



Request for Proposal for Oregon State Contractor Program

The purpose of this Request for Proposal (RFP) is to establish a contract/s that will enable the National Center for Electronics Recycling (NCER) to obtain Electronics Recycling Services under the implementation of the Oregon State Contractor Program.

CONTRACT PERIOD: January 1, 2010 through December 31, 2010

SUBMIT BIDS ON OR BEFORE: Friday, November 6, 2009, 1:00PM PDT/4:00PM EDT

DATE OF NOTICE FOR SELECTED PROPOSALS: Wednesday, November 18, 2009

BID ADDRESS:

Electronic submission preferred to: oregon@electronicsrecycling.org

Paper copies must be received by the due date and time noted above at:

National Center for Electronics Recycling

115 Rosemar Road, Suite 1

Parkersburg, WV 26104

TECHNICAL QUESTIONS: Via email ONLY to oregon@electronicsrecycling.org.

Questions received via email prior to October 23rd at 9AM PDT/12PM EDT will be answered and posted on the Oregon State Contractor Program website – www.electronicsrecycling.org/oregon by October 30th.

DESCRIPTION OF PROGRAM:

The Oregon legislature passed an electronics recycling law in 2007, creating the State Contractor Program (SCP). The Oregon [Department of Environmental Quality \(DEQ\) has contracted](#) with the [National Center for Electronics Recycling \(NCER\)](#) to design, implement, and manage the State Contractor Program. The SCP provides statewide collection, transportation, and recycling services for televisions, desktops computers, laptops and computer monitors. The law requires the SCP to provide collection services collect covered electronic products at no cost in every county in Oregon, and in every city with a population greater than 10,000. The NCER seeks to obtain proposals for electronics recycling services to process and/or transport and process covered electronic devices (CEDs) under this program. The NCER may award one or more contracts to provide recycling and related services to the SCP. The NCER contracts separately with collectors and may direct shipment/s to contracted recyclers based on program needs.

The contract period shall be one (1) year. NCER may extend the contract period for additional one-year periods at their sole discretion.

1. MANDATORY REQUIREMENTS

A. Environmental Management Requirements

Contractors must abide by the Oregon Department of Environmental [OREGON ELECTRONICS RECYCLING PROGRAM ENVIRONMENTAL MANAGEMENT PRACTICES](#), spelled out below.

1. Legal Requirements

- a) Comply and maintain compliance with all applicable federal, state, and local environmental, health, and safety legal requirements¹.
- b) If exporting, comply with and be able to document compliance with all laws of the transit and recipient countries applicable to operations and transactions in which it engages.
- c) a) and b) above include, but are not limited to, applicable legal requirements relating to:
 - Waste and recycling processing, storage, handling, and shipping;
 - Air emissions and waste water discharge, including storm water discharges;
 - Worker health and safety; and
 - Transboundary movement of electronic equipment, components, materials, waste, or scrap for reuse, refurbishment, recycling, or disposal.
- d) Upon request from a customer, make available to the customer information about any fines, regulatory orders, or violations received in the previous three years related to the requirements outlined in the EMPs. For any subsequent fines or regulatory orders, make that information available within 60 days after any subsequent fines or regulatory orders are issued

2. Environmental, health, and safety management systems (EHSMS)

- a) Develop, document, implement, and update at least annually an EHSMS. The written EHSMS includes the following:
 - 1) Written goals and procedures to systematically manage environmental, health, and safety matters.
 - 2) Use a “plan, do, check, act” model that identifies environmental and health risks and requirements, implements operational controls, and provides corrective action procedures².
 - 3) Plan for responding to and reporting exceptional releases, accidents, spills, fires, explosions, and other out-of-the-ordinary events that pose risks to worker safety, public health, or the environment. Provide plan to all appropriate emergency responders.
 - 4) Procedure for identifying and evaluating the environmental, health, and safety impacts of downstream vendors and for using this information in the selection of downstream vendors.
 - 5) Consistency with generally recognized standards that cover environmental and worker health/safety management such as ISO 14001, the International Association of Electronics Recyclers (IAER) certification standard, or the Recycling Industry Operating Standard (RIOS), or a similarly rigorous in-house standard

¹ Please note that as part of meeting all local and state requirements, any facility in Oregon may be required to obtain the new DEQ Electronics Material Recovery Facility permit. See the permit application at: <http://www.deq.state.or.us/lq/pubs/docs/ElectronicsMRFPermit.pdf> and more information at: <http://www.deq.state.or.us/lq/electronics.htm>. If applicable, note your facility permit number or application status.

