

**REQUEST FOR PROPOSALS**  
**Electronics Recycling Services for One Event for Monongalia County Residents**  
**Questions and Answers**

Below are the answers to questions asked by vendors.

**1. *How many pounds did you collect historically at this event? Volume of items, skids, weight from previous years collection events?***

The Monongalia County Solid Waste Authority (MCSWA) held this event last year, 2021, and collected 11.73 tons which included scrap metal. The Monongalia County Commission (MCC) held e-cycling events as part of their Saturday recycling program in previous years. For more information about their e-cycling tonnage visit their website <http://www.moncountyrecycling.com/recycling-facts.html>

NOTE: The following answers only relate to the MCSWA's 2021 event. For previous e-cycling data refer to the MCC's website link above.

**2. *Was a 20-foot box truck enough for the previous event?***

The vendor used a truck and trailer for scrap metal and had access to bringing in another truck as necessary.

**3. *Can or should a larger truck be provided?***

Because this is the follow up event to the 2021 event, and the 2022 City of Morgantown's three e-cycle events, it is hard for the MCSWA to determine if a larger truck is needed. However, there should be room for another truck/larger truck if the vendor feels it necessary.

**4. *How many staff members are generally needed/provided by the vendor? Will volunteers be provided?***

There were six – seven employees provided by the vendor and the MCSWA provided a few volunteers. The MCSWA hopes to have several volunteers but there is no guarantee of the number.

**5. *Where is the electronic waste generated from; residents only, residents businesses, residents/businesses and County facilities?***

This event is only for Monongalia County residents.

**6. *What is the address of the Electronics Collection Event/event site?***

The address/location is TBD.

**7. *Will it be at the County Garage, 200 M-Tec Drive, Morgantown, WV 26501***

The address/location is TBD.

**8. *Will this event be held in a paved parking lot? Approx. dimensions?***

It is highly likely that the event will be held on a paved parking lot but the location has not been determined.

**9. *Are public restrooms available for vendor staff? What facilities are available at the Collection Event Location? Shipping Dock? Forklift? Concrete, blacktop or gravel lot? Shelter from the weather?***

The MCSWA will select a location where public restrooms are available. At this time, it is uncertain if there will be a shipping dock, forklift or shelter from the weather since the location is TBD.



*MCSWA 2022 E-cycle Event RFP Questions and Answers continued*

**10. Who is the incumbent?**

There is no incumbent.

**11. What is the current/previous pricing for this event?**

The MCSWA estimates the project could cost around \$8,000. This is not a continuous event.

**12. What are the insurance limits for Workers Compensation Insurance, Commercial General Liability Insurance, Commercial Automobile Liability Insurance?**

- a. Vendor needs to provide worker's compensation coverage for all of the vendor's employees and be current.
- b. Vendor needs to show proof of a minimum one million dollars (\$1,000,000.00) per occurrence, for Commercial General Liability Insurance.
- c. Vendor needs to provide Commercial Automobile Liability Insurance for all vehicles and equipment with total limits of one million dollars (\$1,000,000.00) per occurrence.

**13. Is this event held multiple times a year?**

Last year was the first time this event was held and is not currently determined to be multiple times a year.

**14. How many years has this event been held?**

Last year, 2021, was the first time the MCSWA held this event in recent years. See answer to question 1.