



State of West Virginia  
Department of Administration  
Purchasing Division  
2019 Washington Street East  
PO Box 50130  
Charleston, WV 25305-0130  
Attn: Frank Whittaker

RE: RFQ 962-56, ERCYCL12, Addendum 2

Enclosed please find ROUND2, An Avnet Companies Addendum Acknowledgement Form for Solicitation ERCYCL12. Should you require anything additional, please don't hesitate to contact me. Our bid has already been submitted therefore there is no accompanying paperwork.

Regards,

A handwritten signature in black ink, appearing to read "Mike Erhardt".

Mike Erhardt  
Director, Business Development

RECEIVED  
2012 JUL 19 AM 10:25  
WV PURCHASING  
DIVISION

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.:** ERCYCL12

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

ROENOLDZ, AN HUNTER COMPANY  
Company

*[Signature]*  
Authorized Signature

7/16/12  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
ERCYCL12

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

VENDOR

**ROUND2 INC.**  
 1340 AIRPORT COMMERCE DRIVE  
 BUILDING 3, SUITE 300  
 AUSTIN, TX 78741  
 ATTENTION: MIKE ERHARDT

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/31/2012				
BID OPENING DATE: 06/19/2012		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		962-56		
<p>RECYCLE ELECTRONIC EQUIPMENT</p> <p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, TYHE WEST VIRGINIA OFFICE OF TECHNOLOGY, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT TO PROVIDE RECYCLING OF USED ELECTRONIC EQUIPMENT PER THE ATTACHED SPECIFICATIONS.</p> <p>ALL TECHNICAL QUESTIONS MUST BE SUBMITTED IN WRITING TO FRANK WHITTAKER IN THE WV PURCHASING DIVISION VIA EMAIL AT FRANK.M.WHITTAKER@WV.GOV OR VIA FAX AT 304-558-4115. DEADLINE FOR ALL TECHNICAL QUESTIONS IS 06/11/2012 AT 4:00 PM. ALL TECHNICAL QUESTIONS WILL BE ADDRESSED BY ADDENDUM AFTER THE DEADLINE.</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE</p>						

RECEIVED  
 2012 JUL -5 AM 11:37  
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE 6/30/2012	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
ERCYCL12

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
05/31/2012				

BID OPENING DATE: 06/19/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>		06/20/2012
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER
ERCYCL12

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER 304-558-2316

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/31/2012				
BID OPENING DATE: 06/19/2012		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 01/17/2012</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION        PURCHASING DIVISION        BUILDING 15        2019 WASHINGTON STREET, EAST        CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>		6/20/12
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER  
**ERCYCL12**

PAGE  
**4**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**FRANK WHITTAKER**  
**304-558-2316**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

V  
E  
N  
D  
O  
R

S  
H  
I  
P  
T  
O

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/31/2012				

BID OPENING DATE: **06/19/2012** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	SEALED BID					
	BUYER:			44		
	RFQ. NO.:			ERCYCL12		
	BID OPENING DATE:			06/19/2012		
	BID OPENING TIME:			1:30 PM		
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:						
-----						
CONTACT PERSON (PLEASE PRINT CLEARLY):						
-----						
***** THIS IS THE END OF RFQ ERCYCL12 ***** TOTAL:						_____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: \_\_\_\_\_ DATE: **6/30/12**

TITLE: \_\_\_\_\_ FEIN: \_\_\_\_\_ ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



**Request for Quotations  
Statewide Contract ERCYC12  
Electronic Equipment Recycling**

The State of West Virginia is soliciting bids for an open-end, multi-Vendor statewide Contract to **recycle** used electronic equipment. Services covered by this contract may be used by all West Virginia State agencies and other political subdivisions throughout the State. Disposal and recycling procedures contained herein apply only to the West Virginia State agencies under the Governor's Executive Branch of State Government. The WVOT is not responsible for transactions negotiated directly between other WV State entities, and recyclers, within the framework and terms established as a result of this solicitation.

As electronic equipment is retired from use by State agencies in the Governor's Executive Branch, the West Virginia Office of Technology is responsible for receiving equipment and coordinating disposal. Market research indicates that a significant variety of technology components at end-of-life have some residual value in their content of harvestable raw materials. Since the prices of these raw materials fluctuate over time, it is recognized that it is difficult for e-recyclers to place a value on components that would be valid over an extended interval. For this reason, a contract that permits multiple e-recyclers to bid for e-waste loads using current market pricing will be awarded to all vendors meeting mandatory experience and qualification criteria contained herein, and agreeing to adhere to the process as outlined. A secondary bid process will be conducted, among vendors awarded contracts, for each load of equipment approved for disposition and recycling. This type transaction model does not limit the financial return that the State can realize, should the market value of raw materials increase, nor does it bind an e-recycler to an untenable pricing structure, should the value of the raw materials drop. It is understood that raw materials spot pricing could fall to such an extent that the State would need to pay the e-recycler for pickup, during the duration of the contract. In every bid for a discrete load of an aggregated mix of components, the vendor that returns the highest dollar amount to the State, or charges the least for the removal of that load, will be awarded the work order to pick up that discrete load.

