

V.A.L.U.E SPECIFICATIONS FOR ELECTRONIC RECYCLING

NOTE: BIDDERS ARE REMINDED TO CAREFULLY EXAMINE THE BID AND SPECIFICATIONS UPON RECEIPT. IF NECESSARY, BIDDERS SHOULD MAKE A WRITTEN REQUEST TO THE PURCHASING AGENT WHOSE NAME APPEARS ON PAGE 1 OF THE BID, FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY, INCONSISTENCY OR ERROR DISCOVERED.

ADDITIONALLY, IF IN YOUR OPINION, ANY OF THE TERMS AND CONDITIONS OF THIS SPECIFICATION OR BID PREVENT YOU FROM BIDDING, CONSIDERATION WILL BE GIVEN TO A BIDDER'S REQUEST FOR CHANGE.

ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC. **MUST** BE SUBMITTED TO WAUKESHA COUNTY PURCHASING DIVISION **IN WRITING** AT LEAST **FIVE WORKING DAYS** PRIOR TO BID OPENING. REQUESTS RECEIVED AFTER THAT TIME **WILL NOT** BE CONSIDERED.

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID AMENDMENT TO ALL PROSPECTIVE BIDDERS AND IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID OPENING DATE. **AMENDMENTS WILL BE POSTED TO THE WAUKESHA COUNTY PURCHASING WEBSITE (<https://purchasing.waukeshacounty.gov>). BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE AMENDMENTS, ETC., PRIOR TO THE OPENING DATE. IF AN AMENDMENT(S) IS/ARE ISSUED, THEY MUST BE ACKNOWLEDGED ON THE SIGNATURE PAGE BY PLACING THE AMENDMENT NUMBER(S) IN THE BOX LOCATED ABOVE THE SIGNATURE AREA. BIDDERS WHO DO NOT ACKNOWLEDGE THE AMENDMENTS MAY HAVE THEIR BIDS REJECTED.**

YOUR BID RESPONSE MAY BE SUBMITTED HARD COPY OR ELECTRONICALLY USING WAUKESHA COUNTY'S WEBSITE AND FOLLOWING THE DIRECTIONS CONTAINED THEREIN. **FAX OR EMAIL RESPONSES ARE NOT CONSIDERED ELECTRONIC RESPONSES AND WILL NOT BE ACCEPTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT THE BUYER LISTED FOR A HARD COPY.**

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE PURCHASING DIVISION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTER OFFER AND WILL SUBJECT THE BID TO REJECTION.

GENERAL: It is the intent of these specifications to describe the minimum requirements for electronic recycling for Waukesha County and any V.A.L.U.E. agencies, who wish to participate. For additional information on V.A.L.U.E., go to www.value4gov.org. All items and services shall be furnished by the successful bidder at the bid price and shall conform to quality of material, workmanship and service usually provided by the practice indicated in the specification.

SPECIAL CONDITIONS: Purchases by each participating agency are contingent upon the appropriation of funds by the governing bodies of each participating agency.

AWARD: Award will be made in the aggregate or by Group (A to one vendor; B to another) to the responsible bidder who has the lowest cost and complies with the specifications. A responsible bidder is defined as:

A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract, who possesses the full capability, including financial and technical to perform as contractually required; and who can fully document the ability to provide good faith performance.

The Waukesha County Purchasing Division will be the sole judge in determining if a bidder is responsive. Cost evaluation for award purposes will be based on quantities from 2009 along with projected rebates for a net total cost.

PARTICIPATING AGENCIES: Exhibit A – Participating V.A.L.U.E. Agencies provides a listing of agencies who have utilized these services in 2009. The agency information, as well as past quantities listed, are given for informational purposes only and are not a guarantee as to the actual participation in this contract. Quantities may increase or decrease to meet the requirements of the respective participating agency, based on funding availability and program participation. A minimum is not guaranteed.

Each participating agency will issue a contract and/or purchase order, make payments, if applicable, and handle disputes involving their jurisdiction and the awarded contractor.

