

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New **OTR** **Sole Source** **Bid Waiver** **Emergency** Previous Contract/Project No. _____

Contract
 Re-Bid **Other** LIVING WAGE APPLIES: **YES** **NO**

Requisition No./Project No.: ROID1400159 TERM OF CONTRACT 2 YEAR(S) WITH 2 YEAR(S) OTR

Requisition /Project Title: Electronic Waste Recycling Services

The successful vendor shall, on an as needed basis, provide for the loading, transportation, unloading, reporting for the de-manufacturing and recycling of end-of-life electronic equipment that is collected by the Miami Dade Public Works and Waste Management (PWWM).

Description:

Issuing Department: ISD - Procurement Contact Person: Maria Hevia Phone: 305-375-5073

Estimate Cost: \$900,000

Funding Source: General Fund/Proprietary Fund

ANALYSIS

Commodity Codes:	<u>962-40</u>			
Contract/Project History of previous purchases three (3) years				
Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	EXISTING	2ND YEAR	3RD YEAR	
Contractor:				
Small Business Enterprise:				
Contract Value:	\$	\$	\$	
Comments:				

Continued on another page (s): **YES** **NO**

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation: _____

Signed: Maria Hevia Date sent to SBD: September 16, 2014
 Date returned to DPM: _____

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SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE:

The purpose of this solicitation is to establish a contract for electronic waste recycling services in conjunction with the County's needs on an as needed when needed basis.

2.2 TERM OF CONTRACT

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the last month of the twenty-four (24) months contract term.

2.3 OPTION TO RENEW

Prior to, or upon completion of the contract's initial term, the County shall have the option to renew this contract for an additional twenty-four (24) months. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a County prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the County.

Should the vendor decline the County's right to exercise the option period, the County may consider the vendor in default which may affect that vendor's eligibility for future contracts.

2.4 METHOD OF AWARD

Award of this contract will be made to the three (3) lowest priced, responsive, responsible vendors on a group-by-group basis. To be considered for award by group, the vendor must offer prices for all items within a given group. If a vendor fails to submit an offer for all items within the group, its offer for the specific group may be rejected.

The County will award this contract to the designated lowest vendor as the primary vendor and to the designated second lowest vendor as the secondary vendor respectively. If the County exercises this right, the primary vendor shall have the primary responsibility to initially perform the service identified in this solicitation. If the primary vendor fails to perform it may be terminated for default and the County shall have the option to seek the identified services from the secondary vendor. During the term of the contract, the County may also make award to the third lowest vendor as tertiary if the primary and secondary vendors do not perform.

Award to multiple vendors is made for the convenience of the County and does not exempt the primary vendor from fulfilling its contractual obligations. Failure of any vendor to perform in accordance with the terms and conditions of the contract may result in the vendor(s) being deemed in breach of contract. The County may terminate the contract for default and charge the vendor re-procurement costs, if applicable.

2.4.1 MINIMUM QUALIFICATION REQUIREMENTS

Offers will be considered only from firms which are regularly engaged in the business of recycling and disposal of electronic waste services, as described in this Bid Solicitation. Vendors are required to demonstrate that their firm has been providing electronic waste recycling services as requested. As part of the submittal forms vendors shall include the following information:

a. Three (3) references as proof of a satisfactory record of performance for a reasonable period of time. The references must include:

- Customer's company name
- Description of service provided
- Date service was provided
- Name, title, e-mails address and telephone number of the contact person who can verify the vendor has successfully provided services similar to the services described in this solicitation.

The references shall ascertain to the County's satisfaction that the vendor has sufficient experience and expertise in electronic waste recycling services.

b. If proposing to subcontract any of the work, list of subcontractors that will be used in the performance of the proposed contract, their capabilities and experience, and the portion of the work to be done by the subcontractor. The competency of the subcontractor(s) with respect to experience, skill, responsibility and business standing shall be considered by the County when making the award in the best interest of the County.

2.5 PRICES

The prices resultant from this solicitation shall prevail for the term of the contract, except as hereby noted. The County will consider yearly price adjustments, to be effective on the contract's anniversary date. It is the bidders' responsibility to request any pricing adjustment under this provision. Requests for price adjustment should be submitted to the Internal Services Department Procurement Management Division 90 to 40 days prior to the contract's anniversary date. Requests for price adjustment must clearly substantiate the requested increase. The County reserves the right to negotiate prices, approve or disapprove price adjustments, or cancel its contract with the bidder, in its best interest.

