



PURCHASING DEPARTMENT

TWELVE EAST 4TH AVENUE, SUITE 106 • ROME, GEORGIA 30161

PHONE: 706.291.5118 • FAX: 706.290.6099 • www.romefloyd.com

Date: Jun 7 2016

To: To Whom It May Concern

Request for Quote: 16-0624-2 E-Waste Services

Floyd County is requesting quotes for hauling and disposing of common house hold electronics to include televisions, computers and other electronics associated items.

All quotes will be submitted on the attached quote sheet. Additional information may be submitted with quote.

Submissions must include a completed E-Verify Form (Contract Affidavit and Agreement). This form is provided in this RFQ. Companies that do not provide this will not be considered.

Quotes are due no later than **2pm 24 June 2016**. Quotes may be submitted by Email, Fax, US Mail or hand delivered to this office. Fax 706 290-6099 – Email: Graye@floydcountyga.org

Quotes are to remain valid for a period of 30 days from the date of quote.

Questions regarding this RFQ will be faxed 706 290-6099 or Email: Graye@floydcountyga.org

All questions are due no later than 5pm 20 Jun 2016

Typically award notification will be by email. Tabulations will be posted to the Floyd County Website and the Georgia Procurement Registry in approximately 24hrs after the due date/time.

Payment Options, Invoicing, and Terms and Conditions

If payment is made by check, Floyd County will pay invoice(s) within 30 days of receipt of a valid invoice. Supplier may be required to send a current W-9 prior to have a Purchase Order issued. The Issued Purchase Order will serve to initiate the order when payment is going to be made by check.

If payment is made by credit card this information will be provided at the time of order, however, the successful suppliers must agree that no charge will be run until such time as the products have shipped or the service has been provided. A paid receipt or paid invoice will be provided to the card bearer. Floyd County is Tax Exempt.

BOARD OF COMMISSIONERS

LARRY MAXEY, CHAIRMAN
RHONDA S. WALLACE, VICE-CHAIRMAN
IRWIN BAGWELL
GARRY FRICKS
SCOTTY HANCOCK

ADMINISTRATION

NANCY LAM, CPPB, CPPO, PURCHASING DIRECTOR
EVERETT GRAY, CPPB, PURCHASING AGENT

Floyd County Georgia
RFQ 16-0624-2 E-Waste Services

Scope of Work and Qualifications

General information: The Rome Floyd Recycling Center located at 405 Watters St Rome Ga. 30161 has several electronics collection events per year where the public can bring in their E-waste.

Floyd County is seeking to contract with a responsible R2 certified contractor to haul these items from our facility and provide proof of disposal.

Floyd County will provide labor to assist in loading the E-Waste into the provider's equipment. The Contractor will provide instructions on loading. The contractor will be responsible for the stability of the load.

Terms: The service period will be guaranteed for 1 year from the date of the award. The contractor may elect to continue the service agreement under the same terms and conditions for 2 annual rollovers should both the county and the contractor agree. A 30 day notice will be provided by the contractor prior to the expiration of each annual agreement accepting or rejecting the service agreement.

Contractor must be R2 Certified and provide proof of such: Responsible Recycling© (R2) Certification. The Responsible Recycling Practices Standard (R2:2013) certification, which is recognized by the Environmental Protection Agency (EPA), is a set of voluntary principles and guidelines designed to promote and assess responsible practices for electronics recyclers.

Currently, the Recycling Center has approximately 10 tons of E-Waste on site that has been collected. 50% by volume 70% by weight of this E-Waste is TV's. The selected contractor would be required to pick up this material prior to the next E-Waste event in July.

The following historical E-Waste data is provided for reference:

January 2015	42,605 LBS
March 2015	18,925 LBS
May 2015	45,505 LBS
July 2015	48,794 LBS
September 2015	21,093 LBS
November 2015	11,515 LBS
January 2016	13,165 LBS
March 2016	21,995 LBS

Floyd County Georgia
RFQ 16-0624-2 E-Waste Services

Scope of Work and Qualifications (Continued)

We have defined the following items as E-Waste for pricing on the quote page

Category	Item
1	T.V.'s /Monitors (CRT)
2	T.V.'s /Monitors (Flat Screen)
3	T.V.'s /Monitors (Other)
4	Laptop Computers
5	Desktop Computers
6	Other Computers otherwise not classified above
7	Computer Peripherals such as Printers and Print Cartridges and Toner, Mice, Keyboards, Scanners, Speakers, Game Devices, and Cables, Etc.
8	Misc Household electronic appliances including Hair dryers, Small Electric motors, and other small electronic equipment common to a household
9	Dry Cell Batteries; AAA, AA, C, D, 6V, 9V, Etc.

Items that E-Waste Recyclers will not be hauling: Refrigerated units, microwave ovens, vacuum cleaners, liquids, Wet Cell Batteries, Lithium, NiCad and NIMH and any items identified as hazardous materials.

Dates of Service: Some event dates will coincide with a household hazardous materials waste day (HHW DAY). There are 6 events. These are on Saturday at the end of the second full week of the months below.

Date	Hours	Event Type
January	9am – 1pm	Electronics & HHW
March	9am – 1pm	Electronics Only
May	9am – 1pm	Electronics & HHW
July (16 th)	9am – 1pm	Electronics Only
September (17 th)	9am – 1pm	Electronics & HHW
November (19 th)	9am – 1pm	Electronics Only

The selected contractor will have the option to deploy equipment on the Friday before or to bring in equipment and elect to pick up the E-Waste on the following Monday. Our preference is the Friday before based on our labor force. Contractor will also provide pallets, Gaylord's, Shrink wrap and packaging tape or provide compensation to us if we use our Gaylord's or pallets. Should the collected E-Waste exceed the hauling capacity of the contractor's equipment on the day of the event or the following Monday, the contractor will return and within 7 Days and collect **ALL REMAINING E-WASTE**. Floyd County recommends the use of 53' Trailers. There will be no additional fee's assessed should this happen.

**Floyd County Georgia
RFQ 16-0624-2 E-Waste Services**

Acknowledgement Page

We the undersigned, agree to provide E-Waste services in accordance with the specifications, scope of work, terms and conditions issued for the same at pricing indicated on the quote page.

Contact Person: _____ (Print or Type Name)

Telephone Number(s): P _____ F _____ C _____

Email Address _____

Company Name _____

Billing Address _____

Signature _____ Date _____

Specify Preferred Payment Method

_____ **Check** - Paid within 30 days of invoice - Supplier is requested to provide current W-9

_____ **Credit Card** – Will be provided at shipment with no transaction fee)

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Floyd County Georgia has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Address of Contractor

Name of Project

FLOYD COUNTY GEORGIA

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____ in 201__ in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 201__.

NOTARY PUBLIC

My Commission Expires: _____ (Notary Seal or Stamp Required)

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

