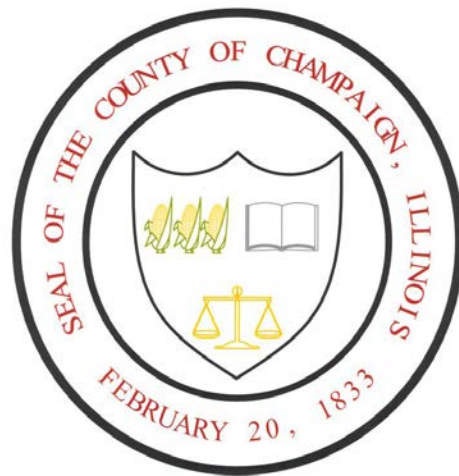


**REQUEST FOR PROPOSAL 2016-002**

**ELECTRONICS RECYCLING COLLECTION SERVICES FOR TWO COUNTYWIDE RESIDENTIAL  
ELECTRONICS COLLECTIONS DURING 2016**

**Issued by:**

**CHAMPAIGN COUNTY, ILLINOIS**



RFP 2016-002 Issue Date:	January 2, 2016
Proposal Due Date and Time:	January 20, 2016, 4:30 p.m.
Notice of Selection:	January 22, 2016
Issuance of Award:	February 19, 2016

**INTRODUCTION**

The purpose of this Request for Proposal (RFP) is to provide qualified electronics recycling and/or refurbishing contractors with information to enable them to prepare and submit a proposal to provide specific collection, transportation, recycling and/or refurbishing services for electronic waste collected at two planned one-day Countywide Residential Electronics Collections (CREC) events for area-wide and Champaign County residents in 2016. A qualified electronics recycling and/or refurbishing contractor must be registered and meet the requirements of, the Electronic Products Recycling and Reuse Act (hereinafter 'Act') (415 ILCS 150/).

**Contracting Agency**

This RFP is issued by Champaign County, Illinois (hereinafter 'County').

**Schedule of Key Dates Relevant to Issuance, Acceptance, and Award of Contract**

RFP 2016-002 Issue Date	January 2, 2016
Proposal Due Date	January 20, 2016, 4:30 p.m.
Notice to Successful Proposer	January 22, 2016
Issuance of Award	February 19, 2016

The issuance of a contract award will be contingent upon a contract to be developed between the coordinator (Champaign County), host site (Parkland College) and the electronics recycling contractor regarding certain details with regard to use of the host site for the CREC events.

**Defined Terms**

The terms used in this RFP are intended to be identical to the defined terms found in Section 10 of the Act. (A copy of Section 10, which includes the definitions, is provided as Attachment A.)

Two key definitions from the Act are provided below:

"Covered electronic device" or "CED" means any computer, computer monitor, television, or printer, electronic keyboard, facsimile machine, videocassette recorder, portable digital music player that has memory capability and is battery powered, digital video disc player, video game console, electronic mouse, scanner, digital converter box, cable receiver, satellite receiver, digital video disc recorder, or small-scale server sold at retail and that is taken out of service from a residence in this State regardless of purchase location. "Covered electronic device" does not include any of the following:

- (1) an electronic device that is a part of a motor vehicle or any component part of a motor vehicle assembled by or for a vehicle manufacturer or franchised dealer, including replacement parts for use in a motor vehicle;
- (2) an electronic device that is functionally or physically part of a larger piece of equipment or that is taken out of service from an industrial, commercial (including retail), library checkout, traffic control, kiosk, security (other than household security), governmental, agricultural, or medical setting, including but not limited to diagnostic, monitoring, or control equipment; or
- (3) an electronic device that is contained within a clothes washer, clothes dryer, refrigerator, refrigerator and freezer, microwave oven, conventional oven or range, dishwasher, room air conditioner, dehumidifier, water pump, sump pump, or air purifier.

To the extent allowed under federal and State laws and regulations, a CED that is being collected, recycled, or processed for reuse is not considered to be hazardous waste, household waste, solid waste, or special waste.

"Eligible electronic device" or "EED" means any of the following electronic products sold at retail and taken out of service from a residence in this State: mobile telephone; computer cable, portable digital assistant (PDA); or zip drive. To the extent allowed under federal and state laws and regulations, an EED that is being collected, recycled, or processed for reuse is not considered to be hazardous waste, household waste, solid waste, or special waste.

