any damages, losses, or other expenses incurred by the Geauga-Trumbull SWMD, including attorney fees, arising from the disclosure of any confidential or trade secret information by the Geauga-Trumbull SWMD or from any litigation arising from a request to compel the disclosure of any confidential or trade secret information by the Geauga-Trumbull SWMD.

1.5 Expenses

Any expenses incurred for the development of proposals and answering the questions put forth by Geauga-Trumbull SWMD are entirely the responsibility of the party and shall not be chargeable, in any manner, to the Geauga-Trumbull SWMD.

SECTION 2 Selection Process

2.1 Proposal Evaluation

Geauga-Trumbull SWMD reserves the right to consider other criteria that may be relevant to the selection process. Geauga-Trumbull SWMD will evaluate the following:

2.1A Qualifications and experience of the party submitting the proposal.

2.1B Compliance with law and certifications.

- 2.1C Transportation Fee Summary & Supply Description
- 2.1D Processing Fee & Revenue Summary
- 2.1E Electronic Materials Accepted and Handling Methods. Preference for recycling and innovative recycling or reuse methods; and
- 2.1F Quality and overall clarity and organization and completeness of the proposal;
- 2.1G Positive review by three (3) references from most recent customers receiving similar services as stated in this RFP
- 2.1H Evidence of Insurance
- 2.1I Affidavit of Non-Collusion

Geauga-Trumbull SWMD may award a contract based upon proposals received without further discussion of such proposals. Accordingly, each proposal should be submitted with the party's most favorable financial terms and service capabilities. Geauga-Trumbull SWMD may, however, in its sole discretion, choose to negotiate different or additional terms and conditions with any party submitting a response to this RFP, prior to, or subsequent to, such party's evaluation by the recommendation of the Director, or approval by the Board .

Geauga-Trumbull SWMD will select the party that it believes offers a proposal that is in the best overall interest of Geauga-Trumbull SWMD. Geauga-Trumbull SWMD reserves the right to give added consideration (or no consideration) to special or unique features that may be included in any proposal.

Geauga-Trumbull SWMD reserves the right to contact a party for clarification of information submitted, to contact references, and to use other sources to obtain information that is deemed appropriate and that will assist Geauga-Trumbull SWMD in the RFP evaluation process.

2.2 Basis for Rejection of Proposal

Geauga-Trumbull SWMD reserves the right to accept or reject any or all parts of any proposal that is submitted in order to best meet Geauga-Trumbull SWMD's goals and needs. Cost may not be the sole determining factor in the selection process. Any proposal submitted in response to this RFP may be rejected from consideration if:

- 2.2A The proposal does not demonstrate the party's ability to perform the services as specified;



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- 2.2B The proposal does not follow the required format;
- 2.2C Any portion of the proposal is labeled “confidential and/or propriety.”
- 2.2D Proposals submitted after the deadline.
- 2.2E Failure to submit required proof of insurance.

SECTION 3 Electronics Collection Program Description

Geauga-Trumbull SWMD offers Geauga and Trumbull County residents the opportunity to properly dispose of their electronics waste through the Electronics Collection Program. Residents bring electronics on a weekly basis to 2 collection facilities operated by the Geauga-Trumbull SWMD. The facilities are open 52 weeks a year for electronics collection. Items will be collected by Geauga-Trumbull SWMD staff and placed in a secure area for pick-up by the selected party.

Parties have the option to offer electronic waste collection events at various community locations, at the request of those communities. This option is described in Exhibit 7 and will be considered separately from the Electronics Collection Program at the Geauga-Trumbull SWMD collection facilities.

SECTION 4 Historical Data

The Geauga-Trumbull SWMD currently operates a collection facility in Trumbull County, located in Warren, Ohio. Historical data is available for this facility only. As 2020 weights were significantly higher due to COVID-19 and 2021 collection has returned to approximately 2019 levels, contract period collection estimates are based on 2019 data. A second facility is currently under construction in Geauga County, in Chardon, Ohio and will be operational in early 2022. There is no historical data available on weights, materials, etc. for this facility since this will be the first year of operation; however, based on population comparisons to Trumbull County, reasonable estimates have been projected (which are provided for illustrative purposes only and shall not be relied upon by the party in submitting any proposal).

4.1 Trumbull Collection Facility:

	Televisions/monitors (lbs.)	All other electronics (lbs.)
2019	183,738	48,569
2020	241,076	unknown
2021 (YTD)	143,399	16,957 (CPU/laptop only)
2022-2024 projected	180,000	50,000

4.2 Geauga Collection Facility (estimated):

	Televisions/monitors (lbs.)	All other electronics (lbs.)



