



Monongalia County  
Solid Waste Authority

**Request for Proposals (RFP) for  
Electronics Recycling Services for One (1) Spring 2026 Event  
in Monongalia County for Monongalia County Residents**

Released March 12, 2026

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**Due March 27, 2026**

**Monongalia County Solid Waste Authority  
3788 Morgantown Industrial Park  
Morgantown, WV 26501**



## REQUEST FOR PROPOSALS

### Electronics Recycling Services for One (1) Event for Monongalia County Residents

#### Introduction

The purpose of this Request for Proposals (RFP) is to invite qualified vendors to submit proposals to the Monongalia County Solid Waste Authority (Mon County SWA) to provide electronics recycling (E-cycling) services to collect, process, load, transport, and market electronic equipment brought by Monongalia County residents. The Mon County SWA has received funds from the WV Department of Environmental Protection REAP Covered Electronics Devices Recycling grant to support the Mon County SWA’s efforts for securing e-cycle contractor services and host a one (1) day event.

#### Specifications to Provide E-Cycle Services

1. ON-SITE collection of various covered electronic devices except for liquids, items with freon, non-rechargeable batteries, biohazards, and Cathode-ray tube (CRT) style television and monitors.
2. One (1) event in spring 2026 (Date TBD).
3. Location: Sam’s Club – UTC, 5045 University Town Centre Dr, Morgantown, WV 26501.
4. Event Hours: 8:00 am – 12:00 pm.
5. Provide 6 - 8 essential personnel including personnel designated to verify proper recyclable items (part of the 6-8 unless vendor needs additional personnel).
6. Provide drivers and at least one 20-foot box truck (or equivalent) **AND** trailer (or equivalent) as necessary to transport Electronics waste back to recycling provider’s recycling facility. Electronics cannot be left at site overnight. See Previous Historical Tonnage as a guide.
7. Recycle e-waste according to EPA standards.
8. Must make a good faith attempt to adhere to the “R2” Practices for Electronic Recyclers or similar industry guidelines.
9. Provide packing materials, equipment and trash collection.
10. Provide a Certificate of Destruction within 10 days after the event.
11. Provide a list of acceptable (flat screen TVs need to be included as accepted) and unacceptable materials.
12. A copy of Vendor’s standard Memorandum of Understanding Agreement **must** be submitted with proposal.
13. The original version of the Proposal **must** be signed by an authorized individual to bind the firm and must be valid for at least 90 days.
14. All mileage, fuel and transportation charges, or any miscellaneous charges, must be included in the vendor’s **flat rate**.
15. The proposal **must** reflect a **FLAT RATE** for the estimate to provide e-cycle services as outlined above.

#### Mon County SWA Responsibilities

Responsibilities of Mon County SWA will only include:

- Provide event location for one (1) day E-cycling Event
- Provide all advertising and public education for the event
- Provide traffic control and resident check-in
- Coordinate with Vendor to prepare and work to have a successful and safe event
- Contract with a vendor to receive, process, load, transport, and market the electronic equipment

#### Tentative Schedule

- Request for Proposals released..... March 12, 2026
- First Class II ad placement..... March 12, 2026
- Second Class II ad placement ..... March 19, 2026
- Proposals Due Date ..... March 27, 2026
- Contract Awarded ..... April 10, 2026
- Mon County SWA E-Cycle Event ..... Spring 2026 (Date TBD)



## **Proposal Requirements**

Each vendor's proposal submission must comply with the following to be considered:

- Vendor agrees to defend, indemnify, and hold harmless the Monongalia County Solid Waste Authority for all loss, liability, claims or expense (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the negligence or misconduct of the vendor, except to the extent same is caused by the negligence or willful misconduct of the County. It is the intent of this section to require the vendor to indemnify the Monongalia County Solid Waste Authority to the extent permitted under West Virginia law.
- The vendor shall obtain, at his sole expense, all insurance in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by the Monongalia County SWA. All insurance companies must be licensed in West Virginia and be acceptable to the Monongalia County SWA.
  - Worker's Compensation Insurance
  - Commercial General Liability Insurance
  - Commercial Automobile Liability Insurance

