

Request for Proposal

**HOUSEHOLD HAZARDOUS WASTE
COLLECTION, TRANSPORTATION AND
DISPOSAL**



PLANNING AND REGIONAL SERVICES

RFP DUE DATE: November 18, 2019 4:00 p.m. CST

INTRODUCTION

The Central Texas Council of Governments, Planning and Regional Services Division, was established in 1989 and is committed to the professional provision of planning and related services to the members of the Central Texas Council of Governments.

Household hazardous waste (HHW) is potentially damaging to our region from improper disposal including dumping along our roadsides, waterways, and landfills. The local governments have determined that safe disposal is crucial to protecting our environment and have determined that a qualified contractor is necessary for HHW management efforts. The purpose of this request for proposals is to identify the contractor best suited to assist the CTCOG Solid Waste Advisory Committee (SWAC) with the collection, transportation and disposal of HHW. The SWAC is seeking to enter into a contract for services over a two (2) year period with number of annual events to be determined.

SECTION 1: RFP CALENDAR AND PROPOSAL SUBMITTAL

Submittal Deadline: **Monday, November 18, 2019 at 4:00 p.m.**

Submittal Procedure:

Two (2) copies of the proposal are to be submitted in a sealed envelope or box clearly marked with the Request for Proposal (RFP) subject and the name and address of the Proposer to:

Hand Deliver to:
Solid Waste Coordinator
Planning and Regional Services
CTCOG
2180 North Main Street
Belton, Texas 76513

OR Mail to:
Solid Waste Coordinator
Planning and Regional Services
CTCOG
P.O. Box 729 -2180 North Main Street
Belton, Texas 76513

Those responding to this solicitation may elect to either mail or personally deliver their proposals to CTCOG offices. Failure to submit the required number of copies as stated above may result in disqualification from the proposal process. CTCOG will not accept any proposals delivered by telephonic, electronic or facsimile means.

The Submittal Form (Attachment A) shall also be included. The deadline for the submittal of proposals is no later than 4:00 pm on Monday, November 18, 2019. CTCOG shall date-time all proposals upon receipt. **Proposals received after this date and time will not be accepted.** Respondents may submit their proposal to the CTCOG office any time prior to the deadline.

Submission of a proposal will constitute acknowledgment and acceptance of all terms and conditions contained in the RFP. Proposers, their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have full knowledge of the conditions, requirements, and specifications of the Request for Proposals at the time a proposal is submitted to CTCOG.

Calendar of Events for RFP Award Process

RFP Issued	Friday, October 18, 2019
Deadline for Questions	Monday, October 28, 2019
Response to Questions	Friday, November 1, 2019
Proposals Due	Monday, November 18, 2019 at 4:00 p.m.
Contract Date begins:	Monday, December 2, 2019

Terms of Agreement

1. The term of this contract shall be for a period of two years from the date of the award with options for renewal or extensions. Options will be outlined in awarded contract.
2. Under terms provided in the potential contract, the Proposer will, upon request by CTCOG SWAC, mobilize and provide hazardous waste collection services at events selected by SWAC. Services will include providing appropriate notification and documentation to both CTCOG and TCEQ.
3. In the event a contract is fully executed, the Contractor acknowledges and agrees that any service it provides to CTCOG after the termination date of the Contract will be deemed to be gratuitously provided, and CTCOG shall have no obligation to pay for such services unless CTCOG approves an agreement to do so at its sole discretion.

Interpreting Specifications

The specifications and product references contained herein are intended to be descriptive rather than restrictive. CTCOG is soliciting proposals to provide a complete product and service package which meets its overall requirements. Specific equipment and system references may be included in the RFP as guidance, but they are not intended to preclude Proposers from recommending alternative solutions offering comparable to better performance or value to CTCOG.

Changes in the specification, terms and conditions of this RFP will be made in writing by CTCOG prior to the proposal due date. Results of informal meetings or discussions between a potential Proposer and CTCOG official or employee may not be used as a basis for deviations from the requirements contained in this RFP.

