

eCycleSecure

Secure Electronic Recycling

Submission for

West Virginia

RFP# ERCYCL12

Electronics Recycling Services

6.11.12



Thank you for including us in this opportunity. For us, being environmentally responsible and delivering recycling to the highest industry standards is just the starting point. Customer service and accountability are where we really shine. I hope that we have the opportunity to prove it to you.

eCycleSecure has been protecting the planet and our clients since 1995 and our dedication to proper recycling gained the attention of the EPA. In 2006, we were asked to be one of twenty industry leaders to help develop and write the new R2 Standard. We recognized the importance of transparency and external, independent verifications. As we live into that, we are registered to ISO 9001:2008 and 14001:2004, as well as being fully R2 Certified.

When producer responsibility laws began spreading across the country, eCycleSecure was identified as one of the processors that could handle the volume and deliver the trusted reliability. We are now the southeast processor for the Manufacturers Interstate Take-back System (MITS) program, representing several of the largest computer and television manufacturers. The MITS program is another example of how we build relationships, through partnerships. We work very hard to fully understand the needs of the marketplace and our customers. This allows us to deliver services that fit perfectly.

We have been serving governmental agencies for several years. We were first listed on the North Carolina State Contract several years ago, and continue to be a preferred vendor for all State and taxpayer funded operations to this day. We approach each job independently and provide preferred pricing and premium service for each customer.

These are just a sample of the many ways that eCycleSecure works tirelessly to be an advocate for our customers, staying ahead of the curve on market, regulatory and environmental issues. We aim to be more than a simple vendor but a valued partner. The details of our proposal are outlined on the following pages. Please do not hesitate to contact me with any questions.

Sincerely,

Brett Rhinehardt
VP Operations

Addressing the Questions and Requirements detailed in the FRP:

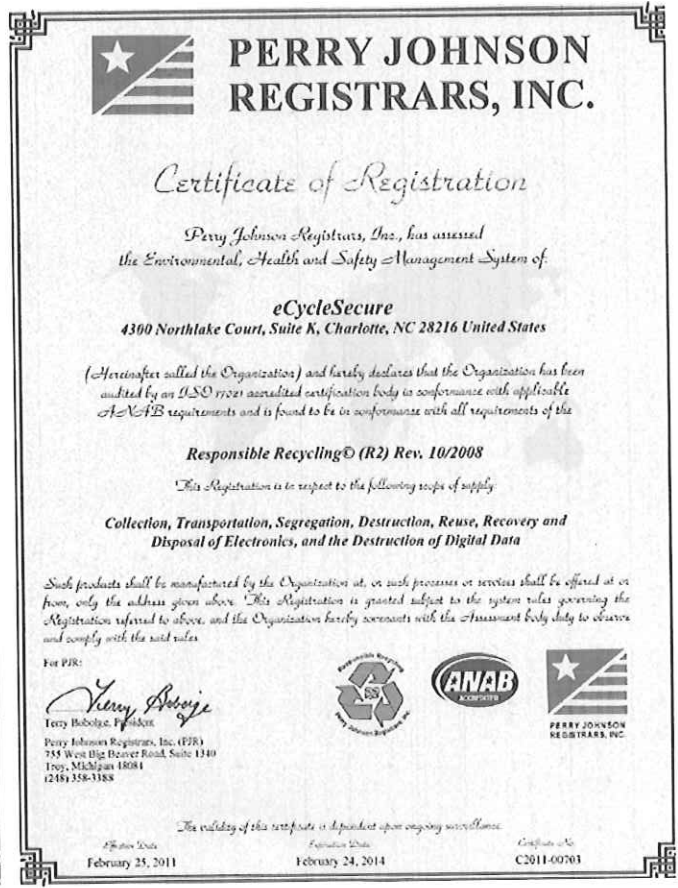
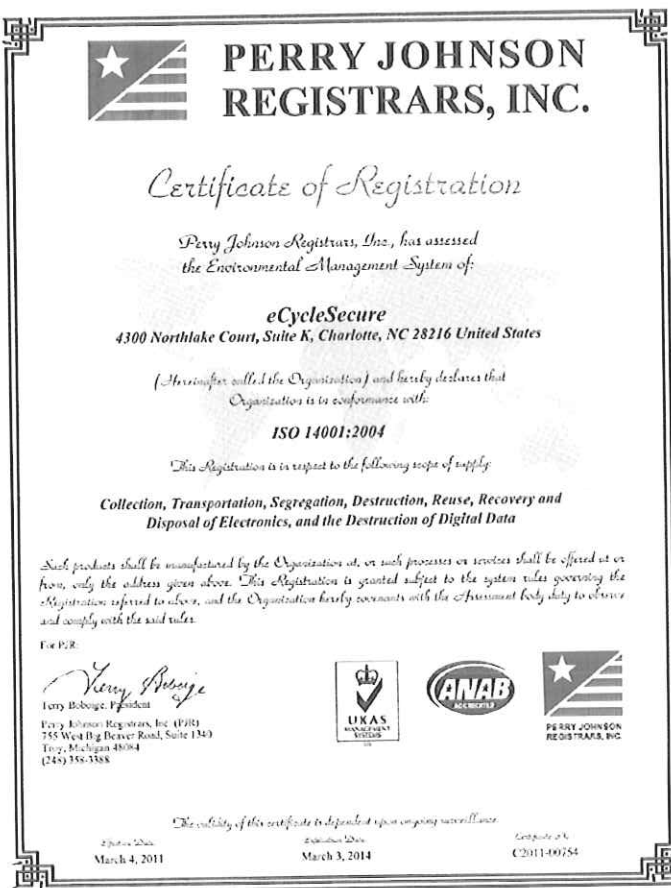
Qualifications

