



**OFFICE OF WILL COUNTY EXECUTIVE**  
**LAWRENCE M. WALSH**

**Rita Weiss**  
Purchasing Director

(815) 740-4605  
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January 13, 2016

To whom it may concern,

The Will County Land Use Department, Resource Recovery & Energy Division, Joliet, IL, invites you to submit your bid for the County of Will **Residential Electronics Recycling for Permanent Sites and One-Day Event Service**. The agreement with contractor will be for a one-year period, beginning March 1, 2016 and ending February 28, 2017, with two (2) one (1) year renewal options if the county so chooses.

Specifications are attached hereto and are considered part of the bidding package.

**A Bid Deposit, Bond or Cashiers Check in the amount of 10% of the value of the contract or \$3,000.00, whichever is greater, made payable to the Will County Treasurer, must accompany your proposal, or it will not be considered.**

Bids will be received in the Purchasing Department, 2nd Floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, Due: 01/22/16, 9:00 A.M. not later than, **“as so indicated by the time stamp clock of Will County 9:00 A.M. Monday, January 25, 2016 ” Bids received after this time will not be accepted.**

Bids will be publicly **opened** and read by the Will County Purchasing Director at **9:10 A.M. Monday, January 25, 2016** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> fl., Joliet, IL. 60432.

The bidder acknowledges the right of the County of Will to reject any and all bids, and to waive non-material informality or irregularity in any bid received in whole or part as may be specified in the solicitation.

Any questions should be directed to Rita Weiss, Purchasing Director, [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com).

We welcome your bid.

Sincerely,

*Rita Weiss*

Rita Weiss  
Purchasing Director

**ADVERTISEMENT OF BID**  
**RESIDENTIAL ELECTRONICS RECYCLING FOR**  
**PERMANENT SITES AND ONE-DAY EVENT SERVICE**

**WILL COUNTY LAND USE DEPARTMENT, RESOURCE RECOVERY & ENERGY DIVISION**

SEALED BIDS FOR RESIDENTIAL ELECTRONICS RECYCLING FOR PERMANENT SITES AND ONE-DAY EVENT SERVICE FOR THE COUNTY OF WILL, LAND USE DEPARTMENT, RESOURCE RECOVERY & ENERGY DIVISION, JOLIET, IL WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 9:00 A.M., MONDAY, JANUARY 25, 2016. BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 9:10 A.M., MONDAY, JANUARY 25, 2016 AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT [www.demandstar.com](http://www.demandstar.com), AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL. 60432, (815) 740-4605 OR [purchasing@willcountyillinois.com](mailto:purchasing@willcountyillinois.com).

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ANY AND ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

**INSTRUCTIONS TO BIDDERS  
RESIDENTIAL ELECTRONICS RECYCLING FOR  
PERMANENT SITES AND ONE-DAY EVENT SERVICE  
WILL COUNTY LAND USE DEPARTMENT, RESOURCE RECOVERY & ENERGY DIVISION**

The Will County Land Use Department, Resource Recovery & Energy Division, Joliet, IL, invites you to submit your bid for the County of Will Residential Electronics Recycling for Permanent Sites and One-Day Event Service. The agreement with contractor will be for a one-year period, beginning March 1, 2016 and ending February 28, 2017, with two (2) one (1) year renewal options if the County so chooses.

Bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL. 60432, not later than 9:00 A.M., Monday, JANUARY 25, 2016, "as so indicated by the time stamp clock of Will County". Bids received after this time will not be accepted.

Bids will be publicly opened and read aloud by the Will County Executive or his Representative at 9:10 A.M., Monday, JANUARY 25, 2016 at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> Fl., Joliet, IL. 60432.

The bidder acknowledges the right of the County of Will to reject any and all bids, and to waive non-material informality or irregularity in any bid received in whole or part as may be specified in the solicitation.

**Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this package. The complete set of Contract Documents shall be submitted with the bid. Project Grand Total Pricing forms must be filled out completely.**

Bids shall be submitted on the forms furnished by the County of Will in a sealed package, plainly marked, with the Bidder's name and address and the notation:

**SEALED BID:                      RESIDENTIAL ELECTRONICS RECYCLING SERVICES**

**BID DUE:                              MONDAY, JANUARY 25, 2016 - 9:00 A.M.**

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL. 60432.

**TAXES & TAX EXEMPTION:** The County shall only be required to pay those taxes that it is obligated to pay as required by local, State and Federal law. The County of Will is exempt from Federal, State and Municipal Sales Tax.

**SIGNATURE OF BIDS:** The **signature on bid documents shall** be that of an authorized representative of bidder. An officer or agent of the offering bidder who is empowered to bind the bidder in a Contract shall sign the proposal and any clarifications to that proposal.

Each bidder, by making his bid, represents that he has read and understands the bidding documents.

**Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

**NO BIDS:** Those who wish not to bid this project please return your bid plainly marked "**NO BID**" via email, so your company's name remains on our bidders list. If you choose not to reply, your name will be removed and no future bids will be sent to you.

**REJECTION OF BIDS:** The bidder acknowledges the right of the County of Will to reject any and all bids, and to waive non-material informality or irregularity in any bid received in whole or part as may be specified in the solicitation.

## **BIDDING PROCEDURES:**

1. All bids must be prepared on the **forms provided** and ***One (1) Original & Two (2) complete copies, clearly marked, and One (1) digital copy as a searchable PDF of all submitted materials, on a USB smart drive*** must be submitted, in accordance with the Instructions to Bidders. Copies may be double-sided (printed on both sides of the paper). Bids will be read aloud. Vendors not present at the bid opening requesting results at a later date will be given a copy of our bid tabulation sheet. This sheet will include what was read off the **Bid Worksheet**.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids or prior to any extension thereof issued to the Bidders.
3. Unless otherwise provided in any supplement to the Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for ninety (90) days after the time designated for the receipt of bids in the Advertisement for Bids.
4. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid Due: 01/22/16, 9:00 A.M. date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will shall not be responsible for any oral instructions. All inquiries shall be directed to the Purchasing Director [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com). Should the bidder fail to ask questions or for clarification on any particular item in the Bid, then the County will assume the bidder understood all items contained in the Bid. After bids are received, the Bidder will make no allowance for oversight.

