

# **NORTH PENN SCHOOL DISTRICT**

Lansdale, Pennsylvania 19446

## **NOTICE TO VENDORS**

### **COMPUTER AND PERIPHERAL RECYCLABLES PROPOSAL**

#### **Proposal Summary**

As a part of our Green Initiative, the North Penn School District (NPSD) is seeking Professional Service Proposals for the collection and recycling of the electronic waste throughout the entire school district as described herein.

North Penn School District (NPSD) is hereby soliciting vendors/contractors to submit proposals for: **“Computer and Peripheral Recyclables at Multiple Locations”**

All proposals shall be submitted on the enclosed district forms. The proposal package must also include:

- Completed and notarized Vendor’s Qualification Statement.
- Completed Vendor’s Proposal Form
- Completed Pricing and Services Form

The North Penn School District is exempt from Pennsylvania state sales tax.

#### **PROPOSAL SUBMISSION:**

**Proposals** will be accepted for the **“Computer and Peripheral Recyclables at Multiple Locations”** until the date of November 21, 2022, at 1:00 p.m.

**Proposals must be clearly labeled “Computer and Peripheral Recyclables at Multiple Locations” and delivered to Dawn Johnston via email ([NPprocure@npenn.org](mailto:NPprocure@npenn.org)) or at the Educational Services Center located at 401 East Hancock Street, Lansdale, PA 19446 by 1:00 p.m. on November 21<sup>st</sup>.**

The proposals will be opened at **2:00 p.m.** the same day.

All questions regarding this proposal should be directed to:

Dawn Johnston  
Purchasing Supervisor  
401 E. Hancock St.  
Lansdale, PA 19446  
[NPprocure@npenn.org](mailto:NPprocure@npenn.org)  
215-853-1011

# NORTH PENN SCHOOL DISTRICT

Lansdale, Pennsylvania 19446

## **General Conditions for Proposal**

1. The North Penn School District Board of School Directors invites vendors to submit proposals for the **Purchase of Computer and Peripheral Recyclables at Multiple Locations**.
2. **Proposals will be accepted until 1:00 pm on Monday, November 21, 2022. The proposals will be opened at 2:00 PM on November 21, 2022.**
3. The proposal must be submitted to **Dawn Johnston, Purchasing Supervisor, either by email ([NPprocure@npenn.org](mailto:NPprocure@npenn.org)) or to the Educational Services Center located at 401 East Hancock Street, Lansdale, PA 19446 and clearly labeled, "Computer and Peripheral Recyclables at Multiple Locations"**
4. Proposals shall be submitted on the enclosed forms. Proposals must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
5. The successful vendor shall present a proposal in strict accordance with the specifications as set forth. **Work consists of purchase, removal, recycle, and reporting of said recycled computer and peripheral equipment. See "Scope of Work" on page 9 for further explanation and instructions.**
6. The North Penn School District reserves the right to reject or accept any or all proposals or any portion thereof and to waive any informalities permitted by law. Proposals must remain firm for a period of sixty (60) days from the date of Proposal opening.
7. Successful vendors shall insert the price per pound for each unit as stated and the cost written out for each item that the vendor has proposed to pick up and remove for proper disposal. The unit price inserted must be net. In the event of a discrepancy between the unit prices and the written price, the written price will govern.
8. Pickup must be fully completed by June 30th of each School District Fiscal Year for the length of the contract with scheduled pick up dates, as much as quarterly, and those dates as agreed upon by both the District and the vendor. District agrees to give two weeks' notice for scheduling the requested pick up dates.
9. Proposals may be awarded on an item-by-item basis.
10. No charges to the School District will be allowed for cases, boxes, carboys, bottles, etc., nor for freight expenses, expressage, or cartage. No empty packages, cases, boxes, carboys, bottles, etc., will be returned to the vendor and none will be paid for by the School District. Such empty cases, boxes, etc., must be removed by the vendor or contractor at his own expense.
11. A purchase order issued by the School District covering any or all items included in this proposal shall constitute a contract binding upon the vendor and the School District.
12. No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The proposal price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the vendor/contractor.