1. Certification and References

eCycleSecure is Certified to R2 and ISO 14001 as evidenced by the certificate below.

References:

Lincoln County NC:	Mark Bivens, 5921 Crouse rd. Crouse, NC 28033	704-732-9030
Spartanburg County SC:	Jason Weaver, 595 Little Mt. Rd., Wellford, SC 29385	864-949-0211
Richland County SC:	Paul Alcantar, 400 Powell Rd., Columbia, SC 29203	803-576-2445



Vendor Background and Information

Industry Leading Electronics Recycling

The first question customers ask is “what do you do?” The answer is easy, “eCycleSecure provides a complete end of life solution for surplus electronics and associated peripherals, all delivered to the highest standards in the industry.” The next question is usually, “yes, but what exactly do you DO?” To answer that question, we have to walk you through our new 40,000 square foot warehouse with its secure and recorded entry system and multiple cameras.

We use our trucks and transport teams pick up over 8,000,000 pounds of material each year. Whether picking up a tractor trailer load from a warehouse or a working laptop from off of an executive’s desk, every piece of equipment receives the same care. These loads are all tracked through our custom inventory system that allows us to verify customers, material and handling requirements. This is the system that records the counts and weights of not only the gross material received but the individual pieces of PCs, cables, keyboards and TVs.

We get this level of detail by doing more than simply shredding everything. Our techs individually handle every item we receive. This is the only way to ensure that we identify reusable equipment and capture any hazardous material. The highest order of recycling is ReUse, and eCycleSecure takes the time to identify, refurbish and reuse more equipment than most. The remaining equipment is disassembled and the raw material recovered right here in the United States.

Working equipment is tested and refurbished in our closed and access-restricted Service Center. This is where hard drives are wiped clean and monitors are tested along with other equipment. All these steps and many more are all driven through our QMS Management System. This independently audited system comprehensively governs everything we do, and we maintain the strict records to prove it.