**BID SECURITY: A Bid Bond or Cashier's Check in the amount of 10% of the value of the contract or \$3,000.00, whichever is greater, made payable to the Will County Treasurer, shall accompany the Agreement, as a guarantee that all the work in this contract is completed to the County's specifications. Money Orders or Company checks will not be accepted.**

The bid bond shall be **10% of the calculated grand total**.

**PERFORMANCE BOND:** The bid bond or cashier's check of the successful bidder **shall be returned** by the County of Will at such time as a **10% performance bond** or cashier's check is delivered to the County of Will which shall be held for the entire length of the contract.

The performance bond shall be **10% of the calculated grand total**.

The performance bond or check will be returned upon satisfactory completion of contract.

## **WORDS AND FIGURES:**

Where amounts are given in both words and figures, the words shall govern. If the amount is not written in words the unit cost will take precedence over the extended price in case of a discrepancy in the multiplication.

## **PAYMENT:**

Payment will be made pursuant to the Illinois Local Government Prompt Payment Act.

**REFERENCES:** Please include with your bid the names of three (3) companies or local governmental organizations with whom you have had similar contracts and services. Include the name, address and phone number of the person we can contact for further information.

**COMPANY HISTORY:** Please include a brief history of your company, how long you have been in business, the types of services you offer, etc.

**PRIME CONTRACTOR CERTIFICATION:** Included in this bid package is a prime contractor certification form. The Prime Certification form **MUST** be completely filled out and included with your bid package or it will be rejected.

**CHOICE OF LAW AND VENUE:**

Any cause of action related to this bid, or contract related thereto, shall be governed by the laws of the State of Illinois without regard to conflict of law provisions. Venue for any cause of action related to this bid, or any contract related thereto, shall be in the Twelfth Judicial Circuit, Will County, Illinois.

**ILLINOIS FREEDOM OF INFORMATION ACT:**

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA.

5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

**AWARDING OF BID:** The bid will be awarded to the lowest responsible, responsive bidder. The bidder acknowledges the right of the County of Will to accept the Vendor whose bid has met all the criteria specified and is found to be in the best interest of Will County after having been carefully examined and evaluated by the Resource Recovery & Energy Division and the County Board. The bid is expected to be awarded at the February 18, 2016 meeting of the Will County Board.

**SUBMITTAL REQUIREMENTS:**

Each of the following items shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. **10% Bid Bond** or Cashier's Check
2. **Signed** Prime Contractor Certification Form
3. **Signed** and completed Bid Forms
4. **Signed** and completed Receipt of Addenda Form



REQUEST FOR BID

**RESIDENTIAL ELECTRONIC RECYCLING  
FOR PERMANENT SITES AND ONE-DAY EVENT SERVICE**

LAND USE DEPARTMENT  
RESOURCE RECOVERY & ENERGY DIVISION

FOR WILL COUNTY, ILLINOIS

Released for Submittal  
January 13, 2016

Submittals Due: 01/22/16, 9:00 A.M.  
January 25, 2016  
9:00 A.M.

## **GENERAL PROVISIONS:**

1.1 **TERM OF THE CONTRACT:** The County shall enter into an Agreement for Electronic Recycling with the Contractor for a one-year period, beginning March 1, 2016 and ending February 28, 2017, with two (2) one (1) year renewals, if the County so chooses.

1.2 **TERMINATION CLAUSE:** In the event the County or the Contractor desires early termination of this Agreement, the party must give 120 days written notice and the Contractor further agrees to forfeit the Performance Bond to the County of Will as Liquidated Damages.

1.3 **DEFAULT:** In case of default by the Contractor, the County of Will may procure the articles or services from other sources, and may deduct from the Contractor's cashier's check or performance bond any additional costs incurred as a result of the default. The prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

1.4 **LIQUIDATED DAMAGES:** If the Contractor fails to perform any of the obligations under this contract and continues to do so for twenty-four (24) hours after the County of Will delivers verbal, electronic or written notice of such failure, then both parties to this contract mutually agree that the Performance Bond posted by the Contractor under this contract shall be forfeited to the County of Will as Liquidated Damages.

1.5 **NON-WAIVER OF RIGHTS:** In the event the County of Will waives its right to enforce the contract because the Contractor breaches its obligations under this agreement in any manner, such waiver shall not constitute a waiver of any rights the County of Will has to enforce the contract for any and all subsequent breaches by the successful bidder for failing to complete its obligations under this contract.

1.6 **ELECTION OF REMEDIES:** County of Will's decision to elect one remedy shall not constitute a waiver of its right to enforce this agreement through other, available remedies.

1.7 **ASSIGNMENT AND SUBLET OF CONTRACT:** The Contractor shall not sublet or assign this contract, or any portion thereof, without prior written consent of the County.

1.8 **CONFLICT OF INTEREST:** By submitting a Bid, the Contractor certifies that no person holding any County office, elected or appointed, has any direct or indirect interest in this Contract, or in any transfer of benefits from this Contract.

1.9 **PREVAILING WAGE:** The Illinois Prevailing Wage Act (Illinois Revised Statutes, Chapter 48, Section 39s-1-12), Public Act 86-799 that provides in part, that the Contractor(s), Subcontractor(s), etc. shall pay to all laborers, workers and mechanics performing work under the contract, not less than the prevailing rate of wages determined by the "Illinois Department of Labor."

1.10 **NON-DISCRIMINATION:** The Contractor shall not discriminate against anyone on the grounds of race, sex, color, religion, age, national origin or handicap. The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10\0.01 et seq.

1.11 **ILLINOIS LAW:** Enforcement of the terms and substance of this agreement between the County of Will and the Contractor shall be governed by laws of the State of Illinois and venue shall be in the Twelfth Judicial Circuit, Will County, Illinois.

1.12 **MINORITY VENDOR:** A business that is fifty-one percent (51%) or greater owned by a minority, female or disabled person.

1.13 **SEVERABILITY:** In case one or more of the provisions contained in this Contract shall be held to be illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof

and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein.

1.14 DOWNSTREAM VERIFICATION: Will County reserves the right to review paperwork and personally visit the Contractor's place of business, sorting facility, and immediate downstreams to verify proper processing of materials.

1.15 TRAINING PERMANENT SITE PERSONNEL: The Contractor shall conduct a training session at each permanent site to teach personnel sorting, shrink-wrapping and packing.

