



Lorain County Solid Waste Management District

Proud Member of the Lorain County Growth Partnership

A Department Of

The Lorain County Board of Commissioners

226 Middle Avenue Elyria, OH 44035

Phone 440-329-5440 Fax 440-329-5777

www.loraincounty.us/solidwaste



October 10, 2014

Request for Proposals - E-Scrap Collection & Recycling Program

I. Purpose of This RFP

To obtain a qualified contractor who will:

- A. Pick up trailer loads of "E-Scrap" (discarded electronic equipment) at the District's Collection Center, where the material is received from the public.
- B. Transport the load to their facility, then sort and/or weigh it in order to provide accurate, detailed statements and statistics.
- C. Dismantle and otherwise process the material in such a manner as to provide the District with a guarantee that all will be reused or recycled, except as specifically noted.
- D. As optional services:
 1. Provide a direct pickup service for organizations within the county that have large loads of E-Scrap, and that have contacted the District to dispose of them.
 2. Provide a separate, local drop-off point at their facility.
 3. Provide a specified number of refurbished computer systems to the District each year for distribution to non-profits and other entities in Lorain County.

II. Background Information

From 2002 through 2009, the District conducted up to four one-day E-Scrap collection events each year, to collect the same materials now accepted at the Center. The volume of materials received increased steadily, however, and became unmanageable within the one-day event format.

To remedy that problem the District opened a fixed-site collection center in 2010. The facility is open for 21 working hours each week, spread over three days. This schedule operates throughout the year, interrupted by a minimal number of holidays.

III. Current Operation

The staff at the Center receives all material dropped off by the public, and refuses any that does not fall within the list of acceptable items. E-Scrap is accepted from both individual residents and from schools, libraries, local governments, businesses, and other organizations. (See Attachment A)

The incoming items are sorted into general categories (defined by the contractor) and consolidated in large double-wall cardboard boxes (commonly known as "Gaylord" boxes), or stacked on wooden pallets and stretch-wrapped. These full loads are then weighed and placed in storage racks. Each load will have a label attached that shows its gross weight. There is enough racking at the Center to hold slightly more than one full trailer of material.

The District staff monitors the volume of incoming material to anticipate when enough loads will be accumulated. Normally, the contractor is notified 7-10 working days in advance of the need for a pick up. A commercial motor freight trailer is scheduled, by the contractor, to arrive during the Center's normal working hours.

To prepare for shipping, individual pallet loads are double-stacked (one wrapped pallet on top of one full Gaylord). The combined load is then stretch-wrapped again to maximize stability during transport. These are then loaded into the trailer by a member of the staff. Loading normally takes approximately one hour.

Upon arrival at the contractor's facility, the material is weighed and certain specific items are counted to provide the District with needed statistical information.

IV. Anticipated Volume during Contract Period

In terms of activity at the Collection Center itself, from 1/1/13 until 12/31/13 -

- 24 trailers of E-Scrap were shipped from the Center.
- Each contained an average of 22,322 pounds of material.
- The longest time between shipments was 23 calendar days.
- The shortest time between shipments was 6 calendar days.
- The average number of calendar days between shipments was 15.
- Attachment B is a chart originally prepared in 2012 and still valid today; it shows the detailed composition of a typical trailer load.
- Additionally, the contractor performed 11 direct pickups of larger loads in Lorain County totaling 56,647 pounds.

The grand total of material collected in 2012, from all sources, was 597,157 pounds. The grand total of material collected in 2013, from all sources, 592,374 is pounds. All indications are that 2014 will show a total approximately 10% greater than the last two years.

Projecting a growth rate of 10% annually results in anticipated collections in the range of 650,000 pounds or more for the years 2015, 2016, and 2017.

V. Program Specifications

A. Contractor may choose to serve as a source to the District of shipping supplies, such as pallets or Gaylord boxes, or not. If the choice is made to provide any or all shipping supplies, all details of how and when such supplies will be provided, and in what quantity, must be specified in the proposal. Any fees/credits associated with the provision of materials, and their transportation, must also be disclosed.

B. On a "will-call" basis, contractor will dispatch an empty shipping trailer to the Collection Center, within seven calendar days of being called. These will be timed to arrive during the Shipping/Receiving hours defined by the District. Trailers will be loaded by the Center's staff within 1.5 hours of arrival.