The date, on which service begins, the (“Operations Date”), may be different for each participating agency; however, the end date will be the same for all participating agencies as stated below in the Pricing/Contract Term paragraph. Any billings for items purchased under this agreement shall be directed to the participating agency utilizing these services. Waukesha County shall not be responsible for any disputes, which may arise between other units of government and the contractor as a result.

STATE SALES TAX/FEDERAL EXCISE TAX: Bids should not include Federal Excise and Wisconsin Sales Taxes, as each participating agency is exempt from payment of such taxes. State Statute No. 77.54(9a).

PROVEN EXPERIENCE: Each bidder must complete the reference document included herein (Exhibit B, Page 15) that will certify that they are experienced with or meet the requirements of this specification. Include the names of agencies for which similar services have been performed along with the name of a person to contact and their phone number.

INSPECTIONS: Waukesha County reserves the right to inspect the Contractor’s current place of business to evaluate equipment condition and suitability, staff experience, training provided, storage capabilities and transportation provisions as they relate to the performance of this contract.

SAFETY & ENVIRONMENTAL REQUIREMENTS: All services must be provided in accordance with all applicable federal, state, and local laws, ordinances and requirements covering the provision of said services. The Contractor shall comply with EPA and DNR guidelines for electronic and hazardous materials management.

PRICING/CONTRACT TERM: Pricing to include containers for the packaging where necessary, collection of electronic recycling materials, the pick-up/transportation of collected material, the disposition (breakdown and separation or refurbishment) and the marketing of the electronic recycled materials. No additional costs will be allowed over and above the bid price, including but not limited to minimum quantities, overhead, delivery, fuel surcharges, etc. V.A.L.U.E. will only accept bids for the items listed in the pricing document.

The initial contract term will be effective upon commencement of award thru 6/30/2011. This agreement may be extended by mutual consent for four additional one-year periods at the discretion of the County. Annual renewals are subject to annual appropriations by each participating agency.

Pricing will be firm for the first term, thru 6/30/2011. There will be no allowance or revised pricing to occur during any agreed upon term. After the first year term the following escalation / de-escalation will apply for all extensions with regards to both price increases and decreases.

Escalation/de-escalation is based on the following factors from the Bureau of Labor Statistics (<https://www.bls.gov>) combined for a not-to-exceed cap of 4%. Increases in overhead or profit will not be allowed.

- 1) For Services - Consumer Price Index – Midwest Urban Consumers, for all Other Goods and Services, All Items Less Food and Energy, 12-month Percent Change, Not Seasonally Adjusted or for a cap of 3%, whichever is lower. (This would be based on the percentage of cost you have stated in the pricing document that applies to services.) The base price to be used to determine the percentage of change will be the month of February.
- 2) For Transportation - Consumer Price Index – Midwest Urban Consumers, for Transportation based on a 12-month change (February to February) or a cap of 5%, whichever is lower. (This would be based on the percentage of transportation costs as stated in the pricing document that applies to transportation.)

De-Escalation: Any decreases to contractor's costs or the CPI should be reflected in the pricing for the last six months and any extensions to this agreement.

NOTE: Contractor is responsible for submitting price requests including supporting documentation, a minimum of 60 days prior to the date the price increase will be allowed. No increases will be allowed without the proper supporting documentation and only upon notification of approval via the receipt of either a change order to the existing purchase order or a new purchase order.

Any additional work beyond the scope of services **must** be authorized in writing by Waukesha County before additional costs may be incurred. These fees will be determined prior to commencement of work.

PAYMENT/INVOICING: There are some participating agencies whose preference is to pay for goods on a credit card. Indicate in the pricing document whether you will accept MasterCard for payment purposes. Vendors should note how many days after receipt of invoice that payment must be processed to accept the credit card. Please keep in mind that we will not process payment until/unless goods have been received (or accepted if applicable), and that a minimum of two (2) days is required for processing.