***Continued: General Conditions for Proposal***

Proposal Title: **Computer and Peripheral Recyclables at Multiple Locations**

Due Date: **Monday, November 21, 2022**

13. The vendor/contractor agrees, if awarded, to pick up and remove all recyclables for proper disposal including but not limited to guidelines set forth in **“Scope of Work”** section (starting on page 9) with scheduled pick up dates agreed upon by both the District and the vendor.
14. In the event that the successful vendor should neglect or refuse to pick up or destroy any articles, then the School District is authorized and empowered to purchase services in conformity with this order from any such party or parties, and in such manner as it shall select, at the expense of the successful bidder, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.
15. INVOICING: Invoices must be submitted for each individual school, completely itemized, and covering each shipment. No photocopy of a Proposal or Purchase Order will be accepted in lieu of an itemized invoice.
16. DISCRIMINATION PROHIBITED: According to Section 755, Public School Code of Pennsylvania, 1949 as amended, the Vendor/Contractor agrees:
  - 16.1 That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no Vendor/Contractor, subcontractor, nor any person acting on behalf of such Vendor/Contractor or subcontractor, shall, by reason of race, creed or color, discriminate against any citizen who is qualified and available to perform the work to which the employment relates;
  - 16.2 That no Vendor/Contractor, subcontractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on the account of race, creed or color;
  - 16.3 That there may be deducted from the amount payable to the Vendor/Contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of this contract; and,
  - 16.4 That this contract may be canceled or terminated by the School District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms and conditions of the contract.
17. HUMAN RELATIONS ACT: The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The Vendor/Contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
18. COMPETENT WORKERS: According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first class workmen and mechanics. No workmen shall be regarded as competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the district where the work is being done.

***Continued: General Conditions for Proposal***

Proposal Title: **Computer and Peripheral Recyclables at Multiple Locations**

Due Date: **Monday, November 21, 2022**

19. On proposals for Services involving the furnishing of labor, materials, and/or equipment, while said Services are being performed the successful bidder must maintain in full effect the following minimum insurance coverage:

19.1 Workers' Compensation.

19.2 Comprehensive public liability in the sum of \$100,000 for each person and \$300,000 for each accident, including contract liability. Such shall be endorsed with a save harmless clause in favor of the North Penn School District, its officers, members, and employees.

19.3 Property damage in the amount of \$50,000.

19.4 Automobile and truck insurance in an amount not less than \$300,000 on account of any one accident, and property damage in amount not less than \$50,000.

19.5 If special hazards, such as might result from blasting, represent a possibility, these shall be covered by a rider to the policy or policies in an amount of not less than \$50,000.

Prior to the beginning of the Service, etc., to be performed, a certificate of insurance shall be furnished to the School District showing the insurance coverage required above. The Vendor/Contractor shall assume full responsibility for loss of life and property, injuries to persons, including all employees of the Vendor/Contractor or Subcontractors.

20. ASBESTOS: In the event a vendor/contractor by virtue of his work for the District discovers asbestos, the vendor/contractor must immediately notify the District and perform no further work in connection with the asbestos. If directed by the District to remove the asbestos, the vendor/contractor must take all steps required by all federal, state, and local agencies regarding asbestos removal. The asbestos removal operations may be the subject of a change order or a supplemental contract to this contract, or a separate contract to another vendor/contractor as the District may determine. If a vendor/contractor fails to meet the requirements of the federal, state, and local regulations and these specifications related to the discovery, removal, and clean-up, the vendor/contractor shall be subject to immediate termination and the vendor/contractor shall be responsible for all costs and expenses related to the removal and cleanup of the asbestos including architect and engineering fees.
21. STANDARD OF QUALITY: The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or as approved equal," they shall be subject to equals only as approved by the architect, engineer and/or School District.
22. COMPLIANCE WITH POLICY/LAW: Vendor/Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Vendor/Contractor, the District shall notify Vendor/Contractor of the request and Vendor/Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.

***Continued: General Conditions for Proposal***

Proposal Title: **Computer and Peripheral Recyclables at Multiple Locations**

Due Date: **Monday, November 21, 2022**

Vendor/Contractor shall maintain and provide to the District a current Child Abuse History Clearance as provided by the Pennsylvania Department of Human Services, a satisfactory PA State Criminal History Report, and a Federal Criminal History Record Report (FBI Fingerprinting) for each individual engaged by Vendor/Contractor to provide services who will work in our buildings and may have direct contact with children, including Vendor/Contractor (if an individual).

Vendor/Contractor agrees to comply with the provisions of Act 168 of 2014, Employment History Review Law and, to the extent applicable, Act 126 of 2012, Child Abuse Recognition and Reporting Training.

By signing this form, the Vendor/Contractor acknowledges and agrees to comply with all listed policies and laws.

