

**BENZIE COUNTY**  
**REQUEST FOR SERVICE BIDS**  
**ELECTRONIC WASTE**  
**COLLECTIONS**

**2 collections scheduled for 2017**

**June 17<sup>th</sup> & August 5<sup>th</sup>**

**All Saturday Collections**

**All from 8:00 am - Noon**

**December 13<sup>th</sup>, 2016**

**Bid Due Date: Friday, January 13<sup>th</sup>, 2016**

**Anticipated Award Date: Wednesday, January 25<sup>th</sup>, 2017**

**PLEASE NOTE: There will not be a public opening of bids**

**Bidder will be contacted as to award decision**

**ISSUED BY**

BIDS TO BE SENT TO:  
David Schaffer  
Program Director  
Solid Waste & Recycling Department  
448 Court Place  
Government Center  
Beulah, MI 49617  
Phone- 231.882.0554  
Fax- 231.882.0033

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# REQUEST FOR SERVICE BIDS

## ELECTRONIC WASTE COLLECTION DAYS

### GENERAL REQUIREMENTS

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Benzie County, in an effort to prevent disposal of household hazardous materials that would adversely affect the region's environmental resources, is planning electronic waste collection days to be held in the year 2017.

The County will select a collection site, advertise, and schedule appointments for residents choosing to participate in the program. HHW & Electronics collections will be scheduled for a four-hour period with approx. 250- 300 available appointments for the program date.

The County has pre-determined dates scheduled for 2017. They are Saturday, June 17<sup>th</sup> @ the Frankfort recycling site and August 5<sup>th</sup> at the Almira township hall.

The County is hereby soliciting proposals from interested contractors for the collection, transportation, and / or recycling outlets for electronic waste from the pre-determined collection sites and dates in 2017. A signed service bid form must also accompany the proposal.

The County reserves the right to award the contract to any contractor, or reject any or all proposals as it deems to be in its best interest. The County intends to award the contract to the Contractor who best meets the bid evaluation criteria as determined solely by the County and reserves the right to waive any defects, informalities or irregularities in any proposal. All pertinent material(s) must be submitted with the proposal.

1. Contractor shall supply verification of general liability, automobile liability, pollution legal liability, and workers compensation insurance.

a. General Liability \$1,000,000  
Comprehensive form, including premises, operations, independent contractors, contractual liability insurance, and products/completed operations hazards.

b. Automobile Liability \$1,000,000  
Combined single limits bodily injury/property damage and Michigan no-fault coverage residential auto liability – comprehensive from covering owned, hired and non-owned automobiles.

c. Worker's Compensation Statutory

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## BID PACKAGE

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All responses to the RFP must contain the following:

Title of Firm, address, telephone, fax, website, email and contact person

Background, description of general services

List of federal, state or local permits or site identification numbers

Description of the on-site sorting needed

Description of any on-site assistance provided or needed to be provided by the County, such as labor, equipment, etc.

Description of how the electronics will be processed, including location of processing site(s), end materials which result from processing and examples of recycling / disposal markets for each end material (glass, plastic, metals, etc.)

Costs for the services to be provided

Confirmation of availability for scheduled dates in 2017

Extension options to the contract, if awarded

## **INSTRUCTIONS**

- 1: Each BID may be sent to:  
David Schaffer  
Program Director  
Solid Waste & Recycling Department  
448 Court Place  
Government Center  
Beulah, MI 49617  
Phone 231.882.0554  
Fax 231.882.0033
2. Bids are due by Friday, January 13<sup>th</sup>, 2017 by 5 p.m. EST. Bids will be presented to and reviewed by the Solid Waste Advisory Committee, presented to the Benzie County Board of Commissioners for approval and awarded by Wednesday, January 25<sup>th</sup>, 2017.
3. [The BIDDER shall examine the Request for Bid Documents in order to collect all the information pertinent in order to become acquainted with the expected conditions.](#)
4. The County reserves the right to reject all bids or to award the contract to any BIDDER in the County's sole discretion. The County may make such investigations as it deems necessary to determine the ability of the BIDDER to perform the WORK and the BIDDER shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any BID if the evidence submitted by, or investigation of, such BIDDER fails to satisfy the County that such BIDDER is properly qualified to carry out the obligations of the Agreement and to complete the WORK contemplated herein.

**3.3. SERVICE BID FORM: ELECTRONIC WASTE COLLECTION DAYS**

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

The undersigned has examined the complete Request for Bid and its requirements contained in the solicitation for quotations for Electronic Waste Collection Days for Benzie County and are submitting the following Service Bid Form in full compliance with those requirements.

By submission of a proposal, the vendor is required to certify as to its own organization, that in connection with this proposal:

- a. The costs, if any, in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any proposer or with any competitor; and
- b. Unless otherwise required by law, the costs that have been quoted in the proposal have not been knowingly disclosed by the vendor and will not knowingly be disclosed by the vendor prior to award directly or indirectly to any other proposer or to any competitor.

SIGNATURE: \_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

### 3.4 TECHNICAL PROPOSAL INSTRUCTIONS

In order for Benzie County Solid Waste Department to determine the contractor's ability to perform the services herein requested, each contractor is required to respond to the following:

- a. **On-site Services** – Contractor is required to be on site 1 hour prior to collection at start time. A list of on-site services to be provided is to be included. Contractor will leave the collection site in a timely manner, once all waste has been palletized for transport.
- b. **On-Site Equipment List** – Contractor shall provide a list of on-site equipment that will be available at the collection facility. The list should include all pallets, fork lift, safety, personal or otherwise deemed suitable or necessary for this service.
- c. **Transportation and Disposal Facility Lists** – A complete listing of storage, transfer, transportation, and disposal facilities that may be utilized throughout the course of this project is required. The TSD facility list is to include the location, contact, phone, and federal identification number of each facility. Permits should be attached. The County requires utilization of US EPA licensed facilities.
- d. **Contractor Truck Equipment** – Contractor is required to provide documentation that DOT and all other required licenses have been obtained.
- e. **Recycling** – Contractor will do its best to recycle materials rather than dispose whenever possible and feasible.

