



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  
**PC Renewal**  
 3848 Grafton Road  
 Morgantown, WV 26508

VENDOR

SHIP TO

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

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

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

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	SEALED BID					
	BUYER:			44		
	RFQ. NO.:			ERCYCL12		
	BID OPENING DATE:			06/19/2012		
	BID OPENING TIME:			1:30 PM		
	PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:					
				304-291-8552		
	CONTACT PERSON (PLEASE PRINT CLEARLY):					
				Susan Crasco		
	***** THIS IS THE END OF RFQ ERCYCL12 ***** TOTAL:					
						N/A

RECEIVED  
 2012 AUG -9 AM 10:31  
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>Susan Crasco</i>	304 291 8550	8-7-12	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
office manager	13-4289467		

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 \_\_\_\_

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

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

P.C. Renewal  
\_\_\_\_\_  
(Vendor)  
By: Susan C. Rosco  
Title: office manager  
Business Address: 3848 Grafton Road  
Morgantown, WV 26508  
Date: 8-7-12

**PC Renewal**  
3848 Grafton Road  
Morgantown, WV 26508

# 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: PC Renewal

Signed: [Signature]

Date: 8-7-12

Title: office manager

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

PC Renewal  
3848 Grafton Road  
Morgantown, WV 26508

RFQ No. ERCYCL12

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

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

**DEFINITIONS:**

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

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

Authorized Signature: [Signature] Date: 8-7-12

State of WV

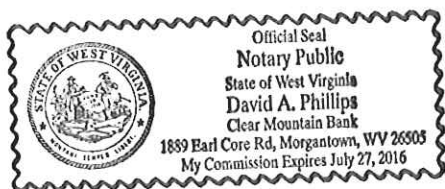
County of Monongalia, to-wit:

Taken, subscribed, and sworn to before me this 7 day of August, 2012.

My Commission expires 7/27/16, 2016.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



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

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

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

**Addendum Numbers Received:**

(Check the box next to each addendum received)

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

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

**PC Renewal**  
3848 Grafton Road  
Morgantown, WV 26508

PC Renewal  
Company

Susan Ciaro  
Authorized Signature

8-7-12  
Date

**NOTE:** This addendum acknowledgement 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
304-558-2316

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

**PC Renewal**  
 3848 Grafton Road  
 Morgantown, WV 26508

SHIP TO

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

DATE PRINTED
07/25/2012

BID OPENING DATE:

08/09/2012

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEMNUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 4		
				THE ATTACHED AMENDED AND RESTATED SPECIFICATIONS FOR RFQ # ERCYCL12 IS INTENDED TO SUPERSEDE AND REPLACE ANY PRIOR SPECIFICATIONS ORIGINALLY ISSUED FOR THIS RFQ. THE ORIGINAL SPECIFICATIONS ARE HEREBY MADE NULL AND VOID AND ARE REPLACED WITH THE ATTACHED AMENDED AND RESTATED SPECIFICATIONS.		
				THIS CHANGE ORDER ALSO CONTAINS ANSWERS TO TECHNICAL QUESTIONS THAT HAVE BEEN SUBMITTED.		
0001	1	LS		962-56		
				RECYCLE ELECTRONIC EQUIPMENT		

SIGNATURE <i>Susan Crabb</i>	TELEPHONE <i>304291-8550</i>	DATE
TITLE <i>office manager</i>	FEIN <i>13-4209467</i>	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: ERCYCL12  
Addendum Number: 4

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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 changed to: 08/09/2012 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.

