



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

V E N D O R	Creative Recycling Systems of North Carolina, LLC
	8108 Krauss Blvd., Ste 110
	Tampa, FL 33619

S H I P T O	ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

DATE PRINTED
06/18/2012

BID OPENING DATE: 07/03/2012 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
***** ADDENDUM NO. 1 *****						
THIS ADDENDUM IS ISSUED TO EXTEND THE BID OPENING BID OPENING DATE AND TIME.  PROVIDE THE ATTACHED ADDITIONAL TERMS AND CONDITIONS.						
0001	1	LS		962-56		
RECYCLE ELECTRONIC EQUIPMENT						
***** THIS IS THE END OF RFQ ERCYCL12 ***** TOTAL:						
RECEIVED 2012 JUL -5 AM 9:26 WV PURCHASING DIVISION Bidding Delayed 8-9-12						

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	813-621-2319	6/29/2012
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
VP, of Procurement	20-5436411	

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

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
  2. The State may accept or reject in part, or in whole, any bid.
  3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
  4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
  5. Payment may only be made after the delivery and acceptance of goods or services.
  6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
  7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
  8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
  9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
  10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
  11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
  12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
  13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
  14. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
  15. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
  16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.
- I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

SOLICITATION NUMBER: ERCYCL12

Addendum Number: 01

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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:**

Bid opening date and time have changed to 07/03/2012 at 1:30 pm.

Provide the attached Additional Terms & Conditions,

**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 acknowledgement should be submitted with the bid to expedite document processing.

ERCYCL12  
ADDENDUM NO. 1

ADDITIONAL TERMS AND CONDITIONS

Various Legislative acts passed in the 2012 session require inclusion of certain provisions in all state contracts. Accordingly, this addendum will add the three provisions listed below to the solicitation and resulting contract entered into between the State of West Virginia and the vendor. In the event that the solicitation is not for construction or architectural/engineering work, sections 2 and 3 below will not apply.

1. **BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services may require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision.

The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

2. **SUBCONTRACTOR LIST SUBMISSION:** In accordance with W. Va. Code § 5-22-1, The apparent low bidder on a contract for the construction, alteration, decoration, painting or improvement of a new or existing building or structure valued at more than \$500,000.00 shall submit a list of all subcontractors who will perform more than \$25,000.00 of work on the project including labor and materials. This provision shall not apply to any other construction projects, such as highway, mine reclamation, water or sewer projects.

a. **Required Information.** The subcontractor list shall contain the following information:

- i. Bidder's name
- ii. Name of each subcontractor
- iii. License numbers as required by W. Va. Code § 21-11-1 et. seq.



iv. Notation that no subcontractors will be used if the bidder will perform the work

b. **Submission.** The completed subcontractor list shall be provided to the Purchasing Division within one business day of the opening of bids for review. Failure to submit the subcontractor list within one business day after the deadline for submitting bids shall result in disqualification of the bid.

c. **Substitution of Subcontractor.** Written approval must be obtained from the Purchasing Division before any subcontractor substitution is permitted. Substitutions are not permitted unless:

- i. The subcontractor listed in the original bid has filed for bankruptcy;
- ii. The subcontractor in the original bid has been debarred or suspended; or
- iii. The contractor certifies in writing that the subcontractor listed in the original bill fails, is unable, or refuses to perform his subcontract.

3. **GREEN BUILDINGS MINIMUM ENERGY STANDARDS:** In accordance with § 22-29-4, all new building construction projects of public agencies that have not entered the schematic design phase prior to July 1, 2012, or any building construction project receiving state grant funds and appropriations, including public schools, that have not entered the schematic design phase prior to July 1, 2012, shall be designed and constructed complying with the ICC International Energy Conservation Code, adopted by the State Fire Commission, and the ANSI/ASHRAE/IESNA Standard 90.1-2007: *Provided*, That if any construction project has a commitment of federal funds to pay for a portion of such project, this provision shall only apply to the extent such standards are consistent with the federal standards.

## ATTACHMENT A

**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 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.

Creative Recycling Systems of North Carolina, LLC

Company



Authorized Signature

6/29/2012

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

# Solicitation

NUMBER
ERCYCL12

PAGE
1

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

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RFQ COPY  
TYPE NAME/ADDRESS HERE

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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 <i>A. Kuy</i>	TELEPHONE 813-621-2319	DATE 6/29/2012
TITLE VP, of Procurement	FEIN 20-5436411	ADDRESS CHANGES TO BE NOTED ABOVE

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

**SOLICITATION NUMBER: ERCYCL12**  
**Addendum Number: 2**

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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:**

To extend the bid opening date and time to 07/18/2012 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 acknowledgement should be submitted with the bid to expedite document processing.

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

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**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:**

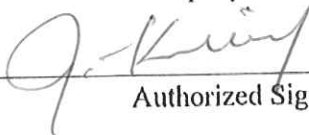
(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input 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.

Creative Recycling Systems of North Carolina, LLC

Company



Authorized Signature

6/29/2012

Date

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





June 15, 2012

State of West Virginia  
Department of Administration  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

Re: Response to: **RFQ #ERCYCL12**  
Date/Time Response Due: **June 19, 2012**

Enclosed please find the original copy of the Creative Recycling proposal in response to the **RFQ #ERCYCL12** for the recycle and market electronic material. We believe along with our past history, make us an ideal candidate. In the following document(s), we utilize the most environmental value from recycled electronics.

Please let me know if you have any questions or need more information. Call me at (813) 740-0099 or by e-mail to [jkr@crsrecycling.com](mailto:jkr@crsrecycling.com)

Sincerely,

Jim Kristof  
Vice President of Sales and Procurement  
Creative Recycling Systems of North Carolina, Inc.

Copy:  
Original was submitted  
to you on 6/15/2012.



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

RFQ COPY

TYPE NAME/ADDRESS HERE

*Creative Recycling Systems of North Carolina, LLC*  
3110 Cherry Palm Dr., Ste 330  
Tampa, FL 33619

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		
RECYCLE ELECTRONIC EQUIPMENT						
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.						
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.						
EXHIBIT 3						
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.						
UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>[Signature]</i>		TELEPHONE 813-621-2319		DATE 6/15/2012		
TITLE VP, Procurement		FEN 20-5436411		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

V E N D O R	RFQ COPY
	TYPE NAME/ADDRESS HERE
	Creative Recycling Systems of North Carolina, LLC
	3110 Cherry Palm Dr., Ste 330 Tampa, FL 33619

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
<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		
		813-621-2319		6/15/2012		
TITLE		FEIN		ADDRESS CHANGES TO BE NOTED ABOVE		
VP, Procurement		20-5436411				

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

## GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:  
(a) conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; (b) be merchantable and fit for the purpose intended; and/or (c) be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.



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

*Creative Recycling Systems of North Carolina, LLC*  
3110 Cherry Palm Dr., Ste 330  
Tampa, FL 33619

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>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>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 <i>[Signature]</i>			TELEPHONE 813-621-2319		DATE 6/15/2012	
TITLE VP, Procurement		FEIN 20-5436411		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

*Creative Recycling Systems of North Carolina, LLC  
3110 Cherry Palm Dr., Ste 330  
Tampa, FL 33619*

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
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 <i>J. Vandy</i>			TELEPHONE 813-621-2319		DATE 6/15/2012	
TITLE VP, Procurement			FEIN 20-5436411		ADDRESS CHANGES TO BE NOTED ABOVE	

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



**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 18

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

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

Has a R2 Certification x 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.

Creative Recycling Systems of North Carolina, LLC  
(Vendor)

By: \_\_\_\_\_

Title: VP, Procurement

Business Address:

3110 Cherry Palm Dr., Ste 330

Tampa, FL 33619

Date: 6/15/2012

RFQ No. ERCYCLI2STATE 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 exceeds five percent of the total contract amount.

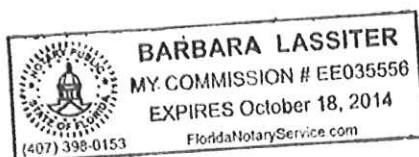
**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into 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: Creative Recycling Systems of North Carolina, LLCAuthorized Signature: [Signature] Date: 6/15/2012State of FloridaCounty of Hillborough, to-wit:Taken, subscribed, and sworn to before me this 15th day of June, 2012.My Commission expires October 18, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC



Purchasing Affidavit (Revised 12/15/09)

## 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: James Kristof

Signed: 

Date: 6/15/2012

Title: VP, Procurement

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



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## Response to: 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.

- ❖ CRS is currently in the process of becoming licensed with the State of West Virginia/Secretary of State.
- ❖ CRS is registered with the West Virginia Purchasing Division. Vendor #114125836.

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.

- ❖ CRS has been in the electronics recycling industry for over 18 years and has worked to master the process of managing electronic scrap in a safe and environmentally friendly manner. Through the development and use of state-of-the-art technology CRS is able to ensure that all material is reused or recycled, keeping landfills and waste streams clear of electronic scrap. Maintaining and adhering to a multitude of internationally acclaimed environmental and safety certifications, CRS adheres to a strict set of principles and standards that assure our customers all electronic material is handled in a responsible and environmentally-conscience manner.
- ❖ See attached "Company Overview" for more information.

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.

- ❖ CRS is ISO 14001 certified and conducts business by those standards and criteria.
- ❖ See attached "Certification" information
- ❖ See attached "Signed Attachment B"

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

- ❖ CRS is R2/RIOS, ISO 14001, ISO 9001 and OHSAS 18001 certified.
- ❖ See attached "Certification" information.

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.

- ❖ CRS certifies that all business conducted under the contract will be completed and in strict accordance with all laws, rules and regulation 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.

- ❖ CRS accepts all items listed on Attachment A and understands that no deviations will be made and that 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.

- ❖ See attached "Insurance" information.



ELECTRONICS RECYCLING AND IT ASSET MANAGEMENT SERVICES



THE SCIENCE OF REUSE

## COMPANY OVERVIEW

- BEST VALUE •
- BEST ENVIRONMENTAL SOLUTION

Creative Recycling – The Science of Reuse  
[www.crserecycling.com](http://www.crserecycling.com)





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## ***THE SCIENCE OF REUSE***

Creative Recycling (CRS) provides state-of-the-art lifecycle management solutions for surplus, obsolete and end-of-life electronic products. We yield the highest value for our customers while producing the smallest environmental footprint available in the world. Recognized as a worldwide leader in the electronics recycling industry, CRS' 18 years of success has been built on environmental stewardship, developing and utilizing state-of-the-art processing technology, and our commitment to customer service.

From managing in excess of 10,000 pick-ups per year from international corporate clients, to recycling electronics for federal, state and local government entities, CRS has made a significant, positive impact on our environment and has defined a multitude of win/win relationships within our industry.

### **Office Locations**

- |                   |                               |
|-------------------|-------------------------------|
| • Tampa, FL (HQ)  | • Chicago, IL                 |
| • Miami, FL       | • Raleigh/Durham, NC          |
| • Tallahassee, FL | • Allentown, PA               |
| • Nashville, TN   | • Baltimore, MD               |
| • Louisville, KY  | • Hartford, CT                |
| • Atlanta, GA     | • Western US...Coming in 2012 |

Creative Recycling has spent countless hours finding, developing and delivering true environmental solutions. Extensive world travel for researching and sharing technology has helped us build lasting international relationships that have allowed us to bring the best available solutions and technology to the United States. The tools and technology we are currently utilizing and ones we are working to develop can and will benefit the global environment and have a far broader impact and reach more than just electronics. Our resolve is unwavering and our mission is to bring real solutions that provide awareness and sustainability through true closed loop processes.



### ***STATE-OF-THE ART PROCESSING SYSTEM RETURNS HIGHEST VALUE FOR COMMODITIES***



1<sup>st</sup> Generation E-Scrap Processing System (above left), located at our Tampa, FL Headquarters.  
2<sup>nd</sup> Generation E-Scrap Processing System (above right), located at our Mid-Atlantic Processing Facility in Raleigh/Durham, NC. Each system is capable of processing 300 million pounds of electronics per year. Our Tampa System was highlighted in the January 2008 issue of National Geographic Magazine, in the article, "High Tech Trash."

### ***STATE-OF-THE-ART CATHODE-RAY-TUBE PROCESSING TECHNOLOGY***



*Robert F. Kennedy Jr. and CRS President & CEO, Jon Yob*



The CRT Processing & Separation System is a laser-guided cutting system integrated with the world's first glass cleaning technology that operates under negative pressure and produces furnace ready glass cullet. Utilizing state-of-the-art air filtration, this equipment exceeds the requirements of both the EPA and OSHA by producing virtually no emissions. The System separates the leaded and unleaded portions of the Cathode Ray Tube (CRT), making it possible to re-use the glass, producing a saleable glass cullet. With the end of analog transmissions, this technology is a timely solution for the avalanche of obsolete CRT televisions that will eventually enter the waste stream if not properly recycled.

## ***RARE EARTH RECOVERY & PROCESSING TECHNOLOGY***



In 2011, Creative Recycling formed GreenRock Rare Earth Recovery. Today, GreenRock owns and operates world leading technology that separates and recovers the heavy rare earth elements found in a multitude of commercial and consumer end-of-life electronics. Recycling rare earth elements will provide a much needed supply.

### **Rare Earth Elements' Sources and Materials**

#### **LCD Televisions & Monitors**

- Yttrium
- Lanthanum
- Cerium
- Praseodymium
- Neodymium
- Europium
- Terbium

#### **Hard Drive Magnets**

- Praseodymium
- Neodymium
- Samarium
- Gadolinium
- Dysprosium

#### **Fluorescent Bulbs**

- Yttrium
- Europium
- Terbium





## CERTIFICATIONS & HIGHLIGHTS



- CRS is recommended and in line for E-Stewards Certification, April 2012.
- *IT Asset Disposition Management* – CRS specializes in handling surplus, obsolete, and end-of-life electronic equipment.
- *Customer Service* is CRS' #1 priority.
- When National Geographic Magazine researched the global problem of e-waste, they featured CRS as a quality solution in their captivating article "High-tech Trash" in the January 2008 issue.
- CRS' commitment to being a *good corporate citizen* begins with its leadership role as a steward of the environment. It is reinforced through support of community endeavors that benefit schools, churches, non-profit organizations, and the individuals they serve.
- *Logistics Services* – Comprehensive transportation services utilizing our own fleet or working with one of our preferred third party carriers. **We cover the nation!**

CRS has held in excess of 1,500 collection events throughout the United States, partnering with companies such as Dell, Home Depot, Sam's Club, Fox Television, Panasonic, Sharp, Toshiba, Southwire, and Toyota.



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## NOTEWORTHY MOMENTS

- 2012 Creative Recycling Partners with NASCAR Green
- 2010 International Electronics Recycler of the Year, awarded by IERCE
- 2010 Small Business Leader of the Year, Tampa Chamber
- 2010 Earth Charter US Sustainable Business Award
- 2009 Eye on America Documentary on Creative Recycling Systems
- 2009 Green Marketing Program of the Year / eCycling Collection – Triangle Business Journal
- 2009 Discovery Channel Documentary on CRS and the role the Company plays in eCycling
- 2008 Highlighted in National Geographic Magazine (January Issue)
- 2008 Jon Yob is honored as IT Florida, IT Leader of the Year
- 2007 Featured on the CBS Evening News with Katie Couric
- 2007 CEO Jon Yob named Ernst & Young Entrepreneur of the Year\* - FL Technology Division
- 2006 IT Florida Honored with the Excellence in IT Leadership – Central Division
- 2004 Mass Mutual National Family Business of the Year Award
- 2002 Greater Tampa Chamber of Commerce Small Business of the Year Award

In 2011, Creative Recycling Systems was highlighted in, *Terra Blight*, a feature-length documentary exploring America's consumption of computers and the hazardous waste created in pursuit of the latest technology.

Joseph C. Yob, Vice President of CRS, was a contributing author in the McGraw-Hill *Recycling Handbook*, by Herbert F. Lund.



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## ***DATA SECURITY STANDARDS FOR ASSET MANAGEMENT***

Adhering to the National Institute of Standards and Technology (NIST) guidelines for media sanitization, CRS has rigid and strictly-enforced protocols to ensure the complete safety and security of our clients' data and personal records. The process ultimately begins at the time of pickup, when CRS accepts full ownership of the electronic material. This step is followed by the removal of all asset tags and obliterating any property markings. As each client requires a different level of data sanitization, to complete the personalized process, CRS' staff will provide the consulting and support services necessary to determine the most appropriate data security method.

Additionally, CRS has invested in a mobile, hard-drive shredder, allowing for even more security with our customer's media containing devices. With this shredder, hard drives and media containing devices are destroyed at a customer's place of business then transported to CRS's facility for recycling, eliminating any fear of a corporate data breach.

CRS provides the following options for data security services:

- Detailed labeling/tracking of loads from pick-up throughout entire recycling process
- On-site hard drive sanitization or destruction
- Removing asset and customer identification tags from each item
- Performing sanitization, or overwrites, on each item to purge the data
- Degaussing all hard drives, floppy disks, magnetic tape, and other IT media
- Video monitoring of drives and other IT media during the shredding process
- Data destruction on Optical Media
- Certificates of Destruction and/or Certificates of Media Sanitization

Monitored 24 hours a day, seven days a week, our facilities are under constant surveillance. Through the use of a professional security agency, an extensive system of surveillance cameras, and active-intrusion detection systems, CRS can ensure the safety of our customers' material and information.







## **ACCEPTABLE MATERIAL**

All electronic equipment is acceptable with the exception of manifested hazardous waste, radioactive waste, biohazardous waste and mercury containing devices\*\*.

Some examples of accepted electronic equipment are, but not limited to:

Computer Monitors – CRTs	Tape Players	Printed Circuit Boards
Computer Monitors – Flat Panel	CD Players	UPS (personal & network)
Televisions – CRTs	Telephones	Microwaves
Televisions – Flat Screen	Cell Phones	Small Household Appliances
Desktop Computers	Fax Machines	Servers
Laptop Computers	Gaming Consoles	Terminals
Keyboards/Mice	Power & Network Cables	Rechargeable Batteries
Toner/Ink Cartridges	Network Hubs	Peripherals
Printers	Switching boxes	Military Equipment
Scanners / Fax Machines	Controllers	Medical Equipment
Copy Machines	Modems	Telecommunications
VCRs	Docking Stations	Commercial Equipment
Stereos	CD ROMs	Office Equipment
Radios	Hard Drives	Banking Equipment
Mainframes	Household Batteries	Test Equipment

*\*\*Please contact us for information regarding additional items that are accepted for recycling.*

***CRS has a NO LANDFILL policy for all electronics.***

With Creative Recycling Systems, all end-of-life electronics are recycled into valuable commodities and circulated back into worldwide production,

***SIMPLY ERADICATING ELECTRONIC WASTE***



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## ***BUSINESS TO BUSINESS – IT ASSET DISPOSITION MANAGEMENT***

Focusing on the retirement, disposal and remarketing of personal computers, workstations, servers, network equipment and associated peripherals, it is our mission to shield organizations from the inherent risks associated with these services. Providing the highest standards and security associated with asset management and disposition, we eliminate risks such as confidential information remaining on retired hard drives, software piracy, environmental fines and unnecessary property tax payments.