² Elements of this model include: Plan – (a) Identify environmental and worker health/safety impacts and legal and regulatory requirements; (b) Establish environmental goals, objectives, and targets; (c) Plan actions that work toward achieving identified goals; (d) Plan for emergency preparedness and response; and (e) Identify management support. Do – (a) Establish roles and responsibilities for the EHSMS and provide adequate resources; (b) Ensure staff are trained and capable of carrying out responsibilities; and (c) Establish a process for communicating about the EHSMS. Check – (a) Monitor key activities and track performance; (b) Identify and correct problems and prevent recurrence; and (c) Provide a measurement system. Act – (a) Conduct annual progress reviews; (b) Act to make necessary changes to the EHSMS; (c) Create and implement an action plan for continual improvement.

- b) Ensure all workers understand and follow the portions of the EHSMS relevant to the activities they perform.

3. Recordkeeping

- a) Maintain business records sufficient to demonstrate the material flow of the CEDs, components, and materials that pass through the recycler's facility. This can be done by:
 - 1) Maintaining commercial contracts, bills of lading, or other commercially-accepted documentation for all transfers of CEDs, components, and materials into and out of the facility, including brokering transactions.
 - 2) Keeping documentation for at least three years.

4. On-site operating Practices

- a) General
 - 1) Possess the expertise and capability to process each type of equipment, component, and material it accepts in a manner protective of worker safety, public health, and the environment.
 - 2) Use safe materials handling, storage, and management practices, including good housekeeping standards and keeping all work and storage areas clean and orderly.
 - 3) Comply with all applicable federal and state OSHA standards.
 - 4) Designate an employee or consultant to coordinate and promote worker health and safety.
 - 5) Use a certified scale to weigh CEDs that are reported as recycled through the OERP.
- b) Workforce and environmental protection
 - 1) Conduct on an ongoing basis a hazards identification and assessment of occupational and environmental risks that exist or could reasonably be expected to develop at the facility. Such risks, for example, could result from sources such as emissions of and/or exposure to substances³, noise, ergonomic factors, thermal stress, substandard machine guarding, cuts and abrasions, etc. The hazards identification and assessment is captured in writing and incorporated as a component of the EHSMS.
 - 2) Manage the hazards and minimize the releases identified using an appropriate combination of strategies, including but not limited to the following:
 - I. Engineering controls such as:
 - a. Substitution (e.g. replacing a toxic solvent with one less toxic),
 - b. Isolation (e.g. automating a process to avoid employee exposure), or
 - c. Ventilation and, if appropriate, capture (e.g. fume hood),
 - d. Dust control, capture, and clean up, and
 - e. Emergency shut-off systems, and
 - f. Fire suppression systems,
 - II. Administrative and work practice controls including appropriate combinations of:
 - a. Regular, documented health and safety training that covers information from the hazardous assessment, safe management handling, spill prevention, engineering controls, equipment safety, and use and care of personal protection equipment;

³ Risks posed by exposure to substances may arise in a variety of situations – sometimes involving substances that do not under ordinary conditions pose a risk to worker safety or the environment. Substances, for example, may include mercury, lead, beryllium, cadmium, PCBs, some phosphor compounds, certain brominated flame retardants (i.e. polybrominated biphenyls, pentabrominated diphenyl ether, and octabrominated diphenyl ether), silica dust, chlorinated or brominated dibenzodioxins and dibenzofurans, and hexavalent chromium.

with training for new hires and refresher courses for all employees that is understandable to them given language and level-of-education considerations,

- b. Job rotation as feasible given workforce size,
 - c. Safe work practices,
 - d. Medical surveillance,
 - e. Safety meetings.
- III. Personal protective equipment, such as respirators, protective eyewear, cut-resistant gloves, etc. as appropriate for the risks involved and the tasks being performed.

Incorporate hazard management strategies as a component of the EHSMS.

