



Fulton County

Legislation Details (With Text)

File #:	21-0651	Version:	1	Name:	
Type:	CM Action Item - Open & Responsible Government		Status:	Passed	
File created:	7/28/2021		In control:	Board of Commissioners	
On agenda:	9/1/2021		Final action:	9/1/2021	
Title:	Request approval to renew an existing contract - Department of Real Estate and Asset Management, 20ITB125973C-CG, Electronic Equipment Recycling Services, with NOVUS Solutions, LLC (Marietta, GA) to provide electronic equipment recycling services for Fulton County. This is a revenue generating contract. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2022 through December 31, 2022. (APPROVED)				

Sponsors:

Indexes:

Code sections:

Attachments: 1. Exhibit 1 CONTRACT RENEWAL AGREEMENT FORM - NOVUS Solutions, 2. Exhibit 2 Contract Renewal Evaluation Form, 3. Exhibit 3 Contractor's Performance Report, 4. 2021-0651

Date	Ver.	Action By	Action	Result
9/1/2021	1	Board of Commissioners	approve	Pass

Department

Real Estate and Asset Management

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval to renew an existing contract - Department of Real Estate and Asset Management, 20ITB125973C-CG, Electronic Equipment Recycling Services, with NOVUS Solutions, LLC (Marietta, GA) to provide electronic equipment recycling services for Fulton County. This is a revenue generating contract. This action exercises the first of two renewal options. One renewal option remains. Effective dates: January 1, 2022 through December 31, 2022. **(APPROVED)**

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

In accordance with Purchasing Code Section 102-394(6), the Purchasing Department shall present renewal requests to the Board of Commissioners at least 90 days prior to the contract renewal date, or 60 days if the contract term is six (6) months or less.

Strategic Priority Area related to this item *(If yes, note strategic priority area below)*

Open and Responsible Government

Commission Districts Affected

- All Districts ☒
- District 1 ☐
- District 2 ☐
- District 3 ☐

District 4 ☐
District 5 ☐
District 6 ☐

Is this a purchasing item?

Yes

Summary & Background *(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

Scope of Work: This contract allows the County to adhere to state law regarding recycling services of salvaged electronic equipment for the Department of Real Estate and Asset Management on an “as needed basis”. This is a revenue generating contract and the anticipated revenue for FY2022 is \$15,000.00. The scope of work includes:

- All transportation services, storage containers, materials, equipment, technical and management support, personnel required to perform the services requested by the County.
- Pick up and delivery by the Contractor to an approved and licensed recycling facility. At the facility, the computers shall be disassembled, reclaimed and prepared for marketing as a raw material in a manner that constitutes recycling as defined by and in strict adherence and compliance with EPA, Federal, state of Georgia, Georgia D.O.T, OSHA and Fulton County environmental regulations, and any and all applicable federal, state and local governmental entities. All recycling services shall meet and comply with all standards of EPA's Resource Conservation and Recovery Act (RCRA).
- Certification by either Responsible Recycling Practices (R2) or e-stewards. Additionally, vendor must be ISO 14001 and OHSAS 18001 certified. Copy of certification is required with submittal of quote.
- Providing the County, within thirty (30) days after pickup of computers and equipment, a “Certification of Destruction & Recycling” document, confirming that all data storage devices have been erased or destroyed to adhere to either NIST 800-88 or highest NAID standards. No computer equipment or recycled material is to be disposed of in a landfill.
- All equipment used by the Contractor to collect, store, containerize, transport and otherwise handle computer related hazardous waste shall meet all federal, state and local requirements. Appropriate vehicles must be used to collect and transport the computers and the vehicles must display appropriate placards and decals. The Contractor shall provide a sufficient number of DOT approved collection containers for the safe collection, storage and shipment of the computers. The containers shall display all appropriate warning labels, and/or decals.
- The collection containers shall be the forty (40) cubic yard, open-top, roll-off, or trailer type container. When a service call is placed to empty/replace/remove container, vendor must respond within twenty-four (24) hours from time of call.

- The vendor will be responsible for sorting any and all electronic equipment that is placed in the container.
- The vendor shall be able to provide a minimum of (2) two containers to be placed in various locations in Fulton County. The County may request additional containers during mass computer replacement cycles.
- The following items are some example of electronic equipment scrap that will be discarded:
 - Computers
 - Laptops
 - Computer Monitors
 - Keyboards
 - Mice
 - Scanners
 - Printers
 - Hard Drives
 - Tape Drives
 - Typewriters
 - Fax Machines
 - Calculators
- Fulton County's IT Department will remove all hard drives from all salvaged computers delivered to the surplus warehouse. If by chance any computer hard drives were not removed from salvaged computers, the vendor will be responsible for destroying any information left on the hard drives, by certifying that all hard drives left intact with the computers are completely destroyed.

Community Impact: None that the Department is aware of.

Department Recommendation: The Department of Real Estate and Asset Management recommends approval to renew the existing contract to provide electronic equipment recycling services on an as needed basis for Fulton County fiscal year 2022.

DREAM anticipates the electronic recycling efforts for FY2022 to generate revenue for the County of \$15,000.

DREAM will coordinate and manage the collection of salvaged electronic equipment from all County Departments. Georgia law stipulates that adherence and compliance with EPA, Federal, state of Georgia, Georgia D.O.T, OSHA and Fulton County environmental regulations. This contract will allow the County to be compliant these regulations.

Project Implications: This service is critical for recycling services of electronic equipment from County-wide agencies.

Community Issues/Concerns: None that the Department is aware of

Department Issues/Concerns: If this renewal contract is not approved, the County will not be able

to provide electronic equipment recycling services with revenue generation.

Contract Modification Yes, see charts below

CURRENT CONTRACT HISTORY	BOC ITEM	DATE	DOLLAR AMOUNT
Original Contract Amount	20-0892	12/2/20	Revenue Generating
1 st Renewal			Revenue Generating
Total Revised Amount			Revenue Generating

Contract & Compliance Information *(Provide Contractor and Subcontractor details.)*

Contract Value: Revenue Generating

Prime Vendor: NOVUS Solutions, LLC

Prime Status: Non-Minority

Location: Marietta, GA

County: Cobb County

Prime Value: Revenue Generating

Total Contract Value: Revenue Generating

Total M/FBE Value: \$-0-

Exhibits Attached

Exhibit 1: Contract Renewal Agreement

Exhibit 2: Contract Renewal Evaluation Form

Exhibit 3: Contractor Performance Report

Contact Information *(Type Name, Title, Agency and Phone)*

Joseph N. Davis, Director, Department of Real Estate and Asset Management, (404) 612-3772

Contract Attached

No

Previous Contracts

Yes

Total Contract Value

Original Approved Amount:

Previous Adjustments:

This Request: Revenue Generating

TOTAL: Revenue Generating

Grant Information Summary

Amount Requested: ☐ Cash

Match Required: ☐ In-Kind

Start Date:

End Date:

Match Account \$:

☐ Approval to Award

☐ Apply & Accept

Fiscal Impact / Funding Source

Funding Line 1:

All revenue will be deposited into 100-520-5201-6325: General, Real Estate and Asset Management, Revenue

Key Contract Terms	
Start Date: 1/1/2022	End Date: 12/31/2022
Cost Adjustment:	Renewal/Extension Terms: O Renewal Option Remains

Overall Contractor Performance Rating:

Would you select/recommend this vendor again?

Choose an item.

Report Period Start:
7/28/2021

Report Period End: