

**Request for Proposals**

**for**

**Electronic Materials  
Collection & Recycling Services**

**by**

**Northeast Maryland  
Waste Disposal Authority**

**Date of Issue: May 1, 2018**

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## **ELECTRONIC MATERIALS COLLECTION AND RECYCLING SERVICES REQUEST FOR PROPOSALS (“RFP”)**

### **1. BACKGROUND AND PURPOSE**

The Northeast Maryland Waste Disposal Authority (“Authority”) requests technical and cost proposals from qualified vendors for the following elements of electronics recycling collection and recycling. This service will be provided to one or more of the Authority’s Member Jurisdictions. Member Jurisdictions include Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Frederick County, Harford County, Howard County and Montgomery County.

Provide acceptable Collection Containers and Large Storage Containers at locations designated by the Member Jurisdictions (See Appendix A for a list of Designated Collection Sites).

Transport Acceptable Material to an offsite Recycling Facility. The Recycling Facility will act as the Contractor’s main processing site for all Acceptable Material to be recycled under the Master Service Agreement, as set forth in Appendix H. The Master Service Agreement will act as the primary contract between the Authority and Contractor, to ensure electronic materials collection and recycling services throughout the length of the contract. Acceptable Material is as follows: Computer monitors, televisions, central processing units, computer mice, keyboards, landline or cell phones, answering machines, printers, power supplies, portable computers (laptops), hard drives, servers, scanners, copiers, fax machines, cables, cords and communication wire (e.g. copper wire, phone wire, coaxial cable, computer wire and fiber optic cable), miscellaneous circuit boards, chips, and cards, typewriters, calculators, alarm clocks, radios, audio equipment, stereos, cameras, video cameras, music playing devices such as record players, cassette players, recorders or MP3 players, headphones and wireless technology such as Bluetooth, GPS, electronic reading devices and tablets, radar detectors, VCR/DVR/DVD or Blu-ray players, computer discs and DVDs/CDs/Blu-ray discs, electronic ‘smartwatches’ and activity/fitness trackers such as wristbands or chips (e.g. a wearable or implanted computing device that offers functionality and capabilities similar to those of a smartphone. These devices, either on their own or when paired with a smartphone, provide features like connecting to the internet, running mobile apps, making calls, messaging via text or video, checking caller ID, accessing stock and weather updates, providing fitness monitoring capabilities, offering GPS coordinates and location directions), video game consoles and other electronic toys and games, holiday string lights, electronic power generators like solar panel electronic accessories and light fixtures, projectors, digital home thermostats, home security systems, diagnostic/sensing/control equipment, cable/satellite boxes and devices and other computer or electronic related accessories collected from the Designated Collection Sites. The Proposer is responsible for providing transportation, processing, marketing recycled material and residue disposal.

The Proposer may add to the list of Acceptable Materials in its proposal but may not subtract from the list provided herein. An Acceptable Material list will be determined by each Member Jurisdiction in its Confirmation with the Contractor. A Member Jurisdiction may not add to the list of Acceptable Materials but it may subtract from the list provided herein and in the Master Service Agreement.

The date on which service begins (“Operations Date”) may be different for each Member Jurisdiction.

## 2. GENERAL INFORMATION

The Authority will evaluate the Proposer's technical and financial qualifications and the technical and cost proposals based on the written materials received and other evaluations that may be conducted by the reviewers.

Pertinent Dates:

|  |  |
|--|--|
| Pre-Proposal Conference Call (Dial-in Number: 1-866-339-1399. Meeting Number: *9499235*)   | Monday, May 14, 2018 at 2:00 p.m.  |
| <p>Site Visits at Member Jurisdiction Collection Sites:</p> <p>Respondents must respond to <a href="mailto:procurement@nmwda.org">procurement@nmwda.org</a> by 2:00 p.m. Friday, May 18, 2018 if interested in attending the site visits. All attendees are to meet at the site locations listed in Appendix A, at the times detailed above. All attendees are expected to drive themselves.</p> | <p><u>Tuesday, May 22, 2018:</u></p> <ul style="list-style-type: none"> <li>● 9:00 a.m.: Carroll County</li> <li>● 10:15 a.m.: Quarantine Road, Baltimore City</li> <li>● 11:00 a.m.: Glen Burnie, Anne Arundel County</li> <li>● 12:30 p.m.: Millersville, Anne Arundel County</li> <li>● 2:00 p.m.: Sudley, Anne Arundel County</li> </ul> <p><u>Wednesday, May 23, 2018:</u></p> <ul style="list-style-type: none"> <li>● 9:00 a.m.: NW Sanitation Yard, Baltimore City</li> <li>● 10:00 a.m.: NW Transfer Station, Baltimore City</li> <li>● 11:00 a.m.: Central Acceptance Facility, Baltimore County</li> <li>● 1:00 p.m.: Bowley’s Lane, Baltimore City</li> <li>● 2:00 p.m.: Eastern Sanitary Landfill, Baltimore County</li> <li>● 3:30 p.m.: Harford County</li> </ul> <p><u>Thursday, May 24, 2018:</u></p> <ul style="list-style-type: none"> <li>● 9:00 a.m.: Western Acceptance Facility, Baltimore County</li> <li>● 10:30 a.m.: Frederick County</li> <li>● 12:30 p.m.: Montgomery County</li> <li>● 2:00 p.m.: Howard County</li> </ul> |
| Question Submittal Date  | Tuesday, June 5, 2018 (4:00 p.m. Local Time)   |
| Proposal Closing Date  | Friday, July 6, 2018 (4:00 p.m. Local Time)  |
| Site Visits at Proposer Recycling Facilities, during Evaluation Process  | Times to be determined by the Authority, if deemed necessary.  |
| Start Date of Master Service Agreement   | Wednesday, January 16, 2019  |

## **2.1 PROCUREMENT**

The Authority is soliciting technical and cost proposals in accordance with the requirements and allowances set forth in Code of Maryland Regulations 14.13.01.

The Authority reserves the right and has the sole discretion to:

- Award a Master Service Agreement to one or more Proposers.
- Supplement, amend, or otherwise modify this RFP, or to cancel this RFP without substitution.
- Waive any or all informalities in the technical and cost proposal, or failures to comply with the RFP requirements that are determined by the Authority in its discretion to be insignificant or immaterial.
- Request further information from Proposers as needed to support the Authority's selection of a Proposer.
- Conduct simultaneous negotiations with Proposers deemed to be reasonably susceptible of award.

## **2.2 REQUEST FOR PROPOSALS AVAILABILITY**

The RFP will be available for download at no charge at the Authority's website at [www.nmwda.org](http://www.nmwda.org). Proposers who download the RFP should notify the Authority of their interest by mail, fax or e-mail to be assured of receiving any future Addenda. A paper copy of the RFP may be obtained at no charge from:

Northeast Maryland Waste Disposal Authority  
Tower II - Suite 402  
100 South Charles Street  
Baltimore, Maryland 21201-2705  
Tel. (410) 333-2730  
Fax. (410) 333-2721  
Email: [procurement@nmwda.org](mailto:procurement@nmwda.org)

## **2.3 INFORMATION OR CLARIFICATION REQUESTS**

All contacts relative to this solicitation, as well as questions concerning these instructions shall be directed to the Authority in writing, by email at [procurement@nmwda.org](mailto:procurement@nmwda.org) or fax at (410) 333-2721. Questions received on or before the Question Submittal Date will be answered by the Authority and answers distributed to all companies that have received a copy of the RFP or otherwise notified the Authority of their interest in the procurement. Proposers shall notify the Authority of any conflicts, errors, omissions or discrepancies in this RFP prior to this time. Proposers shall not initiate communications related to this project with other Authority staff, the Member Jurisdictions, local elected officials, or local government staff responsible for solid waste

management or recycling. Any communications may result in the disqualification of the Proposer's technical and cost proposal.

The Authority may, as necessary, issue written Addenda that describe changes, interpretations, or clarifications. The Authority will mail or deliver the Addenda to all parties recorded by the Authority as having received the RFP documents. Only answers issued by formal written Addenda will be binding on the Authority. Oral and other interpretations or clarifications will be without legal effect.

Additionally, there will be a non-mandatory pre-proposal conference call with the Authority and interested Proposers on Monday, May 14, 2018 at 2:00 p.m. The Dial-in Number is 1-866-339-1399. The Meeting Number is \*9499235\*. Parties interested in participating in this call must preregister and receive the call-in information with the Authority by emailing [procurement@nmwda.org](mailto:procurement@nmwda.org) no later than 2:00 p.m. the business day before the conference call.

## **2.4 SUBMITTAL REQUIREMENTS**

Each Proposer shall submit three printed copies (double-sided and on recycled paper) and five complete compact disc or USB flash drive copies in portable document format (.PDF) of its technical and cost proposal. The proposal shall not be longer than 30 pages (60 sides); however, items such as proofs of insurance, permits, certifications, résumés and a letter from a surety or financial institution regarding the performance bond may be submitted as attachments without contributing to the 30 page limit. Submit proposal packages to the Authority at the address listed in Section 2.2.

**The technical and cost proposal must be submitted on or before 4:00 p.m. on Friday, July 6, 2018 (“Proposal Closing Date.”)**

All technical and cost proposals shall be sealed in a package and identified as: **“Request for Proposals for ELECTRONIC MATERIALS COLLECTION AND RECYCLING for the NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY” on the outside of the sealed package. Proposals may not be submitted by fax or email.**

The Proposer shall be responsible entirely and exclusively for all costs incurred by the Proposer associated with technical and cost proposal preparation and subsequent negotiations, which may or may not lead to execution of a Master Service Agreement. Any technical and cost proposals received after the indicated time and date will not be considered. The Authority reserves the right to issue an addendum that extends the original due date for technical and cost proposals. The Authority will not return the technical and cost proposals following the review and selection process.

## **2.5 CONFIDENTIAL INFORMATION**

Proposals submitted in response to this RFP are subject to the Maryland Public Information Act. Proposers should specifically identify those portions of their proposals that they consider to contain confidential, proprietary commercial information, or trade secrets by marking the applicable pages “CONFIDENTIAL.” Proposers are advised that, upon request for this

information from a third party, the Authority is required to make an independent determination as to whether the information must be disclosed under the law. If the Authority determines that materials marked as confidential must be disclosed under the law, the Authority will notify the Proposer in advance of releasing the information to permit the Proposer to take independent action to protect the information. Proposers agree that the Authority has no liability for release of information it determines in good faith must be disclosed under the law.

## **2.6 EQUAL EMPLOYMENT OPPORTUNITY**

Proposers shall comply with all applicable federal, state and local laws and regulations pertaining to non-discrimination and equal employment opportunity. The Proposer is responsible for determining the applicability of these provisions and extent of compliance.

## **2.7 IRREVOCABILITY OF COST PROPOSAL**

The prices proposed in response to this RFP shall be irrevocable for a period of 120 days from the Proposal Closing Date, or, if modified during negotiations, for a period of 120 days from the date such modified proposal prices are proposed.

# **3. SCOPE OF SERVICE**

## **3.1 PROJECT DESCRIPTION**

The Authority intends to enter into one or more Master Service Agreements with the Proposer(s) that submit the proposals deemed by the Authority to represent the best value to the Authority. The Authority may enter into Master Service Agreements that use different payment scenarios as described in Appendix E, the required cost proposal format. The form of the Master Service Agreement is attached to this RFP as Appendix H. Note that, as described in the Master Service Agreement, each Member Jurisdiction will issue its own Confirmation for the services to be provided to that Member Jurisdiction in accord with the Master Service Agreement. Award of a Master Service Agreement to a Proposer does not guarantee the Contractor any work under the Agreement. Only the execution of a Confirmation by a Member Jurisdiction creates a contract under which Acceptable Material will be sent to an individual Contractor.

## **3.2 COLLECTION CONTAINERS AND LARGE STORAGE CONTAINERS**

The Contractor shall provide Collection Containers and Large Storage Containers in good working order for the acceptance of Acceptable Materials at the Designated Collection Sites. Appendix A details the Collection Containers, Large Storage Containers and equipment required for each Member Jurisdiction.

Collection Containers include, but are not limited to, Gaylord boxes, pallets, as well as additional equipment such as shrink wrap. Gaylord boxes can be defined as large, pallet-size boxes made of corrugated fiberboard or durable plastic, used for storage and shipping of bulk quantities.

