

REQUEST FOR PROPOSALS

TIRE DISPOSAL SERVICE

RFP NO. 24-1033



catawba county

MAKING. LIVING. BETTER.

Date of Issue: May 28, 2024

Proposal Opening Date: June 19, 2024

Time: 3:00 PM ET

Issued for:

**Catawba County Utilities & Engineering Department
25 Government Drive
Newton, North Carolina 28658**

Issued by:

**Catawba County Purchasing Manager
25 Government Drive
Newton, North Carolina 28658
(828) 465-8224**

PURPOSE

Catawba County (hereinafter “County”) is requesting proposals from qualified contractors with knowledge, expertise and experience in the collection, transportation and recycling and/or disposal of scrap tires. The County’s Resource Recovery Facility (hereinafter “Facility”) estimates approximately 2,000 tons of scrap tires are disposed of at the Blackburn Landfill annually, and approximately 3,200 tons at retail tire facilities located within Catawba County.

As a service contract not specifically subject to General Statute 143-129, the contract will be administratively awarded and barring any difficulties in assessment or proposals, an award notification will be issued to begin on July 15, 2024.

The cost per ton must include the current fuel rate. Fuel surcharges to the County shall begin at the current fuel rate as of the date of bid and will be allowed to increase or decrease \$0.05 per mile according to the table herein:

Price per Gallon	Price Adjustment per Mile
\$3.00 - \$3.24	\$0.05
\$3.25 - \$3.49	\$0.10
\$3.50 - \$3.74	\$0.15
\$3.75 - \$3.99	\$0.20
\$4.00 - \$4.24	\$0.25
\$4.25 - \$4.49	\$0.30
\$4.50 - \$4.74	\$0.35
\$4.75 - \$4.99	\$0.40
\$5.00 - \$5.24	\$0.45

The current rate of fuel as of the bid date will be established on that date using the Energy Information Administration's Diesel Fuel and Gasoline Prices, U.S. East Coast, Lower Atlantic Region at www.eia.doe.gov.

RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. Catawba County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	May 28, 2024
Submit Written Questions	Contractor	June 10, 2024 at 5:00 PM
Provide Responses to Questions	County	June 12, 2024 at 5:00 PM
Submit Proposals	Contractor	June 19, 2024 at 3:00 PM
Contract Award	County	TBA
Contract Effective Date	County	July 15, 2024

The proposal responses must be submitted no later than 3:00 PM on June 19, 2024. No submittals will be accepted after the deadline.

PROPOSAL QUESTIONS

Upon review of the RFP documents, Contractors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Contractors must submit any such questions by the above due date.

Written questions must be emailed to tinawright@catawbacountync.gov by the date and time specified above. Contractor should enter "RFP # 24-1033 – Questions" as the subject for the email.

SUBMISSION OF BIDS

The proposal must be submitted with one (1) original copy. Proposals must be submitted no later than 3:00 PM, on June 19, 2024. Proposals must be printed on recycled content paper and printed as two-sided. Please submit proposal contents according to the outline specified. The proposal should be sent to the address indicated in the table below.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, any other carrier)
RFP Number: RFP 24-1033 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFP Number: RFP 24-1033 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

Catawba County reserves the right to reject any and all proposals and to waive informalities as may be permitted by law.

OPERATION

County accepts scrap tires at Facility in compliance with the North Carolina Scrap Tire Disposal Act that provides for the safe disposal of scrap tires. In the interest of being financially resourceful, County utilizes Best Management Practices, strategies in the management of scrap tires.

County will only pay tire disposal service contractor for actual tonnages collected from retail tire facilities. Any other charges will be borne by the retail tire facilities, and contractor must contract separately with retail tire facilities for services such as trailer rental, fuel, fuel surcharges, minimum tonnages requirements, and other surcharges, etc.

Term:

County will contract for the initial term of three years beginning on July 15, 2024, will end on June 30, 2027, and may be extended for a period of up to two (2) years, in increments of one (1) year. The fee for providing the services of this contract shall be based on the actual tonnages of scrap tires hauled and disposed and shall remain in effect for the contract period.