## **2.0 INSURANCE:**

2.1 RISK OF LOSS: The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and he shall maintain such insurance, as he may deem necessary to protect himself against such loss or damage.

### 2.2 TYPES OF INSURANCE:

- A. Workmen's compensation insurance. The Contractor shall procure and maintain workmen's compensation insurance as required by applicable state law for all of his employees who would be engaged in work on the project. In case any class of employees engaged in any work on the project under this Contract is not protected under the workmen's compensation statute, the Contractor shall provide and maintain adequate employer's liability insurance for the protection of such of his employees as are not otherwise protected. In addition, the Contractor will provide and maintain employer's liability (coverage B) in the amount of \$500,000.00.
- B. Contractor's Comprehensive General Liability and Property Damage Insurance. For the duration of the Contract, Contractor's comprehensive general and property damage insurance shall be in an amount not less than \$1,000,000.00 for injuries including accidental death to any one person and not less than \$500,000.00 combined single limit bodily injury and property damage.
- C. Owner's protective liability insurance. The Contractor shall protect the County or its assignee, if any, from contingent responsibility arising from any work, project or operation performed under this Contract by adding these parties as named insured as a rider to the General Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Illinois, 60432.
- D. Motor Vehicle Insurance. For the duration of the Contract, the Contractor shall furnish and maintain at his own expense, comprehensive motor vehicle liability insurance covering the use of all owned, non-owned or hired motor vehicles and that the limits on said policy for bodily injury including death resulting therefrom shall be not less than \$250,000.00 for each person and \$500,000.00 for each occurrence and property damage coverage of not less than \$100,000.00.

### 2.3 PROOF OF CARRIAGE OF INSURANCE:

- A. The Contractor shall furnish the County at the time of signing, with certificates showing the type, amount, class or operations covered, effective dates and dates of expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days written notice has been received by all named insured."
- B. All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
- C. All insurance coverage shall be provided by insurance companies maintaining a financial strength and claims paying ability rating no lower than "A" MINUS "VIII" as rated by the 1999 or most current AM Bests Insurance Guide.

2.4 INDEMNIFICATION: The Contractor agrees to indemnify, save harmless and defend the County, its agents, host entities, their representatives, officers, and employees, and eligible participants, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses, expenses, and actions, including court costs and attorney's fees, for or on account of any injury to any person, or death at any time resulting from such injury, or any damage to property or the environment, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of the County of Will, its agents, servants, or employees or any other person indemnified hereunder. In no event shall either party be responsible to the other for consequential, incidental, indirect, special or punitive damages.

2.5 TITLE TO WASTE: To the full extent recognized and permitted by law, all rights, title and interests to any material, or whatever nature, delivered to the drop-off site pursuant to this Agreement and accepted by the Contractor shall vest in the Contractor immediately upon such acceptance.

2.6 ACCEPTANCE: The acceptance by the County of Will, or its respective representatives, of certifications of insurance provided for other or different coverage than therein provided to be furnished shall in no event be deemed to be a waiver of any of the provisions of this indemnity agreement.

2.7 MANUFACTURER AGREEMENTS WITH VENDOR: The Contractor is expected to credit the County 100% for payments received by the Contractor from electronic manufacturers to cover the cost of providing collection and processing of all electronic materials. All such contracts, entered into anytime throughout the term of this agreement or used to service this agreement, shall be shared with Will County as evidence that the Contractor has the weight to cover or not to cover the services provided. Should Will County pay for services covered by manufacturer agreements, the Contractor shall reimburse Will County the applicable fees or the County may deduct the amount from fees owed to Contractor.

**3.0 DEFINITIONS:** The following definitions shall be used for this contract:

**APPLIANCES:**

LARGE APPLIANCES / WHITE GOODS - shall mean items that fall under the classification of appliances, including those containing CFCs (chlorofluorocarbons), switches containing mercury, and PCBs (polychlorinated biphenyls). Items such as refrigerators, freezers, ranges, water heaters, air conditioners, humidifiers, and other similar domestic and commercial large appliances as defined by 415 ILCS 5/22.28.

SMALL APPLIANCES – shall include all blenders, fans, microwaves, toasters, toaster ovens and miscellaneous small items with a cord or computer chip.

CATHODE RAY TUBES GLASS – shall mean a cathode ray tube (CRT) glass video display component of an electronic device (usually a computer or television monitor).

COLLECTION TRAILER – shall mean a metal box with doors, similar to a shipping container or a semi-trailer. It shall vary in length from twenty feet to fifty-three feet, and shall contain pallets and Gaylord boxes to be filled with electronic items.

COLLECTION TRAILER CAPACITY – The amount of material placed in the collection container shall vary due to the variety of items accepted. Near capacity shall be defined based on size, and contractor packing and weight goals as outlined in the contractor's attachment and agreed upon by the County.

COMPUTER AND ELECTRONIC MATERIAL (CEM) – shall mean a product or apparatus that has its primary functions performed by electronic circuitry and components. CEM refers to both CED and EED.

CONTRACTOR – shall be synonymous with the term “vendor.”

**COVERED ELECTRONIC DEVICES (CED)** – Electronic products for which manufacturers receive full credit under law that includes: Computers (including laptops), Computer Monitors, Televisions and Printers discarded through the residential waste stream only.

**DROP-OFF COLLECTION SITE:**

Permanent Site – shall mean a municipal, township or park district partnership site that has been designated by the County to collect residential electronics, with weekly hours of year-round operation.

One-Day Event Site – shall mean a parking lot selected by the County on an agreed upon date with the contractor, where residential electronic devices will be collected for a specific number of hours from residents.

**DOWNSTREAMS** – shall mean companies that the Contractor sends materials to for further dismantling, refurbishing or recycling and shall be listed in the contractor’s attachment and verified by the County.

**E-STEWARDS** – shall mean an industry-specific environmental management system standard, also known as BAN (Basel Action Network), that requires annual third party audits to ensure the CONTRACTOR complies with specific standards, have a registered ISO 14001 environmental management system in place, achieves numerous performance requirements including assuring no export of hazardous electronic wastes to developing countries, no use of prison labor and no dumping of toxic materials in municipal landfills.

**ELECTRONIC ITEMS** – shall include EEDs, CEDs and all printers, battery back-ups, portable stereos, telephones, radios, wires, string lights, calculators, copiers, fax machines, voting machines, typewriters, blenders, fans, microwaves, toasters, toaster ovens and miscellaneous small items with a cord or a computer chip.