With tightly controlled processes and business practices, our asset recovery services minimize client involvement in the complicated and cumbersome process of computer retirement and disposal, allowing us to take care of:

- Logistics / Packaging
- Inventory Management and Storage
- Security
- Testing and Configuration Analysis
- Redeployment
- Remarketing
- Charitable Donation
- Environmental Disposal
- Detailed Reporting

CRS caters to an impressive and diverse customer base within the private sector. Servicing businesses from an array of divisions has given CRS the experience of handling a variety of needs and requirements. Offering various platforms of remarketing and recycling, our talented sales and customer service teams can design a program to fit the needs of companies large and small. Detailed reports reflecting our customer's Green Initiatives are available upon request. If you are ready to Go Green and Get Green, call us today!





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## **STATE CONTRACT EXPERIENCE**

CRS is currently the contract holder for eight state contracts:

### State of Florida

Charles Day, CPPB, Purchasing Analyst  
Fax: (850) 414-6122  
Email: Charles.Day@dms.myflorida.com

### State of Georgia

Matthew Carter, III, CPPB, Purchasing Agent  
Email: matthew.carter@doas.ga.gov

### Commonwealth of Kentucky

Tom Heil, Environmental Scientist II  
502-564-6716 x 4640  
Email: Thomas.heil@ky.gov

### Commonwealth of Virginia

Director, DGS Procurement  
804-371-0932  
Email: procurement@dgs.virginia.gov

### State of North Carolina – State Convenience Contract (926A)

Dewey Bennett, CPPB  
919-807-4530  
Email: dewey.bennett@doa.nc.gov

### Delaware Solid Waste Authority

Rich Von Stetten, Senior Manager  
302-739-5362  
Email: rvs@dwsa.com

### State of South Carolina – State Electronics Recycling Contract

Ron Conner, Contract Administrator  
803-896-0284  
Email: rconner@itmo.sc.gov

### State of Connecticut

Lynn Peccerillo  
860-713-5255  
Email: Lynn.peccerillo@ct.gov

### State of Maryland

Kathryn Wilson, Program Manager  
410-767-0587  
Email: kathryn.wilson@dgs.state.md.us

## **LOCAL GOVERNMENT**

With regard to local and county government agencies, CRS has developed numerous electronics recycling partnerships. CRS has worked with many diverse counties throughout the United States including local governments, recycling centers, solid waste facilities, and school boards.

- Pinellas County, FL
- Fulton County, GA
- DuPage County, IL
- Prince William County, VA
- Charlotte/Mecklenburg, NC
- Lancaster County, PA
- City of Atlanta, GA
- Nashville/Davidson, TN
- Morris County, NJ
- City of Tampa, FL
- Charleston County, SC
- Northeast Maryland Waste Disposal Authority



## **Morrisville, NC Certification Information**



ACCESSIBLE UNDERSTANDABLE REGISTRATION

## CERTIFICATE OF REGISTRATION

*AQA International, LLC attests that*

**Creative Recycling Systems of North Carolina, LLC**  
619 Distribution Drive  
Morrisville, NC 27560

*with a scope of :*

Scope of Supply is Electronics Recycling – the Diversion of End-of-Life/Surplus  
Electronic Devices from the Waste Stream by the Re-use and/or  
Recycling of such Electronic Devices

has established an Environmental Management System that is in conformance  
with the International Environmental Standard

**ISO 14001:2004**

*"Further clarifications regarding the scope of this certificate and the applicability of  
ISO 14001:2004 requirements may be obtained by consulting the organization."*

Certificate No.: US00012559  
Initial Registration: 09/05/2008  
Registration Date: 09/05/2011  
Expiration Date: 09/04/2014  
Last Modified: 09/05/2011

CEO, AQA INTERNATIONAL

World Headquarters  
501 Commerce Drive, NE  
Columbia, SC 29223 USA  
[www.aqainternational.com](http://www.aqainternational.com)



Certificate CA10/55589

The management system of

## **Creative Recycling Systems of North Carolina LLC**

619 Distribution Drive  
Morrisville, North Carolina, 27560, U.S.A.  
has been assessed and certified as meeting the requirements of:

### **ISO 9001:2008**

The scope of registration is as follows:

**The recovery, recycling, re-deployment, and final disposition of  
electronic devices; marketing and sale of electronic devices by  
reuse and/or recycling.**

Further clarifications regarding the scope of this certificate and the applicability of  
ISO 9001:2008 requirements may be obtained by consulting the organization.

This certificate is valid from 18 February 2010 until 17 February 2013 and remains  
valid subject to satisfactory surveillance audits.  
Re certification audit due before 17 January 2013  
Issue 1.

Signed for and on behalf of SGS US Testing Company Inc.



Zachary C. Pivarnik  
Accreditation Manager, North America  
Accredited Office  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 www.sgs.com



SGS 9001-2 01 0303  
Page 1 of 1

Certificate US10/55591

The management system of

## Creative Recycling Systems of North Carolina LLC

619 Distribution Drive  
Morrisville, North Carolina, 27560, U.S.A.

has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable ANAB requirements. This organization is found to be in conformance with all requirements of:

### Responsible Recycling®:2008

The scope of registration is as follows:

**The recovery, recycling, re-deployment, and final disposition of  
electronic devices; marketing and sale of electronic devices by  
reuse and/or recycling.**

Further clarifications regarding the scope of this certificate and the applicability of Responsible Recycling®:2008 requirements may be obtained by consulting the organization

This certificate is valid from 18 February 2010 until 17 February 2013 and  
remains valid subject to satisfactory surveillance audits.  
Recertification audit due a minimum of 30 days before the expiration date.

Authorized by



Zachary C. Pivarnik  
Accreditation Manager, North America

SGS Systems & Services Certification  
Division of SGS U.S. Testing Company Inc.  
201 Route 17 North, Rutherford, NJ 07070 USA  
t 201-508-3000 f 201-935-4555 www.us.sgs.com

This certificate remains the property of SGS and shall be returned upon request.





Certificate US10/55592

The management system of

## Creative Recycling Systems of North Carolina LLC

619 Distribution Drive  
Morrisville, North Carolina, 27560, U.S.A.

has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable ANAB requirements. This organization is found to be in conformance with all requirements of:

### RIOS:2006

The scope of registration is as follows:

**The recovery, recycling, re-deployment, and final disposition of electronic devices; marketing and sale of electronic devices by reuse and/or recycling.**

Further clarifications regarding the scope of this certificate and the applicability of RIOS:2006 requirements may be obtained by consulting the organization.

This certificate is valid from 18 February 2010 until 17 February 2013 and remains valid subject to satisfactory surveillance audits. Recertification audit due a minimum of 30 days before the expiration date.  
Issue 1.

Signed for and on behalf of SGS Systems & Services Certification



Zachary C. Pivarnik  
Accreditation Manager, North America

SGS Systems & Services Certification  
Division of SGS US Testing Inc.  
201 Route 17 North, Rutherford, NJ 07070  
t 201-508-3000 t 1-800-747-9047 f 201-935-4555 www.sgs.com

This certificate remains the property of SGS and shall be returned upon request.

Page 1 of 1



Certificate of Compliance CA10/55590

## CERTIFICATE OF COMPLIANCE

This is to notify that the Occupational Health and Safety System of:

### **Creative Recycling Systems of North Carolina LLC**

619 Distribution Drive  
Morrisville, North Carolina, 27560, U.S.A.  
has been assessed and found to be in compliance with the requirements of:

## **OHSAS 18001:2007**

The assessment covered the following scope:

**The recovery, recycling, re-deployment, and final disposition of  
electronic devices; marketing and sale of electronic devices by  
reuse and/or recycling.**

This certificate is valid from 18 February 2010 until 17 February 2013  
Re certification audit due before 17 January 2013  
Issue 1.

Signed for and on behalf of SGS US Testing Company Inc



Zachary C. Pivarnik  
Accreditation Manager, North America  
Accredited Office  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 www.sgs.com

SGS OHSAS 01 0303

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## **Tampa, FL Certification Information**



Certificate CA10/55608

The management system of

## Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.

has been assessed and certified as meeting the requirements of:

### ISO 9001:2008

The scope of registration is as follows:

**Electronics Recycling – The diversion of end-of-life / surplus devices  
from the waste stream by the re-use and / or recycling of such  
electronic devices .**

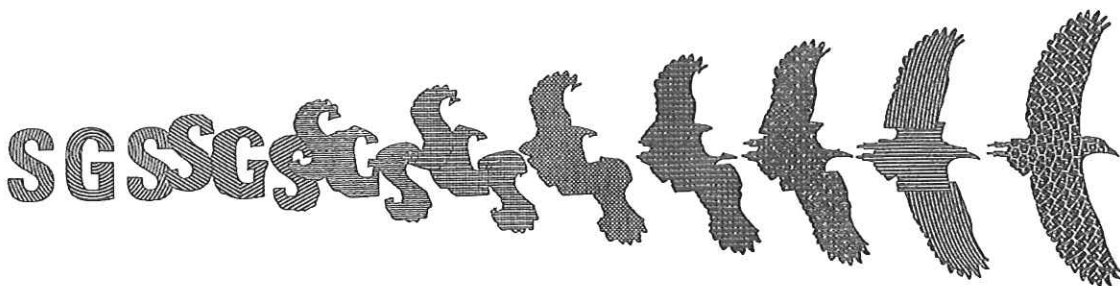
Further clarifications regarding the scope of this certificate and the applicability of  
ISO 9001:2008 requirements may be obtained by consulting the organization.

This certificate is valid from 1 March 2010 until 28 February 2013 and remains valid  
subject to satisfactory surveillance audits.  
Re certification audit due before 28 January 2013  
Issue 1.

Signed for and on behalf of SGS US Testing Company Inc.

Zachary C. Pivarnik  
Accreditation Manager, North America  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 www.sgs.com

SGS 9001-2 01 0303  
Page 1 of 1





Certificate CA/55608

The management system of

## Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.

has been assessed and certified as meeting the requirements of:

### ISO 14001:2004

The scope of registration is as follows:

**Electronics Recycling – The diversion of end-of-life / surplus devices  
from the waste stream by the re-use and / or recycling of such  
electronic devices.**

Further clarifications regarding the scope of this certificate and the applicability of  
ISO 14001:2004 requirements may be obtained by consulting the organization.

This certificate is valid from 1 March 2010 until 28 February 2013 and remains valid  
subject to satisfactory surveillance audits.  
Re certification audit due before 28 February 2013  
Issue 1.

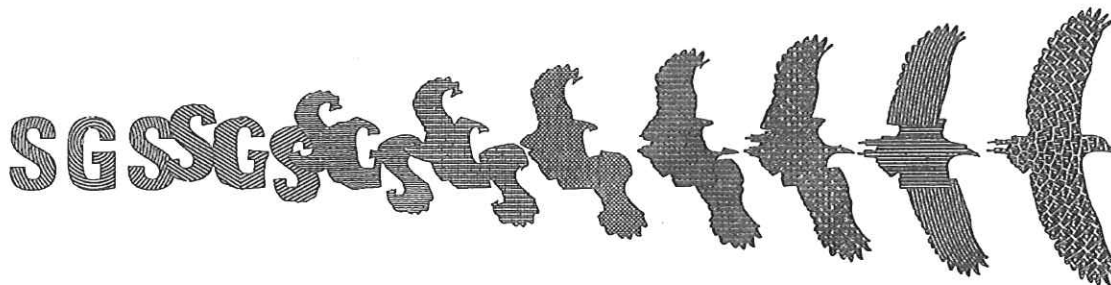
Signed for and on behalf of SGS US Testing Company Inc

Zachary C. Pivarnik  
Accreditation Manager, North America

Accredited Office  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
t (201) 608-3000 f (201) 935-4555 [www.us.sgs.com](http://www.us.sgs.com)  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 [www.sgs.com](http://www.sgs.com)



SGS EMS 04 0105  
Page 1 of 1





Certificate of Compliance CA10/55606

## CERTIFICATE OF COMPLIANCE

This is to notify that the Occupational Health and Safety System of:

### Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.

has been assessed and found to be in compliance with the requirements of:

## OHSAS 18001:2007

The assessment covered the following scope:

**Electronics Recycling – The diversion of end-of-life / surplus devices  
from the waste stream by the re-use and / or recycling of such  
electronic devices.**

This certificate is valid from 1 March 2010 until 28 February 2013 and  
remains valid subject to satisfactory surveillance audits.  
Recertification audit due 28 January 2013  
Issue 1.

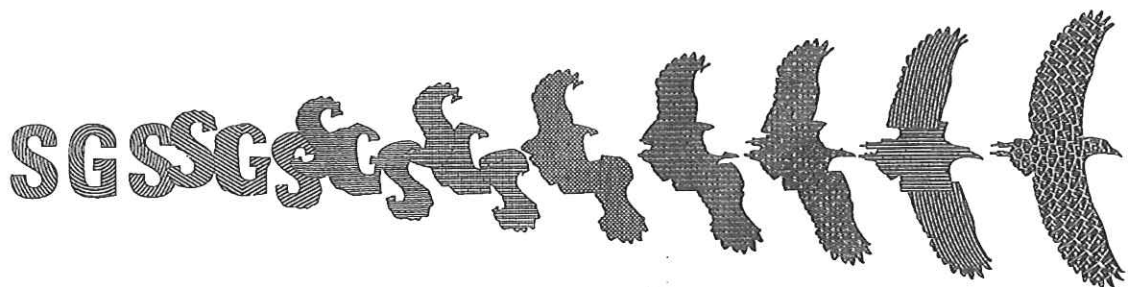
Signed for and on behalf of SGS Systems & Services Certification Canada Inc

Zachary C. Pivarnik  
Accreditation Manager, North America

Accredited Office  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 www.sgs.com

SGS OHSAS 01 0303

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Certificate US10/55609

The management system of

## Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.



has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable ANAB requirements. This organization is found to be in conformance with all requirements of:

## Responsible Recycling®:2008

The scope of registration is as follows:

**Electronics Recycling – The diversion of end-of-life / surplus devices from the waste stream by the re-use and / or recycling of such electronic devices.**

Further clarifications regarding the scope of this certificate and the applicability of Responsible Recycling®:2008 requirements may be obtained by consulting the organization

This certificate is valid from 1 March 2010 until 28 February 2013 and remains valid subject to satisfactory surveillance audits. Recertification audit due a minimum of 30 days before the expiration date.

Issue 1.

Authorized by

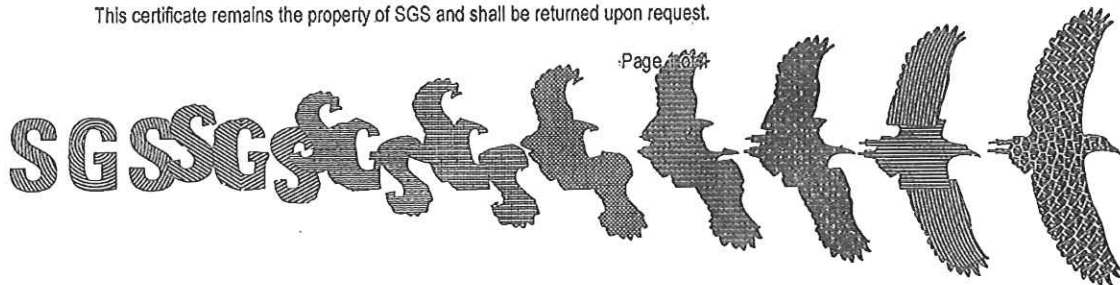
Zachary C. Pivamik  
Accreditation Manager, North America

SGS Systems & Services Certification  
Division of SGS U.S. Testing Company Inc.  
201 Route 17 North Rutherford, NJ 07070 USA  
t 201-508-3000 f 201-935-4555 www.us.sgs.com



This certificate remains the property of SGS and shall be returned upon request.

Page 1 of 1







Certificate US10/55605

The management system of

## Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.

has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable ANAB requirements. This organization is found to be in conformance with all requirements of:



## RIOS:2006

The scope of registration is as follows:

**Electronics Recycling – The diversion of end-of-life / surplus devices from the waste stream by the re-use and / or recycling of such electronic devices.**



Further clarifications regarding the scope of this certificate and the applicability of RIOS:2006 requirements may be obtained by consulting the organization.

This certificate is valid from 1 March 2010 until 28 February 2013 and remains valid subject to satisfactory surveillance audits. Recertification audit due a minimum of 30 days before the expiration date.  
Issue 1.

Signed for and on behalf of SGS Systems & Services Certification



Zachary C. Pivarnik  
Accreditation Manager, North America



SGS Systems & Services Certification  
Division of SGS US Testing Inc.  
201 Route 17 North, Rutherford, NJ 07070  
t 201-508-3000 t 1-800-747-9047 f 201-935-4555 www.sgs.com  
This certificate remains the property of SGS and shall be returned upon request.

Page 1 of 1





### DEP/EPA Information



## Florida Department of Environmental Protection

Bob Martinez Center  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

Rick Scott  
Governor

Jennifer Carroll  
Lt. Governor

Herschel T. Vinyard Jr.  
Secretary

02/02/2012

James Kristof, Vice President of Sale Procurement  
Creative Recycling Systems Inc  
8108 Krauss Blvd Ste 110  
Tampa, FL 33619-3009

The Florida Department of Environmental Protection has reviewed your form 8700-12FL notification for a new hazardous waste DEP/EPA Identification Number or status/information change. Based on the information received you must use the following identification number for all manifests or reports for **Creative Recycling Systems Inc** located at **8108 Krauss Blvd Ste 110, Tampa , FL33619-3009**

**FLR000133066**

Your facility notified FDEP requesting the following hazardous waste status/activities which **do not require a separate submission: Conditionally Exempt SQG; Universal Waste Batteries, Universal Waste Battery Transporter, Universal Waste Lamps, Universal Waste Devices, Large Quantity Handler.**

Your facility is **currently registered** for the following activities: **UW Lamp Transporter, UW Device Transporter, UW Lamp Transfer Facility, UW Device Transfer Facility, UW Lamp SQH, UW Device SQH (reg exp on 03/01/13).**

Your facility is **currently permitted** as: **No Active Hazardous Waste Treatment, Storage, or Disposal Permit.**

If you have pending program registrations/certifications or permits, these will be mailed separately. You are required to notify us on form 8700-12FL if there is any change in your operations which would affect your status, activity or contact information. The form is found here:

<http://www.dep.state.fl.us/waste/categories/hwRegulation/pages/NotificationRegulatedWaste.htm>.

