



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: December 1, 2025

Subject: ELECTRONIC WASTE RECYCLING

Bid No.: 230313-002

Effective Dates: Extended through December 31, 2027

Vendor: SUNNKING
4 Owens Road
Brockport, NY 14420

Contact: Christina Nelson

Telephone: 716-391-5042

Pricing: per attached document



COUNTY OF ERIE

DIVISION OF PURCHASE

November 25, 2025

Sunking Inc.
4 Owens Rd.
Brockport, Ny 14420
Attn: Christina Nelson

Re: Bid 230313-002 "Electronic Waste Recycling"

Dear Ms. Nelson,

The County of Erie wishes to extend this agreement for an additional 2 years through December 31, 2027 under the same prices, terms and conditions as the original agreement.

Extension is provided for per paragraph 26, Page 5 of 6 of the "Instructions to Bidders". This offer is for your immediate consideration and acceptance. Please indicate below whether you agree to extend or do not wish to extend. Please respond within seven days upon receipt of this request.

After approval and execution by the County, a fully signed copy will be returned to you for your files.

☒ Yes, I agree to extend ☐ No, I do not wish to extend

Please complete and submit the following if indicated by an (X) for any bid extension agreed upon:

☒ Insurance Form ☒ Workers Compensation Form

Company Name: Sunking, Inc.

Representative (Please print): Philip Bore Title: Director of Business Development

Signature: [Signature] Date: 12.1.2025

Sincerely,

Tricia Pierce
Buyer

12/1/2025
Date

[Signature]
Vallie M. Ferraraccio
Director of Purchase

[Signature]
Anita Bogowski
Deputy Director



COUNTY OF ERIE

DIVISION OF PURCHASE

INVITATION TO BID

Bids, as stated below, will be received and publicly opened by the Division of Purchase in accordance with the attached specifications. FAX bids are unacceptable. Bids must be submitted in a sealed envelope to:

County of Erie
Division of Purchase
Attention: James D. Kucewicz, Buyer (716) 858-6336
95 Franklin Street, Room 1254
Buffalo, New York 14202-3967

NOTE: Lower left-hand corner of envelope MUST indicate the following:

BID NUMBER: 230313-002

OPENING DATE: December 13, 2023 TIME: 11:00AM

FOR: Electronic Waste Recycling

NAME OF BIDDER: Sunnking

If you are submitting other Invitations to Bid, each bid must be enclosed in a separate envelope.

Following EXHIBITS are attached to and made a part of the bid specifications, and part of any agreement entered into pursuant to this Invitation to Bid:

- ☒ EXHIBIT "A" - Assignment of Public Contracts
- ☒ EXHIBIT "B" - Purchases by Other Local Governments or Special Districts
- ☐ EXHIBIT "C" - Construction/Reconstruction Contracts
- ☐ EXHIBIT "D" - Bid Bond (Formal Bid)
- ☒ EXHIBIT "E" - Bid Bond (Informal Bid)
- ☒ EXHIBIT "EP" - Equal Pay Certification
- ☒ EXHIBIT "F" - Standard Agreement
- ☒ EXHIBIT "G" - Non-Collusive Bidding Certification
- ☒ EXHIBIT "H" - MBE/ WBE Commitment
- ☒ EXHIBIT "IC" - Insurance
- ☐ EXHIBIT "P" & EXHIBIT "PBI" - Performance Bond
- ☒ EXHIBIT "PW" - NYS Prevailing Wage
- ☐ EXHIBIT "Q" - Confined Space Program Certification
- ☒ EXHIBIT "V" - Vendor Federal Compliance Certification

County of Erie
 DIVISION OF PURCHASE
NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

(1) the prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor;

(2) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

NOTICE

(Penal Law, Section 210.45)

IT IS A CRIME, PUNISHABLE AS A CLASS A MISDEMEANOR UNDER THE LAWS OF THE STATE OF NEW YORK, FOR A PERSON, IN AND BY A WRITTEN INSTRUMENT, TO KNOWINGLY MAKE A FALSE STATEMENT, OR TO MAKE A FALSE STATEMENT, OR TO MAKE A STATEMENT WHICH SUCH PERSON DOES NOT BELIEVE TO BE TRUE.