**ELIGIBLE ELECTRONIC DEVICES (EED)** –shall mean the following devices: Mobile Phone, Computer Cable, Mouse, or Keyboard; stand alone fax; MP3 players; PDA; Video Game Console; Video Cassette player/recorder; DVD player; zip drive or scanner. These are devices eligible for credit to the manufacturers through State of Illinois Environmental Protection Agency rules.

**ERASURE** – shall mean destroying data from data-containing devices, such as computers, to United States Department of Defense (DOD) standards and National Institute of Standards and Technology (NIST) standards. Methods of erasure may include, but are not limited to, DOD data overwriting software, magnetic degaussing, and breaking the device apart to render data permanently erased or destroyed beyond recovery.

**GAYLORD BOX** – shall mean a standard size of cardboard box used by the packaging industry, approximately 48" x 40" x 36" (or approx. 120 cm x 100 cm x 90 cm) and fitting neatly on a standard shipping pallet.

**ISO 9001** – shall mean a group of standards for quality management systems for which a business may be certified to have met.

**ISO 14001** – shall mean a standard for environmental management systems for which a business may be certified to have met.

**MANUFACTURER** – shall mean electronics manufacturers responsible for recycling or refurbishing E-Waste under the Illinois 2008 Electronic Products Recycling & Reuse Act, with rules governed by the State of Illinois Environmental Protection Agency.

**NATIONAL ASSOCIATION FOR INFORMATION DESTRUCTION CERTIFICATION** - certification of use of established standards for a secure destruction process including such areas as operational security, employee hiring and screening, the destruction process, responsible disposal and insurance (NAID).

**PALLET** – shall mean a flat means of transport, usually made of wood or plastic, that can be lifted with a forklift.

PLASTIC GAYLORD/PALLET COMBO – shall mean a Gaylord size plastic box with lockable lid option that prevents rain or snow from entering through the sides or top and can be lifted with a pallet jack or forklift.

PROCESSING – shall mean any technology used for the purpose of reducing the volume or bulk of municipal waste or any technology used to convert part or all of such waste materials for off-site reuse or recycling.

RESPONSIBLE RECYCLING PRACTICES – shall mean a set of guidelines for accredited certification programs to assess electronics recyclers’ environmental, worker health and safety, and security practices, known as R2.

SCHEDULED COLLECTION DAY: A day selected by the County and agreed to by the Contractor to provide collection services to residents.

SERVICE AREA: shall mean all of eligible homes within Will County, incorporated and unincorporated, including homes outside Will County but within the corporate limits of all communities partially located in Will County.

SORT MATERIAL ON SITE: shall mean sorting electronic items into Gaylord boxes in three categories. The categories are CRT items that fit in Gaylord boxes, CPU items, all other electronic items. A fourth category of sorting will be TVs too large to fit into Gaylord boxes.

WHEELED TRAILER: shall mean a standard metal container supported at its closed forward end by a truck or jack and supported in the rear by two "tandem" axles, each of which has dual wheels. The rear features door access to the inside of the trailer.

**4.0 SPECIFICATIONS OF SERVICE**

4.1 BACKGROUND-HISTORY OF ONE-DAY EVENTS: Since 2000 Will County has conducted 35 one-day collection events at various locations throughout Will County targeting electronics. Residents and governmental organizations have been told all electronic items would be accepted without charge. Typically, the residential collection was held on a Saturday from 8:00am – 3:00pm.

Total electronic materials collected (Businesses were not included in events)

Year	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
Number of Events	2	2	1	No	1	1	1	1	1	1
Will Co. Approximate Cost*	\$123.45	\$41,396	\$17,124	Event	\$17,108	\$12,188	\$13,200	\$5,900	\$6,400	\$3,050
Number of Participants	329	1,443	302		300	258	347	503	360	369
Pounds of Electronics	53,736	127,881	52,900		86,373	52,599	63,128	83,978	58,190	50,801
Year	2010	2011	2012	2013	2014	2015				
Number of Events	3	4	3	5	6	3				
Will Co. Approximate Cost	\$4,500	\$5,250	\$10,000	\$10,000	\$10,000	\$10,000				
Number of Participants	500+	500+	500+	750+	650+	1,100+				
Pounds of Electronics	58,800+	67,981	139,680	223,834	180,084	176,626				

- *Prior to 2010 costs included fees paid by Will County to cover contractor labor, transportation, advertising, staff and supplies. After 2010, costs included fees paid by Will County to cover staff, advertising and select materials, NO funds were paid to the contractor for one-day events.*

NOTE: Although these events are not advertised as accepting appliances, small appliances (i.e., blenders, fans, microwaves, toasters, toaster ovens, etc.) have been collected at these events in the past. Will County prefers not to turn away any resident or governmental entity bringing such items to these events. However, NO appliances containing white goods components have been or will be accepted.

4.2 BACKGROUND-HISTORY OF PERMANENT ELECTRONICS DROP-OFF PROGRAM: Will County began a permanent residential electronic recycling collection program in July 2007 at four partner locations. A fifth location was added in 2008, five additional locations opened in 2009, one more location was added in 2010 and another in 2011. This is a cooperative effort between the County, local government host sites, the Contractor and the general public. Most

sites have staff on the property but this is designed to require very little supervision of the Drop-Off itself. The public relies on promotional materials and site signs to know which items are acceptable and the proper method of delivering them.

