

October 1, 2009

RECYCLING UNUSABLE CITY COMPUTERS, TELEVISIONS AND OTHER ELECTRONICS*

Usable computers and televisions – Surplus, usable computers (CPU's, monitors, printers) will continue to be transferred to City and other governmental agencies.

Unusable computers, televisions and other electronics - In accordance with the City's recycling policy, unusable City computers, televisions and other electronics must be recycled through a qualified company with a permit or ID from the State of Hawaii, Department of Health. Consequently, agencies must pay for recycling unusable computers, televisions and other electronics as follows:

*FAX machines, copiers, answering machines, scanning machines, calculators, etc.

A. Procure a vendor to recycle your unusable computers and televisions

1. Follow normal procurement procedures to pay the vendor, which include:
 - a. For services totaling under \$2000 within a 2-month period, contact a vendor whose price is fair and reasonable.
 - b. For services totaling \$2000 to under \$5000 within a 2-month period, obtain 3 quotes.
2. Select a vendor from page 3 to recycle your unusable computers, televisions and other electronics.
 - a. Procure the services of only qualified vendors, so call the Department of Health at 586-4226 to verify that the company you select is "fully permitted to recycle or to manage e-waste". Repeat this procedure if more than a week has passed since your last verification.
 - b. Use the following as a guide to determine the weight of computers: laser printers and monitors weigh 30 lbs., CPU weighs 15 lbs.
 - c. See page 3, "Minimum Required for P/U", for the minimum requirements.
 - i. If you meet the minimum that is required for pickup, contact the company and make your own arrangements.
 - ii. If you don't meet the minimum that is required for pickup, contact the Purchasing Division at 768-3954. Your items will be consolidated with other agencies' items to meet the minimum for pickup.
 - d. Request for a hazardous or non-hazardous waste manifest
 - i. Inform the recycler that you require a hazardous or non-hazardous waste manifest. It states that the recycler will dispose the equipment in accordance with all County and State environmental laws. The manifest should be transmitted to you within 45 days.

- ii. Attach the manifest to your agency's approved disposal request and keep it in your agency files.
 - e. Serial numbers, City identifications and logos
 - i. Do not deface the serial number.
 - ii. Remove all City identifications and logos.
- 3. To recycle Dell and non-Dell computers, and in addition to the vendors on Page 3, you may contact Collin Bartley of Dell at Collin_Bartley@dell.com (underscore between "Collin" and "Bartley") or at 1-512-723-1487 (Texas). The City's Customer No. is 2906407 and Contract No. is 70137.
 - a. Dell charges a flat fee of \$28.00 per item, for Hawaii customers.
 - b. Their service includes a certificate of disposal, a detailed report of processed items, inventory and record of identification numbers (serial, model, ID, etc.), and the removal of ID numbers.
 - c. For 10 or more items, on-site packing and shipping is included.
 - d. For less than 10 items, Dell will dispatch a shipping label and you must pack and call for pickup.

B. Please contact Glenn Cruz at 768-3954 for assistance.

VENDORS FOR RECYCLING COMPUTERS AND TELEVISIONS

For City Agencies

Contact BFS-Purchasing, Glenn Cruz at 768-3954 for assistance.

VENDORS	Recycling fee	Pickup fee	Minimum Required for P/U	Any Add'l fee?
Pacific Commercial Services Contact: Winnie Yuen at 545-4599 5 Sand Island Access road, Bldg 931 Hours: 7:30AM-2:30PM	\$.65/lb for P/U \$.50/lb for drop off	None	\$250	None
Haztech Environmental Services Contact: Scott Fraser at 671-1985 Does not accept drop offs	Call for current charges	Call for information	Call for required minimum	None
Enviroservices and Training Center Contact: Greg Perry at 839-7222 Drop off by appointment only	\$.60/lb for P/U and for drop off	\$100	None	For disposal certificate
T&N Computer Recycling Services Contact: Nick Nikolaidis at 371-0281 Does not accept drop offs	Call for current charges	Yes	None	None

Prices current as of 10/1/09