



# COUNTY OF ALAMEDA

## INFORMAL REQUEST FOR QUOTATION No. 902746

for

### Electronic Waste Recycling Services

For complete information regarding this project, see Informal Request for Quotation (IRFQ) posted at [County of Alameda Procurement Portal](https://procurement.opengov.com/portal/acgov) [https://procurement.opengov.com/portal/acgov] or contact the County representative listed below.

Thank you for your interest!

Contact Person: P. Biondi

Phone Number: (510) 208-9613

Email Address: [P.Biondi@acgov.org](mailto:P.Biondi@acgov.org)

General Services Agency (GSA) – Procurement

#### RESPONSE DUE

by

2:00 p.m.

on

July 17, 2026

through

**Alameda County, GSA-Procurement**

**[County of Alameda Procurement Portal](https://procurement.opengov.com/portal/acgov)**

<https://procurement.opengov.com/portal/acgov>

# CALENDAR OF EVENTS

## INFORMAL REQUEST FOR QUOTATION No. 902746 ELECTRONIC WASTE RECYCLING SERVICES

EVENT	DATE/LOCATION
Request Issued	June 18, 2026
Written Questions due via the “Question and Answer” tab of this project in the <a href="#">County of Alameda Procurement Portal</a>	June 26, 2026
Addendum Issued [only if necessary to amend IRFQ]	July 10, 2026
Response Due and Submitted through <a href="#">County of Alameda Procurement Portal</a>	July 17, 2026 by 2:00 p.m.
Evaluation Period	July 17, 2026 – July 31, 2026
Notice of Intent to Award Issued	August 1, 2026
General Services Agency Consideration Award Date	August 21, 2026
Contract Start Date	August 24, 2026

**NOTE:** All dates are tentative and subject to change.

### *Alameda County Vendor Outreach*

<p>Wednesday, June 24, 2026 10:30 a.m. – 11:30 a.m.</p> <p><b>TO ATTEND ONLINE:</b></p> <p><a href="#">Vendor Outreach</a> Call-in: +1 415-915-3950 Conference ID: 504 517 635#</p>	<p><b><i>COME MEET ALAMEDA COUNTY'S PROCUREMENT TEAM!</i></b></p> <p>This public event is not specific to any RFQ, where vendors can speak with GSA professionals, get to know them, and learn more about contracting opportunities with the County.</p> <p>These are conducted on most Wednesdays. Dates and locations can be confirmed by checking at <a href="#">Upcoming Events</a></p> <p>[<a href="https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/">https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/</a>]</p>
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# COUNTY OF ALAMEDA

## INFORMAL REQUEST FOR QUOTATION No. 902746

### SPECIFICATIONS, TERMS & CONDITIONS

for

### ELECTRONIC WASTE RECYCLING SERVICES

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#### ATTACHMENTS

EXHIBIT A      **Bid Response Packet**

**I. STATEMENT OF WORK**

**A. INTENT**

It is the intent of these specifications, terms, and conditions to describe electronic waste (E-Waste) services being requested by the County.

The County intends to award a three-year revenue generating contract (with the option to renew for two years to a pool/multi-award up to three Bidders selected with the highest financial return to the County, responsive, and responsible Bidders whose response conforms to the IRFQ and meets the County's requirements.

**B. SCOPE/BACKGROUND**

Alameda County General Services Agency (GSA)-Property and Salvage require E-Waste recycling services. GSA-Property and Salvage is a leader in landfill diversion, ensuring that the County's surplus items are recycled. The E-Waste generated from County agencies and departments includes but is not limited to:

1. Computer Desktops,
2. Computer laptops,
3. Computer monitors,
4. Computer servers,
5. Printers, and
6. Other miscellaneous recycled waste.

The aforementioned electronic equipment has exceeded its useful service life and is recommended for replacement to maintain reliability, security, and operational effectiveness. To avoid disposal of E-Waste items no longer needed by County departments into landfill, and GSA-Property & Salvage's inability to store unneeded equipment, the goal for all salvaged material is recycle/resell/reuse for best revenue back to the County general fund.

**C. BIDDER QUALIFICATIONS**

1. BIDDER Minimum Qualifications
  - a. Bidder must be regularly and continuously engaged in the business of providing electronic waste recycling services for at least three (3) years, which must be clearly stated or demonstrated in the bid response packet.

- a. Bidder must be a Responsible Recycling (R2) certified electronics recycler, or distributor working with a vendor that is an R2 certified electronics recycler, as recognized by Sustainable Electronics Recycling International - <https://sustainableelectronics.org/>. Bidder is to provide a copy of the certification in the bid response packet.
- b. Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this IRFQ. Unless noted otherwise in the IRFQ, including any Addendum, Bidder is not required to submit copies or verification of the permits, licenses, and credentials; however, Bidder must provide such proof if requested by County.

