REQUEST FOR PROPOSALS

TO PROVIDE E - WASTE COLLECTION TO SUPPORT PIONEER TRAILS RPC:

The Pioneer Trails RPC administrators for the Region F SWMD program seeks a long-term 4 year contract with an E Waste Collection event/disposal contractor in Region F Solid Waste District consisting of Saline, Lafayette, Pettis, Johnson, and Morgan counties. This E-Waste Collection will support the member counties of, Lafayette, Johnson, Pettis and Morgan providing supervision, sorting, packaging and the transportation of E-Waste collection during multi county-wide events. This request for proposals seeks to provide this activity on multi year basis dependent upon current fiscal year MDNR Solid Waste Allotment availability. The proposal itself is due NLT October 20, 2015.

REGION F SOLID WASTE DISTRICT (REGION F SWMD) COMMITTEE:
The Region F Solid Waste District (Region F SWD) serves as the regional solid waste for the local citizenry of the five county areas. The district serves Lafayette, Johnson, Pettis, Saline, and Morgan counties and the cities within those counties. The procurement of these necessary items will adhere to Missouri’s Code of State Regulations, Division 40-Purchasing and Material Management, Chapter 1–Procurement (1CSR 40-1).

PROCUREMENT GOALS:

• Company Background/Experience: Provide your organization’s history, key personnel, references, and relevant specific experience with respect to this effort. The proposal must include: a description of how your organization would approach the assessment and review of the deliverables for this activity. Show your organization’s sustainability.

• Quality Control: Provide quality control measures used to ensure on-time delivery, and requested product inventory. Provide quality assessment measures to be used to provide accuracy assessments.

• Project Staffing: Provide the single-point project manager responsibility for all aspects of the procurement.

SCOPE OF WORK:

Due to the increased demand for E-Waste disposal each year each event has seen an increase in e-waste need. Based on last year’s events there are three (3) collections. Two (2) of the events
are one (1) in the fall and one (1) in the spring, with the third and fourth, (3rd and 4th) event taking place on an every other year rotation. There is no guarantee that 4 events will be held each year. Each year is also pending on approval from MO DNR Solid Waste Management Grant.

Following are the specifics salient features to establish a standard of quality for the multi-year E- Waste collection events across the five county- region.

- The contract must be in the business of providing electronic recycling and electronic handling; must be knowledgeable off all applicable laws, rules and regulations.

- The contractor shall provide for the pickup, transportation, and recycling of electronic devices collected at various E-Waste collections events across the five (5) county- region. The events will be one (1) daily collection individually schedule to maximize efficiency.

- Payment reimbursements will be based on the Bid Schedule

GENERAL INFORMATION /OPERATIONAL PROCEDURES:

The following is a general discussion of how a regional E-Waste Collection for Region F Solid Waste District would be conducted. The following guidelines and assumptions were used:

- The contractor shall operate various E-Waste Collections across the four (4) county Region.
- The events will be a one day collection individually schedule to maximize efficiency generally these events are held on Saturdays.
- The events will start approximately around 9:00 AM and conclude approximately around 12:00PM.
- It will be up to the Ewaste vendor to provide their own help to assist in unloading the vehicles, traffic control and if necessary assist with stacking of e-waste in the trailer.

ACCEPTABLE WASTE STREAMS:

The type of E-Waste that has been accepted in the past is listed below, but because of permitting or funding available, the county may decide to limit the type or amount of waste materials accepted.

Answering Machines, cell phones(including Blackberry’s, iPhones, and other smart phones), copiers, computer equipment (keyboards, mouse, towers, hard drives, modems), DVD players, electronic game systems (Wii, Playstation, Microsoft Xbox, Nintendo DS, Leap Frog, VTech etc.) fax machines, iPods , MP3 and other portable media players, laptops, monitors/terminals, printers, radios, scanners, stereo equipment, telephones, televisions and VCR players, personal grooming equipment and electron kitchen appliances and Microwaves.
All Fluorescent Tubs and Bulbs and Ballasts

Materials **NOT** accepted at the collections include:

*Items that would contain a liquid or gas in its case*

**PLANNING PHASE:**

The contract Site Supervisor will schedule a planning meeting with the PTRPC site coordinator and County representative(s) at least one month before the scheduled collection. This meeting will cover the following issues:

- Site Setup/Layout  Staff Responsibilities
- Equipment Needs  Permit Requirements
- Training Agenda/Schedule  Waste Management Methods
- On Site Packaging Methods
- Shipment Scheduling

**SITE SET UP:**

The contractor’s Site Supervisor will meet with the PTRPC Site Coordinator well in advance of the scheduled event as discussed above. All operational activities, set up, training and staffing will be discussed at this time. If any permits are required for operation of the site, applications will be prepared and submitted at least one month prior to the collection date. The contractor will require access to the collection site by 8:00am on the day prior to the scheduled event to set up all equipment and materials required.