If you are unable to accept credit card, payment will be made within 30 days. Vendors who wish to quote a discount for early payment may do so by noting the discount in the Payment Terms on page 1 of the pricing document; for example - 1%/10 days = a 1% discount for payment made within 10 days. Discounts will be considered when evaluating costs.

Note: To avoid delays in payment, vendors should be sure to mail the invoice to the "Bill to" location as noted on the Purchase Order. The Purchase Order number must be reflected on the invoice and you may not bill for more than one purchase order per invoice.

INQUIRIES: Inquiries regarding the bid and/or specifications must be directed to Karen Bollinger, Waukesha County Purchasing Division, 262-548-7889 or e-mail kbollinger@waukeshacounty.gov, no later than five (5) working days prior to bid opening. The Waukesha County Purchasing Division has the sole authority for the modification of this specification or bid. This is to assure uniformity in the distribution of information. Therefore, representations made by other V.A.L.U.E. agencies will not be considered when evaluating bid responses.

INSURANCE - Prior to commencement of services, an insurance certificate, which meets the requirements as listed below, shall be provided to the participating agency. Failure to do so can make the contract voidable at the participating agency's discretion. Said insurance certification must be approved by the participating agency's Risk Manager or Purchasing Manager prior to the commencement of any work and upon request; certified copies of the required insurance policies must be submitted.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent licensed by the State of Wisconsin. Such insurance shall be primary. Should any insurance policy be canceled before the expiration date of the contract or have material reduction of coverages, scopes or limits during the term of this agreement, the issuing company must provide 30 days written notice to the lead agency.

A. **Worker's Compensation and Employers' Liability Insurance:** Statutory worker's compensation benefits and employer's liability insurance with a limit of liability not less than \$100,000 each accident. Contractor shall require subcontractors not protected under its insurance to take out and maintain such insurance.

B. **Commercial General Liability:** Policy shall be written to provide coverage for, but not limited to, the following: (1) Premises and Operations, (2) Products and completed operations, (3) personal injury, (4) Blanket contractual coverage, (5) Broad form property damage and (6) Independent contractor's coverage.

Limits of liability not less than: \$1,000,000 General aggregate; \$1,000,000 Products/Completed operations aggregate; \$1,000,000 Personal Injury; \$1,000,000 Each Occurrence. Waukesha County, V.A.L.U.E. participants, its boards, commissions, agencies, officers, employees and representatives shall be named as additional insured and so stated on the Certificate of Insurance.

C. **Automobile Liability Insurance:** Business automobile policy covering all owned, hired and non-owned private passenger autos and commercial vehicles. Limit of liability not less than \$500,000 combined single limit.

D. **Pollution Liability:** — Policy shall provide pollution liability/environmental impairment coverage for sudden and non-sudden occurrences causing injuries/damages (including environmental restoration) arising out of the negligent acts, errors, or omissions of the Contractor. Limits of liability not less than \$1,000,000, each occurrence/claim, \$1,000,000 aggregate.

Contractors transporting hazardous waste on behalf of the participating agency shall show evidence of an MCS-90 filing. If such transportation is subcontracted, Contractor shall obtain such evidence from the subcontractor and submit a copy of such filing to the participating agency(s).

Contractors arranging for the treatment or disposal of hazardous waste on behalf of the participating agency(s) shall identify the treatment and disposal facility to the participating agency(s) prior to utilizing the facility. The selected disposal facility shall be appropriately licensed and permitted to store and dispose of the waste, materials, or hazardous substances.

Contractor acknowledges that in the course of performing the services required by this contract that its employees may be exposed to various toxic or dangerous wastes and chemical substances which could cause injury, illness, or death. Contractor agrees to waive any right to seek compensation from the participating agency(s) for expenses incurred as a result of exposure to any toxic or dangerous substance. The Contractor agrees that the indemnification/hold harmless provisions within this contract extends to any claims brought by or on behalf of any employee of the Contractor.

