

COUNTY OF LEXINGTON
Procurement Services
212 South Lake Drive, Suite 503, Lexington, SC 29072
Ph: (803) 785-8319 / Fax: (803) 785-2240

INVITATION FOR BIDS

BID NUMBER: C15002-07/30/14S

DATE: July 3, 2014

OPENING DATE AND TIME: *July 30, 2014 @ 3:00 PM E.S.T.*

ADDRESS: Lexington County Procurement Office
County Administration Bldg., 5th floor
212 South Lake Drive, Suite 503, Lexington SC 29072

MAILING ADDRESS: Lexington County Procurement Office
County Administration Bldg., 5th floor
212 South Lake Drive, Suite 503, Lexington SC 29072

PROCUREMENT: **ELECTRONIC WASTE TRANSPORTATION AND RECYCLING SERVICES – TERM CONTRACT**

Subject to the conditions, provisions and the enclosed specifications, sealed bids will be received at this office until the stated date and time and then publicly opened. Any bid received after the scheduled deadline, will be immediately disqualified. The County assumes no responsibility for delivery of bids, which are mailed. No Faxed Bids Will Be Permitted.

IT IS REQUIRED THAT THE BID NUMBERS MUST BE SHOWN ON THE OUTSIDE OF ENVELOPE. ANY ENVELOPE THAT DOES NOT SHOW BID NUMBERS WILL BE RETURNED TO THE VENDOR.

DIRECT ALL INQUIRES TO:

Angela M. Seymour
Procurement Officer

NOTICE TO BIDDERS: Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract. All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager of the County. Lexington County shall not be legally bound by any amendment or interpretation that is not in writing. **BIDS WILL NOT BE CONSIDERED FROM ANY VENDOR THAT OWES DELINQUENT TAXES TO THE COUNTY OF LEXINGTON.**

If downloading this solicitation from our website or alternate internet location, it is the responsibility of the bidder to email aseymour@lex-co.com to be registered as a potential bidder to receive any subsequent amendments.

Deadline for questions is July 16, 2014 @ 4:00 PM E.S.T. All questions must be submitted in writing.

Jeffrey A. Hyde, CPPB
Procurement Manager

SOLICITATION #: C15002-07/30/14S
PROCUREMENT: ELECTRONIC WASTE TRANSPORTATION AND RECYCLING SERVICES – TERM CONTRACT

"NO BID" RESPONSE FORM

To submit a "No Bid" response for this project, this form must be completed for your company to remain on our bidders list for commodities/services referenced. If you do not respond your name may be removed from this bidders list. In order to ensure that the County file has current information, or if you wish to be added to Lexington County's Vendor Listing, you must also return the Certificate of Familiarity form completed in its entirety.

Note: Please show the solicitation number on the outside of the envelope.

Please check statement(s) applicable to your "No Bid" response --

- Specifications are restrictive; i.e. geared toward one brand or manufacturer only (explain below).
- Specifications are ambiguous (explain below).
- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform.
- We are unable to meet bond requirements.
- We are unable to meet insurance requirements.
- We do not offer this product or service.
- Remove us from your vendor list for this commodity/service.
- Other (specify below).

Comments:

Company Name (as registered with the IRS)

Authorized Signature

Correspondence Address

Printed Name

City, State, Zip

Title

E-mail Address (Please Print)

Date

Telephone

Fax

INSTRUCTIONS TO BIDDERS

1. Only one copy of bid invitation is required, unless otherwise stated.
2. Bids, amendments thereto or withdrawal request must be received by the time advertised for bid openings to be timely filed. It is the vendor's sole responsibility to insure that these documents are received by the Procurement Office at the time indicated in the bid document.
3. When specifications or descriptive papers are submitted with the bid invitation, enter bidder's name thereon.
4. Submit your signed bid on the forms provided. Show bid number on envelope as instructed. Lexington County assumes no responsibility for unmarked or improperly marked envelopes. Unsigned bids will be rejected.
5. Bidders must clearly mark as "Confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-4C Code of Laws of South Carolina, 1976, (1986 Cum Supp) Freedom of Information Act. The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.
6. By submission of a bid, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
7. This solicitation does not commit the County of Lexington to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services listed herein.
8. **CORRECTION OF ERRORS ON THE BID FORM:** All prices and notations shall be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the bid. Erasures or use of typewriter correction fluid may be cause for rejection. No bid shall be altered or amended after specified time for opening.
9. **BIDDERS SCHEDULE:** Enter the manufacturer, brand, and model/catalog number, as applicable, and your bid price in the space provided on the bidders schedule. Additional pages may be attached, when applicable, for alternates, etc.
10. **NOTIFICATION:** Intent to Award and/or Statement of Award with tabulation will be posted on the Lexington County web site at www.lex-co.com.
11. **RIGHT TO PROTEST:** Any prospective bidder, offeror, or contractor, who is aggrieved in connection with the solicitation of a contract shall protest in writing to the Procurement Manager within ten (10) calendar days of the date of issuance of the Invitation to Bid, Requests for Proposals or other solicitation documents, whichever is applicable, or any amendment thereto, if the amendment is at issue. Any actual bidder, offeror, or contractor, who is aggrieved in connection with the intended award or award of a contract, shall protest in writing to the procurement manager within ten (10) calendar days of the notification of intent to award or statement of award.
12. **PROTEST PROCEDURE:** A protest shall be in writing, submitted to the procurement manager, and shall set forth the specific grounds of the protest with enough particularity to give notice of the issues to be decided.