- 3) Use monitoring and sampling protocols to provide assurances that the practices employed are effectively and continuously managing the risks identified. This includes complying with all applicable Federal or State OSHA standards and permissible exposure limits (PELs) for sampling and/or monitoring.
- 4) Treat the workforce, including volunteer workers, temporary workers, and anyone else performing activities in a recycling facility, using the standard of care described in section 2) of this provision.
- 5) Designate a qualified employee or consultant to coordinate promotion of worker health and safety. This individual is identified to all employees and two-way communication is encouraged between employees and this individual regarding potential hazards and how best to address them.

c) Materials separation and processing

- 1) Materials of concern include the following:
 - a. Any mercury bearing lamps or devices or PCBs;
 - b. Batteries;
 - c. Cathode ray tubes (CRTs) and leaded glass; and
 - d. Circuit boards
- 2) Separate CEDs and CED components that are or contain materials of concern that would pose risk to worker safety, public health, or the environment during subsequent processing; or
- 3) If processed prior to removal, store processed materials of concern in containers sufficient to prevent a release to the environment or threat to human health, and handle them in a manner consistent with the regulatory requirements that apply to the items, or any substances contained in them, in a secured, sheltered enclosure with an appropriate catchment system as warranted. Cover or otherwise effectively separate battery terminals during storage and shipment to prevent short circuiting.

d) Storage

- 1) Store materials of concern as described in c) above in a manner that:
 - I. Protects them from adverse atmospheric conditions and floods and, as warranted, includes a catchment system;
 - II. Is secure from unauthorized entrance; and
 - III. Is in clearly labeled containers and/or storage areas.
- 2) Store whole products, components, and equipment destined for reuse in a manner that:
 - I. Protects them from adverse atmospheric conditions and floods and, as warranted, includes a catchment system;
 - II. Is secure from unauthorized entrance; and
 - III. Is in clearly labeled containers and/or storage areas.

- e) Through training and preparation be able to immediately implement response practices designated in the facility's EHSMS to report and address any releases that could pose a risk to worker safety, public health, or the environment including emergencies such as accidents, spills, fires, and explosions.
- f) Manage materials of concern both on-site and in the selection of downstream vendors to which materials of concern, or whole or shredded equipment or components containing materials of concern, are sent using the practices described in this subsection 4.

5. Separation and recycling of materials

- a) Dismantle, separate, or mechanically process, as appropriate, the CEDs and components from which raw materials are to be recovered into separate "streams" as appropriate to generate value, minimize waste, and enable safe management through to final disposition.
- b) Conduct due diligence, or use documented due diligence that others have performed, on each downstream vendor sent materials for recovery by obtaining a written contractual commitment, or a written certification from the vendor, or other certified documentation, such as an audit report prepared by a certified auditor, that they have verifiable records demonstrating they meet the EHSMS practices outlined in subsection 2, and are in compliance with its environmental and worker safety legal obligations.
- c) Accumulating CEDs, components, or materials derived from CEDs that are in need of further off-site processing for more than 180 days without recycling at least 75% of what was accumulated at the beginning of that period may be considered speculative accumulation and operating a storage or disposal facility under OAR Chapter 340, Divisions 93 – 97 and may require a solid waste or hazardous waste permit.

6. Management of residuals from CED recycling.

- a) Direct materials with high BTU value to energy recovery only if the energy recovery facility is designed to safely manage any "materials of concern" and the substances they contain.
- b) Materials and residuals from processing that cannot be reused or recycled may be disposed of at solid waste landfills or incinerators, and the landfill or incinerator receiving the material is operating in compliance with all applicable permits and laws, and the materials are not determined to be a hazardous waste, requiring management at a hazardous waste facility.
- c) If the stream being managed contains any materials of concern, ensure any by-products or wastes produced at the facility are managed safely.

7. Due Diligence Downstream

- a) Implement practices that establish and maintain a written record, such as shipping documents, database extracts, or other documents that identify where any CEDs, components, or materials (including materials of concern) that are recycled from the time the equipment, components, or materials leave the facility through to the point at which materials become a single material commodity suitable for final processing.
- b) Obtain from each downstream vendor where materials and materials of concern are sent, a written contractual commitment and verifiable business records or a third-party audit, or use documented due diligence that others have performed, verifying that the downstream vendor conforms to the following practices in this document:
 - 1) Legal requirements in subsection 1.
 - 2) EHSMS in subsection 2.
 - 3) Recordkeeping in subsection 3.
 - 4) Operating practices in subsection 4.
 - 5) Separation and recycling of materials in subsection 5.

