

REQUEST FOR PROPOSALS
RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE COLLECTION,
TRANSPORTATION AND DISPOSAL, AND
ELECTRONICS COLLECTION, TRANSPORTATION AND DISPOSAL

RFP NO. 20-1003



catawba county
MAKING. LIVING. BETTER.

Date of Issue: September 10, 2019

Proposal Opening Date: October 3, 2019

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 Contractor(s) to operate two combined Residential Household Hazardous Waste (HHW) and Electronics Recycling events. Each event will be a one-day event with HHW collection and Electronics Recycling occurring simultaneously at the same location. The County expects to conduct two events, collecting both HHW and Electronics Recycling at each event, during a twelve-month period. The first event will occur on November 2, 2019 and the second event will occur on May 2, 2020.

Proposals may be submitted for the Residential HHW Collection.

Proposals may be submitted for the Electronics Recycling Collection.

An Alternate Bid will be accepted for both the Residential HHW and the Electronics Recycling Collection to include a deduction for one qualified contractor to manage both collections on the same day.

The County plans to hold a Residential HHW and Electronics Recycling one-day collection event on November 2, 2019 in the Hickory, NC area and on May 2, 2020 in Newton, NC. All events are open to the public from 9:00 a.m. - 1:00 p.m.

The minimum contract period shall be for one-year beginning with the November 2019 event. All pricing shall remain effective for a minimum of one-year. Proposal pricing will also be accepted for a two-year contract and/or a three-year contract.

RFP SCHEDULE

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

Event	Responsibility	Date and Time
Issue RFQ	County	September 10, 2019
Submit Written Questions	Contractor	September 20, 2019 at 5:00 PM
Provide Responses to Questions	County	September 23, 2019 at 5:00 PM
Submit Proposals	Contractor	October 3, 2019 at 3:00 PM
Contract Award	County	TBA
Contract Effective Date	County	November 2, 2019

The proposals response shall be submitted no later than 3:00 p.m. October 3, 2019. 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 shall submit any such questions by the above due date.

Written questions shall be emailed to tinawright@catawbacountync.gov by the date and time specified above. Contractor should enter "RFP # 20-1003 – Questions" as the subject for the email.

SUBMISSION OF BIDS

The proposal must be submitted with one (1) original and one (1) electronic copy on CD, DVD or flash drive. Proposals must be submitted no later than 3:00 p.m., on October 3, 2019. 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, or any other carrier)
RFQ Number: RFP 20-1003 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFQ Number: RFP 20-1003 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

Contractor chosen will complete all site preparation and set up prior to designated start time of each event. County staff will direct traffic flow into the event. Citizens will enter the event at 9:00 a.m. and Contractor will begin unloading materials from citizen's vehicles at that time and throughout the day until the event ends at 1:00 p.m. or until the last citizen in line at 1:00 p.m. has been through the event. At the end of the event, Contractor will process the materials by sorting, separating and packing the material on site. Materials will be transported to an appropriate facility for proper handling, recycling and/or disposal. At the end of the event, Contractor is required to remove all containers, dumpsters, bins; equipment, trash, etc. from the site and restore the site to its pre-event condition.

Household Hazardous Waste:

Typical HHW materials that the Contractor will be expected to accept include, but are not limited to, the following:

Aerosols	Fire extinguishers	Latex and oil paint
Anti-freeze	Fluorescent light tubes	Pesticides
Batteries	Mercury	Pool chemicals
Cleaners	Mixed solvents	Propane tanks
Acids	Motor oil and filters	
Empty drums	Cylinders	

Materials that are NOT ACCEPTED at HHW collection events include, but are not limited to, the following:

- Tires
- Radioactive waste
- Biologically active or infectious waste
- Unknown gases or chemicals
- Dioxin-related waste
- Explosives
- Household garbage
- Prescription or over-the counter medications

The Contractor must include a detailed, comprehensive list of materials that are ACCEPTABLE and are NOT ACCEPTABLE to be received, processed, and handled.