13. **QUESTIONS REGARDING SPECIFICATIONS AND/OR THE BIDDING PROCESS:**

- To ensure fair consideration for all bidders, the County prohibits any type of communications to or with any department, employee, or County official during the solicitation process, except as provided on page one of the solicitation. This includes any communications initiated by a bidder to any County Official or employee evaluating or considering the bidder, prior to the time an award decision has been made public.
- Any communications between the bidder and the County shall be initiated by the Procurement Office or the appropriate County representative in order to obtain necessary information or clarification needed to develop a proper and accurate evaluation of the bid. **Any communications initiated by a bidder shall be grounds for disqualifying the offending bidder from consideration for award of the bid and/or any future solicitations.**
- It will be the sole responsibility of the bidder to contact the Procurement Office prior to submitting a bid to ascertain if any amendments or addendums have been issued in order to obtain all such documentation, and to return the executed documentation with their bid.

GENERAL PROVISIONS

1. The County of Lexington reserves the right to reject any and all bids, to cancel a solicitation, and to waive any technicality if deemed to be in the best interest of the county.
2. Unit prices will govern over extended prices unless otherwise stated in this bid invitation.
3. **PROHIBITION OF GRATUITIES:** Amended section 8-13-700 and 705 of the 1976 Code of Laws of South Carolina states: "Whoever gives or offers to any public official or public employee any compensation including a promise of future employment to influence his action, vote, opinion or judgment as a public official or public employee or such public official solicits or accepts such compensation to influence his action, vote, opinion or judgment shall be subject to the punishment as provided by Section 16-9- 210 and Section 16-9-220."
4. **BIDDERS QUALIFICATIONS:** Consideration will be given only to the contractors who can produce conclusive evidence that they can meet the following requirements:
 - 4.1 Adequate capital and credit rating sufficient to complete all operations under this contract in a satisfactory manner.
 - 4.2 An efficient office force with satisfactory record in expediting delivery of materials to field force, and capable of fulfilling proper liaison service with mechanical trade.
 - 4.3 An adequate and efficient field force with extensive knowledge of all types of work involved under this contract.
 - 4.4 A record of amicable relations with labor.
 - 4.5 An adequate supply of applicable equipment in good operating condition to fulfill the contract.
5. **LICENSES, PERMITS, INSURANCE, & TAXES:** All costs for required licenses, permits, insurance, and taxes shall be borne by the Contractor.
6. **INSURANCE**
 - 6.1 The amount and types of insurance required should be reasonably commensurate with the hazards and magnitude of the undertaking, but in no event of lesser amount nor more restrictive than the limits of liability and schedule of hazards below described. Without limiting its liability under the contract agreement, the Contractor shall procure and maintain, at its expense during the life of this contract, insurance of the types in the minimum amounts stated below:

SCHEDULE

WORKERS COMPENSATION

As required by the State of South Carolina.

COMPREHENSIVE GENERAL LIABILITY

Premises Operations

Single Limit

Contractual Liability

Independent Contractors

Personal Injury

Products - Completed Operations

PROFESSIONAL LIABILITY

AUTOMOBILE LIABILITY

All Owned, Non-Owned, and Hired

LIMIT

Statutory

\$1,000,000 (per occurrence)

\$1,000,000/\$3,000,000 (per occurrence)

\$ 600,000 Combined

(per occurrence or tort claim liability,
whichever is greater)

6.2 The Contractor's comprehensive general liability policy shall also include blanket contractual liability coverage or shall be endorsed to cover the liability assumed by the Contractor. Said insurance shall be written by a company or companies approved to do business in the State of South Carolina and acceptable to the County. Before commencing any work hereunder, certificates evidencing the maintenance of said insurance shall be furnished to the County of Lexington. The County of Lexington, its officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the contractor, including the insured's general supervision of the contract; products and completed operations of the contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the County of Lexington, its officials, employees or volunteers. To accomplish this objective, the County of Lexington shall be named as an additional insured under the Contractor's insurance as outlined above.

6.3 The contractor shall take out and maintain, during the life of this contract, the statutory Workmen's Compensation and Employer's Liability Insurance for all of his employees to be engaged in work on the project under this contract, and in case any such work is sublet, the contractor shall require the subcontractor similarly to provide Workmen's Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

6.4 Contractors insurance coverage shall be primary insurance as respects the County of Lexington, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County of Lexington shall be in excess of the Contractor's insurance and shall not be required to contribute. To accomplish this objective, the following wording should be incorporated in the previously referenced additional insured endorsement:

Other Insurance: This insurance is primary, and our obligations are not affected by any other insurance carried by the additional insured whether primary, excess, contingent or on an other basis.