C. Material loaded onto the trailers will be packaged according to specifications provided by the contractor. These may include, but are not limited to, the following:

1. Categories into which the material is to be sorted, and segregated into separate shipping loads
2. Type of shipping container (Gaylord box, pallet & stretch wrap, reusable wire cage, etc.)
3. Height and weight of each load

D. Following is a complete list of the materials currently accepted as E-Scrap:
NOTE – The list on the Collection Center Flyer (Attachment A) is less detailed than the following, partly for the sake of brevity on the Flyer, and partly because we will accept most electrical items if they are part of a mixed load, and are not expressly prohibited.

Electronic Equipment from Home or Office:

Desktop Computer CPU's - Laptop Computers - Notebook Computers
Handheld Computer Devices & Games - Electronic Game Consoles
CRT Computer Monitors - Flat Screen Computer Monitors
Printers - Plotters - Punchers - Scanners - Cameras - Projectors -
Pointing Devices - Keyboards - Joysticks - Game Controls
Speakers - Headphones - Microphones - Light Pens
Hard Drives - Diskette Drives - CD Drives - Tape Drives
Modems - Routers - Servers - Wireless Connection Devices
UPS Systems - Surge Suppressors - Power Directors

Circuit Boards - Cables - Tapes - Diskettes - Compact Discs (CD)
Hardware & Software Documentation - Other Reference Manuals & Books
Typewriters - Fax Machines - Calculators - Telephones
Other Desktop Equipment - Small Paper Shredders
Stand-Alone Copiers - Large Plotters - Network Hardware
CRT Televisions (up to 27" diagonally, except any TV in a console or cabinet)
Flat Screen Televisions (LED, LCD, or Plasma) of any Size
Video Cassette Recorders (VCR) - DVD Players - Tape Players
CD Players - Record Players - Amplifiers - Tuners - Radios
Other Audio Equipment, including Speakers - Cable Receivers - Satellite Dish
Receivers - Microwave Ovens - Small Electrical Appliances (any item
considered to be hand-held, desktop, or countertop in size) - Cellular phones
and their accessories – printer ink and toner cartridges

(NOTE: the above two items are collected at the Center, but they are already allocated to another contractor; this may change in the foreseeable future. Include these in your proposal with the understanding that they may not be available immediately.)

Items Specifically Prohibited:

CRT Televisions more than 27" (measured diagonally across picture tube)
Televisions contained within cabinets or consoles
Television picture tubes removed from their housing
Television chassis with exposed picture tube
Larger Electrical Appliances (items larger than those described above;
includes white goods, oil-filled heaters, and any item designed to contain a
refrigerant, regardless of whether it actually contains any.)

NOTE: Currently, all lead/acid batteries are removed from devices such as UPS systems and recycled through another vendor. The batteries in laptop computers and cellular phones are not removed.

E. Upon being loaded, the contractor will cause each trailer to be transported to their place of business. The material will be weighed and/or counted in order to provide a detailed invoice of fees/credits and statistics to the District. Specifically requested is a separate count of televisions and microwaves received, with other breakouts to be established as the contract is implemented.

F. Contractor will issue one detailed invoice of fees/credits and statistics for each trailer load received.

G. Contractor will then proceed to dismantle, recycle, and otherwise process the material received. The methods of processing all the types of material received will be those (and only those) that have been disclosed by the contractor in their proposal.

H. The contractor will provide the District with a Certificate of Recycling on a regular basis for all materials received, guaranteeing that all collected materials are recycled, reused, or disposed of in accordance with the terms of the proposal.

I. Optional Service One: Potential contractors are also strongly encouraged to provide a "will call" pickup service to locations within Lorain County with loads large enough to justify a direct pickup. In the past, this has included schools, organizations, and businesses. The materials accepted will be the same as those accepted at the Center.

Requests to use this service must be addressed to the District Director for approval. The Director will then inform the contractor and put them in touch with appropriate person at the end-user location.

The contractor may then pick up the load, and provide the District with the same statement of fees/credits and statistics that applies to shipments from the Collection Center. A similar Certificate of Recycling will also be required.

The contractor, however, will be responsible for negotiating and collecting any transportation charges directly from the end-user.

This service will apply only to material that is properly packaged to the contractor's specification and ready to load. The contractor may, at its discretion, provide a separate service to package materials for shipment. In that case, any charges for such service are also strictly between the contractor and the end-user.

