



Recycling Technical Assistance Project # 545

City of Allentown, Lehigh County

RFP for E-scrap Collection

*Sponsored by the Pennsylvania Department of Environmental
Protection through the Pennsylvania State Association of Township
Supervisors*

FINAL REPORT

June 25, 2014



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RECYCLING TECHNICAL ASSISTANCE PROJECT #545

CITY OF ALLENTOWN, LEHIGH COUNTY

RFP FOR E-SCRAP COLLECTION

1. STATEMENT OF THE PROBLEM

The City of Allentown operates an electronic recycling drop-off for Covered Devices defined by PA Act 108 of 2010 (CDRA) and other e-scrap devices. The drop-off has been open to the residents and small businesses of the City on the first and third Saturdays of every month since January 2013. Prior to 2013, the City held e-scrap collection at least twice a year. The drop-off is staffed by City employees who accept, sort, and package e-scrap for transportation to a Responsible Recycling (R2) Certified Electronic Recycler. The City and the recycler do not have a contractual agreement; however, the recycler accepts e-scrap at no cost to the City.

The City realizes the operational and economic importance of obtaining contracted e-scrap collection and developing an e-scrap collection system that increases drop-off ease and availability to City residents and decreases instances of scavenging and littering. In addition, the City supports the *Covered Device Recycling Act 2014 Program Guiding Principles* published by the PA DEP April 22, 2014, and wishes to promote those principles within its e-scrap collection program.

The goal of this project was to complete an RFP for e-scrap collection and processing services so the City may provide an environmentally responsible e-scrap collection program to its citizens at no cost. Included in the RFP development was the development of an RFP evaluation process and an RFP distribution list.

2. SUMMARY OF WORK COMPLETED

2.1 SITE VISIT

MSW Consultants met with the City of Allentown's Bureau of Recycling & Solid Waste (Bureau) and toured the Bureau-run e-scrap drop-off site and other recycling operations. The e-scrap collection site is located at the Bureau's recycling operations site. On this site, there is yard waste collection and a mulching operation. In the fall of 2014, the Bureau will move its office and its traditional recycling drop-off to this site. Upon completion of the move, all Bureau of Recycling and Solid Waste operations will be located at the same site. After the move, the Bureau will consider offering e-scrap collection during its business hours.

Currently, the drop-off operates in a drive through fashion. Residents and small businesses drive into the e-scrap collection building where Bureau employees unload e-scrap from vehicles and sort it onto pallets and into Gaylord boxes. A Bureau employee loads pallets into a single layer in a Bureau-owned transfer trailer. When the trailer is full, a Bureau employee drives the trailer to an Allentown R2 recycler's site where the trailer is unloaded, and electronics are accepted for processing.

Immediately after MSW's site visit in February 2014, the Allentown R2 recyclers suspended acceptance of residential e-scrap devices. The City has negotiated service with a Philadelphia recycler, and the e-scrap collection continues to be open to the public two Saturdays a month.

The new recycler provides transfer trailers as well as pallets, Gaylord boxes and strapping tape to the City. The strapping tape provided allows for easier and safer double-stacking of pallets and Gaylord boxes in the transfer trailer, and Bureau employees are able to load more material onto a trailer than they had loaded with the previous recycler.

2.2 DATA COLLECTION

MSW Consultants compiled 2013 and first quarter 2014 e-scrap collection reports provided by the City. Labor and transportation costs were not provided. In Tables 2-1 and 2-2, e-scrap has been broken down into device types as close to the named covered devices in the CDRA as possible. The first four devices listed in each table are covered devices that must be recycled at no charge to Pennsylvania residents. The last device type, Mixed Electronics, includes computer peripherals that are covered devices. It also includes items that are not covered devices. For example, a DVD player and a stereo system are both included in the Mixed Electronics category. This data is included in the RFP. The RFP's Monetary Proposal requires that proposers submit a proposed payment to the City based on the type of electronic device collected.

**Table 2-1
E-Scrap Collected January – December, 2013**

Device	Collected (lbs)	Percent of Total
CRT Devices	104,449	44%
Non-CRT Devices	6,141	3%
CPUs & Servers	3,507	1%
Printers	1,937	1%
Mixed Electronics	118,912	51%
Total	234,946	100%

**Table 2-2
E-Scrap Collected January – March, 2014**

Device	Collected (lbs)	Percent of Total
CRT Devices	37,109	51%
Non-CRT Devices	2,883	4%
CPUs & Servers	3,781	5%
Printers	2,479	3%
Mixed Electronics	26,931	37%
Total	73,183	100%

2.3 RFP AND EVALUATION CRITERIA DEVELOPMENT

MSW Consultants developed the RFP for collection, transportation and processing of e-scrap devices accepted in the City of Allentown's e-scrap collection program. A draft of the RFP was submitted to the City for review and comment. Comments from both the City and the PA Recycling Markets Center were provided. These comments were integrated into a final RFP, attached as Appendix A.

The City of Allentown will submit the final RFP to its Purchasing Department for the inclusion of the City's standard language and specific dates, times, and locations noted in the RFP.

MSW Consultants also developed quantitative evaluation criteria for the RFP based on the City of Allentown’s standard model. The City evaluates RFPs in the following areas on a scale of one to 10, one being very poor and 10 being excellent:

- ◆ Responsiveness to meet criteria
- ◆ Firm’s ability to meet schedule
- ◆ Prior Experience
- ◆ Qualifications.

Evaluation criteria was integrated into the forms attached in Appendix B. The City will first perform a quantitative technical evaluation based on RFP requirements. Evaluation scores will be summarized on the Technical Proposal Evaluation Summary. The City will then evaluate the monetary proposals of the top scoring three to five proposers. The monetary proposal score is based upon payments for proposed devices and the representative physical device weights. The monetary score will be summarized on the Monetary Proposal Evaluation Summary. Finally, the top three to five proposers will be subject to a qualitative review. Scores from the technical, qualitative and monetary reviews will be weighted as shown.

Technical Evaluation	65%
Qualitative Evaluation	25%
Monetary Evaluation	10%
Total	100%

Evaluation forms are attached as Appendix B.

2.4 DISTRIBUTION LIST DEVELOPMENT

MSW Consultants compiled an RFP distribution list, attached in Appendix C, that includes the following:

1. Recyclers with R2 or E-steward certifications that are included or work with Vendors that are included in Manufacturer of Covered Electronic Devices Recycling Plans filed with the PA DEP.
2. Logistics firms, experienced in on-site e-scrap collection, that sort collected e-scrap for distribution to R2 and E-steward recyclers for demanufacturing and recycling.
3. A partial list of Original Equipment Manufacturers (OEMs) and OEM representative groups that have filed a Manufacturer of Covered Electronic Devices Recycling Plan with the PA DEP.