**To review the details of your status, visit:**

[http://appprod.dep.state.fl.us/www\\_RCRA/Reports/handler\\_results.asp?epaid=FLR000133066](http://appprod.dep.state.fl.us/www_RCRA/Reports/handler_results.asp?epaid=FLR000133066).

For further assistance, please e-mail a Notification Coordinator at [EPOST\\_HWreg@dep.state.fl.us](mailto:EPOST_HWreg@dep.state.fl.us) or call us at (850)245-8707.

Sincerely,

Glen Perrigan  
Environmental Manager  
Hazardous Waste Regulation Section

ME ID: 75579 , Email Address: [JKristof@crserecycling.com](mailto:JKristof@crserecycling.com)



## **Insurance Information**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/20/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bouchard Insurance P O Box 6090 Clearwater FL 33758-6090		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 727-447-6481 <b>E-MAIL ADDRESS:</b> clcerts@bouchardinsurance.com <b>FAX (A/C, No):</b> 727-449-1267															
<b>INSURED</b> CRSHO-1 CRS Holding of America Inc		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"><thead><tr><th>INSURER</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : New Hampshire Insurance Co</td><td>23841</td></tr><tr><td>INSURER B : St Paul Fire &amp; Marine Ins Co</td><td>10335</td></tr><tr><td>INSURER C : Bridgefield Casualty Ins Co</td><td>10700</td></tr><tr><td>INSURER D : RetailFirst Insurance Company</td><td>19704</td></tr><tr><td>INSURER E : American States Insurance Co</td><td>26883</td></tr><tr><td>INSURER F : Chartis Specialty Insurance Co</td><td></td></tr></tbody></table>		INSURER	NAIC #	INSURER A : New Hampshire Insurance Co	23841	INSURER B : St Paul Fire & Marine Ins Co	10335	INSURER C : Bridgefield Casualty Ins Co	10700	INSURER D : RetailFirst Insurance Company	19704	INSURER E : American States Insurance Co	26883	INSURER F : Chartis Specialty Insurance Co	
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INSURER D : RetailFirst Insurance Company	19704																
INSURER E : American States Insurance Co	26883																
INSURER F : Chartis Specialty Insurance Co																	

## COVERAGES

CERTIFICATE NUMBER: 1008722432

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			01LX027560787	2/20/2012	2/20/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPI/OP AGG \$2,000,000 Employee Benefits \$1mil/\$1mil
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			01CA019045892	2/20/2012	2/20/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			TUU025442300	2/20/2012	2/20/2013	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000 \$
C D E E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	019610859 052034044 01WC33294420 01WC35870310	7/25/2011 7/25/2011 7/25/2011 7/25/2011	7/25/2012 7/25/2012 7/25/2012 7/25/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
F F F	Professional Liability Cyber Liability Pollution Liability			015890251 015890251 PLS1388301	2/20/2012 2/20/2012 1/17/2011	2/20/2013 2/20/2013 2/20/2013	Limit 3,000,000 Limit 3,000,000 Limit 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

FOR BID PURPOSES ONLY  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## **Work Flow Process Information**



**ADMINISTRATION CONTROL PROCEDURE (ORDER INPUT)** -All activities involved with the managing of incoming orders, including screening for significant aspects.

All incoming pick-up orders received by phone, e-mail or fax are screened before they are processed to determine if they contain a significant aspect (mercury containing devices, batteries, lead containing devices). CRS does not accept smoke detectors. CRS does not accept mercury containing devices, unless a small quantity is authorized by the General Manager or the Environmental Management Representative (EMR) who evaluates the quantity to ensure it does not exceed the limits of what the company is legally able to transport. Since failure to follow the proper procedures could result in an environmental release, it is considered a condition of employment to follow all Significant Aspect Procedures established by this company.

Examples of mercury containing devices:

- Fluorescent light bulbs
- HID bulbs
- Thermostats
- Boat switches
- Thermometers

Examples of batteries:

- Alkaline, Carbon
- Vacuum Tubes

The order is screened, and if it does not contain any significant aspects, the details of the order are recorded and entered into the database system. The order is then passed to the Logistics Department where arrangements are made to assign and schedule drivers for pickup.

The following are the 5 types of customer pick-ups:

1. Private Company
2. Municipality
3. State Agency
4. Federal Agency
5. Non-profit

**PICK-UP PROCEDURE & TRUCK DRIVERS** -All activities involved with the picking up of an order and then transporting it back to the warehouse for processing.

CRS can respond to a request for pick-up within 24 -48 hours and a pick-up within 3 -5 days of request. We can provide all materials for packaging such as pallets, Gaylord boxes, and shrink-wrap as needed by the customer for proper packaging and shipment of all end-of-life electronics. We request that materials be sorted, palletized, and shrink-wrapped according to like items per pallet (i.e. Monitors on one pallet, televisions on another pallet). Smaller items can be placed into Gaylord boxes provided by CRS. As part of our services we will provide a demonstration on our first pick-up to show personnel our packaging and loading requirements per CRS safety standards. CRS truck drivers prepare each morning for the daily pick-ups by reviewing the *Pick-Up Schedule* sheets with





## CRS Work Flow Process

the Logistics Manager, and collecting the necessary paperwork, maps and directions.

All drivers follow strict company standards, which include:

- A professional appearance at all times (CRS shirt and pants).
- A clean truck inside and outside, checking tires, water and oil.
- Report any problems immediately to the Logistics Manager or General Manager.

Each driver's personal protective equipment includes:

- Back belt
- Work gloves
- Work boots

Each driver is responsible for the following required materials for the truck:

- Back belt, work gloves, safety glasses, work boots
- First aid kit
- Break down safety equipment: flares, reflectors, flashers and fire extinguisher
- Gas card
- Pallets, pallet jack and Gaylords
- Shrink wrap and tape
- Platform scale of 3,000 lb. capacity with electronic reader head (if requested)

Drivers load their trucks with necessary packing supplies and lifting aids that are needed for the day. Assigned trucks leave the CRS warehouse and travel to scheduled pick-up destinations.

- Before Arrival -The driver calls the customer 20-30 minutes before arrival to remind them of the pick-up and to confirm the specific pick-up location.
- Upon Arrival -The driver assesses the order size as:
- Order Size Acceptable -The size and/or quantity of the actual order is similar to the original order on the *Pick-up Schedule* sheet.
- Order Size Unacceptable -The size of the actual order varies significantly from the original order. The driver calls the Logistics Manager, who reassesses the order with the customer and reschedules if necessary.
- Loading -The driver completes the necessary paperwork then begins loading. The driver disassembles any components, where required, packs the items into Gaylord boxes or on pallets, and loads the collected equipment onto the truck.
- Return -The driver returns to the warehouse after scheduled pick-ups are complete. The contents of the pick-up are **sealed and locked securely** in the truck until it can be unloaded.



**RECEIVING PROCEDURE** -All activities involved with the unloading of material from the trucks into the warehouse.

- The driver verifies with the Logistics or the Operations Manager that the secured CRS warehouse is ready to receive the order: warehouse area is clean and safety equipment is used.
- The paperwork for the order is transferred to Logistics.
- The driver backs the truck up to the open warehouse dock.
- The Gaylord boxes and items on pallets are unloaded from truck with the use of a forklift. Any small loose items are lifted by hand into the warehouse.
- The packing supplies are removed and items separated.

**TRIAGE PROCEDURE** -All activities involved with organizing the flow of incoming material, then diverting it to the proper procedure.

Incoming Material:

- **Private Company** – items are coded either green (do not require tracking) or red (requires further tracking).
- **State Agency** – all items are coded red and require tracking.
- **Federal Agency** -all items are coded red and require tracking.
- **Municipality** -all items are coded green and do not require tracking. Items other than TV's are taken to demanufacturing or sorted into Gaylord boxes.

### **SCREENING PROCESS**

Gaylord boxes and items on pallets are moved from Receiving with the use of a forklift. Any small loose items are lifted by hand.

- **Mercury Containing Devices Procedure** – No mercury containing devices are permitted in the processing machine, as it could result in an environmental release. When an item is found, it is separated and taken to a designated storage area.
- **Batteries Procedure** – No batteries are permitted in the processing machine, as it could result in an environmental release. When an item is found, it is separated and taken to the designated storage area.

### **TRACKING PROCESS**

- **Tracking (coded red) or Evaluation Order** – The information needed for the *Pick-up Schedule* sheet is recorded. *Inventory Form* is then created that summarizes this information.
  - **No Tracking (coded green)** – Items continue to the demanufacturing process. Quality Assessment:
  - **High Quality or CPU** -If items are considered "High Quality" or the item is a CPU, the items are sent to the Reusable Products procedure.
  - **Low Quality and other Items** -If items are not considered "High Quality" or the item is not a CPU or monitor, the items are sent to Demanufacturing or sorted into Gaylord boxes.
- Monitors:
- These units are lifted onto a pallet and stacked 3 wide, 3 long, 3 high (27 total)
  - A recycled cardboard sheet is used to separate each row of monitors
  - To secure the monitors in place, plastic wrap is wrapped around the outside of the load.



## CRS Work Flow Process

- The pallet is then taken by forklift to the Loading area.

The remaining items in Triage with reusable components are moved to Demanufacturing. Items that do not contain reusable components are sent to the Baler Procedure.

Order Completion: Once the order is completed, the *Pick-up Schedule* and *Inventory Form* are sent to:

- **Private Company** -paperwork is sent to the Accounting Assistant
- **State Agency** -paperwork is sent to the State Account Representative
- **Federal Agency** -paperwork is sent to the GSA Account Representative

**DEMANUFACTURING PROCEDURE** -All activities involved with disassembly of electronic devices. This includes the sub processes of Circuit Boards and Data Security.

Central Processing Units (CPU): These units are disassembled and the components sorted for recycling.

- The asset tags and owner identification tags are removed.
- If tracking information is needed, it is recorded at this time.

The circuit boards are removed along with the hard drives (see process below) Once the components of the CPU are removed, the housings are stacked on a pallet and are ready for the Loading Procedure.

Other Items: The following is the procedure for an item other than a CPU that requires demanufacturing:

- The asset tags and owner identification tags are removed.
- If tracking information is needed, it is recorded at this time.
- The circuit boards are removed (see process below)

Once the components are removed, the remaining materials are sorted into a Gaylord box, or sent to the Baler process.

**CIRCUIT BOARDS PROCEDURE** -All activities involved with the sorting and processing of the circuit boards.

Circuit Board Process:

- Devices with circuit boards are transported in Gaylord boxes by forklift to the Circuit Board station.
- The boards are then separated by quality and condition.
- If a mercury component is found on the board, this is carefully removed with

pliers and placed in a container. It is then taken to the Designated Storage Area. Old Circuit Boards:

- The older boards are sorted into a Gaylord box.
- Newer Circuit Boards:  
If there are reusable components on the board, these are carefully removed and sorted into boxes.
- Any reusable metals on the boards are recovered and collected.
- The boards are then placed in a Gaylord box or sent to the Baler for processing.



## CRS Work Flow Process

### Weighing:

- The circuit board Gaylords are taken by forklift to the scale to weigh its contents.
- The weight is recorded on an Inventory Sheet, which is given to the Operations Manager.
- The Gaylord is then moved to the Staging area where it is ready for shipment.

**AUTOMATED PROCESSING MACHINE PROCEDURE** -All activities involved with the safe operation of the E-Vantage Separator System.

Preparation Process: Product Screening –

### Unacceptable Items:

- Mercury containing devices
- Batteries Product Screening

### Acceptable Items (not limited to):

- Televisions (CRT)
- Monitors
- CPU's (remove battery)
- Copying/ Imaging Devices
- Circuit Boards
- Computer peripherals
- Plastic
- Ferrous Metals
- Non Ferrous Metals
- Precious Metals



## CRS Work Flow Process

The material to be processed is then moved by forklift over to the staging area. Loose plastic items and other acceptable miscellaneous devices are loaded into the hoppers.

Wire – any wire or cables with the item needs to be removed, as it cannot go through the shredder. These items are placed into a Gaylord box.

Start-up Procedure: The *Daily Operations Checklist* is followed where each major component of the system is started separately to ensure they are operating correctly.

### Normal Operation:

1. Loading -The main conveyor is continually loaded with electronic devices at the Collector Bin. Employees have been trained to only load the machine with acceptable devices.
- **Hoppers** – these units are dumped onto the Collector Bin that feeds the units onto the conveyor belt.
2. Shredder -All material is monitored by video surveillance to ensure it is transfers from the main conveyor onto the shredder, and that it passes through the shredder properly.
  - The loading process can be slowed down to allow for continual processing.
3. Sorting Station 1 (conveyor) – the material that passes through the shredder is monitored at the sorting station. Material that is not desired is removed and placed in a Gaylord box.
  - When these Gaylord boxes are filled, they are taken by forklift to the Staging Area.
4. Station 2 (Ferrous) – Gaylord boxes are monitored at this stage to ensure they do not overfill.
  - Once the first Gaylord nears maximum capacity, the material is diverted to the second box beside it by swinging the metal arm on the chute.
  - Gaylord boxes that are filled are taken by forklift to the staging area.
5. Station 3 (Non Ferrous) – Gaylord boxes are monitored at this stage to ensure they do not overfill.
  - Once the first box nears maximum capacity, the material is diverted to the second box beside it by swinging the metal arm on the chute.
  - Gaylord boxes that are filled are taken by forklift to the staging area



## CRS Work Flow Process

- Once the first box nears maximum capacity, the material is diverted to the second box beside it by swinging the metal arm on the chute.

Gaylord boxes that are filled are taken by forklift to the staging area  
Shutdown Procedure: It is critical to the safe operation of the machine, and its long run reliability to complete the Shutdown Procedure after each use.

- To ensure no pieces of material remain in the machine, it is run for a set amount of time to clear the components.
- The components are then visually inspected, especially the Eddy Current, which is easily damaged by leftover material.
- Any problem with a component of the machine is immediately communicated to the General Manager.
- Once the power to the machine is shutdown, the entire area is swept for safety.
- If any routine maintenance is needed, such the grease points, it is performed at this time.

### Maintenance:

- At preset intervals, regular maintenance is conducted on the various components of the automated machine to ensure it is properly maintained.

**REUSABLE PRODUCTS PROCEDURE** -All activities involved with identifying devices that are reusable, then sending these units to be recycled.

### Separation:

- During the Triage process of separating the incoming material, reusable products are identified.
- This would include devices that are in excellent condition and in good working order.
- Devices that are more than 3 or 4 years old are generally excluded due to the short life cycle of electronics.

### Packing and Transportation:

- Reusable units are stacked on a pallet and shrink-wrapped, or placed into a Gaylord box.
- The details of these reusable units are recorded on the Transfer Form.
- The pallets and Gaylords are then moved by forklift to the Staging Area.
- When a shipment is scheduled, the Gaylords and/or pallets are loaded into the truck by forklift.
- The driver takes a copy of the paperwork and delivers the material to the buyer.

**TELEVISION DEMANUFACTURING PROCEDURE** -All activities involved with the transporting and processing of television units.

### Transportation:



## CRS Work Flow Process

- CRS truck picks up a load of televisions and transports them back to the warehouse. Unloading & Separation:
  - The truck backs into the warehouse and unloads the televisions.
  - The Television Manager takes a physical Count of the number of units, and records this information on the Inventory Sheet, which is given to the General Manager at the end of the day.
  - If there are any electronic devices other than televisions, they are sorted into a Gaylord box and taken by forklift to the Triage area.

### Television Process:

- Lead containing devices – lead is an inert substance contained in the CRT glass of the television tubes, which has special handling instructions.
- Wood Housing
  - Televisions with a wood housing are demanufactured by hand separating the CRT tube from the housing. The wood housings are placed into a metal container, and then taken by forklift to the staging area.
  - Tube is placed into a Gaylord box, and then taken by forklift to the Processing Machine.
- Plastic Housing
  - Televisions with a plastic housing are placed into a Gaylord box, and then taken by forklift to the Processing Machine.

### **BALER PROCEDURE** -All activities involved with the processing material into transportable cubes.

#### Preparation:

- The item to be processed is taken to the Baler area by forklift in Gaylord boxes. If needed, individual items are carried by hand.
- Toner and Ink containing devices – all printers and fax machine devices that potentially contain a Toner and Ink device are inspected. If a cartridge is found, it is removed and placed into a container. These units are then recycled.
- Recycled cardboard boxes placed around the inside perimeter of the baler to support the material.
- Metal fasteners are also placed around the bale to hold the material during transportation.

#### Baler Process:

- Material is loaded into the Baler with a shovel or by hand.
- The Baler is activated and the material is compressed, more material is then added.
- This process is repeated until the desired size of the Bale is reached.
- The Baler is then opened and the metal fasteners are tightened.
- The forklift is then used to remove the Bale from the machine and it is taken to the Staging Area.





**EXPORT CONTROL PROCEDURE** -All activities involved with the management of export material.

After the electronic equipment has been processed through the facility, the material proceeds through the Export Control Process.

**End Market Verification:**

Before a vendor is approved to receive a shipment from the facility, it has been evaluated to ensure its operations are consistent with the Environmental Policy of CRS. This is achieved by the following:

- Certification – if a company has achieved a recognized environmental certification, such as the ISO 14001, then this is considered sufficient evidence the company's operations are well monitored.
- No Certification – if a company does not have a recognized environmental certification, then a member of CRS management or a representative performs a site visit to evaluate the processes of the company's operations. Only those companies that exhibit a commitment to the environment will be approved. Upper management makes the final decision and it is communicated to the General Manager.

**Logistics:**

- When a load of recycled material is ready for shipment, the Logistics Department contacts a vendor that has been approved by the General Manager.
- The transport container is delivered and the shipping process commences.

**SHIPPING PROCEDURE** -All activities involved with the loading of material onto the transportation vehicle or container.