Signature		Date
Title		
Printed Name		
Company Name		
Address		
Email Address		
Phone Number	Fax Number	

***- END GENERAL CONDITIONS FOR PROPOSAL -***

**NORTH PENN SCHOOL DISTRICT**  
Lansdale, PA 19446

**Vendor's/Contractor's Qualification Statement**

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by: _____	Corporation _____
Name: _____	Partnership _____
Address: _____	Individual _____
Principal Office: _____	Joint Venture _____
Phone: _____	Other _____

1. How many years has your organization been in business as a vendor/contractor?
2. How many years has your organization been in business under its present business name?
3. If a corporation, answer the following:
  - a. Date of Incorporation: \_\_\_\_\_
  - b. State of Incorporation: \_\_\_\_\_
  - c. President's name: \_\_\_\_\_
  - d. Vice President's name(s): \_\_\_\_\_
  - e. Secretary's or Clerk's name: \_\_\_\_\_
  - f. Treasurer's name: \_\_\_\_\_
  - g. List names and address of all parties holding greater than 10% interest in the corporation.
4. Trade References:
5. Other School District References:
6. Bank References:

***Continued: Vendor's/Contractor's Qualification Statement***

Proposal Title: **Computer and Peripheral Recyclables at Multiple Locations**

Due Date: **Monday, November 21, 2022**

7. Contractor must provide a list of a minimum of 10 (ten) references of work completed over the past five (5) years. The references must include the facility's name, a contact name, and phone number for the contact.

8. Dated at this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Organization: \_\_\_\_\_

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

Title: \_\_\_\_\_

9. \_\_\_\_\_ being duly sworn deposes and says that he/she is the  
\_\_\_\_\_ of Vendor/Contractor and that answers to the foregoing  
questions and all statements therein contained are true and correct.

**SWORN TO AND SUBSCRIBED**

**BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
**SIGNATURE OF NOTARY**

\_\_\_\_\_  
**Printed Name Notary Public**

\_\_\_\_\_  
**My Commission Expires**

**NORTH PENN SCHOOL DISTRICT**  
Lansdale, PA 19446

**VENDOR PROPOSAL FORM**

**COMPUTER AND PERIPHERAL RECYCLABLES AT MULTIPLE LOCATIONS**

We, the undersigned, have reviewed the specifications herein for the supply of the listed service(s). We propose to complete the work, in accordance with the attached Proposal Specifications, General Conditions, Supplementary Conditions, and Scope of Work. We understand that the North Penn School District reserves the right to reject any and all proposals and to make awards on the basis of quality of work as well as price.

Company Name		Date
Company Address		
Authorized Signature		
Printed Name	Title	
Phone Number	Fax Number	
Email Address		



# **NORTH PENN SCHOOL DISTRICT**

Lansdale, PA 19446

## **SUPPLEMENTARY CONDITIONS**

1. **INTENT:** These Conditions and Specifications are intended to cover the sale of Computers and Peripherals for recycling at the North Penn School District, Lansdale, Pennsylvania. The successful Vendor/Contractor is to pick-up any computer and/or peripheral equipment purchased at the specified locations and provide reports detailing proper recycling/disposal of purchased equipment to successfully perform this contract.
2. **DETAILS OF WORK:** Whether stated or not, the essence of this contract is to provide a systematic electronic waste collection and disposal process as outlined in the Specifications and Scope of Work. This project consists of the following items of work:
  - A. Schedule all work with the District prior to commencing any activities on site.
  - B. Contractor must be in the possession of a valid R-2 Certification and PA Beneficial Use Permit WMR081. Contractor must provide current copies with the proposal.
  - C. Contractor must destroy all data prior to recycling any items collected. A Third Party Manifest is required to be submitted to the District for any items collected.
  - D. The contractor must provide a written schedule for special projects in coordination with the district.
3. **RECYCLING PROCEDURE MAY INCLUDE:**
  - A. Community Collection/Earth Day April of each year (Date TBD by District).
  - B. Possibly Other Community Collections upon mutual agreement with Vendor.
4. **WORK HOURS:**
  - A. The majority of this work should be accomplished during normal business hours (see below). If needed and coordinated with the District, it will be the contractor's responsibility to perform work on this project on weekends and after working hours to accomplish this work prior to the completion date and at the vendor's expense.
  - B. The contractor's proposal shall reflect this fact. In no case will North Penn School District (NPSD) pay overtime or a premium for work outside of normal working hours. Normal working hours are Monday thru Friday 8:00 a.m. through 4:00 p.m.
5. **PERIOD OF CONTRACT:**
  - A. The contract period shall begin upon award and remain in full force and effect until **June 30, 2025**, unless terminated by the Board of School Directors.
  - B. The Board of School Directors has the right to renew this contract for two (2) periods of one (1) year each after June 30, 2025.
  - C. Notification in writing will be issued by the District at the end of each contract period.
6. **TERMINATION:**
  - A. Breach: Should Vendor/Contractor fail to fulfill in a timely and proper manner its obligations under this contract or if it should violate any of the terms of this contract, NPSD shall have the right to immediately terminate the contract. Such termination shall not relieve Vendor/Contractor of any liability to NPSD for damages sustained by virtue of any breach by Vendor/Contractor.
  - B. Funding: Should funding for this contract be discontinued, NPSD shall have the right to terminate the contract immediately upon written notice to Vendor/Contractor.
  - C. Notice: NPSD may terminate this contract at any time upon thirty (30) days written notice to Vendor/Contractor.