Large Storage Containers include, but are not limited to, roll off, C type, and road legal kingpin type enclosed trailers. Roll off containers can be categorized as open top dumpsters, with a

rectangular footprint, utilizing wheels to facilitate rolling the dumpster in place. The roll off container is designed to be transported by special roll off trucks. Most roll off containers have a swinging door on the end for easier disposal of waste, while some are open top. C type containers can be categorized as large reusable steel boxes designed to be moved from one mode of transport to another without unloading and reloading. A road legal kingpin type enclosed trailer would include a fifth-wheel coupling hitch. A fifth wheel uses a large horseshoe-shaped coupling device mounted a foot or more above the bed of the tow vehicle. The fifth wheel is intended for level roads and possesses limited side-to-side tilt. The fifth wheel can handle twenty or twenty-five percent weight transfer.

Each Member Jurisdiction will determine how many Collection Containers and Large Storage Containers will be allowed at its Designated Collection Site.

Each Member Jurisdiction that participates will provide a paved or hard packed area for the Collection Containers and Large Storage Containers. The locations of these areas are identified in Appendix A. The Contractor must provide sufficient Collection Containers and Large Storage Containers for the collection of all Acceptable Material delivered to the site, such that a Collection Container and Large Storage Container is available seven days/week. Access and egress to deliver and remove Collection Containers and Large Storage Containers will be allowed during normal operating areas of each Member Jurisdiction's facility. Typical operating hours are 7:00 a.m. to 5:00 p.m., but may vary from site to site. The Contractor is required to follow all rules and regulations at each Designated Collection Site.

### **3.3 COLLECTION REQUIREMENTS**

The Contractor is solely responsible for loading Collection and/or Large Storage Containers onto the Contractor's vehicle and providing pallet jacks/forklifts or other equipment or devices to do so, unless otherwise stipulated by Member Jurisdictions. A pallet jack can be characterized as a tool used to lift pallets to a sufficient height when loading Collection Containers and/or Large Storage Containers onto the Contractor's vehicle. Load vehicle requirements are listed in Appendix A for each site.

Loaded Collection and/or Large Storage Containers may be stored at a staging area a maximum of 24 hours, or following a schedule as directed by the Member Jurisdiction in its Confirmation with the Contractor. The Contractor's failure to remove the loaded Collection and/or Large Storage Container(s) from the staging area within 24 hours (or by the next business day) or the timeframe set forth in the Confirmation, if different, may, at the Member Jurisdiction's discretion, cause the Contractor to pay damages to the Member Jurisdiction in the amount of 25% of the fee due to the Contractor or Member Jurisdiction for the loaded Collection and/or Large Storage Container(s) for the next 24 hours and 10% for each 24 hour period afterward until the Collection and/or Large Storage Containers are removed. In the event the site is closed (scheduled or unscheduled) for business the day(s) after the request to swap the Collection and/or Large Storage Container(s), said Container(s) must be swapped the next operating day.

### **3.4 QUANTITIES**

Appendix B contains information regarding annual quantities of electronics delivered to the Member Jurisdictions, as well as recent population data. **The Authority provides this information for reference only and not as a guarantee of future deliveries.** The Contractor is solely responsible for developing estimates for future electronics recycling quantities as part of its technical and cost proposal. The Contractor should consider historical information presented in current and previous Member Jurisdiction solid waste management plans, industry trends in regional electronics recycling volumes, and estimates provided by the Member Jurisdictions in Appendix B.

The Authority does not guarantee a specific amount of Acceptable Material, nor provide any minimum nor maximum guarantees for the volume of current or anticipated future Acceptable Material received at the Designated Collection Sites. The Authority shall have no financial responsibility in the event the amount of Acceptable Material handled falls short of current or projected quantities.

The Member Jurisdictions will direct all Acceptable Material received at the Designated Collection Sites to the Contractor.

### **3.5 EQUIPMENT**

The Contractor's equipment must be designed, engineered and rated to perform satisfactorily and safely at all times in accordance with generally accepted waste industry procedures and local, state and federal laws and regulations.

All of the Collection Containers and Large Storage Containers proposed and the process to be used for the performance of the electronics recycling transfer for this project must follow the acceptable Collection Container and Large Storage Container types and collection requirements described in Sections 3.2 and 3.3. The body shall be so mounted on the chassis that when fully loaded, the axle load shall fall within the maximum axle load limit prescribed by law. The Contractor will be responsible for any litter falling out of the vehicles on the grounds of the Designated Collection Site and all public roads used for transportation of the material.

### **3.6 WEIGH PROCEDURES**

If applicable, payment shall be based on the net pounds recorded on the weight ticket issued by the Member Jurisdiction's scale house. The load ticket records weight in net pounds. If applicable, the Contractor or Member Jurisdiction will be paid monthly based on the net pounds of electronics removed from the Designated Collection Sites identified in Appendix A, and recorded on the site's load ticket (with an allowance of 30 days from the last day of the preceding month before payment is received). The Contractor will be required to obtain and provide a weight slip from the site scale house verifying that they "weighed in" or "weighed out" during each visit.

Weights will be determined as follows:

1. The Contractor shall provide tare weights for all vehicles and Collection and/or Large Storage Containers used (subject to periodic verification of empty vehicles by weighing without trailer contents on any scales utilized). Each vehicle and Collection and/or Large Storage Container shall be identified as prescribed by each Member Jurisdiction.
2. The tare weight of each vehicle and Collection and/or Large Storage Container(s) shall be kept at the Member Jurisdiction's scale house and/or in its database to be used as necessary.
3. The empty truck will pull onto the inbound scale to get the tare weight of the truck only.
4. The truck will then load a full trailer of Collection and/or Large Storage Container(s) and weigh out.
5. The full weight of the load will include the total weight of the truck, Collection and/or Large Storage Container(s) and electronics.
6. Should the Contractor utilize a tractor and trailer or Collection and/or Large Storage Container(s) with weights different from those provided and used for stored weights, the Contractor shall provide accurate weights for the new equipment. Should the Contractor fail to provide said weights, the Member Jurisdiction shall require the Contractor to weigh the empty equipment and establish that as the tare weight for the vehicle.
7. Upon entering the Designated Collection Site, the Contractor will weigh-in the collection vehicle at the scale house. Once the vehicle is loaded it will weigh-out before leaving the site. A scale ticket will be produced by the scale attendant and given to the Contractor which identifies the net load weight which will be the basis for monthly payments.
8. If there is no scale or if the scale at the Designated Collection Site(s) is unavailable, then the Contractor shall weigh the vehicles at a site designated by the Member Jurisdiction or at certified scales approved by the Authority and the Member Jurisdiction in writing.

### **3.7 RECYCLING SITE(S) AND RESIDUE DISPOSAL SITES**

The Contractor is required to recycle all of the Acceptable Material directed to it by the Member Jurisdictions. The Recycling Sites shall, at a minimum, be available to receive Acceptable Material by the Proposal Closing Date. Recycling and Acceptable Material process residue sites shall be sited, constructed, operated, monitored, closed and otherwise maintained in a manner that is protective of human health and the environment and are operated in compliance with Applicable Laws. The Contractor shall not dispose of Acceptable Material process residue in a landfill, or an

expansion cell next to an existing landfill, that is, or is proposed to be, on the National Priority List of the Federal Superfund Program (40 CFR Part 300), or that is, or is proposed to be, on a similar list under a similar program for any state. The acceptable residue percentage will follow the standards under the Proposer's certification, either under R2 or e-Stewards standards.

If a disposal site is located in a jurisdiction that is required to prepare a Comprehensive Solid Waste Management Plan (or its equivalent if the facility is located outside of Maryland) the plan of the receiving jurisdiction shall allow waste import from other States to the disposal site.

Representatives from the Authority and/or Member Jurisdiction may inspect any site used by the Contractor for this contract as deemed necessary.

### **3.8 SERVICE FEE**

As provided in the Contractor's cost proposal, incorporated into the Master Service Agreement, either the Authority (or individual Member Jurisdictions) will pay the Contractor, the Contractor will pay the Authority (or individual Member Jurisdictions) or neither the Authority (or individual Member Jurisdictions) or the Contractor will pay the other party. The payments will occur monthly (the Contractor must provide an invoice or payment, due by the 15<sup>th</sup> day of each month for material collected and recycled from the preceding month, with an allowance of 30 days from the date the invoice is submitted before payment is received) for all Acceptable Material transferred from the Designated Collection Sites. The Service Fee must include Collection and/or Large Storage Containers, collection service, transportation, processing, marketing, residual disposal and any other incidental costs. For money owed to a Member Jurisdiction, 6% interest will be assessed for payments received 60 days after the end of the month invoiced.

The Contractor is responsible for all material that is taken from the Member Jurisdiction's Designated Collection Site(s). The Contractor may inspect and reject any non-Acceptable Material prior to departure from the Designated Collection Site(s); however, the Member Jurisdiction is not responsible for payment of any non-Acceptable Material taken to the designated Recycling Site.

### **3.9 MONTHLY REPORTS**

The Contractor must provide the Authority with a monthly recycling report, due by the 15<sup>th</sup> day of each month for material collected and recycled from the preceding month, with a breakdown of total pounds collected of the following commodities:

- CRT Monitors and CRT Televisions
- Flat Screen Monitors and Flat Screen Televisions
- Miscellaneous Other Items

Miscellaneous items may be further categorized if Contractor prefers to do so.

The Contractor must provide an electronic monthly recycling report accompanied by copies of all weight tickets. Weight tickets must reconcile to the monthly report.

### **3.10 CONTRACT TERM**

The term of the Master Service Agreement will be January 16, 2019 through June 30, 2023.

Confirmations for individual Member Jurisdiction may have different starting and ending Operations Dates within the term of the Master Service Agreement. Any individual Member Jurisdiction may initiate a Confirmation to begin and end services at any point during the Master Service Agreement. Prior to performing services for a Member Jurisdiction, the Contractor is required to enter into a Confirmation with that Member Jurisdiction, pursuant to the terms of the Master Service Agreement, if the Contractor provided a cost proposal for that Member Jurisdiction in Appendix E. If a Member Jurisdiction notifies the Contractor that it is choosing to enter into a Confirmation, the Contractor must enter into the Confirmation within 60 days of the written request by the Member Jurisdiction.

## **4. MINIMUM QUALIFICATIONS**

Proposers must meet the following minimum qualifications.

### **4.1 ACCEPTABLE MATERIAL TRANSPORT AND RECYCLING MINIMUM QUALIFICATIONS**

Project staff with at least three years management experience developing and operating an electronics recycling collection, transfer or processing system.

Evidence of access to a primary Recycling Site with the capacity to receive all Acceptable Material projected to be exported from the Designated Collection Sites over the term of the Master Service Agreement. The Recycling Site will be the receiving facility for all Acceptable Material. All Acceptable Material will be recycled at the Recycling Site, unless sent to an approved downstream recycler.

Possess, or be in the process of obtaining, a minimum of the following (sufficient proof for a Proposer to possess, or be in the process of obtaining the certification would include documentation confirming contact between the Proposer and certification agency. This documentation would demonstrate that the Proposer has undergone preliminary evaluation by the certification agency and has already made changes to becoming certified):

either e-Stewards or R2 certification; and

either Recycling Industry Operating Standard (RIOS) certification or ISO 14001 certification (for environmental management), ISO 9001 certification (for quality management) and OHSAS 18001 certification (for occupational health and safety).

E-Stewards certification is an accredited, third-party audited, certification program for electronic recyclers, refurbishers and asset managers. E-Stewards certification is the highest standard for globally responsible electronics recycling and reuse. It prohibits the export of hazardous electronic waste from developed to developing countries while allowing viable technology to be reused. It includes the ISO 14001 standard. Certified e-Stewards recyclers are audited by accredited

certification bodies to assure conformity to the e-Stewards Standard, including downstream accountability for all materials to final disposition.

R2 certification provides a common set of processes, safety measures, and documentation requirements for businesses that repair and recycle used electronics. R2 is rigorously and independently audited, emphasizing quality, safety, and transparency. Sustainable Electronics Recycling International (SERI) is a non-profit organization dedicated to the responsible reuse, repair, and recycling of electronic products. SERI is the housing-body for the R2 Standard and works with a coalition of partners to raise awareness of electronics repair and recycling issues around the world.

The ISO 14000 family of standards provides practical tools for companies and organizations of all kinds looking to manage their environmental responsibilities. ISO 14001:2015 and its supporting standards such as ISO 14006:2011 focus on environmental systems to achieve this goal. The other standards in the family focus on specific approaches such as audits, communications, labelling and life cycle analysis, as well as environmental challenges such as climate change.

The ISO 9000 family addresses various aspects of quality management and contains some of ISO's best known standards. The standards provide guidance and tools for companies and organizations who want to ensure that their products and services consistently meet customers' requirements, and that quality is consistently improved. Standards in the ISO 9000 family include:

- ISO 9001:2015 - sets out the requirements of a quality management system,
- ISO 9000:2015 - covers the basic concepts and language,
- ISO 9004:2009 - focuses on how to make a quality management system more efficient and effective,
- ISO 19011:2011 - sets out guidance on internal and external audits of quality management systems.