Collection, Transportation, Recycling and/or Disposal:

- The Contractor must provide all personnel reasonably necessary to operate the collection and the equipment used therein.
- Contractor will be allowed to pick up tires at the Facility between the hours of 8:00 am to 11:30 am and 12:30 pm to 4:00 pm, Monday through Friday, excluding when Facility is closed for holidays.
- Contractor will pick up tires from Facility on a pre-arranged schedule or within forty-eight (48) hours after being requested to do so by County.
- There will be no minimum requirements on number of tons per load. Contractor will make available minimum 45-foot enclosed trailer at each retail tire facility that Contractor wishes to contract with separately.
- Contractor must contract separately with retail tire facilities for services such as trailer rental, fuel, fuel surcharges, minimum tonnage requirements, and other charges, etc.

Licenses and Permits:

- Contractors must provide documentation that they possess any international, federal, state, county and local licenses and/or permits needed to provide the services requested in this RFP.
- The Contractor must supply copies of any and all relevant permits, licenses and other regulatory items required under international, federal, state or local statutes, regulations or standards for the collection, transportation, recycling and/or disposal of scrap tires.

County Responsibilities:

- County will make available ample space in a manner acceptable to Contractor to provide for efficient handling of containers and materials contained therein.
- County will accumulate scrap tires at Facility, and Contractor will pick up then tires on a pre-arranged schedule or within forty-eight (48) hours after being requested to do so by County.
- County will pay Contractor for actual tonnages collected from retail tire facilities. Any other charges for services such as trailer rental, fuel, fuel surcharges, and minimum tonnage requirements will be borne by retail tire facility.
- County reserves the right to add and/or delete retail tire facilities to the locations listed herein.

Qualifications:

Bidders must be qualified to provide collection, transportation, recycling and/or disposal of tires and other scrap rubber and has the necessary equipment, personnel, facilities, financial resources and management skills to provide a high level of service.

Bidders must have proof that they are established and experienced scrap tire hauler/disposers in accordance with current and future North Carolina state law. This can be by a scrap tire hauling identification number issued by state regulating agencies; or a list of at least three (3) customer references with complete contact information, preferably at least one reference should be a government client.

Bidders must have adequate equipment including an open-top trailer, which will be loaded over the top by County personnel using County equipment at the Facility and 45-foot minimum enclosed trailers for retail tire facilities.

The following information must be provided:

1. Name and address of the Company (and its parent Company if the Company is owned or a sub- component of a larger Company), name, address, telephone number and e-mail of the particular office to be responsible to the Executive Director (if different from those of the Company's headquarters).
2. Name and title, address, telephone number and e-mail of the responsible person or point of contact for the proposal, and the same information for the person to be responsible for the on-site activities of the Company (if different from those of the responsible person).
3. A list of specific current customers under contract with the Company and complete Attachment C - Reference Disclosure Form included in this RFP. Include a brief description of the location of the customers and the activities conducted by the Company.
4. Describe qualifications and number of personnel.
5. Bidders must provide documentation of their regulatory history, identifying any incidences of noncompliance with international, federal, state or local laws and regulations. Bidder must document any past notices of violation they have received from the EPA or any state or local regulatory body within the last (3) three years and provide a brief description of when, where or what the violation was.
6. Completed Attachment B – Bid Proposal Form.
7. Completed Attachment C – Reference Disclosure Form.
8. Completed Attachment D – Certification of Financial Condition.
9. If any subcontractors are used, similar information must be provided.
10. Pertinent State and Federal licenses/permits and EPA identification numbers for each storage facility. Expiration dates must be clearly noted.

Hold Harmless:

The Contractor must indemnify, defend and hold harmless Catawba County , all County officials and householders against any and all losses, claims, actions, damages, liability and expenses, including but not limited to those in connection with loss of life, bodily and personal injury, or damage to property occasioned wholly or in part by the Contractor or by persons employed directly or indirectly by the Contractor in connection with collection, transportation, hauling, recycling and/or disposal of scrap tires in Catawba County.

E-Verify:

Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

Insurance:

Minimum Insurance Requirements:

A. Commercial General Liability Insurance

Contractor must maintain Commercial General Liability insurance, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence, and \$2,000,000 annual aggregate. The limits may be satisfied by a combination of primary and excess insurance. The coverage must be written on an occurrence basis.

B. Business Automobile Insurance

At all times while the Contractor's representatives are conducting on-site work, the Contractor must maintain Business Auto insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

C. Workers Compensation & Employers Liability Insurance

At all times while the Contractor's representatives are conducting on-site work, Contractor must maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Contractor must also maintain Employers' Liability insurance with limits of not less than \$1,000,000 per accident and \$1,00,000 each employee for injury by disease.

