



# MANATEE COUNTY FLORIDA

March 31, 2009

TO: All Proposers

SUBJECT:

Request For Proposal (RFP) #09-1051FL  
Recycling and Demanufacturing of Computers & Electronic Equipment

ADDENDUM #1

The following items are issued to add to, modify and clarify the Request For Proposal document. Proposals are to be submitted on the specified time and date due, in conformance with the additions and revision listed herein.

1. Pages 14-17 are attached to be incorporated into the RFP.

Proposals are to be prepared as instructed in this Request For Proposals and shall be received at Manatee County Purchasing Office, 1112 Manatee Avenue West, Bradenton, Florida, FL 34205 until **4:00 P.M., Thursday, April 27, 2009.**

Cordially,

Frank G. Lambertson  
Contracts Negotiator

Financial Management Department -- Purchasing Division  
1112 Manatee Avenue West, Bradenton, FL 34205  
PHONE: 941.749.3042 FAX: 941.749.3034  
[www.mymanatee.org](http://www.mymanatee.org)

## SECTION E: SCOPE OF SERVICES

### E.01 GENERAL OVERVIEW

Manatee County requires the collection, demanufacturing, transportation, and proper disposal of computer and electronic equipment (as detailed below) generated from households and small quantity generators. The collection will be made at the Lena Road Landfill, 3333 Lena Road (State Road 64 East), Bradenton, FL or at sites to be pre-determined by County staff.

### E.02 SPECIFIC REQUIREMENTS

#### A. Collection Service

1. There shall be seven (7) to seventeen (17) events per year as directed by the County.
2. Provide mobile service with staff sufficient to serve a collection program which shall be open to all residents and small businesses in Manatee County. The small business entities shall be provided the same disposal rates as the County. The date of the collection event shall be determined at least forty-five (45) days in advance and shall be coordinated with the Contractor.
3. Provide sufficient sun/rain shelter at the collection event.
4. Provide State Certified Scales for each collection.
5. Provide appropriate packaging and transportation of collected materials.
6. Provide on-site collection at the Lena Road Landfill Facility household hazardous waste site on an on-call basis within seventy two (72) hours of notification.

#### B. Removal Service

The following computer and electronic equipments are eligible for collection, demanufacturing, transportation, and proper disposal:

- Televisions (all sizes)
- Table Top Printers
- Table Top Copiers
- Monitors and Terminals
- Central Processor Units
- Keyboards

## E.02 SPECIFIC REQUIREMENTS (continued)

- Small Computer Peripherals (mouse, cables, game hardware, uninterruptible power supplies, and external drives and modems)
- Large Computer Peripherals (stand up printer, scanners, copiers, fax machine)
- Video and Audio Equipment
- Small Household Electrical Appliances (microwave, hair dryer, battery charger, iron, digital camera)
- Telecommunications Equipment

### C. Operational Plan

Collection vehicles must have loading capabilities and all applicable equipment that will accommodate loading from a cement, asphalt, or dirt/gravel/grass surface at the collection site. All packaging, packing supplies, loading, and transport shall be accomplished by the contractor's equipment and staff.

### D. Other Proposer Responsibilities

1. Provide the name and telephone number of a permanent contact to address issues of collection, program expansion, complaints, payments, etc.
2. Provide the name, address, and telephone number of all final designated disposal and/or processing sites. The final designated sites must be in compliance with all Federal, State, and Local regulations.
3. Provide a complete report regarding the receipt, if any, of the following notices from Federal, State, or Local agencies such as warning notices, consent orders and notices of violations.
4. The following data must be collected and submitted to the County within ninety (90) days of each collection event.
  - Number of collected computer and electronic equipment.
  - Number of commercial small business participants. The County will collect residential participation collection event information.
  - Pounds collected per category for each collection event.

E. Period of Performance

The initial period of performance shall be for three (3) year's. Two (2) one (1) year renewal periods shall be available to the County.

F. Hourly Rate Services

On an as required basis the Proposer will provide additional/emergency services as directed by the County

**PROPOSAL SIGNATURE FORM**  
RFP #09-1051FL

\_\_\_\_\_  
Firm Name

Mailing Address:  
\_\_\_\_\_

( ) \_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip Code

The undersigned attests to his (her, their) authority to submit this proposal and to bind the firm herein named to perform as per agreement. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide collection, demanufacturing, transportation, and proper disposal of the following computer and electronic equipments according to the requirements of this RFP #09-1051FL.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name and Title of Above Signer

\_\_\_\_\_  
Name and Title of Above Signer

\_\_\_\_\_  
Address of any branch office  
proposed to service Manatee County other than above

\_\_\_\_\_  
Name and Title of Firm's Representative for Manatee County

\_\_\_\_\_  
Telephone Number of Firm's Representative for Manatee County