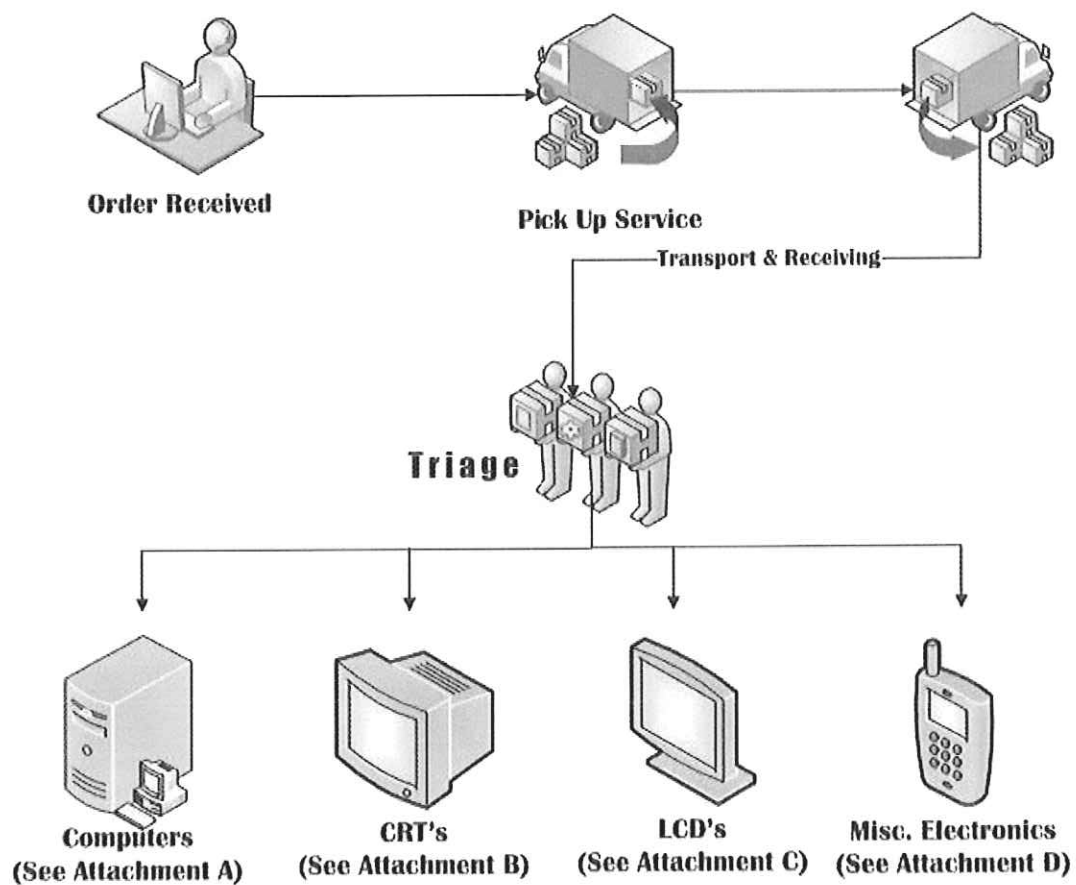
**Preparation:**

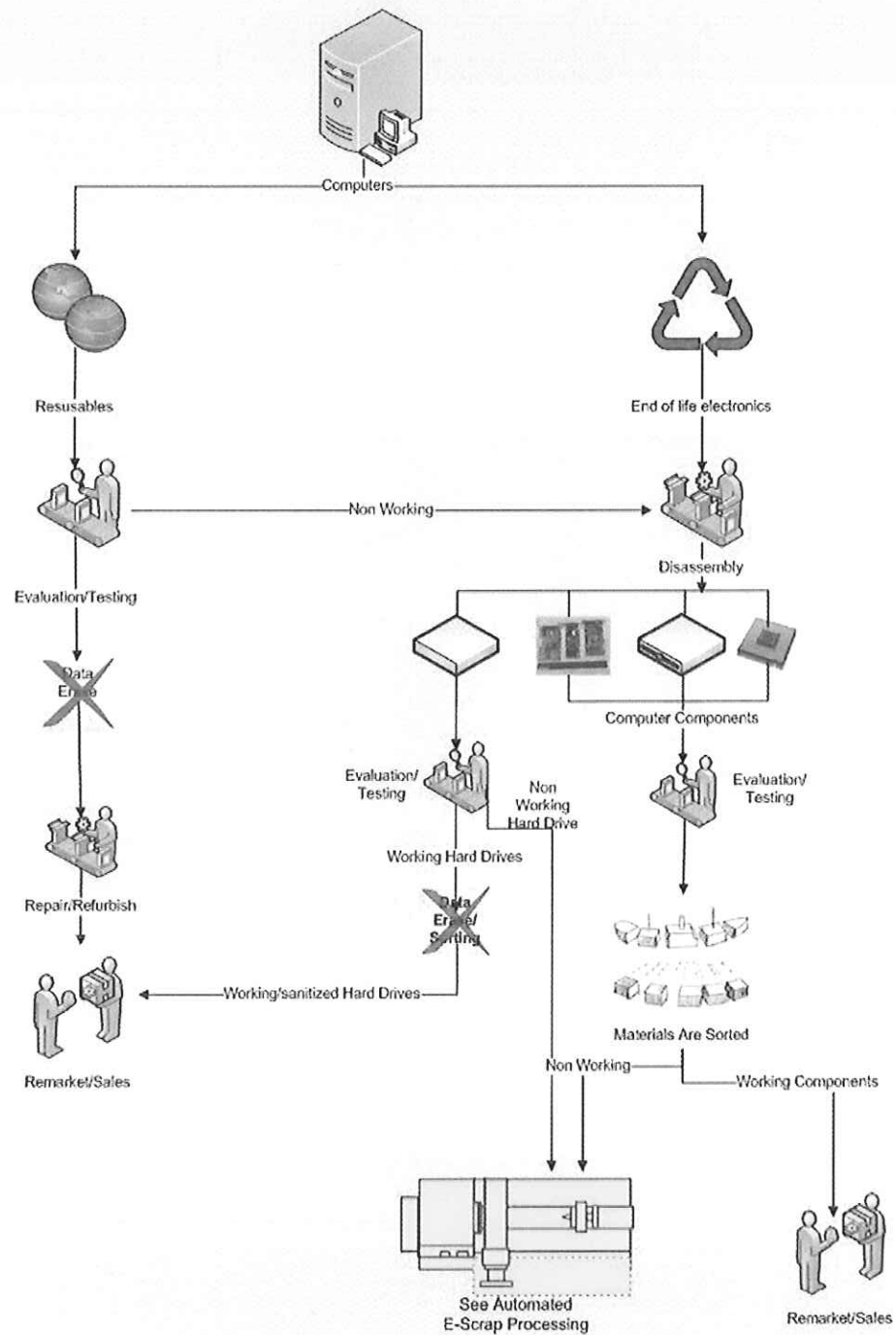
- The Logistics Manager notifies the Warehouse Manager that a transport container will be delivered to the facility.
- The material to be loaded is then organized and the paperwork completed.
- Gaylords or Bales are taken by forklift to the scale to weigh the contents. The weight is recorded on the export sheet that is given to the Warehouse Manager when the load is complete.

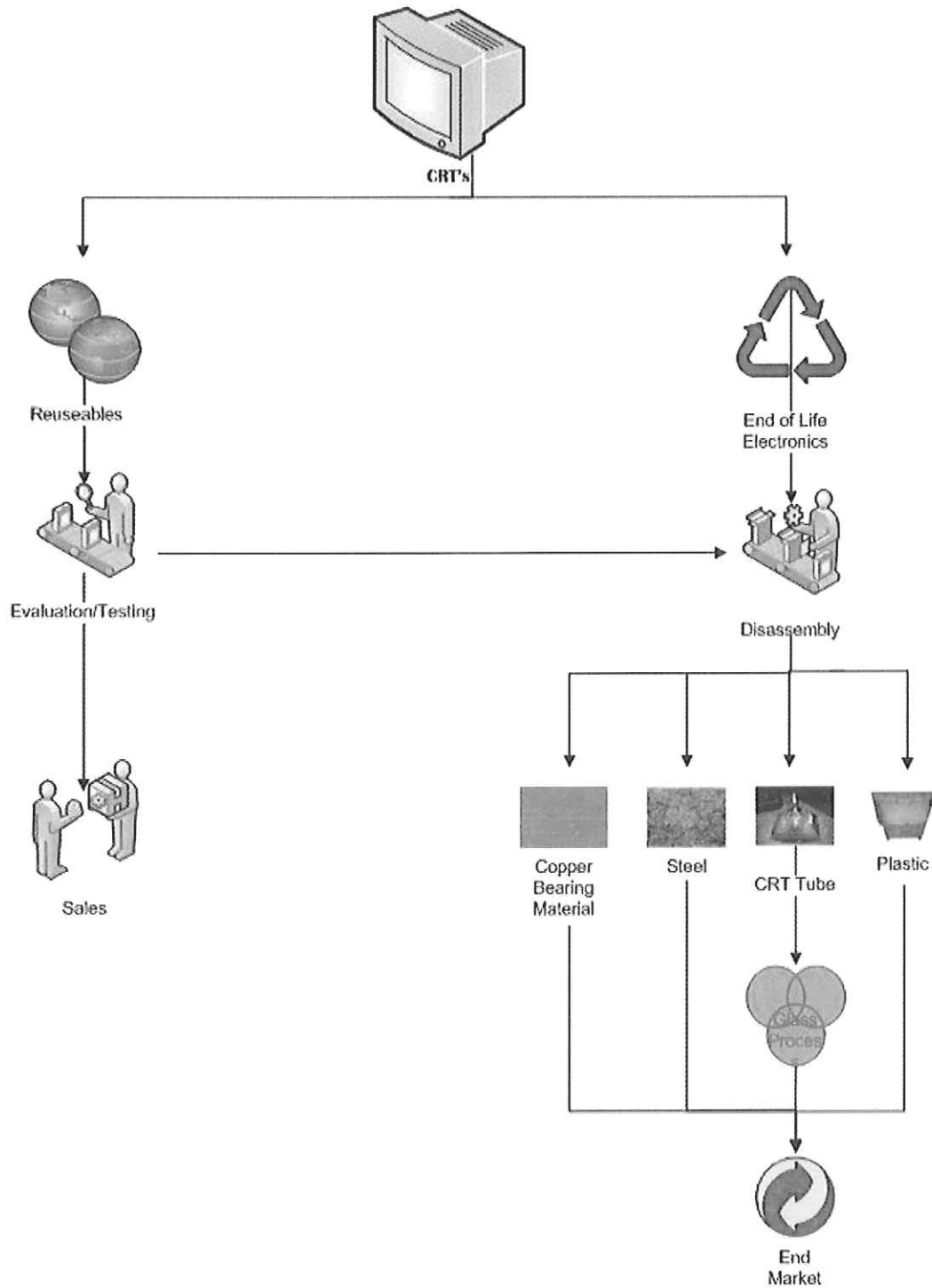
**Loading Process:**

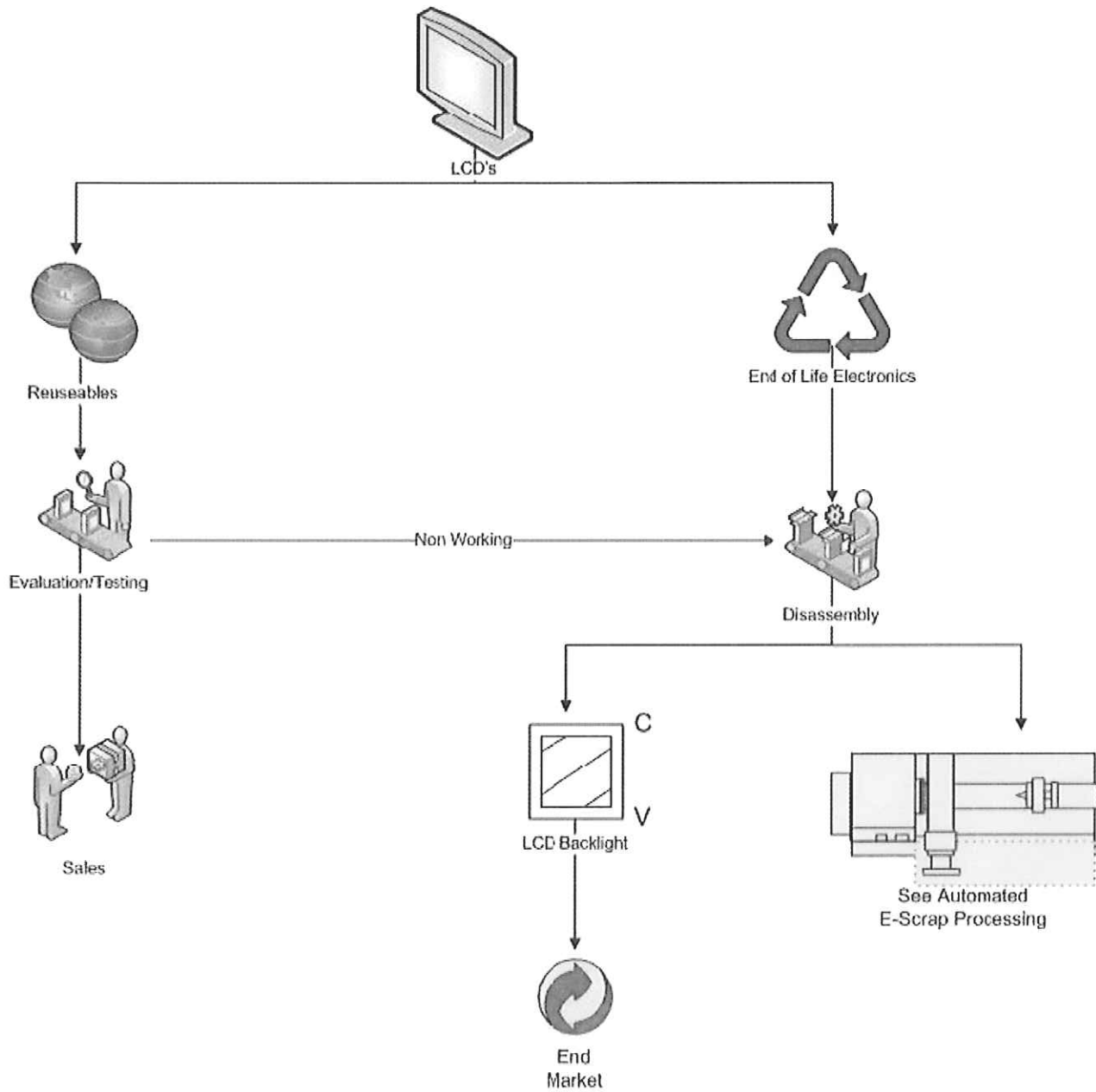
- When the container arrives, the Warehouse Manager signs the paperwork then directs the driver where to park the trailer. The trailer doors are opened and the material is loaded into the container using forklifts.
- Maximum Weight – the Maximum amount of weight that can be loaded into the trailer is 40,000 pounds, as a result, the glass load is single-stacked.
- All other loads of material are double-stacked to transport as much as possible.
- Paperwork -as the material is being loaded, the quantity is being recorded on the Inventory Sheet.
- When the loading is complete, digital pictures are taken of the contents and the container number.
- The paperwork is then given to the Logistics Department and a copy is given to the Driver.
- The Driver hooks the trailer to the truck and then transports the trailer to the recycling end user.

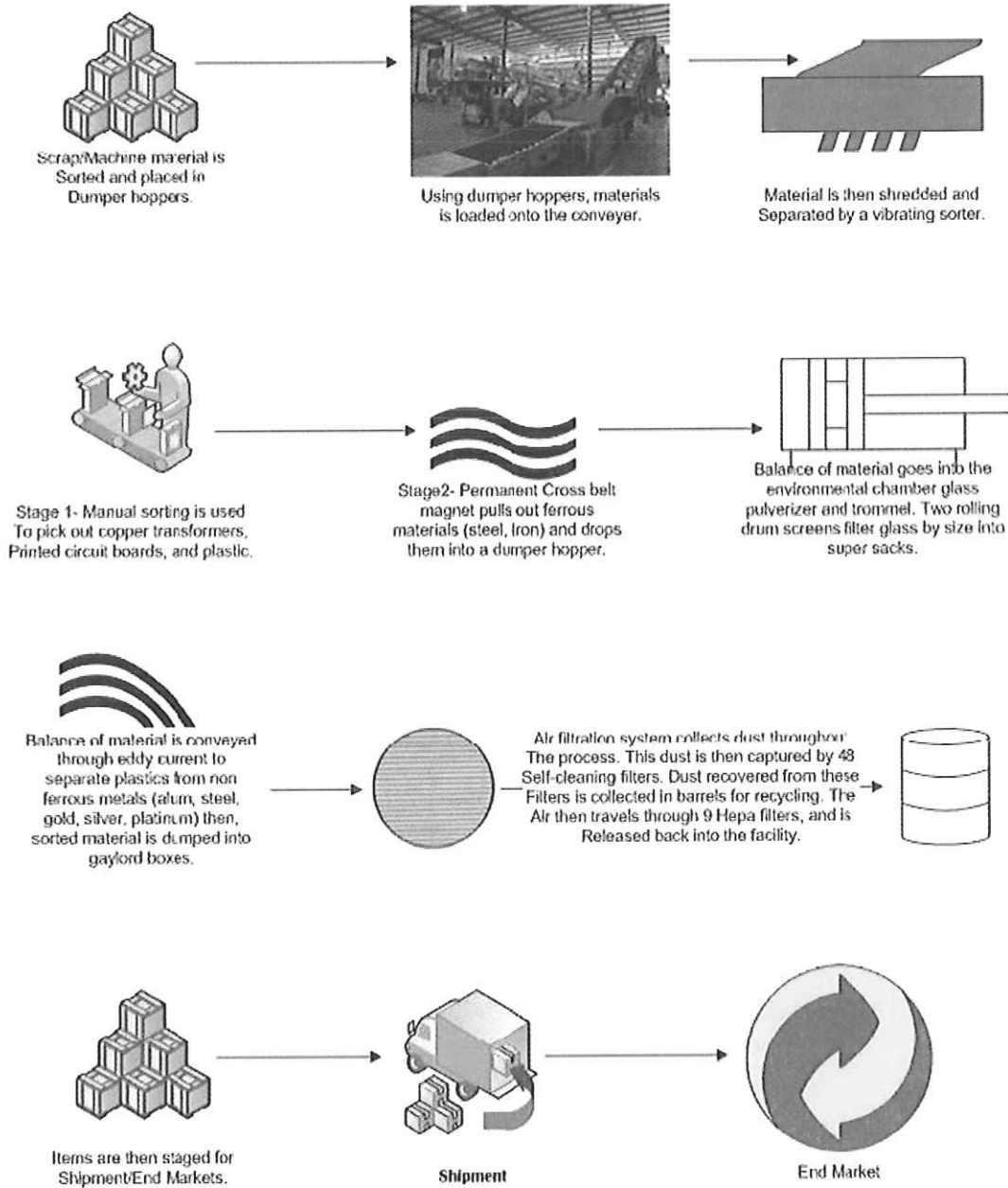
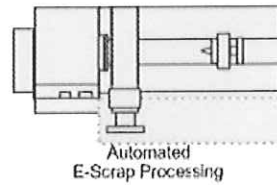
## Creative Recycling Systems