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2022 projected	150,000	30,000
2023-2024 projected	125,000	20,000

- 4.3 Equipment available at facilities: Each facility has a forklift and a pallet jack;
- 4.4 Collection Season: Both the Geauga and Trumbull collection facilities will be open year-round for electronics collection.

SECTION 5 Scope of Service

Parties shall provide services and perform responsibilities that include, but are not limited to the following:

- 5.1 Collection and Processing Responsibilities. Assume all responsibilities for pick up and processing of material received at each facility.
- 5.2 Recycling and/or Reuse Methods. Explain ongoing efforts to identify and implement innovative recycling and/or reuse methods for material.
- 5.3 Transportation Responsibilities. Transport all material responsibly in a safe and consistent manner on specified days/times after a pick-up schedule is created based upon facility hours. Any Selected Contractor must load pallets of material with or without assistance from Geauga-Trumbull SWMD staff. Electronics will be prepared according to Selected Contractor’s requirements.
- 5.4 Ownership of Material. Upon a Selected Contractor’s acceptance of material, ownership, risk of loss and all other incidents of ownership related to the material shall pass directly from the Geauga-Trumbull SWMD to Contractor including, without limitation, obtaining any federal, state and/or local permits and/or authorizations to lawfully dispose of all materials collected.
- 5.5 Destruction of Personal Data. Selected Contractor must securely destroy all personal data that may be stored upon or within any item collected.
- 5.6 Facilities for Disposition of Materials Received. Select lawful and appropriate treatment, storage and disposal and/or recycling sites for materials collected in the Electronics Collection Program.
- 5.7 Reports and Invoicing. The Selected Contractor shall submit to Geauga-Trumbull SWMD a monthly report, as well as monthly invoice, in formats approved in advance by the Director. Invoices shall not be paid unless accompanied by the monthly report and other reasonable information, if requested, by the Director. The monthly report shall be due in conjunction with monthly invoice to Geauga-Trumbull SWMD no later than fifteen (15) days after the end of each calendar month. Required information on the monthly report

shall include information as determined by the Director, including but not limited to following:

- 5.7A Total weight and description of all material collected during the month by facility.
 - 5.7B Quantity of material (if applicable) collected during the month.
 - 5.7C Transportation cost for items collected based on Exhibit 3 "Transportation Fee Summary"
 - 5.7D Cost and/or revenue for items collected based on Exhibit 4 "Processing Fee and Revenue Summary"
 - 5.7E Certificate of destruction for all material collected through this program.
- 5.8 Equipment. All transportation and loading equipment shall be supplied by the Selected Contractor. In other words, the Selected Contractor will need to have the necessary equipment on collection trucks to service and load material from each location.
- 5.9 Supplies. The Selected Contractor shall provide all supplies necessary for the bulking and transportation of materials. This shall include any and all pallets, stretch wrap, Gaylord boxes and any other materials that may be needed to pack and load electronics in the Selected Contractor's vehicles.
- 5.10 Technical Assistance. Provide technical assistance and attend meetings as requested
- 5.11 Certifications. Provide all required certifications identified in any proposal.

SECTION 6 Geauga-Trumbull SWMD's Responsibilities

- 6.1 Coordinate collection schedule with Selected Contractor.
- 6.2 Provide labor to collect material from residents on service days.
- 6.3 Prepare collection containers per requirements of Selected Contractor.
- 6.4 Temporarily and securely store collected material until serviced by Selected Contractor.
- 6.5 Promotion of the Electronics Collection Program.
- 6.6 Pay any non-disputed invoice submitted by the Selected Contractor.

SECTION 7 Proposal Response Format

Parties are required to prepare their proposals in accordance with the instructions outlined in this section. All Parties must submit at least one (1) hard copy marked as the original copy and one (1) complete electronic copy of the proposal in PDF format shall be submitted via email to jenn@startrecycling.com. All information included in the proposal must be presented in the order stated below:

Proposal Section 1: Company Qualifications and Experience (Exhibit 1).

Provide a brief narrative of the party's services and other pertinent information necessary to allow Geauga-Trumbull SWMD to evaluate the party's financial and business stability and ability to support the commitments set forth in response to this RFP. The party must provide a description of previous experience operating or conducting the collection of electronics through a similar format being requested in this RFP.

Proposal Section 2: Compliance with the Law & Certifications (Exhibit 2).

