



Monongalia County Solid Waste Authority

Request for Proposals (RFP)

For

**Electronics Recycling Services for One (1) Fall 2025 Event
in Monongalia County for Monongalia County Residents**

April 4, 2025

Due April 25, 2025

**Monongalia County Solid Waste Authority Office
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.

SPECIFICATION TO PROVIDE E-CYCLE SERVICES

- ON-SITE collection of various covered electronic devices except for liquids, non-rechargeable batteries, biohazards, and Cathode-ray tube (CRT) style television and monitors. For one (1) event in fall 2025 (Date TBD).
- Hours: 8:00 am – 11:00 am
- Provide at least one 20-foot box truck (or equivalent) and driver to transport Electronics waste (e-waste) back to recycling provider's recycling facility.
- Recycle e-waste according to EPA standards.
- Must make a good faith attempt to adhere to the "R2" Practices for Electronic Recyclers or similar industry guidelines.
- Provide necessary personnel and packing material, equipment and transportation cost.
- Provide a Certificate of Destruction within 10 days after the event.
- Provide a list of acceptable and unacceptable materials.
- A copy of Vendor's standard Memorandum of Understanding Agreement must be submitted with proposal.
- All mileage and fuel charges or any miscellaneous charges must be included in the vendor's **flat rate**.
- 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 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
- Contract with a private company to receive, process, load, transport, and market the electronic equipment

TENTATIVE SCHEDULE

- Request for Proposals released April 4, 2025
- First Class II ad placement..... April 4, 2025
- Second Class II ad placement..... April 11, 2025
- Proposals Due/Closing Date..... April 25, 2025
- Contract Awarded..... May 7, 2025
- Mon County SWA E-Cycle Event Fall 2025 (Date TBD)

PROPOSAL DEADLINE AND DELIVERY METHOD

The deadline for receiving proposals is **no later than Friday, April 25, 2025**. There are two (2) ways for vendors to submit their proposal 1) by US Postal Service (USPS) or 2) by email with an **attached PDF** of the proposal following the instructions below. If a vendor fails to follow the specific instructions, as noted below, their proposal will not be considered. 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. All proposals must be received either by USPS at the below address or via email at the email listed below. Any proposal submitted by a vendor after the deadline will not be considered.



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, April 25, 2025** (not postmarked). Any proposal arriving through USPS **after** Friday, April 25, 2025, will **not** be considered.

Submit Proposals by USPS Mail to:
Monongalia County SWA
Attn: Lynn Castro
3788 Morgantown Industrial Park
Morgantown, WV 26501

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. The email will be opened and submitted with all proposals to the Mon County SWA Selection Committee after the April 25, 2025, deadline. Any Proposals arriving via email **after** Friday, April 25, 2025, 11:59 pm will **not** be considered.

EMAIL PROPOSALS TO:

moncountyswa@gmail.com

SUBJECT HEADING: **RFP Response: Electronics Recycling Services**

Attn: Lynn Castro

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 County 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:

- 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.
- An explanation of how and where the vendor will provide and use scales to verify the quantity of materials received and marketed.
- 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.
- A list of products that will be accepted at the event and a list of unacceptable material
- Vendor experience including references.



EVALUATION

Proposals received by 11:59 pm on April 25, 2025, 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 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.

A vendor must demonstrate that all criteria set forth herein are met. Proposals received will be evaluated on qualifications and responsiveness to the Monongalia County SWA objectives, including but not limited to:

- Overall service agreement proposal
- Technical feasibility of proposal
- Technical qualifications and reliability of vendor
- Computer and computer related experience of vendor
- Capability of vendor
- Capacity to implement proposal and handle the one (1) day collection event
- Performance guarantees

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.

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 no later than April 16, 2025, by 5:00 pm. Questions and responses will be shared with all known applicants by April 18, 2025. All requests for clarification or additional information received after April 16, 2025, will not be addressed.