**DESCRIPTION OF PLANNED COUNTYWIDE RESIDENTIAL ELECTRONICS COLLECTION (CREC) EVENTS**

***Purpose of Collection Events***

A total of two planned single-day CREC events in Champaign County in 2016 are intended to provide residents with publicly advertised opportunities to safely and conveniently drop off CEDs and EEDs for recycling or re-use, at a single, centrally located site, at no charge to the resident.

***Location, Dates, and Time***

The two planned single-day CREC events will take place at the Host Site facility, which is Parkland College, located at 2400 W. Bradley Avenue, Champaign, IL. Area wide residents will drop off unwanted electronics between the hours of 8:00 a.m. and 12 noon on the following days:

- Saturday, April 16, 2016 or Saturday, May 21, 2016
- Saturday, October 8, 2016 or Saturday, October 15, 2016

***Description of Electronics to be Collected***

The type of electronics items to be collected at the residential electronics waste collection events are:

<p>CEDs:</p> <ul style="list-style-type: none"> <li>televisions</li> <li>computer monitors</li> <li>printers</li> <li>computers (laptop, notebook, netbook, tablet)</li> <li>electronic keyboards</li> <li>facsimile machines</li> <li>videocassette recorders</li> <li>portable digital music players</li> </ul>	<ul style="list-style-type: none"> <li>digital video disc players</li> <li>video game consoles</li> <li>small scale servers</li> <li>scanners</li> <li>electronic mice</li> <li>digital converter boxes</li> <li>cable receivers</li> <li>satellite receivers</li> <li>digital video disc recorders</li> </ul>
<p>EEDs:</p> <ul style="list-style-type: none"> <li>mobile telephones</li> <li>computer cable</li> </ul>	<ul style="list-style-type: none"> <li>portable digital assistants (PDA)</li> <li>zip drives</li> </ul>

As an option, other small electronics items that may be collected include: electronic items such as radios, toaster ovens, microwaves, vacuums (no bags), hair dryers and other small electronics with a cord.

**Event Organizer Responsibilities**

The County recycling coordinator and local municipal recycling representatives will serve as the CREC event organizers and will coordinate each planned CREC event. At no cost to the selected contractor, the event organizers will be responsible for:

- 1) advertising and promoting each collection event;
- 2) providing traffic control during each collection event;
- 3) providing and coordinating sufficient volunteer labor for each collection event. Volunteers will be responsible for removing electronics items from residents' vehicles and will preliminarily sort items collected onsite nearby pallets or placing looser electronics items in gaylord boxes, per direction of the contractor.

The CREC event organizers will make no estimation of the amount of electronics waste that will be collected and will not guarantee a minimum or maximum amount. For general planning purposes, Attachment B contains a summary of collection results from previous CREC events.

**DESCRIPTION OF SERVICES REQUIRED*****Contractor Responsibilities***

The electronics recycling contractor selected to provide recycling and/or refurbishing services for the planned collection events will be expected to:

- 1) Be registered with the Illinois Environment Protection Agency in accordance with the Act, as a 'collector, recycler, and refurbisher' and meet all established standards for the recycling, refurbishing and processing of electronic waste in accordance with provisions of the Act.
- 2) Be R-2 Certified;
- 3) Enter into a contractual service agreement with Champaign County within 14 calendar days of notice to the successful proposer.
- 4) Provide sufficient employees for each CREC event and be responsible for all onsite stacking, shrink-wrapping, loading, and transporting off-site of all items collected;
- 5) Provide proof of insurance, to be requested as part of the contractual service agreement with Champaign County, with Champaign County and Parkland College listed as additional insured.
- 6) Provide instructions to the CREC event organizer regarding requested day-of-event onsite separation, sorting, and packaging of collected electronics waste by volunteers.
- 7) Provide and set up a sufficient amount of pallets and gaylord boxes, and provide a sufficient amount of shrink-wrap at the Parkland College host site prior to the beginning of each scheduled CREC event.
- 8) Remove, transport and process pursuant to the Act, items collected at each CREC event, at no cost to the CREC event organizers, and in accordance with an agreement to be established between the contractor, coordinator, and host site.
- 9) Provide total weights of the following electronics collected at each collection event to the Champaign County Recycling Coordinator within one month following each CREC event:
  - a) computers;
  - b) computer monitors;
  - c) printers, facsimile machines, and scanners;
  - c) televisions;
  - d) remaining CEDs collected; and
  - e) EEDs collected.