**- END SUPPLEMENTARY CONDITIONS -**

# **NORTH PENN SCHOOL DISTRICT**

Lansdale, PA 19446

## **SCOPE OF WORK**

### **1. EQUIPMENT**

1.1. The Vendor/Contractor shall purchase any and all EQUIPMENT located in any of the listed sites (see section 1.3.) on the date of the scheduled removal. Removals will typically occur in April/May and October/November. A North Penn School District representative will contact the Vendor/Contractor when a sufficient amount of equipment has been accumulated. The equipment for removal will be gathered in one area of the site for removal, in boxes when possible, and will NOT be separated by type. The contractor must provide a written schedule for special projects in coordination with the district.

1.2. The Vendor/Contractor shall be responsible for pick-up, loading, transportation, unloading and proper disposal and documentation. The District will provide a representative to provide general oversight to the work.

1.3. The EQUIPMENT will be located at the following sites:

Bridle Path	200 Bridle Path Road, Lansdale, 19446
Gwyn-Nor	139 Hancock Road, North Wales, 19454
Gwynedd Square	1641 Supplee Road, Lansdale, 19446
Hatfield	1701 Fairgrounds Road, Hatfield, 19440
Inglewood	1313 Allentown Road, Lansdale, 19446
Knapp	698 Knapp Road, Lansdale, 19446
A.M. Kulp	801 Cowpath Road, Hatfield, 19440
Montgomery	1221 Stump Road, North Wales, 19454
Nash	1560 Liberty Bell Drive, Harleysville, 19438
North Wales	201 Summit Street, North Wales, 19454
Oak Park	500 Squirrel Lane, Lansdale, 19446
Walton Farm	1610 Allentown Road, Lansdale, 19446
York Avenue	700 York Avenue, Lansdale, 19446
Pennbrook	1201 North Wales Road, North Wales, 19454
Penndale	400 Penn Street, Lansdale, 19446
Pennfield	726 Forty Foot Road, Hatfield, 19440
NPHS	1340 Valley Forge Road, Lansdale, 19446
Northbridge School & NPVA	2374 North Penn Road, Hatfield, 19440
Educational Services Center	401 E. Hancock Street, Lansdale, 19446
NPSD Transportation	1350 Valley Forge Road, Lansdale, 19446
NPSD Support Services Center	630 W. 8 <sup>th</sup> Street, Lansdale, 19446