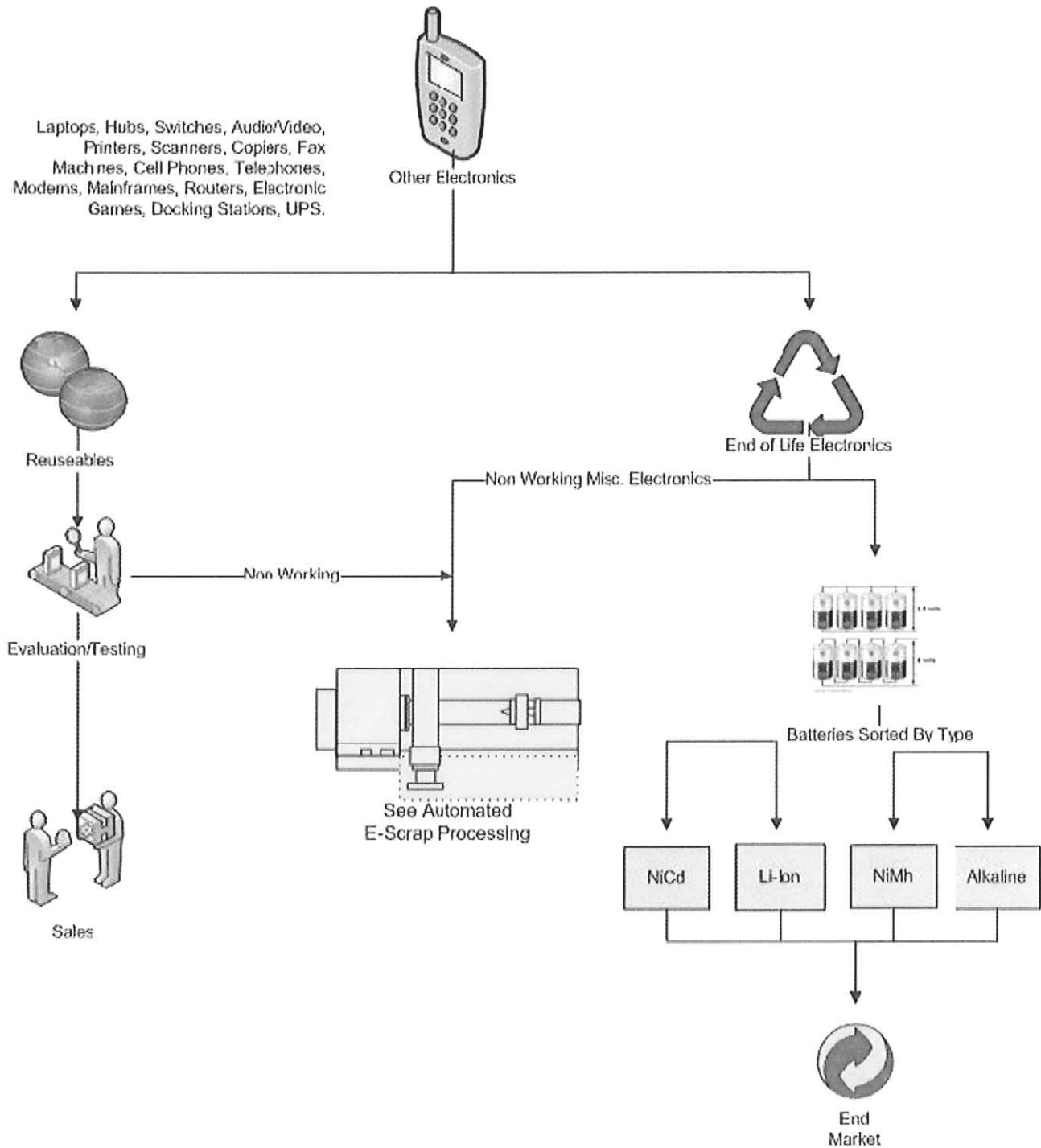


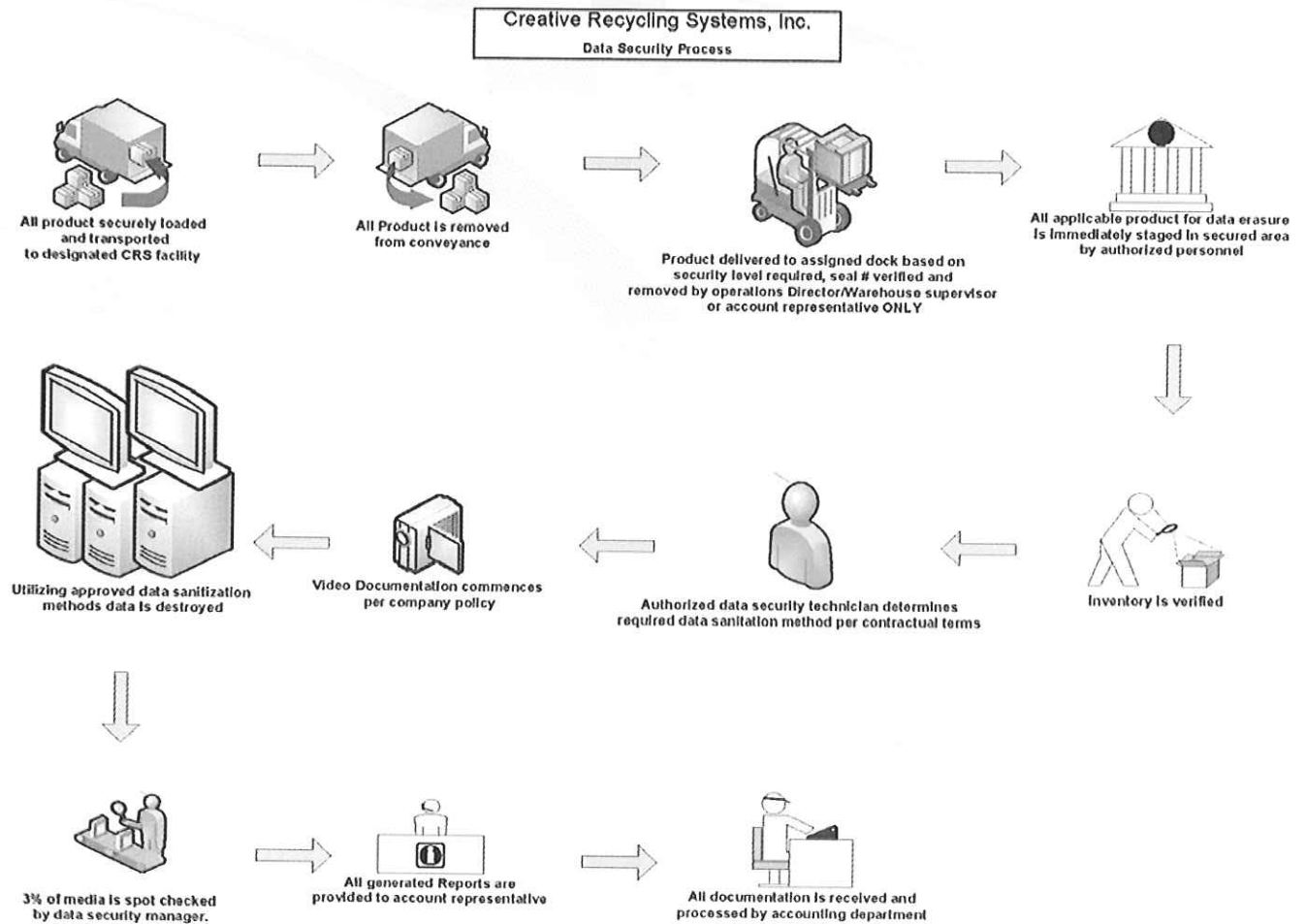
















June 15, 2012

State of West Virginia  
Department of Administration  
Building 15  
2019 Washington Street, East  
Charleston, WV 25305-0130

Re: Response to: **RFQ #ERCYCL12**  
Date/Time Response Due: **June 19, 2012 @ 1:30 PM**

Enclosed please find the original copy of the Creative Recycling Systems of North Carolina, LLC (CRS) proposal in response to the **RFQ #ERCYCL12** for providing services to receive, load, transport, process, recycle and market electronic material. We believe you will agree that our processes and procedures, along with our past history, make us an ideal candidate to fulfill this contract. As you will see in the following document(s), we utilize the most environmentally sound methods while obtaining the highest value from recycled electronics.

Please let me know if you have any questions or require further information. I can be reached at (800) 797-2061, fax (813) 740-0099 or by e-mail to [jkristof@crsrecycling.com](mailto:jkristof@crsrecycling.com).

Sincerely,

Jim Kristof  
Vice President of Sales and Procurement  
Creative Recycling Systems of North Carolina, LLC





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

RFQ COPY

TYPE NAME/ADDRESS HERE

*Creative Recycling Systems of North Carolina, LLC*  
3110 Cherry Palm Dr., Ste 330  
Tampa, FL 33619

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		
RECYCLE ELECTRONIC EQUIPMENT						
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.						
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.						
EXHIBIT 3						
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.						
UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						
SIGNATURE <i>[Signature]</i>		TELEPHONE 813-621-2319		DATE 6/15/2012		
TITLE VP, Procurement		FEIN 20-5436411		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

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ERCYCL12

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2

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FRANK WHITTAKER 304-558-2316

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*Creative Recycling Systems of North Carolina, LLC  
3110 Cherry Palm Dr., Ste 330  
Tampa, FL 33619*

ALL STATE AGENCIES  
AND POLITICAL SUBDIVISIONS  
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05/31/2012				
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LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.						
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.						
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.						
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.)						
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.						
ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO						
SEE REVERSE SIDE FOR TERMS AND CONDITIONS						

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	813-621-2319	6/15/2012
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
VP, Procurement	20-5436411	

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

## GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:  
(a) conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; (b) be merchantable and fit for the purpose intended; and/or (c) be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.





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

*Creative Recycling Systems of North Carolina, LLC*  
3110 Cherry Palm Dr., Ste 330  
Tampa, FL 33619

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>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>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 <i>J. B. [Signature]</i>	TELEPHONE 813-621-2319	DATE 6/15/2012
TITLE VP, Procurement	FEIN 20-5436411	ADDRESS CHANGES TO BE NOTED ABOVE

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



State of West Virginia  
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2019 Washington Street East  
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## Request for Quotation

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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
<i>J. Kandy</i>	813-621-2319	6/15/2012
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
VP, Procurement	20-5436411	

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

**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 18

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

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

Has a R2 Certification x 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.

Creative Recycling Systems of North Carolina, LLC  
(Vendor)

By: 

Title: VP, Procurement

Business Address:

3110 Cherry Palm Dr., Ste 330

Tampa, FL 33619

Date: 6/15/2012

RFQ No. ERCYCL12STATE 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.

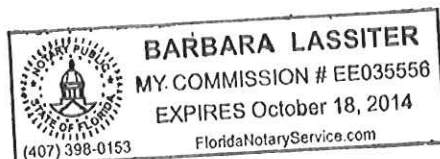
"Debtor" means any individual, corporation, partnership, association, Limited Liability Company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality 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 exceeds 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: Creative Recycling Systems of North Carolina, LLCAuthorized Signature: [Signature] Date: 6/15/2012State of FloridaCounty of Hillisborough, to-wit:Taken, subscribed, and sworn to before me this 15th day of June, 2012.My Commission expires October 18, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



## 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: James Kristof

Signed: 

Date: 6/15/2012

Title: VP, Procurement

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



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## **Response to: 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.

- ❖ CRS is currently in the process of becoming licensed with the State of West Virginia/Secretary of State.
- ❖ CRS is registered with the West Virginia Purchasing Division. Vendor #114125836.

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.

- ❖ CRS has been in the electronics recycling industry for over 18 years and has worked to master the process of managing electronic scrap in a safe and environmentally friendly manner. Through the development and use of state-of-the-art technology CRS is able to ensure that all material is reused or recycled, keeping landfills and waste streams clear of electronic scrap. Maintaining and adhering to a multitude of internationally acclaimed environmental and safety certifications, CRS adheres to a strict set of principles and standards that assure our customers all electronic material is handled in a responsible and environmentally-conscience manner.
- ❖ See attached "Company Overview" for more information.

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.

- ❖ CRS is ISO 14001 certified and conducts business by those standards and criteria.
- ❖ See attached "Certification" information
- ❖ See attached "Signed Attachment B"

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

- ❖ CRS is R2/RIOS, ISO 14001, ISO 9001 and OHSAS 18001 certified.
- ❖ See attached "Certification" information.

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.

- ❖ CRS certifies that all business conducted under the contract will be completed and in strict accordance with all laws, rules and regulation 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.

- ❖ CRS accepts all items listed on Attachment A and understands that no deviations will be made and that 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.

- ❖ See attached "Insurance" information.



ELECTRONICS RECYCLING AND IT ASSET MANAGEMENT SERVICES



THE SCIENCE OF REUSE

## COMPANY OVERVIEW

- BEST VALUE •
- BEST ENVIRONMENTAL SOLUTION

Creative Recycling – The Science of Reuse  
[www.crserecycling.com](http://www.crserecycling.com)



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## ***THE SCIENCE OF REUSE***

Creative Recycling (CRS) provides state-of-the-art lifecycle management solutions for surplus, obsolete and end-of-life electronic products. We yield the highest value for our customers while producing the smallest environmental footprint available in the world. Recognized as a worldwide leader in the electronics recycling industry, CRS' 18 years of success has been built on environmental stewardship, developing and utilizing state-of-the-art processing technology, and our commitment to customer service.

From managing in excess of 10,000 pick-ups per year from international corporate clients, to recycling electronics for federal, state and local government entities, CRS has made a significant, positive impact on our environment and has defined a multitude of win/win relationships within our industry.

### **Office Locations**

- Tampa, FL (HQ)
- Miami, FL
- Tallahassee, FL
- Nashville, TN
- Louisville, KY
- Atlanta, GA
- Chicago, IL
- Raleigh/Durham, NC
- Allentown, PA
- Baltimore, MD
- Hartford, CT
- Western US...Coming in 2012

Creative Recycling has spent countless hours finding, developing and delivering true environmental solutions. Extensive world travel for researching and sharing technology has helped us build lasting international relationships that have allowed us to bring the best available solutions and technology to the United States. The tools and technology we are currently utilizing and ones we are working to develop can and will benefit the global environment and have a far broader impact and reach more than just electronics. Our resolve is unwavering and our mission is to bring real solutions that provide awareness and sustainability through true closed loop processes.



### ***STATE-OF-THE ART PROCESSING SYSTEM RETURNS HIGHEST VALUE FOR COMMODITIES***



1<sup>st</sup> Generation E-Scrap Processing System (above left), located at our Tampa, FL Headquarters.

2<sup>nd</sup> Generation E-Scrap Processing System (above right), located at our Mid-Atlantic Processing Facility in Raleigh/Durham, NC. Each system is capable of processing 300 million pounds of electronics per year. Our Tampa System was highlighted in the January 2008 issue of National Geographic Magazine, in the article, "High Tech Trash."

### ***STATE-OF-THE-ART CATHODE-RAY-TUBE PROCESSING TECHNOLOGY***



*Robert F. Kennedy Jr. and CRS President & CEO, Jon Yob*



The CRT Processing & Separation System is a laser-guided cutting system integrated with the world's first glass cleaning technology that operates under negative pressure and produces furnace ready glass cullet. Utilizing state-of-the-art air filtration, this equipment exceeds the requirements of both the EPA and OSHA by producing virtually no emissions. The System separates the leaded and unleaded portions of the Cathode Ray Tube (CRT), making it possible to re-use the glass, producing a saleable glass cullet. With the end of analog transmissions, this technology is a timely solution for the avalanche of obsolete CRT televisions that will eventually enter the waste stream if not properly recycled.

## ***RARE EARTH RECOVERY & PROCESSING TECHNOLOGY***



In 2011, Creative Recycling formed GreenRock Rare Earth Recovery. Today, GreenRock owns and operates world leading technology that separates and recovers the heavy rare earth elements found in a multitude of commercial and consumer end-of-life electronics. Recycling rare earth elements will provide a much needed supply.

### **Rare Earth Elements' Sources and Materials**

#### **LCD Televisions & Monitors**

- Yttrium
- Lanthanum
- Cerium
- Praseodymium
- Neodymium
- Europium
- Terbium

#### **Hard Drive Magnets**

- Praseodymium
- Neodymium
- Samarium
- Gadolinium
- Dysprosium

#### **Fluorescent Bulbs**

- Yttrium
- Europium
- Terbium







## CERTIFICATIONS & HIGHLIGHTS



- CRS is recommended and in line for E-Stewards Certification, April 2012.
- **IT Asset Disposition Management** – CRS specializes in handling surplus, obsolete, and end-of-life electronic equipment.
- **Customer Service** is CRS' #1 priority.
- When National Geographic Magazine researched the global problem of e-waste, they featured CRS as a quality solution in their captivating article "High-tech Trash" in the January 2008 issue.
- CRS' commitment to being a **good corporate citizen** begins with its leadership role as a steward of the environment. It is reinforced through support of community endeavors that benefit schools, churches, non-profit organizations, and the individuals they serve.
- **Logistics Services** – Comprehensive transportation services utilizing our own fleet or working with one of our preferred third party carriers. **We cover the nation!**

CRS has held in excess of 1,500 collection events throughout the United States, partnering with companies such as Dell, Home Depot, Sam's Club, Fox Television, Panasonic, Sharp, Toshiba, Southwire, and Toyota.





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## NOTEWORTHY MOMENTS

- 2012 Creative Recycling Partners with NASCAR Green
- 2010 International Electronics Recycler of the Year, awarded by IERCE
- 2010 Small Business Leader of the Year, Tampa Chamber
- 2010 Earth Charter US Sustainable Business Award
- 2009 Eye on America Documentary on Creative Recycling Systems
- 2009 Green Marketing Program of the Year / eCycling Collection – Triangle Business Journal
- 2009 Discovery Channel Documentary on CRS and the role the Company plays in eCycling
- 2008 Highlighted in National Geographic Magazine (January Issue)
- 2008 Jon Yob is honored as IT Florida, IT Leader of the Year
- 2007 Featured on the CBS Evening News with Katie Couric
- 2007 CEO Jon Yob named Ernst & Young Entrepreneur of the Year\* - FL Technology Division
- 2006 IT Florida Honored with the Excellence in IT Leadership – Central Division
- 2004 Mass Mutual National Family Business of the Year Award
- 2002 Greater Tampa Chamber of Commerce Small Business of the Year Award

In 2011, Creative Recycling Systems was highlighted in, *Terra Blight*, a feature-length documentary exploring America's consumption of computers and the hazardous waste created in pursuit of the latest technology.

Joseph C. Yob, Vice President of CRS, was a contributing author in the McGraw-Hill *Recycling Handbook*, by Herbert F. Lund.



## ***DATA SECURITY STANDARDS FOR ASSET MANAGEMENT***

Adhering to the National Institute of Standards and Technology (NIST) guidelines for media sanitization, CRS has rigid and strictly-enforced protocols to ensure the complete safety and security of our clients' data and personal records. The process ultimately begins at the time of pickup, when CRS accepts full ownership of the electronic material. This step is followed by the removal of all asset tags and obliterating any property markings. As each client requires a different level of data sanitization, to complete the personalized process, CRS' staff will provide the consulting and support services necessary to determine the most appropriate data security method.