6.5 Each insurance required by the County of Lexington shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the County of Lexington.

- 6.6 Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.
- 6.7 All certificates and endorsements must be received and approved by the County of Lexington within ten (10) days after notification of award.
- 6.8 The County, its officers and employees shall be named as an “additional insured” in the Automobile and General Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage “is primary to all other coverage the County may possess”.
- 6.9 Lexington County reserves the right to review and approve contracted vendor’s insurance carrier.
7. **BIDDERS RESPONSIBILITY:** Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. It is expected that this will sometimes require on-site observation. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract.
8. **AWARD CRITERIA:** The contract shall be awarded to the lowest responsible and responsive bidder(s) whose bid meets the requirements and criteria set forth in the Invitation for Bid. The award may be made to one or a multiple of contractors; whichever is in the best interest of the County, or unless otherwise stated on bidders schedule.
 - 8.1 All things considered equal, tied bids will be resolved by the flip of the coin, or to the Lexington County contractor, whichever the case may be.
9. **WAIVER:** The County reserves the right to waive any Instruction to Bidders, General or Special Provisions, General or Special Conditions, or specifications deviation if deemed to be in the best interest of the county.
10. **COMPETITION:** This solicitation is intended to promote competition. If any language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested contractor to notify the Procurement Services Office in writing within five (5) days prior to the opening date. The solicitation may or may not be changed but a review of such notification will be made prior to the award.
11. **REJECTION:** Lexington County reserves the right to reject any bid that contains prices for individual items or services that are inconsistent or unrealistic when compared to other prices in the same or other bids or ambiguous bids which are uncertain as to terms, delivery, quantity, or compliance with specifications may be rejected or otherwise disregarded if such action is in the best interest of the county.

BIDS WILL NOT BE CONSIDERED FROM ANY VENDOR THAT OWES DELINQUENT TAXES TO THE COUNTY OF LEXINGTON.

GENERAL CONDITIONS

1. **DEFAULT:** In case of default by the contractor, the county reserves the right to purchase any or all items in default in the open market, charging the contractor with any excessive costs. Should such charge be assessed, no subsequent bids will be considered or purchase orders issued to the defaulting contractor until the assessed charge has been satisfied.

2. **NON-APPROPRIATION:** Any contract entered into by the County resulting from this bid invitation shall be subject to cancellation without damages or further obligation when funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year.
3. **INDEMNIFICATION:** The contractor agrees to indemnify and save harmless the County of Lexington and all County officers, agents and employees from claims, suits, actions, damages and costs of every name and description, arising out of or resulting from the use of any materials furnished by the Contractor, provided that such liability is not attributable to negligence on the part of the county or failure of the county to use the materials in the manner outlined by the Contractor in descriptive literature or specifications submitted with the Contractor's bid.
4. **CONTRACT ADMINISTRATION:** Questions or problems arising after award of this contract shall be directed to the Procurement Officer. Copies of all correspondence concerning this contract shall be sent to the Procurement Manager, 212 South Lake Drive, Lexington, SC 29072. All change orders must be authorized in writing by the Procurement Manager. Lexington County shall not be bound to any change in the original contract unless approved in writing by the Procurement Manager.
5. **PUBLICITY RELEASES:** Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the User. The contractor shall not have the right to include the county's name in its published list of customers without prior approval of the county. With regard to news releases, only the name of the County, type and duration of contract may be used and then only with prior approval of the county. The contractor also agrees not to publish, or cite in any form, any comments or quotes from the County Staff unless it is a direct quote from the Public Information Officer.
6. **QUALITY OF PRODUCT:** Unless otherwise indicated in this bid it is understood and agreed that any items offered or shipped on this bid shall be new and in first class condition unless otherwise indicated herein.
7. **S.C. LAW CLAUSE:** Upon award of a contract under this bid, the person, partnership, association or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business with this State. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this State, by submission of this signed bid, the bidder agrees to subject himself to the jurisdiction and process of the courts of the State of South Carolina as to all matters and disputes arising or to arise under the contract and the performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
8. **ATTORNEYS FEES:** In the event that the County is required and shall bring a suit or action to compel performance of or recover for any breach of any stipulation, covenant, term or condition of a resulting contract, The County may seek attorneys fees from Contractor and Contractor will pay to County such attorneys fees as the court may award. Otherwise, attorneys fees in connection with any suit or action hereunder will be borne by the parties experiencing said expenses.
9. **ASSIGNMENT:** No contract or its provisions may be assigned, sublet, or transferred without the written consent of the Procurement Manager.
10. **AFFIRMATIVE ACTION:** Contractor agrees that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based upon race, sex, national origin, age, disability, or in any way

violation of Title VII of 1964 Civil Rights Act and amendments or the South Carolina Human Affairs Law, except as permitted by said laws.