***Continued: Scope of Work***

Proposal Title: **Computer and Peripheral Recyclables at Multiple Locations**

Due Date: **Monday, November 21, 2022**

- 1.4. Examples of current equipment that may be included are:
  - 1.4.1. Chromebooks
  - 1.4.2. Laptops
  - 1.4.3. Desktops
  - 1.4.4. Miscellaneous printers, monitors, and other electronic equipment
  - 1.4.5. Computer Carts of Various Sizes
- 1.5. The Vendor/Contractor shall ensure that all recovered EQUIPMENT is recycled or properly disposed of in accordance with ISO 14001:2015 or other Web Coverage Processing Service (WCPS) approved standard.
  - 1.5.1. Recycling of equipment can include resale of equipment after a data wipe has occurred.
- 1.6. The Vendor/Contractor shall provide secure transport and storage of ALL EQUIPMENT which contains electronic data.
  - 1.6.1. Third party manifest documents for all electronics collected shall be provided to NPSD.
- 1.7. The Vendor/Contractor shall perform data destruction, as required, by one of the following methods:
  - 1.7.1. Using Department of Defense (DOD) 5520 specification compliant-software to overwrite all data several times to render the data unrecoverable in accordance with NIST SP800-88, *Guidelines for Media Sanitization*.
  - 1.7.2. Physical shredding, drilling, or other destruction methods approved by WCPS.
  - 1.7.3. Vendor/Contractor shall provide the WCPS certificate of destruction of each hard drive.
    - 1.7.3.1.1. If multiple drives are destroyed, one certificate can be issued with the serial numbers for all drives destroyed listed on this certificate.
- 1.8. Vendor/Contractor shall provide verified weights of all pick-ups which demonstrates the pounds saved from landfill or other pertinent info to convey the benefits of the services with staff, board and community (Green Info).
- 1.9. Payment for recycled equipment picked up will be via check made out in the name of the North Penn School District. This check will be submitted within three (3) weeks of picking up recyclables to the following address:

North Penn School District  
Bookkeeper  
401 East Hancock Street  
Lansdale, PA 19446

***Continued: Scope of Work***

Proposal Title: **Computer and Peripheral Recyclables at Multiple Locations**

Due Date: **Monday, November 21, 2022**

**2. VENDOR/CONTRACTOR QUALIFICATIONS:**

- 2.1. Vendor/Contractor shall be either R2 certified through Sustainable Electronics Recycling International (SERI) or hold the e-Steward Certification.
- 2.2. Vendor/Contractor shall be certified by at least one nationally known entity for electronic recycling and provide proof of such for any of the following:
  - 2.2.1. International Association of Electronic Recyclables (IAER)
  - 2.2.2. Pennsylvania Department of the Environment (ISO 1400)
  - 2.2.3. Institute of Scrap Recycling (ISIR)
  - 2.2.4. Recycling Industry Operating Standard (RIOS)
  - 2.2.5. Other national accreditation
  - 2.2.6. Vendor/Contractor shall have a minimum of three (3) years electronic recycling of similar scope and size.
  - 2.2.7. Vendor/Contractor shall certify that landfills are not utilized in the United States or in foreign countries.
- 2.3. All processing, recycling and disposal venues used by the Vendor/Contractor for disposal and/or recycling of CRTs and other electronics equipment, lead-bearing or mercury-bearing components and other residuals are to be ISO 14001:2015 compliant or otherwise demonstrate a bona-fide commitment to responsibly disposing of any hazardous material to the satisfaction of NPSD. Subcontractors shall be subject to approval by the NPSD. Approval shall be based on proof of required permits and environmental protection compliance records for the regulatory agency(ies) within the jurisdiction where the processing/recycling facility is located.

**3. LICENSES, PERMITS, COMPLIANCE WITH LAWS**

- 3.1. The Vendor/Contractor shall comply with all applicable laws, ordinances and regulations.
- 3.2. The Vendor/Contractor, and any subcontractor employed by Vendor/Contractor, shall at its, or their expense, possess and shall maintain, during the entire term of the contract, all permits, licenses, certificates, insurances, and approvals required by the law, including those necessary for the transportation and handling of universal waste, lead or mercury containing devices and batteries.

***- END SCOPE OF WORK -***

**NORTH PENN SCHOOL DISTRICT**

Lansdale, PA 19446

<b><u>PRICING SHEET FOR REIMBURSEMENTS</u></b>			
	<b>EQUIPMENT</b>	<b>COST PER lb</b>	<b>WRITTEN PRICE</b>
1	Chromebooks		
2	Laptops		
3	Tablets/PDAs		
4	Desktops		
5	Computer CPUs		
6	CRT Displays		
7	LCD Displays		
8	Printers		
9	Scanners		
10	Keyboards		
11	Mice		
12	Cables		
13	Routers		
14	Switches		
15	Hard Drives		
16	CD/DVD Drives		
17	Flash Memory		
18	Cameras		
19	Projectors		
20	Circuit boards		
21	Power cords and supplies		
22	Interactive white boards		
23	Mixed e-waste		
24	Computer Carts		
25	Cell Phones		

**Services to be billed to the Board.**

	<b>SERVICE</b>	<b>COST PER UNIT</b>	<b>WRITTEN PRICE</b>
1	Hard drive data wiping, shredding, or drilling		
2	Sorting and palletizing at agency location		

**In case of discrepancy between written price and numeric price the written price will prevail.**