3. POSSIBLE SOLUTIONS

3.1 ISSUE THE E-SCRAP RFP AND ENTER INTO A CONTRACT

To maintain an e-scrap drop-off at no cost to city residents and small businesses, the City of Allentown must manage collection costs. The City’s current collection costs are labor and program education.

The RFP developed by MSW Consultants proposes that the successful contractor will assist the City with program education development and efforts.

The RFP developed by MSW Consultants offers two options to proposers. The first option proposes that a contractor performs e-scrap collections for the City of Allentown without the assistance of City employees and resources, except the physical collection site. The proposer must offer a payment or no payment to the City for the devices collected. The RFP does not allow the City of Allentown to make payments to a contractor. The second option proposes that the City will perform collections during its normal business hours. This option allows the City to eliminate Saturday collection events, and therefore eliminate the labor costs associated with those collections. With this second option, the City has the flexibility to set e-scrap collection hours to occur when City employees are on site and available to perform an ongoing collection as part of the City's day-to-day operations.

3.2 CONTINUE COLLECTIONS WITHOUT A CONTRACT

The City is currently engaged with an e-scrap recycler that provides packaging materials, transportation, and recycling services at no cost to the City. The City provides e-scrap collection event labor, in the form of overtime payments, and all costs for the production and distribution of program education. The City may choose to continue to work with its current contractor, but it risks continuation of unnecessary labor costs and a stoppage in service.

4. RECOMMENDATION

MSW Consultants recommends that the City of Allentown issue the RFP for Collection and Recycling of Covered Devices and Other E-Scrap, and enter into a contract with the highest ranked proposer. Before the RFP can be issued, the City must submit the RFP to its Purchasing Department for the inclusion of standard legal language, physical submission requirements, and to take the legal steps necessary to issue an RFP in the City of Allentown. The RFP will likely be issued to potential proposers in fall of 2014 with a contract start date of January 1, 2015.

Because of the delayed issuance of the RFP, MSW Consultants encourages the City of Allentown to review the Contractor and OEM distribution lists before issuance.

MSW also recommends that the City provide a cover letter with the RFP distribution to OEMs that encourages the OEMs to distribute the RFP to the recyclers listed in their Manufacturer of Covered Electronic Devices Recycling Plans filed with the PA DEP. The City is also encouraged to compile all available 2014 e-scrap collection data for inclusion in the RFP and for use in the RFP monetary evaluation.

The City's Bureau of Recycling and Solid Waste Manager is currently involved in CDRA summits and discussions sponsored by the PA Recycling Markets Center and the PA DEP. MSW recommends that the City maintain this involvement.

APPENDIX A

**RFP FOR THE COLLECTION AND RECYCLING
OF COVERED DEVICES AND OTHER E-SCRAP**

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REQUEST FOR PROPOSAL FOR The Collection and Recycling of Covered Devices and Other E-Scrap

Issued by:

THE CITY OF ALLENTOWN BUREAU OF RECYCLING AND SOLID WASTE

Proposal due date:

<date and time>

Questions are due to Ms. Ann Saurman, no later than:

<date and time>

Proposal submittal format:

<#> copies of the proposal are to be submitted in accordance with this Request to:

<Name, Department, and Address>

Request for Proposals

THE CITY OF ALLENTOWN BUREAU OF RECYCLING AND SOLID WASTE

REQUEST FOR PROPOSAL

FOR THE COLLECTION AND RECYCLING OF COVERED DEVICES AND OTHER E-SCRAP

Sealed proposals for RFP <#> Request for Proposal for the Collection and Recycling of Covered Devices and Other E-Scrap will be received by the City of Allentown Bureau of Recycling and Solid Waste, <insert address> until <insert time due> prevailing time on <insert date>. All proposals so received shall be publicly opened and respondents acknowledged at the <location name and address>. All proposals are to be sealed and marked "<Insert desired text>".

Copies of the RFP may be picked up at <location> or will be mailed upon request by calling <phone number>. Copies of the RFP may also be requested by e-mailing Ann.Saurman@allentownpa.gov. Any questions regarding this RFP should be directed to Ms. Saurman at 610-437-7582, or Ann.Saurman@allentownpa.gov, at least <#> business days prior to the proposal deadline.

The City of Allentown reserves the right to reject any or all proposals, or to waive any errors, omissions, mistakes, or irregularities, and award the contract as may be to the best interest of the City.

Ann Saurman, Manager

City of Allentown Bureau of Recycling and Solid Waste

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REQUEST FOR PROPOSAL FOR THE COLLECTION AND RECYCLING OF COVERED DEVICES AND OTHER E-SCRAP

I. Background:

A. Purpose

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for the dismantling, salvage, sale, reuse and/or recycling of computer and electronic scrap as part of the City of Allentown, Bureau of Recycling and Solid Waste's Electronics Recycling Program as more specifically set forth herein.

B. Definitions

Bureau – The City of Allentown, Bureau of Recycling and Solid Waste.

CDRA – Pennsylvania Act 108 of 2010, the Covered Device Recycling Act.

City – The City of Allentown.

Contractor – The prime firm responsible for contract performance whether or not subcontractors are used.

Covered Device – Electronic scrap as defined by the CDRA, including desktop computers, laptop computers, computer monitors, computer peripherals and televisions, whole and in parts.

E-Scrap – Electronic scrap and devices put forth for recycling, including covered devices and items indicated as acceptable material in Attachment A.

PA DEP – The Pennsylvania Department of Environmental Protection.

Processing – Any technology used for the purpose of reducing the volume or bulk of municipal waste or any technology used to convert part or all of such waste material off-site reuse.

Recycling – The collection, separation, recovery, sale or reuse of materials which would otherwise be disposed of or processed as municipal waste or the mechanized separation and treatment of municipal waste and creation/recover of usable materials other than a fuel for the operation of energy recovery.

Regulations – Laws, rules and statutes applicable to activities described herein, which are in effect locally, statewide and nationally in any and all areas where the Contractor operates.

Site – The Bureau designated electronics recycling collection site located at 1401 Oxford Drive or any other location designated by the Bureau.

US EPA – the United States Environmental Protection Agency.

Vendor – Any entity that receives E-Scrap from the Contractor.

C. Description of Current Collection Program

The Bureau operates an Electronics Recycling Program for the collection of Covered Devices and other E-Scrap listed in Attachment A. The Site is located at 1401 Oxford Drive Allentown, PA 18103. City residents and small businesses, with 50 or fewer employees, drop-off E-Scrap during specified hours. Participating small businesses with large loads are asked to schedule an appointment with the Bureau to drop off items, or to make other arrangements.