J. Optional Service Two: If the contractor has physical plant facilities in Lorain County or any contiguous county, the District would consider it a positive factor if it would accept drop-offs of any of the acceptable materials, during whatever hours it is willing to specify in the proposal and contract.

K. Optional Service Three: During each year of the contract, the contractor will provide up to 250 refurbished personal computers upon request to the District for distribution to schools and nonprofit organizations. These systems should consist of the following:

1. CPU with dual-core (or better) processor and
 - 2 GB RAM (minimum);
 - 100 GB (or more) Hard Drive
 - CD R/W Drive
 - Internet (broadband or DSL) Connectivity
 - Two or more USB Ports (in addition to any used for the keyboard and/or the mouse)
2. Color Monitor, 17" or larger
3. Standard Keyboard
4. Standard Mouse
5. Power Cords and Transformers (if applicable)

Computers should be pre-loaded with the current Microsoft Windows operating system, and a recent version of Microsoft Office that includes at least Outlook, Word, and Excel.

VI. Proposal Specifications

A. Completed proposals shall contain: company or bidder's name; address of principal place of business; mailing address if different than the principal place of business; phone number; fax number; email address; and name of contact person.

B. Completed proposals shall also contain: a statement to whether the proposed contractor is a sole proprietorship, partnership, corporation, or non-profit organization. If a partnership, Contractor shall state any and all fictitious names under which the business formally or currently operates and name and address of any and all partners that each hold more than a 5% interest in the business. If a corporation, Contractor shall state the date of incorporation, the name and address of the statutory agent, the names of the corporate officers, and names and addresses of any shareholders that hold a controlling interest in such corporation.

C. Proposals shall address each part of Section V. Program Specifications by either signifying the ability and willingness to comply exactly with that specification, or by noting each point at which the proposal differs from the specification. Services and program features offered by the contractor, but not specified in Section V, should also be described in detail.

D. Using the format provided in Attachment C, proposals should include a fully-completed schedule of fees/credits, on a "per pound" or a "per item" basis that the contractor will charge or pay for each type of material collected. It should also specify any fixed fees/credits that may be assessed at any time. Lastly, the schedule should also list all fees/credits associated with the transport of material, and all fees/credits relating to the provision of shipping supplies, if applicable.

E. If Optional Service One and/or Optional Service Two (see Section V, Parts I and J) is offered in the proposal, the fees/credits schedule for materials accepted must be the same as that for materials shipped from the Center.

NOTE: Any fee/credit not specifically disclosed in the proposal will not be paid, and invoices containing them will be rejected.

VII. Desired Characteristics in Proposals

A. To minimize administrative cost, the District most definitely prefers to have one contractor operate the entire E-Scrap Program. Proposals that do not contain a fully-completed fee/credit schedule will be at a serious disadvantage. Proposals that appear to be "cherry-picking" only the most desirable materials will be rejected.

B. The current operation as described in Section III has worked well, and the District is reasonably satisfied with it. However, we are always interested in improvements to methods and procedures that will lessen the cost and/or labor involved

in collecting, sorting, packaging, and shipping materials. Proposals that offer such innovations will be most seriously considered.

C. Beyond the basic operation, the District is also interested in additional services that might be offered in any proposal. Examples include, but are not limited to:

1. More advertising of our services is always helpful. An offer to add a link on the contractor's website that directs Lorain County residents to our website would be a positive factor when considering that proposal.

2. Most of the District's statistical data about the program is derived from the contractor's invoices. Including an offer to provide invoice data in a spreadsheet format would enhance the positive value of a proposal.

VIII. Decision-making Considerations

- A. Cost is the most primary consideration in deciding on the best proposal. However, the District will consider overall cost of the program instead of merely concentrating on unit pricing. For example, a proposal with low unit pricing that also requires more labor to sort and package materials will be evaluated on the overall cost of price plus labor.
- B. To summarize, the decision will be based primarily on overall cost, with optional services, additional services, and innovations acting as positive or negative adjustments.

IX. Contract Specifications:

A. The contract will run for a period of one year from 1/1/2015 through 12/31/2015. It may be renewed for a second one-year period and then again for a third one-year period, each time by mutual consent. Modifications to the contract terms may be made at each point of renewal, by mutual agreement.

B. The contract will consist of the District's Request for Proposals, the Contractor's Proposal, and any other provisions deemed necessary by either party.

C. At the start of the contract, and at each point of renewal, the contractor will:

1. State, in writing, that they observe all federal, state, and local employment laws and regulations, and maintain status as an equal opportunity employer.