Provide proof of certifications to responsibly, lawfully process/recycle/refurbish electronic materials, including, but not limited to R2 or e-Stewards certifications. The party must respond in the form of Exhibit 2

Proposal Section 3: Transportation Fee Summary and Supply Description (reference RFP Section 5.9) (Exhibit 3):

The party must also specify if transportation will be provided by the party, or a subcontractor. If applicable, the party shall describe each subcontractor's qualifications and experience. Describe the type of supplies provided by the party to collect materials. Also describe the packing and sorting requirements for the communities. (Example. Computer monitors collected in Gaylord boxes on pallets, televisions stacked up to three (3) feet on a pallet and shrink wrapped.) The party must respond in the form of Exhibit 3

Proposal Section 4: Processing Fee & Revenue Summary (Exhibit 4)

Party must complete an Electronics Processing Fee & Revenue Summary in the form of Exhibit 4.

Proposal Section 5: Electronic Materials Accepted and Handling Methods

Provide a detailed, comprehensive list of materials that are acceptable and are not acceptable to be received, processed and handled. Provide the method of handling and name and location of the disposal and/or recycling facilities used for materials in this program. The party must respond in the form of Exhibit 5

Proposal Section 6: Quality and Overall Clarity and Organization & Completeness:

The party must provide a clear, organized and complete proposal

Proposal Section 7: Positive Review by Three (3) References:

Provide references from most recent customers receiving similar services as stated in this RFP. The party must respond in the form of Exhibit 1

Proposal Section 8: Evidence of Insurance.

Include evidence of insurance demonstrating compliance. The party must respond in the form of Exhibit 1.

Proposal Section 9: Affidavit of Non-Collusion (reference RFP Section 15).

The party must complete an Affidavit in the form of Exhibit 6.

SECTION 8 Contract Term and Agreement

The proposed term for the Electronics Program contract is three (3) years (“Contract Term”). Geauga-Trumbull SWMD, within its sole discretion, may extend the term of the Contract Term for two (2) additional one-year periods. The Selected Contractor will be required to enter into a written contract with the Geauga-Trumbull SWMD that incorporates the terms and conditions of the Selected Contractor’s proposal, as well as, reporting requirements for all collection and recycling/disposal by the Selected Contractor in a form reasonably determined by the Geauga-Trumbull SWMD in its sole discretion.

SECTION 9 Fee and Revenue Structure

Proposed Electronics Collection Program fees and revenues must be completed in the form of Exhibit 3: Transportation Fee Summary and Exhibit 4: Processing Fee and Revenue Summary. Fees shall be classified into two categories.

- 9.1 A Transportation Fee shall include, without limitation, all expenses related to transportation to service each site. (Reference Exhibit 3)
- 9.2 The Processing Fee shall include, and shall include, without limitation all expenses related to labor, supplies, administration and lawful disposal or other disposition of electronics collected through Program. (Reference Exhibit 4)
- 9.3 Those materials collected that generate revenue for Geauga-Trumbull SWMD shall be itemized
- 9.4 Optional Storage Fee: State all other on-site temporary storage options (e.g. box truck, tractor trailer, storage unit, etc.) and the associated fees. (Reference Exhibit 3)

SECTION 10. Indemnification

The Selected Contractor shall indemnify, defend, and hold the Geauga-Trumbull SWD, and its employees, representatives, agents, officers, Board, and affiliates (all of which, for purposes of this Paragraph, are individually and collectively referred to as "Geauga-Trumbull SWD Indemnified Parties") harmless from and against any and all losses, costs, expenses, claims, damages, suits, litigation, causes of action and liabilities (including, without limitation, reasonable attorneys' fees) which the Geauga-Trumbull SWD Indemnified Parties may suffer or incur in whole or in part by reason of: (i) any breach of the representations, warranties, covenants and undertakings of the Selected Contractor in or pursuant to this Agreement or the RFP; or (ii) any acts, conduct, errors, omissions or misrepresentations of or by Selected Contractor or its employees, agents, representatives, officers, directors, shareholders or affiliates. This indemnification shall survive the RFP and be binding upon the Selected Contractor and inure to the benefit of the Geauga-Trumbull SWD Indemnified Parties.

SECTION 11. Business References

The parties must submit three (3) business references consisting of current or previous customers of similar scope and value to the Services identified in this RFP. Include the names, addresses, telephone numbers, e-mail addresses, and verified current contact persons for each of the three (3) business references.

SECTION 12. Insurance Requirements

Evidence of Insurance. A party shall submit to Geauga-Trumbull SWMD with the party's written proposal to provide Electronics Collection Program services, valid certificates evidencing the insurance policies and coverages required in the RFP and all subcontractors in accordance with the requirements set forth in Section 7 of the Sample Agreement, original copies of the policies and all endorsements to any such policies.