OHSAS 18001 is a framework for an occupational health and safety management system and is a part of the OHSAS 18000 series of standards, along with OHSAS 18002. It assists in creating the policies, procedures and controls needed to achieve the best possible working conditions and workplace health and safety, aligned to internationally recognized best practices.

The Recycling Industry Operating Standard (RIOS) was developed by the Institute of Scrap Recycling Industries (ISRI) through its RIOS Certified Electronics Recyclers program. The RIOS standard was created as an integrated quality, environmental, health and safety (QEH&S) management systems standard for the scrap industry to help scrap recyclers achieve measurable and continual improvement in their QEH&S performance. RIOS is based primarily on the requirements of ISO 9001, ISO 14001 and OHSAS 18001. While RIOS is built around the same "plan-do-check-act" model as these standards, it uses simplified language and terminology to be more easily understood. RIOS is appropriate for both small and large firms and equally applicable to all types of scrap recycling facilities (metal processors, paper packers, electronics recyclers, etc.).

## 5. REQUIRED CONTENT OF PROPOSALS

This section includes the Authority's requirements for presenting the Proposer's corporate and personnel qualifications and proposed plan to provide the required services. The Authority will review each Proposer's qualifications in accordance with the procedures presented in Section 6.0 of this RFP. Refer to Section 2.4 of the RFP for submittal form requirements.

### 5.1 GENERAL INFORMATION ABOUT PROPOSER

The Proposer shall submit the following information:

Name of Proposer.

Business Address.

Type of Organization.

Copies of all pertinent certifications.

Proposer's authorized representative and contact information including telephone and email information. The Proposer must provide, in writing, the dedicated contact for communication with the Authority, the "authorized representative." This contact will be solely responsible and authorized to submit proposals on behalf of the Proposer. The Proposer's authorized representative shall submit both original proposals and any best and final offers that are requested by the Authority

State the number of years the Proposer has been in business under the present name.

List any other names under which your firm has done business during the past 10 years and indicate the years during which the firm was so named.

If the Proposer is a subsidiary of another firm or is intended to be a newly created subsidiary, include the information requested in the items above for the parent Proposer and describe the role of the parent Proposer in this project.

If the Proposer is a joint venture or partnership, attach to this form a narrative description identifying the relationship and responsibilities of the members of the joint venture or partnership and the mutual contractual obligations of the members and include the information requested above for all members.

Disclose if the Proposer, any of its officers, or any parent, subsidiary, or affiliated organization or any of its officers, (1) has ever been convicted of any crime, or (2) has been fined an amount greater than \$10,000 for a civil or criminal violation of any federal, state, or local statute, regulation or permit in connection with solid waste transportation, disposal or recycling contracts, operations or services. If there is information to disclose, state the name of the person, the name of the firm, the case number, and the circumstances surrounding the conviction or violation.

Disclose if the Proposer, or any of its subsidiaries or partners has ever been disbarred from doing business with any public jurisdiction or entity. Provide documentation that includes jurisdiction identification, cause, formal letters, emails, dates, and resolution.

## **5.2 EXPERIENCE WITH ACCEPTABLE MATERIAL TRANSPORT AND RECYCLING DESCRIPTION**

The proposal must address the experience of the Proposer in transporting and recycling electronics. The Proposer shall determine and present in its technical and cost proposal the method of transport and the location of the final recycling location.

### **(a) Proposer's Acceptable Material Transport and Recycling Experience**

Provide the following information for projects that clearly demonstrate the Proposer's experience in very similar projects involving Acceptable Material transport and recycling, including management of short-haul and long-haul systems and compliance with Maryland Department of Transportation (MDOT) transport regulations. Provide up to five descriptions of the projects performed in the past 10 years that are very similar to the project described in this RFP. Project descriptions should, at a minimum, provide the following information:

Name and location of Recycling Facility.

Facility owner and references, owner contact, address and telephone number.

Regulatory agencies of jurisdiction, agency names, references, contacts, addresses and telephone numbers.

Year developed.

Facility design and capacity.

Marketing experience.

### **(b) Résumés of Key Officers and Project Team Leaders**

Provide résumés of the firm's key officers or principals. Provide résumés for persons responsible for the following project functions and the percent of time committed to this project:

Project Manager (and primary contact person if different).

Contract Administrator.

### **(c) Organization Chart**

Include an organization chart in the technical and cost proposal. Provide sufficient detail to indicate the relationship between all personnel for which résumés are included.

### **5.3 ACCEPTABLE MATERIAL TRANSPORT AND RECYCLING PROPOSAL REQUIREMENTS**

(a) Technical and Cost Proposal Requirements

The technical proposal shall be no more than 30 pages, including all plans, diagrams and figures; however, items such as proofs of insurance, permits, certifications, résumés and a letter from a surety or financial institution regarding the performance bond may be submitted as attachments without contributing to the 30 page limit. The technical and cost proposal will address technical and cost components for the service from the Designated Collection Sites.

The cost proposal must be submitted in the format in Appendix E to this RFP. The Proposer must provide pricing on a per pound basis for the services required by this RFP. In addition, the Proposer should describe any volume discount(s) it is proposing for each Member Jurisdiction.

Proposers must complete the Processing System forms in Appendix F.

The project description must also include the following elements:

(b) Acceptable Electronics Transport and Recycling

Recycling Site:

- Location of processing/recycling facilities
- Provide as detailed a response as possible, including any available documentation or verification, for any assurances that electronics received by Proposer will not become a threat to human health, human safety, or the environment, either in or out of the United States, after Proposer takes possession of the electronics.
- Description of general processing procedure and locations (including downstream locations) for all CRT glass. Description of general processing procedure and downstream locations for all other commodities.
- Ownership (or legal basis for use).
- Copies of permits/status of required permits (land-use, environmental, etc.).
- Amount of material processed at each Recycling Site over the last three years.
- Notification and circumstances of any termination of services by any government jurisdiction over the last five years
- Site capacity, in total developed area and permitted expansion area.
- List of jurisdictions in which disposal site is located (County, Port District, etc.).

- Description of the plan to handle broken televisions and monitors.
- Description of backup management method, authorization for use, and site if primary facility unavailable.
- Host Community Agreement (if one exists).
- Guaranteed maximum amount of Acceptable Material residue requiring disposal in a landfill or other waste disposal facility. Description of disposal process of residuals.
- Description of marketing plan for recyclable materials.

Transportation:

- Describe all transportation phases such as short-haul leg, intermodal facility(s), transportation method, etc.
- Status of permits required.

Contingency Plans:

- Contingency plan for operating procedures that will take effect in the event of interruption of normal transportation options including work stoppage by Proposer's employees, emergency weather conditions, building or equipment failure, lack of access to the primary system for transportation, lack of access to the primary management site.

#### **5.4 INSURANCE REQUIREMENTS**

The Proposer must have or be willing to obtain insurance with the minimum terms as shown in Exhibit B to the Master Service Agreement in Appendix H. If the Proposer does not currently have the minimum insurance required, the Proposer must, at its own cost, obtain such insurance prior to the signing of the Master Service Agreement.

#### **5.5 FINANCIAL QUALIFICATIONS**

The Proposer shall provide the following information for all companies, subsidiaries and/or parent companies that will work on the project. The Authority shall have sole discretion to determine the financial adequacy of proposing companies, subsidiaries or subcontractors. Information shall be submitted in a form which is in accordance with generally accepted accounting principles.

- Cost proposal for electronic materials collection and recycling services.
- Proposal bond in the amount defined in Section 5.6.

- Certified audited financial statements or annual financial reports for the past two fiscal years to include at a minimum, income statements, balance sheets, and statements of changes in financial position. If less than two years of financial statements are available, this information should be provided to the fullest extent possible.
- Copies of the latest quarterly and/or annual financial report.
- A copy of the Proposer's Certificate of Good Standing from Maryland Department of Assessments and Taxation (for any company with nexus in Maryland) or the equivalent from the Proposer's state of registration.
- Information on any material changes in the mode of conducting business, bankruptcy proceedings, assignments of accounts or assets, corporate restructuring, and mergers or acquisitions within the past three years, including comparable information for related companies and company principals.
- Information on the firm's access to bank lines of credit, revolving credit agreements, or other sources of working capital funds.
- The rating on outstanding corporate debt, if any has been issued, with recent copies of the rating agency reports on that outstanding corporate debt.
- Evidence of the ability to obtain a performance bond in the amount defined in Section 5.6.
- Pending or potential legal actions that could materially affect the Proposer's financial situation and/or its ability to meet its contractual obligations to the Authority.

## **5.6 PROPOSAL BOND AND PERFORMANCE BOND**

Each Proposer shall submit with its technical and cost proposal a proposal bond or a check in the amount of \$10,000 payable to the Authority. The Proposal Bond or check will only be used in the event that the Proposer fails to negotiate in good faith. Non-selected Proposers will have the Proposal Bond released or their check returned upon execution of the Master Service Agreement or cancellation of the RFP.

Each Proposer shall submit with its technical and cost proposal a letter from a surety or financial institution that demonstrates the Proposer's ability to secure the performance bond required by Section 7.05 of the Master Service Agreement at Appendix H.

## **5.7 AUTHORITY REVIEW OF PROPOSALS**

The Authority will use the completed technical proposal and cost proposal to evaluate the merits of each technical and cost proposal received. Each technical and cost proposal will be considered against the evaluation criteria described in Section 6.

If the technical and cost proposal is incomplete, or fails to address the questions, the technical and cost proposal may be deemed not reasonably susceptible of award and may be rejected. Each Proposer is responsible for reviewing technical and cost proposal requirements and preparing its responses in a clearly organized submittal.

Each technical and cost proposal is required to be in accordance with the terms of this RFP and shall be signed by an executive officer of the proposing organization, and, where applicable, a corporate officer of the parent organization, recognizing that both will have authority to bind the Proposer.

## **5.8 EXCEPTIONS TO TERMS AND CONDITIONS**

By submitting a proposal a Proposer agrees to accept the terms of the Master Service Agreement in Appendix H. Any proposed exceptions to the Master Service Agreement shall be submitted by the Question Submittal Date via email to [procurement@nmwda.org](mailto:procurement@nmwda.org). If the Authority determines to make a change in the terms of the Master Service Agreement in response to proposed exceptions submitted by this date, all such changes will be distributed to potential Proposers via addendum issued prior to the Proposal Due Date. Proposals that take exception to any terms in the Master Service Agreement may be rejected without further evaluation. The Authority does have the option, after Proposals are submitted, to request best and final offers. However, the Authority reserves the right to make an award on the basis of initial proposals, so Proposers should not assume that they will have an opportunity to revise their initial proposals.

## **6. EVALUATION PROCESS AND CRITERIA**

### **6.1 EVALUATION PROCESS**

The Authority will establish a selection committee to review the technical and cost proposals. The selection committee will consider the materials submitted with respect to the evaluation criteria set forth herein. Management and technical qualifications will be qualitatively evaluated and ranked by the selection committee in order of best value to the Authority. Based on the outcome of the evaluation, the selection committee may conduct interviews and negotiations with those Proposers found to be in the competitive range, and may solicit best and final offers from Proposers. However the Authority reserves the right in its discretion to award the contract based on initial proposals without interviews or further negotiations.

### **6.2 EVALUATION CRITERIA**

The Authority will first evaluate all technical and cost proposals against the minimum qualifications identified in Section 4. The total cost of services as well as management and prior experience will be evaluated as the most important qualifications and will be considered with equal importance. The technical and cost proposals considered to meet the minimum qualifications will be evaluated according to the following evaluation criteria:

- A. **Total Cost of Services:** The total cost of the services provided on the basis of the Proposer's technical and cost proposal.

B. **Technical Qualifications:** The Proposers' experience including operation and maintenance of transport and recycling facilities for the required electronics recycling stream, including at a minimum:

i. Management

- Résumés and qualifications of proposed managers for this project.
- Material marketing experience.
- Descriptions of contingencies in the event operations fail for any of the service components.
- The nature of the proposed electronics recycling plans, including ability of the proposed electronics recycling operation to meet performance standards.
- Ability to provide a backup electronics recycling facility permitted and operating in accordance with federal, state and local law.
- Demonstrating that all federal, state and local laws regarding electronics recycling and disposal will be followed.
- Possess, or be in the process of obtaining: either e-Stewards or R2 certification; and either Recycling Industry Operating Standard (RIOS) certification or ISO 14001 certification (for environmental management), ISO 9001 certification (for quality management) and OHSAS 18001 certification (for occupational health and safety).

ii. Prior Experience

- Meeting or exceeding performance measures at very similar facilities.
- Performance history of the proposed Recycling Site(s). This includes compliance and adherence to federal, state, and local laws and regulations and clear evidence that the facility(s) are permitted to accept all Member Jurisdictions' electronics recycling identified in this RFP.

iii. Finance

- Evidence of financial ability to implement the project.

iv. Staff

- Ownership or effective control of the proposed Recycling Site(s).
- Résumés and qualifications of proposed key staff for this project.