FINANCIAL STABILITY: Upon request, the Recycling Contractor shall provide, within three (3) days, the following information for all companies, subsidiaries and/or parent companies that will work on the project. Each participating agency shall have sole discretion to determine the financial adequacy of proposed companies, subsidiaries or subcontractors. Information shall be submitted in a form which is in accordance with generally accepted accounting principals.

Certified audited financial statements or annual financial reports for the past three fiscal years to include at a minimum, income statements, balance sheets, and statements of changes in financial position. If less than three years of financial statements are available, this information should be provided to the fullest extent possible.

- > Copies of the latest quarterly financial report.
- > A copy of the latest annual report.
- > Information on any material changes in the mode of conducting business, bankruptcy proceedings, assignments of accounts or assets, corporate restructuring, and mergers or acquisitions within the past three years, including comparable information for related companies and company principals.

PROJECT DESCRIPTION – The V.A.L.U.E. membership seeks a Recycling Contractor to provide services to a variety of municipalities or school districts, to include containers, transportation, dismantling, salvage, sale, reuse and recycling of computers and electronic materials as defined herein from two source generators; 1) residential/school collection areas and 2) business/offices of various municipality agencies. From source 1, equipment to be recycled may include all items that are included under the E-Cycle Wisconsin Program. Equipment to be recycled from source 2 may include the non-consumer versions of all the same types of equipment.

Under the E-Cycle Wisconsin Program:

Acceptable **Covered Electronic Devices (CEDs)** include printers (desktop style, printer / fax / scanner / copier combinations), computers (desktops without video screens and similar devices), laptops and video display devices (televisions or computer monitor with a tube or screen at least 7" in the longest diagonal dimension).

Acceptable **Eligible Electronic Devices (EEDs)** include above CEDs, computer peripherals (keyboards, mice, external hard drives, etc.), fax machines, DVD player/digital video play with no disc, and VCR/video records without cassettes. Does not include cell phones, digital cameras, iPods, etc.

BACKGROUND: Wisconsin has signed into Law Act 50 that establishes manufacturer responsibility for recycling of e-waste from households and public schools. The law also bans landfill disposal and incineration in Wisconsin of certain electronics beginning September 1, 2010. Manufacturers that sell consumer video display devices, computers and printers will be required to collect and recycle an amount proportional to the weight of their products sold in the State of Wisconsin during a designated prior period. The Act does not address business-to-business or institutional sales. Manufacturers may count recycling of CEDs and EEDs toward their obligation. Manufacturer must register and pay a registration fee. Recyclers and Collectors participating in the E-Cycle Wisconsin program must also register with the Wisconsin Department of Natural Resources.

Further information can be found on the Wisconsin DNR website: <http://www.dnr.wi.gov/ecyclewisconsin>.

RECYCLING SITE(S) AND RESIDUE DISPOSAL SITES - The Recycling Contractor(s) is encouraged to refurbish and reuse equipment when feasible and required to recycle the maximum amount of acceptable electronic materials.

ASSET TRACKING – Upon request by the participating agencies, asset tracking must include, but not be limited to a report containing serial numbers, make, model, asset tag information and other asset details. This information will be made available via paper report or electronic spreadsheets.

AUDIT SERVICES AND GUARANTEE OF DATA DESTRUCTION – Contractor(s) shall provide each participating agencies with an audit service report delineating the weight of each commodity collected from each site within 30 days after each pick-up. In addition, the annual report must delineate all commodities collected, resold and recycled and be provided no later than July 30 for the period of July 1 through June 30. For electronic materials that are refurbished for resale, the Contractor(s) shall provide a certificate, upon request, that all media that has data storage has been cleaned of all data and that no data of the participating agency remains or can be restored or accessed. Contractor shall provide a certificate of destruction/ recycling by load (pick-up) to the participating agencies within 60 days after each pick-up.

SERVICE FEE RATES, INVOICING AND REBATES - The Service Fee Rates shall include containers, collection, transportation, processing, marketing and residual disposal.