D. SPECIFIC REQUIREMENTS

1. Contractor must provide electronic waste recycling services to the County.
2. Contractor must pick up electronic waste from the GSA-Property & Salvage warehouse site as requested by the County. The location for pickup is 15800 Foothill Boulevard, San Leandro, CA 94578. The hours for pick up are, Monday – Friday, 8:00 a.m. to 12:00 p.m., excluding County holidays: [Alameda County Holidays](#)
3. E-Waste must be picked up and shipped to the Contractor's site for recycling within five (5) business days after receipt of request from the County.
4. GSA-Property & Salvage may on an infrequent basis during the life of the contract, notify the Contractor of electronic waste recycling requiring drop off by GSA-Property & Salvage at the Contractor's site.
5. Contractor must send payments to the GSA-Property & Salvage, 15800 Foothill Boulevard, San Leandro, CA 94578, as applicable.
6. Contractor must separate plastic from electronic waste for recycling and must comply with all state, federal, and local laws and regulations pertaining to plastic recycling services.
7. Contractor must comply with all state, federal, and local laws and regulations pertaining to electronic waste recycling.
8. If requested by the County, Contractor must provide the County with access to copies of all its records pertaining to or relating to County electronic waste recycling services, including but not limited to compliance of disposal and recycling services with state, federal and local laws and regulations.

9. Contractor must utilize a computerized system to generate receipts for pick up and or County drop off and provide reports regarding electronic waste recycling services. The report should include, but not limited to:
  - a. Material type
  - b. Recycling weight and;
  - c. Total per material, a total overall weight and payment per delivery
10. Contractor must provide a dedicated account manager responsible for the County account.

E. DELIVERABLES/REPORTS

1. Contractor must submit a statement of upcoming payment to the County within 5 days of picking up of electronic waste material from the County.
2. Contractor must confirm payments to the County by electronically emailing the County contact using a Microsoft Excel or Microsoft Word format of the total payment prior to payments being issued to the County for this contract.
3. Contractor must issue payments within 30 days of E-Waste pick up from the County and must notify GSA-Property & Salvage of scheduled payment by electronic mail:  
  
[Dzemail.Terovic@acgov.org](mailto:Dzemail.Terovic@acgov.org)  
  
[Lorrie.Martinez@acgov.org](mailto:Lorrie.Martinez@acgov.org)
4. County will notify the Contractor of any adjustments or corrections that must be made to issue payments to the County.
5. Payment submitted by the Contractor must contain the County PO number, itemized goods received from the County, and price as quoted and must be accompanied by an acceptable proof of pick up and any other information requested by the County.
6. Payments must be issued by, and payments made to, the Contractor who is awarded a contract.
7. In the event the Contractor's performance has been deemed unsatisfactory by a review committee, the County reserves the right withhold pickups of future Electronic Waste until the performance is deemed satisfactory.
8. If the Contractor continues to perform unsatisfactorily on the contract, the County may hold them in breach of contract.

F. VENDOR OUTREACH

1. Vendor Outreach is usually conducted on Wednesdays at [Vendor Outreach Link](#) (Call-in: +1 415-915-3950; Conference ID: 504 517 635#). Dates and locations can be confirmed by checking at: [Upcoming Events](#) [<https://gsa.acgov.org/do-business-with-us/upcoming-contracting-events/>].
2. Bidders are encouraged to attend Vendor Outreach but are not mandatory to further facilitate subcontracting relationships.
3. Should there be a need to amend or revise the IRFQ, an Addendum will be issued. Any verbal statements, including at any Vendor Outreaches are not binding. Only the written documents will be binding.

II. COUNTY PROCEDURES, TERMS, AND CONDITIONS

G. CONTRACT EVALUATION AND ASSESSMENT

1. During the initial 120-day period of any contract awarded, the County may review the proposal, the contract, any goods or services provided, and/or meet with the Contractor to identify any issues or potential problems.
2. The County reserves the right to determine, at its sole discretion, whether:
  - a. The Contractor has complied with all terms of this IRFQ and the contract; and
  - b. Any problems or potential problems with the proposed goods and/or services were evidenced, which makes it unlikely (even with possible modifications) that such goods and/or services have met or will meet the County requirements.
3. If, as a result of such determination, the County concludes that it is not satisfied with the Contractor's performance under any awarded contract and/or Contractor's goods and services as contracted for therein, the Contractor may be notified that the contract is being terminated. The County will have the right to invite the next qualified Bidder(s) to enter into a contract. The County also reserves the right to rebid this project if it is determined to be in its best interest to do so. The County's right to go to the next qualified Bidder and/or rebid is not limited by the award of a contract or the 120-day period.

H. NOTICE OF INTENT TO AWARD

1. At the conclusion of the IRFQ response evaluation period, all Bidders will be notified in writing by email or US Postal Service mail of the contract award recommendation, if any, by GSA-Procurement. The document providing this notification is the Notice of Intent to Award/Non-Award.

