



Virg Bernero, Mayor

**CITY OF LANSING**

PURCHASING OFFICE

1232 Haco Dr.

Lansing, Michigan 48912

(517) 702-6197

<http://www.lansingmi.gov/purchasing>

Oct. 23, 2015

## NOTICE TO BIDDERS

**B/16/052**

**RECYCLE RAMA E WASTE RECYCLING**

*The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to [www.mitn.info](http://www.mitn.info)*

Sealed Bids marked "**B/16/052, RECYCLE RAMA E WASTE RECYCLING**" will be accepted at the **City of Lansing , Purchasing Office, 1232 Haco Dr., Lansing, Michigan 48912**, until 3:00 p.m., local time in effect on Nov. 19, 2015. Bids will be opened and read aloud immediately thereafter in the conference room.

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at [www.mitn.info](http://www.mitn.info). Please forward your email request to: [slr@lbwl.com](mailto:slr@lbwl.com)

If any changes or additions are required for this bid an addendum will be issued by the Purchasing Office. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE and Lansing-based vendors.

*The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services.*

***Any contractual or bid package questions should be directed to me at (517) 702-6197. Technical questions should be directed to Lori Welch at (517) 483-4599.***

Stephanie Robinson CPPB  
Senior Buyer

slr



Virg Bernero, Mayor

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**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
  - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
  - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
  - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

**[ ] I am able to certify to the above statements. [ ] I am unable to certify to the above statements. Attached is my explanation.**

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Name of Agency/Company/Firm *(Please Print)*

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Name and title of authorized representative *(Please Print)*

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Signature of authorized representative

Date

## **Attention Bidders**

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

### **Local Preference Statement:**

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

### **Qualifications for Lansing Based Business status:**

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

### **Additional Information:**

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/purchasing>

**Solicitation Number:** B/16/052

**Solicitation Name:** RECYCLE RAMA E WASTE RECYCLING

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

**I. Where did your firm receive of this solicitation?** Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list: \_\_\_\_\_

**II. Demographic Information:**

Is your firm located or have a business office within the corporate city limits of Lansing

yes \_\_\_\_\_ no \_\_\_\_\_

**III. Company Information**

**Federal Tax ID Number** \_\_\_\_\_

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address (Street, City, State, ZIP)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Web Site Address

\_\_\_\_\_  
Contact Person

Thank you for your participation.

CITY OF LANSING  
PURCHASING OFFICE  
1232 HACO DR.  
LANSING, MICHIGAN 48912

**THIS IS NOT AN ORDER**

NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.  
Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/16/052

FOR: **RECYCLE RAMA E-WASTE RECYCLING**

DATE: OCT. 29, 2015

PUBLIC SERVICE-CAPITAL AREA RECYCLING AND TRASH.

**SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT NOV. 19, 2015.** Please furnish your bid for **RECYCLE RAMA E-WASTE RECYCLING** as per the attached specifications. Price bid shall be F.O.B. . 5303 S. CEDAR St., Lansing, Michigan 48910. Failure to complete all required forms will result in the bid being declared non-responsive.

ITEM	QTY	DESCRIPTION	TOTAL PRICE
A	1 LOT	Flat rate for the event	\$
B	Or each	Per attached list	\$
C		List Alternative Pricing	\$

Any exceptions to the bid specifications shall be noted on a separate sheet and attached to the bid. The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City. The City of Lansing is exempt from all state and federal taxes. Exemption certification available upon request.

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City.

**All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).**

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 702-6197. *Technical questions should be directed to Lori Welch at (517) 483-4599.*

FEDERAL I.D.# _____	ADDRESS _____	<b>NOTE:</b> Bid results will <b>only</b> be released via email or on the Internet at <a href="http://www.mitn.info">www.mitn.info</a>
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____	
TITLE _____	SHIP VIA/ROUTING: _____	
DATE: _____	TERMS: _____	

**MICHIGAN CIVIL RIGHTS ACT**

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.