Proposals should include

1. An explanation as to how the vendor will receive, process, load, transport, and market the electronics equipment. This should include, but is not limited to, necessary staff, necessary equipment, how the material will be stored, the number of trucks, how the materials will be processed, and where the end markets will be.
2. An explanation of how and where the vendor will provide and use scales to verify the quantity of materials received and marketed.
3. An explanation of how and when the vendor will invoice the Monongalia County SWA for the cost of the event, including specific costs for data reporting of the breakdown of the types of equipment collected at the event.
4. Vendor experience including references.
5. Verification to operate business in WV.

## **Delivery Methods**

There are two (2) ways for vendors to submit their proposal.

- 1) by email with an **attached PDF** of the proposal
- 2) by US Postal Service (USPS)

If a vendor fails to follow the specific instructions, as noted below, their proposal will not be considered. All proposals must be received either via email at the email listed below or by USPS at the address below. Any proposal submitted by a vendor after the deadline will not be considered.

### To Email Proposals

Vendors **must** use **RFP Response: Electronics Recycling Services** in the Subject Heading of their email and proposal must be a **PDF attached** to the email. Any email Proposals received from a vendor without the above noted Subject Heading will not be considered.

#### **Email Proposals to**

moncountyswa@gmail.com

Subject Heading: **RFP Response: Electronics Recycling Services**

Attn: Lynn Castro

### To Mail Proposals

Vendors must use a **sealed** envelope and include **RFP Response: Electronics Recycling Services** on the front of the envelope. The Proposals **must arrive by the due date, March 23, 2026** (not postmarked).

#### **Mail Proposals by USPS Mail to:**

Monongalia County SWA

Attn: Lynn Castro

3788 Morgantown Industrial Park

Morgantown, WV 26501



**Evaluation**

Proposals received by 11:59 pm on March 27, 2026, will be evaluated first to ensure the vendor is qualified and that the proposal has met the specifications to provide e-cycle services as noted on page 1 and Proposal Requirements on page 2. The Board of Directors, and Director, will select the lowest bid among the proposals, and ensure the vendor has no previous concerns identified from any references provided or from previously working with the Monongalia County SWA. Per the WV Purchasing Guidelines (December 2024), the vendor with the lowest bid will be awarded the contract **pending final approval** by the WV DEP-REAP.

It should be emphasized that the Monongalia County SWA, as a public agency, is mandated to act in the best interest of the public at all times and to discharge its duties in a manner that is both responsive and equitable to all residents.

Therefore, the Monongalia County SWA reserves the right to:

- Re-issue the RFP should facts and/or circumstances arise which would warrant such action
- Supplement, amend, or otherwise modify this RFP
- Negotiate with vendor for amendments or other modifications to vendor’s proposal
- Reject any or all proposals

Failure or inability of vendor to recover, reuse, or recycle listed materials for acceptance, processing, transportation, and marketing (except for contamination) will invalidate vendor’s response, and will be cause to terminate any agreement between the vendor and the Monongalia County SWA which may result from this RFP.

The Monongalia County SWA may terminate the Contract immediately for unsatisfactory performance by the Contractor. The Monongalia County SWA or Vendor may terminate this Contract upon serving one hundred eighty (180) days written notice of such to the other party, for any reason which the Monongalia County SWA or Vendor, in its sole discretion, deems to be an appropriate cause for termination.

**Historical Electronics Recycling Tonnage Collected**

2021 - 2025 Electronics Recycling Event Statistics							
	2021	2022	2023	2024	2025		2025
	Fall	Fall	Fall	Fall	Spring	Fall	Total
Number of Participants	293	194	297	369	423	255	678
Event Number of Hours	4	4	4	3	4	3	7
Material Collected Tonnage	11.7*	4.5	9.0	11.3	9.8	6.1	15.9
*The 2021 event included the collection of scrap metal. Events after 2021 only collected electronics.							