## **CONTRACTOR RESPONSE TO RFP**

A response to this RFP must contain:

- 1) title of contractor's firm, address, telephone, fax, web site and electronic mail (if applicable), and contact person;
- 2) background on the company, description of general services, and any relevant experience;
- 3) list of former clients, including contact information;
- 4) complete list of types of electronics waste that will be accepted/will not be accepted;
- 5) description of the procedures to be used for the destruction or sanitization of data on collected hard drives and other collected data storage devices;
- 6) description of the day-of-event, on-site sorting by volunteers to be requested;
- 7) description of any on-site assistance the contractor will provide on the day of the collection event, such as labor, equipment, etc.; and
- 8) description of the method of dismantling, salvage, sale, reuse, recycling and/or disposal to be employed for each type of CED and EED collected.

## **EVALUATION OF RFP RESPONSES**

Proposals received in response to this RFP will be reviewed and evaluated by the CREC organizers.

## **QUESTIONS ABOUT THE RFP**

Prior to January 19, 2016, questions about the RFP may be directed to Susan Monte, Champaign County Recycling Coordinator, by phone at (217) 328-3313 or via email at [smonte@ccrpc.org](mailto:smonte@ccrpc.org).

## **REVISIONS TO THE RFP**

No changes or exceptions will be made to this RFP without the Champaign County Recycling Coordinator (on behalf of the event organizers) issuing an immediate written notice (by FAX or email) to all recipients of this RFP.

**SUBMISSION OF RESPONSE TO RFP**

Contractors must submit one paper copy or email copy of their proposal in response to this RFP no later than 4:30 PM, C.S.T., on Wednesday, January 20, 2016, to:

Mail or hand delivery:	Susan Monte Champaign County Recycling Coordinator Champaign County Regional Planning Commission 1776 E. Washington Street Champaign, IL 61802
Email:	Susan Monte <a href="mailto:smonte@ccrpc.org">smonte@ccrpc.org</a>

Note: The Champaign County Recycling Coordinator will not be responsible for any correspondence that is not received (via regular email or mail) by the RFP response deadline.

Attachment A: Section 10 of the Electronic Products Recycling and Reuse Act (415 ILCS 150/)  
Attachment B: Summary of collection results from previous CREC events



**ENVIRONMENTAL SAFETY  
(415 ILCS 150/) Electronic Products Recycling and Reuse Act.**

Excerpt of Section 10

(415 ILCS 150/10)

Sec. 10. Definitions. As used in this Act:

"Agency" means the Environmental Protection Agency.

"Cathode-ray tube" means a vacuum tube or picture tube used to convert an electronic signal into a visual image, such as a television or computer monitor.

"Collector" means a person who receives covered electronic devices or eligible electronic devices directly from a residence for recycling or processing for reuse. "Collector" includes, but is not limited to, manufacturers, recyclers, and refurbishers who receive CEDs or EEDs directly from the public.

"Computer", often referred to as a "personal computer" or "PC", means a desktop or notebook computer as further defined below and used only in a residence, but does not mean an automated typewriter, electronic printer, mobile telephone, portable hand-held calculator, portable digital assistant (PDA), MP3 player, or other similar device. "Computer" does not

include computer peripherals, commonly known as cables, mouse, or keyboard. "Computer" is further defined as either:

(1) "Desktop computer", which means an electronic, magnetic, optical, electrochemical, or other high-speed data processing device performing logical, arithmetic, or storage functions for general purpose needs that are met through interaction with a number of software programs contained therein, and that is not designed to exclusively perform a specific type of logical, arithmetic, or storage function or other limited or specialized application. Human interface with a desktop computer is achieved through a stand-alone keyboard, stand-alone monitor, or other display unit, and a stand-alone mouse or other pointing device, and is designed for a single user. A desktop computer has a main unit that is intended to be persistently located in a single location, often on a desk or on the floor. A desktop computer is not designed for portability and generally utilizes an external monitor, keyboard, and mouse with an external or internal power supply for a power source. Desktop computer does not include an automated typewriter or typesetter; or