The current Electronics Recycling Program, in place since January, 2013, is open the first and third Saturdays of April through November and the first Saturdays of December, January, February, and March, weather permitting. Prior to 2013, the City held several one-day collection events each year. During specified hours of operations, Electronics Recycling Program participants drive onto the Site and through the E-scrap drop-off building where Bureau staff unloads E-Scrap from participants' vehicles. Staff sorts and packages E-Scrap in Gaylord boxes and on pallets, and loads palletized material into a transport trailer. The City has both hauled the material in City owned transport trailers and worked with a "private carrier" hired by E-Scrap Recycler.

The Electronics Recycling Program complements the City's existing recycling program that has been in operation since 1988. The recycling program includes curbside recycling, a traditional recycling drop-off center, and a yard waste drop-off and mulch processing operation. The traditional recycling drop-off center and Bureau offices are located at 1400 Martin Luther King, Jr. Drive. The yard-waste drop-off and processing operation are located at the Site.

In fall 2014, the Bureau expects to move its office and all recycling operations to the Site at 1401 Oxford Drive. After the move, the Bureau may accept E-Scrap from the general public during business hours. A date and specific plan for this change is in development. The Bureau predicts that participation in the Electronics Recycling Program will increase if E-scrap is accepted on an ongoing basis. To provide better accessibility to citizens, the Bureau may also consider locating Electronics Recycling Program collection events to locations throughout the City of Allentown.

D. Historical Information

In 2013, the Electronic Recycling Program was open to the public on the first and third Saturdays of each month. From April through November, it was open from 9:00 am to 12 noon. Winter hours were 1:00 to 3:00 p.m. and weather dependent.

In calendar year 2013, the Bureau's Electronics Recycling Program collected 234,946 pounds of E-scrap. In the first quarter of calendar year 2014, the Bureau has collected 73,183 pounds of E-scrap. The table below shows the materials collected and the percent of the total E-scrap stream that they represent. CRT Devices and Non-CRT Devices represent both computer monitors and televisions.

E-Scrap Devices Collected CY 2013

Device	Collected (lbs)	Percent of Total
CRT Devices	104,449	44%
Non-CRT Devices	6,141	3%
CPUs & Servers	3,507	1%
Printers	1,937	1%
Mixed Electronics	118,912	51%
Total	234,946	100%

E-Scrap Devices Collected 1st Quarter 2014

Device	Collected (lbs)	Percent of Total
CRT Devices	37,109	51%
Non-CRT Devices	2,883	4%
CPUs & Servers	3,781	5%
Printers	2,479	3%
Mixed Electronics	26,931	37%
Total	73,183	100%

II. Scope of Work:

The City supports the *Covered Device Recycling Act: 2014 Program Guiding Principles* developed by the PA DEP with participation of original equipment manufacturers, recyclers, local governments and the PA Recycling Markets Center. The 2014 Program Guiding Principles define goals to make Covered Device recycling programs available throughout the calendar year to Pennsylvania citizens, to ensure that collected E-Scrap is “recycled to the greatest extent technology allows,” to maintain effective communication between program stakeholders, and to provide specific program goals for original equipment manufacturers. A copy of *Covered Device Recycling Act: 2014 Program Guiding Principles* is available on PA DEP’s website at

http://www.portal.state.pa.us/portal/server.pt/community/electronics_recycling_management_program/20342 .

A. Summary

The City is in search of a Responsible Recycling (R2) and/or E-Stewards certified Contractor to provide services pertaining to the collection, transportation, processing, and recycling of E-Scrap collected at the Site from City residents and small businesses. Nothing herein shall prevent a Contractor that provides logistical services and that is not R2 or E-Stewards certified from submitting a proposal so long as the Contractor provides narrative and documentation within its proposal that explains its role and how it meets the requirements of this RFP with R2 or E-Steward certified subcontractors. The City reserves the right to set the City’s Electronics Recycling Program collection hours and collection Site(s).

B. Proposal Options

The Contractor must bid on Option 1 and Option 2.

Option 1: Contractor-Run Collection Events

The Contractor is responsible for collecting, packaging, and transporting E-Scrap from the City’s Electronics Recycling Program Collection events held the first and third Saturdays of April through November from 9:00 AM to 12 PM and December through March from 1:00 PM to 3:00 PM, weather dependent. The Contractor will provide all collection event labor, packaging materials, storage trailer(s)

or closed roll-off container(s), and equipment necessary for E-scrap collection. The Contractor will transport collected E-Scrap material on the day of collection or soon thereafter as approved by the City. If, during the contract, collection changes to occur on an on-going basis, the Contractor and the City will coordinate the switch out of full with empty containers in a mutually beneficial manner.

Option 2: City-Run Collection Events and Ongoing Collections

The Contractor is responsible for providing a minimum of two onsite storage trailers or closed roll-off containers to adequately store collected E-scrap. The Contractor will also supply packaging materials, including Gaylord boxes, pallets, strapping tape, and shrink wrap, necessary to appropriately manage the accumulated E-Scrap at the Site. The City will collect E-Scrap and package it. When a Contractor-provided storage container is full, the Contractor will be notified and required to remove all collected E-Scrap from the Site within 10 business days.

Option 3: Alternative Method

The City will consider a combination of the aforementioned options or any other option not presented.

C. Public Education

The Contractor shall provide education services in support of the City's Electronic Recycling Program. The Contractor's response must include a description of education pieces and /or education assistance to be provided.

D. Dismantling, Salvage, Sale, Reuse, and/or Recycling of Collected E-Scrap

The Contractor shall assume title and ownership for all E-Scrap collected at the Site. A list of E-Scrap devices to be collected at the Site is included in Attachment A. Unwhole or broken devices must also be accepted by the Contractor. The Contractor shall arrange for the reuse, recycling, sale, and/or dismantling of E-Scrap with Vendors in accordance with R2 and/or E-Stewards Standards. The Contractor shall maximize the reuse and recycling of all e-scrap collected. The Bureau reserves the right to change, alter, or disallow use of any proposed Vendor should information submitted to the City or Bureau not accurately reflect the Vendor's credentials or if the Bureau becomes aware of a change during the contract regarding the Vendor's status or history with environmental rules, regulations and/or laws, etc. The Contractor shall verify that any hazardous substances contained in the E-Scrap collected is reused, salvaged, and/or recycled in a manner that constitutes strict adherence with the regulations of the US EPA, PA DEP, and all local, state and federal laws.

E. Data Security

Contractor shall outline how it will assure the City and the public that all data contained on data storage devices is destroyed. In addition, Contactor shall maintain data destruction records and provide to the Bureau a certificate of data destruction for each load of E-Scrap transported from the City to the Contractor.

F. Record Keeping and Reporting

Within 30 days of receiving E-Scrap from the City, the Contractor must provide a report to the City that at a minimum identifies E-Scrap devices collected by collection or transportation date, device type, and

total weight of devices in each provided category. It must also list the final disposition of devices by tonnage or percentage. An example report, which exceeds reporting expectations, is located in Attachment B. The Contractor is not required to use the sample report in Attachment B. The Contractor is, however, required to include its report format in the Contractor's proposal to the City. Should the PA DEP require a report of the City's E-Scrap recycling activities, the Contractor will be responsible for drafting the report and submitting it to the Bureau. The Bureau will review and complete the report and submit to the PA DEP on the behalf of the City.