11. **BIDDING CONDITION OF PRICE:** All bid prices submitted shall remain effective for a minimum period of 90 days, or until evaluation of bids is complete and award is made. Thereafter, the contract prices shall remain effective for the term of the contract.
12. **7% S.C. SALES TAX:** The County shall add 7% sales tax to all orders, however lump sum bids shall include sales tax in bid price unless otherwise noted. ***By submission of a signed bid, you are certifying to the County that your company does not have any tax bills past due.***

Forms to register for all taxes administered by the South Carolina Department of Revenue may be obtained by calling the License and Registration Section at (803) 898-5872 or by writing to the South Carolina Department of Revenue, Registration Unit, Columbia, South Carolina 29214-0140.

13. **PAYMENT TERMS:** Payment of invoices shall be due within thirty (30) days after receipt of an accurate, undisputed, and properly submitted invoice to the County after acceptance of completed order/project. Early payment discount, if available, will be calculated from date of acceptance. Application for payment shall reflect services completed through the last day of the month. ***There will be no exceptions to these payment terms unless approval is obtained in writing from the Procurement Manager prior to bid opening date.***
14. **BID REQUIREMENTS:** Bid requirements on the equipment specified are not intended to be restrictive to potential bidders, but indicate the required features for satisfactory performance. Lexington County will determine if minor deviations from these features are acceptable.
15. **DEVIATIONS FROM SPECIFICATIONS:** Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s). The listing of deviations, if any, is required but will not be construed as waiving any requirements of the specifications. Deviations found in the evaluation of the bid and not listed may be cause for rejection. Bidders offering substitute or equal items must provide information sufficient enough to determine acceptability of item offered.
16. **CONTRACT:** This bid and submitted documents, when properly accepted by Lexington County along with a written purchase order, shall constitute a contract equally binding between the successful offeror, and Lexington County. No different or additional terms will become a part of this contract with the exception of a Change Order.
17. **CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Procurement Manager.
18. **AMENDMENTS:** All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager of Lexington County. Lexington County shall not be legally bound by any amendment or interpretation that is not in writing.
19. **BID EVALUATION:** Bids received will be evaluated by the Procurement Manager or designee. However, based on bid total, final decision for bid award may rest with the Lexington County Council.

Factors to be considered during the evaluation process include, but are not limited to:

19.1 - Cost.

19.2 - Reputation and dependability of the contractor.

20. ARBITRATION: Under no circumstances and with no exception will Lexington County act as arbitrator.
21. "OR APPROVED EQUAL": Certain processes, types of equipment or kinds of material are described in the specifications and/or on the drawings by means of trade/brand names and catalog numbers. In each instance where this occurs, it is understood and inferred that such description is followed by the words "or approved equal". Such method of description is intended merely as a means of establishing a standard of comparability. However, the Owner reserves the right to select the items, which, in the judgment of the Owner, are best suited to the needs of the Owner, based on price, quality, service, availability and other relative factors. Bidders should indicate brand name, model, model number, size, type, weight, color, etc., of the item bid, if not exactly the same as the item specified. Vendor's stock number or catalog number is not sufficient to meet this requirement. If any bidder desires to furnish an item different from the specifications, vendor should submit along with the bid, the information, data, pictures, designs, cuts, etc., of the material they plan to furnish so as to enable the Owner to compare the material specified; and, such material shall be given due consideration. The Owner reserves the right to insist upon, and receive items as specified if the submitted items do not meet the Owner's standards for acceptance.
22. ALTERNATE BIDS: Bidders wishing to submit an alternate for consideration that does not meet the county specifications (or approved deviations), must submit their proposal as an alternate bid. ***If any vendor submits alternate bid(s) for any item(s), descriptive supporting literature must be included with bid package. Failure to submit such literature for alternate item(s) will result in non-consideration for said item(s).***
23. PROMPT PAYMENT DISCOUNT TERMS: Prompt payment discount terms will be calculated from the point of complete order acceptance for services and/or commodities ordered.
24. DRUG-FREE WORKPLACE: By submittal of this bid, you are certifying that you will comply with Title 44, Code of Laws of South Carolina, 1976, Section 44-107-30.
25. ILLEGAL IMMIGRATION & PUBLIC CONTRACTS: "In accordance with the South Carolina Illegal Immigration Reform Act, [2008, Act No. 280](#). Section 3 of this Act added to [Chapter 14 to Title 8](#) of the South Carolina Code of Laws prohibits covered persons from entering into covered contracts unless the contractor agrees either (a) to verify all new employees through the federal work authorization program [and requires the same from subcontractors and sub-subcontractors] or (b) to employ only qualifying workers. Effectively, the Act also requires contractors to agree to provide any documentation required to establish either (a) that the Act does or does not apply to the contractor, subcontractor, or sub-subcontractor; or (b) that the contractor, and any subcontractor or sub-subcontractor, are in compliance with Section 3 of the Act."
26. NO CONTACT POLICY: After the date and time established for receipt of proposals by the County, any contact initiated by any offeror with any County representative, other than the Purchasing Department representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause the disqualification of the offeror from this procurement transaction.