## **Recycle Rama**

### **Electronics Recycling Collection**

#### **One Day event held each Spring at the Ingham County Health Dept, 5303 S. Cedar, Lansing**

- Provide complete service for a single-day e-waste collection event including collection, sorting, packaging, manifesting and record keeping, transporting, processing, recycling and disposing of materials in the most cost effective, environmentally sound manner.
- Examples of electronics waste materials include, but are not limited to: computer components, fax machines, scanners, televisions, answering machines, laptop computers, printers, CD players, camcorders, VCRs, copy machines, microwaves and household batteries.
- The Contractor shall be set up and ready for participants by 7:30 AM on the day of collection.
- The Contractor must be registered with the Michigan Department of Environmental Quality under Part 173 PA 451 as amended as an electronic waste recycler during the terms of this contract.
- The contractor meets all the licensing and other certifications and authorizations required by Federal and State laws and regulations.
- Designate a Site Manager to coordinate the day with the Regional Recycling Coordinators Committee/City of Lansing.
- Provide qualified personnel and necessary emergency equipment the day of the collection. Emergency equipment may include, but is not limited to, coveralls, gloves, hard-hats, protective eye wear, eye rinse, emergency treatments, etc. Qualified personnel shall include a minimum of 10 (10) qualified staff to assist with handling of e-waste collected from event participants.
- Provide all supplies and equipment necessary for the collection, handling and transportation of e-waste. Materials may include hi-los, pallet jacks, pallets, Gaylord containers, shrink wrap, etc. All packaging materials must be clearly labeled according to, and must meet, Michigan Department of Transportation (MDOT) specifications and requirements.
- Be responsible for the final disposition of all material collected, and will assume all liability once the material leaves the facility. This includes utilizing their EPA Generator ID number for each event and being named and signing as the “generator” and “transporter” or “hauler” on the Michigan Uniform Hazardous Waste Manifest.
- Honor a hierarchy for handling materials (reuse, recycling, and landfill) giving preference to reuse and recycling. All materials collected shall be managed to minimize environmental impact and maximize resource use.

- Provide final weights by type of material collected at the event for purposes of its final report. This includes a detailed breakdown of ewaste by type and weight.
- Vendor to provide pricing as the following: Flat Rate for the day long event (preferred), or itemized per type of ewaste, or list alternative options on separate sheet.
- The date for the 2016 event is: April 16, 2016.
- Contract will be for two year agreement with the option to renew for an additional two years..
- The costs will be paid by Michigan Recycling Coalition, as the fiduciary for the R2C2 Group.

The City of Lansing will not be responsible for any expenditures.



Attachment C  
Solicitation Event 002420  
E-waste Recycling  
Pricing Matrix

Item Number	Device	Recycling Fee	Credit	Unit of Measure	Comments
<b>Computer Equipment</b>					
1	CRT Monitors				
2	Televisions				
3	Plasma and LCD Monitors				
4	Computer CPU's				
5	Modems and Communication Equipment				
6	Keyboards				
7	Mice				
8	Speakers				
<b>Batteries</b>					
9	Lead/Acid Batteries				
10	Rechargeable batteries (UPS)				
11	Primary use Batteries (Disposable)				
<b>Printers/Faxes/Copiers/Scanners/Typewriters</b>					
12	Desktop - All (Small)				
13	Group				
14	Network (Large, Self-Standing)				
15	Circuit Boards				
<b>Video System Equipment</b>					
16	VCR/DVD				
17	Duplicating Systems				
18	Camcorder/VDDR/DVDS				
19	Surveillance Cameras				
20	Digital Surveillance Cameras				
21	Digital Cameras				
22	Transformers				

Attachment C  
Solicitation Event 002420  
E-waste Recycling  
Pricing Matrix

Item Number	Device	Recycling Fee	Credit	Unit of Measure	Comments
<b>Telephones</b>					
23	Desktop - All (Small)				
24	Console				
25	Payphone				
26	Cellular				
<b>Labor, Transport &amp; Data Services</b>					
27	DEQ-EPA Palletize Labor or Transport				
28	Miscellaneous Labor				
29	EPA Transport to Recycling Facilities				
30	Barcode Collection of Data				
31	Certificates of EPA Compliant Recycling				
<b>Additional Services</b>					
32	Destroy Data Storage Media of all types				
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					

**Important Note:** Please be sure to make an entry in the "Recycling Fee" column for **all** items. Enter the unit cost for chargeable items, enter "0" for zero cost items, or enter "N/P" if the service is not provided.

**A. PREPARATION OF BID:** Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

**B. SIGNATURES:** All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

**C. REJECTION OR WITHDRAWAL:** The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

**D. CONTRACT:** Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

**E. DEFAULT TO CITY:** It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

#### **GENERAL CONDITIONS**

##### **1. DEFINITIONS:**

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

**2. CONFLICTS AND OMISSIONS:** The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

**3. ROYALTIES, PATENTS, NOTICES AND FEES:** Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

**4. MATERIALS AND WORKMANSHIP:** Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

**5. OTHER CONTRACTS:** The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

**6. INSPECTION:** Contractor shall at all times permit and facilitate inspection of the work by the Director.

**7. TERMINATION FOR BREACH:** The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City

may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

**8. GUARANTEE:** Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

**9. PAYMENT:** Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

**10. LIABILITY FOR TAXES:** When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

**11. INSURANCE:** No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$5,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

**12. HOLD HARMLESS:** To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.