G. Contract

The successful proposer is expected to enter into a contract with the City to provide the services outlined in this Request for Proposals. This Agreement shall be for a term of 3 years beginning on <date> 2014. The Agreement shall be automatically renewed with two additional 1-year extensions, unless either party notifies the other, in writing, of its intention to terminate at least 90 days prior to the end of the initial term.

H. Payment

Payments to the City along shall be provided within 60 days of receipt of E-Scrap devices.

I. Site Visitation

The City reserves the right to tour any or all Contractor's and Vendors' facilities to assure compliance. It is recommended that Contractors should visit the City site prior to submission of an RFP. To schedule a site visit, please contact <insert contact information here>.

The awarded Contractor shall meet in person with the Manager of the Bureau of Recycling and Solid Waste, Ann Saurman, a minimum of one time prior to the execution of a contract, to review all operations and coordination necessary to achieve optimal efficiency for the collection effort.

III. Requirements for Award of Contract:

A. Licenses, Permits and Accreditation

Contractors, and Contractor's Vendors must maintain all federal, state, and local licenses and permits required to provide the services requested in this Request for Proposal. The Contractor shall supply copies of any and all relevant permits, licenses, and other regulatory items required under federal and state regulations or standards relating to the transportation and demanufacturing of E-Scrap. The Contractor is also required to provide regulatory compliance information relating to the intended recipients of the collected used E-Scrap, including those industries that will be responsible for the dismantling, salvage, sale, reuse, and/or recycling of the collected E-Scrap. In addition, as required in the CDRA, the Contractor shall demonstrate that the facilities used to demanufacture and recycle covered devices have achieved and maintained third party accreditation for the Responsible Recycling (R2) Practices Standard, the E-Stewards Standard or an internationally accredited third-party environmental management standard for safe and responsible handling of covered devices.

Upon Award, the Contractor must obtain, and renew annually, a City of Allentown Business License.

B. Compliance with Applicable Laws and Regulations

All services provided under this contract must be carried out in compliance with all applicable federal, state and local laws and regulations. Regulations to be complied with include, but are not limited to, environmental protection, occupational health and safety and transportation.

C. Hold Harmless

<Language in this section is to be reviewed and inserted by the City of Allentown Purchasing Dept. The language below acts only as a placeholder>

The Contractor shall indemnify, defend, and hold harmless the municipality in which the collection is made, all municipal officials and householders, collection site owners, all volunteers associated with the collection program, the Bureau of Recycling and Solid Waste and all officials, employees and participating householders against any losses, claims, actions, damages, liability, and expenses, including but not limited to, those in connection with loss of life, bodily and personal injury, or damage to property occasioned wholly or in part by the Contractor or by persons employed directly or indirectly by the Contractor in connection with the electronic equipment, transportation, dismantling, salvage, sale, reuse, and/or recycling.

D. Insurance

<Language in this section is to be reviewed and inserted by the City of Allentown Purchasing Dept. The language below acts only as a placeholder>

The Contractor shall obtain and maintain in full force and effect for as long as necessary to fund the Contractor's indemnification and defense obligations, the following types and amounts of insurance:

1. A Commercial General Liability Insurance policy in the amount of at least \$2 million
2. An automobile/truck liability insurance policy covering owned, non-owned and hired vehicles
3. A Workers' Compensation and Employer's Liability insurance policy with Pennsylvania statutory limits for workers' compensation
4. Pollution Liability Insurance

The Contractor shall provide proof of insurability with submission of the proposal. Contractor shall name the City of Allentown, Bureau of Recycling and Solid Waste as an additional insured party on Contractor's General Liability Insurance policy. Such proof shall include a description of the liability limits of each required policy.

IV. Requirements for Proposal Submission:

A. Qualifications of the Contractor

The Contractor shall demonstrate that it has substantial expertise in all areas relating to the collection, transportation, dismantling, salvage, sale, reuse, and/or recycling of E-Scrap. The Contractor shall also prove that Contractor, its subcontractors, or its Vendors are listed as a Contractor in a Manufacturer of Covered Electronic Devices Recycling Plan filed with the PA DEP. If at any time the Contractor or Vendor used to carry out this requirement, is not part of a Manufacturer of Covered Electronic Devices Recycling Plan filed with the PA DEP, the City shall be notified immediately, and this may be a grounds for termination of contract.

The Contractor shall include in the proposal a brief description of the firm, its general nature and background, including its experience in the specific field of handling electronic equipment. Length of experience, skilled personnel, and specialized equipment available and other resources or particular expertise shall be included.

In particular, the following information shall be provided:

1. Name and address on the Contractor (and its parent firm if the firm is owned or a subcomponent of a larger firm), and name, address, and telephone number of the particular office to be responsible for the E-Scrap collection program (if different from the firm's headquarters.)
2. Characteristics of the Contractor including number of employees, types of work undertaken by the firm, typical clients, and other relevant information with emphasis on dealing with E-Scrap.
3. Qualifications and the number of personnel who will be assigned to this service contract of operations. The staff member who will serve the role of customer service manager must be named.
4. A list of the Contractor's facility(ies) that are certified by the R2 or E-Stewards Standards. Proof of certification must be included in an appendix to the proposal
5. A list of all federal and state licenses and/or permits and their expiration dates needed to provide the services requested in this proposal. Copies of all licenses and permits must be included in an appendix to the proposal
6. Documentation of the Contractor's regulatory history, identifying any incidents of noncompliance with federal, state, or local laws and regulations. Proposers shall document any past notices of violation they have received from the US EPA, PA DEP, or any other state or local regulatory body within the last 3 years and provide a brief description of when, where, and what the violation was.
7. The same information as requested in Items 1 through 6 shall be provided for each subcontractor if subcontractor(s) exist.
8. A list of at least three local government, or similar, references. Each references must include a valid contact name, address, phone number, and email address. References may be included in an appendix.

B. Collection and Transportation Methods

The Contractor shall describe its method for the collection and transportation of E-Scrap for Option 1 and Option 2 Proposal Options listed in the Scope of Work. For Option 2, the following information must be included:

1. Distribution of required packing materials to the Bureau, including pallets, Gaylord boxes, and strapping tape
2. Desired transportation container packing standards, for example, stacking pallets of televisions on top of Gaylord boxes inside transfer trailers
3. Description of planned on-site storage and transportation containers

C. E-Scrap Dismantling, Salvage, Sale, Reuse, and/or Recycling

The Contractor shall describe the plan intended for managing E-Scrap accepted through the collection program as described in the Scope of Work, including sorting at the Site, packing, transportation, dismantling, salvaging, sale, reuse, and/or recycling to be employed for each type of E-Scrap collected. For the purposes of this proposal, E-Scrap material is divided into these categories:

1. CRT monitors and televisions
2. Non-CRT monitors and televisions
3. CPUs, servers, and laptop computers
4. Hard drives and storage devices
5. Computer peripherals
6. Miscellaneous devices

A list of acceptable E-Scrap devices contained in each of the above categories is provided in Attachment A. A list of unacceptable devices is also contained in Attachment A. The Contractor must confirm that it will accept all of the proposed acceptable E-Scrap devices in whole or in part. If additional E-Scrap devices are accepted by the Contractor or the Contractor wishes to specify unacceptable devices not listed, those devices should be listed separately and attached to the proposal.