2. The Notice of Intent to Award/Non-Award will provide the following information:
  - a. The name(s) of the Bidder(s) being recommended for contract award; and
  - b. The names of all other parties that submitted proposals.
3. The submitted proposals will be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be considered by Purchasing Agent.

I. TERM / TERMINATION / RENEWAL

1. The contract term, which may be awarded pursuant to this IRFQ, will be three (3) years.
2. By mutual agreement, any contract, which may be awarded pursuant to this IRFQ, may be extended for an additional two (2) years.
3. The County has and reserves the right to suspend, terminate, or abandon the execution of any work, services by the Contractor without cause at any time upon giving the Contractor prior written notice. In the event that the County should abandon, terminate, or suspend the Contractor's work, services and/or providing of goods, the Contractor must remit all revenues due to the County for materials received and processed up to the effective date of termination, including any outstanding payments. The County may terminate the contract at any time for cause without written notice upon a material breach of contract or substandard or unsatisfactory performance by the Contractor. In the event of termination with cause, the County reserves the right to seek any and all damages from the Contractor. In the event of such termination, with or without cause, the County reserves the right to invite the next Bidder who offers the highest financial return to the County to enter into a contract or rebid the project if it is determined to be in its best interest to do so.

J. QUANTITIES

Quantities listed herein are annual estimates based on past usage and are not to be construed as a commitment. No minimum or maximum is guaranteed or implied.

K. PRICING

1. All pricing as quoted will not decrease, but except as noted below, remain fixed and firm for the term of any contract that may be awarded as a result of this IRFQ.



2. Unless otherwise stated, Bidder agrees that any increase in financial return (revenue generating) resulting from market-drive revenue increases will not be considered a change to the Bidder's fixed contractual rates and therefore may be passed through to the County without the need for a contract amendment.
3. Reasonable price increases or decreases for subsequent contract terms may be negotiated between Contractor and County after completion of the initial term.
4. All prices quoted must be in United States dollars.
5. Price quotes must include any and all payment incentives available to the County.
6. In the evaluation of cost, if applicable, it will be assumed that the unit price quoted is correct in the case of a discrepancy between the unit price and an extension, and the Bidder must honor the unit price quoted.
7. Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

L. AWARD

1. Highest Revenue Generating Responsive and Responsible Bidder(s)
  - a. The award will be made to the highest revenue generating responsive and responsible Bidder(s) who meets the requirements of these specifications, terms, and conditions.
  - b. Awards may also be made to the subsequent highest revenue generating responsive and responsible Bidder(s) and who will be called in order should the County needs to contract with another Bidder(s).
2. Small and Emerging Locally Owned Business: The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.
  - a. As a result of the County's commitment to advancing the economic opportunities of these businesses, Bidders must meet the County's Small and Emerging Locally Owned Business requirements in order to be considered for the contract award. These requirements can be found online at:

- (1) [Alameda County SLEB Program Overview](http://acgov.org/auditor/sleb/overview.htm)  
[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm); and

(2) **Alameda County SLEB Program Additional Information**

<https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/>

- b. For purposes of this procurement, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code(s): 562998.
  - c. A small business is defined by the United States Small Business Administration (SBA) as having no more than the number of employees or average annual gross receipts over the last three years required per SBA standards based on the small business's appropriate NAICS code.
  - d. An emerging business is defined by the County as having either annual gross receipts of less than one-half that of a small business OR having less than one-half the number of employees AND that has been in business less than five years.
  - e. If a Bidder is certified by the County as either a small and local or an emerging and local business (SLEB), the County will provide up to 5% bid preference for procurements over \$25,000.
3. County Rights
- a. The County reserves the right to reject any or all responses that materially differ from any terms contained in this IRFQ, including Exhibits and any Addendums, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity will be made solely at the discretion of the County.
  - b. Any bid responses that contain false or misleading information may be disqualified by the County.
  - c. The County reserves the right to award to a single or multiple Contractors.
  - d. The County reserves the right to conduct additional procurements for the same or similar goods and/or services or to award to additional contract(s), including to other Bidder(s) during the term of the contract if it determines that additional Contractors are needed to supplement goods and/or services being provided.
  - e. The County has the right to decline to award this contract or any part thereof for any reason.

4. Procedures

- a. A contract must be fully executed by the recommended awardee and the County prior to any services and goods being provided or work being performed.
- b. The County uses its Standard Services Agreement terms and conditions for purchases and services. Any terms that are not acceptable to a Bidder must be identified on the [Exceptions and Clarifications](#) form in the Exhibit A - Bid Response Packet. Bidder may access a copy of the Standard Services Agreement template at:

**[Alameda County Standard Services Agreement Template](#)**

[<https://acgovt.sharepoint.com/:b:/s/GSADigitalLibrary/IQCjVXq3dT-NSaAUGCoWR-gjAbTNIS-exDZplo3UsNGxtOs?e=YoJGo3>]

The template contains minimal standard language and specific contract terms, including the scope of services that may be drafted and negotiated based on this IRFQ and the bid response(s). The IRFQ specifications, terms, conditions, Exhibits, IRFQ Addenda, and Bidder's response may be incorporated into and made a part of any contract that may be awarded as a result of this IRFQ.