C. **Guaranteed Recycling Commitment**

Commitment to recycle material as evidenced by the recycling proposal.

**APPENDIX A:**

**DESIGNATED COLLECTION SITES, CONTAINERS AND PICKUP SCHEDULES**

RFP - Electronic Materials Collection & Recycling Services

DRAFT: 5-1-18

| Member Jurisdiction/ Location   | Address                                     | Google Coordinates       | Type & Maximum # of Containers/Equipment Needed  | Needed/Average Pickups per Month*   |
|---------------------------------|---|--------------------------|--|---|
| <b>Anne Arundel County</b>      |   |                          | For 3 recycling centers and one landfill, the County averages 13 trailers, 125 Gaylords and 125 pallets required per month. This assumes trailers are always double stacked at recycling centers. A full trailer would be swapped with an empty trailer at recycling centers. The electronics in the trailer will be palletized/packageged and double stacked by the County into a trailer, as long as the containers provided by the Contractor are stable. Electronics will not be palletized/packageged by the County at the sites that are using a box truck (e.g. the landfill). For sites not using a C Container, the sites will package the material into Gaylord Containers and/or stack them onto pallets. | 4 collection sites:<br>Two require 2 pulls/month, one requires 1 pull every 3 months, Landfill requires 1 pull every 4 months |
| Central Recycling Center (CRC)  | 389 Burns Crossing Road<br>Severn, MD 21144 | 39.091915,<br>-76.669379 | 1 Trailer, Gaylord Containers, Pallets, Shrink Wrap  | Trailer   |
| Millersville Landfill (MLF)     | 389 Burns Crossing Road<br>Severn, MD 21144 | 39.08687,<br>-76.675603  | Gaylord Containers, 1 C Container, Pallets, Shrink Wrap  | Box Truck   |
| Southern Recycling Center (SRC) | 5400 Nutwell Sudley Road<br>Deale, MD 20751 | 38.815229,<br>-76.578996 | 1 Trailer, Pallets, Shrink Wrap, Gaylord Containers  | Trailer   |
| Northern Recycling Center (NRC) | 100 Dover Road<br>Glen Burnie, MD 21060     | 39.1852,<br>-76.603062   | 1 Trailer, Gaylord Containers, Pallets, Shrink Wrap  | Trailer   |
| <b>Baltimore City</b>           |   |                          | 50 pallets/month for all sites. Electronic material is palletized and wrapped in plastic by City employees, awaiting pickup outside of C containers. The City has one forklift available for use that is shared between two locations: Northwest Sanitation Yard and Eastern Sanitation Yard. The forklift is also used for other solid waste activities at these locations.   |   |
| Eastern Sanitation Yard         | 6101 Bowley's Lane<br>Baltimore, MD 21206   | 39.314732,<br>-76.545949 | 1 C Container, Gaylord Containers, Pallets, Shrink Wrap  | Box Truck<br>12 pickups/month   |
| Northwest Sanitation Yard       | 2840 Sisson Street<br>Baltimore, MD 21211   | 39.319755,<br>-76.62667  | 1 C Container, Gaylord Containers, Pallets, Shrink Wrap  | Box Truck<br>12-16 pickups/month  |
| Quarantine Road                 | 6100 Quarantine Road<br>Baltimore, MD 21226 | 39.208131,<br>-76.558535 | 1 C Container, Gaylord Containers, Pallets, Shrink Wrap  | Box Truck<br>Pickup is on call as needed  |

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| Member Jurisdiction/ Location | Address   | Google Coordinates        | Type & Maximum # of Containers/Equipment Needed   | Needed/Average Pickups per Month*   |
|-------------------------------|---|---------------------------|---|---|
| Northwest Transfer Station    | 5030 Reisterstown Road<br>Baltimore, MD 21215     | 39.3415,<br>-76.68147     | 1 C Container, Gaylord Containers, Pallets, Shrink Wrap   | Box Truck<br>12 pickups/month   |
| <b>Baltimore County</b>       |   |                           | The Eastern Sanitary Landfill does not have any pallet jacks/forklifts available for vendor use. The Western Acceptance Facility has a pallet jack provided by the current electronics recycling vendor. The Central Acceptance Facility has a forklift for loading the box truck or trailer, but the vendor must supply the pallet jack. |   |
| Western Acceptance Facility   | 3310 Transway Road<br>Halethorpe, MD 21227        | 39.228893,<br>-76.671055  | 1 Trailer with 1 pallet jack, 14 Gaylord Containers, Pallets. The County loads the trailer when Gaylords are full.  | Trailer<br>1 pickup/month   |
| Eastern Sanitary Landfill     | 6259 Days Cove Road<br>White Marsh, MD 21162      | 39.394139,<br>-76.3854    | 1 C Container, 6-8 Gaylord Containers and pallets needed per week. The County does not load. Palletized electronics would be arranged outside of a C Container prior to pick-up.  | Trailer/Box Truck<br>4 pickups/month  |
| Central Acceptance Facility   | 201 West Warren Road<br>Cockeysville, MD 21030    | 39.4720-36,<br>-76.646356 | Trailer or C Container. About 15 Gaylord Containers and Pallets needed per week. The County does not load. Palletized electronics would be arranged outside of a C Container prior to pick-up.  | Trailer/Box Truck<br>8 pickups/month for a box truck or 4 pickups/month for a trailer |
| <b>Carroll County</b>         |   |                           |   |   |
| Northern Landfill             | 1400 Baltimore Boulevard<br>Westminster, MD 21157 | 39.549504,<br>-76.94383   | 8 Gaylord Containers needed onsite, 5 picked up per week. Pallets, Shrink Wrap. The County will place material in Gaylord Containers and on pallets under a covered area. The County does not have pallet jacks/forklifts available for vendor.   | Box Truck<br>4 pickups/month  |
| <b>Frederick County</b>       |   |                           |   |   |
| Reich's Ford Road Landfill    | 9031 Reichs Ford Road<br>Frederick, MD 21704      | 39.372463,<br>-77.352975  | 2 Trailers needed onsite, Gaylord Containers (600/year), Pallets (1,390/year), Shrink Wrap (32 rolls/year,). A full trailer would be swapped with an empty trailer.<br><br>Not required, but preferred to have 20 yard container to store Gaylord Containers.   | Trailer<br>2 pickups/month  |
| <b>Harford County</b>         |   |                           |   |   |
| Harford Waste Disposal Center | 3241 Scarboro Road<br>Street, MD 21154            | 39.640616,<br>-76.299444  | 1 Roll-off Container, 1 C Container, Gaylord Containers, Pallets, Shrink Wrap.  | Roll-off Truck<br>4 pickups/month.<br>Collected weekly in 20 yard container.          |

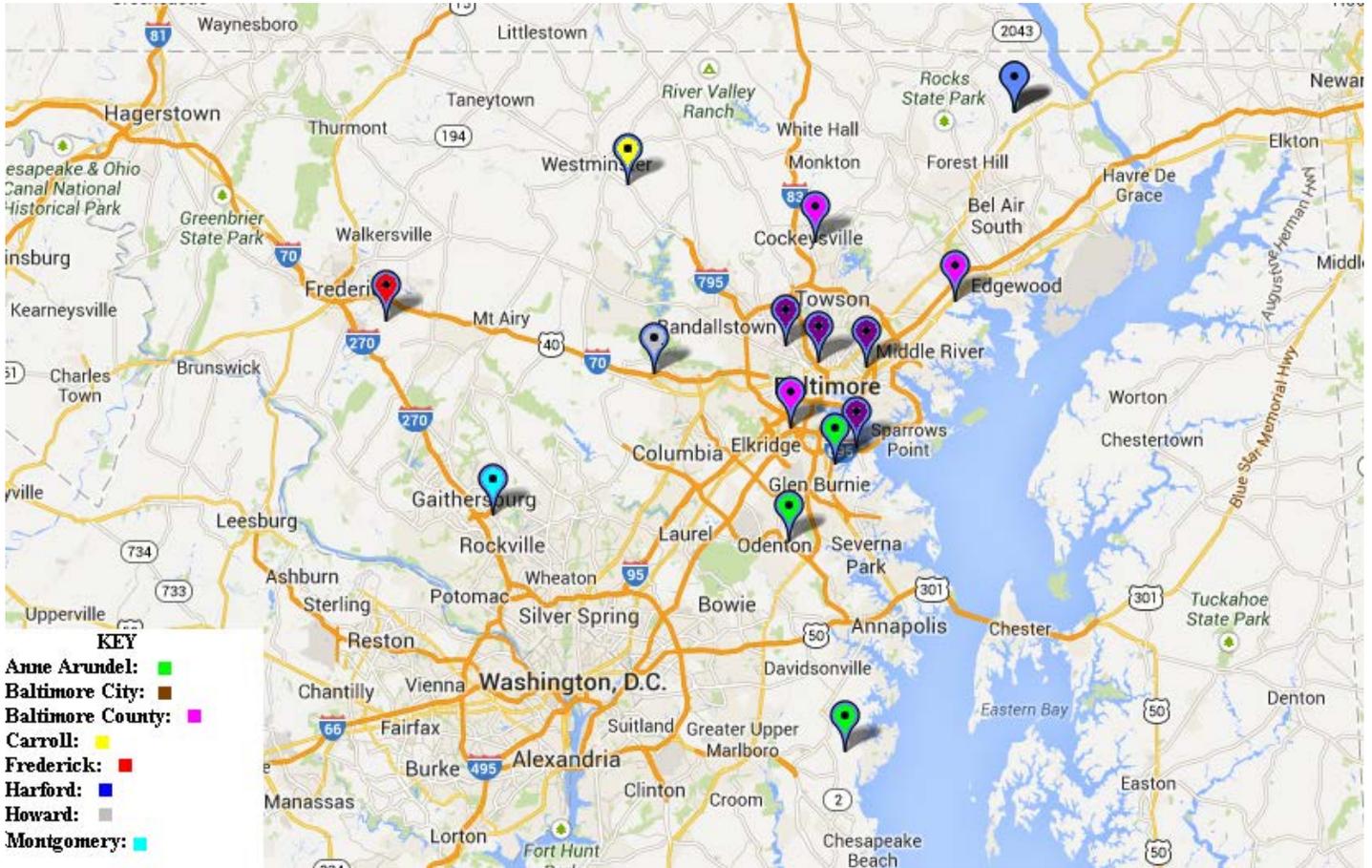
RFP - Electronic Materials Collection & Recycling Services

5-1-18

| Member Jurisdiction/ Location | Address  | Google Coordinates       | Type & Maximum # of Containers/Equipment Needed  | Needed/Average Pickups per Month*  |
|-------------------------------|--|--------------------------|--|--|
| <b>Howard County</b>          |  |                          |  |  |
| Alpha Ridge Landfill          | 2350 Marriottsville Road<br>Marriottsville, MD 21104 | 39.305473,<br>-76.903386 | One 53' Trailer needed.<br><br>Each load uses 48 pallets and 24 Gaylord Containers. These trailers are live loaded with average time on site of about 1 hour. Average month uses 8 trailers, 384 pallets, 192 boxes, and one box of shrink wrap (each box of shrink wrap contains 4 rolls of 1500' x 18" sized wrap). All material is palletized/packaged and shrink wrapped by the County. A forklift is available. | Trailer.<br>Eight pickups/month.<br>Extra pickups during holidays (e.g. Christmas and New Year's). |
| <b>Montgomery County</b>      |  |                          |  |  |
| Shady Grove Transfer Station  | 16101 Frederick Road<br>Derwood, MD 20855            | 39.122313,<br>-77.17122  | 3 Trailers needed onsite (2 are spare Containers), Gaylord Containers, Pallets, Shrink Wrap. Standard operation is for the County to receive, palletize and box incoming materials and load them with a forklift into a trailer. A full trailer would be swapped with an empty trailer.  | Trailer.<br>12-16 pickups a month.   |

\* Member Jurisdictions may need additional pickups during the week of any given holiday, to be further detailed in the Member Jurisdiction's Confirmation. The Contractor must provide additional pickups at request of the Member Jurisdictions for a holiday, as long as the requested date for pickup is given 48 hours' written notice.