(2) "Notebook computer", which means an electronic, magnetic, optical, electrochemical, or other high-speed data processing device performing logical, arithmetic, or storage functions for general purpose needs that are met through interaction with a number of software programs contained therein, and that is not designed to exclusively perform a specific type of logical, arithmetic, or storage function or other limited or specialized application. Human interface with a notebook computer is achieved through a keyboard, video display greater than 4 inches in size, and mouse or other pointing device, all of which are contained within the construction of the unit that comprises the notebook computer; supplemental stand-alone interface devices typically can also be attached to the notebook computer. Notebook computers can use external, internal, or batteries for a power source. Notebook computer does not include a portable hand-held calculator, or a portable digital assistant or similar specialized device. A notebook computer has an incorporated video display greater than 4 inches in size and can be carried as one unit by an individual. A notebook computer is sometimes referred to as a laptop computer.

(3) "Tablet computer", which means an electronic, magnetic, optical, electrochemical, or other high-speed data processing device performing logical, arithmetic, or storage functions for general purpose needs that are met through interaction with a number of software programs contained therein, and that is not designed to exclusively perform a specific type of logical, arithmetic, or storage function or other limited or specialized application. Human interface with a tablet computer is achieved through a touch-screen and video display screen greater than 6 inches in size (all of which are contained within the unit that comprises the tablet computer). Tablet computers may use an external or internal power source. "Tablet computer" does not include a portable hand-held calculator, a portable digital assistant, or a similar specialized device.

"Computer monitor" means an electronic device that is a cathode-ray tube or flat panel display primarily intended to display information from a computer and is used only in a residence.

"Covered electronic device" or "CED" means any computer, computer monitor, television, printer, electronic keyboard, facsimile machine, videocassette recorder, portable digital music player that has memory capability and is battery powered, digital video disc player, video game console, electronic mouse, scanner, digital converter box, cable receiver, satellite receiver, digital video disc recorder, or small-scale server sold at retail and taken out of service from a residence in this State. "Covered electronic device" does not include any of the following:

(1) an electronic device that is a part of a motor vehicle or any component part of a motor vehicle assembled by or for a vehicle manufacturer or franchised dealer, including replacement parts for use in a motor vehicle;

(2) an electronic device that is functionally or physically part of a larger piece of equipment or that is taken out of service from an industrial, commercial (including retail), library checkout, traffic control,

kiosk, security (other than household security), governmental, agricultural, or medical setting, including but not limited to diagnostic, monitoring, or control equipment; or

(3) an electronic device that is contained within a clothes washer, clothes dryer, refrigerator, refrigerator and freezer, microwave oven, conventional oven or range, dishwasher, room air conditioner, dehumidifier, water pump, sump pump, or air purifier.

To the extent allowed under federal and State laws and regulations, a CED that is being collected, recycled, or processed for reuse is not considered to be hazardous waste, household waste, solid waste, or special waste.

"Developmentally disabled", as defined by the Illinois Department of Human Services, Division of Developmental Disabilities Program Manual, means having mental retardation or a related condition. For the purposes of this Act:

(1) "Mental retardation" means significantly subaverage general intellectual functioning as well as deficits in adaptive behavior that manifested before age 18. A person's general intellectual functioning is significantly subaverage if that person has an intelligence quotient (IQ) of 70 or below on standardized measures of intelligence. This upper limit, however, may be extended upward depending on the reliability of the intelligence test used.

(2) "Related condition" means a severe, chronic disability that (i) is attributable to cerebral palsy, epilepsy, or any other condition, other than mental illness, (ii) is found to be closely related to mental retardation because the condition results in impairment of general intellectual functioning or adaptive behavior similar to that of a person with mental retardation, and (iii) requires treatment or services similar to those required for persons with mental retardation.

"Dismantling" means the demanufacturing and shredding of a CED.

"Eligible electronic device" or "EED" means any of the following electronic products sold at retail and taken out of service from a residence in this State: mobile telephone; computer cable; portable digital assistant (PDA); or zip drive. To the extent allowed under federal and state laws and regulations, an EED that is being collected, recycled, or processed for reuse is not considered to be hazardous waste, household waste, solid waste, or special waste.

"Low income children and families" mean those children and families that are subject to the most recent version of the United States Department of Health and Human Services Federal Poverty Guidelines.

