



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
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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.	ITEM NUMBER	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		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

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

SOLICITATION NUMBER: ERCYCL12

Addendum Number: 4

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

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.

3.4. Vendors must be willing and able to accept all Electronic Equipment, as defined above.

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

4. **SECONDARY BID:** Each Vendor awarded a contract under this RFQ shall be authorized to participate in a secondary bid process where the winning bidder is required to pick-up and recycle the Electronic Equipment that has been identified. At no time shall a vendor be permitted to pick up or recycle anything other than Electronic Equipment. As used in this section, the term "Agency" or "Agencies" shall include OT.

4.1. Secondary Bidding Process:

4.1.1. Agencies desiring to use this Contract shall first develop an itemized list containing only Electronic Equipment for submission to all authorized Vendors. That list shall include manufacturer; model number and form factor (tower, desktop, laptop, etc.); manufacture date; and memory, processor type, and hard drive size and type (if known) for each piece of Electronic Equipment that the Agency desires to recycle.

4.1.2. The Agency shall then develop a request for quotation for submission to the authorized Vendors. The request for quotation shall contain the itemized list described above, the name of the Agency responsible for turning the Electronic Equipment over to the Vendor, the location of the Electronic Equipment, the time period within which the Electronic Equipment may be picked up, a deadline for Vendors to return responses to the request for quotation, the location to which request for quotation responses must be delivered, and any pertinent information regarding access to the Electronic Equipment (access to stairs, elevator, loading dock, distances, etc.).

4.1.3. Vendors desiring to respond to the request for quotation described above must submit their bids prior to the deadline listed therein. Vendors' responses shall be in the form of a lump sum cost or payment to the Agency depending on the Vendors estimated value of the Electronic Equipment to be picked up and recycled and the Vendor's cost of pick up and recycling. Vendor shall include all pick up and recycling costs in its lump sum bid.

4.1.4. Other than questions regarding the Electronic Equipment included in a request for quotation and pick up conditions, no communication between the Vendors and the Agency is permitted from the time the request for quotation is issued and bids are opened. Questions must be submitted in writing to the Agency at least three business days prior to the bid receipt deadline. Responses will be answered in writing and distributed to all authorized Vendors at least one business day prior to the bid receipt deadline. The Agency may extend the bid receipt deadline at its sole discretion by notifying Vendors of the extension prior to bid receipt deadline.

- 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.

4.2. – Necessary Approvals

4.2.1. Governor's Executive Agencies and OT Approval: Recycling of Electronic Equipment that is no longer in use by the Governor's office and executive branch agencies under the Governor's control must be approved by OT. OT will be responsible for sanitizing and tagging Electronic Equipment proposed for pick up and recycling for the Governor's office and all executive branch agencies under the Governor's control. Once sanitizing has been completed, a tag will be affixed to each piece of Electronic Equipment. Vendors shall not accept any piece of Electronic Equipment from the Governor's office or an executive branch agency under the Governor's control that has not been tagged and approved for disposition by OT unless some written assurance is provided to the Vendor and OT that the data on all devices has been destroyed.

A list of executive branch agencies under the Governor's control is attached hereto as Attachment C.

4.2.2. Other Agencies: Agencies not identified as executive branch agencies under the Governor's control are not subject to OT approval, but may be subject to approval from the West Virginia State Agency for Surplus Property, or oversight from some other board or governing body. Vendor should use its best efforts to ensure that all proper approvals have been obtained prior to picking up Electronic Equipment from agencies not subject to OT approval above. Best efforts shall include, but not be limited to, obtaining assurance from the Agency in writing that all necessary approvals have been obtained.

5. **RFQ AWARD:** The initial evaluation of bids submitted in response to this RFQ shall be based solely on whether Vendors meet the mandatory qualification and experience criteria established herein. All Vendors who meet the mandatory requirements shall be awarded a contract and become an authorized Vendor.
6. **REPORTING:** Vendors awarded a Contract under this RFQ shall provide quarterly reports to the Purchasing Division and any Agency utilizing this contract containing quantities of each type of Electronic Equipment picked up, cost or payments to the Agency or Agencies, a range of value by equipment type for Releases received under this contract, and any other information that Agencies may request.

**ERCYC12 - Electronic Recycling
Attachment A**

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

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

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

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

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

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

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.

(Vendor)

By: _____

Title: _____

Business Address: _____

Date: _____

Technical Questions ERCYCL12

Q. Please list, **SPECIFICALLY**, what State agencies **and** their **BRANCHES**, are in the Governor's Executive Branch. This inclusive list will aid in knowing who we will be servicing, therefore preventing any residual or default change that could change the terms of our contract. It will also aid in letting a State Agency know if they can deal directly with us as a vendor or if they must go through WVOT for recycling.

A. See Amended and Restated Specifications

Q. According to 3.2.1 in the RFQ, "Electronic equipment that is no longer in use by the Governor's Executive agencies must be accepted and approved by the WVOT prior to being retired from State government use." Does this mean that this equipment does NOT have to go through WV Surplus to be approved for recycling?

A. See Amended and Restated Specifications

Q. If there is no set dollar amount for recycling, describe how "all other West Virginia State agencies and other political subdivisions throughout the State", are able to use the contract for electronic recycling.

A. See Amended and Restated Specifications

Q. Are "all other West Virginia State agencies and other political subdivisions throughout the State" permitted to use any vendor they wish to recycle their electronic equipment?

A. Agencies and political subdivisions not subject to the Purchasing Division are not required to utilize a contract issued by the Purchasing Division.

Q. Are "all other West Virginia State agencies and other political subdivisions throughout the State" required to have their equipment approved through WV Surplus? If not, then what is the procedure for disposal?

A. Agencies and political subdivisions not subject to Surplus Property are not required to obtain Surplus Property approval.

Q. We currently have contracts with several WV State Agencies. Will these contracts become null and void once vendors are announced for electronic recycling for the State of WV?

A. No, current contracts with other State Agencies will continue until they expire, unless the State Agency in question is now subject to WVOT approval for recycling of Electronic Equipment.

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

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 type="checkbox"/> Addendum No. 1

<input type="checkbox"/> Addendum No. 2

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

<input type="checkbox"/> Addendum No. 4

<input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 6

<input type="checkbox"/> Addendum No. 7

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

<input type="checkbox"/> Addendum No. 9

<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.

Company

Authorized Signature

Date

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