



# Fulton County

## Legislation Text

File #: 22-0658, Version: 1

### 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 anticipated revenue in the amount of \$25,000.00 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 second of two renewal options. No renewal options remain. Effective dates: January 1, 2023 through December 31, 2023. **(APPROVED UPON ADOPTION OF THE CONSENT AGENDA)**

### 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 all 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** Request approval to renew existing contract to provide Electronic Equipment Recycling Services for Fulton County facilities for FY2023. This is a revenue generating contract.

**Scope of Work:** This contract allows the County to adhere to federal and state law regarding recycling services of salvaged electronic equipment for the Department of Real Estate and Asset Management on an "as needed basis".

The scope of work includes:

1. All transportation services, storage containers, materials, equipment, technical and management support, personnel required to perform the services requested by the County.
2. 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).
3. 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.
4. 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.
5. 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 enough 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.
6. 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.
7. The vendor will be responsible for sorting all electronic equipment that is placed in the container.
8. 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.
9. The following items are some examples of electronic equipment scrap that will be discarded:
  - Computers
  - Laptops
  - Computer Monitors
  - Keyboards & Mice

- Scanners
- Printers
- Hard & Tape Drives
- Typewriters
- Fax Machines & Calculators

10. 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 and certifying that all hard drives left intact with the computers are completely destroyed.

**Community Impact:** None of which the Department is aware.

**Department Recommendation:** The Department of Real Estate and Asset Management recommends approval.

We anticipated the electronic recycling efforts will generate approximately \$25,000.00 in revenue for FY2023.

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.

Historical Revenue History:

- FY2022: The County has collected \$13,757.50 in revenue as of 8/25/2022
- FY2021: The County has collected \$45,914.20 in revenue
- FY2020: The County has collected \$14,000.00 in revenue
- FY2019: The County has collected \$12,000.00 in revenue

**Project Implications:** This contract is critical for the recycling services of electronic equipment from county wide agencies.

**Community Issues/Concerns:** No of which the Department is aware.

**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 for Fulton County.

### Contract Modification

Current Contract History	BOC Item	Date	Dollar Amount
Original Award Amount	20-0892	12/2/20	Revenue Generating
1st Renewal	21-0651	9/1/21	Revenue Generating
2 <sup>nd</sup> Renewal			Revenue Generating

Total Revised Amount			Revenue Generating
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**Contract & Compliance Information** *(Provide Contractor and Subcontractor details.)*

**Contract Value:** Revenue Generated  
**Prime Vendor:** NOVUS Solutions, LLC  
**Prime Status:** Non-Minority  
**Location:** Marietta, GA  
**County:** Cobb County  
**Prime Value:** Revenue Generated

**Total Contract Value:** Revenue Generated  
**Total M/FBE Value:** \$-0-

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Exhibit 1: Contract Renewal Agreement  
Exhibit 2: Contractor's Performance Report  
Exhibit 3: Contract Renewal Evaluation Form

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

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

**Contract Attached**

Yes

**Previous Contracts**

Yes

**Total Contract Value**

Original Approved Amount: Revenue Generating  
Previous Adjustments: Revenue Generating  
This Request: Revenue Generating  
TOTAL: Revenue Generating

**Grant Information Summary**

Amount Requested: ☐ Cash  
Match Required: ☐ In-Kind  
Start Date: ☐ Approval to Award  
End Date: ☐ Apply & Accept  
Match Account \$:

## Fiscal Impact / Funding Source

### Funding Line 1:

100-520-5201-6325: General, Real Estate and Asset Management, Revenue- Funds deposited to this account

Key Contract Terms	
Start Date: 1/1/2023	End Date: 12/31/2023
Cost Adjustment:	Renewal/Extension Terms: No renewal option remains

**Overall Contractor Performance Rating:** 4.00

**Would you select/recommend this vendor again?**

Yes

**Report Period Start:**  
4/1/2022

**Report Period End:**  
6/30/2022