- 6) Management of CED components and materials that are not reused or recovered in section 6.
- c) Obtain a written statement from immediate downstream vendors where CEDs, components, materials, or materials of concern are sent that those vendors maintain written documentation of where materials go when they leave their facility in order to assure a downstream chain of documentation is in place.
- d) Maintain access to the downstream chain of documentation through to the point at which CEDs, components, materials, and materials of concern become a material suitable for final processing and review downstream vendors' conformity to the practices listed in b) above. Check conformity at least every two years and more frequently if changes in circumstances warrant.

8. Insurance

- a) Obtain and document prior to contract signing the following insurance, at a minimum, is in place and current throughout the term of the contract:
 - 1) Workers' compensation insurance, statutory limits;
 - 2) Commercial general liability insurance in the amount of \$1,000,000;
 - 3) Automobile liability in the amount of \$500,000;
 - 4) Pollution liability (gradual, sudden or accidental) that is preferably occurrence based; or, if that is not available, that is on a claims made basis with extended tail coverage for at least 10 years. Tail coverage may vary from this limit, but would need to be approved on a case by case basis. Coverage must be, at the minimum, in the amounts of \$1,000,000 per claimant and \$2,000,000 per occurrence;
- b) Final contract shall include contractual liability coverage for the indemnity determined in contract negotiations, and provide that NCER, Zero Waste Alliance, and their officers, employees are Additional Insureds under the required insurance policies.

9. Closure plan and financial responsibility

- a) Prepare and keep current a written plan for facility closure and a sufficient financial instrument (e.g. bonds, trust fund, or letter of credit) that assures proper closure of the facility and assures against abandonment of any CEDs, components, or materials at the facility.

10. Data sanitization/destruction

- a) Data sanitization or destruction is not required.
- b) If a recycler does sanitize or destroy data on hard drives and other data storage devices for its customers, adherence to the National Institute of Standards and Technology (NIST) Guidelines for Media Sanitation or certification by the National Association of Information Destruction (NAID) or other generally-accepted programs is recommended.
- c) If a recycler does sanitize or destroy data on hard drives and other data storage devices for its customers, the recycler should document data destruction processes and procedures.

11. Facility Security

- a) Provide a functioning security program that controls access to all or parts of the facility in a manner appropriate given the type of equipment handled and the needs of the customers served.
- b) The program, for example, may include such things as photo ID, visitor logs, video surveillance, locked doors, receptionist, security guards, perimeter fencing, securing dock

and bay areas when not in use, locking gates and doors to storage and processing areas, and adequate lighting inside and outside of facility.

B. Audit

Contractor must secure an annual compliance audit conducted by a certified or accredited auditor. The auditor must document certification or accreditation through ISO Guide 66; ISO/EC Standard 17021:2006 (or most current), or another body acceptable to NCER or the Agency, including, but not limited to, auditors working under certifying bodies applying to ANAB for R2 or E-Steward accreditation. The auditor must provide a compliance audit report to the NCER detailing all of the practices, standards, and requirements, including applicable national, state, and local requirements the recycler is required to meet, and documentation of compliance or noncompliance with those requirements. In cases where the practices and requirements for recyclers under the State Contractor Program conflict with national, state, or local laws where the recycler is located, the audit report must identify the requirements in conflict and document the conflict and compliance with the corresponding national, state, and local requirement. The audit report must be signed and certified as to accuracy by the auditor.

C. Reports

Contractor must provide monthly reports by the 5th of each month detailed the net weight of covered electronic devices received during the previous month concurrently with their invoice to the NCER, the source of incoming CEDs from collection sites and additional information to be determined in the final contract.

D. Access

Contractor must provide access to their facility and cooperate with CED sampling activities conducted by Oregon DEQ and/or their designee.

E. Preferential Criteria

The NCER will require contractors to demonstrate compliance with Criteria A-D, but preference will be given to contractors who go beyond these guidelines by demonstrating one or more of the following:

- Implementation of an ISO 14001-certified Environmental Management System;
- Adherence to the Washington Department of Ecology's Environmentally Sound Management and Performance Standards (Preferred Level), as demonstrated through a listing on the Ecology website (<https://fortress.wa.gov/ecy/epr/processors.aspx>)
- Successful qualification for recycling services for one or more manufacturers of covered electronics (see list of covered manufacturers at www.oregonecycles.org), including responsible contact name at manufacturer
- Documentation of third-party audits for downstream processors of materials of concern.
- Qualification as a an "E-Steward" as demonstrated through listing on the BAN website (http://www.e-stewards.org/local_estewards.html) OR documentation of initiation of R2 certification process

(<http://www.epa.gov/osw/conserve/materials/ecycling/r2practices.htm>) through R2/RIOS (<http://www.isri.org/AM/Template.cfm?Section=R21&Template=/TaggedPage/TaggedPageDisplay.cfm&TPLID=184&ContentID=21278>) or other R2 certification program.