Contractor(s) shall invoice each participating agency on a monthly basis. Invoice shall provide pounds of electronics received from the participating agency. On a quarterly basis, Contractor will provide participating agencies reports on the rebate status of their equipment. Participating agencies will be provided the option of receiving actual rebate checks on a quarterly basis or a quarterly report with an ongoing balance to be used for future pickup/recycling until such time a check is requested by either the participating agency or the Contractor.

Technical/Service Requirements: Supply all information requested. Check each section to verify that specifications are met. All exceptions or equivalencies must be fully explained or documented in the comments area provided.

Note: VR = Vendor Response

Comments: The comments field is restricted to 250 characters. If necessary, upload/add an additional document when submitting your response to provide additional information. **Be sure to label it with the bid number and reference the information back to the specification item number.**

Electronic Responses: Please note that if you are responding electronically, you must check either Complies or Does not Comply for every requirement listed. When you have finished, click on the Submit button at the bottom of the document. If you receive an error message, you did not complete all fields. Comments are optional.

Hard Copy Responses: Vendors who are submitting the documents manually must also check either Complies or Does not Comply for every requirement listed.

Unless otherwise stated, specification requirements apply to both Residential/K-12 and Government/Business Office recycling needs.	
1	Service provider shall currently be in the business of electronic recycling with the company operating for a minimum of five (5) years under the present name. In the comments section below provide the Company Name, point of contact (email and website) along with the facility site name and address. State the number of employees and the size of your facility in square feet (include production, storage and offices).
VR	Complies Does Not Comply
Comments	
2	Service provider or any parent or affiliated organization, must have not been convicted of any misconduct or been fined an amount greater than \$10,000 for a civil or criminal violation of any federal, state, or local statute or regulation in connection with a solid waste or transportation service agreement.
VR	Complies Does Not Comply
Comments	
3	Service provider is responsible to provide and maintain services that meet the requirements defined in the specifications.
VR	Complies Does Not Comply
Comments	
4	Service provider is registered with the State of Wisconsin Department of Natural Resources, E-Cycle Wisconsin program. State if you are registered as a manufacturer, collector or recycler in the comments section below.
VR	Complies Does Not Comply
Comments	

5	<p>All subcontractors must be identified in the comment section below. If subcontractors are used, Waukesha County will consider the proposing vendor to be the Prime Contractor and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such subcontractor arrangements.</p> <p>The Prime Contractor will be fully responsible for the acts, errors, and omissions of the Sub-Contractor. The Contractor shall cause appropriate provisions of its proposal to be inserted in all subcontracts ensuing to ensure fulfillment of all contractual provisions by subcontractors.</p>	
VR	Complies	Does Not Comply
Comments		
6	<p>Service provider will provide sufficient containers for the collection of all electronic recycling material delivered to the site, based on usage and available space. The service provider must provide enclosed containers for the acceptance of electronic recycling materials at the designated residential collection sites, remove full containers and replace with empty acceptable containers. Acceptable containers must minimize breakage of items during loading and transporting. Users (public and participating agency staff) must be able to load equipment into the container safely, i.e., no lifting items above shoulder height. Each participating agency will provide a firm surface for the containers. Access and egress to deliver and remove containers will be allowed during normal operating hours of each participating agency's facility. Typical operating hours are 7:00 am to 3:30 pm, but may vary from site to site. The service provider is required to follow all rules and regulations at each designated collection site. (See Exhibit A for a list of possible collection sites).</p>	
VR	Complies	Does Not Comply
Comments		
7	<p>Service provider's equipment must be designed, engineered and rated to perform satisfactorily and safely at all times in accordance with generally accepted waste industry procedures and local, state and federal laws and regulations. Containers proposed to be used for the performance of the electronic waste transfer for this project must safely transport materials per Wisconsin transportation requirements. The service provider(s) will be responsible for any litter falling out of the vehicles on the grounds of the collection site and/or all public roads used for transportation of the material.</p>	
VR	Complies	Does Not Comply