M. METHOD OF ORDERING

1. A written Purchase Order (PO) will be issued after an executed contract and Purchasing Agent approval. If there is any conflict in terms of any PO and the executed contract, the contract will control, even if a PO is issued later. For this revenue-generating contract, a no-cost PO will be issued for administrative purposes, and all revenue payments to the County must be made in accordance with the terms of the contract. Payment cannot be received by the County from the Contractor until a PO is issued.
2. POs for goods will be issued only in the name of the Contractor, as identified on the contract.
3. Contractor payments will be confirmed by the County prior to payment being sent for this contract. Contractor can use Microsoft Excel or Microsoft Word as format for confirmation.
4. The Contractor must adapt to changes to the method of pick-up procedures as required by the County during the term of the contract.
5. Any change orders must be agreed upon in writing by Contractor and County and issued as needed by County.

N. ACCOUNT MANAGER / SUPPORT STAFF

1. The Contractor must provide dedicated support staff to be the primary contact for all issues regarding the response to this IRFQ and any contract which may arise pursuant to this IRFQ.
2. Contractor must also provide adequate, competent support staff that will be able to service the County during normal working hours, Monday through Friday, or as otherwise identified in this IRFQ. Such representative(s) must be knowledgeable about the contract, products, and/or services offered and able to identify and resolve quickly any issues, including but not limited to order and invoicing problems.
3. Contractor must provide a dedicated, competent account manager who will be responsible for the County account/contract and receive all orders. Contractor account manager must be familiar with County requirements and standards and work with the GSA Property & Salvage to ensure that established standards are adhered to. This includes keeping the County Contract Administrator informed of department requests as needed.

III. INSTRUCTIONS TO BIDDERS

O. COUNTY CONTACTS

1. GSA-Procurement is managing the competitive process for this project on behalf of the County. All contact during the competitive process is to be through the GSA-Procurement department only. Communication with other County personnel may result in disqualification.
2. The evaluation phase of the competitive process will begin upon receipt of sealed bid responses and continue until a contract has been awarded.
3. Contact Information for this IRFQ:  
  
P. Biondi, Procurement & Contracts Specialist  
Alameda County, GSA-Procurement  
1401 Lakeside Drive, 10<sup>th</sup> Floor  
Oakland, CA 94612  
Email: [p.biondi@acgov.org](mailto:p.biondi@acgov.org)  
Phone: (510) 208-9613
4. The GSA Contracting Opportunities website and [County of Alameda Procurement Portal](#) will be the official notification posting place of all bid documents related to this IRFQ. Each Bidder is responsible for checking the website for any Addendums and other notices related to this IRFQ. Go to [Alameda County Current Contracting Opportunities](https://gsa.acgov.org/do-business-Alameda-County-Current-Contracting-Opportunities) [\[https://gsa.acgov.org/do-business-](https://gsa.acgov.org/do-business-Alameda-County-Current-Contracting-Opportunities)

[with-us/contracting-opportunities/](#)] and [County of Alameda Procurement Portal](#) [<https://procurement.opengov.com/portal/acgov>] to view the posting for this IRFQ and other current contracting opportunities.

P. SUBMITTAL OF BID RESPONSES

1. Document Submittal

- a. All response documents must be completed, successfully uploaded, and submitted online through [County of Alameda Procurement Portal](#) BY 2:00 p.m. on the due date specified in the Calendar of Events. The County strongly recommends uploading early; technical difficulties in downloading/submitting documents through the [County of Alameda Procurement Portal](#) will not extend the due date and time. No hardcopy, email (electronic), or facsimile responses will be considered.
- b. Bidders **must** submit an electronic version of their proposal in a PDF file, preferably a single file if size permits.
- c. The submitted Proposal must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
- d. In whole or in part, bid responses are NOT to be marked confidential or proprietary. The County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this IRFQ may be subject to public disclosure, even if marked confidential or proprietary. The County will not be liable in any way for disclosure of any such records. Please refer to the County's website at [Alameda County Proprietary and Confidential Information Policies](#) [<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-information/>].
- e. For the responses to be considered complete, the Bidder **must** provide responses to all information requested in Exhibit A – Bid Response Packet, as revised by any Addenda.
- f. Bidders **must** submit pricing on the County provided Electronic Bid Form in [County of Alameda Procurement Portal](#).

2. Submissions Processes

- a. All costs required for the preparation and submission of a response must be borne by the Bidder.