2. PRICING AND SERVICES

Pricing shall be based on a per pound price as shown on the Bid Proposal Form. Pricing may be provided on a product category basis (per net pound) and/or a flat rate across all CEDs. If a certain product category is not proposed as a cost, proposer may specify this as a credit rate per pound. All prices must be per net lb (i.e. no packaging weight included).

Proposers are invited to provide pricing for the following services:

- A. Recycling of CEDs delivered at the bidder's loading dock
- B. Recycling and transportation of CEDs from multiple collection points in Oregon. This includes provision of all materials and equipment for gathering and loading the electronic waste (such as Gaylord boxes, pallets, and other appropriate materials, as well as liftgate service), and provide all transportation to the recycling facility, in addition to recycling all collected equipment from any designated collection points according the Environmentally Sound Management guidelines listed above. Transportation costs may be provided on a per mile basis, or provided on a CED per pound basis.

OPTIONAL:

Due to the fact collectors may receive non-CEDs at their locations, they may need recycling services for those non-CEDs. While the NCER cannot pay for any costs associated with collecting, transporting or recycling these non-CEDs, collectors can make separate arrangements with contracted recyclers:

- C. Recycling of non-CED electronics collected and transported concurrently with CEDs. Recycling and transportation costs for non-CEDs should be provided on a per pound basis, either as a set or on a product-specific basis.

3. PAYMENT

The National Center for Electronics Recycling will administer the contract. NCER will be responsible for managing payments and correspondence for the contract. The contact person at NCER is as follows:

National Center for Electronics Recycling
Attention: Jason Linnell
115 Rosemar Road, Suite 1
Parkersburg, WV 26104
304-699-1008
jlinnell@electronicsrecycling.org

4. BID FORMAT

The format of all bids must conform to the following arrangements:

Part 1. General Background and Description of Environmental Qualifications

Describe your firm's background, history, management team qualifications, experience in the recycling industry and working with the Oregon electronics collection infrastructure, and evidence of sound financial condition, as well as:

- A. Description of proposer's ability to meet qualification to perform the required services. Proposer must address all mandatory requirements listed above, including insurance requirements.

- B. Description and/or documentation of a recent third party audit to standards that meet or exceed the Oregon EMPs. The audit required in Section B does not need to be completed prior to the bid submission, but will be required prior to contract signing
- C. Describe current data management and reporting capabilities.
- D. Describe current access policies and willingness to participate in sampling procedures
- E. Describe and document any preferential criteria noted in Section 1.E. your firm currently meets

Part 2. Bid Proposal Form (below)

Bids may be submitted hard copy but must be received at the address on page one of this RFP no later than the closing date. If submitting via email, send all elements of the bid along with a scanned Bid Proposal Form with original signature included to oregon@electronicsrecycling.org.

5. BID AWARD

Selected proposals will be invited by November 18th to enter into contract negotiations. Contract awards will follow successful contract negotiations and be finalized no later than December 15, 2009, following DEQ approval. Contract award is contingent upon a completed third party audit as specified in Section 1.B and documentation of the required insurance in Section 1.A.8. NCER reserves the right to award this contract where such action serves the organization's best interest. The NCER reserves the right to accept or reject any or all bids. Contract award does not guarantee utilization of recycling services.

6. EVALUATION PROCESS

Bids will be rated first through a numerical scoring system with points provided according to the table in Section 7, and then by price. Proposals received will be evaluated by an evaluation team comprised of members of the SCP Team, NCER management, and at least one outside stakeholder. The awarding of any contract as a result of this RFP will be at the sole discretion of the NCER. Bids not meeting the mandatory requirements will not be rated. The evaluation team reserves the right to award a contract to a bidder other than the bidder receiving the highest scoring.