Highest Industry Standards

At eCycleSecure, we do more than meet minimum requirements; we strive to exceed them and raise the bar even higher. We do this through actively participating in the local community and the industry nationwide. eCycleSecure attends several national and international conferences every year. We are active members of the Institute of Scrap Recycling Industries, the National Association of Information Destruction and the Carolinas Recycling Association. In addition, our Vice President has served on the Board of Directors for the Carolina Recycling Association and the Mecklenburg County Solid Waste Advisory Board and its Solid Waste Management Plan Committee.

Then we put our money where our mouth is by investing the time and resources into internationally recognized Management Systems that are then independently audited by third party registrars. eCycleSecure does this because anyone can claim top do the right thing, but do they have the records to prove they do. And further still, few recyclers invite outside experts to audit those records. eCycleSecure is both ISO 9001:2008 and ISO 14001:2004 Registered as well as R2 Certified, having undergone the rigorous week-long inspection of every aspect of our company and all our records. These certifications verify that everything we do is an environmental best practice and that we actually do what we say we do.

We invest the time and resources in these areas not because it gets us new business. We do this because we care about this industry and our customers, and because it is simply the right thing to do.

Consistent Delivery of Service

Stability becomes even more important when the materials markets are up. It is easy to quote great pricing when markets are up as they are now, but eCycleSecure has proven that we will abide by our agreements, even after the markets turn sour. Our continued relationships (such as sitting on EPA Boards), research and dedication have brought eCycleSecure multiple certified outlets for all the materials we handle. This allows us to not be bound by any single fluctuation in the industry, single contract or single piece of equipment and to guarantee stability for our customers.

We achieve this consistency through research, due diligence and relationships. For example, eCycleSecure has solid agreements with all our major downstream vendors. We insist that they operate to the same high standard we do and they are routinely audited to verify compliance.

Our commitment to long-term thinking is evident in our employees as well. With the exception of the new employees added this year, our crew averages over five years with eCycleSecure, and our Transportation Manager has been with the company for eleven years. This is accomplished first through careful screening and hiring the right people, then through taking care of our employees. Every employee receives continuous training in both safety and production activities, as well as benefits like our 401k Program and Insurance. eCycleSecure thinks long-term and knows that having enviable employee turn-over is integral to that.

Community Support

eCycleSecure accepts its responsibility to the community that supports us as readily as our commitment to our employees. Although not advertised, eCycleSecure routinely makes significant charitable contributions to area churches, deserving organizations and individuals. We are currently working with a new Charter School to get them outfitted with computers and furniture even with limited budgets.

Several area churches have completely outfitted computer labs used to train underserved residents on computers, all thanks to eCycleSecure. Countless individual donations of computers and furniture have been made to churches and groups, all at no cost. Individuals have even received computers, despite not possessing the necessary resources to pay for them. We do not advertise this fact; it is simply the right thing to do.

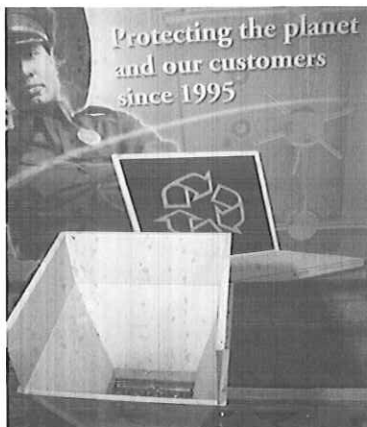
Security, Data Management and Liability Protection

The pattern of rigorously taking care of our customers extends to providing them significant liability protection, even when they do not know that they need it. It is not uncommon for our long time customers to call and ask if we can wipe their hard drives. When we explain that we have always done this for them, they are quite pleased.



The continued media reports of data and identity theft are only now bringing to public attention the issues that eCycleSecure has been addressing for many years. The lingering data that resides on hard drives can be devastating if it falls into the wrong hands. For that reason, eCycleSecure offers several different levels of data management and destruction, all administered by our highly trained and experienced staff.