**REQUEST FOR QUOTATIONS**  
**RFQ Number ERCYC12 - Electronic Equipment Recycling**

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**AMENDED AND RESTATED SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The State of West Virginia is soliciting bids for an open-end, statewide contract wherein multiple Vendors are approved to participate in a secondary bidding process to compete for the right to pick up and recycle used Electronic Equipment from the West Virginia Office of Technology and other agencies of the State of West Virginia.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1. **"OT"** means the West Virginia Office of Technology
  - 2.2. **"RFQ"** means the official RFQ published by the Purchasing Division and identified as ERCYC12.
  - 2.3. **"Electronic Equipment"** means those items identified on attachment A and shall not be interpreted to extend beyond those items.
3. **GENERAL REQUIREMENTS:** The requirements listed in this section are those requirements needed to evaluate each Vendor for authorization to participate in the secondary bid process outlined in Section 4 below. Only authorized Vendors will be permitted to participate.
  - 3.1. Vendors must have at least two years of experience with the recycling of electronic equipment or e-waste. Vendors must provide written certification of compliance with this mandatory requirement by signing and submitting Attachment B prior to contract award.
  - 3.2. 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 prior to contract award.
  - 3.3. 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 the Electronic Equipment.



- 4.1.5. Vendors must bid on and accept all Electronic Equipment contained on an itemized list advertised in a request for quotation or not bid at all. Vendors will not be permitted to selectively choose Electronic Equipment they wish to provide bid pricing for. Vendors shall, however, refuse to accept anything other than Electronic Equipment contained on the itemized list.
- 4.1.6. The Agency shall publicly open responses to the request for quotation immediately after the deadline for submitting responses.
- 4.1.7. The Agency will then notify the Vendor that offered either the lowest cost or the highest payment for pick up and recycling that it is the successful Vendor by issuing a WV-39 Release Order.
- 4.1.8. If a Vendor repeatedly fails to participate in the secondary bid process the State shall have the discretion to terminate that Vendor's contract.
- 4.1.9. Vendors must pick up Electronic Equipment within 10 business days of receipt of the WV-39 Release Order unless otherwise specified in the request for quotation. A determination of the date and time for pick-up shall be mutually agreed upon and scheduled by the Agency and Vendor.
- 4.1.10. Reconciliation of the Electronic Equipment being picked up and the Electronic Equipment contained on the itemized list shall be completed by the Vendor and Agency at the time of pick-up.
- 4.1.11. Vendors shall be responsible for providing all material and labor required to pack, load and transport Electronic Equipment, including but not limited to pallets/Gaylord containers, shrink wrap, lift devices, and transport equipment. Electronic Equipment pick-up locations may vary and will be determined at the time of need and by the government entity using the contract.
- 4.1.12. It is expected the majority of Electronic Equipment approved for disposition and recycling by OT will be located in the Charleston, West Virginia area, but this Contract is intended to cover the entire State of West Virginia.
- 4.1.13. Load sizes, contents, and pick-up frequency will vary. OT anticipates a minimum of one load per month will be required for pick-up and recycling. Loads are anticipated to be a minimum of 8 pallet/Gaylord containers but may be more or less depending on actual need.
- 4.1.14. Agencies shall have the right to require multiple pick-ups a month if necessary due to storage space limitations, etc.

**ERCYC12 - Electronic Recycling  
Attachment A**

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

- Q. Will you provide the "Multi-Vendor" list of electronic recyclers to each vendor once it has been determined who they will be?
- A. **This will be public information, as always.**
- Q. Do we, as a perspective vendor, need to submit copies of our WV licenses and insurance, along with Attachment B in order to prove such?
- A.. **Vendors are required to provide verification of licensing, insurance, and other information upon request and prior to award, unless otherwise stated in the specifications.**
- Q. The equipment that is listed on Attachment "A", does not list many electronic items that we as a recycler have received from WV State agencies in the past. Is this list ALL INCLUSIVE? Absolutely nothing else will be accepted but ONLY what is on Attachment "A"?
- A. **See Amended and Restated Specifications**
- Q. Do we need to submit any pricing for the items listed in "Attachment A" of the RFQ or do we only submit pricing for items when the specific loads are up for bid in the future? Are we only submitting proof of qualifications, signed attachments, and signed RFQ for this stage, then upon becoming approved, we send specific pricing for each load released for bid?
- A **See Amended and Restated Specifications**