### MAP OF DESIGNATED COLLECTION SITES



**APPENDIX B**

**ESTIMATED MEMBER JURISDICTIONS' POPULATION AND  
 ELECTRONICS RECYCLING GENERATION DATA**

|                                   | <b>Population</b>          | <b>Households</b>       | <b>Persons Per Household</b> | <b>Median Household Income</b> |
|-----------------------------------|----------------------------|-------------------------|------------------------------|--------------------------------|
| <b><u>Member Jurisdiction</u></b> | <b><u>July 1, 2016</u></b> | <b><u>2012-2016</u></b> | <b><u>2012-2016</u></b>      | <b><u>2012-2016</u></b>        |
| Anne Arundel County               | 568,346                    | 204,829                 | 2.65                         | \$91,918                       |
| Baltimore City                    | 614,664                    | 242,416                 | 2.46                         | \$44,262                       |
| Baltimore County                  | 831,026                    | 312,826                 | 2.57                         | \$68,989                       |
| Carroll County                    | 167,656                    | 60,449                  | 2.71                         | \$87,060                       |
| Frederick County                  | 247,591                    | 88,995                  | 2.68                         | \$85,715                       |
| Harford County                    | 251,032                    | 92,497                  | 2.68                         | \$81,052                       |
| Howard County                     | 317,233                    | 109,872                 | 2.79                         | \$113,800                      |
| Montgomery County                 | 1,043,863                  | 367,764                 | 2.77                         | \$100,352                      |

**Commodity Breakdown Member Jurisdiction Data (Pounds) CY 2017**

|                     | Low-Grade Misc. (e.g. Copiers, Printers) | Computers | Computers Laptops Tablets | Servers | Laptops | Printers | CRT TV's & Monitors | Flat Screen TV's & Monitors | CRT/Flat Screen TV's & Monitors | Mid-Grade Misc. | Misc.   | Jan/Feb | Total     |
|---------------------|--|-----------|---------------------------|---------|---------|----------|---------------------|-----------------------------|---------------------------------|-----------------|---------|---------|-----------|
| Anne Arundel County | 116,302                                  | 87,633    | N/A                       | 0       | 3,531   | N/A      | N/A                 | N/A                         | 1,615                           | N/A             | 284,849 | N/A     | 493,930   |
| Baltimore City      | N/A                                      | 1,784     | N/A                       | N/A     | N/A     | 2,750    | 120,496             | 3,200                       | N/A                             | N/A             | 7,482   | 35,961  | 171,673   |
| Baltimore County    | 272,102                                  | N/A       | 134,018                   | N/A     | N/A     | N/A      | N/A                 | N/A                         | 6,041                           | 74,467          | 124,340 | N/A     | 610,968   |
| Carroll County      | N/A                                      | N/A       | N/A                       | N/A     | N/A     | N/A      | N/A                 | N/A                         | N/A                             | N/A             | 108,180 | N/A     | 108,180   |
| Frederick County    | 17,743                                   | 16,743    | N/A                       | 0       | 1,693   | N/A      | 233,403             | 4,653                       | N/A                             | N/A             | 73,545  | N/A     | 347,780   |
| Harford County      | N/A                                      | N/A       | N/A                       | N/A     | N/A     | N/A      | N/A                 | N/A                         | N/A                             | N/A             | N/A     | N/A     | 250,260   |
| Howard County       | N/A                                      | 80,665    | N/A                       | 0       | 981     | 7,441    | 639,089             | 120,586                     | N/A                             | N/A             | 357,721 | N/A     | 1,206,483 |
| Montgomery County   | N/A                                      | 210,331   | N/A                       | 734     | 0       | 0        | 1,514,099           | 269,101                     | N/A                             | N/A             | 852,795 | N/A     | 2,727,098 |

--Baltimore County did not have breakout data for the months of March 2017 and April 2017, so those total weights are recorded in the Miscellaneous category.

--Mid-Grade Misc.: Servers, Network Equipment, Satellite/Cable Boxes, Wire, AC Adapters, Cell Phones, Smartphones, GPS Devices, Gaming Systems, Circuit Boards, Higher Grade A/V Equipment, Modems, Routers, Separate Electric Motors, etc.

--Anne Arundel County and Carroll County do not accept CRT/Flat Screen Computer Monitors and Televisions in their recycling programs, however, some of these materials may enter the stream by error, as reported by the vendors in the above data.

--Harford County's recycler will sometimes accept Flat Screen Computer Monitors and Televisions with the remaining Miscellaneous materials. CRT material is not accepted.

--Anne Arundel County and Frederick County Low-Grade Miscellaneous includes fax machines.

--Baltimore City: January and February 2017 do not have a breakdown so the totals are labeled Jan/Feb. Mid-October through December 2017 material were only sorted into three categories: Flat Screen Monitors/TVs, CRT Monitors/TVs and Miscellaneous. January through Mid-October 2017 did not sort into Flat Screen Monitors/TVs and Miscellaneous categories

**Commodity Breakdown Member Jurisdiction Data (Pounds) CY 2016**

|                        | Computers | Laptops | Printers,<br>Copiers,<br>Fax | Printers | CRT TV's &<br>Monitors | Flat Screen<br>TV's &<br>Monitors | CRT/Flat<br>Screen TV's<br>& Monitors | Misc.     | Total     |
|------------------------|-----------|---------|------------------------------|----------|------------------------|-----------------------------------|---------------------------------------|-----------|-----------|
| Anne Arundel<br>County | 69,182    | 4,124   | 101,496                      | N/A      | N/A                    | N/A                               | 1,581                                 | 272,050   | 448,433   |
| Baltimore City         | N/A       | N/A     | N/A                          | N/A      | 75,310                 | N/A                               | 19,918                                | 88,655    | 183,883   |
| Baltimore County       | N/A       | N/A     | N/A                          | N/A      | N/A                    | N/A                               | N/A                                   | N/A       | 722,172   |
| Carroll County         | N/A       | N/A     | N/A                          | N/A      | N/A                    | N/A                               | N/A                                   | 109,180   | 109,180   |
| Frederick County       | 11,325    | 1,308   | 22,937                       | N/A      | 266,918                | 5,983                             | N/A                                   | 44,421    | 352,892   |
| Harford County         | N/A       | N/A     | N/A                          | N/A      | N/A                    | N/A                               | N/A                                   | N/A       | 246,740   |
| Howard County          | 1,714     | 0       | N/A                          | 1,832    | 585,875                | 50,842                            | N/A                                   | 693,968   | 1,334,231 |
| Montgomery<br>County   | 4,485     | 0       | N/A                          | 2,488    | 1,512,915              | 66,521                            | N/A                                   | 1,448,978 | 3,035,387 |

--Anne Arundel County and Carroll County do not accept CRT/Flat Screen Computer Monitors and Televisions in their recycling programs, however, some of these materials may enter the stream by error, as reported by the vendors in the above data.

--Harford County's recycler will sometimes accept Flat Screen Computer Monitors and Televisions with the remaining Miscellaneous materials. CRT material is not accepted.

--Baltimore City: Miscellaneous category includes the following commodities that were not further sorted during particular months of service: CRT/flat screen monitors and miscellaneous computer equipment, printers, and other computer and electronic recycling.

**APPENDIX C**

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA**

**Receipt of Addenda for the Request for Proposals for**

**ELECTRONIC MATERIALS COLLECTION AND RECYCLING  
SERVICES FOR THE NORTHEAST MARYLAND WASTE  
DISPOSAL AUTHORITY**

Please attach copies of faxed addenda receipt confirmation to this form. On this form track the date the addenda were received (if any) and the initials of the responding Proposer official.

| <b>Addendum Number</b> | <b>Date Received</b> | <b>Responding Official</b> | <b>Date Confirmation Sent</b> |
|------------------------|----------------------|----------------------------|-------------------------------|
|                        |                      |                            |                               |
|                        |                      |                            |                               |
|                        |                      |                            |                               |
|                        |                      |                            |                               |
|                        |                      |                            |                               |
|                        |                      |                            |                               |
|                        |                      |                            |                               |

**APPENDIX D**  
**FORM OF PERFORMANCE BOND**

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Business Address of Principal

\_\_\_\_\_  
Surety

a corporation of the State of \_\_\_\_\_ and authorized to do business in the State of Maryland.

Obligee  
Northeast Maryland Waste Disposal Authority, Maryland

Penal Sum of Bond  
(express in words and figures)

Date of Contract: \_\_\_\_\_, 2018

Date Bond Executed: \_\_\_\_\_, 2018

Master Service Agreement to provide Electronic Materials Collection and Recycling Services.

Contract Number:

**KNOW ALL MEN BY THESE PRESENTS**, That we, the Principal named above and Surety named above, are held and firmly bound unto the Obligee named above in the Penal Sum of this Performance Bond stated above, for the payment of which Penal Sum we bind ourselves, our heirs, executors, administrators, personal representatives, successors, and assigns, jointly and severally, firmly by these presents. However, where Surety is composed of corporations acting as co-sureties, we, the co-sureties, bind ourselves, our successors and assigns, in such Penal Sum jointly and severally as well as severally only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each co-surety binds itself, jointly and severally with the Principal, for the payment of such sum as appears above its name below, but if no limit of liability is indicated, the limit of such ability shall be the full amount of the Penal Sum.

5-1-18

**WHEREAS**, Principal has entered into or will enter into a contract with the Northeast Maryland Waste Disposal Authority (the "Authority"), which contract is described and dated as shown above, and incorporated herein by reference. The contract and all items incorporated into the contract, together with any and all changes, extensions of time, alterations, modifications, or additions to the contract or to the work to be performed thereunder or any of them, or to any other items incorporated into the contract shall hereinafter be referred to as "the Agreement."

**NOW, THEREFORE**, during the term of said Agreement, this Performance Bond shall remain in full force and effect unless and until the following terms and conditions are met:

1. Principal shall well and truly perform the Contract; and
2. Principal and Surety shall comply with the terms and conditions in this Performance Bond.

Whenever Principal shall be declared by the Authority to be in default under the Agreement, the Surety may within fifteen (15) days after notice of default from the Authority notify the Authority of its election to either promptly proceed to remedy the default or promptly proceed to complete the contract in accordance with and subject to its terms and conditions. In the event the Surety does not elect to exercise either of the above stated options, then the Authority thereupon shall have the remaining contract work completed, Surety to remain liable hereunder for all expenses of completion up to but not exceeding the penal sum stated above.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Agreement or to the work to be performed there under or the Specifications accompanying the same shall in any way affect its obligations on this Performance Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Agreement or to the work or to the Specifications.

This Performance Bond shall be governed by and construed in accordance with the laws of the State of Maryland and any reference herein to Principal or Surety in the singular shall include all entities in the plural who or which are signatories under the Principal or Surety heading below.

**IN WITNESS WHEREOF**, Principal and Surety have set their hands and seals to this Performance Bond. If any individual is a signatory under the Principal heading below, then each such individual has signed below on his or her own behalf, has set forth below the name of the firm, if any, in whose name he or she is doing business, and has set forth below his or her title as a sole proprietor. If any partnership or joint venture is a signatory under the Principal heading below, then all members of each such partnership or joint venture have signed below, each member has set forth below his or her title as a general partner, limited partner, or member of joint venture, whichever is applicable. If any corporation is a signatory under the Principal or Surety heading below, then each such corporation has caused the following: the corporation's name to be set forth below, a duly authorized representative of the corporation to affix below the corporation's seal and to attach hereto a notarized corporate resolution or power of attorney authorizing such action, and each such duly authorized representative to sign below and to set forth below his or her title as a representative of the corporation. If any individual acts as a witness to any signature below, then each such individual has signed below and has set forth below his

or her title as a witness. All of the above has been done as of the Date of Bond shown above.

