



CITY OF PALO ALTO

PURCHASING AND CONTRACT ADMINISTRATION

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Date: October 22, 2009

Subject: Addendum Number Two (2) to City of Palo Alto Request for Proposal Number 133798

Project Title: **PROVISION OF RECYCLING PROGRAM FOR SURPLUS COMPUTERS AND PERIPHERAL EQUIPMENT**

Department: ITS DIVISION

Revised Submittal Deadline: **3:00 PM, Tuesday, October 27th, 2009 (REVISED)**

1. ATTACHMENT A, Scope of Services is amended to include the following:

Recycling and Final Disposition:

Recycler shall process, and recycle the City's e-waste at a state permitted e-waste recycling facility. Recycler's process shall be in conformance with all applicable state approved recycling process standards. Recycler shall not allow any characteristically hazardous material accepted to be sent to solid waste (non-hazardous waste) landfills or incinerators for disposal or energy recovery, either directly or through intermediaries.

To ensure integrity of the entire recycling chain, including downstream intermediaries and recovery operations such as smelters, the Recycler shall only utilize a company that is in compliance with all applicable national, regional and/or local environmental and health and safety regulations.

Reporting:

Recycler shall prepare and submit a report to the City by January 15 of each year that will show all pickup information from the recycling center for the previous calendar year. The report shall list cumulative weights for both covered electronic devices (monitors and video display devices) and other universal waste electronic wastes and be in conformance with the State's annual reporting guidelines.

Other Conditions/Qualifications

The awarded Recycler must be an Approved Collector or Recycler with the State of California and maintain this designation throughout the term of the contract. Should the Recycler's approval

status change during the term of the contract, Recycler must notify the City before accepting any shipments after the change in status. Loss of Approved Collector/Recycler designation shall be considered a breach of the contract.

Other Information To Be Submitted With the Proposal:

Recycling Process – The proposal shall describe the recycling process for e-wastes and all component parts. The description should note any best management practices deployed and particularly describe processing methods for CRT containing devices.

Downstream Vendors – The proposal shall provide a list of vendors that will receive component parts, commodities, and materials recovered/demanufactured from the City and describe what form they receive the material and in what form that material is when transferred to the next vendor.

Notification of Violations – For Proposer and each of the proposed subcontractors, include copies of all notices of violations, administrative orders, or other enforcement actions taken by any regulatory agencies during the past three years.

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