Electronics/Computer Waste:

Typical Electronics/Computer materials that the Contractor will be expected to accept include, but are not limited to, the following:

Answering machines	Mobile phones
Batteries (household, lead acid, etc)	Modems
CD players	Monitors
Cable and wire	Pagers
Calculators	Printers
Cameras	Printed circuit boards
Cell phones	Radios
Computers (CPU, monitors, keyboards, etc)	Remote controls
Copiers	Scanners
DVD's	Speakers
Fax machines	Stereos
Floppy drives	Tape players
Hard drives	Telephones
Hard disk drives	Telephone equipment
Ink/toner cartridges	Televisions (intact)
Laptops	Video games
Microwaves	VCR's

The Contractor must include a detailed, comprehensive list of materials that are ACCEPTABLE and are NOT ACCEPTABLE to be received, processed, and handled.

Qualifications:

Before award, the Contractor will be required to show that they have the necessary facilities, experience and ability to perform the work in a satisfactory manner. In addition, Contractor will be required to complete and submit with proposal Attachment D – Certification of Financial Condition.

The Contractor shall demonstrate that it has substantial expertise in all areas relating to the collection, transportation, dismantling, salvage, sale, reuse, recycling and/or

disposal of household hazardous waste and/or electronics and computer material. At a minimum, the Contractor shall demonstrate:

1. Successful experience with similar program, or at least (4) four HHW or computer/electronics material collection events, either separate or combined, within the last 24 months.
2. A history of recycling or reusing a significant portion of the material collected.
3. The Contractor shall include in the proposal, a brief description of the firm, its general nature and background, its general experience in the field of household hazardous waste and/or computer/electronics materials recycling and its specific experience in each material collection, length of experience, skilled personnel and specialized equipment available, and other resources of particular expertise.

The following information shall be provided:

1. Name and address of the firm (and its parent firm if the firm is owned or a sub-component of a larger firm), name, address, telephone number and e-mail of the particular office to be responsible to the Executive Director (if different from those of the firm'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 firm (if different from those of the responsible person).
3. Characteristics of the firm, including name of employees, number of office and field locations, types of work undertaken by the firm, typical clients, and other relevant general information with emphasis on previous and current experience in the field of household hazardous waste and/or computer/electronics collection and recycling.
4. A list of specific household hazardous waste and/or computer/electronics collection projects completed or under contract for the firm and completed Attachment C - Reference Disclosure Form included in this RFP. Include a brief description of the location of the projects and the activities conducted by the firm.
5. Describe qualifications and number of personnel.
6. Bidders must provide documentation of their regulatory history, identifying any incidences of noncompliance with international, federal, state or local laws and regulations. Bidder shall 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.
7. Completed Attachment B – Bid Proposal Form.

8. Completed Attachment C – Reference Disclosure Form.
9. Completed Attachment D – Certification of Financial Condition.
10. If any subcontractors are used, similar information shall be provided.
11. Pertinent State and Federal licenses/permits and EPA identification numbers for each storage facility. Expiration dates shall be clearly noted.
12. Computer/electronics contractors must provide evidence of e-Steward certification or R2 Certification.

Transportation, Dismantling, Salvage, Sale, Reuse, Recycling and/or Disposal:

The Contractor shall assume title and ownership of all materials collected at the event.

The Contractor shall provide written documentation (i.e. recycling/disposal, certificate or other tracking documentation) of the ultimate and final dismantling, salvage sale, reuse, recycling and/or disposal sites for the materials collected. This written documentation required from Contractor before invoice will be processed for payment. The Contractor shall also verify that any hazardous substances contained in the materials collected are disposed in a manner that constitutes strict adherence with all laws and rules of the United States Environmental Protection Agency and the North Carolina Department of Environmental Quality.

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 shall 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, dismantling, salvage, sale reuse, recycling and/or disposal of all materials.

Hold Harmless:

The Contractor shall 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 the household hazardous waste and/or computer/electronic material collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal.

Insurance:

Minimum Insurance Requirements:

Workmen's Compensation & Employer's Liability	Statutory
Comprehensive Commercial General Liability	
Bodily Injury	\$1,000,000 to aggregate
General Liability	\$1,000,000
Property Damage	\$1,000,000

Automotive Liability(Owned, Non-Owned & Hired)

At all times while the Contractor's representatives are conducting on-site work, the Contractor shall maintain Business Auto Insurance for any owned, non-owned, hired or rented 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. The policy must also include the MCS-90 endorsement.