In Presence of: Individual Principal

\_\_\_\_\_ as to \_\_\_\_\_ (SEAL)

Witness

.....In

Presence of: Partnership Principal

Witness

\_\_\_\_\_ (SEAL)

Name of Partnership

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
(SEAL)

.....  
Corporate Principal

Attest: (Name of Corporation)

\_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
President

AFFIX CORPORATE SEAL

.....  
Attest:

\_\_\_\_\_  
Title

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

AFFIX CORPORATE SEAL

Business Address of Surety:

Bonding Agent's name:

Agent's Address:

**APPENDIX E: COST PROPOSAL FORM**

Proposers must submit their cost proposals per Member Jurisdiction, in the following table for electronic transportation, processing, marketing and disposal of residue.

| Member Jurisdiction        | Proposer Paid per LB or (Proposer Pays per LB)   |
|----------------------------|--|
| <b>Anne Arundel County</b> | CRT TVs and Monitors _____<br>Flat Screen TVs and Monitors _____<br>Other Acceptable Materials _____<br>All Acceptable Materials except CRTs _____<br>All Acceptable Materials _____ |
| <b>Baltimore City</b>      | CRT TVs and Monitors _____<br>Flat Screen TVs and Monitors _____<br>Other Acceptable Materials _____<br>All Acceptable Materials except CRTs _____<br>All Acceptable Materials _____ |
| <b>Baltimore County</b>    | CRT TVs and Monitors _____<br>Flat Screen TVs and Monitors _____<br>Other Acceptable Materials _____<br>All Acceptable Materials except CRTs _____<br>All Acceptable Materials _____ |
| <b>Carroll County</b>      | CRT TVs and Monitors _____<br>Flat Screen TVs and Monitors _____<br>Other Acceptable Materials _____<br>All Acceptable Materials except CRTs _____<br>All Acceptable Materials _____ |
| <b>Frederick County</b>    | CRT TVs and Monitors _____<br>Flat Screen TVs and Monitors _____<br>Other Acceptable Materials _____<br>All Acceptable Materials except CRTs _____<br>All Acceptable Materials _____ |
| <b>Harford County</b>      | CRT TVs and Monitors _____<br>Flat Screen TVs and Monitors _____<br>Other Acceptable Materials _____<br>All Acceptable Materials except CRTs _____<br>All Acceptable Materials _____ |
| <b>Howard County</b>       | CRT TVs and Monitors _____<br>Flat Screen TVs and Monitors _____<br>Other Acceptable Materials _____<br>All Acceptable Materials except CRTs _____<br>All Acceptable Materials _____ |

|                          |  |
|--------------------------|--|
| <b>Montgomery County</b> | CRT TVs and Monitors _____<br>Flat Screen TVs and Monitors _____<br>Other Acceptable Materials _____<br>All Acceptable Materials except CRTs _____<br>All Acceptable Materials _____ |
|--------------------------|--|

Cost proposals must be based on the characteristics listed in Appendix A. Member Jurisdictions will not be responsible for segregating or sorting the Acceptable Materials to be transported for recycling by the Contractor. However, Proposers may submit additional cost proposals with detailed segregation responsibilities of the Jurisdictions to display any cost savings that may occur with that increased level of effort.

The Proposer may leave any line item blank for which the Proposer is not interested in submitting a price. Proposers are not required to provide a cost proposal for all Member Jurisdictions, but at any point during the Master Service Agreement, if an awarded Proposer provided a cost proposal in Appendix E for a Member Jurisdiction, the Proposer will be required to enter into a Confirmation at the request of that Member Jurisdiction, pursuant to the terms of the Master Service Agreement, within 60 days of the written request by the Member Jurisdiction.

Please include at least 7% MBE and 3% WBE inclusion for all services to be performed within the Baltimore City proposal (e.g. using subcontractors, etc.), in order for the City to approve and sign the Confirmation with the Proposer. More details on this requirement can be found here: <https://law.baltimorecity.gov/certification-process>.

All pricing is to remain firm throughout the term of the Master Service Agreement.

The Proposer must submit a Cost Proposal Form in the format provided in Appendix E in the RFP, however, the Proposer may submit additional proposals that reflect the Proposer’s unique or novel approach.

If Proposer is proposing a volume discount on the per-pound cost based on servicing multiple Member Jurisdictions, describe in detail the proposed discount:

**APPENDIX F**  
**PROCESSING SYSTEM**

(To be completed by Proposer)

**PROCESSING SYSTEM**

Recycling Facility Name and Address:

Description of Facility:

Back up Recycling Facility Name and Address:

Description of Back up Facility:

**APPENDIX G**

**[RESERVED]**

**APPENDIX H**

**MASTER SERVICE AGREEMENT**

**BETWEEN**

**NORTHEAST MARYLAND WASTE DISPOSAL AUTHORITY**

**AND**

**[CONTRACTOR]**

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EXHIBIT A

CONTRACTOR'S PROPOSAL

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INSURANCE REQUIREMENTS

## MASTER SERVICE AGREEMENT

This Master Service Agreement (“Agreement”) dated \_\_\_\_\_ (“Effective Date”), by and between the Northeast Maryland Waste Disposal Authority (the “Authority”), a body politic and corporate and a public instrumentality of the State of Maryland, with offices at 100 South Charles Street, Tower II—Suite 402, Baltimore, Maryland, and [Contractor] an entity in good standing under the laws of Maryland, with offices at [Address]. The Authority and the Contractor are individually referred to as a “Party” and collectively referred to as the “Parties.”

### RECITALS

1. The Authority, on behalf of and for the benefit of Anne Arundel County, Maryland, Baltimore County, Maryland, Baltimore City, Maryland, Carroll County, Maryland, Frederick County, Maryland, Harford County, Maryland, Howard County, Maryland and Montgomery County, Maryland (each a “Member Jurisdiction”), requires the services of a contractor to provide electronic materials collection, transportation, processing, disposal and recycling services (the “Recycling Services”) for each Member Jurisdiction and the Contractor has been selected to provide such Recycling Services.

2. Pursuant to this Agreement, the Contractor will enter into a transaction with each Member Jurisdiction that elects to issue a Confirmation pursuant to which the Contractor shall provide Recycling Services to such Member Jurisdiction (each a “Transaction”).

3. The Authority and the Contractor desire to enter into this Agreement in order to provide the general terms and conditions of each and all Transaction(s) which will govern the Recycling Services of the Contractor to be provided to any Member Jurisdiction that decides to utilize the Recycling Services of the Contractor.

4. Each Transaction will be evidenced by a written confirmation, purchase order or ancillary contract establishing the specific terms for the Recycling Services to be provided to the Member Jurisdiction (a “Confirmation”).

5. The Authority may assist a Member Jurisdiction and/or the Contractor in entering into a Transaction, but shall have no obligations under this Agreement or any Confirmation, or in connection with any Transaction, except as specifically set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements herein set forth,

and the undertakings of each Party to the other, the Authority and the Contractor acting as aforesaid and each binding itself, its successors and assigns, do mutually covenant, promise and agree as follows:

### **ARTICLE 1 - TRANSACTION TERMS AND CONDITIONS**

**Section 1.01.** Each and all Transaction(s) shall be entered into upon a Member Jurisdiction's issuance of a Confirmation that complies with the requirements of this Agreement and approval of the Confirmation by the Executive Director of the Authority. The Contractor is required to accept and execute a Confirmation issued by a Member Jurisdiction that complies with the terms of this Agreement within 60 days of the date the Confirmation is issued by the Member Jurisdiction.

**Section 1.02.** Each Confirmation shall explicitly state that the provisions of Articles 1, 2, 3, 4, 5, 6 and 7 of this Agreement are incorporated by reference thereto and each Confirmation shall incorporate by reference the general provisions of this Agreement which the Contractor and the Member Jurisdiction determine to be appropriate for a given Transaction. All Confirmations issued hereunder are subject to annual appropriations by the Member Jurisdictions. Each Confirmation shall include:

- (a) The location(s) of the Recycling Area (as hereinafter defined) maintained by the Member Jurisdiction pursuant to Section 2.02 of this Agreement;
- (b) The hours of operation and all applicable Federal, State and local laws, regulations and rules for the Recycling Area (as hereinafter defined) adopted by the Member Jurisdiction;
- (c) The number of Collection Containers and Large Storage Containers (as hereinafter defined) that shall be provided by the Contractor;
- (d) The weighing procedures for Acceptable Materials;
- (e) The invoicing and payment procedures for any amounts owed to the Contractor by the Member Jurisdiction or to the Member Jurisdiction by the Contractor, including the time period within which such payment shall be made.
- (f) The status reports, if any, that the Member Jurisdiction may require the Contractor to submit regarding the Recycling Services being performed by the Contractor pursuant to such Confirmation;

- (g) An acknowledgement by the Contractor and the Member Jurisdiction that the Authority shall have no obligations under the Confirmation except as otherwise explicitly stated in this Agreement;
- (h) The term of the Confirmation, which shall not run beyond the term of this Agreement; and
- (i) The aggregate amount of any limitation on the total payments to be made by the Member Jurisdiction to the Contractor under the Confirmation.

**Section 1.03.** Each Transaction shall be one integrated, bilateral contract between the parties under the related Confirmation. Any inconsistency between any terms of this Agreement and any terms of a Confirmation shall be resolved in favor of the terms of such Confirmation.

**Section 1.04.** With respect to any given Transaction involving the Contractor and a Member Jurisdiction, the Authority and any other Member Jurisdiction shall not, under any circumstances, (a) have any obligations under the related Confirmation, (b) be responsible for amounts due to or from the Contractor or Member Jurisdiction under the related Confirmation, or in connection with such Transaction, and (c) be liable to either the Contractor or such Member Jurisdiction under the related Confirmation, or in connection with such Transaction.

## **ARTICLE 2 - OBLIGATIONS OF THE CONTRACTOR AND THE MEMBER JURISDICTION**

**Section 2.01.** The Contractor shall provide the Recycling Services as set forth in this Agreement, in the Contractor's proposal, attached hereto as Exhibit A and incorporated herein by reference, and in the Request for Proposals dated May 1, 2018, issued by the Authority, including the Appendices to the Request for Proposal and any addenda thereto, and the Insurance Requirements, all of which are attached hereto as Exhibit B and Exhibit C and incorporated herein by reference. In the event of any conflict or inconsistency among these documents, the order of precedence for resolving any such conflict or inconsistency shall be: Agreement, Request for Proposals, Contractor's proposal.

**Section 2.02.** The Member Jurisdiction will provide a paved or hard packed area for the placement of Collection Containers and Large Storage Containers supplied by the Contractor (the "Recycling Area") for the collection of electronic materials. The Member Jurisdiction will provide

the Contractor access to the Recycling Area for the purpose of delivery and removal of Collection Containers and Large Storage Containers during the hours of normal operation as determined by the Member Jurisdiction. The Contractor shall follow Federal, State and local, regulations and rules set by the Member Jurisdiction at the Recycling Area.

**Section 2.03.** The Member Jurisdiction will ensure that the Recycling Area is sited, designed, constructed and available to receive Acceptable Material (as hereinafter defined) by the first day of the term of this Agreement, as set forth in Article 4 of this Agreement. The Recycling Area shall be sited, constructed, operated, monitored, closed and otherwise maintained in a manner that is protective of human health and the environment and operated in compliance with all applicable Federal, State and local laws and regulations.

**Section 2.04.** Contractor shall be obligated to accept computer monitors, televisions, central processing units, computer mouses, keyboards, landline or cell phones, answering machines, printers, power supplies, portable computers (laptops), hard drives, servers, scanners, copiers, fax machines, cables, cords and communication wire (e.g. copper wire, phone wire, coaxial cable, computer wire and fiber optic cable), miscellaneous circuit boards, chips, and cards, typewriters, calculators, alarm clocks, radios, audio equipment, stereos, cameras, video cameras, music playing devices such as record players, cassette players, recorders or MP3 players, headphones and wireless technology such as Bluetooth, GPS, electronic reading devices and tablets, radar detectors, VCR/DVR/DVD or Blu-ray players, computer discs and DVDs/CDs/Blu-ray discs, electronic 'smartwatches' and activity/fitness trackers such as wristbands or chips (e.g. a wearable or implanted computing device that offers functionality and capabilities similar to those of a smartphone. These devices, either on their own or when paired with a smartphone, provide features like connecting to the internet, running mobile apps, making calls, messaging via text or video, checking caller ID, accessing stock and weather updates, providing fitness monitoring capabilities, offering GPS coordinates and location directions), video game consoles and other electronic toys and games, holiday string lights, electronic power generators like solar panel electronic accessories and light fixtures, projectors, digital home thermostats, home security systems, diagnostic/sensing/control equipment, cable/satellite boxes and devices and other computer or electronic related accessories ("Acceptable Material"). The Contractor shall provide Collection Containers and Large Storage Containers for the acceptance of Acceptable Material at the Recycling Area, promptly remove full Collection and/or Large Storage Containers, and promptly

replace each full Collection and/or Large Storage Container with an empty one. Each Collection and/or Large Storage Container provided by Contractor shall be of a certain type. Collection Containers include, but are not limited to, Gaylord boxes, pallets, as well as additional equipment such as shrink wrap. Gaylord boxes can be defined as large, pallet-size boxes made of corrugated fiberboard, used for storage and shipping of bulk quantities. Large Storage Containers include, but are not limited to, roll off, C type, and road legal kingpin type enclosed trailers. Roll off containers can be categorized as open top dumpsters, with a rectangular footprint, utilizing wheels to facilitate rolling the dumpster in place. The roll off container is designed to be transported by special roll off trucks. Most roll off containers have a swinging door on the end for easier disposal of waste, while some are open top. C type containers can be categorized as large reusable steel boxes designed to be moved from one mode of transport to another without unloading and reloading. A road legal kingpin type enclosed trailer would include a fifth-wheel coupling hitch. A fifth wheel uses a large horseshoe-shaped coupling device mounted a foot or more above the bed of the tow vehicle. The fifth wheel is intended for level roads and possesses limited side-to-side tilt. The fifth wheel can handle twenty or twenty-five percent weight transfer. Upon acceptance by the Contractor of Acceptable Material, the Contractor shall receive title thereto and shall be responsible for the transportation, processing and residue disposal of such Acceptable Material.

