

# KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
407 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0115

## Request for Quotations

RE: Electronic Recycling Services for the Kanawha County Commission

CONTACTS: Questions Regarding Bid Submission: Questions Regarding Bid Specs:  
Jerie Whitehead David Workman  
Purchasing Director Planning Director  
Kanawha County Commission Kanawha County Planning Dept.  
407 Virginia Street, East, 3<sup>rd</sup> Floor 407 Virginia Street, East, 2<sup>nd</sup> Floor  
Charleston, WV 25301 Charleston, WV 25301  
jeriewhitehead@kanawha.us (304) 357-0570

DUE DATE: **Quotations must be received on or before Friday, August 23, 2024, by 11:00 a.m.** in the Kanawha County Commission Purchasing Office, 407 Virginia Street, Third Floor, Charleston, WV 25301, (P.O. Box 3627, Charleston, WV 25336)

### INSTRUCTIONS TO VENDORS:

#### **\*PLEASE USE THIS FORM AS THE COVER SHEET FOR YOUR BID**

- Bids must be received in a sealed envelope with the due date and time the bids are due on the outside of the envelope. Faxed or electronically transmitted bids will not be accepted.**
- Bid must be F.O.B. Delivery Point, unless otherwise indicated in the bid.
- All bids should be signed in ink, showing all facts and the total amount of the bid.
- The Kanawha County Commission reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the Kanawha County Commission.

Item #	Quantity	Description	Quoted Amount Per Event
1	1 Event	E-Cycle Services for the Kanawha County Commission Planning Department for FY2024-2025	\$ _____

Vendor Name and Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

**KANAWHA COUNTY COMMISSION**  
**SPECIFICATIONS TO PROVIDE E-CYCLE SERVICES**  
COUNTY COMMISSION OF KANAWHA COUNTY  
CHARLESTON, WEST VIRGINIA

**Electronic Recycling Services for  
the Kanawha County Commission**

- 1) **Quotations must be received on or before Friday, August 23, 2024, at 11:00 a.m.** in the Kanawha County Commission Purchasing Office, 407 Virginia Street, Third Floor, Charleston, WV 25301, (P.O. Box 3627, Charleston, WV 25336).
- 2) On-site collection of various covered electronic device waste except for liquids, non-rechargeable batteries, and biohazards for four (4) to six (6) events a year (always on a Saturday).
  - a. Fall Event Dates (2024): September 7, September 21, October 5
  - b. Spring Event Dates (2025): TBD
- 3) Hours: 7:30 a.m. to 4:30 p.m.
- 4) Provide at least one truck and driver to transport e-waste back to your facility.
- 5) Recycle e-waste according to EPA standards.
- 6) Must adhere to the "R2" Practices for Electronic Recyclers.
- 7) Provide necessary personnel, packing material, equipment, and transportation cost.
- 8) Provide a Certificate of Destruction for each event within 7 business days after the event.
- 9) All mileage and fuel charges or any miscellaneous charges must be included in your flat rate.
- 10) A copy of your list of accepted items, which must include flat screen televisions and monitors, including LCDs and LEDs, is required to be submitted with the bid documents.
- 11) A copy of your standard Memorandum of Understanding Agreement is required to be submitted with the bid documents for Fiscal Year 2024-2025.

## **INSURANCE REQUIREMENTS:**

### **Workers Compensation Insurance**

Contractor shall provide worker's compensation coverage for all Contractor's employees. Written proof that Contractor's workers compensation premiums are current is required to be submitted by successful bidder.

### **Liability Insurance - Contractor**

Contractor is to provide liability coverage for all vehicles and equipment of Contractor with total limits of one million dollars (\$1,000,000.00) per occurrence with the Kanawha County Commission named as additional insured. Prior to commencement of each event, proof of a minimum one million dollar (\$1,000,000.00) per occurrence, commercial general liability insurance policy is to be submitted by the successful bidder.

## **ADDITIONAL REQUIREMENTS:**

1. Successful bidder must submit or have on file with the Kanawha County Commission a completed Vendor Registration and Disclosure Statement, "No Debt Affidavit" and IRS Form W-9 prior to execution of a contract.
2. Real Estate and Personal Property Taxes: No bid will be accepted on any County contract if the vendor is listed on the last published list of delinquent personal property taxes in Kanawha County; however, the Kanawha County Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid.
3. ***The Kanawha County Commission reserves the right to accept or reject in part or in whole any Quote submitted, whichever is in the best interest of the County.***