D. General Requirements

1. Contractor must provide a Certificate of Insurance ("COI") which will be attached to the contract as Attachment B. Contractor agrees to indemnify County if the insurance policy referenced in the COI does not contain, at a minimum, the coverage amounts listed on the COI.
2. Catawba County shall be named as an additional insured under Contractor's automobile and general liability insurance. In the event of a loss arising out of, or related to the Contractor's services performed under this Agreement, Contractor's Liability insurance shall be primary with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
3. The workers' compensation policy must contain a waiver of subrogation in favor of the County.

4. Contractor shall be responsible for insuring all of his/her own personal property, improvements, and betterments.
5. All insurance policies put forth to satisfy the above requirements shall require the insurer to provide a minimum of sixty (60) days' notice to the County of any material change in coverage, cancellation, or non-renewal.
6. All insurance put forth to satisfy the above requirements shall be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance shall be subject to approval by the County.
7. Contractor shall provide certificates of insurance to the County as evidence of the required coverage. Contractor agrees to provide complete copies of policies if requested. Failure of Contractor to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the county to all appropriate remedies under the law including termination of the contract.

Invoicing:

Payment will be made with terms of net 30 days, upon receipt of invoice. All invoices must include detailed information concerning the collection site, date of collection, weight of tires collected, and a County Approved Scrap Tire Certification Form (see attached), completely filled out, and shall have attached documentation supporting the reported weights. Weight Ticket must be for the same trailer that was weighed prior to the loading of tires.

Current Retail Tire Facility Trailer Locations:

Aiken-Black Tire, 823 1st Ave NW, Hickory, NC 28601
Black's Tire, 630 Hwy 70 SE, Hickory, NC 28602
Mr. Tire, 220 S. Center St, Hickory, NC 28602
Select Tire Pros, 115 Conover Blvd, Conover, NC 28613
Sig's Tire Center, Inc., 5851 St. Peters Church Road, Conover, NC 28613
Sig's Tire dba Startown Tire, 2466 Hwy 10 West, Newton, NC 28658
Snider Tire, 1226 21st Street Drive SE, Hickory, NC 28602
Snider Tire, 1545 St. James Church Rd, Newton, NC 28658
White Tire Center/Hickory, 761 Hwy 70 SW, Hickory, NC 28602
White Tire Center/Newton, 2050 North Main Avenue, Newton, NC 28658
White Tire Center/Springs Road, 2614 Springs Road, Hickory, NC 28601

ATTACHMENT A
INTENT TO PROPOSE
REQUEST FOR PROPOSAL #24-1033

This form should be faxed to 828-548-2378 or e-mailed to TinaWright@catawbacountync.gov to ensure you receive all addenda issued for this RFP.

I, _____ a representative of
_____ confirm that we intend to
submit a proposal for RFP #24-1033.

Company Name _____

Address _____

Contact Name _____

Phone_ (____) _____

E-mail _____

Date _____

**ATTACHMENT B
BID PROPOSAL FORM
REQUEST FOR PROPOSAL #24-1033
TIRE DISPOSAL SERVICE**

Company Name

Address

Contact Name, Title

(_____) _____
Telephone Number

E-Mail

Date

Tires from Blackburn Landfill:

Cost Per Ton from Blackburn Landfill (passenger & truck tires) \$ _____

Cost Per Ton for Off Road Tires from Blackburn Landfill \$ _____

Cost per Ton for contaminated tires with foreign debris, rims, trash, mud, and rocks. \$ _____

Cost per Ton for tires hauled to the Recycler by the County \$ _____

Tires from Dealer Sites/Tire Businesses:

Cost Per Ton from Tire Businesses (passenger & truck tires) \$ _____

Cost Per Ton for Off Road Tires from Tires Businesses \$ _____

**ATTACHMENT C
REFERENCE DISCLOSURE FORM**

Contractor must provide information regarding experience in collection, transportation, hauling, recycling and/or disposal of scrap tires by listing THREE (3) MOST RECENT CLIENTS, References should be clients of a similar scale as the services requested in this RFP.

1. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

2. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

**ATTACHMENT D
CERTIFICATION OF FINANCIAL CONDITION**

Name of Contractor:

The undersigned hereby certifies that: [check all applicable boxes]

The Contractor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

The Contractor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

The Contractor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

The Contractor is not the subject of any current litigation or findings of noncompliance under federal or state law.

The Contractor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.

He or she is authorized to make the foregoing statements on behalf of the Contractor.

Note: This is a continuing certification and Contractor must notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Contractor must explain the reason in the space below:

Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the Contractor]