Additionally, CRS has invested in a mobile, hard-drive shredder, allowing for even more security with our customer's media containing devices. With this shredder, hard drives and media containing devices are destroyed at a customer's place of business then transported to CRS's facility for recycling, eliminating any fear of a corporate data breach.

CRS provides the following options for data security services:

- Detailed labeling/tracking of loads from pick-up throughout entire recycling process
- On-site hard drive sanitization or destruction
- Removing asset and customer identification tags from each item
- Performing sanitization, or overwrites, on each item to purge the data
- Degaussing all hard drives, floppy disks, magnetic tape, and other IT media
- Video monitoring of drives and other IT media during the shredding process
- Data destruction on Optical Media
- Certificates of Destruction and/or Certificates of Media Sanitization

Monitored 24 hours a day, seven days a week, our facilities are under constant surveillance. Through the use of a professional security agency, an extensive system of surveillance cameras, and active-intrusion detection systems, CRS can ensure the safety of our customers' material and information.





## **ACCEPTABLE MATERIAL**

All electronic equipment is acceptable with the exception of manifested hazardous waste, radioactive waste, biohazardous waste and mercury containing devices\*\*.

Some examples of accepted electronic equipment are, but not limited to:

Computer Monitors – CRTs	Tape Players	Printed Circuit Boards
Computer Monitors – Flat Panel	CD Players	UPS (personal & network)
Televisions – CRTs	Telephones	Microwaves
Televisions – Flat Screen	Cell Phones	Small Household Appliances
Desktop Computers	Fax Machines	Servers
Laptop Computers	Gaming Consoles	Terminals
Keyboards/Mice	Power & Network Cables	Rechargeable Batteries
Toner/Ink Cartridges	Network Hubs	Peripherals
Printers	Switching boxes	Military Equipment
Scanners / Fax Machines	Controllers	Medical Equipment
Copy Machines	Modems	Telecommunications
VCRs	Docking Stations	Commercial Equipment
Stereos	CD ROMs	Office Equipment
Radios	Hard Drives	Banking Equipment
Mainframes	Household Batteries	Test Equipment

*\*\*Please contact us for information regarding additional items that are accepted for recycling.*

***CRS has a NO LANDFILL policy for all electronics.***

With Creative Recycling Systems, all end-of-life electronics are recycled into valuable commodities and circulated back into worldwide production,

***SIMPLY ERADICATING ELECTRONIC WASTE***



## ***BUSINESS TO BUSINESS – IT ASSET DISPOSITION MANAGEMENT***

Focusing on the retirement, disposal and remarketing of personal computers, workstations, servers, network equipment and associated peripherals, it is our mission to shield organizations from the inherent risks associated with these services. Providing the highest standards and security associated with asset management and disposition, we eliminate risks such as confidential information remaining on retired hard drives, software piracy, environmental fines and unnecessary property tax payments.

With tightly controlled processes and business practices, our asset recovery services minimize client involvement in the complicated and cumbersome process of computer retirement and disposal, allowing us to take care of:

- Logistics / Packaging
- Inventory Management and Storage
- Security
- Testing and Configuration Analysis
- Redeployment
- Remarketing
- Charitable Donation
- Environmental Disposal
- Detailed Reporting

CRS caters to an impressive and diverse customer base within the private sector. Servicing businesses from an array of divisions has given CRS the experience of handling a variety of needs and requirements. Offering various platforms of remarketing and recycling, our talented sales and customer service teams can design a program to fit the needs of companies large and small. Detailed reports reflecting our customer's Green Initiatives are available upon request. If you are ready to Go Green and Get Green, call us today!





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## **STATE CONTRACT EXPERIENCE**

CRS is currently the contract holder for eight state contracts:

### State of Florida

Charles Day, CPPB, Purchasing Analyst  
Fax: (850) 414-6122  
Email: Charles.Day@dms.myflorida.com

### State of Georgia

Matthew Carter, III, CPPB, Purchasing Agent  
Email: matthew.carter@doas.ga.gov

### Commonwealth of Kentucky

Tom Heil, Environmental Scientist II  
502-564-6716 x 4640  
Email: Thomas.heil@ky.gov

### Commonwealth of Virginia

Director, DGS Procurement  
804-371-0932  
Email: procurement@dgs.virginia.gov

### State of North Carolina – State Convenience Contract (926A)

Dewey Bennett, CPPB  
919-807-4530  
Email: dewey.bennett@doa.nc.gov

### Delaware Solid Waste Authority

Rich Von Stetten, Senior Manager  
302-739-5362  
Email: rvs@dwsa.com

### State of South Carolina – State Electronics Recycling Contract

Ron Conner, Contract Administrator  
803-896-0284  
Email: rconner@itmo.sc.gov

### State of Connecticut

Lynn Peccerillo  
860-713-5255  
Email: Lynn.peccerillo@ct.gov

### State of Maryland

Kathryn Wilson, Program Manager  
410-767-0587  
Email: kathryn.wilson@dgs.state.md.us

## **LOCAL GOVERNMENT**

With regard to local and county government agencies, CRS has developed numerous electronics recycling partnerships. CRS has worked with many diverse counties throughout the United States including local governments, recycling centers, solid waste facilities, and school boards.

- Pinellas County, FL
- Fulton County, GA
- DuPage County, IL
- Prince William County, VA
- Charlotte/Mecklenburg, NC
- Lancaster County, PA
- City of Atlanta, GA
- Nashville/Davidson, TN
- Morris County, NJ
- City of Tampa, FL
- Charleston County, SC
- Northeast Maryland Waste Disposal Authority



## **Morrisville, NC Certification Information**



## CERTIFICATE OF REGISTRATION

*AQA International, LLC attests that*

**Creative Recycling Systems of North Carolina, LLC**  
619 Distribution Drive  
Morrisville, NC 27560

*with a scope of :*

Scope of Supply is Electronics Recycling – the Diversion of End-of-Life/Surplus  
Electronic Devices from the Waste Stream by the Re-use and/or  
Recycling of such Electronic Devices

has established an Environmental Management System that is in conformance  
with the International Environmental Standard

**ISO 14001:2004**

*"Further clarifications regarding the scope of this certificate and the applicability of  
ISO 14001:2004 requirements may be obtained by consulting the organization."*

Certificate No.: US00012559  
Initial Registration: 09/05/2008  
Registration Date: 09/05/2011  
Expiration Date: 09/04/2014  
Last Modified: 09/05/2011

CEO, AQA INTERNATIONAL

Certificate CA10/55589

The management system of

## **Creative Recycling Systems of North Carolina LLC**

619 Distribution Drive  
Morrisville, North Carolina, 27560, U.S.A.

has been assessed and certified as meeting the requirements of:

### **ISO 9001:2008**

The scope of registration is as follows:

**The recovery, recycling, re-deployment, and final disposition of  
electronic devices; marketing and sale of electronic devices by  
reuse and/or recycling.**

Further clarifications regarding the scope of this certificate and the applicability of  
ISO 9001:2008 requirements may be obtained by consulting the organization.

This certificate is valid from 18 February 2010 until 17 February 2013 and remains  
valid subject to satisfactory surveillance audits.  
Re certification audit due before 17 January 2013  
Issue 1.

Signed for and on behalf of SGS US Testing Company Inc.



Zachary C. Pivarnik  
Accreditation Manager, North America  
Accredited Office  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 www.sgs.com



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Page 1 of 1



Certificate US10/55591

The management system of

## Creative Recycling Systems of North Carolina LLC

619 Distribution Drive  
Morrisville, North Carolina, 27560, U.S.A.

has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable ANAB requirements. This organization is found to be in conformance with all requirements of:

### Responsible Recycling®:2008

The scope of registration is as follows:

**The recovery, recycling, re-deployment, and final disposition of  
electronic devices; marketing and sale of electronic devices by  
reuse and/or recycling.**

Further clarifications regarding the scope of this certificate and the applicability of Responsible Recycling® 2008 requirements may be obtained by consulting the organization

This certificate is valid from 18 February 2010 until 17 February 2013 and  
remains valid subject to satisfactory surveillance audits.  
Recertification audit due a minimum of 30 days before the expiration date.

Authorized by



Zachary C. Pivarnik  
Accreditation Manager, North America

SGS Systems & Services Certification  
Division of SGS U.S. Testing Company Inc.  
201 Route 17 North Rutherford, NJ 07070 USA  
t 201-508-3000 f 201-935-4555 www.us.sgs.com

This certificate remains the property of SGS and shall be returned upon request.



Certificate US10/55592

The management system of

## Creative Recycling Systems of North Carolina LLC

619 Distribution Drive  
Morrisville, North Carolina, 27560, U.S.A.

has been audited by a certification body that is in conformance with ISO/IEC 17021  
requirements and applicable ANAB requirements. This organization is found to be in  
conformance with all requirements of:

### RIOS:2006

The scope of registration is as follows:

**The recovery, recycling, re-deployment, and final disposition of  
electronic devices; marketing and sale of electronic devices by  
reuse and/or recycling.**

Further clarifications regarding the scope of this certificate and the applicability of RIOS 2006  
requirements may be obtained by consulting the organization.

This certificate is valid from 18 February 2010 until 17 February 2013 and  
remains valid subject to satisfactory surveillance audits.  
Recertification audit due a minimum of 30 days before the expiration date.  
Issue 1.

Signed for and on behalf of SGS Systems & Services Certification



Zachary C. Pivarnik  
Accreditation Manager, North America

SGS Systems & Services Certification  
Division of SGS US Testing Inc.  
201 Route 17 North, Rutherford, NJ 07070  
t 201-508-3000 t 1-800-747-9047 f 201-935-4555 www.sgs.com

This certificate remains the property of SGS and shall be returned upon request.

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Certificate of Compliance CA10/55590

## CERTIFICATE OF COMPLIANCE

This is to notify that the Occupational Health and Safety System of:

### **Creative Recycling Systems of North Carolina LLC**

619 Distribution Drive  
Morrisville, North Carolina, 27560, U.S.A.  
has been assessed and found to be in compliance with the requirements of:

## **OHSAS 18001:2007**

The assessment covered the following scope:

**The recovery, recycling, re-deployment, and final disposition of  
electronic devices; marketing and sale of electronic devices by  
reuse and/or recycling.**

This certificate is valid from 18 February 2010 until 17 February 2013  
Re certification audit due before 17 January 2013  
Issue 1.

Signed for and on behalf of SGS US Testing Company Inc



Zachary C. Pivarnik  
Accreditation Manager, North America  
Accredited Office  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 www.sgs.com

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## **Tampa, FL Certification Information**



Certificate CA10/55608

The management system of

## Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.

has been assessed and certified as meeting the requirements of:

### ISO 9001:2008

The scope of registration is as follows:

**Electronics Recycling – The diversion of end-of-life / surplus devices  
from the waste stream by the re-use and / or recycling of such  
electronic devices .**

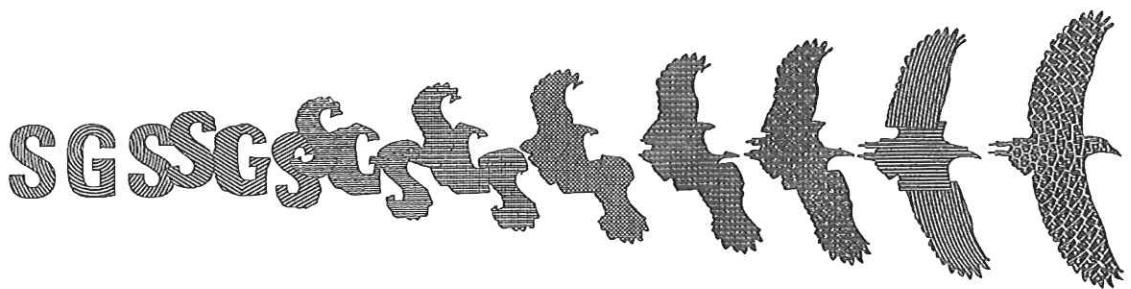
Further clarifications regarding the scope of this certificate and the applicability of  
ISO 9001:2008 requirements may be obtained by consulting the organization.

This certificate is valid from 1 March 2010 until 28 February 2013 and remains valid  
subject to satisfactory surveillance audits.  
Re certification audit due before 28 January 2013  
Issue 1.

Signed for and on behalf of SGS US Testing Company Inc.

Zachary C. Pivarnik  
Accreditation Manager, North America  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 www.sgs.com

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Certificate CA/55608

The management system of

## Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.

has been assessed and certified as meeting the requirements of:

### ISO 14001:2004

The scope of registration is as follows:

**Electronics Recycling – The diversion of end-of-life / surplus devices  
from the waste stream by the re-use and / or recycling of such  
electronic devices.**

Further clarifications regarding the scope of this certificate and the applicability of  
ISO 14001:2004 requirements may be obtained by consulting the organization.

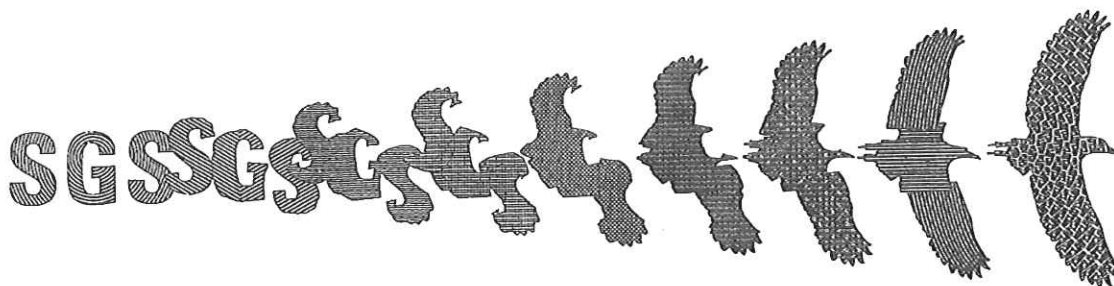
This certificate is valid from 1 March 2010 until 28 February 2013 and remains valid  
subject to satisfactory surveillance audits.  
Re certification audit due before 28 February 2013  
Issue 1.

Signed for and on behalf of SGS US Testing Company Inc

Zachary C. Pivamik  
Accreditation Manager, North America

Accredited Office  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
t (201) 508-3000 f (201) 935-4555 [www.us.sgs.com](http://www.us.sgs.com)  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 [www.sgs.com](http://www.sgs.com)

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Certificate of Compliance CA10/55606

## CERTIFICATE OF COMPLIANCE

This is to notify that the Occupational Health and Safety System of:

### Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.

has been assessed and found to be in compliance with the requirements of:

## OHSAS 18001:2007

The assessment covered the following scope:

**Electronics Recycling – The diversion of end-of-life / surplus devices  
from the waste stream by the re-use and / or recycling of such  
electronic devices.**

This certificate is valid from 1 March 2010 until 28 February 2013 and  
remains valid subject to satisfactory surveillance audits.  
Recertification audit due 28 January 2013  
Issue 1.

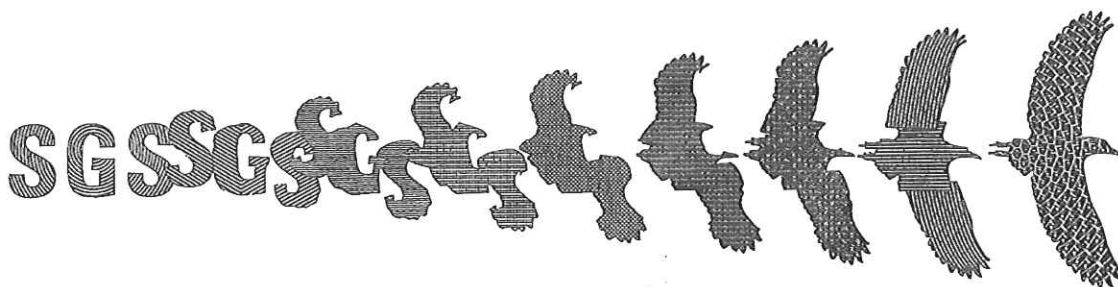
Signed for and on behalf of SGS Systems & Services Certification Canada Inc

Zachary C. Pivarnik  
Accreditation Manager, North America

Accredited Office  
201 Route 17 North, Rutherford, NJ 07070 United States of America  
Certifying Office  
6490 Vipond Drive, Mississauga, ON L5T 1W8 Canada  
t 905-364-3757 t 1-800-636-0847 f 905-364-0345 www.sgs.com

SGS OHSAS 01 0303

Page 1 of 1





Certificate US10/55609

The management system of

## Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.



has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable ANAB requirements. This organization is found to be in conformance with all requirements of :

## Responsible Recycling©:2008

The scope of registration is as follows:

**Electronics Recycling – The diversion of end-of-life / surplus devices from the waste stream by the re-use and / or recycling of such electronic devices.**

Further clarifications regarding the scope of this certificate and the applicability of Responsible Recycling©:2008 requirements may be obtained by consulting the organization

This certificate is valid from 1 March 2010 until 28 February 2013 and remains valid subject to satisfactory surveillance audits. Recertification audit due a minimum of 30 days before the expiration date.

Issue 1.

Authorized by

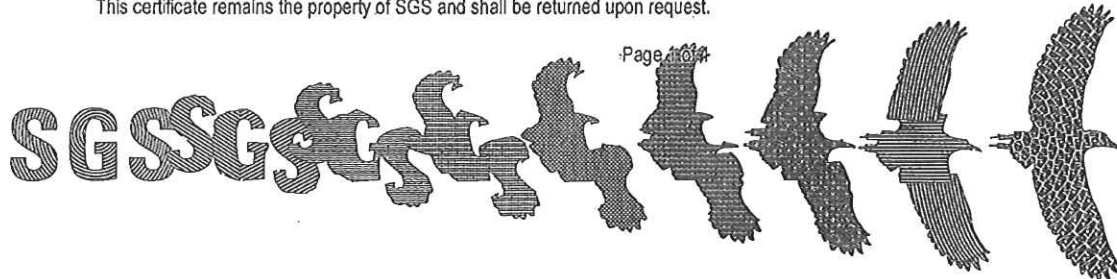
Zachary C. Pivarnik  
Accreditation Manager, North America

SGS Systems & Services Certification  
Division of SGS U.S. Testing Company Inc.  
201 Route 17 North Rutherford, NJ 07070 USA  
t 201-508-3000 f 201-935-4555 www.us.sgs.com



This certificate remains the property of SGS and shall be returned upon request.

Page 1 of 4







Certificate US10/55605

The management system of

## Creative Recycling Systems, Inc.

8108 Krauss Blvd.,  
Tampa, Florida, 33619, U.S.A.

has been audited by a certification body that is in conformance with ISO/IEC 17021 requirements and applicable ANAB requirements. This organization is found to be in conformance with all requirements of:



## RIOS:2006

The scope of registration is as follows:

**Electronics Recycling – The diversion of end-of-life / surplus devices from the waste stream by the re-use and / or recycling of such electronic devices.**



Further clarifications regarding the scope of this certificate and the applicability of RIOS:2006 requirements may be obtained by consulting the organization.