Comments		
8	Service provider is able to handle the estimated volume provided and is able to handle increased volume if allowing other agencies to be included under the V.A.L.U.E. contract.	
VR	Complies	Does Not Comply
Comments		
9	Service provider shall be able to accept the products listed as CEDs and EEDs. State below any items/materials you are unable to accept and handle.	
VR	Complies	Does Not Comply
Comments		
10	Service provider shall be able to handle and recycle or dispose of video displays, specifically cathode ray tubes (CRTs) and liquid crystal displays (LCDs) in accordance with specific state and federal regulations including EPA export requirements (http://www.epa.gov/osw/hazard/international/crts/). Provide a brief explanation or attach an additional document of your process for handling and recycling (disposing, including downstream vendors) CRTs and LCDs, including all other components.	
VR	Complies	Does Not Comply
Comments		
11	Service provider meets or exceeds the DNR Best Management Practices (reference Exhibit C – DNR Best Management Practices).	
VR	Complies	Does Not Comply
Comments		

12	<p>Service provider is able to offer:</p> <ul style="list-style-type: none"> • Consolidation and sorting of end-of-life (E-O-L) equipment for donation, sale or further outsourced processing. • Immediate repackaging of E-O-L equipment for donation, sale or further processing • Asset Tracking • Manual disassembly of E-O-L equipment (on-site or outsourced) • Mechanical separation of E-O-L equipment (on-site or outsourced) • Refurbish / reuse (on-site or outsourced) • Broker of e-scrap • Refining / smelting • Other <p>State below in the comments section what services are provided on-site or outsourced.</p>		
VR	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Complies</td> <td style="width: 50%;">Does Not Comply</td> </tr> </table>	Complies	Does Not Comply
Complies	Does Not Comply		
Comments			
13	<p>Service provider shall secure and pay for all Permits and Governmental Fees, licenses, and inspections necessary for the proper execution and completion of the work which are legally required, file all notices, comply with all laws, rules, regulations and lawful orders bearing on the performance of the work.</p>		
VR	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Complies</td> <td style="width: 50%;">Does Not Comply</td> </tr> </table>	Complies	Does Not Comply
Complies	Does Not Comply		
Comments			
14	<p>Describe any environmental, health and safety, or other certifications that your company holds. Provide a list and a copy of the certificate, i.e., ISO, R2, IAER, etc. Certifications will be considered in the event of a tie to determine the awarded vendor.</p>		
VR	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Complies</td> <td style="width: 50%;">Does Not Comply</td> </tr> </table>	Complies	Does Not Comply
Complies	Does Not Comply		
Comments			
15	<p>For all Residential and K-12 locations, supplies and containers are to be provided by the service provider. The service provider must be able to accept, provide and pick-up equipment and services via the following ways, at a minimum:</p> <ul style="list-style-type: none"> • Outdoor storage boxes for public use (Reference Item #6 above for more details - include picture/product literature) • Pallets • Roll carts 		

VR	Complies	Does Not Comply
Comments		
16	For all <u>Residential and K-12 locations</u> , service provider must be able to package and pack equipment for transport.	
VR	Complies	Does Not Comply
Comments		
17	<u>Residential and K-12 locations</u> - Recycling materials will be picked up on a "Will Call" basis by the participating agency. Upon notification, service provider will pick-up items within two (2) business days and replace with a new (empty) container(s). If service provider is unable to comply with the pick-up response time, they will discount their fees by 50%. At the option of each participating agency, they may request scheduled pick-ups with the service provider.	
VR	Complies	Does Not Comply
Comments		
18	For all <u>Business/office (Government) locations</u> , service provider must be able to accept, package, pack and transport equipment via the following ways: <ul style="list-style-type: none"> • Equipment is already packaged on pallets and shrink-wrapped • Equipment is in storage boxes provided by the service provider • Roll carts (provided by the service provider) 	
VR	Complies	Does Not Comply
Comments		
19	<u>Business/Office (Government) locations</u> - Recycling materials will be picked up on a "Will Call" basis by the participating agency. Upon notification, service provider will pick-up items within five (5) business days. If service provider is unable to comply with the pick-up response time, they will discount their fees by 50%.	
VR	Complies	Does Not Comply