**For Clarification or More Information**

All requests for clarification or additional information must be submitted in writing via email to the Mon County SWA Director, Lynn Castro, at moncountyswa@gmail.com. **Requests must be received by 5:00 pm on March 20, 2026.** Questions and responses will be shared with all known applicants and on the Mon County SWA website under RFPs by March 23, 2026. All requests for clarification or additional information received after March 20, 2026, will not be addressed.

## Electronics Recycling Services for One (1) Event for Monongalia County Residents

### Bid Checklist

This Bid Checklist will help to review your proposal for completeness prior to submitting it to Mon Co SWA.

	RFP Criteria	Check
1	ON-SITE collection of various covered electronic devices except for liquids, items with freon, non-rechargeable batteries, biohazards, and Cathode-ray tube (CRT) style television and monitors.	<input type="checkbox"/>
2	One (1) event in spring 2026 (Date TBD).	<input type="checkbox"/>
3	Location: Sam’s Club – UTC, 5045 University Town Centre Dr, Morgantown, WV 26501.	<input type="checkbox"/>
4	Event Hours: 8:00 am – 12:00 pm (vendor is expected to set up at least one (1) hour prior to start time).	<input type="checkbox"/>
5	Provide 6 - 8 essential personnel including personnel designated to verify proper recyclable items (part of the 6-8 unless vendor needs additional personnel).	<input type="checkbox"/>
6	Provide drivers and at least one 20-foot box truck (or equivalent) AND trailer (or equivalent) as necessary to transport waste back to recycling provider’s recycling facility. Electronics cannot be left at site overnight. See Previous Historical Tonnage as a guide.	<input type="checkbox"/>
7	Recycle electronics waste according to EPA standards.	<input type="checkbox"/>
8	Must make a good faith attempt to adhere to the “R2” Practices for Electronic Recyclers or similar industry guidelines.	<input type="checkbox"/>
9	Provide packing materials, equipment and trash collection.	<input type="checkbox"/>
10	Provide a Certificate of Destruction within 10 days after the event.	<input type="checkbox"/>
11	Provide a list of acceptable (flat screen TVs need to be included as accepted) and unacceptable materials.	<input type="checkbox"/>
12	Provide copy of Vendor’s standard Memorandum of Understanding Agreement.	<input type="checkbox"/>
13	Original version of the Proposal must be signed by an authorized individual to bind the firm and must be valid for at least 90 days.	<input type="checkbox"/>
14	All mileage, fuel and transportation charges, or any miscellaneous charges, must be included in the vendor’s <b>flat rate</b> .	<input type="checkbox"/>
15	Proposal must reflect a <b>FLAT RATE</b> for the estimate to provide e-cycle services as outlined in RFP.	<input type="checkbox"/>
16	Vendor agrees to defend, indemnify, and hold harmless the Monongalia County Solid Waste Authority for all loss, liability, claims or expense (including reasonable attorney’s fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the negligence or misconduct of the vendor, except to the extent same is caused by the negligence or willful misconduct of the County. It is the intent of this section to require the vendor to indemnify the Monongalia County Solid Waste Authority to the extent permitted under West Virginia law.	<input type="checkbox"/>
17	Vendor shall obtain, at his sole expense, all insurance in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by the Monongalia County SWA. All insurance companies must be licensed in West Virginia and be acceptable to the Monongalia County SWA. <ul style="list-style-type: none"> <li>o Worker’s Compensation Insurance</li> <li>o Commercial General Liability Insurance</li> <li>o Commercial Automobile Liability Insurance</li> </ul>	<input type="checkbox"/>
18	An explanation as to how the vendor will receive, process, load, transport, and market the electronics equipment. This should include, but is not limited to, necessary staff, necessary equipment, how the material will be stored, the number of trucks, how the materials will be processed, and where the end markets will be.	<input type="checkbox"/>
19	An explanation of how and where the vendor will provide and use scales to verify the quantity of materials received and marketed.	<input type="checkbox"/>
20	An explanation of how and when the vendor will invoice the Monongalia County SWA for the cost of the event, including the breakdown of the types of equipment collected at the event.	<input type="checkbox"/>
21	Vendor experience including references.	<input type="checkbox"/>
22	Verification to operate business in WV.	<input type="checkbox"/>