This certificate is valid from 1 March 2010 until 28 February 2013 and remains valid subject to satisfactory surveillance audits. Recertification audit due a minimum of 30 days before the expiration date.  
Issue 1.

Signed for and on behalf of SGS Systems & Services Certification

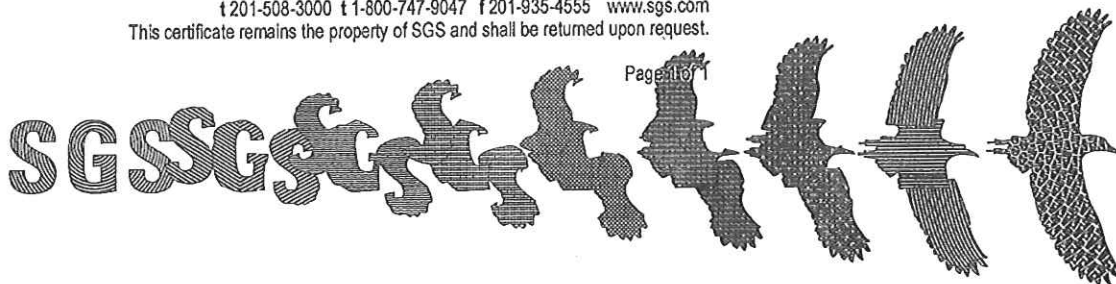


Zachary C. Pivarnik  
Accreditation Manager, North America



SGS Systems & Services Certification  
Division of SGS US Testing Inc.  
201 Route 17 North, Rutherford, NJ 07070  
t 201-508-3000 t 1-800-747-9047 f 201-935-4555 www.sgs.com  
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Page 1 of 1





## **DEP/EPA Information**



## Florida Department of Environmental Protection

Bob Martinez Center  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

Rick Scott  
Governor

Jennifer Carroll  
Lt. Governor

Herschel T. Vinyard Jr.  
Secretary

02/02/2012

James Kristof, Vice President of Sale Procurement  
Creative Recycling Systems Inc  
8108 Krauss Blvd Ste 110  
Tampa, FL 33619-3009

The Florida Department of Environmental Protection has reviewed your form 8700-12FL notification for a new hazardous waste DEP/EPA Identification Number or status/information change. Based on the information received you must use the following identification number for all manifests or reports for **Creative Recycling Systems Inc** located at **8108 Krauss Blvd Ste 110, Tampa , FL33619-3009**

**FLR000133066**

Your facility notified FDEP requesting the following hazardous waste status/activities which **do not require a separate submission: Conditionally Exempt SQG; Universal Waste Batteries, Universal Waste Battery Transporter, Universal Waste Lamps, Universal Waste Devices, Large Quantity Handler.**

Your facility is **currently registered** for the following activities: **UW Lamp Transporter, UW Device Transporter, UW Lamp Transfer Facility, UW Device Transfer Facility, UW Lamp SQH, UW Device SQH (reg exp on 03/01/13).**

Your facility is **currently permitted** as: **No Active Hazardous Waste Treatment, Storage, or Disposal Permit.**

If you have pending program registrations/certifications or permits, these will be mailed separately. You are required to notify us on form 8700-12FL if there is any change in your operations which would affect your status, activity or contact information. The form is found here:

<http://www.dep.state.fl.us/waste/categories/hwRegulation/pages/NotificationRegulatedWaste.htm>.

**To review the details of your status, visit:**

[http://appprod.dep.state.fl.us/www\\_RCRA/Reports/handler\\_results.asp?epaid=FLR000133066](http://appprod.dep.state.fl.us/www_RCRA/Reports/handler_results.asp?epaid=FLR000133066).

For further assistance, please e-mail a Notification Coordinator at [EPOST\\_HWreg@dep.state.fl.us](mailto:EPOST_HWreg@dep.state.fl.us) or call us at (850)245-8707.

Sincerely,

Glen Perrigan  
Environmental Manager  
Hazardous Waste Regulation Section

ME ID: 75579 , Email Address: [JKristof@crserecycling.com](mailto:JKristof@crserecycling.com)



## Insurance Information



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/20/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bouchard Insurance P O Box 6090 Clearwater FL 33758-6090	CONTACT NAME:		
	PHONE (A/C, No, Ext): 727-447-6481	FAX (A/C, No): 727-449-1267	
	E-MAIL ADDRESS: clcerts@bouchardinsurance.com		
	INSURER(S) AFFORDING COVERAGE	NAIC #	
INSURED CRSHO-1 CRS Holding of America Inc	INSURER A :New Hampshire Insurance Co	23841	
	INSURER B :St Paul Fire & Marine Ins Co		
	INSURER C :Bridgefield Casualty Ins Co	10335	
	INSURER D :RetailFirst Insurance Company	10700	
	INSURER E :American States Insurance Co	19704	
	INSURER F :Chartis Specialty Insurance Co	26883	

## COVERAGES

CERTIFICATE NUMBER: 1008722432

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			01LX027560787	2/20/2012	2/20/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Employee Benefits \$\$1mil/\$1mil
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	<input checked="" type="checkbox"/> Contractual Liab						
	<input checked="" type="checkbox"/> XCU						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	AUTOMOBILE LIABILITY			01CA019045892	2/20/2012	2/20/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> ANY AUTO						
	<input type="checkbox"/> ALL OWNED AUTOS						
	<input type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> SCHEDULED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
B	UMBRELLA LIAB			TUU025442300	2/20/2012	2/20/2013	EACH OCCURRENCE \$25,000,000 AGGREGATE \$25,000,000 \$
	<input checked="" type="checkbox"/> EXCESS LIAB						
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			019610859	7/25/2011	7/25/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)			052034044	7/25/2011	7/25/2012	
	If yes, describe under DESCRIPTION OF OPERATIONS below			01WC33294420	7/25/2011	7/25/2012	E.L. EACH ACCIDENT \$1,000,000
				01WC35870310	7/25/2011	7/25/2012	E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
F	Professional Liability			015890251	2/20/2012	2/20/2013	Limit 3,000,000
F	Cyber Liability			015890251	2/20/2012	2/20/2013	Limit 3,000,000
F	Pollution Liability			PLS1388301	1/17/2011	2/20/2013	Limit 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

FOR BID PURPOSES ONLY

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXX

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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## **Work Flow Process Information**



**ADMINISTRATION CONTROL PROCEDURE (ORDER INPUT)** -All activities involved with the managing of incoming orders, including screening for significant aspects.

All incoming pick-up orders received by phone, e-mail or fax are screened before they are processed to determine if they contain a significant aspect (mercury containing devices, batteries, lead containing devices). CRS does not accept smoke detectors. CRS does not accept mercury containing devices, unless a small quantity is authorized by the General Manager or the Environmental Management Representative (EMR) who evaluates the quantity to ensure it does not exceed the limits of what the company is legally able to transport. Since failure to follow the proper procedures could result in an environmental release, it is considered a condition of employment to follow all Significant Aspect Procedures established by this company.

Examples of mercury containing devices:

- Fluorescent light bulbs
- HID bulbs
- Thermostats
- Boat switches
- Thermometers

Examples of batteries:

- Alkaline, Carbon
- Vacuum Tubes

The order is screened, and if it does not contain any significant aspects, the details of the order are recorded and entered into the database system. The order is then passed to the Logistics Department where arrangements are made to assign and schedule drivers for pickup.

The following are the 5 types of customer pick-ups:

1. Private Company
2. Municipality
3. State Agency
4. Federal Agency
5. Non-profit

**PICK-UP PROCEDURE & TRUCK DRIVERS** -All activities involved with the picking up of an order and then transporting it back to the warehouse for processing.

CRS can respond to a request for pick-up within 24 -48 hours and a pick-up within 3 -5 days of request. We can provide all materials for packaging such as pallets, Gaylord boxes, and shrink-wrap as needed by the customer for proper packaging and shipment of all end-of-life electronics. We request that materials be sorted, palletized, and shrink-wrapped according to like items per pallet (i.e. Monitors on one pallet, televisions on another pallet). Smaller items can be placed into Gaylord boxes provided by CRS. As part of our services we will provide a demonstration on our first pick-up to show personnel our packaging and loading requirements per CRS safety standards. CRS truck drivers prepare each morning for the daily pick-ups by reviewing the *Pick-Up Schedule* sheets with



the Logistics Manager, and collecting the necessary paperwork, maps and directions.

All drivers follow strict company standards, which include:

- A professional appearance at all times (CRS shirt and pants).
- A clean truck inside and outside, checking tires, water and oil.
- Report any problems immediately to the Logistics Manager or General Manager.

Each driver's personal protective equipment includes:

- Back belt
- Work gloves
- Work boots

Each driver is responsible for the following required materials for the truck:

- Back belt, work gloves, safety glasses, work boots
- First aid kit
- Break down safety equipment: flares, reflectors, flashers and fire extinguisher
- Gas card
- Pallets, pallet jack and Gaylords
- Shrink wrap and tape
- Platform scale of 3,000 lb. capacity with electronic reader head (if requested)

Drivers load their trucks with necessary packing supplies and lifting aids that are needed for the day.

Assigned trucks leave the CRS warehouse and travel to scheduled pick-up destinations.

- Before Arrival -The driver calls the customer 20-30 minutes before arrival to remind them of the pick-up and to confirm the specific pick-up location.
- Upon Arrival -The driver assesses the order size as:
- Order Size Acceptable -The size and/or quantity of the actual order is similar to the original order on the *Pick-up Schedule* sheet.
- Order Size Unacceptable -The size of the actual order varies significantly from the original order. The driver calls the Logistics Manager, who reassesses the order with the customer and reschedules if necessary.
- Loading -The driver completes the necessary paperwork then begins loading. The driver disassembles any components, where required, packs the items into Gaylord boxes or on pallets, and loads the collected equipment onto the truck.
- Return -The driver returns to the warehouse after scheduled pick-ups are complete. The contents of the pick-up are **sealed and locked securely** in the truck until it can be unloaded.





**RECEIVING PROCEDURE** -All activities involved with the unloading of material from the trucks into the warehouse.

- The driver verifies with the Logistics or the Operations Manager that the secured CRS warehouse is ready to receive the order: warehouse area is clean and safety equipment is used.
- The paperwork for the order is transferred to Logistics.
- The driver backs the truck up to the open warehouse dock.
- The Gaylord boxes and items on pallets are unloaded from truck with the use of a forklift. Any small loose items are lifted by hand into the warehouse.
- The packing supplies are removed and items separated.

**TRIAGE PROCEDURE** -All activities involved with organizing the flow of incoming material, then diverting it to the proper procedure.

Incoming Material:

- **Private Company** – items are coded either green (do not require tracking) or red (requires further tracking).
- **State Agency** – all items are coded red and require tracking.
- **Federal Agency** -all items are coded red and require tracking.
- **Municipality** -all items are coded green and do not require tracking. Items other than TV's are taken to demanufacturing or sorted into Gaylord boxes.

### **SCREENING PROCESS**

Gaylord boxes and items on pallets are moved from Receiving with the use of a forklift. Any small loose items are lifted by hand.

- **Mercury Containing Devices Procedure** – No mercury containing devices are permitted in the processing machine, as it could result in an environmental release. When an item is found, it is separated and taken to a designated storage area.
- **Batteries Procedure** – No batteries are permitted in the processing machine, as it could result in an environmental release. When an item is found, it is separated and taken to the designated storage area.

### **TRACKING PROCESS**

- **Tracking (coded red) or Evaluation Order** – The information needed for the *Pick-up Schedule* sheet is recorded. *Inventory Form* is then created that summarizes this information.
- **No Tracking (coded green)** – Items continue to the demanufacturing process. Quality Assessment:
  - **High Quality or CPU** -If items are considered "High Quality" or the item is a CPU, the items are sent to the Reusable Products procedure.
  - **Low Quality and other Items** -If items are not considered "High Quality" or the item is not a CPU or monitor, the items are sent to Demanufacturing or sorted into Gaylord boxes.
- **Monitors:**
  - These units are lifted onto a pallet and stacked 3 wide, 3 long, 3 high (27 total)
  - A recycled cardboard sheet is used to separate each row of monitors
  - To secure the monitors in place, plastic wrap is wrapped around the outside of the load.



- The pallet is then taken by forklift to the Loading area.

The remaining items in Triage with reusable components are moved to Demanufacturing. Items that do not contain reusable components are sent to the Baler Procedure.

Order Completion: Once the order is completed, the *Pick-up Schedule* and *Inventory Form* are sent to:

- **Private Company** -paperwork is sent to the Accounting Assistant
- **State Agency** -paperwork is sent to the State Account Representative
- **Federal Agency** -paperwork is sent to the GSA Account Representative

**DEMANUFACTURING PROCEDURE** -*All activities involved with disassembly of electronic devices. This includes the sub processes of Circuit Boards and Data Security.*

Central Processing Units (CPU): These units are disassembled and the components sorted for recycling.

- The asset tags and owner identification tags are removed.
- If tracking information is needed, it is recorded at this time.

The circuit boards are removed along with the hard drives (see process below) Once the components of the CPU are removed, the housings are stacked on a pallet and are ready for the Loading Procedure.

Other Items: The following is the procedure for an item other than a CPU that requires demanufacturing:

- The asset tags and owner identification tags are removed.
- If tracking information is needed, it is recorded at this time.
- The circuit boards are removed (see process below)

Once the components are removed, the remaining materials are sorted into a Gaylord box, or sent to the Baler process.

**CIRCUIT BOARDS PROCEDURE** -*All activities involved with the sorting and processing of the circuit boards.*

Circuit Board Process:

- Devices with circuit boards are transported in Gaylord boxes by forklift to the Circuit Board station.
- The boards are then separated by quality and condition.
- If a mercury component is found on the board, this is carefully removed with

pliers and placed in a container. It is then taken to the Designated Storage Area. Old Circuit Boards:

- The older boards are sorted into a Gaylord box.
- Newer Circuit Boards:  
If there are reusable components on the board, these are carefully removed and sorted into boxes.
- Any reusable metals on the boards are recovered and collected.
- The boards are then placed in a Gaylord box or sent to the Baler for processing.



## CRS Work Flow Process

### Weighing:

- The circuit board Gaylords are taken by forklift to the scale to weigh its contents.
- The weight is recorded on an Inventory Sheet, which is given to the Operations Manager.
- The Gaylord is then moved to the Staging area where it is ready for shipment.

**AUTOMATED PROCESSING MACHINE PROCEDURE** -All activities involved with the safe operation of the E-Vantage Separator System.

### Preparation Process: Product Screening –

#### Unacceptable Items:

- Mercury containing devices
- Batteries Product Screening

#### Acceptable Items (not limited to):

- Televisions (CRT)
- Monitors
- CPU's (remove battery)
- Copying/ Imaging Devices
- Circuit Boards
- Computer peripherals
- Plastic
- Ferrous Metals
- Non Ferrous Metals
- Precious Metals



## CRS Work Flow Process

The material to be processed is then moved by forklift over to the staging area. Loose plastic items and other acceptable miscellaneous devices are loaded into the hoppers.

Wire – any wire or cables with the item needs to be removed, as it cannot go through the shredder. These items are placed into a Gaylord box.

Start-up Procedure: The *Daily Operations Checklist* is followed where each major component of the system is started separately to ensure they are operating correctly.

### Normal Operation:

1. Loading -The main conveyor is continually loaded with electronic devices at the Collector Bin. Employees have been trained to only load the machine with acceptable devices.
- **Hoppers** – these units are dumped onto the Collector Bin that feeds the units onto the conveyor belt.
2. Shredder -All material is monitored by video surveillance to ensure it is transfers from the main conveyor onto the shredder, and that it passes through the shredder properly.
  - The loading process can be slowed down to allow for continual processing.
3. Sorting Station 1 (conveyor) – the material that passes through the shredder is monitored at the sorting station. Material that is not desired is removed and placed in a Gaylord box.
  - When these Gaylord boxes are filled, they are taken by forklift to the Staging Area.
4. Station 2 (Ferrous) – Gaylord boxes are monitored at this stage to ensure they do not overfill.
  - Once the first Gaylord nears maximum capacity, the material is diverted to the second box beside it by swinging the metal arm on the chute.
  - Gaylord boxes that are filled are taken by forklift to the staging area.
5. Station 3 (Non Ferrous) – Gaylord boxes are monitored at this stage to ensure they do not overfill.
  - Once the first box nears maximum capacity, the material is diverted to the second box beside it by swinging the metal arm on the chute.
  - Gaylord boxes that are filled are taken by forklift to the staging area



## CRS Work Flow Process

- Once the first box nears maximum capacity, the material is diverted to the second box beside it by swinging the metal arm on the chute.

- Gaylord boxes that are filled are taken by forklift to the staging area

Shutdown Procedure: It is critical to the safe operation of the machine, and its long run reliability to complete the Shutdown Procedure after each use.

- To ensure no pieces of material remain in the machine, it is run for a set amount of time to clear the components.
- The components are then visually inspected, especially the Eddy Current, which is easily damaged by leftover material.
- Any problem with a component of the machine is immediately communicated to the General Manager.
- Once the power to the machine is shutdown, the entire area is swept for safety.
- If any routine maintenance is needed, such the grease points, it is performed at this time.

Maintenance:

- At preset intervals, regular maintenance is conducted on the various components of the automated machine to ensure it is properly maintained.

**REUSABLE PRODUCTS PROCEDURE** -All activities involved with identifying devices that are reusable, then sending these units to be recycled.

Separation:

- During the Triage process of separating the incoming material, reusable products are identified.
- This would include devices that are in excellent condition and in good working order.
- Devices that are more than 3 or 4 years old are generally excluded due to the short life cycle of electronics.

Packing and Transportation:

- Reusable units are stacked on a pallet and shrink-wrapped, or placed into a Gaylord box.
- The details of these reusable units are recorded on the Transfer Form.
- The pallets and Gaylords are then moved by forklift to the Staging Area.
- When a shipment is scheduled, the Gaylords and/or pallets are loaded into the truck by forklift.
- The driver takes a copy of the paperwork and delivers the material to the buyer.

**TELEVISION DEMANUFACTURING PROCEDURE** -All activities involved with the transporting and processing of television units.

Transportation:



## CRS Work Flow Process

- CRS truck picks up a load of televisions and transports them back to the warehouse. Unloading & Separation:
  - The truck backs into the warehouse and unloads the televisions.
  - The Television Manager takes a physical Count of the number of units, and records this information on the Inventory Sheet, which is given to the General Manager at the end of the day.
  - If there are any electronic devices other than televisions, they are sorted into a Gaylord box and taken by forklift to the Triage area.

### Television Process:

- Lead containing devices – lead is an inert substance contained in the CRT glass of the television tubes, which has special handling instructions.
- Wood Housing
  - Televisions with a wood housing are demanufactured by hand separating the CRT tube from the housing. The wood housings are placed into a metal container, and then taken by forklift to the staging area.
  - Tube is placed into a Gaylord box, and then taken by forklift to the Processing Machine.
- Plastic Housing
  - Televisions with a plastic housing are placed into a Gaylord box, and then taken by forklift to the Processing Machine.