SPECIAL CONTRACTUAL TERMS AND CONDITIONS

1. SCOPE: The County of Lexington is soliciting competitive bids to establish a term contract for providing and delivering services and/or commodities listed herein.

2. **TERM OF CONTRACT / OPTION TO EXTEND:** The term of this contract shall be for a period of one (1) year from the effective date of the contract. The County may extend the contract if it appears to be in the best interest of the County and is agreeable with the contracted vendor. Said extension will be on an annual basis and will not exceed four (4) additional one-year periods.

3. **CONTRACT ADJUSTMENTS:** Should an extension be requested, written requests for said extension shall be submitted in writing by the County of Lexington thirty (30) days prior to the end of the current contract period. It will be the contractors responsibility to submit request for contract adjustments (if applicable) within ten (10) days after receipt of contract extension notice. Requests must be submitted in writing to the Procurement Office for approval.

Any change in contract cost will be effective in an amount not to exceed the percentage increase for the previous calendar year (Dec - Dec), using the (CPI-U, U.S. Average, All Urban Customers, Percentage Change in Annual Average), as published by the U.S. Department of Labor, Bureau of Labor Statistics.

The County will accept or decline the requests for a contract increase, in written form, within ten (10) days following the date of the request. No increase shall be effective until approved in writing by the Procurement Manager.

4. **TERMINATION:** Subject to the provisions below, the contract may be terminated for any reason by the County providing a 30 day advance notice in writing is given to the contractor.

4.1 **Termination for Cause:** Termination by the County for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provisions, termination costs, if any, shall not apply. The thirty (30) days advance written notice requirement is waived and the default provision in this bid shall apply; see General Conditions.

4.2 **Termination for Convenience:** The County, by written notice, may terminate this contract in whole or in part, when it is in the best interest of the County.

4.3 **Termination requirement does not apply if contract is to terminate at the end of an established contract term.**

4.4 **Termination for Nonappropriations:** If the Lexington County Council fails to appropriate or authorize the expenditure of sufficient funds to provide the continuation of this contract, or if a lawful order issued in or for any fiscal year during the term of the contract reduces the funds appropriated or authorized in such amount as to preclude making the payments set out therein, the contract shall terminate on the date said funds are no longer available without any termination charges or other liability incurring to the County. Any termination for non-appropriations shall not prohibit the County from obtaining services from another source or in another manner, which is in the best interest of the County.

5. **TYPE OF CONTRACT:** This solicitation is for a fixed price, indefinite quantity type of contract for the stated items. The contract will be used as a primary source for the articles specified, and individual purchases shall be made under a blanket purchase agreement referring to this solicitation. On indefinite quantity contracts, acceptance will bind the County to pay for, at the fixed unit bid prices, only quantities ordered, delivered and accepted.

6. **QUANTITIES:** Quantities specified in this solicitation are estimates only, and are given for the information of bid evaluation. They do not indicate actual ordered quantities. Volume will depend upon requirements that develop throughout the contract period.

7. **METHOD OF ORDERING:** A new purchase order number will be issued for each order required, or an open purchase order may be issued to cover miscellaneous needs during a specific time period.
8. **INVOICING:** The contractor shall submit an itemized invoice upon completion of each purchase order requirement. The original and one copy of the invoices are to be mailed to the County of Lexington, Procurement Office, 212 South Lake Drive, Lexington, SC, 29072. Payment will be made in accordance with the payment terms listed in the contract. Purchase order number must appear on all invoices.
9. **EMERGENCY REQUIREMENTS:** The county reserves the right to make emergency purchases from another source should the contractor not be able to meet requirements.
10. **WARRANTIES:** Contractor warrants that (1) the supplies to be provided to the County pursuant to this agreement are fit and sufficient for the purpose intended; (2) the supplies are merchantable, of good quality, and free from defects, whether patent or latent, in material or workmanship, and (3) the supplies sold to the County pursuant to the contract conform to the standards required by the contract. The contractor further warrants that the Contractor has title to the supplies provided, in that the supplies are free and clear of all liens, encumbrances, and security interests. All warranties made in this agreement, together with service warranties and guarantees, shall run to the County and its successors and assigns.
11. **INSPECTION:**
 - 11.1 All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies and end products) shall be subject to inspection and test by the county, to the extent practicable at all times and places including the place of manufacture, and in any event prior to acceptance.
 - 11.2 In case any supplies or lots of supplies are defective in material or workmanship or otherwise not in conformity with the requirements of this contract, the county shall have the right to either reject them or to require their correction. Supplies or lots of supplies, which have been rejected or required to be corrected, shall be removed or corrected by and at the expense of the Contractor promptly after notice, and shall not thereafter be tendered for acceptance until correction is made. If the Contractor fails to promptly remove such supplies or lots of supplies which are required to be removed for replacement or correction, the county either (1) may replace or correct such supplies and charge to the Contractor the cost occasioned the county thereby; or (2) may terminate this contract for default as provided in the default clause of the contract.
 - 11.3 Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this contract; but failure to inspect and accept or reject supplies shall neither relieve the contractor from responsibility for such supplies as are not in accordance with the contract requirements nor impose liability on the county therefore.
 - 11.4 The inspection and test by the county of any supplies or lots thereof does not relieve the contractor from any responsibilities regarding defects or other failures to meet the contract requirements, which may be discovered prior to acceptance. Except as otherwise provided in this contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