Year	2007	2008	2009	2010	2011	2012*	2013	2014	2015(11/30)
Number of Permanent Sites	4	5	11	12	13	13	13	13	13
Will Co. Approximate Cost*	\$42,850	\$41,610	\$105,908	\$16,560	\$5,000	\$10,000	\$3,000	\$3,000	\$4,000
Estimated # of Participants	3,862	8,795	26,830	32,000	33,753	54,355	60,288	66,936	87,740
Pounds of Electronics	154,460	351,790	1,073,204	1.28 mil	1.35 mil	2,174,189	2,411,534	2,677,443	3,509,590

- *Prior to 2010 costs included fees paid by Will County to cover contractor labor, transportation, advertising, staff and supplies. After 2010, costs included fees paid by Will County to cover staff, advertising and select materials. (\*January 1, 2012 The State of Illinois banned 17 electronic items from landfills.) After 2010, costs included fees paid by Will County to cover advertising and select materials, NO funds were paid to the contractor for permanent sites.*

Permanent Site Locations, Operator	Stats for Jan 1 to Nov 30, 2015	Service Abilities
<b>Beecher, Illinois</b> <b>Washington Township</b> 30200 Town Center Road Hours: Monday-Monday 9am-3pm Small items accepted 24/7	169,824 lbs total 3,692 lbs average pickup 74% CRT TVs	Currently uses two 20 ft shipping containers for storage, with some TVs outside the containers. Unclear about their ability to use a forklift and shrink wrap at this time
<b>Bolingbrook</b> <b>Village of Bolingbrook, Public Works</b> 299 Canterbury Lane Hours: Monday-Monday 9am-3:30pm Small items accepted 24/7	505,892 lbs total 3,922 lbs average pickup 79% CRT TVs	Open to storing a semi amount of material, internally discussing ability to do any sorting, shrink wrapping and double stacking.
<b>Channahon</b> <b>Channahon Township</b> S Fryer Street, seven blocks South of Rt. 6 Hours: Wed 3pm-7pm <b>March-Oct. ONLY</b> Sat 8am-2pm year-round	157,487 lbs total 3,579 lbs average pickup 60.5% CRT TVs	No room for permanent semi Open to storing a semi amount of material internally discussing ability to do any sorting, shrink wrapping and double stacking.
<b>Godley</b> <b>Godley Park District</b> 500 S. Kankakee Hours: Monday-Monday 7am-4:30pm	115,757 lbs total 2,692 lbs average pickup 83% CRT TVs	No room for permanent semi Unclear if they can store a semi amount of material They prefer contract sort & pack at the time of collection
<b>Homer Glen</b> <b>Homer Township</b> 14400 W 151st Street Hours: Tue, Wed, Thur 8am-3pm	76,356 lbs total 5,454 lbs average pickup 71% CRT TVs	CLOSED Fall of 2015
<b>Joliet</b> <a href="#"><u>Forest Preserve District of Will County</u></a> 17540 W Laraway Road (Sugar Creek-between Rt.52 & Rt. 53) Hours: Monday-Monday 7am-3pm	394,403 lbs total 5,976 lbs average pickup (issues with broken TVs) 79% CRT TVs	CLOSING all Electronic Recycling before mid-February 2016
<b>Lockport</b> <b>City of Lockport</b> 17112 Prime Blvd (East of I-355 overpass) Hours: Monday-Monday 7am-3pm	254,784 lbs total 5,096 lbs average pickup 64% CRT TVs	Will host a semi-trailer Will double-stack full Gaylords Will shrink-wrap large CRTs Will load semi

<b>Manhattan</b> <b>Manhattan Township</b> 24645 S Eastern Ave Hours: Monday-Monday 7am-3pm 1st & 3rd Sat 8am-Noon	79,447 lbs total 2,407 lbs average pickup 66.5% CRT TVs	Open to storing a semi amount of material Unclear if they can sort No equipment or personnel to pack Prefer the contractor sort and pack at the time collection
<b>Mokena</b> <b>Village of Mokena Public Works</b> 19005 Wolf Road Hours: Monday-Monday 7:30am-4pm	635,268 lbs total 6,905 lbs average pickup 66.5% CRT TVs	Will host a semi-trailer Will double-stack full Gaylords Will shrink-wrap large CRTs Will load semi
<b>Monee</b> <b>Forest Preserve District of Will County</b> 27341 Ridgeland Ave (Monee Reservoir) Hours: 7 days a week 8am-4pm	270,740 lbs total 5,641 lbs average pickup 69% CRT TVs	CLOSING all Electronic Recycling before mid-February 2016
<b>New Lenox</b> <b>New Lenox Township</b> 1100 S. Cedar Road Hours: Monday-Monday 1pm-3:30pm 4th Sat of the Month 8am-Noon	226,191 lbs total 6,113 lbs average pickup 68.5% CRT TVs	No room for permanent semi Open to storing a semi amount of material Staff can shrink wrap No fork equipment – can't double stack
<b>Romeoville</b> <b>Village of Romeoville</b> 195 S Budler (East of I-55) Hours: Wednesdays 6pm-8pm 1st Sat of the Month 11am-3pm	158,076 lbs total 3,513 lbs average pickup 74% CRT TVs	Unclear what adjustments they can make at this point. Limited space. Prefer the contractor sort, pack and service frequently with lift gate truck.
<b>Shorewood</b> <b>Troy Township Highway Department</b> 25358 Seil Road Hours: Monday-Monday 7am-3pm 1st & 3rd Sat of the month 8am-2pm	465,361 lbs total 4,749 lbs average pickup 67.5% CRT TVs	Will host a semi-trailer Will double-stack full Gaylords Will shrink-wrap large CRTs Will load semi

4.3 BACKGROUND-HISTORY OF FRONT-DOOR ELECTRONICS PROGRAM: Will County began a pilot three-year front door collection program in 2011. It was phased in beginning with all residents of Aurora, Bolingbrook, Crest Hill, Channahon, Elwood, Homer Glen, Joliet, Lemont, Lockport, Minooka, Naperville, New Lenox, Plainfield, Rockdale, Romeoville, Shorewood and Woodridge. In September, it was expanded to include Braceville, Braidwood, Coal City, Diamond, Godley, Manhattan, Symerton and Wilmington. Finally, on November 15, 2011, the entire County was offered service with the addition of Beecher, Crete, Frankfort, Mokena, Monee, Orland Park, Park Forest, Peotone, Sauk Village, Steger, Tinley Park and University Park. The public was informed about the program through press releases, brochures, website and electronic newsletters as well as with the cooperation of communities receiving the service options. Retailers of electronics items were also provided signage for customers about all services.

Year	2011	2012*	2013	2014	2015 (11/30)
Number of Homes in Will County		2,856	4,343		
Homes in Will County Municipalities, outside Will County limits		3,859	5,212		1,836
Will County Approximate Cost	\$1,000	\$1,000	\$500	\$500	\$500
Pounds of Electronics	250,199	1,014,868	1,190,651	673,214**	341,491

- Cost includes recycling contractor costs, contractor labor, transportation, advertising, and supplies.
- \* January 1, 2012 The State of Illinois banned 17 electronic items from landfills.
- \*\*Fee of \$25 implemented in 2014 reduced participation in Front-Door program.