SECTION 13. General Information

- 13.1. Geauga-Trumbull SWMD is an Equal Opportunity Employer and does not discriminate against Contractors due to their race, color, marital status, religion, age, sex, national origin, handicap, creed or sexual orientation.

- 13.2. Geauga-Trumbull SWMD strongly encourages Women-Owned Contractors, Minority-Owned Contractors and community-based organizations to submit qualifications and proposals. "Women-Owned Contractors" shall mean those Contractors that are at least fifty-one percent (51%) owned and controlled by women. "Minority-Owned Contractors" shall mean those Contractors that are at least fifty-one percent (51%) owned and controlled by Minority Persons. "Minority Persons" shall mean any ethnic person who is a resident of the United States or its territories, including Asians/Pacific Islanders, persons of African descent, Hispanics and Native Americans/Alaskan natives.
- 13.3. All responses to this RFP received by Geauga-Trumbull SWMD shall remain valid for one hundred eighty (180) days from the date of submittal of the response.
- 13.4. Geauga-Trumbull SWMD shall not be liable for any costs incurred by a party prior to entering into a contract.
- 13.5. The Selected Contractor will be required to assume responsibility and liability for all the services offered in the Selected Contractor's proposal, whether or not such services are directly performed by the Selected Contractor. Further, the Selected Contractor will be the designated point of contact for Geauga-Trumbull SWMD with regard to contract matters.
- 13.6. News releases pertaining to this RFP, the services described in this RFP, and/or any projects to which this RFP relates, may not be made without obtaining prior written approval by Geauga-Trumbull SWMD.
- 13.7. Any contract entered into with Geauga-Trumbull SWMD will require the Selected Contractor to comply with all applicable federal, state and local laws, regulations and any applicable requirements thereunder.
- 13.8. Geauga-Trumbull SWMD reserves the right, at its sole discretion, to reject all proposals submitted in response to this RFP and/or to terminate contract negotiations at any time prior to the execution of a contract.

SECTION 14. Non-Collusion Affidavit

A party shall not be in collusion with any other entity for bidding purposes for this proposal. A signed affidavit in the form of Exhibit 6 must accompany any proposal.



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Exhibit 1

Electronic Collection Program Proposal Format

General Information

Company Name:		Phone Number:	
Mailing Address:		Fax Number:	
City, State Zip:		Email:	
Contact Name:			

Section 1: Company Qualifications & Experience (reference RFP Section 7)

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Section 2: Business References (reference RFP Section 11)

Company	Contact	Phone	Email

Section 3: Insurance - Provide a separate sheet (reference RFP Section 12)



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Electronics Collection Program

Exhibit 2

Compliance with the Law and Certifications Electronics Collection Proposal

General Information

Company Name:		Phone Number:	
Mailing Address:		Fax Number:	
City, State Zip:		Email:	
Contact Name:			

Section 2: Compliance with the Law & Certifications (may provide separate sheets)



Geauga-Trumbull Solid Waste Management District

Exhibit 3

Transportation Fee Summary and Supply Description

General Information

Company Name:		Phone Number:	
Mailing Address:		Fax Number:	
City, State Zip:		Email:	
Contact Name:			

Fee shall include, without limitation, all expenses related to transportation to service each site.
Optional Storage Fee: State all other on-site temporary storage options (e.g. box truck, tractor trailer, storage unit, etc.) and the associated fees.

Locations	Transportation Cost/pick-up, delivery (per location)	Will transportation be supplied by a subcontractor? Y or N (if yes, please specify qualifications & experience)	Is supplied transportation owned, leased or rented by Contractor?	Supply Description (Ex: 36"x36"x36" Gaylord Boxes, pallets, shrink wrap) Include Packing and Sorting Requirements	Optional Storage Container Fee (if available) size & cost (1 per location if needed)
Trumbull County 5138 Enterprise Blvd. NW Warren, OH 44481					
Geauga County 12685 Merritt Rd. Chardon, OH 44024					



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EXHIBIT 6

AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____
(name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners,
directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this
Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by ReWorks in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Geauga-Trumbull Solid Waste Management District of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)



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Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____



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Exhibit 7

Optional: Community Collections Program

General Information

Company Name:		Phone Number:	
Mailing Address:		Fax Number:	
City, State Zip:		Email:	
Contact Name:			

Upon request from community administration (township trustees, city council/mayor, village council, etc.), and funding approval by the Geauga-Trumbull SWMD, the Contractor shall provide all waste collection services needed for the operation of successful Electronic Waste Collection Events. The community will provide the necessary venue to host the events. Services provided by the Contractor will include all staffing, necessary packaging, materials, transportation, equipment and related services, as referenced in Section 5 of the RFP. The Contractor is expected to perform all collection, transportation, and processing services consistent with all local, State, and Federal laws and regulations. The Geauga-Trumbull SWMD will provide the funding for the program.