ELECTRONIC WASTE TRANSPORTATION AND RECYCLING SERVICES SPECIFICATIONS

General

The County of Lexington, South Carolina is seeking proposals from qualified firms to provide electronic waste (e-waste) transportation and recycling services. E-waste will be separated by category and consolidated in Gaylord boxes and/or onto pallets for transportation by tractor trailer from the Edmund Landfill E-Waste Center. Collection, consolidation and processing services will also be required for special community collection events. The successful vendor will receive all e-waste collected by the Solid Waste Management Department (estimated at 350 tons/year). E-waste is collected from County residents in accordance with the South Carolina E-Waste ban effective July 1, 2011. Materials to be recycled include but are not limited to televisions, computers, computer monitors, printers, computer peripherals, copiers, stereo & radio equipment, telephones & equipment, fax machines, dehumidifiers, microwaves, typewriters, cell phones, Lamps, and various other electronics that operate off a cord or a battery not specifically listed (excluding items containing Freon). County staff will stack and shrink-wrap CRT Computer monitors and TV's separately from all other electronic recyclables at the Edmund Landfill E-Waste Center. Broken and damaged items will also be shipped separately. Other recyclables are separated by type and placed in Gaylord boxes and/or on pallets. Recyclables will not be dismantled nor will cords or cables be removed by Lexington County.

Scope of Work

- All firms submitting proposals shall demonstrate their familiarity with electronics recycling. All firms must have and maintain third-party accredited certification or provide evidence that the recovery facility used by the vendor is certified. Acceptable certification programs include the Responsible Recycling (R)(2) Practices, e-Stewards or other certification programs recognized by the USEPA. In addition, every vendor must demonstrate that the firm has performed similar services for not less than three (3) contracts. The name, address, and telephone number of contacts for three (3) contracts shall be included as part of the references required (Page 16).
- Vendor shall provide Gaylord boxes and pallets through an exchange program. As boxes and pallets are transported, replacement boxes and pallets will be provided. A minimum of 30 pallets and 10 Gaylord boxes shall be provided with each trailer.
- Gaylord boxes and pallets will be consolidated and loaded onto trailers provided by the vendor by County personnel. Trailers should be a minimum of 48 feet and able to be loaded from a 48" loading dock with a forklift truck. A minimum of two (2) trailers should be onsite at all times.
- As trailers are filled, the vendor will be called for pickup. Full trailers will be collected within two (2) business days of call.
- Upon request, the vendor will provide equipment and staff to collect, sort, categorize, package and label equipment for transport at special electronic recycling events. The vendor shall transport the collected materials from the collection sites and will provide for a minimum of six (6) special electronic recycling events normally held per year. The events held on Saturday's throughout the County and require a minimum of four (4) laborers, one (1) trailer and one (1) box truck. Vendor should arrive a minimum of one (1) hour prior to the event to allow for set-up.
- The vendor shall provide training to County personnel responsible for packaging and loading e-waste, to insure that loads are maximized and acceptable to the vendor.

- Vendor shall be required to participate directly with Electronic Manufacturers or Responsible Organizations (RO) to reduce the County's expense for the recycling of covered electronics in accordance with South Carolina Manufacturer Responsibility and Consumer Convenience Information Technology Equipment Collection and Recovery Act. Materials assigned to manufacturers or RO's shall be shown on the invoice as a reduction in cost to the County.
- Invoices will include: A reference to the weight ticket generated at Edmund Landfill for each trailer, a description of the items in each trailer and their corresponding charge or revenue, the corresponding total weight of the items within each category and the total number of units in each category. County should receive all invoices within 15 business days of pick-up. All revenues shall be credited against outstanding charges on each invoice (Invoice balance is net of charges minus revenue).
- Bid pricing page represents the types of materials routinely collected and separated by Lexington County. Provide charges or revenues for each item to be accepted. Charges should be indicated by (). All prices are to be per pound.
- List all ancillary costs for services that are applicable including but not limited to: after hours fees, transportation, trailer rental, labor (page 15).