- b. Only one bid response will be accepted from any one person, partnership, corporation, or other entity; however, several alternatives may be included in one response. For purposes of this requirement, “partnership” will mean, and is limited to, a legal partnership formed under one or more of the provisions of California or other state’s Corporations Code or an equivalent statute.
  - c. The final award information will be posted on the County’s “Contracting Opportunities” website and [County of Alameda Procurement Portal](#).
  - d. The County reserves the right to reject any bid response.
  - e. All bid responses must remain open to acceptance and irrevocable for a period of not less than 180 days unless otherwise specified in the bid documents.
3. Legal Requirements
- a. “In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder”. (California Government Code Section 4552).
  - b. By submitting a bid response, the Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. Such actions may also be considered fraud and subject to criminal prosecution.
  - c. The Bidder, by submitting a bid response, certifies that it is, at the time of bidding, and will be, throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the IRFQ and contract documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the IRFQ and contract documents.
  - d. The Bidder, by submitting a bid response, certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran

or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).



## EXHIBIT A BID RESPONSE PACKET

### INSTRUCTIONS

1. Please read EXHIBIT A – Bid Response Packet carefully; INCOMPLETE BID PROPOSALS MAY BE REJECTED. Alameda County will not accept submissions or documentation after the bid response due date. Successful uploading of a document does not equal acceptance of the document by Alameda County.
2. The bid response must comply with all requirements contained in the IRFQ. **It is strongly recommended that Bidders verify and review all Addenda to confirm the use of the most current forms and provide all information requested.**
3. The bid response submission must conform to and include Exhibit A – Bid Response Packet, as amended or revised by Addendum, including additional required documentation. **A Bidder may be disqualified if the most current version of Exhibit A, as revised and published through Addenda, is not used.**
4. The following pages require confirmation, declaration, and /or a signature (✍). These must be either: (1) be printed and have an original signature(s); or (2) be digitally signed via a DocuSign, CongaSign, or other verifiable independent electronic signature services. All signatures must be by an individual authorized to bind the Bidder. These pages must then be uploaded through the [County of Alameda Procurement Portal](#) as part of the Bidder's proposal.
  - a. Exhibit A – Bid Response Packet, [Bidder Acceptance](#)
  - b. Exhibit A – Bid Response Packet, [Debarment and Suspension Certification](#)
  - c. Exhibit A – Bid Response Packet, [Small Local Emerging Business \(SLEB\) Information Sheet](#)
    - (1) [Must be signed by Bidder](#)
    - (2) [Must be signed by SLEB Partner](#) if subcontracting to a SLEB
5. Each page of the Bid Response Packet must be submitted through the [County of Alameda Procurement Portal](#) as PDF attachment(s) with all required information included and documents attached; any pages of the Bid Response Packet not applicable to the Bidder are to be submitted with such pages or items clearly marked "N/A" or the bid response may be disqualified as incomplete.
6. Bidders must not modify the Bid Response Packet or any other County-provided document unless instructed to do so, or the bid response may be disqualified.
7. Bid pricing must be submitted online through [County of Alameda Procurement Portal](#).



8. Bidder must quote price(s) as specified in the IRFQ, using the form(s) as amended or revised by any Addenda.
9. Any clarifications or exceptions to policies or specifications of this IRFQ, including all Addenda and other documents must be submitted in the [Exceptions and Clarifications](#) form of the Bid Response Packet.
10. Bidders must read all information and follow directions in the [County of Alameda Procurement Portal](#) project.
11. File names are restricted to 64 characters for all files uploaded as part of any bid response. The file extension (e.g., ".pdf" or ".xls") is counted as part of the file name character limit. Attempting to upload a file with a file name longer than 64 characters may result in an error message or failure to load.
12. **Bidders who do not comply with the requirements and/or submit incomplete bid response packages are subject to disqualification and their bid responses rejected.**



# **COUNTY OF ALAMEDA**

## **EXHIBIT A**

### **BID RESPONSE PACKET**

IRFQ No. 902746

Electronic Waste Recycling Services

## BIDDER INFORMATION

Official Name of Bidder (Company):

Street Address Line 1:

Street Address Line 2:

City:

State:

Zip Code:

Webpage:

### Type of Entity / Organizational Structure (check one):

☐ Corporation

☐ Joint Venture

☐ Partnership

☐ Limited Liability Partnership

☐ Limited Liability Corporation

☐ Sole Proprietor

☐ Non-Profit

☐ Other:

Jurisdiction of Organizational Structure:

Date of Organizational Structure:

Federal Tax Identification Number:

Alameda County Supplier Identification Number (if applicable):

DIR Contractor Registration Number (if applicable):

### Primary Contact Information:

Name / Title:

Telephone Number:

Alternate Number:

Email Address:

## BIDDER ACCEPTANCE

1. The undersigned declares that the procurement bid documents, including, without limitation, the IRFQ, Addenda, and Exhibits (the Bid Documents), have been read and accepted.
2. The undersigned has reviewed the Bid Documents and fully understands the requirements for this IRFQ, including, but not limited to, general County requirements, and that each Bidder who is awarded a contract must be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its bid response, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
3. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:
  - a. **General Requirements**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/)
  - b. **Debarment & Suspension Policy**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/debarment-suspension-policy/)
  - c. **Iran Contracting Act (ICA) of 2010**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)
  - d. **General Environmental Requirements**  
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/)
  - e. **Alameda County SLEB Program Overview**  
[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm)
  - f. **Alameda County SLEB Program Additional Information**  
[\[https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/\]](https://gsa.acgov.org/do-business-with-us/vendor-support/small-local-and-emerging-businesses/)
  - g. **First Source**  
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)
  - h. **Online Contract Compliance System**  
[\[http://acgov.org/auditor/sleb/elation.htm\]](http://acgov.org/auditor/sleb/elation.htm)
4. The undersigned acknowledges that Bidder is and will remain in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this IRFQ and any contract that is awarded.
5. The undersigned acknowledges that it is the responsibility of each Bidder to be familiar with all of the specifications, terms, and conditions of the IRFQ and, if applicable, the site condition. By the submission of a bid response, the Bidder certifies that if awarded a contract, they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
6. The undersigned acknowledges that Bidder has accurately completed the SLEB Information Sheet.
7. Bidder agrees to hold the County of Alameda, its officers, agents, and employees harmless from liability of any nature or kind, including cost and expenses, for infringement or use of any patent,

copyright, or other proprietary rights, secret process, patented or unpatented invention, article or appliance furnished or used in connection with bid response and any resulted contract or purchase order.

8. The undersigned acknowledges **ONE** of the following (please check only one box):

- ☐ Bidder is not local to Alameda County and is ineligible for any bid preference; **OR**
- ☐ Bidder is a certified SLEB and is requesting 5% bid preference; (Bidder must check the first box and provide its SLEB Certification Number in the [SLEB PARTNERING INFORMATION SHEET](#)); **OR**
- ☐ Bidder is LOCAL to Alameda County and has attached the following documentation to this Exhibit:
- Copy of a verifiable business license issued by the County of Alameda or a City within the County; and
  - Proof of six months of business residency, identifying the name of the bidder and the local address. Example of proof includes but are not limited to utility bills, deeds of trusts or lease agreements, etc., which are acceptable verification documents to prove residency.

9. By signing below, the signatory warrants and represents that the signer has completed, acknowledged, and agreed to this Bidder Acceptance in their authorized capacity and that by their signature on this Bidder Acceptance, they and the entity upon behalf of which they acted, acknowledged and agreed to this Bidder Acceptance and that all are true and correct and are made under penalty of perjury pursuant to the laws of California.

**BIDDER (COMPANY):** \_\_\_\_\_

**NAME/TITLE OF AUTHORIZED SIGNER:** \_\_\_\_\_

**SIGNATURE:**  \_\_\_\_\_ **DATE:** \_\_\_\_\_

## DEBARMENT AND SUSPENSION CERTIFICATION (PROCUREMENTS \$25,000 AND OVER)

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space. For any exception noted, indicate to whom it applies, initiating agency, and dates of action. Exceptions will not necessarily result in denial of award but will be considered in determining Contractor responsibility.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Response. Signing this Response on the signature portion thereof must also constitute signature of this Certification.

**BIDDER (COMPANY):** \_\_\_\_\_

**NAME/TITLE OF AUTHORIZED SIGNER:** \_\_\_\_\_

**SIGNATURE:**  \_\_\_\_\_ **DATE:** \_\_\_\_\_

## SMALL LOCAL EMERGING BUSINESS (SLEB) INFORMATION SHEET

**Instructions:** On the following page is the **SLEB Information Sheet**. Every Bidder must complete and submit a signed SLEB Information Sheet indicating their SLEB certification status. If the Bidder is not certified, the information sheet must be completed with the name, identification information, and goods/services to be provided by the CERTIFIED SLEB partner(s) with whom the Bidder will subcontract to meet the County SLEB participation requirement. The Exhibit must be signed by EACH of the named CERTIFIED SLEB(s) that will be subcontractors.

If a bidder is unable to meet the SLEB requirements, they must take exception to this requirement in the [Exceptions and Clarifications](#) section of this solicitation. Please note that the County is under no obligation to accept any exceptions or clarifications, and any exceptions or clarifications may be the basis for bid disqualification.

SLEB certification must be **valid** at the time of bid proposal submittal for SLEB primes and SLEB subcontractor(s).

- For SLEB Subcontracting Questions: Please contact the General Services Agency - Office of Acquisition Policy, [GSA-OAP@acgov.org](mailto:GSA-OAP@acgov.org).

For questions/information regarding SLEB certification, including requirements, please contact the Auditor-Controller Agency, Office of Contract Compliance & Reporting – SLEB Certification Unit, [OCCR@acgov.org](mailto:OCCR@acgov.org), (510) 891-5500.