7. SCORING OF BIDS

| | |
|----------------------------------|------------|
| Step 1: Complete Response | Y/N |
|----------------------------------|------------|

Bids will not be considered/scored if they do not respond satisfactorily to the Mandatory Requirements in Section 1 (A-D) and provided a completed Bid Proposal Form. Proposer will be notified of the deficiency.

| Step 2: Environmental Qualifications and Relevant Experience | | Points |
|---|---|---------------|
| 1. | Evidence of knowledge and expertise in the recycling industry and evidence of sound financial condition | 20 |
| 2. | Demonstration that the company meets or exceeds the Oregon EMPs with current practices (to be verified with audit), including necessary insurance | 30 |
| 3. | Experience working with Oregon collectors and knowledge of Oregon recycling infrastructure | 15 |
| 4. | Documentation of recent third party audit to environmental management standards that are similar or exceed Oregon EMPs | 20 |
| 5. | Preferential Criteria in Section 1.E. (3 points each, maximum of 15) | 15 |
| TOTAL | | 100 |

Up to five of the highest scoring bids will be selected for price evaluation in Step 3.

Step 3: Price: The evaluation team will then compare costs contained in the Bid Proposal Form and may select one or more proposers for contract negotiations based on overall value and SCP needs.

8. CONDITIONS

- A. This RFP does not commit the NCER to contract with any Proposer.
- B. This RFP is not intended and should not be construed to commit NCER to procure or to contract for any services.
- C. All costs incurred in connection with responding to this RFP will be borne by the Proposer.
- D. The NCER reserves the right to reject any and all proposals and any responses and to eliminate any and all Proposers responding to this RFP from further consideration.
- E. The NCER reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP or otherwise require additional information. All updates will be posted at www.electronicrecycling.org/oregon.
- F. The NCER reserves the right to limit or expand the services when negotiating the contract for services.
- G. All responses become the property of the NCER and will not be returned.
- H. All responses will be considered TRADE SECRET and will *not* be made available to the public.



BID PROPOSAL FORM

BIDDER _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ FAX _____

EMAIL _____

FED. ID # _____

REFERENCES

List the names and addresses of four (4) customers for whom the bidder is currently or has performed electronics recycling. Include dates, contact persons and telephone numbers. Should any reference submitted by a bidder be found unsatisfactory, NCER, at its sole option, may reject that bidder's offer. NCER shall be the sole judge in determining a satisfactory/unsatisfactory reference response. **References must be submitted with bid response. Use additional sheets if necessary.**

Company Name 1. _____ 2. _____

Company Address _____ _____

Company Phone _____ _____

Contact Person _____ _____

Dates _____ _____

Company Name 3. _____ 4. _____

Company Address _____ _____

Company Phone _____ _____

Contact Person _____ _____

Dates _____ _____

PRICING

RECYCLING

| ITEM NO. | DESCRIPTION | PRICE (in parentheses if per pound reimbursement provided) |
|----------|--|--|
| 2 | CRT (Monitors and TVs) | \$ _____/pound |
| 3 | Desktop Computer | \$ _____/pound |
| 4 | Laptop Computer | \$ _____/pound |
| 5 | Non-CRT Displays (TVs, Monitors, and Other) | \$ _____/pound |
| 6 | Non-CEDs by product category or flat rate, including | \$ _____/pound |
| | Answering machines, Camcorders, Compact disc players, Copiers, Duplicators, Electric typewriters, Fax machines, Hard drives, Laptops, Mobile phones, Modems, Pagers, keyboards, mouse, and miscellaneous peripherals, Printers, Printed circuit boards, Radios, Remote controls, Stereos, Tape players, Telephones and telephone equipment, VCR's, Word Processors | \$ _____/pound \$ _____/pound \$ _____/pound \$ _____/pound \$ _____/pound \$ _____/pound \$ _____/pound |

TRANSPORTATION

| ITEM NO. | DESCRIPTION | PRICE |
|----------|--|--|
| 7 | Price to transport from statewide collection location. This includes provision of all materials and equipment for gathering and loading the electronic waste (such as Gaylord boxes, pallets, and other appropriate materials, as well as liftgate service). | \$ _____/ (please specify basis for price – e.g. per mile, per pound, per pallet; use additional page/s if necessary) |

By signing this Bid, the Bidder understands and agrees to the attached Terms, Conditions, and Specifications. Further, by submitting this Bid, the Bidder certifies that his/her firm is not barred from doing business as a result of debarment proceedings.

STATE YOUR FIRM'S FULL LEGAL NAME _____

SIGNATURE _____

NAME _____
(Please type name of contact person for contract)

INCORPORATED IN THE STATE OF _____