2. State, in writing, that they operate within all federal, state, and local legal and regulatory requirements concerning recycling facilities.

3. Provide a list of all current "downstream" recyclers used for processing materials originating from this program.

4. Provide all insurance information called for in the contract.

X. General Information and Stipulations

A. The District, as an equal Opportunity Employer, affirms that it does not discriminate against individual firms because of their race, color, marital status, religion, age, sex, national origin, handicap, creed, or sexual orientation.

B. The District strongly encourages minority and woman-owned business firms and community-based organizations to submit qualifications and proposals. Women-owned firms will be at least 51% owned and controlled by women and minority owned firms at least 51% owned and controlled by minority persons. A minority person will mean any ethnic person who is a resident of the United States or its territories, including Asian/Pacific Islanders, persons of African descent, Hispanics, and Native American/Alaskan natives. Minority Business Enterprise Forms to be completed by prospective contractors may be requested at the time the bid package is acquired.

C. All qualification statements and proposals submitted in response to this RFP become public information. They may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.

D. All costs presented to the District will remain valid for 180 days from the date of submittal.

E. In the event it becomes necessary to revise any part of this RFP, an addendum will be provided to all bidders who received the original RFP.

F. The District is not liable for any cost incurred by the bidder prior to entering into a contract.

G. The District reserves the right to reject any and all prospective bidders and bids, and the right to waive any irregularities in the bid process. The District further reserves the right to develop a maximum expenditure limit for the program.

H. News releases pertaining to this RFP, or the program to which it relates, are not to be made without prior approval by the District.

XI. Obtaining an RFP Package

A. Copies of this RFP, with the other required documents, and a special reply envelope, are available from:

Purchasing Department
Lorain County Administration Building
226 Middle Avenue
Elyria, OH 44035
Voice: 440-329-5225 Fax: 440-329-5291

An excel Spreadsheet version of Attachment C may be obtained by contacting:
dmcguire@loraincounty.us

XII. Obtaining Further Information

A Pre-Proposal Meeting will be held:

Wednesday, October 22, 2014 at 10:00 AM
Fifth Floor, Room 532
Lorain County Administration Building
226 Middle Avenue
Elyria, OH 44035

Please contact the Director, as noted below, if you plan to attend. This meeting is solely for the purpose of answering questions regarding the various sections of this Request for Proposals.

Please direct all other inquiries concerning the details of this document to:

Keith A. Bailey, Director
Lorain County Solid Waste Management District
226 Middle Avenue
Elyria, OH 44035
Phone: 440-329-5442
Fax: 440-329-5777
Email: kbailey@loraincounty.us

Tours of the Collection Center are also available upon request.

XIII. Submitting a Proposal

A. Two copies of the response to this RFP, with all specified attachments, along with a Proposal Guaranty in the sum of \$1,000.00, (see next section) must be submitted in a sealed envelope marked "E-Scrap Collection & Recycling Program Proposal".

B. The proposal should be on 8 ½ X 11 sheets, be typed double-spaced in not less than 12-point typeface, and be printed on both sides to conserve paper.

C. Lorain County requires all contractors submitting proposals to complete and submit all forms required by law and by county policy. All necessary forms are included at the end of this document. They must all be completed and submitted with a proposal in order for it to be considered complete.

XIV. Proposal Guaranty Specifications

A. Ohio Revised Code (ORC) Section 307.88 provides that any proposal for a county contract that is in excess of \$10,000 shall be accompanied by a bond or certified check, cashier's check, money order on a solvent bank or saving and loan association in a reasonable amount stated in the advertisement, which amount for this project shall be not less than (\$1,000.00), conditioned that the contractor shall, if its proposal is accepted, execute a contract in conformity to the invitation and the contractor's proposal.

Consistent with the ORC Section 153.54, this proposal guaranty may be in the form of a bond, certified check, cashier's check, or letter of credit.

XV. Deadline

A. Sealed proposals will be accepted by the Lorain County Purchasing Department, 226 Middle Avenue, Elyria, OH 44035 until 2:00 PM local time, Wednesday, October 29, 2014.