2.6 METHOD OF PAYMENT

If pricing includes revenue to the County, the successful vendor shall submit monthly payments for the preceding months by the ten (10th) calendar day of each month. All payments by the vendor to the County should be accompanied by a monthly report and shall be submitted by company check, payable to: Miami-Dade Board of County Commissioners and mailed to: Dade County Public Works & Waste Management, 2525 NW 62nd Street, 5th Floor, Miami, FL 33147, Attention: Accounting Department. Failure to pay within the required time period will result in the vendor's default.

Returned check charges will apply in accordance with Florida Law FS.832.07.

2.7 AVAILABILITY OF SERVICE

It is hereby agreed and understood that any County department or government agency may avail itself of the services from the successful vendors. Under these circumstances, separate quotations will be issued, which identifies the requirement of the additional County department or other government agency.

2.8 ADDITIONAL RECYCLING SERVICES

Although this solicitation identifies specific recycling services to be provided, it is hereby understood and agreed that additional services may be added at the option of the County. Under these circumstances a County representative will issue a quotation.

2.9 INDEMNIFICATION AND INSURANCE

Additional or revised insurance requirements may be necessary when performing work in certain County facilities that limit or restrict access. Any change or addition in insurance requirements will be detailed in the RFQ.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The successful vendor shall, on an as needed basis, provide for the loading, transportation, unloading, reporting for the de-manufacturing and recycling of end-of-life electronic equipment, hereby known as Electronic Waste (E-Waste), that is collected by the Miami-Dade Public Works and Waste Management (PWWM). E-Waste is defined as any unwanted electronic device classified as universal waste. The E-Waste being received by PWWM is generated by households in Miami-Dade County.

3.2 DESCRIPTION OF SERVICE TO BE PROVIDED:

- A. Supply packing materials such as pallets, boxes, shrink wrap, etc., as requested by the County, for the purpose of packing E-Waste material for transportation. Such material shall be provided at no charge to the County.
- B. Comply with all applicable federal, state and local laws, rules, directives and compliance orders associated with the loading, transport, de-manufacturing, recycling and proper disposal of the E-Waste collected from Miami-Dade County. If the successful vendor will be subcontracting any part of the services, it is the awarded vendor's responsibility to make sure the subcontractor complies with all regulatory guidelines. Any hazardous waste generated through the process of handling, transporting, recycling or disposing E-Waste is the sole responsibility of the successful vendor and is to be handled and disposed of in accordance with all applicable federal, state and local laws.
- C. Provide monthly reporting, in a form acceptable by the County. The reports shall be submitted to the County for the preceding month and by the tenth (10th) calendar day of each month. The monthly report shall include, at a minimum, the following:
 - a. Pick-up date and time.
 - b. Type of E-Waste collected.
 - c. Quantity of E-Waste when applicable.
 - d. Weight of all E-Waste received from the County using a Florida State Department of Agriculture certified scale.
 - e. Certification of Recycling/Disposal for the E-Waste.

3.3 SCHEDULE:

The successful vendor shall respond to all scheduled service pick-ups within seventy-two (72) hours after receipt of notification by the County. Pick-ups will be scheduled on an as needed when needed bases between the hours of 8:30 AM and 5:00 PM, Tuesday through Friday.

3.4 PICK-UP LOCATION:

PWWM
West Dade Home Chemical Collection Center
8801 NW 58th Street
Miami, Florida

The Count reserves the right to change the .location address or to add locations. In the event the pick-up location is moved or others are added, the County will provide advance notification to the vendor.

3.5 LIST OF E-WASTE TO BE COLLECTED INCLUDES BUT IS NOT LIMITED TO:

GROUP A
COMPUTER EQUIPMENT AND OTHER ELECTRONIC DEVICES
Lap Top Computers,
Desk Top Computers
Memory circuit boards (network, video, sound, motherboards hard drives, (CD ROM/DVD/tape) and similar devices.
Electronic Testing Equipment
Cell Phones
COMINGLED ELECTRNIC DEVICES
PDA's Calculators
GPS Units
Beepers
Modems
Household Phones
Radios (Receivers and Transmitters)
Turn Tables
Cameras
Video Equipment
Recorders/Players (CD/DVD/VHS and other formats)
Projectors, Routers
Computer mouse
Keyboards, Scrap plastic (housings/screens/monitor bases)
Scrap metal (housings/casings etc.)
Copiers
Fax Machines
Printers
Plotters
Scanners
MISCELLANEOUS RELATED E-WASTE SCRAP
Power Supply Cords
Wires, Connectors

GROUP B:
TELEVISION AND MONITLORS
Monitors and Televisions (CRT, Plasma, LED or LCD all sizes)
Projection televisions