The municipalities that make up the majority of participants are from Aurora, Frankfort, Joliet, Naperville, New Lenox, Plainfield, and Romeoville but the County strives to provide service to all, including the most rural areas of the County where fewer homes make it less cost effective to provide collection service.

This service may end in early 2016.

**4.4 SPECIFICATIONS FOR COLLECTION FOR ONE-DAY EVENTS:** The Contractor shall provide consumer electronics collection, transportation and processing services listed in these specifications.

The County, through the Resource Recovery and Energy Division of Land Use, will provide the following support to the Contractor to hold the event:

The location of each event. Dates and location of subsequent events will be coordinated with the Contractor at least 45 days prior to each event. The County is responsible for any and all costs for procurement of the site. The Contractor, together with any subcontractors, will be allowed access to the site as necessary to perform its duties as outlined in this Agreement.

Advertising and publicity for the event;

Volunteers or personnel to survey participants and pass out educational materials;

Signage for participants directing them to the site;

Some traffic cones to direct traffic on-site;

A tent for survey staff (if needed), folding tables and chairs;

A portable toilet (if needed) to be used by County employees, volunteers and the Contractor's employees during the event.

The Contractor is expected to provide the following services:

Sufficient transportation vehicles to have all electronics packed by no later than two hours past the close of the event. At minimum: one twenty-four foot truck and one-semi-trailer ready to load prior to receipt of electronics from the public on the morning of the event (in place by 7:30am the day of the public event) and an additional semi-trailer on standby if volumes require it. All vehicles used under the terms of this Agreement shall be owned and identified vehicles of the Contractor and monitored by a tracking system that is traceable and viewable up-to-the-minute on each vehicle. In rare cases, if no such vehicle is available, the Contractor may use a rental vehicle to pick up the equipment in the timeframe required from a Drop-Off site.

Sufficient labor necessary to unload electronics from participant's vehicles and load into trailers or other appropriate containers; At least four personnel able to take all types of electronic items from vehicles, dressed in safety attire and having proper safety equipment.

Sufficient Gaylords or other similar containers to sort materials on-site, as necessary;

Sufficient equipment (i.e., forklifts and lift trucks) necessary to transport electronics from vehicles to Gaylords or semi-trailers and to load Gaylords into the semi-trailers for off-site shipment;

Accept all consumer electronics collected from governmental entities and the general public at the collection event that can be placed in a container for off-site processing;

Sufficient trailers and/or roll-off containers available on an on-call basis during the day of the events to load electronics collected from participants.

Sufficient number of containers for disposal of litter, styrofoam, plastic film and other waste on the premises of the event;

Remove all consumer electronics and clean the site of dirt and debris within 24 hours after the conclusion of the event; and

Provide weight of electronics taken to the County within one week of the event.

Process all electronics accepted from all Drop-Off site at a secure facility that is under a 24-hour secure camera surveillance system and with all doors, window and entry ways secured by a private security company.

Data Containing devices should be secured and destroyed/erased following the guidelines of NIST 800-88 Contractor must possess onsite or desk audit records of downstream vendors. Proof of downstream vetting process must be available upon request. All downstreams should be approved and reviewed in accordance to e-Stewards/R2 standards.

Contractor is required to possess at a minimum the e-stewards or R2 certification. An ISO 14001 and ISO 9001 certification is also favorable.

**4.5 SPECIFICATION FOR COLLECTION FROM PERMANENT SITES:** The Contractor shall provide consumer electronics collection, transportation and processing services listed in these specifications.

The County, through the Resource, Recovery and Energy Division of Land Use, will provide the following support to the Contractor to hold the event:

- A. The location of each site through an intergovernmental agreement with various weekly hours of operation and various collection service requirements. The Contractor will be allowed access to the site during normal site operational hours to perform its duties as outlined in this Agreement.
- B. Advertising and publicity for the collection site through brochures, website, social media and other outlets throughout the year.
- C. Signage for participants directing them how to sort at the site.
- D. Goals appropriate to the site personnel for sorting and packing materials, this will vary by site based on the site's specific abilities.

The Contractor is expected to provide the following services:

- E. A regularly monitored telephone and email that the site may use to contact the Contractor for collection service.
- F. Provide each site with sufficient Gaylord Boxes and pallets to sort materials.
- G. Provide sufficient shrink wrap supplies to sites that are able shrink wrap televisions.
- H. Sufficient vehicles and personnel to service the site within 48 hours of a call for service. All vehicles used under the terms of this Agreement shall be owned and identified vehicles of the Contractor and monitored by a tracking system that is traceable and viewable up-to-the-minute on each vehicle. In rare cases, if no such vehicle is available, the Contractor may use a rental vehicle to pick up the equipment in the timeframe required if the vehicle and driver have security measures in place to protect data from being stolen.

- I. Process all electronics accepted from all Permanent Drop-Off sites at a secure facility that is under a 24-hour secure camera surveillance system and with all doors, window and entry ways secured by a private security company.
- J. Data Containing devices should be secured and destroyed/erased following the guidelines of NIST 800-88
- K. Contractor must possess onsite or desk audit records of downstream vendors. Proof of downstream vetting process must be available upon request. All downstreams should be approved and reviewed in accordance to e-Stewards/R2 standards
- L. Sufficient equipment (i.e., forklifts and lift trucks) necessary to transport electronics from vehicles to Gaylords or semi-trailers and to load Gaylords into the semi-trailers for off-site shipment;
- M. Provide weight of electronics taken from each site to the County on a monthly basis.
- N. Contractor is required to possess at a minimum the e-stewards or R2 certification. An ISO 14001 and ISO 9001 certification is also favorable.

4.6 PAYMENT AND RECOGNITION OF MANUFACTURING AGREEMENTS: The County recognizes that the Contractor may have agreements in place with manufacturers to provide payment for the processing of electronics, along with costs and supplies related to collecting materials from various sites. It is the desire of Will County that these agreements fund all the weight collected in the course of the year. However, Will County recognizes that some sites have additional service needs that may require additional compensation. Should these manufacturer agreements fail to cover the full cost of services, the contractor may propose an additional cost in alignment with the current Illinois State Electronics Recycling Law. The fees shown in this agreement may be lowered if the Contractor is successful in securing more manufacturer funding but may not be increased. At no time should the Contractor's Manufacturer agreements increase the downstream costs for the pounds collected under this agreement.