Additional Information and Specifications Changes

Requests for additional information and questions should be submitted to Sydnee Steelman or Kendra Coufal no later than Monday, November 18, 2019 at 4:00 p.m. sent via fax at 254-770-2360 or as shown below:

sydnee.steelman@ctcog.org
254-770-2379

kendra.coufal@ctcog.org
254-770-2363

Questions received from all respondents shall be answered and posted on the CTCOG website. CTCOG will provide responses no later than Monday, November 18, 2019 at 4:00 p.m. Questions will be answered in a timely manner as they are received. Any changes in the specifications contained in this Request for Proposal will also be posted on the CTCOG web site under Resource Conservation: <http://ctcog.org/regional-planning/resource-conservation>.

SECTION 2. DESCRIPTION OF WORK

Scope of Services

The Proposer is requested to submit a proposal for the collection, transportation and disposal of household hazardous waste (HHW) for CTCOG as detailed in the Cost Proposal below. The services involve provision of HHW collection, transportation and disposal services for 1-day or 1-time collection events (collectively called "1-day events").

No minimum quantities of wastes are guaranteed by CTCOG.

The intent of this RFP is to procure the collection, transportation and disposal of HHW within the seven (7) counties of Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba which comprise the CTCOG Region. Proposals for any area outside the CTCOG Region will not be acceptable.

Proposers are advised that CTCOG will serve as the designated purchasing agent for collection events. The successful Proposer under contract with CTCOG shall be responsible for the collection, transportation, and disposal of HHW from the collection events according to the requirements of these specifications, the contract with CTCOG, and the purchase order issued from the CTCOG, as well as all applicable federal, state, and local laws. The successful Proposer will not collect waste directly from CTCOG.

Duties of the Contractor

The chosen Proposer will serve as the Primary Contractor. Primary Contractor will be responsible for subcontracting selected services related to the recycling, reuse, collection, transportation or disposal of the collected HHW. There will be no subcontracting allowed in this project without prior approval from CTCOG.

Cost Proposal

For this Request for Proposals, Proposers are asked to provide pricing for one day collection events. Proposers are asked to provide all-inclusive per-container pricing as well as a pricing quotation for an example one day collection event (Proposers shall provide pricing using Attachment C: Cost Proposal/Disposal Method). If any of the elements listed are to be charged separately from the per-container price, Proposers are asked to give detailed pricing on separately charged items.

SECTION 3: PROPOSAL OUTLINE AND CONTENT

To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline as set forth below and, at a minimum, contain the information as requested. Proposers are encouraged to include additional relevant information. At the Proposer's option, pre-printed brochures may accompany required proposal materials, but will not be considered as substitution for other written requirements.

Proposal Format

The Proposals must be typewritten and the original clearly marked and signed in blue or black ink. Legibility, clarity and completeness are important and essential. Proposals must include label tabs which identify the sections of the Proposal.

- 1. Letter of Transmittal:** The letter of transmittal should be limited to one (1) page and should include:
 - a. A brief statement of the Proposer's understanding of the work to be done.
 - b. The names, titles, addresses, and telephone numbers of the individuals who are authorized to make representations on behalf of the Proposer.
 - c. A statement that the person signing the transmittal letter is authorized to legally bind the Proposer; that the proposal and pricing contained therein shall remain firm for a period of 180 days from the date of receipt of best and final offers, and that the proposal will comply with the requirements of this RFP.
 - d. A statement that the per unit proposed price and/or lump sum price (if prices are proposed) is the total fixed price for the equipment and services enumerated.
 - e. A statement indicating which vendor, if multiple vendors are proposing jointly, intends to act as the prime point of contact for proposal evaluation questions and the delivery and maintenance of the vendor's proposed offerings.
- 2. Title Page:** The title page should include the RFP subject, subject, the name and address of the Proposer, and the date of the proposal.