Collection Center



Household Hazardous Waste

Acids
Caustics
Rechargeable Batteries
Button Batteries
Latex Paints/Stains/Sealers
Oil-Based Paints/Stains/Sealers
Aerosol Cans
Turpentine, Paint Thinner
Adhesives
Solvents
Oven Cleaners
Lighter Fluid/Butane
Road Flares
Used Oil Filters
Motor Oil, Used & New
Transmission Fluid
Fuel Oil/Diesel Fuel
Gasoline & Kerosene
Hydraulic Oil
Hydraulic Brake Fluid
Power Steering Fluid
Propane Tanks (up to 33lbs)
Oxygen & MAPP Gas Cylinders
CO2 Cylinders/ Helium Tanks
Fertilizers
Pool Chemicals
Oxidizers
Household Bleach
Antifreeze
Herbicides, Pesticides
Mercury & Mercury Devices
Roofing Tar
Concrete Sealers
Fire Extinguishers
Refrigerant Canisters
Smoke Detectors

Materials Accepted

E-scrap (Computers, TV's & Other Electronics)

Personal Computers (CPU)
Video Monitors (CRT)
Flat-screen monitors
Mice, keyboards & joysticks
Printers, plotters & scanners
Hard drives & tape drives
Computer speakers
Diskette drives & CD drives
Data terminals & modems
Servers & network hardware
UPS systems
Cables & circuit boards
Software, tapes, diskettes & CD's
Desktop office equipment (typewriters, calculators, fax machines, etc.)
Household TV's up to 27" ONLY & No large console TV's
Home audio equipment
Microwave ovens
Reference manuals & books
All refillable printer cartridges
All cell phones (with accessories preferred)

"Curbside" Recyclables

Steel/Bimetal Cans
Aluminum Cans
Glass Bottles & Jars
Plastic Food & Beverage Containers
Numbers 1 through 7

Fluorescent Lamp & Ballast

Straight Fluorescent tubes
All lengths (including green-tipped tubes)
All U-shaped, circular and odd-shaped lamps
Compact Fluorescent Lamps (CFL)
Neon Lights & Signs (tubing only)
High Intensity Discharge (HID) bulbs, HPS, MH & MV
Ballasts & transformers from all fluorescent light fixtures

Scrap Tires

No More Than 10 Tires
Tires may be on or off the rim
Auto & Pickup Truck
Tires up to 20" rim diameter
All bicycle & motorcycle tires

"End of Life Books"

Outdated material and/or books in poor condition—paperback & hardback books

Other Paper Products

Corrugated Cardboard
Paperboard Items
Newspapers, Magazines
Phone Books, Junk Mail

LORAIN COUNTY

Solid Waste Management District
A Department of the Lorain County Commissioners

Join us in
"Working together to Help Keep Lorain County Clean & Green"

1-800-449-5463 www.loraincounty.us/solidwaste

Rev. 07.31.14 DLM

Materials Not Accepted

Ammunition and Explosives
Biomedical/Infectious Waste
Prescription Medications
Appliances of all types (except microwaves)
Non-fluorescent lamps (household bulbs, spotlights, headlights, etc.)
Tires with rim greater than 20"
Radioactive Materials (except smoke detectors)
Asbestos in any form (loose or encapsulated)
Construction & Demolition Debris-Shingles, Treated Lumber,
Railroad Ties, Carpeting, Floor Tiles, etc.
Un-Enclosed TV Picture Tubes or TV Chassis with Exposed Picture Tubes
"Curbside" Recyclables contaminated with hazardous materials,
motor oil, or other petroleum products

**Residents of Lorain County may drop off any qualifying material—
household hazardous waste, e-scrap, fluorescent lamps & ballasts,
scrap tires, books, paper products, & recyclables.**

**Businesses, Non-Profits, Government Units, and other Organizations are
specifically prohibited by the Ohio EPA from dropping off any hazardous
waste material; similar restrictions apply to scrap tires.**

**You will be required to identify yourself with a valid
Drivers License or other acceptable form of photo ID.**

Hours of Operation:

MONDAY & WEDNESDAY

12:00 noon to 6:00p.m.

SATURDAY

9:00 a.m. to 6:00p.m.

Located at:

**540 South Abbe Road
Elyria, Ohio 44035**

Special one day events for paper shredding and other collections are
scheduled throughout the year. For further information, call or visit our website.

