



**CHARTER TOWNSHIP OF SHELBY  
REQUEST FOR PROPOSAL (RFP)  
ELECTRONICS RECYCLING COLLECTION  
52700 Van Dyke, Shelby Township MI 48316**

The Charter Township of Shelby Department of Public Works will accept competitive, sealed proposals from qualified respondents for Electronics Recycling Collection at the address, until the date and time detailed below. Proposals shall be in the actual possession of the Township on or prior to the exact date and time indicated below. Late proposals will not be considered. Proposals shall be submitted in a sealed package with **"RFP -Charter Township of Shelby, Electronics Recycling Collection"** and your company's name and address clearly indicated on the front of the package.

Price proposals must be sealed and mailed or taken to Shelby Township Clerk's Office, Electronics Recycling Collection Proposal, 52700 Van Dyke Avenue, Shelby Township MI 48316, for receipt by **Thursday, March 15, 2018 at 2:00 pm. The Proposal Opening is Thursday, March 15, 2018 at 2:00 pm.**

The Charter Township of Shelby reserves the right to accept any proposal, to reject any or all proposal, or to waive irregularities in any proposal that is in the best interest of the Township.

<b>Proposal Due Date &amp; Time:</b>	<b>Thursday, March 15, 2018, at 2:00 p.m.</b>
<b>Contact:</b>	<b>Pam Murrell, Shelby Township DPW</b>
<b>Contact email and phone:</b>	<a href="mailto:pmurrell@shelbytwp.org">pmurrell@shelbytwp.org</a> 586-726-7272
<b>Site Location:</b>	<b>Charter Township of Shelby, 52700 Van Dyke, Shelby Township MI 48316</b>

**Charter Township of Shelby, Electronics Recycling Collection**  
**52700 Van Dyke, Shelby Township MI 48316**  
**Request for Proposal Opening**  
**Thursday, March 15, 2018 at 2:00pm**

Company will provide all labor, packaging materials, fork lift and transportation required to run three (3) Electronics collections for recycling on Saturdays, April 28, 2018 (8:30am-2:00pm), July 28, 2018 (9:00am-1:00pm), and October 27, 2018 (9:00am-1:00pm)

Historical information on the number of cars per month, pounds by category of collection and other data on previous collections is available upon request. Contact Pam Murrell at DPW 586-726-7272.

The event will be held on the Shelby Township campus. The Township will provide volunteers to direct cars and be available to handle any Township issues. Company will pay charity volunteers on site at the end of the event via check in the amount of \$250.00.

Company must comply with all local, state, and federal laws and regulations and follow R2 Practices / E-Stewardship Practices for processing electronics and/or use only vendors that are certified as such for the processing of the collected electronics for recycling.

Company is to assume all risk of loss and to indemnify and hold Shelby Township, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including expenses incident thereto, for injuries to persons (including death) and for loss of, damage to, or destruction of property because of or arising out of Contractor's negligent or intentional acts or omissions.

**Your proposal should include, but not be limited to the following information:**

- Provide electronics collection event process, labor, materials, and transportation.
- List items that will be accepted at the event. List must include computers, CRT monitors, CRT televisions (all sizes), plasma and LCD televisions (all sizes), as well as other household electronics. (*see attachment*)
- List items that will not be accepted at the event.
- Give procedure for reporting event documentation of product type items and weight (in pounds) to Township.
- Provide company certifications including R2 and/ or E-Stewardship or equivalent and /or vendors' certification of R2 / E-Stewardship.
- Provide registration with the Department of Environmental Quality.
- Provide process to guarantee to protect all information and data security. Provide NIST 800-88 compliant erasure and destruction methods to ensure data security and data erasure and destruction methods to be compliant with privacy acts such as HIPAA, FISMA, SOX, FACT, ACT and GLBA. Wipe all hard drives clean of all software and data in compliance with SEC. 17319 PART 173.

- Provide proof of public liability, casualty and auto insurance in sufficient amount as required by Shelby Township (bodily injury \$250,000 per person; \$500,000 per occurrence; \$100,000 property damage per occurrence).

**Please submit total cost for entire proposal** \_\_\_\_\_

An additional alternative bid may be submitted for proposed charges for collected items that will incur a cost and other costs to run the event and any revenue return plan on items.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City & Zip Code \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature/Title \_\_\_\_\_

## ATTACHMENT

Company must accept electronic items listed, at a minimum:

### **Electronic Items**

Cables  
Cable Boxes  
Cash Registers  
Cellular Phones  
Computers  
Computer Peripherals  
All Computer Parts  
Copiers  
Cords  
CRT Monitors  
DVD Players  
External drives (all Types)  
Fax/ Scanners  
Keyboards  
Laptops  
LCD Monitors  
Mouse  
MP3/IPods/etc.  
Networking Equipment  
PDAs  
Printers  
Printer Cartridges  
Toner Cartridges  
Projectors  
Satellite Dishes  
Servers  
Stereos  
TV's  
Typewriters  
UPS Units (Uninterrupted  
Power Supplies)  
VCRs  
Video Game Consoles

### **Household Items**

Blenders (Without Glass)  
Bread makers  
Cameras  
Carpet sweepers (corded or  
Rechargeable)  
Coffee makers (Without Glass)  
Clocks  
Curling Irons  
Electric knives  
Electric Tooth brushes  
Fans  
Food sealing equipment  
Fryers  
Hair cutters  
Hair dryers  
Heaters  
Holiday Lights  
Irons  
Land line Phones  
Massagers  
Metal tools (drills, screwdrivers, small saws, sanders,etc.)  
Microwaves  
Mixers  
Remotes  
Radios  
Shaving equipment  
Toaster Ovens  
Vacuum cleaner (without bag)