The Contractor shall provide a general overview description of the Contractor's and Vendors' facilities proposed to be used for the dismantling, salvage, sale, reuse, and/or recycling of E-Scrap collected. Any Contractor or Vendor proposed that demanufactures E-Scrap in Pennsylvania must have obtained the PA DEP general permit #WMGR081. Proof of a PA DEP general permit #WMGR081 is required. If the Contractor operates outside of Pennsylvania, Contractor must provide documentation that demonstrates that E-Scrap is either demanufactured in the United States or is checked to be in working order prior to shipment outside of the United States. In addition, as required by the CDRA, the Contractor shall demonstrate that Vendors and facilities used to recycle covered devices have achieved and maintain third party accreditation from the Responsible Recycling (R2) Practices Standard, the E-

Stewards Standard, or an internationally accredited third-party environmental management standard for safe and responsible handling of covered devices.

D. Public Education

The Contractor shall provide a description of education pieces and /or education assistance to be provided to the City. Sample education may be included in an appendix.

E. Reporting

The Contractor shall provide a sample report that at a minimum identifies E-Scrap devices collected by collection or transportation date, device type, total weight of devices in each provided category, and as the final disposition of the devices as described in the Scope of Work.

F. Alternative Proposal

If a Contractor desires to propose an alternative method to meet any of the specifications required in this RFP, the Contractor's response must include the following information:

1. Identify the specification
2. Propose the alternative
3. Thoroughly describe how the proposed alternative achieves substantially equivalent or better performance to the performance required in the RFP specification.

The Bureau will determine if a proposed alternative method of performance meets or exceeds the original specification.

G. Monetary Proposal

The Contractor shall offer payment in a payment per pound format for all E-Scrap collected by device type using Attachment C. This payment per pound shall include collection, packaging, transportation, dismantling, salvage, sale, reuse, and/or recycling of the E-Scrap collected at the Bureau's Site, as described in the Scope of Work. The Monetary Proposal must be submitted under separate cover.

V. Instructions to Respondents:

A. Clarification of the Specifications

If additional information is necessary to assist the Contractor in interpreting these specifications, written questions may be forwarded to the City of Allentown, Bureau of Recycling and Solid Waste via email to:

Ann E. Saurman
Telephone: 610-437-8729
Email: saurman@allentowncity.org

Questions must be submitted by <date and time>. All questions and responses will be forwarded to all proposers in the form of an Addendum to the RFP.

B. Revisions to the Request for Proposal

No changes or exceptions will be made to this Request for Proposal except by the Bureau which will issue an immediate written notice (by FAX and certified mail) to all known recipients of this Request for Proposal. Recipients should advise the Bureau of their FAX numbers and addresses and the name of their representative responsible for the response upon requesting this Request for Proposal in order to facilitate any necessary communication.

C. Response Submission

<Language in this section is to be inserted by the City of Allentown Purchasing Dept.>

D. Contract Award

<Language in this section is to be reviewed and inserted by the City of Allentown Purchasing Dept. The language below acts only as a placeholder>

The successful Proposer will be notified following the bid opening. A contract will be awarded based upon the following criteria:

1. General Contractor and related subcontractors' experience, environmental compliance, and safety record.
2. Proposer's ability to best meet the requested services outlined in scope of work.
3. The intended plan to maximize the reuse, recovery, and recycling of E-Scrap collected.
4. The payment per pound to fulfill the requirements of this RFP and resulting contract.

E. Form of Contract

<Language in this section is to be reviewed and inserted by the City of Allentown Purchasing Dept. The language below acts only as a placeholder>

The successful Proposer will be expected to enter into a standard service contract, a blank copy of which is provided as <Attachment D – City Procurement Office to Develop and Provide>.

The Bureau reserves the right to reject any or all proposals submitted under this Request for Proposals. In addition, the Bureau reserves the right to enter into negotiations with successful Proposer(s) to modify the final project to reflect any changes found to be appropriate.

**ATTACHMENT A
ACCEPTABLE & UNACCEPTABLE E-SCRAP DEVICES FOR COLLECTION**

Acceptable Devices

At a minimum the Contractor must accept all of the following items for the proposed payment per pound, and handle the devices as specified per this agreement. Devices must be accepted in any condition, in whole or in part.

CRT monitors and televisions

CRT computer monitors and TVs
Other devices with CRT screens

Non-CRT monitors and televisions

LCD computer monitors and TVs
LED computer monitors and TVs
Plasma computer monitors and TVs
Projection TVs
Other non-CRT computer monitors and TVs

CPUs, servers, and laptop computers

Gaming devices
Laptops
Mainframe computers
Modems
Personal computers

Hard drives and storage devices

E-readers
Hard drives
Smart phones
Tablets

Computer peripherals including printers and copiers

Computer peripherals
Copiers / duplicators
Fax machines
Keyboards
Mice
Modems

Computer peripherals including printers and copiers (continued)

Printers
Printed circuit boards
Routers
Speakers
Uninterrupted power supplies
Webcams

Miscellaneous devices*

Answering machines
Blu-ray Players
Cable / satellite Boxes
Camcorders
Cameras
Compact disc players
DVD players
Media Players
Mobile phones
Pagers
Radios
Remote controls
Speakers, not from a computer
Stereos and stereo equipment
Tape players
Telephones and telephone equipment
Testing equipment
VCRs

* Categories indicated with asterisk do not contain Covered Devices.