LCSWMD Information Line: 1-800-449-5463
Lorain County Government Website: www.loraincounty.us/solidwaste

B

THE LORAIN COUNTY SOLID WASTE MANAGEMENT DISTRICT

Breakdown of Typical E-Scrap Traller 2010 - 2011

Load Number	Bottom Load					Top Load				
	Material	Package	Number	Weight of One	Total Weight	Material	Package	Number	Weight of One	Total Weight
1	Metal Parts	Gaylord	N/A	N/A	240	Large TV's	Wrapped	4	100	400
2	Metal Parts	Gaylord	N/A	N/A	240	Large TV's	Wrapped	4	100	400
3	Plastic Parts	Gaylord	N/A	N/A	180	Large TV's	Wrapped	4	100	400
4	Plastic Parts	Gaylord	N/A	N/A	180	Medium TV's	Wrapped	8	60	480
5	Plastic Parts	Gaylord	N/A	N/A	180	Medium TV's	Wrapped	8	60	480
6	Tapes & CD's	Gaylord	N/A	N/A	750	Medium TV's	Wrapped	8	60	480
7	Cables	Gaylord	N/A	N/A	600	Medium TV's	Wrapped	8	60	480
8	Keyboards	Gaylord	N/A	N/A	490	CRT's	Wrapped	12	49	588
9	Office Equip.	Gaylord	N/A	N/A	470	CRT's	Wrapped	12	49	588
10	Office Equip.	Gaylord	N/A	N/A	470	CRT's	Wrapped	12	49	588
11	Office Equip.	Gaylord	N/A	N/A	470	CRT's	Wrapped	12	49	588
12	Office Equip.	Gaylord	N/A	N/A	470	CRT's	Wrapped	12	49	588
13	Home AV	Gaylord	N/A	N/A	430	CRT's	Wrapped	12	49	588
14	Home AV	Gaylord	N/A	N/A	430	CRT's	Wrapped	12	49	588
15	Home AV	Gaylord	N/A	N/A	430	CRT's	Wrapped	12	49	588
16	Printers & Scanners	Gaylord	24	14	336	CPU's	Wrapped	16	41	656
17	Printers & Scanners	Gaylord	24	16	384	CPU's	Wrapped	19	41	779
18	Printers & Scanners	Gaylord	24	15	360	CPU's	Wrapped	18	41	738
19	Flat Screens & Laptops	Gaylord	25	Mixed	505	CPU's	Wrapped	18	41	738
20	Flat Screens & Laptops	Gaylord	25	Mixed	505	Microwaves	Wrapped	10	42	420
21	Small TV's	Gaylord	14	36	504	Microwaves	Wrapped	10	42	420
22	Small TV's	Gaylord	14	36	504	Microwaves	Wrapped	10	42	420
23	Large Copier	Wrapped	1	350	350	NONE				0
24	Large Plotter	Wrapped	1	150	150	NONE				0
				Total =	9,628				Total =	11,995
GRAND TOTAL		21,623								

LCSWMD - E-SCRAP PROGRAM - RFP 2015-16-17 - FEE/CREDIT SCHEDULE

Description of Material	Unit of Measurement	Unit Price	Disposition	Notes
Desktop Computer CPU's				
Laptop Computers				
Notebook Computers				
Hand-held Devices & Games				
Electronic Game Consoles				
CRT Computer Monitors				
Flat Screen Computer Monitors				
Printers				
Plotters				
Punchers				
Scanners				
Cameras				
Projectors				
Pointing Devices				
Keyboards				
Joysticks				
Game Controls				
Speakers				
Headphones				
Microphones				
Light Pens				
Hard Drives				
Diskette Drives				
CD Drives				
Tape Drives				
Modems				
routers				
Servers				
Wireless Connection Devices				
UPS Systems				
Surge Supressors				
Power Directors				
Circuit Boards				
Cables				
Tapes				
Diskettes				
Compact Discs (CD's)				
Documentation				
Manuals and Books				
Typewriters				
Fax Machines				
Calculators				
Telephones				
Desktop Equipment				
Paper Shredders				

Stand-Alone Copiers				
Large Plotters				
Network Hardware				
CRT Televisions				
Flat Screen Televisions				
Video Cassette Recorders				
DVD Players				
Tape Players				
CD Players				
Record Players				
Amplifiers				
Tuners				
Radios				
Other Audio Equipment				
Cable Receivers				
Satellite Dishes				
Receivers				
Microwave Ovens				
Small Electrical Appliances				
Cellular Phones				
Ink and Toner Cartridges				
Fixed Fees/Credits				
Transportation Fees/Credits				
Shipping Supplies Fees/Credits				