**Section 2.05.** The Contractor shall provide sufficient Collection and/or Large Storage Containers for the collection of all Acceptable Material delivered to the Recycling Area and shall ensure that at least one Collection and/or Large Storage Container with space available for the collection of Acceptable Material is available at all times. The Member Jurisdiction will determine how many Collection and/or Large Storage Containers the Contractor will be allowed to store at the Recycling Area. All covered and loaded Collection and/or Large Storage Containers shall not be stored at the Recycling Area for more than 24 hours of a business day, or as determined by a schedule in the Member Jurisdiction's Confirmation with the Contractor. In the event the site is closed (scheduled or unscheduled) for the business day(s) after the request to swap the Collection and/or Large Storage Container(s), said Containers must be swapped the next operation day.

**Section 2.06.** Subject to the terms and conditions of this Agreement, as part of the Recycling Services the Contractor shall, in accordance with all applicable Federal, State and local laws and regulations, accept and dispose of all Acceptable Material placed in the Collection and/or Large Storage Containers in the Recycling Area. The Contractor shall not dispose of any byproducts

produced from the collection or recycling of Acceptable Materials in any landfill, or an expansion cell next to an existing landfill, that is, or is proposed to be, on the National Priority List of the Federal Superfund Program (40 CRF Part 300), the Maryland Department of the Environment's State Superfund Program, or a similar list under a similar program for any state.

**Section 2.07.** The Contractor shall not retain the services of any subcontractors for the performance of Recycling Services in connection with any Transaction without the prior written consent of the Member Jurisdiction, which consent may be withheld in the exercise of the Member Jurisdiction's sole discretion. The Member Jurisdiction may require the subcontractor to acquire and maintain applicable insurance policies that are required by the Contractor.

**Section 2.08.** Prior to the date that the Contractor begins providing Recycling Services to a Member Jurisdiction, the Member Jurisdiction will appoint an individual to interact with the Contractor on its behalf during the term of this Agreement (the "Contract Officer"). The Contract Officer may from time to time give the Contractor a directive, oral or written, notifying the Contractor of work, in addition to the Recycling Services, to be performed under a Confirmation. If requested to do so, the Contractor shall, promptly upon the receipt of such a directive, furnish to the Contract Officer a preliminary written description of the work that the Contractor proposes to undertake in implementing the directive. This directive shall include estimates of the compensation to be earned in performing the work and (if requested by the Contract Officer) the date by which the work will be completed. Following such consultations, the Contractor, if requested to do so, shall submit to the Contract Officer a final written description of the work to be undertaken. The final written description shall include an identification of any subcontractors to be used and a statement specifying in reasonable detail the breakdown of compensation to be earned by the Contractor and its subcontractors in performing the work; and (if requested by the Contract Officer) the latest date by which the work will be completed. Upon the written approval of the Member Jurisdiction, such final written description shall constitute a "Confirmation." The Confirmation shall be binding upon the Contractor and shall be subject to modification, amendment or withdrawal by the Contractor only with the express written consent and approval of the Member Jurisdiction.

**Section 2.09.** The Contractor shall not be obligated to perform, and the Member Jurisdiction will not be obligated to compensate the Contractor for, any work which is outside the scope of the Recycling Services set forth in this Agreement or any Confirmation.

**Section 2.10.** Each month that the Contractor performs Recycling Services under a Confirmation, the Contractor will provide the Authority with an electronic copy of all invoices, recycling reports and weight tickets. A copy of invoices, recycling reports and weight tickets will also be submitted to the Member Jurisdiction to confirm the work performed and the performance of Recycling Services by the Contractor during the previous month. The Contractor shall maintain all documents and records related to work performed pursuant to the terms of this Agreement and shall, upon the request of the Authority or the Member Jurisdiction, deliver to the Authority and the Member Jurisdiction all information, data, documents, records, reports, drawings, and the like prepared in the course of performing the Recycling Services pursuant to a Confirmation (including, without limitation, information regarding the names and addresses of any persons, firms, or agencies dealt with by the Contractor in the performance of such work). All materials prepared by the Contractor in connection with this Agreement, including but not limited to records, drawings and reports shall be the sole and absolute property of the Member Jurisdiction. The Member Jurisdiction reserves the right to use any such material in any manner. Any use, reuse or modification of the documents shall be at the Member Jurisdiction's sole risk without liability or legal exposure to the Contractor unless approved in writing by the Contractor prior to such reuse or modification. For money owed to a Member Jurisdiction, 6% interest will be assessed for payments received 60 days after the end of the month invoiced.

**Section 2.11.** The Contractor shall provide, at the Contractor's own expense, all personnel needed to perform the Recycling Services or work required under any Confirmation. All such personnel shall be qualified and authorized under applicable Federal, State and local laws and regulations to perform their respective functions. The Contractor shall ensure that none of the Contractor's employees has any direct or indirect interest, which would conflict in any manner with the performance of the Contractor's performance of its obligations under this Agreement or any Confirmation. The Contractor shall be responsible for any withholding taxes and social security payment due as a result of payment made by the Member Jurisdiction to the Contractor.

**ARTICLE 3 – EVENTS OF DEFAULT; REMEDIES FOR NONPERFORMANCE;**  
**TERMINATION**

**Section 3.01.** The following constitute Events of Default under this Agreement: the Contractor materially fails, or refuses, to comply with any of the terms of this Agreement, or a Confirmation, including (1) if the Contractor fails to provide sufficient Collection and/or Large Storage

Containers, fails to accept Acceptable Material from the Recycling Area, fails to provide Recycling Services, or fails to perform any of its other obligations in connection with a Transaction, and such failure is not excused under the terms of the Confirmation or by the Member Jurisdiction's failure to perform its obligations in connection with the Transaction; (2) the failure by a Contractor to execute a Confirmation requested by a Member Jurisdiction as provided in Section 1.01; (3) failure of the Contractor to provide required invoices, recycling reports and weight tickets or make required payment within 60 days after the date due pursuant to Section 2.10; and (4) as provided in Sections 3.03, 3.04, and 3.07 of this Master Service Agreement. If an Event of Default is not cured by the Contractor within five business days of notice from the Member Jurisdiction, the Member Jurisdiction may terminate the applicable Confirmation. The right to terminate is in addition to, and does not constitute a waiver of, the right of the Authority and/or a Member Jurisdiction to damages incurred as a result of a breach of the Agreement or of a Confirmation by Contractor, including the cost to make alternative arrangements to obtain performance of the Recycling Services should Contractor fail to provide the services in accord with the Agreement and/or Confirmation.

**Section 3.02.** If a Member Jurisdiction fails to provide a Recycling Area for the collection of Acceptable Material or fails to compensate the Contractor for Recycling Services in accordance with the Confirmation, and such failure is not excused under the terms of the Confirmation or by the Contractor's failure to perform its obligations in connection with the Transaction, then the Contractor may terminate the applicable Confirmation upon 30 days' written notice to the Member Jurisdiction. In such an event the Member Jurisdiction will be liable to the Contractor for the cost of work performed up to the date of termination.

**Section 3.03.** The Authority and each Member Jurisdiction reserves the right to inspect the Contractor's recycling facilities and sites at any time after the execution of this Agreement. The Authority may terminate this Agreement or a Member Jurisdiction may terminate a Confirmation if, in the reasonable opinion of the Authority or the Member Jurisdiction, as the case may be, the Contractor's recycling facilities or sites have or have developed an unacceptable record of non-compliance with applicable Federal, State or local laws or regulations, or, in the reasonable opinion of the Authority or the Member Jurisdiction, have an unsatisfactory method of operation or site conditions, either of which will constitute an Event of Default.

**Section 3.04.** The Authority may terminate this Agreement or a Member Jurisdiction may

terminate a Confirmation, in each case, without liability to the Contractor, upon the occurrence of one any of the following conditions:

- (a) An Event of Default as set forth in Section 3.01.
- (b) The Contractor, or any of the Contractor's officers, partners, principals, or employees, is convicted of a crime arising out of, or in connection with, the procurement of work to be done or payment to be made under this Agreement or a Confirmation.
- (c) The Contractor is adjudged bankrupt, or a petition for the appointment of a receiver is filed, or an assignment for the benefit of creditors is made, or the Contractor becomes insolvent during the term of this Agreement.
- (d) Contractor fails to maintain required Insurance, the required performance bond, or financial responsibility requirements.

**Section 3.05.** Upon termination of this Agreement or Confirmation, the Contractor shall promptly remove the Collection and/or Large Storage Containers from the applicable Recycling Area(s) and shall only be paid for the earned value of work performed up to the date of termination under the terminated Confirmation(s), as determined by the Member Jurisdiction. Under no circumstances shall Contractor be entitled to payment of any future costs or anticipated profits under any terminated Confirmation(s). If this Agreement, or any Confirmation, is terminated because the Contractor, or any of the Contractor's officers, partners, principals, or employees is convicted of a crime arising out of, or in connection with, the procurement of work to be done or payment to be made under any Confirmation, then the Contractor shall refund to the applicable Member Jurisdiction(s) any and all profits realized under such Confirmation. The rights and remedies set forth herein shall be in addition to, and the exercise thereof shall in no way be considered and construed as a waiver of, any other legal or equitable rights of the Authority or any Member Jurisdiction.

**Section 3.06.** A Member Jurisdiction may, without liability, terminate a Confirmation for its own convenience upon written notice to the Contractor at least 30 days prior to the effective date for such termination. In the event of any such termination, the Contractor shall only be entitled to compensation for the earned value of work performed up to the date of such termination.

**Section 3.07.** If the Contractor fails to perform its obligations pursuant to this Agreement, as further set forth in any Confirmation, and that failure to perform creates a danger to health or safety at the Recycling Area of a Member Jurisdiction that is not cured within 24 hours of notice to the Contractor that the condition exists, such a failure constitutes a default under this Agreement for which the Agreement may be terminated. Irrespective of whether or not the Agreement is so terminated, the Contractor will be liable for any and all damages caused by this failure to perform, including but not limited to the costs to make alternative arrangements to have the obligations performed.

#### **ARTICLE 4 - TERM**

**Section 4.01.** The term of this Agreement begins on January 16, 2019 and ends on June 30, 2023. Any Confirmation shall terminate according to the provisions of the Confirmation, but no later than the end of the term of this Agreement.

#### **ARTICLE 5 - REPRESENTATIONS AND WARRANTIES**

**Section 5.01.** On the date of this Agreement and the date of entering into each Confirmation, the Contractor represents and warrants to the Authority and each Member Jurisdiction that:

- (a) It is duly organized, validly existing, in good standing under the laws of the jurisdiction of its formation, qualified to conduct business in the State of Maryland and in good standing under the laws of the State of Maryland.
- (b) It has all regulatory authorizations and approvals necessary for it to legally perform its obligations under this Agreement and each Confirmation.
- (c) The execution, delivery, and performance of this Agreement and each Confirmation are within its powers, have been duly authorized by all necessary action and do not violate any of the terms and conditions in its governing documents, any contracts to which it is a party or any applicable law, rule, statute or regulation order.
- (d) This Agreement, each Confirmation and each other document executed and delivered in accordance with this Agreement constitutes a legally valid and binding obligation enforceable against it in accordance with its terms.
- (e) It is not bankrupt and there are no proceedings pending or being contemplated by it or, to its knowledge, threatened against it which would result in it being or becoming bankrupt.

(f) There is no pending or, to its knowledge, threatened against it any legal proceeding that could materially adversely affect its ability to perform its obligations under this Agreement and each Confirmation.

(g) It has not employed or retained any person, partnership, or corporation, other than a bona fide employee or agent working for the Contractor, to solicit or secure this Agreement, and that the Contractor has not paid or agreed to pay any person, partnership, or corporation, other than a bona fide employee or agent, any fee, or any other consideration, contingent upon the making of this Agreement.

(h) No employee of the Authority or Member Jurisdictions, whose duties as such employee include matters relating to or affecting the subject matter of this Agreement, shall, while so employed, become or be an employee of the Contractor.

**Section 5.02.** Upon any breach of the representations or warranties of this Article, the Authority or a Member Jurisdiction, may terminate this Agreement without liability. The rights and remedies set forth herein shall be in addition to, and the exercise thereof shall in no way be considered and construed as a waiver of, any other legal or equitable rights of the Authority or a Member Jurisdiction.