BID NOT ACCEPTABLE WITHOUT FOLLOWING CERTIFICATION:

Affirmed under penalty of perjury this 13 day of December, 2023

TERMS 1 Year DELIVERY DATE AT DESTINATION December 13, 2023

FIRM NAME Sunnking

ADDRESS 4 Owens Road,

Brockport, NY ZIP 14420

AUTHORIZED SIGNATURE 

TYPED NAME OF AUTHORIZED SIGNATURE --Christina Nelson

TITLE Business Development Manager TELEPHONE NO. 716-391-5042

(Rev. 1/2000)

ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202 (716) 858-6395

ERIE COUNTY DIVISION OF PURCHASE
Freedom of Information Officer
95 Franklin Street, Rm. 1254
Buffalo, NY 14202
FAX #: 716/858-6465

ERIE COUNTY OFFICE BUILDING, 95 FRANKLIN STREET, BUFFALO, NEW YORK 14202 (716) 858-6395

INVITATION TO BID - ELECTRONIC WASTE RECYCLING

ISSUING PARTY

ERIE COUNTY, NEW YORK

TECHNICAL CONTACT:

GARY CARREL

ERIE COUNTY DEPARTMENT OF ENVIRONMENT AND PLANNING

95 FRANKLIN STREET, ROOM 1079

BUFFALO, NEW YORK 14202

PHONE (716) 858-4805

GARY.CARREL@ERIE.GOV

A. SECTION 1 - GENERAL

A.1. INTRODUCTION

It is the intent of Erie County (County) to enter into a contractual agreement with a qualified vendor (Contractor) who will provide services for the pick-up, manifesting, transporting and recycling of electronic waste (e-waste) generated by the County.

County Departments, Divisions and agencies generate e-waste as part of County operations. Surplus, obsolete, outdated or dysfunctional electronic materials are typically consolidated at a central warehouse for final disposition. The Contractor will be required to pick-up, transport and recycle County generated e-wastes upon notification from the County Purchasing Department.

The County reserves the right to reject any and/or all of the proposals or prices provided without cause. The determination that any aspect of the submitted proposal does not satisfactorily meet criteria will be at the sole discretion of Erie County.

A.2. QUALIFICATIONS OF PROSPECTIVE BIDDERS

The Contractor must have the facilities, equipment, financial resources and organization to perform the type, magnitude, and quality of work specified herein. The Contractor must submit, as part of the response to this bid request, a copy of all permits and licenses required to complete the work described.

If at any time during the term of contract the bidder's permits, licenses and letters of approvals issued by government agencies to perform the necessary services as described herein expire (and are not renewed), are canceled, or suspended, the bidder is responsible for immediately notifying the Erie County Department of Environment and Planning (716-858-7897) and the Erie County Division of Purchase (716-858-6395).

The Contractor shall provide a list of at least three e-waste recycling clients of similar size and scope serviced in the last three years. The list must contain the names and numbers of responsible contact individuals as references.

The response to this bid request must include a list of storage/treatment/transfer/recycling/transportation and disposal facilities which may be utilized throughout the course of this project. A list of subcontractors who will be, or may be utilized in the performance of services listed under this specification must be provided. The list should include contact information for each facility and subcontractor and copies of permits and/or licenses as applicable.

B. SECTION 2 - TECHNICAL REQUIREMENTS

B.1. GENERAL REQUIREMENTS

This is a full-service contract. For the purposes of this contract, full service shall mean that the vendor's bid price includes, but is not necessarily limited to: all labor, all parts, material and equipment cost; all administrative, reporting or other requirements, all overhead costs and profit. It shall also include all travel costs, parking fees, and any other ancillary fees and costs including permits, licenses, insurance, etc.

The Contractor must meet all requirements of the New York State Electronic Equipment Recycling and Reuse Act (Article 27, Title 26 of the ECL) and provide New York State Department of Environmental Conservation (NYSDEC) C7 Compliance Notification with the bid submittal.

The contractor shall provide a primary contact representative responsible for expediting the services provided by the contract and to serve as a liaison to the County.

Copies of the Certificate of Recycling, Certificate of Destruction, Manifests and/or Chain of Custody for all materials handled under this contract must be submitted with the invoice.

The Contractor is to strive to achieve a zero-landfill objective and provide a copy of the company policy concerning the export of unprocessed CRT's and electronics outside of North America.

The Contractor shall provide a listing of the recycling/disposal method to be employed for all items quoted, including method of data destruction for all hard drives and memory cards.

Pick-up of e-waste will be made in a safe and acceptable manner. Contractor must provide all personnel protective equipment (PPE) for employees.

Details of service not explicitly stated in these specifications, but necessarily attendant thereto, are deemed to be understood by the vendor and included herein.