ATTACHMENT A
ACCEPTABLE & UNACCEPTABLE E-SCRAP DEVICES FOR COLLECTION
(Continued)

Unacceptable Devices for Collection

Bath Appliances (i.e. curling irons, hair dryers, electric toothbrushes)
Batteries, except those contained in an acceptable device
Bulbs (i.e. CFL, fluorescent), except those contained in an acceptable device (i.e. Hg bulb contained within projection television)
Electrical Ballasts
Freon containing devices
Homecare Appliances (i.e. vacuum cleaners, fans, washing machines)
Kitchen Appliances (i.e. microwaves, blenders)
Mercury devices, except those contained in acceptable devices

ATTACHMENT B SAMPLE RECORD KEEPING AND REPORTING REQUIREMENTS

Collection Location _____
Date _____

Instructions:

The Contractor shall complete the information requested below for each shipment of E-Scrap. If a requested field does not apply, please indicate by writing "N/A" in that field. Feel free to attach any supplementary data or information you think is relevant. Please return form to the recycling coordinator of the City of Allentown

1. Contact Information

Your company	
Contact person	
Address	
City, State, Zip Code	
Phone number	
E-mail Address	

2. Products Collected

	Quantity (units)	Weight (lbs)
CRT monitors and televisions		
Non-CRT monitors and televisions		
CPUs, Servers, and Laptops		
Hard drives and storage devices		
Computer peripherals		
Miscellaneous devices		
Totals		

3. Overall Processing Results

	Total Tonnage (lbs)
Material Recycled	
Material Reused (if applicable)	
Material Disposed (landfilled or incinerated)	
Total Materials Processed	

4. Transportation Costs (from collection point to the Contractor)

Number of Trips	
Miles Traveled	
Transportation Cost (\$)	

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**ATTACHMENT C
MONETARY PROPOSAL FORM**

Name of Proposer

Responsible/Contact Person

Street or Mailing Address

City, State, Zip Code

Telephone Number

Email Address

Entity of Proposer: Sole Proprietor Partnership** Corporation LLC

**If Partnership, all partners and their addresses must be listed on a separate sheet.

Tax ID Number

EPA Identification Number

PA DEP Permit #WMGR081 Number

Signature and Title of Proposer

Date

Attest

Date

Corporate Seal

APPENDIX B

EVALUATION FORMS

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TECHNICAL PROPOSAL EVALUATION

<Contractor's Name Here>

RFP No. ##

Collection and Recycling of Covered Devices and Other E-Scrap

Macro Factors	Weight (pts.)	Micro Factors	Weight (pts.)	Comments	Score
Responsiveness to meet criteria	10	Location of principal office, location and phone number of local work office, and name and contact information for contact	1		
		Description of firm including no. employees, types of work, and typical clients	2		
		List of facilities and R2 or e-steward status (certificates to be included in an appendix)	2		
		List of federal, state, and/or local permits with expiration dates. Permits included in an appendix	2		
		Key staff contacts, including proposed Customer Service Manager	2		
		Three local government references (or similar) are provided	1		
SUB-TOTAL					0
Firm's Ability to Meet Schedule	10	Option 1: Available for 2 Saturdays/mo collection events	2		
		Option 2: Remove storage trailers within 10 business days of notification	2		
		Will report within 30 days of collection	2		
		Will make payments within 60 days of collection	2		
		Can begin service in calendar year 2014	2		
SUB-TOTAL					0
Prior Experience	10	Explains its or subcontractor's expertise in collection, dismantling, salvage, sale, reuse and/or recycling of e-scrap	2		
		R2 or E-steward Certification	2		
		Has provided/provides local government collections in PA	2		
		At least three references, with all requested information provided	2		
		References are valid and provided positive feedback	2		
		References contacted provide negative feedback	-2		
Any notices of violations, corrective action notices, enforcement actions or orders, warning notices, or other forms or permit violations/non-compliance documentation in the past 3 years from public agencies related specifically to the Contractor or subcontractor	-2				
SUB-TOTAL					0
Qualifications	10	Included in Manufacturer's Plan submitted to PA DEP	2		
		Will accept devices in Attachment A	2		
		Describes a method for the collection and transportation of E-Scrap as defined in Option 1	2		
		Describes a method for the collection and transportation of E-Scrap as defined in Option 2, including: 1. Distribution of required packing materials to the Bureau, including pallets, Gaylord boxes, and strapping tape 2. Desired transportation container packing standards, for example, stacking pallets of televisions on top of Gaylord boxes inside transfer trailers 3. Description of planned on-site storage and transportation containers	2		
		Provides a plan for data destruction	1		
		Provides a plan for public education	1		
SUB-TOTAL					0
TOTAL TECHNICAL SCORE					0

MONETARY PROPOSAL EVALUATION

RFP No. ## Collection and Recycling of Covered Devices and Other E-Scrap

Highest Price:

Option 1 (manually insert)	1
Option 2 (manually insert)	1
ernative (manually insert)	1

<First Contractor's Name Here>

Device Type	Weight	Option 1		Option 2		Alternative	
		Payment	Score	Payment	Score	Payment	Score
CRT Devices	51%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Non CRT Devices	4%	\$ -	0.00	\$ -	0.00	\$ -	0.00
CPUs, Servers, Laptops	5%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Computer Peripherals	10%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Miscellaneous	30%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Projected Total Price	100%		0.00		0.00		0.00
Percentage below high bid			-1.00		-1.00		-1.00
Score			0.00		0.00		0.00

<Second Contractor's Name Here>

Device Type	Weight	Option 1		Option 2		Alternative	
		Payment	Score	Payment	Score	Payment	Score
CRT Devices	51%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Non CRT Devices	4%	\$ -	0.00	\$ -	0.00	\$ -	0.00
CPUs, Servers, Laptops	5%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Computer Peripherals	10%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Miscellaneous	30%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Projected Total Price	100%		0.00		0.00		0.00
Percentage below high bid			-100%		-100%		-100%
Score			0.00		0.00		0.00

<Third Contractor's Name Here>

Device Type	Weight	Option 1		Option 2		Alternative	
		Payment	Score	Payment	Score	Payment	Score
CRT Devices	51%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Non CRT Devices	4%	\$ -	0.00	\$ -	0.00	\$ -	0.00
CPUs, Servers, Laptops	5%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Computer Peripherals	10%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Miscellaneous	30%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Projected Total Price	100%		0.00		0.00		0.00
Percentage below high bid			-100%		-100%		-100%
Score			0.00		0.00		0.00

<Fourth Contractor's Name Here>

Device Type	Weight	Option 1		Option 2		Alternative	
		Payment	Score	Payment	Score	Payment	Score
CRT Devices	51%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Non CRT Devices	4%	\$ -	0.00	\$ -	0.00	\$ -	0.00
CPUs, Servers, Laptops	5%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Computer Peripherals	10%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Miscellaneous	30%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Projected Total Price	100%		0.00		0.00		0.00
Percentage below high bid			-100%		-100%		-100%
Score			0.00		0.00		0.00

<Fifth Contractor's Name Here>

Device Type	Weight	Option 1		Option 2		Alternative	
		Payment	Score	Payment	Score	Payment	Score
CRT Devices	51%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Non CRT Devices	4%	\$ -	0.00	\$ -	0.00	\$ -	0.00
CPUs, Servers, Laptops	5%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Computer Peripherals	10%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Miscellaneous	30%	\$ -	0.00	\$ -	0.00	\$ -	0.00
Projected Total Price	100%		0.00		0.00		0.00
Percentage below high bid			-100%		-100%		-100%
Score			0.00		0.00		0.00