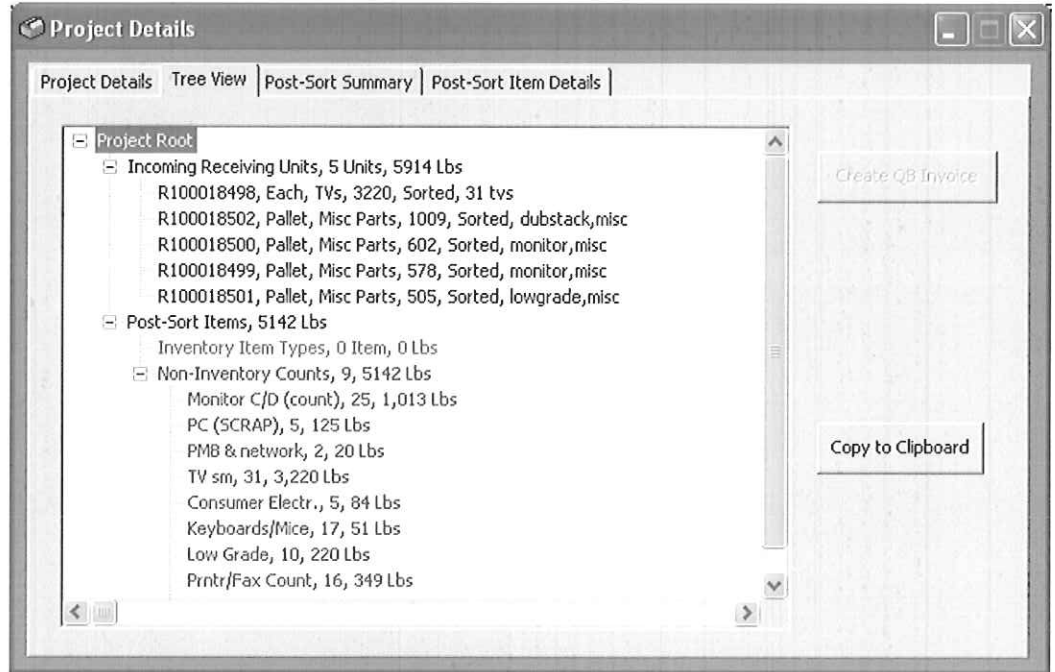
People are often surprised to find out that we have a closed warehouse. There are access and security protocols in place that restrict access to the warehouse and data destruction areas. These and other measures are in place to ensure that our customers' material is handled often with greater consideration for their image, security and liability than they would use.



Equipment Tracking and Transparent Processing™

Some time ago, eCycleSecure invested in a custom designed software system that tracks the equipment that travels through our facility. It is not enough to simply say you do the right thing, or even to actually DO the right thing. At eCycleSecure, we wanted to provide the ability for our customers to audit and verify that we are doing what we say that we do. We created Transparent Processing™.

At any time, we can track equipment from the customer, to our warehouse dock, to the employee that sorted the equipment, who wiped the hard drive and finally to which downstream vendor processed the raw materials. When there was no other software package on the market, eCycleSecure designed one; investing in our customers.



Most Trusted Recycler

Our strict standards have simply been acknowledged by the most demanding customers in the market. In short, these customers trust eCycleSecure with their equipment and good name.

- FINRA (formerly NASDAQ)
- US Foodservice
- NBC News Channel
- US Department of Commerce
- US Marshals
- General Dynamics
- FBI
- Dept. of Homeland Security

- Carolinas Healthcare
- Greenville Hospitals
- Charlotte Plastic Surgery
- Bosch Tools
- Cardinal Healthcare
- Oracle Software
- Piedmont Natural Gas
- Premier



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 17

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

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.

eCycle Secure

(Vendor)
By: BD Burt
Title: Vice president
Business Address:
4300 Northlake Ct. Suite K
Charlotte, NC 28216
Date: 7-26-12

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 checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" 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.

eCycle Secure
Company

BDRLT
Authorized Signature

7/26/12
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



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

Number
ERCYCL12

Page
1

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

RECEIVED

R.F.Q COPY
TYPE NAME/ADDRESS HERE

RECEIVED

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

304-558-4115

DATE PRINTED
07/16/2012

BID OPENING DATE: 08/01/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	Uop	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 3						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING DATE AND TIME PER THE ATTACHED.						
0001	1	LS	062-56	RECYCLE ELECTRONIC EQUIPMENT		
***** THIS IS THE END OF RFQ ERCYCL12 ***** TOTAL:						

RECEIVED
2012 JUL 19 AM 10:17
WV PURCHASING DIVISION

SIGNATURE _____ TELEPHONE _____ DATE _____
 TITLE _____ FEIN _____ ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: ERCYCL12**Addendum Number: 3**

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation: The bid opening date and time are changed to:
08/01/2012 at 1:30 pm

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgment should be submitted with the bid to expedite document processing.

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 Clyde Secure
Company

 R. D. R. L. H.
Authorized Signature

 7/17/12
Date

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Revised 6/8/2012

eCycleSecure

Secure Electronic Recycling

Submission for

**West Virginia
RFP# ERCYCL12**

FOR RECEIVED
2012 JUL 16 AM 10: 23
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DIVISION

Electronics Recycling Services

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VP Operations

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Richland County SC:	Paul Alcantar, 400 Powell Rd., Columbia, SC 29203	803-576-2445



PERRY JOHNSON REGISTRARS, INC.

Certificate of Registration

Perry Johnson Registrars, Inc., has assessed the Environmental Management System of:

eCycleSecure
4300 Northlake Court, Suite K, Charlotte, NC 28216 United States

(Hereinafter called the Organization) and hereby declares that Organization is in conformance with:

ISO 14001:2004

This Registration is in respect to the following scope of supply:

Collection, Transportation, Segregation, Destruction, Reuse, Recovery and Disposal of Electronics, and the Destruction of Digital Data

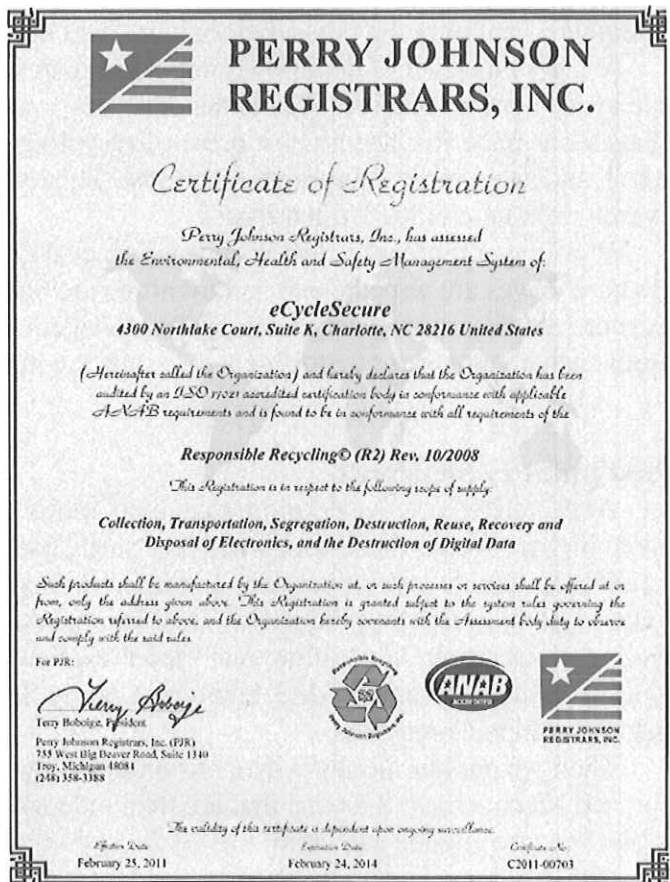
Such products shall be manufactured by the Organization at, or such processes or services shall be offered at or from, only the address given above. This Registration is granted subject to the system rules governing the Registration referred to above, and the Organization hereby accredits with the Assessment body duty to observe and comply with the said rules.

