

**TOWNSHIP OF MAPLEWOOD**



**RESOLUTION NO. 43-15**

**RESOLUTION  
AWARDING CONTRACT  
FOR  
ELECTRONIC WASTE COLLECTION  
FOR 2015**

WHEREAS, the Township of Maplewood ("Township") and the Township of South Orange Village (the "Village") authorized a request for proposals for Electronic Waste Collection for the year 2015; and

WHEREAS, Log Tech, LLC of Wall Township, New Jersey submitted a proposal, whereby Log Tech, LLC agreed to collect Electronic Waste in the Township and the Village, at no cost to the Township or to the Village; and

WHEREAS, the Township will serve as the Lead Agency; and

WHEREAS, the contract with Log Tech, LLC is annexed to this Resolution; and

WHEREAS, the Township Director of Public Works has approved and recommended award of contract to Log Tech, LLC for Electronic Waste Collection.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey as follows:

1. The Township awards a contract to Log Tech, LLC for Electronic Waste Collection, at no charge to the Township of Maplewood or the Township of South Orange Village through December 31, 2015;
2. The Township Administrator and the Township Clerk be and are hereby authorized to execute the annexed contract on behalf of the Township of Maplewood; and
3. A copy of this Resolution be provided to the Township of South Orange Village.

I, Elizabeth J. Fritzen, Township Clerk of the Township of Maplewood, in the County of Essex and State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a

Resolution adopted by the Township Committee of the Township of Maplewood, County of Essex,  
State of New Jersey, at a regular meeting of said Committee held on February 17, 2015.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the  
Township of Maplewood in the County of Essex and State of New Jersey, on this 17th day of  
February 2015.

ELIZABETH J. FRITZEN, R.M.C.  
Township Clerk



January 30, 2015

Company Proprietary  
Proposal Control #062-01232015

Revised Version 1.1

Townships of Maplewood and South Orange Village  
Attn: Calvin Bell & Tom Michetti  
Supervisor of DPW  
Department of Public Works

### CONTRACT FOR ASSET MANAGEMENT/RECYCLING SERVICES

#### **INTRODUCTION:**

This contract ("Contract") is made between LogTech, LLC; 2271 Landmark Place, Suite A; Wall Township, NJ 08736 ("Service Provider"), and the Townships of Maplewood and South Orange Village ("Source") for IT Asset Management and Electronics Recycling services for electronic items as defined below. The Service Provider will render the cited services below and at rates defined within the "Cost Payment" paragraph. If any modifications to the services or rates are applied during the contract time period, they shall form an integral part of this contract and all other clauses shall still be applicable. Accepted electronic items consist of cell phones, tablets, desktop computers, laptops, CRT and LCD monitors, servers, printers, switches, hubs, TVs, audio equipment, small appliances (microwaves & toaster ovens), and any other electronic item that contains a printed circuit card, and toner cartridges from printers. Also allowable are any size batteries that use lithium, nickel hydroxide, nickel magnesium, or lead acid technology.

#### **COST PAYMENT:**

This is a cost neutral contract with no payments or charges to the Source for e-waste. The Source will not pay for CRT/TV collection or processing. All other equipment included in the "Accepted" statement of the Introduction paragraph of this contract will be removed from the Source by the Service Provider at no cost. Weights are determined as items are received and sorted at our Wall Township facility and logged into our database. The cost neutral contract will be effective 01 January 2015 until 31 December 2015.

#### **SERVICES:**

**Logistics:** The Source will schedule event pick-ups occurring in February, May, July, and October 2015. The Source will provide the time of the events and in the event of inclement weather what the makeup date(s) will be. Service Provider will provide manpower, supplies and transport the collected items to their facility in Wall Township, NJ maintaining the security chain of custody protection.

**Auditing:** The items will be categorized into two categories "CRT's" and "Other". CRT's will consist of glass monitors and televisions. The other category will consist of everything else such as: computers, LCD monitors, laptops, telephones, cell phones, small appliances

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[www.logtech.com](http://www.logtech.com)

(microwaves & toaster ovens), batteries, printers, toner cartridges, fax machines, servers, networking equipment, etc. All owner identifying markings on the items will be removed. Equipment by categories and their weights will be recorded into the Service Provider's database which is also used to track the status of the items during their processing and for use in our reports to the Source.

**Security:** Protection of the data stored on residents' provided computers is most critical to safeguard and erase as this presents a legal liability to the Source and potentially an identity theft risk to the Source's residents. The Service Provider's protection of the data starts with using closed-top, lockable containers to initiate the physical chain of custody, use of locked facilities guarded with alarms and 24/7 video cameras when company employees are not working on the received items, and use of locked boxes for storage of de-manufactured storage media until data destruction is performed as described below.

**Data Destruction:** Any media bearing devices such as hard drives, servers, laptops, PDA's, cell phones, computers, flash drives, CDs or DVDs, etc. that may contain information will be sent through our data sanitization procedure or data degaussing procedure. The tools used are certified by a U.S. government organization and meet the applicable Department of Defense standards and are compliant with Sarbanes-Oxley, Gramm Leach Bliley, HIPAA, and FACTA regulations.

**Certificate:** A Certificate of Recycling/Data Destruction will be provided when requested, (per pull, per month, per year, etc.) From the date of receipt of the Source electronic items by the Service Provider, the Source is absolved of any and all legal liability from any law suits based on compromise of stored data within the assets. The Service Provider establishes a chain of custody along with physical protection of all data storage media before the data is destroyed by sanitization or destruction.

**Asset Management:** Unless specifically denied by the Source, identified items for Asset Management will be refurbished, cleaned, and tested to ensure they are operational for remarketing. The original operating system will be re-imaged on the computers. They will be sold using our online eBay account or by other marketing methods.

**De-manufacturing:** All equipment that does not meet re-marketing standards or is stipulated to only be recycled is de-manufactured at the Service Provider's facilities and recycled in accordance with ISO 14001 and R2 standards. Hazardous commodities and components that do not meet reuse or remarketing standards are sent downstream to companies that are R2 and ISO 14001 certified with up-to-date certifications.

**Reporting:** A report detailing the categories and their weights will be sent monthly at the beginning of the month for the previous month's transactions.

**Termination:** The Service Provider and/or the Source may terminate this contract upon thirty (30) written notice for any reason.

**CONTRACT DURATION:**

Company Proprietary  
Townships of Maplewood & South Orange Village  
Proposal Control #062-01232015

The contract with the Source will commence upon approval by their authorized representative and will endure until the end of the year (31 Dec 2015). During this service period we will provide services for 2015 with an option to renew for a second year.

The Service Provider, by virtue of its R2 and ISO 14001 processes to include use of R2 certified downstream vendors, warrants and guarantees that the electronic items received have been properly recycled and disposed of in accordance with Federal EPA and appropriate State Environmental Conservation standards and guidelines and assumes any and all risks of loss of data associated with the transfer of ownership to us upon physical receipt of the electronic items.

We look forward to the opportunity to serve the Townships of Maplewood and South Orange Village in the future providing IT Asset Management and Electronic Recycling services.

Sincerely,

*John L. White*

John L. White  
CEO/Owner

I have the authority to accept these contract terms and approve this contract in behalf of \_\_\_\_\_ the Township of Maplewood (Source).

_____ Signature	_____ Printed Name	_____ Position	_____ Date
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I have the authority to accept these contract terms and approve this contract in behalf of \_\_\_\_\_ the Township of South Orange Village (Source).

_____ Signature	_____ Printed Name	_____ Position	_____ Date
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