The processing and transportation costs are included in these fees and shall remain constant throughout the term of the contract. This includes driving to a Drop-Off location, loading materials into the CONTRACTOR's vehicle, transporting the materials to their facility, weighing all the materials, counting the number of specified materials and processing the materials for recycling.

4.7 NUMBER OF PERMANENT COLLECTION SITES: The County may close or add Drop-Off sites throughout the term of this Agreement as these sites are offered in partnership with other governmental agencies. Permanent sites will continue to service residents unable to utilize the front-door or one-day event options. The CONTRACTOR recognizes that the Permanent and Front-Door programs are separate from the one-day events and may vary in use by residents.

4.8 LEVEL OF SERVICE: The COUNTY shall offer at least two one-day events per year. The COUNTY and CONTRACTOR recognize that the number of participants at each event varies, as does the amount and variety of electronic items.

Date Mailed: 1/13/16  
Due: 01/25/16, 9:00 A.M.  
Open: 01/25/16, 9:10 A.M.

PURCHASING DEPT  
COUNTY OF WILL  
302 N. CHICAGO ST.  
JOLIET IL 60432

CONTRACT for  
#2016-5 Residential  
Electronics Collection and  
Processing from Drop-Offs  
March 2016-February 2017

COMPANY NAME \_\_\_\_\_ F.E.I.N. # \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

<b>Minority Vendor</b> (please check one)  <input type="checkbox"/> Yes <input type="checkbox"/> No
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**THIS IS NOT AN ORDER**

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<b>Agency Name and Delivery Address:</b>	<b>WILL COUNTY – LAND USE DEPARTMENT</b>
<b>For additional Information</b>	<b>JOLIET, IL. 60432</b>
	Rita Weiss, Purchasing Director, <a href="mailto:rweiss@willcountyillinois.com">rweiss@willcountyillinois.com</a>

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THE BIDDER PROPOSES TO PROVIDE THE PRODUCTS AND/OR SERVICES IN ACCORDANCE WITH THE SPECIFICATIONS ATTACHED HEREIN.

- Submittal Requirements:** Each of the following items must be submitted in order that the bid will be considered.
- \_\_\_\_\_ A. Bid Price Worksheet – Part 1 - List of Electronic Items Accepted, % Marketed, % Recycled, % Disposed
  - \_\_\_\_\_ B. Bid Price Worksheet – Part 2 - Transportation, Labor & Processing Costs
  - \_\_\_\_\_ C. Bid Price Worksheet – Part 3 – One-Day Events
  - \_\_\_\_\_ D. Company History
  - \_\_\_\_\_ E. Environmental Compliance Issues
  - \_\_\_\_\_ F. References
  - \_\_\_\_\_ G. Insurance Certificates
  - \_\_\_\_\_ **H. Prime Contractor Certification**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Date Mailed: 1/13/16  
 Due: 01/25/16, 9:00 A.M.  
 Open: 01/25/16, 9:10 A.M.

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 COUNTY OF WILL  
 302 N. CHICAGO ST.  
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COMPANY NAME \_\_\_\_\_ F.E.I.N. # \_\_\_\_\_

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**A. BID PRICE WORKSHEET (part 1):** Provide a per pound price for each defined category of items which Will County will be charged for service at permanent Drop-Off sites beginning March 1, 2016. The per pound price will include processing, marketing, recycling or disposing of the collected items. A price for collection labor, equipment, supplies (boxes, pallets & collection trailer) must be provided in separate section (part 2) on the following page. Indicate your intentioned method of processing these items under the remaining percentage columns.

ITEM	Price per pound	Average % Marketed as Used	Average % Recycled	CRT Glass Process Location	Information on Disposal	
					%	Landfill or Incinerate
<b>Non-CRT Items:</b> CPU, laptops, notebook/tablets, Peripherals (keyboards, mice, etc.), Flat Screen TVs, Monitors Printers/Faxes/Office Equipt. Telephones/Communication Equipt. Wires/string lights, VCRs, Radios / Stereos, Cameras / Video Cameras Video Game Players, Power Tools Battery Back-up Devices Small Electronics/Appliances (small items with a cord) Microwaves, Vacuums, etc.	\$0 (if manufacturer weight is used)					
CRT Items: Monitors, Televisions	\$0 (if manufacturer weight is used)					
<b>Large Appliances / White Goods</b> If we decided to include these items						
<b>Other Items (specify)</b>						

Do you intend, or have you in the past two years, shipped any items outside the United States? Yes or No  
 If yes, please explain where you will or have sent materials and what types of materials:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Date Mailed: 1/13/16  
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**B. BID PRICE WORKSHEET (part 2): Site, Labor & Transportation Costs** – This program is designed to provide service to permanent Drop-Off sites throughout the County. While Will County recognizes that some of our sites require more service time than others, we encourage all sites to be fully considered. Sites with limited personnel cannot take on packing responsibilities. If a site cannot be serviced with manufacturer funded weight, we will entertain the possibility of paying for services but with limited funds, this could mean more sites will close.

Site, Labor & Transportation Service Fees 1 <sup>st</sup> Price - providing Supplies (pallets, Gaylords, shrink wrap)		Site Supplies, Collection Labor & Transportation Cost		
		Weekly Service	Bi-Weekly	Monthly Service
2 <sup>nd</sup> Price - providing packing services <b>(prefer OEMs fund all costs per State law)</b>				
3 Sites: Lockport, Mokena, Shorewood/Troy Township Will host a semi-trailer Will sort materials Will double-stack full Gaylords Will shrink-wrap large CRTs/TVs Will load semi	1 <sup>st</sup>	\$	\$	\$ X not an option
	2 <sup>nd</sup>	\$	\$	\$ X not an option
2 Sites: Bolingbrook and Channahon No room for a semi-trailer Open to storing a semi amount of material Will sort materials Will double-stack full Gaylords Will shrink-wrap large CRTs/TVs Require Collection Driver to Load/Pack Collection Vehicle	1 <sup>st</sup>	\$	\$	\$ X not an option
	2 <sup>nd</sup>	\$	\$	\$ X not an option
1 Sites: New Lenox No room for semi-trailer Open to storing a semi amount of material Will sort materials Unable to double-stack Will shrink-wrap large CRTs/TVs Require Collection Driver to Load/Pack Collection Vehicle	1 <sup>st</sup>	\$	\$	\$
	2 <sup>nd</sup>	\$	\$	\$
3 Sites: Beecher, Godley, Manhattan No room for semi-trailer Open to storing a semi amount of material Will sort materials Unable to double-stack Unable to shrink-wrap large CRTs/TVs Require Collection Driver to Load/Pack Collection Vehicle	1 <sup>st</sup>	\$	\$	\$
	2 <sup>nd</sup>	\$	\$	\$

