



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1819-108

File ID: K-1819-108

Type: Contract

Status: ATS Review

Version: 1

Reference: Item 22

In Control: City Council

Department: Information Technology

Cost:

File Created: 01/28/2019

File Name: Surplus e-waste recycling contract

Final Action:

Title: CONTRACT K-1819-108: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND AFTERTECH COMPUTER RECYCLING, INC. FOR RECYCLING OF CITY SURPLUS COMPUTER AND ELECTRONIC EQUIPMENT FOR A PERIOD OF THREE YEARS.

Notes: ACTION NEEDED: Motion to approve or reject Contract K-1819-108 with Aftertech Computer Recycling, Inc.; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 02/26/2019

Agenda Number: Item 22

Attachments: Text File, AfterTech Proposal, K-1819-108

Project Manager: Kari Madden, Network Manager

Entered by: summer.buesing@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File K-1819-108

Body

BACKGROUND: The City of Norman Information Technology Department would like to see a means to recycle obsolete and unwanted e-waste. Our goals in creating a means to do so must incorporate a manner that that is affordable, meets proper destruction requirements and recommendations for National Institute of Standards and Technology (NIST), Criminal Justice Information Services Division (CJIS), Payment Card Industry Data Security Standard (PCI DSS), Health Insurance Portability and Accountability Act (HIPAA), etc. and to be environmentally conscience. We follow the strongest National Institute of Standards and Technology (NIST) and Department of Defense (DOD) standards for data destruction by shredding hard drives. The remaining components and equipment then need to be recycled following practices that are environmentally and socially responsible as they are very dangerous if allowed to be discarded into landfills.

DISCUSSION: The Information Technology Department has been tasked with the removal of electronic surplus equipment. We sent requests to six (6) electronic recycling centers in the state and had two (2) responses. We asked for certifications such as Responsible Recycling (R2:2013) and a zero landfill policy to ensure environmental and socially responsible practices would be followed when handling these items. The R2:2013 Standard is a global certification standard for electronics reuse and recycling industry. Its requirements are

designed to protect people, the environment, data, and preserve resources per the standard. It is overseen by Sustainable Electronics Recycling International (SERI). A zero landfill policy encourages the development of a resource life cycle with a goal for no trash to be sent to landfills, incinerators, or the ocean.

A summary of the responses is below:

- AfterTech Computer Recycling, Inc., Oklahoma City, Oklahoma - Presented a no cost proposal & buy back at fair market value.
- CDR Global, Inc., Oklahoma City, Oklahoma - Charge to the City of \$2,050 to remove the items, if any fair market value it would be deducted from the invoice amount.
- Absolute Data Shredding, Norman, Oklahoma - No response
- SNT Recycling, Oklahoma City, Oklahoma - No response
- Computer Recycling Central, Oklahoma City, Oklahoma - No response

The City of Norman IT would like to recommend an ongoing contract with a vendor that shows diligence by working with vendors that follow the standards mentioned above or personally hold such certifications ensuring, they will meet all State, Federal, Environmental Protection Agency (EPA) standards, guidelines and laws when recycling electronic equipment.

If funds are returned for any e-waste recycling those will be returned to Refunds and Reimbursements 010-0000-367.12-51

RECOMMENDATION: Staff recommends approval to use AfterTech Computer Recycling to remove all computer and electronic equipment once declared surplus by City Council.