3. **Table of Contents:** The contents should be identified by section, description, and page number.
4. **Recommendations/Exceptions:** If your organization takes exception to the equipment and/or services requested in the RFP, please state specifically within your proposal your objection. Deviations shall be acceptable to CTCOG only to the extent that the deviations are determined as having offered a feature or component which meets or exceeds the specifications.
5. **Trade Secret Information:** In the event a Proposer submits trade secret information to CTCOG, the information must be clearly labeled as "Trade Secret". CTCOG will maintain the confidentiality of such trade secrets to the extent allowed by law.
6. **Certificate of Registration:** The selected Proposer must furnish a "Certificate of Registration" which authorizes them to conduct business in the State of Texas prior to the awarding of the contract. Such Registration is obtained from the Texas Secretary of State's Office, which will also provide the certification thereof.
7. **Capabilities and Related Experience:** Please provide a description of your organization's experience and capabilities. Each Proposer must also provide a list of at least five (5) past municipal household hazardous waste customers as references. Each reference must include municipality name, contact name, email address and phone number and description of project.

For reference purposes only, please also submit a list of ALL Texas household hazardous waste clients served during the past three (3) years, beginning with January 2016. This list should include the names and contact information, including phone numbers and email addresses of clients. Out-of-State clients may be included at the Proposer's discretion. Please do not include information from clients for whom you provided industrial services

8. **Qualifications of Key Personnel:** Proposers must provide a listing of key personnel who would be assigned to the project, including their training, certifications, and years of experience. Proposers should also indicate which personnel will be primary contacts, which will be dedicated staff, and what role each staff member will play in execution of the Contracted services
9. **Description of Work and Proposed Costs:** Detailed requirements for the description of work, scope of services and proposed costs are provided in Section 2: Description of Work.

10. Technical Proposal

Proposers must provide the following:

- a. On-Site Equipment List – Proposers shall submit a list of on-site equipment that will be available at the collection site or facility. The list should include all fire prevention, safety, personal protective equipment, and other equipment that the Proposer determines suitable and/or necessary for the project.
- b. Spill and Fire Prevention Plan – Proposers shall submit spill prevention and fire prevention plans tailored to on-site activities at the collection site or facility.
- c. Contingency Plan – Proposers shall submit a format for a contingency plan and provide a description of notification procedures to the participants of on-site emergencies and evacuation of the participants in case of an emergency on-site.
- d. Flammable Bulking Procedures — Proposers shall submit Standard Operating Procedures for bulking of flammable liquids on-site at the collection site or facility.
- e. Employee Training and Medical Monitoring – Proposers shall submit a complete detailed training outline of each position involved in the on-site collection project. Proposers shall differentiate between the training required for Chemists versus the training required for Technicians. Proposers shall also submit information regarding employee medical monitoring requirements.
- f. Transportation and Disposal Facility Lists- Proposers shall submit a complete listing of treatment,

storage disposal or recycling facilities which may be utilized throughout the course of this project. Lists should include facility name, location, listing of current permit/registration held, and EPA ID numbers. Describe the method to determine facility compliance with applicable laws and requirements. Proposers are not required to own a final disposal facility (for purposes of this RFP, CTCOG considers final disposal Facility to be either a hazardous waste landfill or incinerator) in order to be eligible for award.

Proposers must explain normal routings (including the use of storage facilities) when the waste leaves the collection site to the site of disposition.

- g.** Description of Proposer's Safety Record: Proposers shall submit a listing of all warning notifications, violations and/or citations received from pertinent federal, and/or state agencies in the past three (3) years by the Proposer, Transporter, Storage Facilities and/or Disposal Facility.
- h.** Third-Party Certification- Proposers shall submit a listing of all third-party certifications such as ISO 9000 Series, ISO 14000 Series.

SECTION 4: CTCOG Responsibilities

CTCOG will be responsible for the following:

- Coordination of collection activities with chosen Contractor
- Suitable site location for collection activities
- Promotion of collection activities
- Educational materials
- Submittal of post-collection data reports to TCEQ
- Recruitment and coordination of volunteers
- Coordination with local police, fire, EMS and other appropriate agencies
- Provision of emergency contact information

SECTION 5: EVALUATION AND SELECTION PROCESS

CTCOG may award a contract to the Proposer demonstrating the most complete response and full compliance with the whole of the specifications contained in this RFP based upon CTCOG's judgment of the proposal most suitable to its present and contemplated future needs. CTCOG reserves the right to offer an award based on any combination of factors as it determines to be in its best interests and those of its member governments.

