

**STATEMENT OF WORK  
ELECTRONIC WASTE REMOVAL & RECYCLING SERVICES  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of this Electronic Waste (E-waste) Removal and Recycling Services Invitation to Qualify (ITQ) is to qualify responsible and responsive suppliers to remove and recycle Commonwealth E-waste. In addition, Local Public Procurement Units, as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained within the terms and conditions. The Department of General Services (DGS), Bureau of Supplies and Surplus (BSSO) facility located in Harrisburg, PA will be the primary pick-up location for E-Waste to be recycled although pickup from other Commonwealth agency facility locations throughout Pennsylvania may be necessary. Pick-Up locations will be specified in a Request for Quote (RFQ).

**ISSUING OFFICE:** This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

Amy Layman, Commodity Specialist  
Department of General Services, Bureau of  
Procurement 1800 Herr Street,  
Harrisburg PA 17103  
Telephone: (717) 346-3826  
E-mail: [alayman@pa.gov](mailto:alayman@pa.gov)

**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet the following requirements. Failure to meet the below requirements will result in the application being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Possess a PA DEP Beneficial Use Processing Permit or another state's processing permit/EPA ID number;
- B. Possess third-party accreditation from the Responsible Recycling Practices Standard (R2) and/or E-Stewards Standard;
- C. Provide documentation confirming the Contractor has been in business a minimum of three (3) years; and
- D. Contractors must select the county(ies) in which they can serve.

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**SERVICE CATEGORIES:** Contractors will select the appropriate commodity code under the Business Details section of the qualification process. The Commonwealth has attempted to list specific services under each description. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
76120000-ITQ-120 – Electronic Waste Removal and Recycling Services	<p>This Service Category will cover the removal and subsequent recycling of electronic devices, including but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Computer monitors, televisions</li> <li>2. APC/ UPS back-ups, power supplies</li> <li>3. Cellular phones, Blackberries, PDAs, calculators, adding machines</li> <li>4. Computers, computer peripherals, computer wires and/or cables, CPU's,</li> <li>5. Servers, routers, hubs, docking stations</li> <li>6. Discs, cd-roms, compact discs,</li> <li>7. Printers, copiers, facsimile machines</li> <li>8. Hard drives, circuit boards,</li> <li>9. Keyboards, speakers</li> <li>10. Microwave ovens, overhead projectors, telephones, televisions</li> <li>11. Steel bracing, steel brackets,</li> <li>12. Digital equipment typically used in office settings</li> <li>13. Small amounts of miscellaneous related office waste.</li> </ol> <p>In the past, miscellaneous waste included small file cabinets, airport x-ray machines, metal desks, typewriters, and microfiche film.</p>

**RFQ PROCEDURES:** BSSO will issue RFQs on an as-needed basis to qualified Contractors through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. Each RFQ shall be issued to all qualified Contractors.

E-waste may be apportioned into one or more lots within each RFQ. In the RFQ, BSSO will provide the best information available pertaining to the quantity and types of devices included in each lot. Quotes may be requested for Contractor pick-up at a Commonwealth location, for delivery of the lot to the Contractor's location, or both.

Qualified Contractors will be permitted to submit any of three types of price quotes in response to an RFQ; positive price quotes representing a cost to the Commonwealth, negative price quotes representing revenue to the Commonwealth, and zero-cost quotes.