COUNTY OF LEXINGTON
Procurement Services
212 South Lake Drive, Suite 503, Lexington, SC 29072
Ph: (803) 785-8319 / Fax: (803) 785-2240

BIDDERS SCHEDULE

BID NUMBER: C15002-07/30/14S **DATE:** July 3, 2014

OPENING DATE AND TIME: *July 30, 2014 @ 3:00 PM E.S.T.*

ADDRESS:
 Lexington County Procurement Office
 County Administration Bldg., 5th floor
 212 South Lake Drive, Suite 503, Lexington SC 29072

PROCUREMENT: Provide and deliver **Electronic Waste Transportation and Recycling Services** under a term contract in accordance with the specifications, conditions, and provisions as applicable to this solicitation. All prices are to include all applicable shipping costs. Contract may be awarded to one or more vendors; whichever is most advantageous to the County.

QUANTITIES: Quantities are estimates only and are given for the purpose of bidding. They do not indicate actual ordered quantities or guarantee quantities to be ordered.

ITEM NUMBER	QTY U/I	DESCRIPTION MFG/MDL/STK #	UNIT PRICE	TOTAL PRICE
01	40,500 LB'S	PC'S – INTACT	\$_____	\$_____
		PC'S – INCOMPLETE	\$_____	\$_____
02	1,500 LB'S	LAPTOPS – INTACT	\$_____	\$_____
		LAPTOPS – INCOMPLETE	\$_____	\$_____
03	50,600 LB'S	CRT MONITORS – INTACT	\$_____	\$_____
		CRT MONITORS – BROKEN	\$_____	\$_____
		CRT MONITORS – HARVESTED	\$_____	\$_____
04	5,500 LB'S	LCD MONITORS – INTACT	\$_____	\$_____
		LCD MONITORS – BROKEN	\$_____	\$_____
		LCD MONITORS – HARVESTED	\$_____	\$_____

COMPANY: _____ AUTHORIZED SIGNATURE: _____

The attached Certificate of Familiarity must be returned with bid.

ITEM NUMBER	QTY U/I	DESCRIPTION MFG/MDL/STK #	UNIT PRICE	TOTAL PRICE
05	350,000 LB'S	CRT TV'S – INTACT	\$ _____	\$ _____
		CRT TV'S – BROKEN	\$ _____	\$ _____
		CRT TV'S – HARVESTED	\$ _____	\$ _____
06	29,400 LB'S	NON CRT TV'S	\$ _____	\$ _____
		NON CRT TV'S – BROKEN	\$ _____	\$ _____
		NON CRT TV'S – HARVESTED	\$ _____	\$ _____
07	6,000 LB'S	PRINTERS	\$ _____	\$ _____
08	350 LB'S	HARD DRIVES	\$ _____	\$ _____
09	136,500 LB'S	MISCELLANEOUS (MICROWAVES, LAMPS, CELL PHONES, RADIOS, FAX MACHINES, TYPEWRITERS, ETC.)	\$ _____	\$ _____

LIST ALL ANCILLARY COSTS FOR SERVICES THAT ARE APPLICABLE INCLUDING BUT NOT LIMITED TO: AFTER HOURS FEES, TRANSPORTATION, TRAILER RENTAL, LABOR:

ITEM	UNIT PRICE
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Bidder Checklist:

Bidder is acknowledging that the following items have been provided with the bid.

_____ Certificate of Familiarity
Initial

_____ Acknowledgment of Amendment Number ___ - ___
Initial

_____ Copy of Current License
Initial

COMPANY: _____ AUTHORIZED SIGNATURE: _____

The attached Certificate of Familiarity must be returned with bid.

COUNTY OF LEXINGTON

BID NO. C15002-07/30/14S

ELECTRONIC WASTE TRANSPORTATION AND RECYCLING SERVICES – TERM CONTRACT

LIST OF REFERENCES

Please list four (4) references that your company has recently or currently provided similar products and/or services for.

Company Name

Company Name

Representative

Representative

Address

Address

City, State, Zip Code

City, State, Zip Code

Telephone # / Fax #

Telephone # / Fax #

E-Mail Address

E-Mail Address

Company Name

Company Name

Representative

Representative

Address

Address

City, State, Zip Code

City, State, Zip Code

Telephone # / Fax #

Telephone # / Fax #

E-Mail Address

E-Mail Address

COMPANY: _____

AUTHORIZED SIGNATURE: _____

CERTIFICATE OF FAMILIARITY

The undersigned, having fully familiarized himself with the information contained within this entire solicitation and applicable amendments, submits the attached bid and other applicable information to the County, which I verify to be true and correct to the best of my knowledge. I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid. I further certify that this bid is good for a period of ninety (90) days, unless otherwise stated.

Company Name as registered
with the IRS

Authorized Signature

Correspondence Address

Printed Name

City, State, Zip

Title

Date

Telephone Number Fax Number

Remittance Address

E-mail Address (PLEASE PRINT)

City, State, Zip

Telephone Number

Toll-Free Number if available

Federal Tax ID Number

SC Sales and Use Tax Number

DOES YOUR FIRM OWE THE COUNTY OF LEXINGTON ANY DELINQUENT TAXES?