CTCOG Staff and SWAC subcommittee will review all proposals and recommend a proposed contractor to the SWAC. The CTCOG Solid Waste Advisory Committee may include representatives from municipal household hazardous waste programs, State or regional governmental entities, CTCOG or others with relevant expertise. The evaluation process may include interviews with Proposers or a request for a "Best and final offer." Final selection of the contractor resides with the SWAC. CTCOG may reject any and all proposals and award a contract deemed in its best interest. Review of proposals will be based upon the requirements of this RFP and the following criteria:

- Minimum standards for proposal consideration
- Proposal requirements and completeness of proposal
- Proposal contains all required information as specified in RFP Selection Criteria

RFP Selection Criteria for Eligible Proposals

1. References, Experience, Reputation, Compliance- 20%

- Experience and reputation in managing HHW programs within Federal and State regulations and guidelines
- Personnel experience and training

- Financial stability

2. Waste Management Services - 30%

- Degree of CTCOG liability, if any, in proposed waste handling methods
- Breadth of service, number of waste streams Proposer can handle
- Waste handling methods and commitment to CTCOG waste hierarchy preferences
- Availability of preferred disposal methods, e.g. types of materials planned for reuse and recycling
- Ability to ensure waste is collected, packed and transported safely and appropriately
- Ability to serve project type sought (i.e. one day event collection unit)

3. Responsiveness of Proposal- 20%

- Demonstrated understanding of CTCOG needs
- Demonstrated understanding of requirements of the RFP
- Quality of proposal and impressions of response as it relates to project
- Additional services, ideas or products that will benefit CTCOG

4. Cost of Services - 30%

- Competitiveness of cost proposal
- Demonstrated commitment to cost-saving strategies

Attachment A: SUBMITTAL FORM

Proposer Identification & Authorized Signatory

Submitted To: CTCOG Solid Waste Coordinator
Central Texas Council of Governments
P.O. Box 729, 2180 North Main Street
Belton, Texas 76513

From: _____
(Print or type name of Proposer - full company name)