MONETARY PROPOSAL EVALUATION
Summary

RFP No. ##

RFP Title: Collection and Recycling of Covered Devices and Other E-Scrap

Proposer	Option 1	Option 2	Alternative	Notes
1st Contractor				
2nd Contractor				
3rd Contractor				
4th Contractor				
5th Contractor				

Shortlist Proposal Evaluation

RFP No. # **RFP Title:** Collection and Recycling of Covered Devices and Other E-Scrap

Option 1

Proposer	Qualitative Score					Technical Score		Monetary Score		Total Score Option 1
	Responsiveness to Meet Criteria	Firm's Ability to Meet Schedule	Prior Experience	Qualifications	Total Qualitative Score Weight = 25%	Technical Score (from Technical Evaluation Summary)	Total Technical Score Weight = 65%	Monetary Score (from Monetary Proposal Summary)	Total Cost Score Weight 10%	
1st Contractor					0		0		0	0
2nd Contractor					0		0		0	0
3rd Contractor					0		0		0	0
4th Contractor					0		0		0	0
5th Contractor					0		0		0	0

Qualitative Score on a scale from 1 - 10	Price Proposal Score
0 = Does not meet requirements	Use Cost Proposal Score
1 = Missing one to two requirements	
2 - 4 = Marginally meets requirements	
5-7 = Fully meets requirements	
8 - 10 = Exceeds requirements	

Shortlist Proposal Evaluation

RFP No. # **RFP Title:** Collection and Recycling of Covered Devices and Other E-Scrap

Option 2

Proposer	Qualitative Score					Technical Score		Monetary Score		Total Score Option 1
	Responsiveness to Meet Criteria	Firm's Ability to Meet Schedule	Prior Experience	Qualifications	Total Qualitative Score Weight = 25%	Technical Score (from Technical Evaluation Summary)	Total Technical Score Weight = 65%	Monetary Score (from Monetary Proposal Summary)	Total Cost Score Weight 10%	
1st Contractor					0		0		0	0
2nd Contractor					0		0		0	0
3rd Contractor					0		0		0	0
4th Contractor					0		0		0	0
5th Contractor					0		0		0	0

Qualitative Score on a scale from 1 - 10	Price Proposal Score
0 = Does not meet requirements	Use Cost Proposal Score
1 = Missing one to two requirements	
2 - 4 = Marginally meets requirements	
5-7 = Fully meets requirements	
8 - 10 = Exceeds requirements	

Shortlist Proposal Evaluation

RFP No. # **RFP Title:** Collection and Recycling of Covered Devices and Other E-Scrap

Alternative

Proposer	Qualitative Score					Technical Score		Monetary Score		Total Score Option 1
	Responsiveness to Meet Criteria	Firm's Ability to Meet Schedule	Prior Experience	Qualifications	Total Qualitative Score Weight = 25%	Technical Score (from Technical Evaluation Summary)	Total Technical Score Weight = 65%	Monetary Score (from Monetary Proposal Summary)	Total Cost Score Weight 10%	
1st Contractor					0		0		0	0
2nd Contractor					0		0		0	0
3rd Contractor					0		0		0	0
4th Contractor					0		0		0	0
5th Contractor					0		0		0	0

Qualitative Score on a scale from 1 - 10	Price Proposal Score
0 = Does not meet requirements	Use Cost Proposal Score
1 = Missing one to two requirements	
2 - 4 = Marginally meets requirements	
5-7 = Fully meets requirements	
8 - 10 = Exceeds requirements	

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APPENDIX C

DISTRIBUTION LISTS

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**Distribution List for City of Allentown
RFP for the Collection and Recycling of Covered
Devices and Other E-Scrap**

OEM or OEM Representative	Name	Email
Aberdeen LLC	Jack Tateel	jackt@aberdeenince.com
Acer	Eric Gilbert	eric.gilbert@acer.com
Advantech	Viet Nguyen	viet.nguyen@advantech.com
Amazon Fullfillment Services	Ericka Moore	erickamo@amazon.com
Apple, Inc.	John Yeider	yeider.J@apple.com
Asus Computer International	Godwin Yan	godwin_yan@auss.com
Bang & Olufsen America, Inc.	Cindy Cooke	cjc@bang-olufsen.dk
Barnesandnoble.com LLC	Danielle Cugini	dcugini@bn.com
Ben Q America Corp	Georgia Hsu	georgia.hsu@benq.com
Best Buy	Tomothy Dunn	timothy.dunn@bestbuy.com
Blackberry (Research in Motion)	Julie Takanashi	jtakanashi@rim.com
Bose Corporation	Sarah Dudley	sarah_dudley@bose.com
Consumer Electronics Association (CEA)	Walter Alcorn	walcorn@ce.org
Craig Electronics, Inc.	Edwin Cabrera	ecabrera@craigelectronics.com
Curtis International, Ltd.	Cameron Dickson	cameron@curtisint.com
Cyberpower, Inc.	Judy Chen	judy.chen@cyberpowerpc.com
Dell, Inc	Elizabeth Johnson	Elizabeth_Johnson@dell.com
Dell, Inc	Melissa Mallory	melissa_mallory@dell.com
Digital Products International	Lisa Rawlings	lrawling@dpiinc.com
Eastman Kodak Company	Charles Ruffing	charles.ruffing@kodak.com
Envision Peripherals, Inc.	Gino Villaflor	gino@epius.com
Fuhu, Inc.	Joseph Moschella	joe.Moschella@fuhu.com
Fujitsu America, Inc.	David Ngo	dngo@us.fujitsu.com
Funai Corporation, Inc.	Gregg Chason	gregg.chason@pnf-usa.com
Google, Inc.	Paige Sawyer	psawyer@google.com
Haier America Trading, LLC	Yolanda Adams -Curry	yadamscurry@haieramerica.com
Hannspree	Shaun Hammons	shaunhammons@usa.hannspree.com
Hisense USA Corp	Ivan Fang	ivan.gang@hisense-usa.com
Hitachi	Neal Svalstad	neal.svalstad@hal.hitachi.com
HKC Digital USA, Inc.	Edward Li	edward@hpcelec.com
HP	Jeffrey Kuypers	jeff.kuypers@hp.com
HTC America	Joseph Bissonnette	joseph_bissonnette@htc.com
IBM	Pete Berends	peteb@us.ibm.com
Imation Corp	Linda Daniels	lcdaniels@imation.com
Infotel Distributors	Donna Gehnrich	dgehrich@systemax.com
Innovative DTV Solutions	Susan Bates	susanbates@sbcglobal.net
IPSG/Microcenter/Microelectronics	Amber McCoy	amccoy@ipsgproducts.com
iriver Inc.	Joanathan Cho	support.inc@iriver.com
JVC Americas Corp	Ted Marks	tmarks@jvc.com
Kobo, Inc.	James Calder	jcalder@kobo.com
Lenovo	Mary Jacques	maryjacques@lenovo.com
LF Products Pte Ltd	Michael Calhoun	michael@technosourceusa.com
LGE	LeAndrea Dames	leandrea.dames@lge.com