### **1.0 Purpose**

To provide pick up and recycling services for surplus electronic equipment no longer in use by West Virginia state agencies in strict compliance with all applicable laws and regulations with regard to recycling and disposal of electronic equipment. Electronic equipment covered by this contract is listed on Attachment A. In lieu of a pre-bid conference, interested vendors may submit written questions to the Purchasing Division as follows:

Frank Whittaker, Senior Buyer  
WV Purchasing Division  
Frank.m.whittaker@wv.gov  
2019 Washington Street, East  
Charleston, WV 25305

All questions, clarifications or subsequent revisions to the bid specifications will be addressed by formal addendum. Written questions must be received by 4:00 pm, 06/11/2012. No further questions or clarification requests will be accepted after the stated deadline.

## **2.0 Mandatory Requirements, Bid Evaluation & Award**

2.1 Mandatory requirements are terms and conditions in the written specification which are absolute, and the compliance with cannot be waived. Failure to comply with mandatory terms shall require the vendor to be disqualified. Mandatory terms are indicated by the use of the terms *shall, will, must, maximum, or minimum*. Decisions regarding compliance with any mandatory requirement shall be at the sole discretion of the State.

2.2 Bid evaluation shall be based solely on whether bidders meet the mandatory qualification and experience criteria established herein. Vendors who meet all mandatory requirements shall be awarded a contract. The contract shall be effective for 12 months with options to renew for 2 additional 12-month periods.

## **3.0 Bid Qualifications and Contract Performance Specifications**

### **3.1 Qualifications**

3.1.1 Vendors shall be properly licensed with all appropriate offices of the State of West Virginia and any other government entities required in order to conduct business under the contract and must provide written certification of compliance with this mandatory requirement by signing and submitting Attachment B. Interested Vendors who do not currently conduct business in WV are encouraged to contact the WV Secretary of State's Office and WV State Tax Department for registration/licensing requirements. Vendors who have been determined to meet all mandatory requirements and are to be awarded contracts will also be required to register with the WV Purchasing Division and pay an annual \$125 registration fee.

3.1.2 Vendors must have been in the e-waste business for a minimum of 2 years. Vendors must provide written certification of compliance with this mandatory requirement by signing and submitting Attachment B.



3.1.3 Vendors must conduct all business performed under the contract in strict accordance with ISO14001 standards and criteria. Vendors must provide written certification of compliance with this mandatory requirement by signing and submitting Attachment B.

3.1.4 e-Stewards or R2 Certification is desirable but is not mandatory.

3.1.5 By signing and dating this bid and Attachment B, the Vendor certifies all business conducted under the contract will be completed in strict accordance with all laws, rules and regulations governing the recycling and disposition of electronic equipment.

3.1.6 Vendors must accept all items listed on Attachment A. No deviations will be made and all items scheduled for recycling must be accepted.

3.1.7 Vendors must provide evidence of General Liability Insurance coverage with coverage limits of \$1,000,000 per occurrence/\$2,000,000 per policy year.

## **3.2 Performance Specifications and Price Bidding**

3.2.1 Electronic Equipment that is no longer in use by the Governor's Executive agencies must be accepted and approved by the WV Office of Technology prior to being retired from State government use. The WV Office of Technology will be responsible for sanitizing and tagging equipment proposed for disposition and recycling for all State Agencies in the Governor's Executive Branch of State Government. Once sanitizing has been completed, a tag will be affixed to each piece of equipment ready for transport to the WVOT warehouse/disposition/recycling. Vendors shall NOT accept any piece of equipment that has not been tagged and approved for disposition by the WV Office of Technology, unless some written assurance is provided to the vendor and the WVOT that the data on all devices has been destroyed, or the vendor has been engaged to provide this as a service for the specific transaction.

3.2.2 Vendors shall be responsible for providing all material and labor required to pack, load and transport equipment, including but not limited to pallets/Gaylord containers, shrink wrap, lift and transport equipment. Equipment pick-up locations may vary and will be determined at the time of need and by the government entity using the contract. It is expected the majority of equipment approved for disposition and recycling by the WV Office of Technology will be located in the Charleston, WV area.