"Manufacturer" means a person, or a successor in interest to a person, under whose brand or label a computer, computer monitor, television, printer, electronic keyboard, facsimile machine, videocassette recorder, portable digital music player, digital video disc player, video game console, electronic mouse, scanner, digital converter box, cable receiver, satellite receiver, digital video disc recorder, or small-scale server is or was sold at retail. For any of the aforementioned electronic devices sold at retail under a brand or label that is licensed from a person who is a mere brand owner and who does not sell or produce any of the aforementioned electronic devices, the person who produced the device or his or her successor in interest is the manufacturer. For any of the aforementioned electronic devices sold at retail under the brand or label of both the retail seller and the person that produced the device, the person that produced the device, or his or her successor in interest, is the manufacturer. A retail seller of any of the aforementioned electronic devices may elect to be the manufacturer of one or more of the aforementioned electronic devices if the retail seller provides written notice to the Agency that it is accepting responsibility as the manufacturer of the device under this Act and identifies any of the aforementioned electronic devices for which it is electing to be the manufacturer.

"Municipal joint action agency" means a municipal joint action agency created under Section 3.2 of the Intergovernmental Cooperation Act.

"Orphan CEDs" means those CEDs that are returned for recycling, or processing for reuse, whose manufacturer cannot be identified, or whose manufacturer is no longer conducting business and has no successor in interest.

"Person" means any individual, partnership, co-partnership,

firm, company, limited liability company, corporation, association, joint stock company, trust, estate, political subdivision, State agency, or any other legal entity, or a legal representative, agent, or assign of that entity.

"Printer" means desktop printers, multifunction printer copiers, and printer/fax combinations taken out of service from a residence that are designed to reside on a work surface, and include various print technologies, including without limitation laser and LED (electrographic), ink jet, dot matrix, thermal, and digital sublimation, and "multi-function" or "all-in-one" devices that perform different tasks, including without limitation copying, scanning, faxing, and printing. Printers do not include floor-standing printers, printers with optional floor stand, point of sale (POS) receipt printers, household printers such as a calculator with printing capabilities or label makers, or non-stand-alone printers that are embedded into products that are not CEDs.

"Processing for reuse" means any method, technique, or process by which CEDs or EEDs that would otherwise be disposed of or discarded are instead separated, processed, and returned to their original intended purposes or to other useful purposes as electronic devices. "Processing for reuse" includes the collection and transportation of CEDs or EEDs.

"Program Year" means a calendar year. The first program year is 2010.

"Recycler" means a person who engages in the recycling of CEDs or EEDs, but does not include telecommunications carriers, telecommunications manufacturers, or commercial mobile service providers with an existing recycling program.

"Recycling" means any method, technique, or process by which CEDs or EEDs that would otherwise be disposed of or discarded are instead collected, separated, or processed and are returned to the economic mainstream in the form of raw materials or products. "Recycling" includes the collection, transportation, dismantling, and shredding of the CEDs or EEDs.

"Recycling coordinator" means the person designated by each county waste management plan to administer the county recycling program, as set forth in the Solid Waste Management Act.

"Refurbisher" means any person who processes CEDs or EEDs for reuse, but does not include telecommunications carriers, telecommunications manufacturers, or commercial mobile service providers with an existing recycling program.

"Residence" means a dwelling place or home in which one or more individuals live.

"Retailer" means a person who sells, rents, or leases, through sales outlets, catalogues, or the Internet, computers, computer monitors, printers, televisions, electronic keyboards, facsimile machines, videocassette recorders, portable digital music players, digital video disc players, video game consoles, electronic mice, scanners, digital converter boxes, cable receivers, satellite receivers, digital video disc recorders, or small-scale servers at retail to individuals in this State. For purposes of this Act, sales to individuals at retail are considered to be sales for residential use. "Retailer" includes, but is not limited to, manufacturers who sell computers, computer monitors, printers, televisions, electronic keyboards, facsimile machines, videocassette recorders, portable digital music players, digital video disc players, video game consoles, electronic mice, scanners, digital converter boxes, cable receivers, satellite receivers, digital video disc recorders, or small-scale servers at retail directly to individuals in this State.

"Sale" means any retail transfer of title for consideration of title including, but not limited to, transactions conducted through sales outlets, catalogs, or the Internet or any other similar electronic means but does not mean financing or leasing.

"Small-scale server" means a computer that typically uses desktop components in a desktop form designed primarily to serve as a storage host for other computers. To be considered a small-scale server, a computer must: be designed in a pedestal, tower, or other form that is similar to that of a desktop computer so that all data processing, storage, and network interfacing is contained within one box or product; be designed to be operational 24 hours per day and 7 days per week; have very little unscheduled downtime (on the order of hours per year); be capable of operating in a simultaneous multi-user environment serving several users through networked client units; and be designed for an industry accepted operating system for home or low-end server applications.