___ YES/ ___ NO

TO: ANGELA M. SEYMOUR, PROCUREMENT OFFICER
FAX: 803-785-2240
E-MAIL: aseymour@lex-co.com

REQUEST FOR WRITTEN RESPONSE TO QUESTIONS
BID NO. C15002-07/30/14S
ELECTRONIC WASTE TRANSPORTATION AND RECYCLING SERVICES –
TERM CONTRACT

Deadline for questions is July 16, 2014 @ 4:00 PM E.S.T.
All questions must be submitted in writing.

OFFEROR NAME AND ADDRESS:

DATE:

CONTACT PERSON:

TELEPHONE #:

FAX #:

(PLEASE REFER TO PAGE AND PARAGRAPH NUMBER WHEREVER POSSIBLE)

ATTACHMENTS:
COUNTY OF LEXINGTON CONTRACT SAMPLE

COUNTY OF LEXINGTON

Procurement Services
212 South Lake Drive, Suite 503, 5th Floor
Lexington, South Carolina 29072-3493

Phone (803) 785-XXXX
Fax (803) 785-2240

(Date)

Vendor Name
Contact Person
Address
City, State Zip Code

Re: Bid No. CXXXXX-XX/XX/XXX
Contract Name

Dear Sir/Madam:

Enclosed are two (2) signed original contract forms for the above referenced project. Upon review and approval, please have each copy of the contract signed on behalf of your company and return one fully executed original of the contract along with certificate of insurance to my office.

We look forward to working with you on this project. Should you have any questions concerning this contract, please call me.

Sincerely,

Procurement Officer

STATE OF SOUTH CAROLINA)
COUNTY OF LEXINGTON) CONTRACT FOR _____

THIS AGREEMENT is entered into by and between the **County of Lexington, 212 South Lake Drive, Suite 503, Lexington, South Carolina 29072** (hereinafter referred to as "County"), and (*Vendor Name*), (*Address*), (*City*), (*State*), (*Zip Code*) (hereinafter referred to as "Company").

NOW THEREFORE, for and in consideration of the mutual covenants and conditions set forth herein, the parties hereto agree as follows:

1. **Scope of Contract.** Company shall provide a portion of (*Contract Name*) pursuant to BID No. *CXXXX-XX/XX/XX* (hereinafter referred to as the "BID"). Any deviation from the BID shall specifically be set forth in this contract. Any questions as to the product/services to be performed under this contract or day to day questions should be directed to the Procurement Manager of Lexington County or his designee.

2. **Term of Contract.** The term of this contract shall commence on (*Date*) and shall continue for a period of *XX (X)* year(s). County shall have the right, but not the obligation, to renew this contract for *XX (X)* additional one-year periods under the same terms and conditions. This contract may be extended upon County written notice not less than thirty (30) days prior to the expiration of the initial term or any extension hereof.

3. **Compensation.** County agrees to pay Company according to the schedule of charges attached hereto and incorporated herein as Exhibit "A" and there shall be no deviation from these charges without a written change order as provided for herein. The charges shall include all tariffs, taxes, fees and other assessments imposed from time to time by any federal, state, or local governments.

4. **Payment Terms.** Payment will be made within thirty (30) days after acceptance of completed order/project.

5. **Modification / Change Orders.** Any change orders, alterations, amendments or other modifications hereunder shall not be effective unless reduced to writing, signed by the County and Company, and executed with the same formality as this contract.

6. **Termination.** This contract may be terminated pursuant to the BID.

7. **Indemnification.** Company shall provide indemnification as set forth in the BID.

8. **Breach / Waiver.** No term or provision hereof shall be deemed waived unless breach thereof is waived in writing and signed by the party claimed to have waived and consented. No consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall constitute a consent to, or waiver of, or excuse for, any difference or subsequent breach.

9. **Severability.** If any term or provision of this contract shall be found to be illegal or unenforceable, then, notwithstanding any such illegality or unenforceability, the remainder of said contract shall remain in full force and effect and such term or provision shall be deemed to be deleted and severable therefrom.

10. **Entire Agreement and Priority of Documents.** This document, together with all subordinate and other documents incorporated by reference herein, will constitute the entire agreement between the parties with respect to the subject matter contained herein and may only be modified by an amendment executed in writing by both parties. Company hereby agrees, except where this contract specifically indicates otherwise, all written bids, specifications, brochures and sales materials presented by Company to County leading to this contract, and all other Company representations, commitments, warranties prior to and in connection with this contract, shall be deemed to be, and are, incorporated by reference into and made a part of this contract. Except as otherwise expressly stated, in the event of a conflict in the interpretation of the contract, the order of priority in descending order is (i) this document, (ii) the BID, and then (iii) the Response.

IN WITNESS WHEREOF, the Company and the County have signed and executed this contract
this _____ day of _____, 20__.

WITNESSES:

Procurement Officer

(VENDOR NAME)

BY: _____

ITS: _____

COUNTY OF LEXINGTON,
SOUTH CAROLINA

BY: _____

Procurement Manager

SAMPLE

EXHIBIT A

SCHEDULE OF CHARGES:

SAMPLE