

## DEPARTMENTAL INPUT

### CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. IB8091-0/18  
 Contract  
 Re-Bid   
  Other   
 LIVING WAGE APPLIES:  YES   
 NO  
 Requisition No./Project No.: RJD1700098   
 TERM OF CONTRACT: 5 YEAR(S) WITH 5 YEAR(S) OTR

Requisition /Project Title: Toner, Inkjet, and Laser Cartridges Recycling Services

Description: To establish a contract for recycling services for toner, inkjet, and laser cartridges throughout County facilities to generate revenue in support of the Miami-Dade County Summer Youth Program in conjunction with the County's needs.

Issuing Department: ISD   
 Contact Person: N. VASILYEVA   
 Phone: 305-375-4725  
 Estimate Cost: \_\_\_\_\_  
 Funding Source: GENERAL   
FEDERAL   
OTHER  
Revenue Gene

### ANALYSIS

<b>Commodity Codes:</b>	<u>96270</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.					
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>		
<b>Contractor:</b>					
<b>Small Business Enterprise:</b>					
<b>Contract Value:</b>	\$ <span style="background-color: #cccccc;"></span>	\$ <span style="background-color: #cccccc;"></span>	\$ <span style="background-color: #cccccc;"></span>		
<b>Comments:</b>	<u>Revenue Generating contract</u>				

Continued on another page (s):   
 YES   
 NO

### RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>				

Basis of recommendation: \_\_\_\_\_

Signed: NATALYA VASILYEVA   
 Date sent to SBD: 06/01/17  

 Date returned to DPM: \_\_\_\_\_

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.1 SCOPE OF WORK**

Miami-Dade County is requesting services from experienced groups, companies, or organizations, to provide recycling services for toner, inkjet, and laser cartridges throughout County facilities to generate revenue in support of the Miami-Dade County Summer Youth Jobs Program in conjunction with the County's needs. The successful Bidder shall furnish and provide all labor, materials, equipment, and transportation necessary to perform all operations in connection with the collection, sale, and recycling of toner, inkjet, and laser cartridges and submission of revenue payments to the County.

### **3.2. DEFINITIONS**

For the purpose of this solicitation, following words and expressions shall be construed as follows, except when it is clear from the context that another meaning is intended:

- a) The word "Toner Cartridge" to mean a self-contained, removable module that is inserted into a slot for use in printers, copiers and fax machines.
- b) The word "Laser Cartridge" to mean a component of a laser printer/facsimile/copy machine that contains black powder used in an electrostatic process by, laser printers, facsimiles and copy machines.
- c) The word "Inkjet Cartridge" to mean a component of an inkjet printer that contains the ink that is deposited onto paper during printing.
- d) The word "Drum Unit" to mean the paper and ink output device of the printer with the primary role to attract the toner particles by way of electrostatic polarities.

### **3.3. CONTRACTOR CONTAINERS**

The successful Bidder shall inspect the collection areas at the designated County pickup facilities to determine the size of empty containers to be delivered at each of the facility collection sites. In addition, the successful bidder shall place one container on each floor of the multi-story buildings in a location worked out in conjunction with the building manager. The successful bidder shall have fourteen (14) calendar days to deliver the initial shipment of containers to County's facilities after notification by the County contact person or designee. These containers will be used to collect the cartridges until they are picked up.

Containers shall be picked up at deleted facilities or at the termination of the contract within seven (7) calendar days of the termination of service date. Containers not recovered/picked up within the allotted time frame will be considered abandoned by the vendor and become County property.

Ownership of the containers used in this program remains with the vendor. It is the contractor's responsibility to place and maintain containers at the County's facilities. The vendor shall ensure a sufficient number of containers are available at each facility to eliminate problems with overflow and spillage. If full containers are removed by the vendor to facilitate processing, they shall be replaced by empty containers.

The containers shall clearly be identified with the contractor's name and telephone number. Upkeep and maintenance of the containers shall be the responsibility of the vendor. Spillage of any material at any collection site shall be immediately cleaned up by the vendor.