## SLEB INFORMATION SHEET

In order to meet the Small Local Emerging Business (SLEB) requirements of this IRFQ, all Bidders must complete this form. If a bidder is unable to meet the SLEB requirements, they must take exception to this requirement in the [Exceptions and Clarifications](#) section of this solicitation. Please note that the County is under no obligation to accept any exceptions or clarifications, and any exceptions or clarifications may be the basis for bid disqualification.

Bidders that are not certified SLEBS (for the definition of a SLEB, see [Alameda County SLEB Program Overview](#); <http://acgov.org/auditor/sleb/overview.htm>) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be eligible for contract award. SLEB subcontractors must be independently owned and operated from the prime Contractor with no employees of either entity working for the other. A copy of this form must be submitted for each SLEB that the Bidder will subcontract with as evidence of a firm contractual commitment to meeting the SLEB participation requirement.

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economical, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, substitutions of the named subcontractor(s) are not allowed without prior written approval from the Auditor-Controller, Office of Contract Compliance & Reporting (OCCR).

County departments, prime, and subcontractors are required to use the web-based Elation Systems to monitor SLEB subcontractor compliance with [Elation Systems](#); <http://www.elationsys.com/elationsys/>.

☐ **BIDDER IS A CERTIFIED SLEB (sign at bottom of page)**

SLEB BIDDER Business Name:

SLEB Certification #:

SLEB Certification Expiration Date:

NAICS Codes Included in Certification:

OR

☐ **BIDDER IS NOT A CERTIFIED SLEB AND WILL SUBCONTRACT      % WITH THE SLEB NAMED BELOW FOR THE FOLLOWING**

**GOODS/SERVICES:**

SLEB Subcontractor Business Name:

SLEB Certification #:

SLEB Certification Expiration Date:

SLEB Certification Status: ☐ Small / ☐ Emerging

NAICS Codes Included in Certification:

SLEB Subcontractor Principal Name:

SLEB Subcontractor Principal Signature: 

**Upon award, Bidder (the Prime Contractor) and all SLEB subcontractors agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation, including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.**

**Prime Bidder Authorized Signatory Name/Title:** \_\_\_\_\_ / \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Bidder Signature:**  \_\_\_\_\_ **Date:** \_\_\_\_\_



## **BIDDER MINIMUM QUALIFICATIONS**

**Instructions:** Bidder must respond and/or provide support documentation that fulfills all the minimum qualifications as identified in the IRFQ documents.

1. Bidder is to provide documentation or certify that they have been regularly and continuously engaged in the business of providing electronic waste recycling services for at least three (3) years.

### **RESPONSE:**

2. Bidder is to provide a copy of the certification to prove they are a Responsible Recycling (R2) certified electronics recycler as recognized by Sustainable Electronics Recycling International - <https://sustainableelectronics.org/>.

### **RESPONSE:**

3. Bidder must certify that they possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this IRFQ. Unless noted otherwise in the IRFQ, including any Addendum, Bidder is not required to submit copies or verification of the permits, licenses, and credentials; however, Bidder must provide such proof if requested by County.

### **RESPONSE:**

**Maximum Length: None**

## ELECTRONIC ONLINE BID FORM

**Instructions:** Bidder must use the electronic online bid form provided on the [County of Alameda Procurement Portal](#).

**REVENUE MUST BE SUBMITTED AS REQUESTED ON THE COUNTY PROVIDED ELECTRONIC ONLINE BID FORM. NO ALTERATIONS OR CHANGES OF ANY KIND ARE PERMITTED.**

Bid responses that do not comply may be rejected.

The revenue quoted must include all taxes (excluding sales and use tax) and all other charges, including travel expenses. The revenue quoted will be the minimum revenue the Bidder will pay the County for the term of any contract resulting from this IRFQ.

Quantities listed on [County of Alameda Procurement Portal](#) are estimates only; they are not to be construed as a commitment of the County to purchase that quantity. No minimum or maximum is guaranteed or implied. The revenue quoted will be the revenue of the items identified, regardless of the quantity listed.

**Bid pricing on all line items is required.** If there are any line items that are not priced, the bid may be considered a partial bid and disqualified. Partial bids are not acceptable.

By submission through the [County of Alameda Procurement Portal](#), Bidder certifies to County that all representations, certifications, and statements made by Bidder, as set forth in each entry in the [County of Alameda Procurement Portal](#) and attachments are true and correct and are made under penalty of perjury pursuant to the laws of California.

## TABLE OF KEY PERSONNEL

**Instructions:** Bidder is to provide a **Table of Key Personnel**. The table is to include all essential personnel associated with providing services to the County.

To appropriately evaluate Bidder's qualifications, the table should include the following information for each key person:

1. Work contact information includes, but is not limited to, the following: work address, office telephone number, mobile work number, and work email address.
2. The person's role in connection with the IRFQ and any awarded contract.

**Maximum Length:** There is no limit to the table. There is, however, a 2-page limit per résumé or curriculum vitae. Résumé and curriculum vitae are subject to public disclosure and business addresses should be used not home addresses.