B.2. Scope of Work

The Contractor is to provide the following:

Erie County Waste Electronics

Erie County requires the Contractor to manage End of Life for County-derived electronic waste with specified asset management techniques for magnetic storage media. The asset management techniques must be consistent with U.S. Department of Defense Standard 5220.22-M and environmentally responsible electronic waste recycling. The Contractor will be contacted by an authorized Erie County employee for pickup of electronic waste materials on an as-needed basis. Every effort will be made to consolidate materials to minimize pickup trips.

Complete and accurate records showing the total weight and an itemized listing of materials collected for processing from the County, along with any charges/reimbursement due, within 30 days after pickup. Contractor will provide the County with certificates of recycling for all loads collected. Certificates of recycling shall include the name of the Contractor, date when load was processed, an itemized listing of materials processed, and the signature of an authorized representative of the Contractor.

The Contractor will provide the County, at no cost, with a lockable bin for storage of hard drives (to include Surface Pros and certain tablets whose hard drives cannot be removed) prior to shredding. A "Certificate of Data Destruction" must be provided for hard drives and memory cards collected.

Transportation:

Contractor will comply with regulations of the United States Department of Transportation as specified in CFR Title 49 and regulations for transporting waste as promulgated by the EPA, DEC, and any other State, municipal and/or Federal Agency having or obtaining jurisdiction of the waste.

Transport vehicles used in the transportation of e-waste will be adequate and suitable for handling and transporting standard packaging & pallets as required by NYSDOT.

Certification:

Contractor will provide to customer certification verifying that all e-waste has been recycled in accordance with all rules, regulations, permits and licenses as further specified herein. Certification will be in writing and will include but not be limited to the following information:

- Originating customer name and address
- Date and location of processing
- Description of process (i.e. component separation, reclamation, etc.)
- Reference number from manifest accompanying original waste

Inspection:

Erie County reserves the right to inspect contractor's facilities to review facility records and documents pertinent to the contractor's operations.

This documentation will include, but will not be limited to permits/approvals, manifests, schedules of pick-ups, storage logs, lab tests, analysis reports, and certificates of recycle/disposal.

Erie County reserves its inspection rights prior to the contract award and lasting for the full term of the awarded contract.

Invoicing:

The contractor shall submit to Erie County no more than one invoice for services rendered under the contract per pickup. The invoice shall detail all services as specified in Section 3 and must indicate all unit costs and number of units collected. The invoice must be submitted to Erie County for payment no later than 30 days subsequent to the pick-up date. A sample invoice is required to be submitted with bid proposals.

C. SECTION 3 - COST PROPOSAL FOR E-WASTE RECYCLING

The costs for pickup, transportation, processing, and record keeping services will be charged on a per unit basis. No additional charges, other than per unit costs of collected materials, will be approved for payment.

For each type of waste listed below, please complete the appropriate box in the table.

Provide a cost per unit (or credit per unit, if applicable) for disposal/recycling.

If no charge will be required for any of the wastes listed, please enter "N/C" in the "Cost Per Unit" column.

Contractor may add itemized listing of any anticipated charges/reimbursement required/recommended for execution of the Scope of Work/Services outlined in this specification the list below

Payment for items not specifically listed or included under Special Terms and Conditions will not be accepted.

Waste Type	Cost Per Unit	Credit Per Unit
REQUIRED ITEMS		
Monitors	N/C	
All in One Monitor/CPU	-	\$2.00
Televisions	N/C	
Flat Screens	N/C	
CPU/Servers/Laptops/Mainframes	-	\$7.50
Printers/Fax Machines/Scanners	N/C	
Desktop Copy Machines	N/C	
Telephones/Cell Phones/PDAs	-	\$1.00
Audio/Video Equipment	N/C	
Misc. peripherals - (per pound)	N/C	
Calculators	N/C	
Uninterrupted Power Sources	N/C	
Audio/Video components	N/C	
Tablets	-	\$1.00
Thin Clients	-	\$2.50
Certified Hard Drive Shredding	\$3.50	-
OPTIONAL ITEMS		
Ni-MH Batteries	N/C	
Ni-Cd Batteries	N/C	
L-Ion Power Tool Batteries	N/C	
L-Ion Modem Batteries	N/C	
L-Ion Laptop Batteries		.25/LB.
L-Ion Cell Phone Batteries	N/C	
Sealed Lead Acid Batteries	N/C	

*Bid award will be based on the following items and quantities: Monitors (125), All-In-One Monitors (325), Televisions (70), Flat Screens (25), Laptops (85), Other CPU/Servers/Mainframes (1000), Printers/Fax Machines/Scanners (175).

Special Terms or
Conditions _____