By Name: _____

Title: _____

Date: _____

Address of Proposer: _____

Telephone Number of Proposer: _____

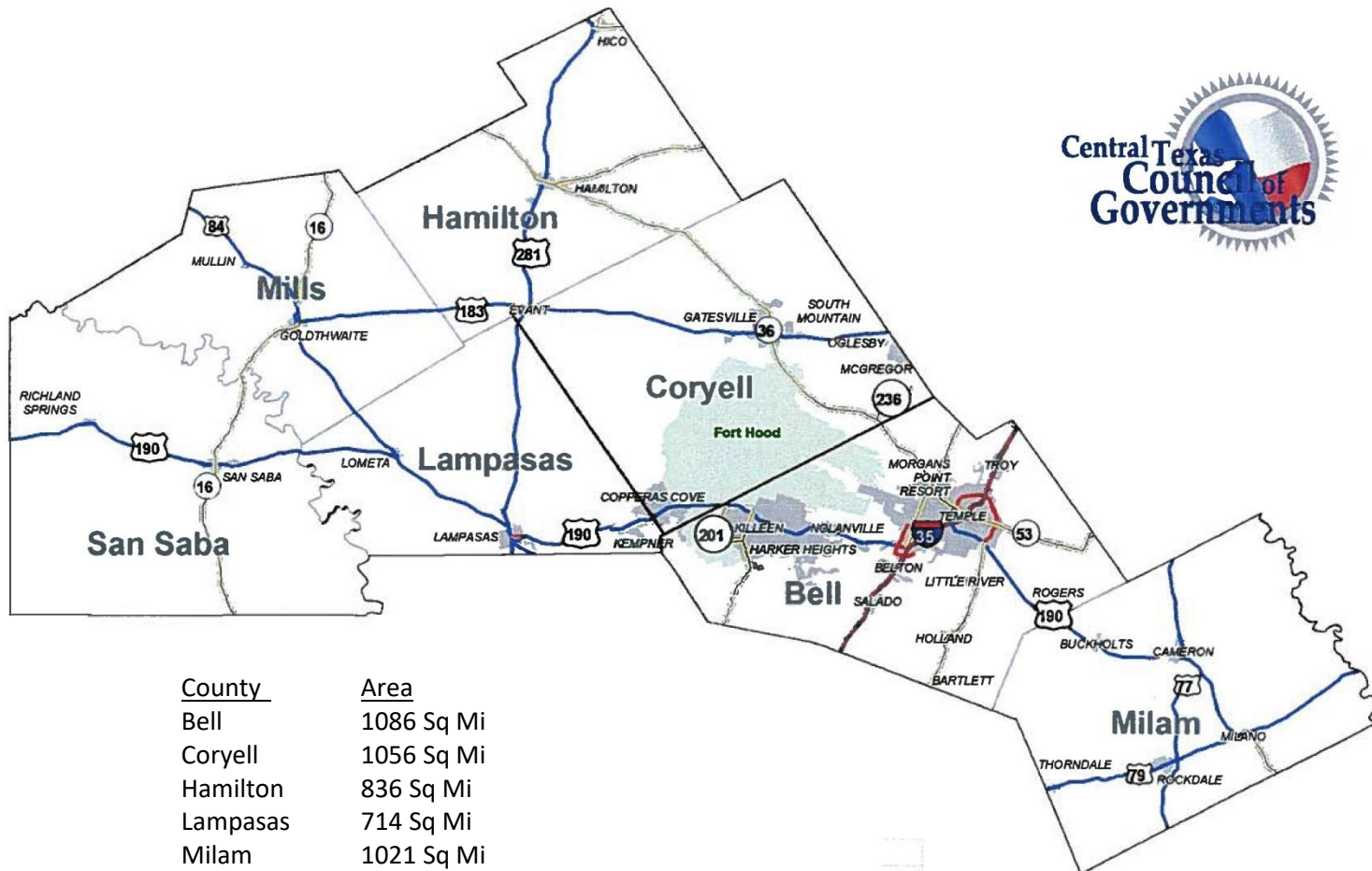
The signatory hereto on behalf of Proposer: 1) Acknowledges having thoroughly reviewed the Request for Proposals; 2) Attests to having the authority to sign this response; 3) Meets, under penalty of perjury, all required terms and conditions as detailed in the Request for Proposals; 4) Commits Proposer to honor all requirements herein; and 5) Certifies that all information supplied in the response is true and correct.

Signature (Proposer's Authorized Signatory):

Printed Name of Signatory:

Date:

Attachment B: CTOG SERVICE AREA MAP



County	Area
Bell	1086 Sq Mi
Coryell	1056 Sq Mi
Hamilton	836 Sq Mi
Lampasas	714 Sq Mi
Milam	1021 Sq Mi
Mills	750 Sq Mi
San Saba	1138 Sq Mi

Attachment C: COST PROPOSAL AND DISPOSAL METHOD

Note: For all categories, please list actual prices; do not list as “no charge” or “included with disposal costs”.

<u>Mobilization, Demobilization, and On-Site Equipment</u>	
On-site labor (per hour)	Cost:
Chemists	Cost:
Technicians	Cost:
<u>Transportation</u>	
Incineration	
55-gallon drum	Cost:
30-gallon drum	Cost:
16-gallon drum	Cost:
5-gallon drum	Cost:
Landfill	
55-gallon drum	Cost:
30-gallon drum	Cost:
16-gallon drum	Cost:
5-gallon drum	Cost:
Cubic yard boxes	Cost:
Other	Cost:
Neutralization	
55-gallon drum	Cost:
30-gallon drum	Cost:
16-gallon drum	Cost:
5-gallon drum	Cost:
Cubic yard boxes	Cost:
Other	Cost:

Recyclable Materials	
55-gallon drum	Cost:
30-gallon drum	Cost:
16-gallon drum	Cost:
5-gallon drum	Cost:
Cubic yard boxes	Cost:
Other	Cost:
<u>Supplies</u>	
Drums	
85-gallon drum	Cost:
55-gallon drum	Cost:
30-gallon drum	Cost:
14-gallon drum	Cost:
5-gallon drum	Cost:
5-gallon pail	Cost:
Cubic yard boxes	Cost:
Other	Cost:
Absorbents	
Corn cob	Cost:
Bentonite	Cost:
Cellulose	Cost:
Plastic Sheets (per roll)	Cost:
Tents (per unit/per day)	Cost:
Forklifts (per day)	Cost:
Pallets (per unit)	Cost:
Pallet jackets (per unit)	Cost:
Oil dry	Cost:

Saw dust	Cost:
Containers for non-hazardous waste disposal (per unit)	Cost:
Containers for non-hazardous waste recycled (per unit)	Cost:
Signage	Cost:
Traffic control devices and safety cones	Cost:
First aid supplies	Cost:
Portable restroom facilities (per unit)	Cost:
	Cost:
Analysis (as needed)	
Unknown lab pack fingerprint test	
Full analysis incineration	Cost:
TCLP test for landfill	Cost:
Project manager	Cost:
Technicians	Cost:
Technicians Assistants	Cost:
Mobilization Fee	Cost:

Disposal – All waste will be weighed prior to packaging and the resultant weight will be considered the "net weight". Each waste type has at least one disposal option listed. Where disposal options exist, the subcontractor will select the option to be utilized prior to collection. Unless otherwise indicated, list the price per net pound for each waste type.

DISPOSAL COST OPTIONS

Waste Category	Waste Management Method	Waste Handling Method	Cost per Pound
FLAMMABLES			
Flammable Liquids			
Bulked Flammable Liquids+			
Flammable Solids			
Oil-Based Paints			
POISONS (excluding aerosols)			
Pesticides			
Others			
CORROSIVES			
Inorganic Acids			
Organic Acids			
Inorganic Bases			
Organic Bases			
OXIDIZERS			
Neutral Oxidizers			
Organic Peroxides			
Oxidizing Acids			
Oxidizing Bases			
Solid Oxidizers			

Others			
AEROSOLS			
Corrosive Aerosols			
Flammable Aerosols			
Poisonous Aerosols			
Aerosol Cans			
OTHERS			
Oil-Based Paints			
Latex Paints			
Antifreeze+			
Alkaline Batteries			
Lead Acid Batteries			
Lithium Batteries			
Lithium-Ion Batteries			
Nicad Batteries			
Mercury (Metallic)			
Mercury (in Items/Debris)			
Propane Cylinder++			
Dichloropropionanilide			
Fire Extinguishers			
Gasoline and Water			
Helium Cylinder			
Monochlorodifluoromethane			
R-22 Refrigerant			
Used Diesel Fuel			
Used Diesel Oil			

Fluorescent Bulbs/Tubes			
Reactives			
Reactive when Wet			
NON-HAZARDOUS (MISC)			

+ Price per gallon ++ Price per unit

RC – Recycling

NE – Neutralization

FB – Fuel Blending

IN – Incineration

LF – Landfill

LB – Lab Pack

Bu – Bulk

GB – Gaylord Box

LO – Loose Pack

Please list any other materials below:

OTHERS	Waste Management Method	Waste Handling Method	Cost per Pound

Attachment D: PROPOSED FY20 HHW EVENT DATES

Please be aware that the Proposer would need to be under contract at least 45 days before the first household hazardous waste event.

- City of Gatesville – March 14, 2020
- Mills County (event will occur in Goldthwaite) – April, 2020
- City of Killeen – June 13, 2020
- City of Temple – October, 2020

Proposer acknowledges that the contract with CTCOG would begin at least 45 days before the first event.

Signature of Proposer