## REFERENCES

**Instructions:** On the following page is the template that Bidders are to use for providing references. Bidders are to provide a list of three (3) references. References must be satisfactory as deemed solely by County.

Services or goods provided by Bidders to the references should have similar scope, volume, and requirements to those outlined in these specifications, terms, and conditions.

Bidders should verify that the contact information for all references provided is current and valid. If a reference cannot be contacted, it may affect the qualification and scoring of the Bidders' bid responses.

Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

The County may contact some or all the references provided in order to determine items such as Bidders' years of experience and performance records on work similar to that described in this request.

The County reserves the right to contact individuals/entities for references other than those provided in the Response and to use any information obtained in the evaluation process.

NOTE: Bidders should not list the County department requesting services/goods as part of the references.

## REFERENCES

IRFQ No. 902746

### Electronic Waste Recycling Services

**Bidder must currently be providing goods and/or services for at least two of the references or have done so within the last three (3) years.**

**Bidder Name:** \_\_\_\_\_

Company Name:

Contact Person:

Email Address:

Telephone Number:

Address:

City, State, Zip:

Services Provided / Date(s) of Service:

Company Name:

Contact Person:

Email Address:

Telephone Number:

Address:

City, State, Zip:

Services Provided / Date(s) of Service:

Company Name:

Contact Person:

Email Address:

Telephone Number:

Address:

City, State, Zip:

Services Provided / Date(s) of Service:

## EXCEPTIONS AND CLARIFICATIONS

**Instructions:** Bidders must use the **Exceptions and Clarifications** form to identify and list below any and all exceptions and/or clarifications to the IRFQ and associated Bid Documents and submit them with the bid response.

**THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS AND CLARIFICATIONS; ANY SUCH EXCEPTIONS AND CLARIFICATIONS MAY BE A BASIS FOR BID RESPONSE DISQUALIFICATION.**

Reference to:	Description
Page No. / Section / Item No.	

\*Use additional pages as necessary

## **INSURANCE REQUIREMENTS**

**Instructions:** Insurance certificates are not required at the time of submission; however, by signing the Bid Response Packet and submitting a bid response, the Bidder agrees to meet the minimum insurance requirements and provide any documentation requested by County upon request.

Insurance documentation must be provided to the County before award and include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in the IRFQ.

The following page contains the minimum insurance limits required by the County of Alameda to be held by the Contractor performing on a contract issued from this IRFQ:

**SEE NEXT PAGE FOR COUNTY OF ALAMEDA  
MINIMUM INSURANCE REQUIREMENTS**

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

TYPE	INSURANCE COVERAGES	MINIMUM LIMITS
<b>A</b>	<b>Commercial General Liability</b> Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$1,000,000 per occurrence (CSL) Bodily Injury and Property Damage
<b>B</b>	<b>Commercial or Business Automobile Liability</b> All owned vehicles hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability when extended to cover your business is acceptable for individual contractors with no transportation or hauling related activities	\$1,000,000 per occurrence (CSL) Any Auto or Hired and Non-Owned Autos Bodily Injury and Property Damage
<b>C</b>	<b>Workers' Compensation (WC) and Employers Liability (EL)</b> As required by State of California	WC: Statutory Limits EL: No less than \$1,000,000 per accident for bodily injury or disease
<b>D</b>	<p><b><u>Endorsements and Conditions:</u></b></p> <ol style="list-style-type: none"> <li><b>ADDITIONAL INSURED:</b> County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used). Auto policy shall contain or be endorsed to contain additional insured coverage for the County.</li> <li><b>DURATION OF COVERAGE:</b> All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained and evidence of insurance must be provided during the entire term of the Agreement and for at least five (5) years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.</li> <li><b>REDUCTION OR LIMIT OF OBLIGATION:</b> All insurance policies, including excess and umbrella insurance policies, shall be primary and non-contributory coverage at least as broad as ISO CG 20 10 04 13 as respects the County, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.</li> <li><b>INSURER FINANCIAL RATING:</b> Insurance shall be maintained through an insurer with an A.M. Best Rating of no less than A: VII or equivalent, shall be admitted to the State of California unless otherwise acceptable by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Self-insured retentions must be declared and approved. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The policy language shall provide or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.</li> <li><b>SUBCONTRACTORS:</b> Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit. The additional insured shall be at least as broad as ISO Form Number CG 20 38 04 13.</li> <li><b>JOINT VENTURES:</b> If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods: <ul style="list-style-type: none"> <li>Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above.</li> <li>Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".</li> </ul> </li> <li><b>CANCELLATION OF INSURANCE:</b> Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice of cancellation provided to the County in accordance with policy terms and conditions.</li> <li><b>CERTIFICATE OF INSURANCE:</b> Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of insurance and applicable insurance endorsements as set forth in the provisions of this Agreement and this Exhibit C, in forms satisfactory to County, evidencing that all required insurance coverage is in effect. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require the Contractor to provide complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.</li> </ol>	