**Distribution List for City of Allentown
RFP for the Collection and Recycling of Covered
Devices and Other E-Scrap**

OEM or OEM Representative	Name	Email
LGE	Jane Kang	jane.kang@lge.com
Mach Speed Technologies	Linda Wade	lwade@machspeed.com
Microsoft Corporation	Kimberly Braun	kbraun@microsoft.com
Motorla Mobility, Inc.	Emily Barton	emilybarton@motorola.com
MRM	Tricia Conroy	tricia@MRMrecycling.com
MSI Computer Corp	Connie Chang	conniec@msi.com
NEC Display Solutions of America	Patrick Summers	patrick.summers@necam.com
Nvidia	Christine Duclos	Cduclos@nvidia.com
ON Corp	James Kwon	oskwon@oncorpus.com
Orion America, Inc.	Amanda Miskell	amiskell@orionamera.com
Panasonic	Richard Vernam	richard.vernam@us.panasonic.com
Planar	Gail Zuro	ewaste@planar.com
PLR IP Holdings, LLC (Polaroid)	Jack Goetzke	jack.goetzke@polaroid.com
Premio, Inc.	Eliza Leung	eliza.leung@premioinc.com
RadioShack Corporation	Coleen Kline	coleen.kline@radioshack.com
Ricoh Americas Corporation	Roger Portner	roger.portner@ricoh-usa.com
Russell Distribution Company, LLC	James Russell	legal@1rdc.com
Samsung	Dinah Rhee	drhee@sea.samsung.com
Sceptre	Cathy Chou	cathy@sceptre.com
Sharp Electronics Corporation	John Zajac	zajac@sharpsec.com
Sony	Douglas Smith	douglas.smith@am.sony.com
Sony	Robert Beavent	robert.beavent@am.sony.com
Tongfang Global, Inc.	Tra Drake	ewaste@tongfang-global.com
Toshiba	Jeff Howell	jeff_howell@toshibatv.com
TTE Technology	Jonathan King	jonathan.king@tcl.com
Verizon Wireless/Cellco Partnership	Jeff McCook	jeffrey.mccook@verizonwireless.com
ViewSonic Corporation	Frances Chan	frances.chan@viewsonic.com
Visual Land	Garner Miguel	gmiguel@visual-land.com
Vizio	Caitlin Sanchez	caitlin.sanchez@vizio.com
Vizio	Caitlin Sanchez	eco@visio.com
VOXX (Audiovox)	Patrick Moffett	pmoffett@audiovox.com
Wacom Technology Corp	Jeff Hadley	jeff.hadley@wacom.com
Westinghouse Digital Electronics, LLC	Tim Lu	tlu@westinghousedigital.com
Zi3 Inc/Xi3 Corp	Danielle Stevets	ecycle@xi3.com

**Distribution List for City of Allentown
RFP for the Collection and Recycling of Covered
Devices and Other E-Scrap**

Contractor	Phone Number	City	State	PA WMGR081	R2	Esteward	ISO 14001	Accepts CRTS	Included in PA OEM Plan	Performs Collection Events	Notes	Contact Name	Email
Creative Recycling Systems ECOvanta, LLC	803-386-6070	Morrisville	NC	0	x	x	x	x	x	x		Jim Kristof	jkristof@crserecycling.com
	215-921-7503	Philadelphia	PA	x	x	x	x	x	x	x		John Moffitt	jmoffitt@covantaenergy.com
ECS&R	814-425-7773	Cochranton	PA	x	x	0	x	x	!	x		Andy Mason	andymason@ecsr.net
Eforce Compliance	215-964-6665	Philadelphia	PA	x	x	x	x	x	x	x		Joe Connors	joseph.connors@eforcecompliance.com
Egreen Electronic Recycling	717-449-3267	Ephrata	PA	x	!	0	0	x	!	x	A, B	Brian Temple	egreenrecycling@ymail.com
eLoop, LLC	724-212-3032	Pittsburgh	PA	x	x	x	x	x	x	x		Ned Eldridge	info@eloopllc.com
ERI	559-442-3990	Plainfield	IN										
		Holliston	MA										
		Badin	NC	0	x	x	x	x	x	x		Kevin Dillon	kdillon@electronicrecyclers.com
Evolution E-Cycling, LLC	412-787-1616	Pittsburgh	PA	x	x	0	0	x	!	x		Chris Metz	cmetz@evolutioneycling.com
E-Waste Experts, Inc	609-694-9384	Bristol	PA	x	x	0	x	x	0	x	B	Larry Hayes	lph@ewasteexperts.com
EZPC	610-621-4944	Sinking Springs	PA	x	x	x	x	x	x	x		Jessica Delgado	jessica@ezpcrecycling.com
Hi-Tech Recyclers, LLC	412-731-5805	Pittsburgh	PA	x	x	0	!	x	0	x	D		info@htrecyclers.com
JVS Environmental, LLP	814-442-4481	Rockwood	PA	x	x	0	!	x	x	x	D	Vince Busbar	info@jvsenvironmental.net
Keystone Technology Management, LLC	215-741-4441	Langhorne	PA	x	x	0	!	x	0		D	Matt Perthes	mperthes@ktmrecycling.com
Materials Processing Corp.	651-681-7382	Philadelphia	PA	x	x	x	x	x	x	x		Theresa Pazdernik	tpazdernik@mpc-e.com
Responsible Recycling Services, LLC	484-641-5156	Kutztown	PA	x	!	0	0	x	0	x	C		info@responsiblerecyclingservices.com
Reverse Logistics Group	732-543-6136	Iselin	NJ	0	!	!	0	!	!	x	A, B	Chris Kaasmann	chris.kaasmann@rlgamericas.com
TBS Industries, Inc	215-535-6500	Philadelphia	PA	x	x	0	x	x	!	x	B	Dan Bucci	dbucci@tbsindustries.com
UNICOR	570-522-7529	Lewisburg	PA	x	x	0	x	x		x		Duane Lamper	duane.lamper@usdoj.gov
Vintage Tech, LLC	866-435-9223	Philadelphia	PA	x	x	x	x	x	x	x		Todd Gibson	todd@vintagetechrecyclers.com

Key
0 = No
x = Yes
! = No, see notes

Notes
A: Contractor is a logistics firm that collects and transports E-Scrap to R2 and/or E-Steward certified recyclers who may or may not be
B: Contractor works with downstream vendors that are part of an OEM Plan
C: Contractor is working toward R2 or E-Steward Certification. Check status at time of RFP distribution
D: Contractor is working toward ISO 14001