Comments		
20	Services provider must have sufficient equipment and vehicles to provide the necessary services. State the number and types of vehicles available and if you accept partial truckloads in the comments section below.	
VR	Complies	Does Not Comply
Comments		
21	For any transporter utilized under this contract, the service provider shall provide in the comments section below or via an additional document the name, address and a list of permits and licenses for any state that the waste is being shipped through or to as a result of this contract.	
VR	Complies	Does Not Comply
Comments		
22	Service provider agrees to accept the title transfer of material once it has been placed on the transport truck.	
VR	Complies	Does Not Comply
Comments		
23	Service provider agrees to provide receipts, along with any customized reports that may be requested, i.e., manifest of the number of items/quantities (pallets, carts, etc.) picked up.	
VR	Complies	Does Not Comply
Comments		

24	Service provider will be responsible for providing <ul style="list-style-type: none"> • Certificate of destruction by load received (upon completion) • Certificate of secure data deletion (upon request) • Certificate of items recycled (upon request) • Documentation of Resale/Rebate (on a quarterly basis) • Documentation of items disposed (upon request) 	
VR	Complies	Does Not Comply
Comments		
25	Services provider (primary contractor) shall be able to provide, upon request, verifiable documentation (chain of custody, bills of lading covering a minimum of 3 months or 3 recent transactions of product flow, written consent from “competent authority in importing countries, etc.) that each down-stream sub-contractor who sends environmentally sensitive materials (directly or through intermediaries) manages these materials in a way that protects worker safety, public health and the environment through final disposition.	
VR	Complies	Does Not Comply
Comments		
26	Provide your firm’s percentage of residuals disposed in landfills or other solid waste disposal facilities in the comments section below.	
VR	Complies	Does Not Comply
Comments		
27	Service provider will ensure all equipment and components that are destined for donation or sold for reuse are tested, repaired and fully functional prior to selling.	
VR	Complies	Does Not Comply
Comments		

28	Service provider will provide the V.A.L.U.E. Lead agency with an annual report of electronics received broken down by participating agency.	
VR	Complies	Does Not Comply
Comments		
29	Provide a letter from one or more manufacturers registered under the E-Cycle Wisconsin program stating that you have an agreement to recycle eligible electronics on their behalf.	
VR	Complies	Does Not Comply
Comments		
30	Service provider must have a contingency plan for operating procedures that will take effect in the event of interruption of normal transportation or recycling site operations including work stoppage by Company's employees, emergency weather conditions, building or equipment failure, lack of access to the primary system for transportation, lack of access to the primary management site. Include a copy of your procedures or provide detailed information on your plan.	
VR	Complies	Does Not Comply
Comments		
31	<p><u>"PIGGYBACK PROVISION"</u>: We prefer this service be made available for use by other units of local government in Southeastern Wisconsin. These agencies include only cities, towns, villages, schools and special districts that are members of V.A.L.U.E. in Local Government. A current list of members is available at www.value4gov.org (select FAQ).</p> <p>If the prices offered on this bid will be extended to the above-mentioned governmental units, <u>indicate below</u>. If the prices, terms, or conditions are not the same, include a statement completely detailing the changes.</p> <p>Your response to extending this contract to other agencies will not be considered in making of awards under this bid.</p>	
VR	Yes	No
Comments		

EXHIBIT B-PROVEN EXPERIENCE

Number of Years performing similar services:

Number of Technical Service personnel complying with Item 1 of the requirements that are available for Emergency response:

List the name of company, contact name and phone number for a minimum of three (3) references:

1.Firm Name

Address:

Contact

Name:

Phone #:

Years dealing

w/your firm:

2.Firm Name

Address:

Contact

Name:

Phone #:

Years dealing

w/your firm:

3.Firm Name

Address:

Contact

Name:

Phone #:

Years dealing

w/your firm: