



**CHARTER TOWNSHIP OF SHELBY
REQUEST FOR PROPOSAL (RFP)
2019 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, 2019 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, October 18, 2019 at 2:00 p.m. The Proposal Opening is Thursday, October 18, 2019 at 2:05 p.m.**

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.

Proposal Due Date & Time:	Thursday, October 18, 2019 at 2:00 p.m.
Contact:	Pam Murrell, Shelby Township DPW
Contact email and phone:	pmurrell@shelbytwp.org 586-726-7272
Site Location:	Charter Township of Shelby, 52700 Van Dyke, Shelby Township MI 48316

Charter Township of Shelby, Electronics Recycling Collection
52700 Van Dyke, Shelby Township MI 48316
Request for Proposal Opening
Thursday, October 18, 2019 at 2:05 p.m.

Company will provide all labor, packaging materials, fork lift and transportation required to run three (3) Electronics collections for recycling on Saturdays, January 26, 2019 (9:00 a.m.- 1:00 p.m.), July 27, 2019 (9:00 a.m. -1:00 p.m.), and October 26, 2019 (9:00 a.m. - 1:00 p.m.).

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)