The Selected Contractor shall assist the community or its agents with event planning and organization as may be requested, including instruction in identifying materials that can/cannot be accepted. Contractor shall, if requested prior to the event, provide pre-event training for event volunteers organized by the community. The community will precede the event with public notice and promotional information using flyers, news releases, and public service announcements with local media.

The Selected Contractor shall, within thirty (30) days following the event, provide an invoice and event information to include at a minimum, the following:

1. Total weight and description of all material collected
2. Total number of event participants
3. Certificate of destruction for all material collected



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Location	Fees: Transportation Cost/pick-up, staffing, etc. (per event)	Will transportation be supplied by a subcontractor? Y or N (if yes, please specify qualifications & experience)	Material Description	Charge (specify per lb. or each)	Revenue (credit to SWMD)
<i>Example</i>	\$100	N	CRT monitors CRT TVs CPUs	\$10 each \$0.30/lb. \$0	\$0 \$0 \$0.05/lb.
Trumbull County communities					
Geauga County communities					
Are there any items you would NOT accept at a community event that are listed as accepted on Exhibit 5?					

Response to Questions submitted 11/18/21

Section 1 – Proposal Instructions and Conditions

- Page 4, paragraph 1 of Section 1.4
 - Is the soft copy of the proposal required to be submitted prior to 2pm on 12/3 or can it be sent shortly after to ensure no bids are opened prior to the 2pm deadline?
 - **The soft copy of the proposal can be received as late as 4pm on 12/3, AS LONG AS the hard copy is received prior to the deadline at 2pm on 12/3**
 - Can a flash drive be submitted in the sealed envelope as an alternative to the soft email copy?
 - **The soft copy can be saved on a flash drive and enclosed in the sealed envelope as an acceptable alternate to electronic submission via email to jenn@startrecycling.com**

Section 3 - Electronics Collection Program Description

- Page 7, paragraph 1 of Section 3
 - Please confirm that contractor is not required to supply employees or labor for the collection or packaging of the electronic wastes.
 - **GTSWMD staff will collect and package accepted materials at each collection facility and will prepare them for pickup by the contractor. The contractor is not required to provide staffing for this purpose**
- Page 7, paragraph 2 of Section 3
 - Can you provide the number of events held each year for the past 3 years?
 - **GTSWMD has not provided electronics collections in separate communities in the past. Some communities have elected to host an e-waste collection or allowed electronics to be dropped off during their typical community cleanup day for bulky items, but we do not have data for these events.**
 - Can you provide the breakdown of weight and description of material for each event?
 - **GTSWMD has not provided electronics collections in separate communities in the past. Some communities have elected to host an e-waste collection or allowed electronics to be dropped off during their typical community cleanup day for bulky items, but we do not have data for these events.**
 - Can you provide the total number of event participants at each event?
 - **GTSWMD has not provided electronics collections in separate communities in the past. Some communities have elected to host an e-waste collection or allowed electronics to be dropped off during their typical community cleanup day for bulky items, but we do not have data for these events.**

Section 5 - Scope of Service

- Page 8, Section 5.3
 - If GTSWMD staff is not available to assist with loading of the truck, will a contractor employee be permitted to operate the forklift, assuming the individual is forklift certified?

- For liability purposes, only GTSWMD employees may operate the forklift. A GTSWMD employee will be scheduled to operate the forklift on pickup days
- Is there a loading dock at each facility or will each shipment be loaded from ground level?
 - There is a loading dock at each facility
- Does each collection facility have the storage capacity to hold certain materials until a full shipment is reached? For example, all televisions/monitors on one shipment and all other electronics on another shipment.
 - Each facility has the capacity to store one truckload of materials, as a combination of both televisions/monitors and all other electronics. There is not sufficient room to store full truckloads of each material separately.

Section 5 – Scope of Service

- Page 9, Section 5.8
 - “Selected Contractor will need to have the necessary equipment on collection trucks to service and load material from each location”. This is contradictory to language in Section 4.3, please clarify if the contractor will be required to bring a pallet jack for each shipment.
 - This section’s language was incorrect and should have been removed. Each facility will have a forklift and pallet jack available. The contractor does NOT need to bring that equipment with them.