**EQUIPMENT REQUIRED:**

Contractor will need to supply gaylord boxes and pallets if necessary to stack the equipment and fluorescents in.

Manifest will need to be a triple signed document.

**PAPER WORK REQUIRED/ ELECTRONICS MANAGEMENT PLAN:**

As part of its proposal, the Contractor shall develop and submit a detailed Electronics Management Plan (Plan for the handling of electronics, components, and process residuals. This requirement is imposed to allow Pioneer Trails RPC to provided due diligence in assuring
taxpayers and program participants that the items delivered to this program are handled in an environmentally sound manner and that the horror stories that have received lots of publicity regarding the handling of electronic waste in third world countries do not apply to this program. The Plan must address the following items:

a) A description of the proposed management steps and information about the proposed transporters and facilities involved in handling electronic and components accepted and managed, and how process residuals that results from processing the electronics and components will be managed.

b) A description of how the contractor ability to manage the electronics, components and process residuals in a manner that best protects or preserves the land, air, water, and other natural resources and the public health; and in a manner appropriate to the characteristics of the waste stream. For the materials managed in behalf of the Region F SWMD, the following management methods are listed in order of preference: (1) reuse and recycling of electronics, components and process residuals for the material recover; (2) management of components or process residuals for energy recovery;(3) incineration of hazardous components (PCB capacitors); and (4) incineration or land disposal of process residuals. The Region F SWMD prefers that recycling techniques be used to the full extend practicable, recognizing technical and economic feasibility, in an effort to minimize incineration and land disposal of electronics and components.

c) A description of how the contractor will ensure strict compliance with all applicable local, state, federal and international regulations for electronic waste management including, but not limited to transportation, safety and environmental regulation.

d) A list of all the facilities, transporters and subcontractors along with their roles in the management of electronics. For each facility, transporter, and subcontractor, the Plan must list the name, address, and the EPA Id number and DOT transporter number of applicable.

e) A description of how the contractor will calculate the net weight of the electronics and components shipped from the collection site.

f) A descriptive summary of the contractors’ due diligence assessment process of all transporter and facilities contractor’s due diligence assessment process of all transporter and facilities contractor would use in its management of electronics, components and process residuals.

g) A description of any certified environmental management standards such as ISO14001 or
ISO9001, if applicable.

h) A description of the contractor’s data security capabilities that comply with all data privacy and security regulations. The Plan must:

1. Include a description of measures taken during transport, storage and processing that ensures data security.

2. Include a description of how data storage media are checked, removed and physically destroyed.

3. Include the name, description and specifications for disk-wiping software used to sanitize hard drives.

4. Include a description of how cell phone data storage media is sanitized before refurbishment or reuse.

i) A triple signed manifest showing ending destination.

INSURANCE REQUIREMENTS:

The successful respondent shall comply with the following which shall be included in the agreement to be awarded:

A) The Contractor shall procure and maintain at its expense during the term of this agreement and any amendments thereto the following insurance from insurance companies authorized to do business in Missouri covering all operations and services to be performed by Contractor under this agreement.

1. Workers Compensation Insurance in accordance with the provisions of Missouri Workers’ Compensation Act.

2. Commercial general liability insurance in the minimum amount of two million dollars ($2,000,000) per injury, and the minimum aggregate amount of three million dollars ($3,000,000). Pioneer Trails shall be named as an additional insured.

3. Contractor will carry Contractors Pollution Liability in the amount of ten million dollars ($10,000,000) for each occurrence and ten million dollars ($10,000,000) for the aggregate of all claims and will provide any other coverage required by State and Federal law. If allowed under applicable law, Pioneer Trails RPC shall be named as an additional insured.
4. Automobile Liability, Injury and Property Damage with a limit of two million dollars ($2,000,000) per occurrence, combined single limit including owned, hired, and non-owned autos. Pioneer Trails RPC shall be named as an additional insured.

B. All insurance required hereby shall be issued by an insurance company or companies authorized to do business in the State of Missouri. Certificates of Insurance acceptable to Pioneer Trails RPC shall be filed with Pioneer Trails RPC prior to commencement of the work. Coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to Pioneer Trails RPC. Contractor and his subcontractors shall not permit any of his subcontractors to start work until all required insurance have been obtained and certificates with proper endorsements have been filed with Pioneer Trails RPC. Failure of the Contractor to comply with the foregoing insurance requirements shall in no way waive the Pioneer Trails RPC rights hereunder.

C. Certificates of Insurance will be filed with the:

Pioneer Trails RPC
802 S Gordon St.
Concordia, MO 64020

VEHICHEL PROCESSING:

- Vehicles will be queued into one or two lanes in front of the unloading areas
- Participants will be surveyed prior to entering the unloading lanes
- The vehicles will be queued into each processing area one or two at a time
- Traffic control personnel will be required at the entrance of the site

BID PROPOSAL

This contract will not exceed $30,000.00 for the 4 year duration ending June 30, 2016. Each year renewal is dependent on Missouri Department of Natural Resource Solid Waste funding.
This is $1875.00 per event if all 4 counties participate each year.

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Staffing Levels

Staffing levels will be determined during the Planning Phase based on the collection event running from 9:00am to 12:00pm. The Contractor will provide all technical personnel to supervise any volunteers provided.

**Mobilization** includes the time for Contractor personnel to set-up the site, and travel costs.

**Equipment and Supplies** includes all packaging materials miscellaneous equipment such as tools, carts, pallet jack, etc. Also included is the cost of shipping these materials to each site as listed as Contractor furnished materials.

**On-Site Labor** includes all the labor for Contractor personnel to run the event, and clean up the site after the collection has been completed.

**Transportation** - This is lump sum cost for transportation of all materials collected.

**Disposal Costs** - The disposal costs will be calculated on a per pound basis dictated from the bid schedule Unit costs. *The final cost for Disposal will be based on the actual wastes collected.*

FINAL ACCEPTANCE

The contractor shall demonstrate (thru a final report with pictures) the results of the events for each of the individual counties in Region F (Lafayette, Pettis, Johnson, and Morgan). Manifest, Summary list of disposed materials reduced to tonnage are part the final report. Fifteen percent (15%) of the event bid price will be withheld until an acceptable demonstration is completed. Acceptance and Final payment is dependent on compliance with this contract. This document will have three signatures 1) the Generator or Event Organizer, 2) the Transporter and 3). Accepting Facility Owner. This document must be provided for final payment.

The E-Waste Collection events will be scheduled by the PTRPC Site Coordinator for (Lafayette, Johnson, Pettis and Morgan). This scheduling is to maximize efficiency, and reduce transportation costs.
PROPOSAL SUBMITTAL REQUIREMENTS
This section describes the contents of the proposal as requested by Pioneer Trails RPC. The committee requires a brief written description of the approach proposed by your organization to provide these items. Proposals should include pricing by deliverable as indicated in the Bid Schedule below. The pricing is a firm cost not to exceed proposal. The pricing and the balance of your proposal will be the basis for award.

BID SCHEDULE

A. Recycling
Pricing of Electronics:

<table>
<thead>
<tr>
<th>Electronic Devices</th>
<th>Price</th>
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<tbody>
<tr>
<td>Televisions</td>
<td>$______________ per net pound</td>
</tr>
<tr>
<td>Monitors</td>
<td>$______________ per net pound</td>
</tr>
<tr>
<td>Computer CPUs</td>
<td>$______________ per net pound</td>
</tr>
<tr>
<td>Miscellaneous Electronics and Electronic Components</td>
<td>$______________ per net pound</td>
</tr>
<tr>
<td>All Fluorescents Tubes, bulbs, and Ballasts</td>
<td>$______________ per net pound</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Semi-Trailer Mobilization</td>
<td>$______________ per mile</td>
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B. Packaging and Supplies

<table>
<thead>
<tr>
<th>Supply Type</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>Cubic Yard Box (Gaylord)</td>
<td>$____________________ per unit</td>
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<tr>
<td>Pallet</td>
<td>$____________________ per unit</td>
</tr>
<tr>
<td>Shrink Wrap (if needed)</td>
<td>$____________________ per unit</td>
</tr>
<tr>
<td>Other (list out)</td>
<td>$____________________ per unit</td>
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</table>
Due Date – To be eligible for consideration proposals must be received by the commission no later than 3:00 p.m., C.S.T. October 20, 2015. Late submittals will not be considered. Please contact Debbie Brackman 660 463-7934 to confirm receipt by deadline.

Submission – The committee prefers that the submission be made in electronic format and two (2) hard copies plus one original. Files should be provided in Adobe Acrobat PDF format, and no single file should be more than 1 MG. Along one (1) original and two (2) paper copies. Email proposal to: debbie@trailsrpc.org. If electronic format is not possible, the proposal must be submitted to:
Debbie Brackman, HHW/Ewaste Coordinator
802 S Gordon
Concordia, MO 64020

1. Contact information - The proposal must contain the submitter’s name, firm, address, email, and phone and fax numbers.

2. Statement of qualifications - The proposal must provide:

   • General firm qualifications related to program administration

   • A brief narrative regarding the firm's capability to carry out this project, including any special assets, areas of expertise, analytical tools, data sources, etc. to which the firm may have access

   • A listing of similar projects undertaken within the last five (5) years by the proposing firm and/or its sub-consultants, showing contract amounts, descriptions of the work performed and clients with contact names and phone numbers

   • An explanation of quality assurance procedures (i.e., methods)

   • Resumes of key professional staff who will be assigned to this project

   • Description of the workload of individuals assigned to this project during the contract period. Any reassignment of designated key staff will not occur without mutual consultation and consent by the district.

   • A listing of all subcontractors, if any

   • Location of main and satellite offices
• Additional information

2. **Description of Services to be Offered (Prefer response of no more than 20 pages)**

3. **Fee Schedule** – The proposal must contain a cost for the required procurement. No partial payments will be made prior to delivery. A State of Missouri letter of credit will be made available upon request.

4. **Timeline** – The proposal is a multi-year effort. Pioneer Trails RPC is selecting a contractor for the long-term thru June 30, 2019 with renewal of the contract for the next two (2) years. Each of the four counties will funnel all their E-Waste Collection events thru this contract for that period of performance.

5. **Minority-Owned Business Enterprise/Women-Owned Business Enterprise (MBE/WBE) Requirements and Participation** – Pioneer Trails RPC MBE/WBE policy requires that qualified MBE/WBE’s be afforded an equitable opportunity to participate in contracts. In addition, the selected contractor must participate in the Federal Government’s E-VERIFY Program

6. **SELECTION PROCEDURE**
A short list of candidates may be selected on or about **October 23, 2013** by the committee after analyzing all proposal information. If phone interviews are deemed appropriate, proposers should be available for interviews on **October 29, 2015** with the Region F Board prior to the selection of a consultant. The final selection of a consultant is expected to occur on **October 30, 2015** upon approval of Region F SWMD executive board. Upon authorization of the committee, Pioneer Trails RPC reserves the right to negotiate a contract, including a scope of work and contract price, with any firm. This Request for Proposals does not commit PTRPC to award a contract, to pay any costs incurred in preparation of a response to this Request, or to procure or contract for services or supplies. Pioneer Trail’s RPC reserves the right to accept or reject any or all responses received as a result of this request, or to cancel this request in part or in its entirety if it is in the best interests of Region F SWD to do so. Firms shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, or agent of Region F SWMD for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposals. All proposals submitted in response to this RFP become the exclusive property of Region F SWD.

7. **PROPOSAL EVALUATION CRITERIA**
The proposal submitted by each firm will be evaluated according to the following factors:

A. Specialized experience and technical competence of the contractor(s) and assigned staff relative to the scope of work and task requirements outlined in this RFP.
• Ability to successfully provide the procurement services
• Experience of the project manager
• Experience of the prime contractor(s)
• Experience of other assigned individuals

B. Understanding the nature of the project
• Understanding of the proposed scope of work
• Respondent’s proposed methodology and approach
• General understanding of region response needs
• General organization and clarity of the proposal

C. References reflecting previous work experience of the firm and satisfactory accomplishment of contract responsibilities.
• Quality of final product
• Ability to meet work schedules
• Responsiveness to client input

D. Project cost, and schedule.
• Project schedule and timeliness of products
• Ability to complete work within time frame given
• Total project cost

8. CONTRACT AWARD
PTRPC will notify all candidates about the results of the selection process.
PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer’s opinion; actions were taken by staff and/or the selection committee which could unfairly affect the outcome of the selection procedure. All protests should be in writing and directed to Mr. Randall B. White, Exe Dir., Pioneer Trails Regional Planning Commission, 802 S. Gordon Concordia MO 64020. Protests should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest. Upon receipt of the protest, Pioneer Trails Regional Planning Commission will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

9. REFERENCES

Please provide three references (public or large commercial clients, if possible) to which similar services are being provided.

Reference #1

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<tr>
<td>Type of Organization:</td>
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<td>Length of time with your institution:</td>
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Reference #2

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Reference #3

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<td>Contact Personnel:</td>
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</table>
Pioneer Trails Regional Planning Commission
Region F SWD E-Waste Collection

Number:

PLEASE MARK YOUR SUBMITTAL "SEALED PROPOSAL" AND SEND IT TO:
Debra L. Brackman, HHW-Ewaste Coordinator
802 S Gordon
Concordia, MO 64020

Pioneer Trails RPC reserves the right to reject any and all proposals, to waive technical defects, and to select the proposal(s) deemed most advantageous to Region F SWD. Please bid using the enclosed Bid Schedule. The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

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<tbody>
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</tr>
<tr>
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Prepared by: R. White/RA Parrott