### 3.4. COLLECTION OF CARTRIDGES

The successful Bidder shall have forty-eight (48) hours to pick-up the containers from the County pickup facilities after notification by the County contact person or designee. In cases where the pickup will be delayed the successful bidder shall notify the requesting department contact. The department contact may negotiate a revised pickup schedule.

The awarded vendor shall be responsible for recycling of toner, inkjet, and laser cartridges that cannot be re-sold.

**The designated County pickup facilities are as follows:**

Department/Facility	Address	Pickup Location(s)	Point of Service
Fire Rescue	9300 NW 41 Street Doral, FL 33178	1	
Internal Services/ County Store	980 W 84 Street Hialeah, FL 33014	1	
Miami-Dade Police	9111 NW 25 Street Doral, FL 33172 (rear of the complex)	1	Rear of the complex
Parks/Kendall Warehouse	10775 SW 84 Street Miami, FL 33173	1	
Stephen P. Clark Center (SPCC)	110 NW 3 Street Miami, FL 33128 (loading dock)	30	Loading Dock
Miami-Dade Aviation/ Warehouse	4331 NW 22 Street Miami, FL 33122 Building 3040 (east side)	1	East side
Water & Sewer	3071 SW 38 Avenue Miami, FL (5 <sup>th</sup> Floor)	1	5 <sup>th</sup> Floor
Clerk of Courts	140 West Flagler Street, Miami, FL (1 <sup>st</sup> Floor)	16	1st Floor south side
Alexander Orr Water Treatment Plant	6800 SW 87 Avenue, Miami, FL 33173	1	
Regulatory and Economic Resources/Building and Neighborhood Compliance	11805 SW 26 Street, Suite 106, Miami, FL 33175 (Coral Way)	2	
Regulatory and Economic Resources/ Overtown Transit Village	701 NW 1 <sup>st</sup> Court, 2 <sup>nd</sup> Floor, Miami, FL 33136	22	North loading dock

<b>Department/Facility</b>	<b>Address</b>	<b>Pickup Location(s)</b>	<b>Point of Service</b>
State Attorney's Office	1350 NW 12 Avenue, Room N-448, Miami, FL	5	West side loading Dock
Port Miami	1015 North America Way 2 <sup>nd</sup> Floor, Miami, FL, 33132	1	
South Dade Government Center	10710 SW 211 Street, Cutler Bay, FL 33189	4	Government Center(basement)
Data Processing	5680 SW 87 Avenue, Miami, FL 33173	4	Data processing loading dock

### **3.5. MONTHLY PROJECT REPORTS**

By the twentieth (20<sup>th</sup>) of each month, the vendor shall submit a spreadsheet report reflecting the appropriate contract number, title, user agency and location(s), and the quantities for each type of cartridges collected during the prior month. The spreadsheet should indicate cartridges, types, quantities, amount of reimbursement payable to the County and totals by type.

Any information provided to the County is subject to audit by the County. Pertinent backup information must be available upon County's request. All information should be transmitted as agreed upon by the parties.

### **3.6. MANUFACTURERS CARTRIDGES USED**

The below listing is a representative sampling of existing cartridges used throughout the County. This list is not intended to be all-inclusive, and new manufacturer lines may be added or deleted as required by the County.

Toner Cartridges: Ricoh, Canon, Xerox, Sharp, Toshiba

Laser Cartridges: Brother, Canon, HP, IBM, Lexmark, Panasonic, Omnifax

Inkjet Cartridges: HP, Canon, Brother, Epson, Lexmark, Xerox/Tektronic

Drum Units: Sharp, Panasonic, Xerox, Brother, HP

### **3.7 EXEMPTION TO CERTAIN CLAUSES**

The contract to be awarded under this solicitation has following clauses of the general terms and conditions of Miami-Dade County procurement contracts that do not apply:

- Section 1, paragraph 1.28 (Office of the Inspector General).
- Section 1, paragraph 1.36 (County User Access Program).