3.2.3 Load sizes, contents, and pick-up frequency will vary. The State anticipates a minimum of one load per month will be required for pick-up and recycling. Loads are anticipated to be a minimum of 8 pallet/Gaylord containers but may be

more or less at the State's discretion. The State shall also have the right to require multiple pick-ups a month if necessary due to storage space limitations, etc.

3.2.4 A secondary bid process will be conducted among vendors awarded contracts for each load of equipment approved for disposition and recycling. Based on current market value for the components listed, raw material and recycling value, vendors shall submit a lump sum bid amount.

3.2.5 Each vendor awarded a contract will be notified when a load has been assembled and is ready for recycling. Vendors will be given a written Request for Bid Quotation based on an itemized list of products for bid pricing. Itemized lists will include manufacturer; model number and form factor (tower, desktop, laptop, etc.); manufacture date; and memory, processor type, and hard drive size and type (if known) for each piece of equipment scheduled for recycling, and identify the pick-up location, and any factors such as distance, elevators, or stairs to stored location.

3.2.6 Equipment loads must be accepted in entirety; no partial loads will be permitted. Vendors will not be permitted to selectively choose equipment they wish to provide bid pricing for.

3.2.7 Vendors will be given 5 business days from the date of receipt of a Request for Bid Quotation to provide a bid amount for the items listed. The bid amount shall be a net price based on current market values and shall reflect whether it is a cost to the state or a payment to the state. Bids shall remain sealed and confidential until the established deadline for receipt of bids. Bid amounts shall be public following the deadline only. During this 5 business day interval, verbal communications will not be permitted. Vendors will be permitted to submit written questions for the first 2 days only. All questions and responses will be answered in writing and distributed to all vendors on the contract at least 1 day prior to the bid deadline. Bid receipt deadline may be extended at the State's discretion.

3.2.8 A WV-39 Release Order will be issued to the Vendor who offered either the lowest cost to the State, or to the vendor with the highest payment offer.

3.2.9 Vendors must pick up equipment within 10 business days of receipt of the WV-39 Release Order. A determination of the date and time for pick-up shall be mutually agreed upon and scheduled by State and Vendor.

3.2.10 Reconciliation of the items being recycled shall be completed by the Vendor and State at the time of pick-up.

#### **4.0 Reporting**

Vendors awarded contracts shall provide electronic bi-annual reports containing quantities of each type of equipment picked up, cost or payments to the State, and range of value by equipment type for Releases received under this contract.

## ERCYC12 - Electronic Recycling

### Attachment A

TYPE OF EQUIPMENT
Desktop Computers
Laptop Computers
Cell Phones
Smart Phones
Tablet Computers
Desktop Printers
Multi-Function Printing Devices
Network Printers
Standalone Copiers
Network Copiers
CRT Monitors
LCD Monitors
Network Switches
Network Routers
FAX machines
Scanning Devices
Microfiche Components
Televisions
Cameras (all: digital, film, x-ray, video, etc.)
Servers
Hard Drives of any size
Magnetic Tape Devices (of any type)
Diskette readers/writers
DVD readers/writers/players
CD readers/writers/players
Telecom (phones, switches, etc.)
Cords and Cables
Keyboards, mice, and other peripherals
Ink and Toner Cartridges
Calculators and other business electronics
Medical Equipment w/ no BIO hazards
Uninterruptible Power Source (UPS)
Mailing Equipment
Batteries
Cables
Mag Tapes
Floppy Discs

**ERCYC12 - Electronic Recycling  
Attachment B  
Bid Qualification, Experience and Performance Certification**

By signing and dating the bid and this Certification, the Vendor does hereby certify compliance with the following:

Proper registration with all State and other governmental entities required to conduct business under the contract has been researched and all requirements will be met;

Has a minimum of 2 years experience in the e-waste business; provide total number years experience 7

All business performed under the contract shall be conducted in strict compliance with ISO14001 standards and criteria.

Has an e-Steward Certification \_\_\_ Yes  No (desired but not mandatory);

Has a R2 Certification  Yes \_\_\_ No (desired but not mandatory); and

All business conducted under the contract will be completed in strict accordance with all laws, rules and regulations governing the recycling and disposition of electronic equipment.

Has or will provide evidence of all insurance coverage required herein and in accordance with WV law.

Round 2, An AVNET Company  
(Vendor)

By: Elizabeth A. Lynne

Title: VP Finance

Business Address:

1340 Airport Commerce Dr Bldg 3, Ste 300

Austin, TX 78741

Date: 6-29-12

*Kellie A. Ray*  
6-29-2012