Contractor's Protective Liability

Bodily Injury

\$250,000 - \$500,000

Property Damage

\$100,000

Environmental Impairment Liability Insurance:

Contractor shall maintain Environmental Impairment Liability insurance for the transportation and disposal of pollutants handled by the contractor pursuant to this Agreement. The limits of liability shall meet all State and Federal requirements. Coverage for Owned Disposal Sites shall be not less than \$10,000,000 each pollution occurrence and \$17,500,000 aggregate. Coverage to Non-Owned Disposal Sites shall be not less than \$1,000,000 each pollution occurrence and \$1,000,000 aggregate. This coverage should be maintained for a period of not less than (3) three years after completion of the Contractor's work as set forth in the Contract.

The Contractor shall provide proof of insurability with submission of the proposal. Contractor shall name Catawba County as additionally insured upon award of the contract.

Historical Information from Past Events:

The following table shows previous HHW and Electronics Events

Waste Collection Breakdown		FY18-19		FY17-18		FY16-17	
Waste Description		May-19	Nov-18	May-18	Nov-17	Apr-17	Nov-16
Aerosols		1,095	1,100	940		1,145	1,648
Batteries alkaline		172	548	487	909	670	898
Batteries lead acid		332	1,375	425		1,654	1,334
Batteries lithium		13	55	18		20	105
Batteries nickel-cadmium		49	86	73		160	230
Cleaners-acid		369	525	315	1,036	278	184
Cleaners-alkaline		2,138	875	139		242	386
Fire extinguishers		133	80	54		40	130
Light tubes		314	433	228	333	140	647
Mixed solvents		4,320	6,248	4,420		5,573	5,671
Non-hazardous liquids & solids			6,174		2,435	5,296	6,856
Paint latex		23,476	28,563	10,713	14,568	20,448	12,936
Paint related materials		7,407		6,140		6,150	7,490
Pesticides		1,823	1,818	1,851	1,010	2,010	1,025
Propane tanks/cylinders		322	160	124		500	902
TOTAL HHW (lbs)		41,963	48,040	25,927	20,291	44,326	40,442
TV's		20,064	25,464	31,465	20,041	27,210	24,029
Other Electronics		13,195	19,904	8,276	15,540	18,054	20,652
TOTAL E-WASTE (lbs)		33,259	45,368	39,741	35,581	45,264	44,681
EVENT TOTALS (lbs)		75,222	93,408	65,668	55,872	89,590	85,123

**ATTACHMENT A
INTENT TO PROPOSE
REQUEST FOR PROPOSAL #20-1003**

This form should be faxed to 828-465-8477 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 the (check all that apply)

_____ Household Hazardous Waste Collection

_____ Electronics Recycling Collection

Company Name _____

Address _____

Contact Name _____

Phone_(____) _____

E-mail _____

Date _____

**ATTACHMENT B
BID PROPOSAL FORM
REQUEST FOR PROPOSAL #20-1003
RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE COLLECTION, TRANSPORTATION
AND DISPOSAL
AND
ELECTRONICS COLLECTION, TRANSPORTATION AND DISPOSAL**

Company Name

Address

Contact Name, Title

Telephone Number

E-Mail

Date

HOUSEHOLD HAZARDOUS WASTE PRICING:	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$
Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING:	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$
CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$
Other	\$
Revenue Back to County	Price/lb.
Computers	\$

Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$
Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

ALTERNATE BID:	
Deduction for being awarded both Collections	-\$

_____ Check if you are interested in negotiating a 2-year contract. If so, provide pricing for a 2-year contract.

HOUSEHOLD HAZARDOUS WASTE PRICING (Optional 2-year)	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$
Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING (Optional 2-year)	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$
CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$

Other	\$
Revenue Back to County	Price/lb.
Computers	\$
Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$
Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

ALTERNATE BID:	
Deduction for being awarded both Collections	-\$

_____ Check if you are interested in negotiating a 3- year contract. If so, provide pricing for a 3-year contract.

HOUSEHOLD HAZARDOUS WASTE PRICING (Optional 3-year)	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$
Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING (Optional 3-year)	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$
CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$

Other	\$
Revenue Back to County	Price/lb.
Computers	\$
Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$
Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

ALTERNATE BID:	
Deduction for being awarded both Collections	-\$

ATTACHMENT C
REFERENCE DISCLOSURE FORM

Contractor shall provide information regarding experience in collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal of household hazardous waste and/or electronics and computer material 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: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

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

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
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 shall 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 shall 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]