## **ARTICLE 6 - DISPUTES**

**Section 6.01.** The Contractor and the Authority shall exercise reasonable efforts to informally resolve all disputes under this Agreement according to the procedures in Section 6.02 below, before resorting to legal action.

### **Section 6.02.**

(a) Whenever a dispute arises under this Agreement a designated representative of each Party with authority to resolve the matter on behalf of such Party shall meet to discuss and attempt to resolve the matter.

(b) If the meeting of the designated representatives does not result in a resolution of the dispute, each Party may continue to attempt to resolve the dispute by submitting a written notice to the other Party describing the specific basis of the dispute.

(c) Within 15 calendar days after the receipt of written notice, an officer of each Party authorized to resolve such dispute shall meet and attempt to settle the dispute. If the Parties reach

agreement, then they shall immediately take any action agreed upon and make any payments required. If the Parties fail to reach agreement, then this informal dispute resolution process will be deemed concluded.

**Section 6.03.** After unsuccessfully concluding the informal dispute resolution proceedings described in Section 6.02 above, either Party may then resort to any legal recourse available to obtain resolution of the dispute. Formal disputes shall be governed by, subject to, and construed in all respect in accordance with the laws of the State of Maryland without reference to the conflict of laws and rules thereof.

**Section 6.04.** The provisions of this Article 6 shall not limit the rights of the Parties to terminate this Agreement in accord with its provisions, or affect the effectiveness of a termination of this Agreement or a Confirmation made in accordance with the provisions of this Agreement.

#### **ARTICLE 7 - MISCELLANEOUS PROVISIONS**

**Section 7.01.** The Contractor shall comply with all applicable Federal, State and local legal and regulatory requirements in the performance of its obligations under this Agreement and any Confirmation. The Contractor shall obtain and maintain, at the Contractor's own expense, any licenses, permits or insurance needed to comply with such requirements. During the term of this Agreement, the Contractor shall not at any time be in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits.

**Section 7.02.** The Contractor shall conduct itself in a manner consistent with its status as a contractor of the Authority and each Member Jurisdiction under the terms of this Agreement and any Confirmation and shall neither hold itself out as, nor claim to be, an agent, representative, officer or employee of the Authority or a Member Jurisdiction by reason hereof, and shall not by reason hereof make any claim, demand or application to or for any right or privilege applicable to an agent, representative, officer or employee of the Authority or a Member Jurisdiction. Nothing herein shall be construed as authorizing the Contractor to enter into any contract or agreement, or to incur and obligation whatsoever, on behalf of the Authority or a Member Jurisdiction.

**Section 7.03.** The Contractor shall indemnify and hold harmless the Authority and its governing board, members (including the Member Jurisdictions under Confirmations), officers, agents, and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments,

awards, losses, damages, costs and expenses, including reasonable attorneys' fees, (including those related to bodily injury, sickness, disease or death sustained by any person or persons or on account of injury or damages to or destruction of any property), directly or indirectly arising out of, relating to or in connection with the Contractor's performance or omission of any act in connection with this Agreement (including any Confirmation), unless it is the result of intentional misconduct or gross negligence of the Authority and/or Member Jurisdiction; and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, including reasonable attorneys' fees. The provisions of this Section 7.03 shall survive, and shall continue in full force and effect for a period of three years following the termination or expiration of this Agreement, but only to the extent that the act or event giving rise to indemnification hereunder occurred prior to such termination or expiration and only to the extent the Contractor is provided with written notice of a claim under the indemnification provisions of this Section 7.03 on or before the expiration of such three year period.

**Section 7.04.** The Contractor shall procure, as necessary, and maintain, until the termination of this Agreement, the insurance at the limits described in Exhibit B. The Contractor shall maintain the minimum insurance coverages required by this Agreement and ensure that the insurance policy will not be canceled, interrupted or otherwise modified to the potential detriment of the Authority without first providing the Authority with 30 days advance written notice (or such other written notice as may be provided by law) of such cancellation, interruption or modification.

**Section 7.05.** Prior to the start of the term of the Agreement, the Contractor shall provide the Authority with a performance bond in the amount of \$10,000, with the obligee being the Authority, to cover the entire term of the Agreement. Prior to the start of the term of the Agreement, the Contractor shall provide the Authority with a performance bond in the amount of \$50,000 for each Confirmation with a Member Jurisdiction to which the Contractor is a party. If a Confirmation is entered into subsequent to the start of the term of the Agreement, the Contractor shall provide a performance bond in the same amount before the effective date of such Confirmation. The performance bond must be in effect for the term of this Agreement, and must be substantially in the form set forth in Appendix D to the Request for Proposals.

**Section 7.06.**

- (a) The Contractor shall not release, other than to the Authority or a Member Jurisdiction, or

publish any information, reports, or documents relating to work performed under this Agreement without the prior express written consent of the Authority except for information, reports or documents already in the public domain, already in possession of the Contractor, received from a third party with a right to disclose such information or required to be disclosed by operation of law.

(b) The Contractor has a special duty to the Authority and each Member Jurisdiction to maintain confidentiality of documents, information and records that come under the Contractor's control. The Contractor shall refer to the Authority any and all requests for information from persons other than employees of the Contractor, the Authority or a Member Jurisdiction.

**Section 7.07.** The Contractor and the Authority hereby acknowledge and agree that (a) the Authority is entering into this Agreement on behalf of and for the benefit of each Member Jurisdiction, (b) under no circumstances shall the Authority (i) have any obligation or liability to the Contractor or a Member Jurisdiction under any Confirmation, or in connection with any Transaction or (ii) be obligated to perform any obligation of the Member Jurisdiction.

**Section 7.08** The Contractor shall not assign this Agreement or any Confirmation or its rights hereunder or thereunder without the prior written consent of the Authority and the Member Jurisdiction (in the case of a Confirmation), which consent may be withheld in the exercise of the Authority's and Member Jurisdiction's sole discretion. Any assignment is in violation of this Section 7.08 and shall be null and void.

**Section 7.09.** The Company shall not discriminate or permit discrimination against a person because of race, color, religion, national origin or sex, and shall comply with all applicable laws regarding equal opportunity and non-discrimination. This provision is a material term of this Agreement.

**Section 7.10.** This Agreement shall be governed in accordance with the laws of the State of Maryland without reference to the conflict of laws rules thereof. The Contractor and the Authority hereby agree that any legal proceedings which may arise under this Agreement shall be brought in the Circuit Court of a Member Jurisdiction which is a party to the Confirmation(s) at issue in the dispute. The Contractor agrees that it shall submit to the jurisdiction of that Circuit Court for the purposes of all legal proceedings that may arise under the Agreement.

**Section 7.11.** If any provision hereof shall for any reason be held to be invalid or unenforceable,

the validity or unenforceability of such provision shall not affect any of the remaining provisions hereof, and this Agreement shall be construed and enforced as if such invalid and unenforceable provision had not been contained herein.

**Section 7.12.** This Agreement may not be modified or amended except by an instrument in writing signed by authorized representatives of the Contractor and the Authority.

**Section 7.13.** All notices, consents, approvals and requests (“Notices”) provided for or permitted to be given under this Agreement must be in writing. Notices to the Authority or the Contractor must be delivered to such Party at the address for such Party set forth in first paragraph of this Agreement. Notices shall be (a) sent by certified U.S. Mail with return receipt requested (with confirmation thereof) or (b) delivered personally (including delivery by private courier services). Such Notices shall be deemed to be duly given when received unless the day of receipt is not a business day, in which case such delivery shall be deemed to be made as of the next succeeding business day.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the date first written above.

**Attest:**

**NORTHEAST MARYLAND WASTE  
DISPOSAL AUTHORITY**

\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title: Executive Director

**Attest:**

**[COMPANY]**

\_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**EXHIBIT A**  
**CONTRACTOR'S PROPOSAL**

**EXHIBIT B**  
**INSURANCE REQUIREMENTS**

General Insurance Requirements

- A. Company shall not commence services until Company has obtained, at Company's own expense, all of the insurance as required hereunder and such insurance has been approved by Authority. Approval of insurance required of Company will be granted only after submission to Authority of original certificates of insurance signed by authorized representatives of the insurers.
- B. Company shall require its Subcontractors to maintain insurance during the term of the Agreement, to the same extent required of Company.
- C. All insurers underwriting Company's insurance must be allowed to do business in Maryland and acceptable to Authority. The insurers must have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or higher in the latest evaluation by A. M. Best Company, unless Authority grants specific approval for an exception.
- D. All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation, non-renewal, material change or reduction in coverage until thirty (30) days prior written notice has been given to Authority.
- E. Insurance provided to Authority and its directors, officers and employees by Company shall be primary, and any other insurance, coverage or indemnity available to Authority and its directors, officers and employees shall be excess of and non-contributory with insurance provided by Company.
- F. If any liability insurance purchased by Company has been issued on a "claims made" basis, Company must comply with the following additional conditions.

Company must either:

- 1. Agree to provide certificates of insurance to Authority evidencing the coverages for a period of two years after the Agreement terminates or expires, whichever is earlier. Such certificates shall evidence a retroactive date no later than the beginning of the services under this Agreement, or
- 2. Purchase an extended (minimum two years) reporting period endorsement for each such "claims made" policy in force as of the date the Agreement terminates or expires, whichever is earlier and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself. Such certificate or copy of the endorsement shall evidence a retroactive date no later than the beginning of the services under this Agreement.

Company's Liability Insurance

Company shall purchase the following liability insurance coverages for not less than the limits specified below or required by law, whichever is greater:

1. Commercial general liability insurance that insures against claims for bodily injury, property damage, and personal and advertising injury arising out of or in connection with services under this Agreement, whether such operations be by Company, its employees or Subcontractors or their employees. The minimum limits of liability for this insurance are as follows:
  - \$1,000,000 combined single limit - each occurrence
  - \$2,000,000 combined single limit - general aggregate
  - \$2,000,000 combined single limit - products/completed operations aggregate

This insurance shall include coverage for all of the following:

- Any general aggregate limit shall apply per project;
- Liability arising from premises and operations;
- Liability arising from the actions of independent contractors;
- Liability arising from products and completed operations;
- Contractual liability including protection for Company from bodily injury and property damage claims arising out of liability assumed under this Agreement; and
- Liability arising from the explosion, collapse and underground (XCU) hazards.

This insurance shall name Authority and its directors, officers and employees and the affected Member Jurisdiction(s) and its directors, officers and employees as insureds with respect to liability arising out of or in connection with services under this Agreement, and must include a waiver of subrogation; the certificate of insurance must so state this.

2. Business auto liability insurance with a minimum combined single limit of \$1,000,000 per accident and including coverage for bodily injury and property damage claims arising out of:
  - The maintenance, use or operation of any auto; and
  - Contractual liability including protection for Company from bodily injury and property damage claims arising out of liability assumed under this Agreement.
3. Workers compensation insurance with statutory benefits as required by any state or Federal law, including standard "other states" coverage and employers liability insurance with minimum limits and must include a waiver of subrogation:
  - \$100,000 each accident for bodily injury by accident;

- \$100,000 each employee for bodily injury by disease; and
- \$500,000 policy limit for bodily injury by disease.

4. Umbrella excess liability or excess liability insurance with minimum limits of:

- \$1,000,000 each occurrence;
- \$1,000,000 aggregate other than products/completed operations and auto liability; and
- \$1,000,000 products/completed operations aggregate, and including all of the following coverages on the applicable schedule of underlying insurance:
  - commercial general liability;
  - business auto liability; and
  - employer's liability.

This insurance shall name Authority and its directors, officers and employees as insureds with respect to liability arising out of or in connection with services under this Agreement, and must include a waiver of subrogation; the certificate of insurance must so state this.

5. Environmental Liability Coverage

The Company shall acquire and maintain Environmental Impairment Liability Insurance including sudden, non-sudden and gradual exposure, for all of the Company's operations hereunder, including but not limited to disposal of Waste pursuant to the Master Service Agreement. The Company shall purchase limits of \$1,000,000 per occurrence and \$2,000,000 annual aggregate for any release of toxics or hazardous Waste or other hazardous substance requiring monitoring, cleanup or corrective action under CERCLA. A combination of primary and excess coverage is acceptable, provided that there are no pollution exclusions in either policy and a waiver of subrogation is included.

The Company must provide the Authority with evidence that the disposal site owner carries insurance for site property damage. In addition, the Company must provide the Authority with evidence that the disposal site, if a landfill, carries environmental impairment liability insurance for that site of at least \$10,000,000.

**EXHIBIT C**  
**REQUEST FOR PROPOSALS**