1 Sites: Romeoville No room for semi-trailer Unable to store a semi amount of material (half load okay) Will sort materials Unable to double-stack Unable to shrink-wrap large CRTs/TVs Require Collection Driver to Load/Pack Collection Vehicle	1 <sup>st</sup>	\$	\$	\$
	2 <sup>nd</sup>	\$	\$	\$

GRAND TOTAL -the price per pound multiplied to items received, plus the total above depending on site location.

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Date Mailed: 1/13/16  
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**THIS IS NOT AN ORDER**

**C. BID PRICE WORKSHEET (part 3): One-Day Event Material and Site, Labor & Transportation Costs** – At least twice a year Will County offers electronics recycling as a stand-alone or part of a combined collection one-day event. These events require staffing, assisting with unloading vehicles, sorting, packing and transporting materials. If these events cannot be serviced with manufacturer funded weight, we will entertain the possibility of paying for services.

ITEM	Price per pound	Flat Price
<b>Non-CRT Items:</b> CPU, laptops, notebook/tablets, Peripherals (keyboards, mice, etc.), Flat Screen TVs, Monitors, Printers/Faxes/Office Equipt. Telephones/Communication Equipt., Wires/string lights, VCRs, Radios / Stereos, Cameras / Video Cameras, Video Game Players, Power Tools, Battery Back-up Devices Small Electronics/Appliances, (small items with a cord), Microwaves, Vacuums, etc.	<b>\$0</b> (if manufacturer weight is used)	
CRT Items: Monitors, Televisions	<b>\$0</b> (if manufacturer weight is used)	
Minimum of 8 labors to assist with unloading, sorting, packing		
Semi-trailers, fork-lift, pallet-jack, Gaylord Boxes, pallets, shrink-wrap		

**D. COMPANY HISTORY:** The length of experience of the firm is considered in the evaluation process

Date of Incorporation _____				
Information for the past 3 years	Average Pounds Processed per Yr	% of material reused	% of material recycled	% of material disposed
2015				
2014				
2013				

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

Date Mailed: 1/13/16  
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***THIS IS NOT AN ORDER***

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E. **ENVIRONMENTAL COMPLIANCE HISTORY:** Contractor will also provide an environmental compliance history for the firm. Specifically, the contractor must list and explain all convictions and citations brought against your firm, parent company or any subsidiaries in Illinois or other states in which the Contractor operates for violations of any applicable consumer electronics collection, processing, and disposal regulations over the previous three years.

List all Convictions or Citations related to the provision of similar services over the previous 3 years:

---

Do you possess or are you in the process of receiving any certifications or licenses (i.e. R2, E-Stewards, etc)? (Please provide copies as attachments)

---

Please provide information on your downstream CRT process. We need information to verify these downstreams. We do not want CRT glass warehoused and at risk of going unprocessed. Include contact name, address, phone, email.

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*NOTE: All bidders are encouraged to provide additional information on their recycling, remarketing, demanufacturing processes and are welcome to use additional sheets to provide more detailed answers to any of the questions on these forms.*

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Date Mailed: 1/13/16  
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**F. REFERENCES:** Interested contractors should provide Will County with at least three references (excluding Will County) for whom similar services have been provided including contact name, affiliation, phone number, and scope of services provided.

REFERENCES			
Contact Name	Unit of Business or Government	Phone Number	Scope of Services Provided

**G. INSURANCE CERTIFICATES:** Please attach copies of insurance certificates per this Bid.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_

## H. PRIME CONTRACTOR CERTIFICATION

The undersigned hereby certifies that \_\_\_\_\_  
Name of Bidder

Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 710 ILCS 5/33 E-3 or 720 ILCS 5/33 E-4 of the Criminal Code of 1961.

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

**33E-3. Bid-rigging.** A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

**33E-4 Bid rotating.** A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) **of Section 5-4 of this Code.**

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.

**RECEIPT OF ADDENDA FORM  
PURCHASING DEPT  
COUNTY OF WILL  
302 N. CHICAGO ST.  
JOLIET IL 60432**

**Date Mailed: 1/13/16  
Due: 01/25/16, 9:00 A.M.  
Open: 01/25/16, 9:10 A.M.**

**#2016-5 Residential  
Electronics Collection and  
Processing from Drop-Offs  
March 2016-February 2017**

The Bidder proposes to provide the products and/or services in accordance with the specifications attached herein.

VENDOR NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_ EMAIL \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_ FEIN # \_\_\_\_\_

***This Is Not an Order***

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**Agency Name and  
Delivery Address:**  
**For additional  
Information**

**WILL COUNTY – LAND USE DEPARTMENT  
JOLIET, IL. 60432  
Rita Weiss, Purchasing Director, [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)**

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**ADDENDUM RECEIPT:**

Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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**ADDENDUM RECEIPT:**

Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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**ADDENDUM RECEIPT:**

Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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**ADDENDUM RECEIPT:**

Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

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**LATE BIDS CANNOT BE ACCEPTED!**

<b><u>SEALED BID DOCUMENT</u></b>	
<b><u>Vendor Return Address:</u></b>  	
<b>BID #:</b>	<b>2016-5</b>
<b>DUE DATE:</b>	<b>1/25/16</b>
<b>DUE:</b>	<b>9:00 A.M.</b>
<b>DESCRIPTION:</b>	<b>Residential Electronics Recycling</b>
<b>DATED MATERIAL-DELIVER IMMEDIATELY</b>	
<b>WILL COUNTY PURCHASING DEPARTMENT</b>	
<b>302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR</b>	
<b>JOLIET, IL 60432</b>	

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE)  
TO THE OUTERMOST ENVELOPE OF YOUR SEALED BID  
TO HELP ENSURE PROPER DELIVERY!

**LATE BIDS CANNOT BE ACCEPTED!**