For PJR:
Terry Boboige, President
Perry Johnson Registrars, Inc. (PJR)
755 West Big Beaver Road, Suite 1340
Troy, Michigan 48064
(248) 358-3388

The validity of this certificate is dependent upon ongoing surveillance.

Expiry Date: March 4, 2011
Expiry Date: March 3, 2014
Certificate No.: C2011-00754



PERRY JOHNSON REGISTRARS, INC.

Certificate of Registration

Perry Johnson Registrars, Inc., has assessed the Environmental, Health and Safety Management System of:

eCycleSecure
4300 Northlake Court, Suite K, Charlotte, NC 28216 United States

(Hereinafter called the Organization) and hereby declares that the Organization has been audited by an ISO 17021 accredited certification body in conformance with applicable ANAB requirements and is found to be in conformance with all requirements of the




Responsible Recycling® (R2) Rev. 10/2008

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755 West Big Beaver Road, Suite 1340
Troy, Michigan 48064
(248) 358-3388

The validity of this certificate is dependent upon ongoing surveillance.

Expiry Date: February 25, 2011
Expiry Date: February 24, 2014
Certificate No.: C2011-00703



Vendor Background and Information

Industry Leading Electronics Recycling

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We use our trucks and transport teams pick up over 8,000,000 pounds of material each year. Whether picking up a tractor trailer load from a warehouse or a working laptop from off of an executive’s desk, every piece of equipment receives the same care. These loads are all tracked through our custom inventory system that allows us to verify customers, material and handling requirements. This is the system that records the counts and weights of not only the gross material received but the individual pieces of PCs, cables, keyboards and TVs.

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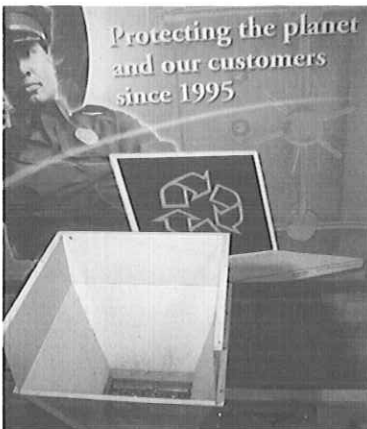
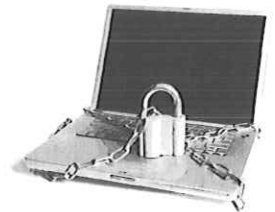
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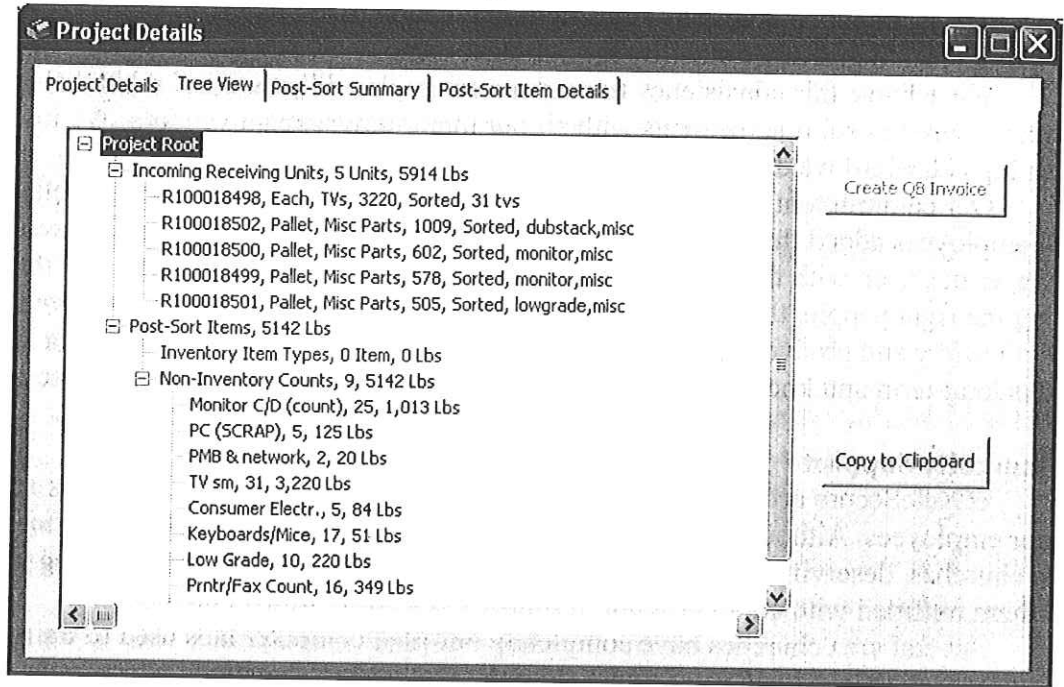
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FINRA (formerly NASDAQ)
US Foodservice
NBC News Channel
US Department of Commerce
US Marshals
General Dynamics
FBI
Dept. of Homeland Security