### **BALER PROCEDURE** -All activities involved with the processing material into transportable cubes.

#### Preparation:

- The item to be processed is taken to the Baler area by forklift in Gaylord boxes. If needed, individual items are carried by hand.
- Toner and Ink containing devices – all printers and fax machine devices that potentially contain a Toner and Ink device are inspected. If a cartridge is found, it is removed and placed into a container. These units are then recycled.
- Recycled cardboard boxes placed around the inside perimeter of the baler to support the material.
- Metal fasteners are also placed around the bale to hold the material during transportation.

#### Baler Process:

- Material is loaded into the Baler with a shovel or by hand.
- The Baler is activated and the material is compressed, more material is then added.
- This process is repeated until the desired size of the Bale is reached.
- The Baler is then opened and the metal fasteners are tightened.
- The forklift is then used to remove the Bale from the machine and it is taken to the Staging Area.



**EXPORT CONTROL PROCEDURE** -All activities involved with the management of export material.

After the electronic equipment has been processed through the facility, the material proceeds through the Export Control Process.

**End Market Verification:**

Before a vendor is approved to receive a shipment from the facility, it has been evaluated to ensure its operations are consistent with the Environmental Policy of CRS. This is achieved by the following:

- Certification – if a company has achieved a recognized environmental certification, such as the ISO 14001, then this is considered sufficient evidence the company's operations are well monitored.
- No Certification – if a company does not have a recognized environmental certification, then a member of CRS management or a representative performs a site visit to evaluate the processes of the company's operations. Only those companies that exhibit a commitment to the environment will be approved. Upper management makes the final decision and it is communicated to the General Manager.

**Logistics:**

- When a load of recycled material is ready for shipment, the Logistics Department contacts a vendor that has been approved by the General Manager.
- The transport container is delivered and the shipping process commences.

**SHIPPING PROCEDURE** -All activities involved with the loading of material onto the transportation vehicle or container.

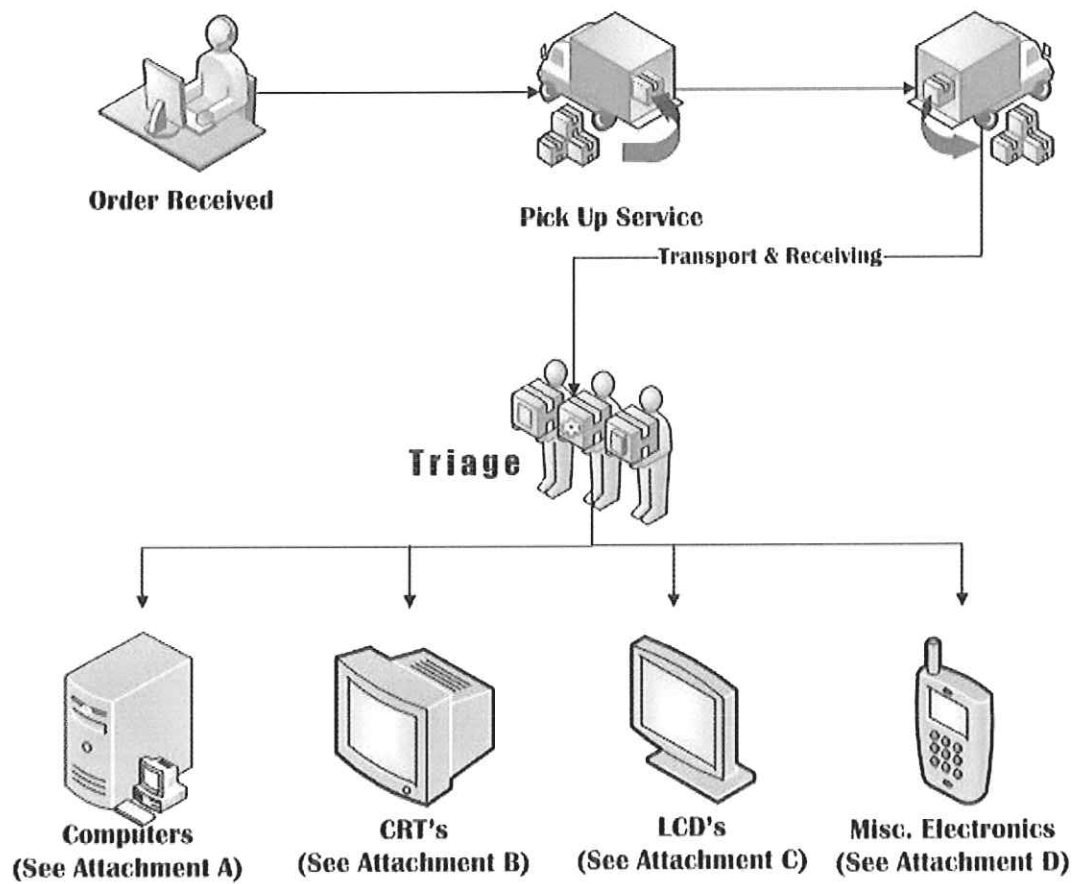
**Preparation:**

- The Logistics Manager notifies the Warehouse Manager that a transport container will be delivered to the facility.
- The material to be loaded is then organized and the paperwork completed.
- Gaylords or Bales are taken by forklift to the scale to weigh the contents. The weight is recorded on the export sheet that is given to the Warehouse Manager when the load is complete.

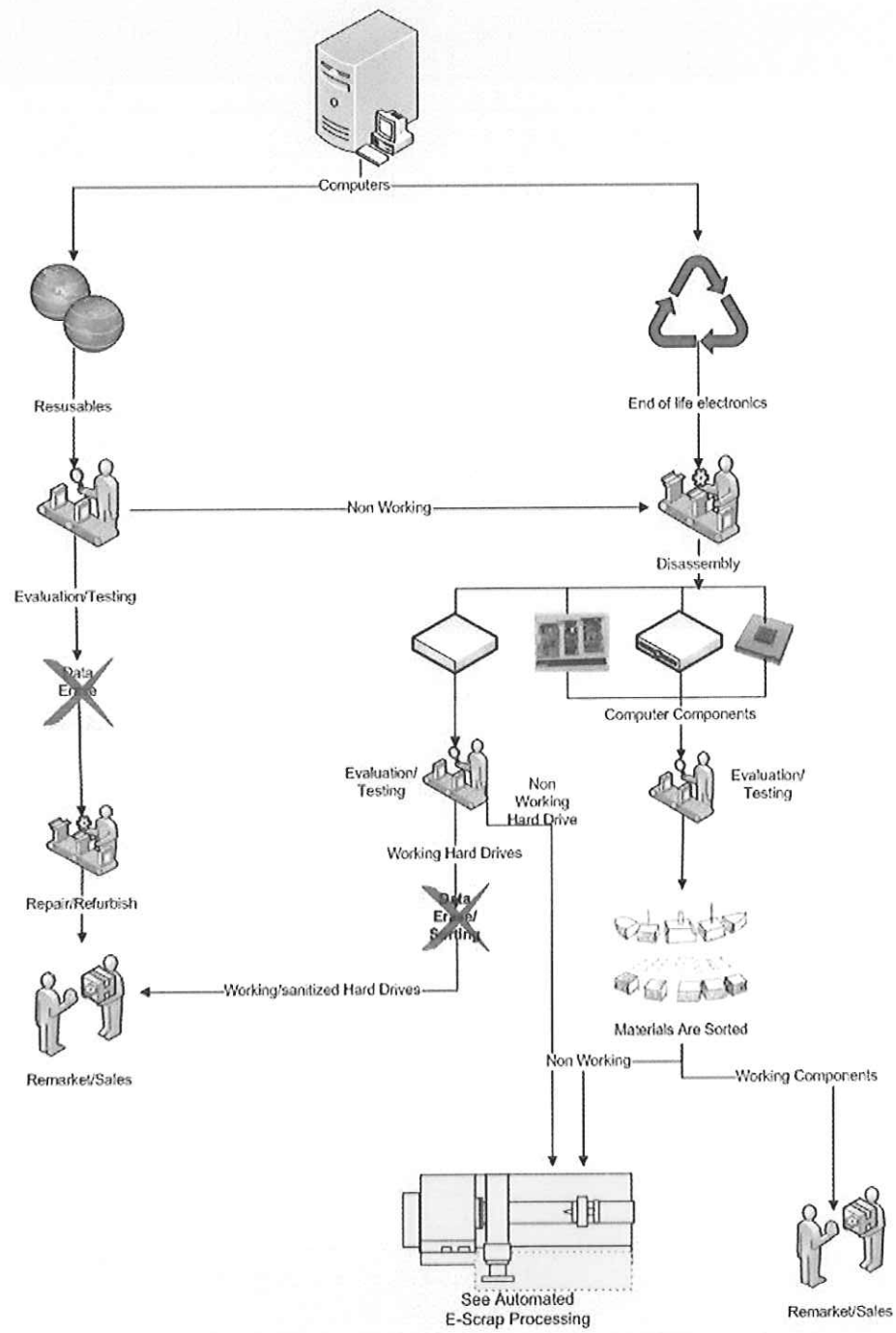
**Loading Process:**

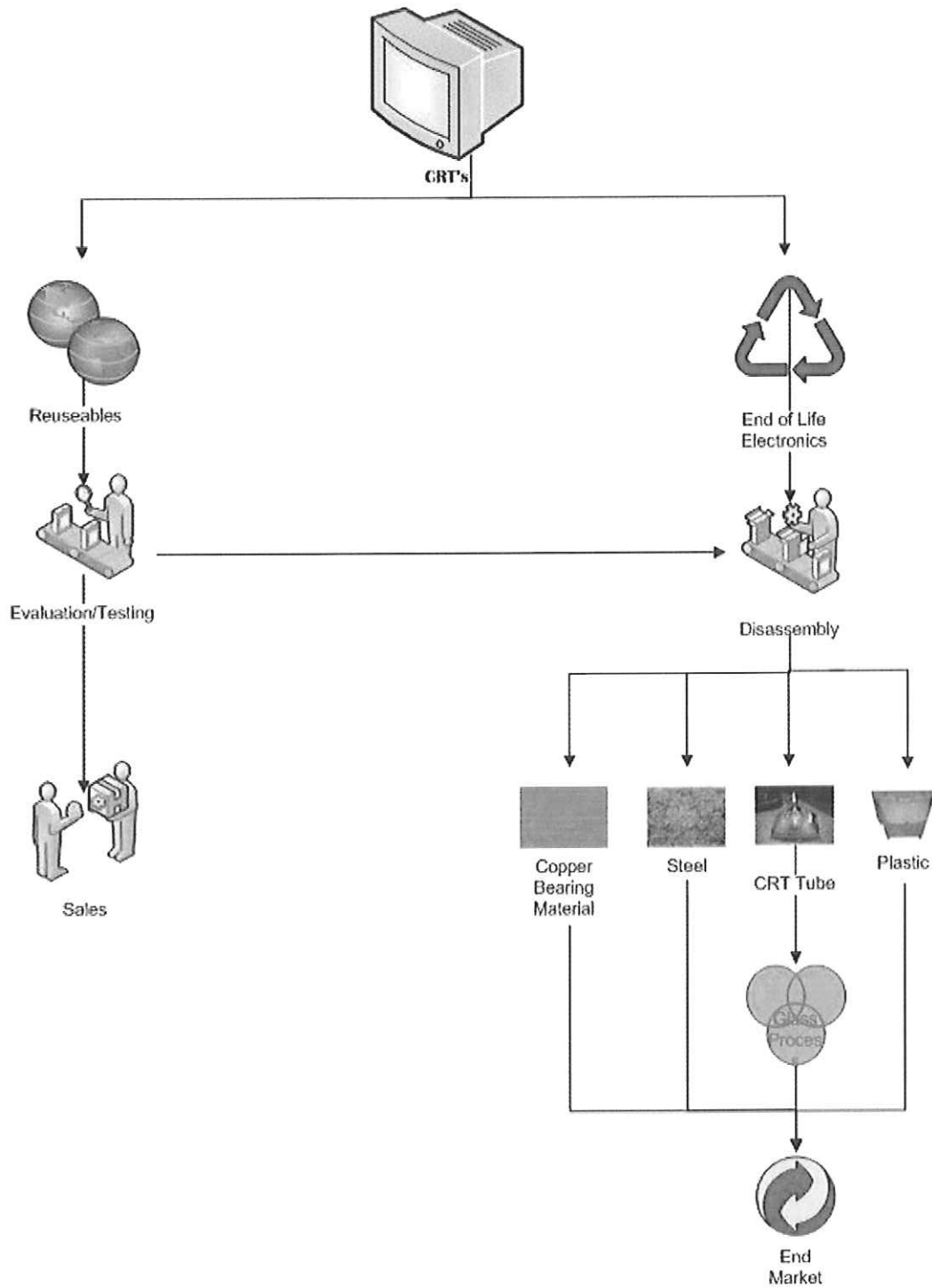
- When the container arrives, the Warehouse Manager signs the paperwork then directs the driver where to park the trailer. The trailer doors are opened and the material is loaded into the container using forklifts.
- Maximum Weight – the Maximum amount of weight that can be loaded into the trailer is 40,000 pounds, as a result, the glass load is single-stacked.
- All other loads of material are double-stacked to transport as much as possible.
- Paperwork -as the material is being loaded, the quantity is being recorded on the Inventory Sheet.
- When the loading is complete, digital pictures are taken of the contents and the container number.
- The paperwork is then given to the Logistics Department and a copy is given to the Driver.
- The Driver hooks the trailer to the truck and then transports the trailer to the recycling end user.

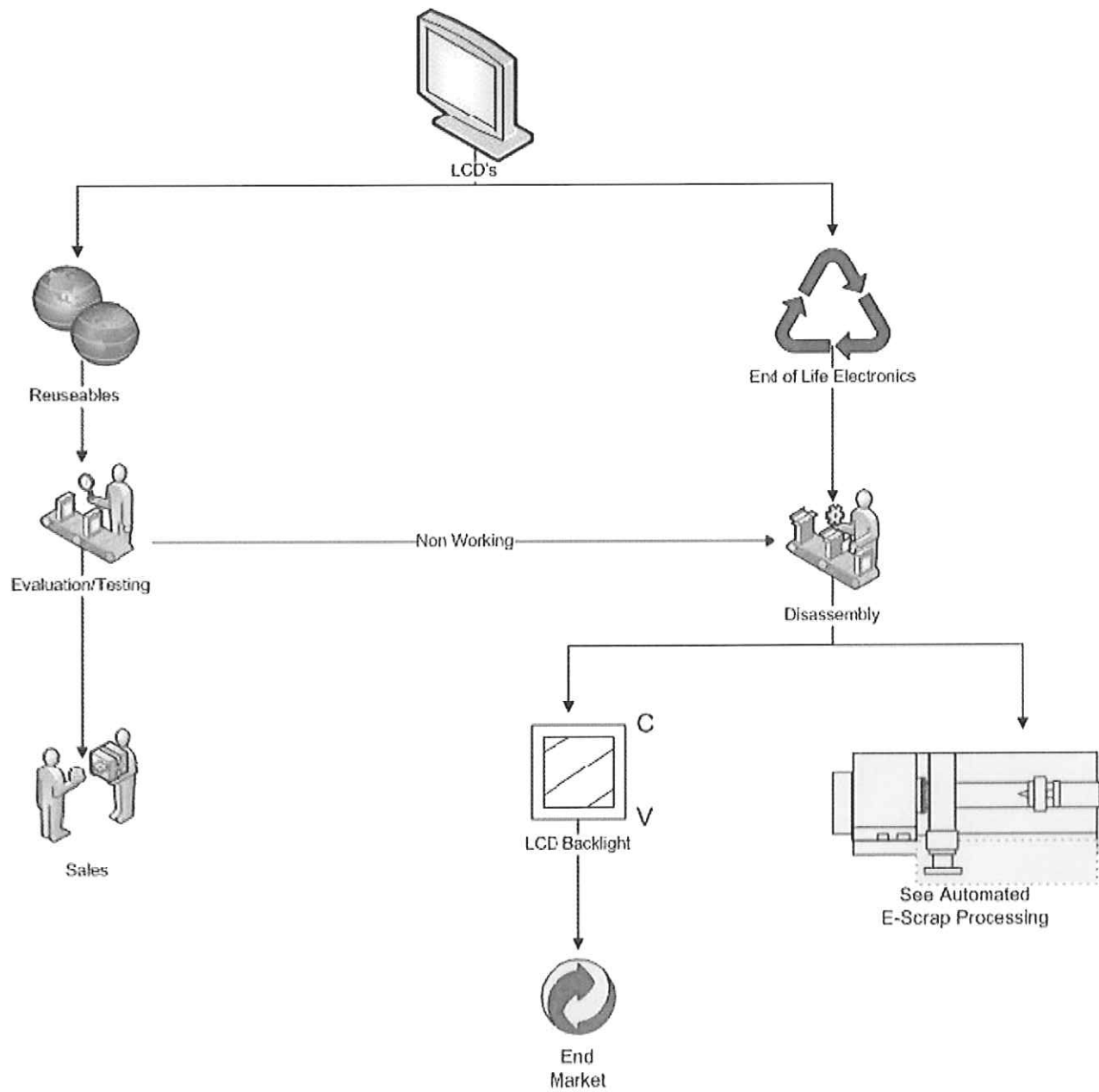
## Creative Recycling Systems

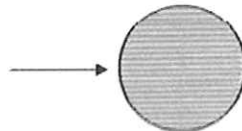
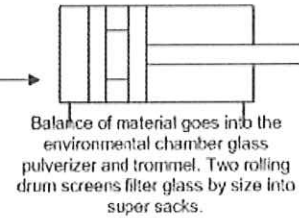
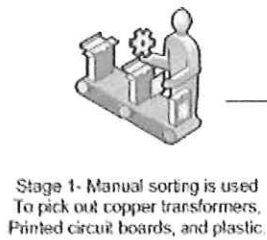
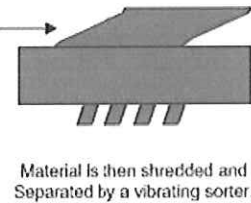
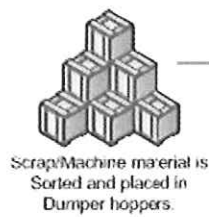
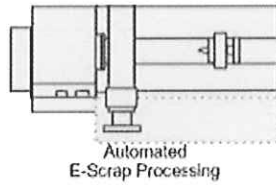












Air filtration system collects dust throughout The process. This dust is then captured by 48 Self-cleaning filters. Dust recovered from these Filters is collected in barrels for recycling. The Air then travels through 9 Hepa filters, and is Released back into the facility.