"Television" means an electronic device (i) containing a

cathode-ray tube or flat panel screen the size of which is greater than 4 inches when measured diagonally, (ii) that is intended to receive video programming via broadcast, cable, or satellite transmission or to receive video from surveillance or other similar cameras, and (iii) that is used only in a residence.

"Underserved counties" means those counties so identified in Section 60.

(Source: P.A. 96-1154, eff. 7-21-10; 97-287, eff. 8-10-11.)

	Computers	Monitors	Printers	Televisions	EEDs	Non EEDs	lbs.	tons		
2/27/2010	15,958		10,685	68,133	26,978	5,464	127,218	63.6		
5/8/2010	14,949	39,889	8,269	35,180	11,364	5,297	114,948	57.5		
8/7/2010	24,577	46,055	18,217	86,686	18,460	8,960	202,955	101.5	lbs. totals	ton totals
11/6/2010	18,871	36,213	6,984	54,120	19,620	1,122	136,930	68.5	<b>582,051</b>	<b>291.0</b>
3/5/2011	13,142	23,701	7,245	46,560	22,005	411	113,064	56.5		
5/21/2011	10,249	15,014	5,956	29,084	12,334	3,048	75,685	37.8		
8/6/2011	8,647	11,224	4,787	29,410	12,430	1,114	67,612	33.8	lbs. totals	ton totals
10/29/2011	17,030	32,762	16,955	51,361	35,908	3,113	157,129	78.6	<b>413,490</b>	<b>206.7</b>
05/05/12	9,275	11,095	6,498	35,275	11,063	0	73,206	36.6		
08/04/12	12,776	14,458	8,890	36,785	12,579	5,250	90,738	45.4	lbs. totals	ton totals
10/13/12	6,466	7,183	3,946	22,216	9,539	2,321	51,671	25.8	<b>215,615</b>	<b>107.8</b>
	<b>Computers*</b>	<b>Monitors</b>	<b>Printers</b>	<b>Televisions</b>	<b>Peripherals**</b>	<b>Other</b>	<b>lbs.</b>	<b>tons</b>	<b>lbs. totals</b>	<b>ton totals</b>
4/20/2013	13,028	2,590	9,446	58,012	14,336	16,553	113,965	57.0		
10/12/2013	2,050	12,134	9,831	60,715	8,886	12,960	106,576	53.3	<b>220,541</b>	<b>110.3</b>
4/12/2014	<b>Wood/ ProjectionTVs</b>	<b>TVs/Printers</b>	<b>TVs</b>	<b>Monitors and TVs</b>	<b>Printers</b>	<b>CPUs</b>	<b>LCDs</b>	<b>Mix</b>	<b>lbs. totals</b>	<b>ton totals</b>
	8,263	508	37,098	780	1,690	746	2,759	63,895	<b>115,739</b>	<b>57.9</b>
4/11/2015	<b>TVs</b>	74,526	<b>Printers</b>	7,143	<b>Tablets</b>		<b>Stereo Equipment</b>	4,356	<b>lbs. totals</b>	<b>ton totals</b>
	<b>LCD/LCD TVs</b>	6,014	<b>Laptops</b>	547	<b>Phones</b>		<b>DVD/VCR</b>	2,249	115,691	57.8
	<b>Monitors</b>	7,263	<b>Computers</b>	9,286	<b>Peripherals</b>	3,207	<b>Other</b>	1,100		
10/10/2015	<b>TVs</b>	72,805	<b>Printers</b>	6,030	<b>Tablets</b>	22	<b>Stereo Equipment</b>	4,623	105,873	52.9
	<b>LCD/LCD TVs</b>	2,243	<b>Laptops</b>	143	<b>Phones</b>	89	<b>DVD/VCR</b>	2,872		
	<b>Monitors</b>	6,818	<b>Computers</b>	8,410	<b>Peripherals</b>	286	<b>Other</b>	1,532		
									<b>221,564</b>	<b>110.7</b>
<b>Totals 2010 to present:</b>								<b>1,769,000</b>	<b>884.5</b>	
								<i>lbs.</i>	<i>tons</i>	