Carolinas Healthcare
Greenville Hospitals
Charlotte Plastic Surgery
Bosch Tools
Cardinal Healthcare
Oracle Software
Piedmont Natural Gas
Premier



**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:

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Has a minimum of 2 years experience in the e-waste business; provide total number years experience 17

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.

eCycleSecure
(Vendor)

By: BD Rdt

Title: Vice President

Business Address:

4300 Northlake Ct. Suite K

Charlotte, NC 28216

Date: 6-15-12



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

ECYCLESECURE
4300 NORTH LAKE COURT
SUITE K
CHARLOTTE, NC 28216
ATTENTION: BRETT RHINEHARDT

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>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE <i>BDR</i>	TELEPHONE 704-376-1116	DATE 6-15-12
TITLE Vice President	FEIN 27-1859831	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

RFO 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	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>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
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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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State of West Virginia
 Department of Administration
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 Post Office Box 50130
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Request for Quotation

RFQ NUMBER
ERCYCL12

PAGE
3

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

RFQ COPY
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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
-----------	-----------	------

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
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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

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
	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	TELEPHONE	DATE
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 _____

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.

(Vendor)

By: _____

Title: _____

Business Address:

Date: _____

RFQ No. _____

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owned is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ___ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

State of West Virginia **VENDOR PREFERENCE CERTIFICATE**

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: _____ Signed: _____

Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



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

Solicitation

NUMBER
ERCYCL12

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
FRANK WHITTAKER
804-558-2316

VENDOR

eCycleSecure
 4300 North Lake Court
 Suite K
 Charlotte, NC 28216
 Attention: Brett Rhinehardt

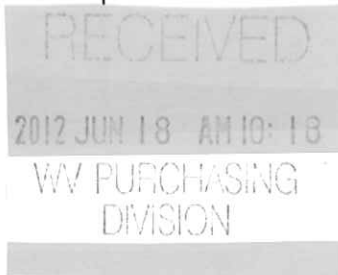
SHIP TO

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

DATE PRINTED
06/29/2012

BID OPENING DATE: 07/18/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 2		
				THIS ADDENDUM IS ISSUED TO PROVIDE THE ATTACHED.		
0001	1	LS		962-56		
				RECYCLE ELECTRONIC EQUIPMENT		
***** THIS IS THE END OF RFQ ERCYCL12 ***** TOTAL:						



SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

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.

ecycle Secure
Company

BDDLDt
Authorized Signature

7/10/12
Date

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