



Solid Waste Advisory Committee

**October 17, 2019
10:00 a.m.**

Agenda



Central Texas Solid Waste Advisory Committee (SWAC)

Central Texas Council of Governments Building
2180 North Main Street, Belton, TX 76513
October 17, 2019 at 10:00 am

Agenda

1. Call to Order.
2. Public Comments.
3. Staff Update: Air Quality; Temple HHW Event; Other Collection Events.
4. **Action Item:** Approval of May 30, 2019 Meeting Minutes.
5. **Action Item:** Approval of New Voting and Ex-Officio Members.
6. **Action Item:** Update to SWAC By-laws.
7. **Action Item:** Approval of RFP for HHW Event Contractor.
8. **Discussion Item:** Presentations by FY20 HHW Event Applicants.
9. **Action Item:** Scoring and Selection of HHW Events and Funding Allocation for FY20.
10. Member Comments/Discussion.
11. Set Next Meeting Date and Agenda Items.
12. Adjournment.

Item #3: Staff Update



Staff Update

The City of Killeen hosted an HHW event on July 20, 2019. The event had a total of 376 attendees consisting mostly of Killeen citizens, followed by Harker Heights, and Copperas Cove.

The City of Temple held their HHW event on October 12, 2019. The event had a total of 560 attendees.

Staff is seeking information regarding other collection events the committee may be aware of. Staff has received comments of interest about possibly teaming with Texas A&M Agri-Life at their next agriculture chemical event.

Lastly, Staff would like to inform the committee about a series of phone calls CTCOG has received about illegal dumping on private property. Staff would like to know of possible grant funding opportunities for these private citizens to clean-up their properties.

Item #4: Meeting Minutes



SOLID WASTE ADVISORY COMMITTEE

Thursday, May 30, 2019

10:00 AM

Central Texas Council of Governments (CTCOG)

2180 North Main Street

Belton, TX 76513

Voting Members Present

Lisa Sebek –City of Temple
Comm. Opie Watkins - Milam County
Bill Gould – City of Killeen
Bill Parry—City of Gatesville
Comm. Johnny Wagner – Hamilton County
Paul Daugereau – Waste Management

Others Present

James McGill - CTCOG
Sydnee Steelman - CTCOG
Kendra Coufal - CTCOG

1. WELCOME AND INTRODUCTIONS.

- Zoe Rascoe called the meeting to order at 10:02am.

2. PUBLIC COMMENTS.

- There were no public comments.

3. STAFF UPDATE.

- Sydnee Steelman updated the SWAC on October air quality readings from stations in Killeen and Temple.

4. ACTION ITEM: APPROVAL OF November 15, 2018 MEETING MINUTES.

- Bill Parry moved to approve the November 15, 2018 minutes. Motion was seconded by Opie Watkins and passed unanimously.

5. ACTION ITEM: REGARDING REVIEW AND POSSIBLE REVISION OF SWAC BYLAWS.

- Kendra Coufal stated that members must be present to vote unless previously stated otherwise.
- Members may send alternates; however, alternates may not be counted toward quorum. Sydnee Steelman encouraged members to submit proxy forms if they would like someone to attend the meeting and vote on their behalf.
- Ms. Steelman included sample language to possibly add to the by-laws including meeting quorum, via telephone.

- Paul Daugereau moved to approve the revised SWAC by-laws to include the sample language. Motion was seconded by Bill Parry and passed unanimously.

6. DISCUSSION ITEM: FY19 HHW EVENT UPDATE.

- Ms. Steelman informed the group that data from previous HHW events is included in the packet for review.

7. DISCUSSION ITEM: FUTURE USE OF FUNDS.

- Ms. Steelman asked SWAC members to list possible other ways to spend solid waste funds. She also stated that there was an inquiry about funding a position for Bell County.
- Mr. Parry mentioned the possibility of having an intern position if there are remaining funds at the end of the fiscal year.

8. ACTION ITEM: PUBLISHING CALL FOR APPLICATIONS FOR FY20 HHW EVENTS.

- The FY20 HHW Event Application was included in the meeting packet for member review.
- Ms. Rascoe stated that publishing the Call for Application in early June and making them due on August 1st would give entities plenty of time to complete the application.
- Bill Parry moved to approve the publishing of the FY20 HHW Event Application. Motion was seconded by Bill Gould and passed unanimously.

9. MEMBER COMMENTS/DISCUSSION.

- Paul Daugereau from Waste Management asked members about the previous issues with Stericycle at HHW Events. Mr. Parry stated it was a matter of timeliness and professionalism issues but had since been fixed.

10. SET NEXT MEETING DATE AND AGENDA ITEMS.

- Next meeting date is tentatively set for October or November 2019.

11. ADJOURNMENT.

- Meeting was adjourned at 11:25AM.

Zoe Rascoe, SWAC Chair

Sydnee Steelman, CTCOG Solid Waste Coordinator

Item #5: Approval of New Voting Members



Approval of New Voting and Ex-Officio Members

Mills County Commissioner Jed Garren is being appointed by Judge Ed Smith to join the SWAC as the Mills County representative.

Justin Brantley, Solid Director for the City of Temple, has requested to join SWAC as an ex-officio member for the City of Temple.

Action Item: Approval of New Voting and Ex-Officio Members.

Mills County Courthouse
P. O. Box 483 - 1011 4th Street
Goldthwaite, Texas 76844



countyjudge@co.mills.tx.us
Office: 325/648-2222
Fax: 325/648-2806

ED SMITH
Mills County Judge

June 17, 2019

Syndee Steelman
Regional Planner
Central Texas Council of Governments
PO Box 729
Belton, TX 76513

Re: Mills County representative on Solid Waste Advisory Committee

Dear Syndee:

Mills County appoints Commissioner Jed Garren to represent Mills County on the CTCOG's Solid Waste Advisory Committee. Mr. Garren is the long-time commissioner for Precinct 2 in Mills County and has been actively involved with the CTCOG over the years.

Please add Mr. Garen to your notice list for meetings. His contact information is:

Commissioner Jed Garren
PO Box 483
Goldthwaite, TX 76844
Cell:325-938-6138
garren@centex.net

Separately, we are working on a joint grant application with the City of Goldthwaite for one or more household recycling events and will meet the August deadline for submission.

Sincerely,


Ed Smith
Mills County Judge

cc: Jed Garren

Advisory Committee



Justin Brantley <jbrantley@templetx.gov>

To: Sydnee Steelman

Sydnee, It was a pleasure meeting you this past Saturday. Thank you for helping to make our event successful.

I am interested in becoming an Ex-officio member and I will be in attendance for tomorrow's meeting.

Thank you,

Justin Brantley
Solid Waste Director
254.298.5723

Item #6: Update Bylaws



Update of SWAC Bylaws

Staff is asking the committee to consider adding language to the bylaws regarding electronic voting. This is a tool that will be useful for future SWAC business. Example language has been included in the currently approved bylaws for the committee to review.

Action Item: Approval of updated SWAC bylaws.



SOLID WASTE ADVISORY COMMITTEE BYLAWS

ARTICLE I NAME OF COMMITTEE

The name of this Advisory Committee shall be the Central Texas Council of Governments Solid Waste Advisory Committee.

ARTICLE II OBJECTIVE

Section 1

The creation of the Advisory Committee is authorized by the Central Texas Council of Governments, under Section 391.005, Vernon's Texas Codes Annotated and Article II of the Articles of Association.

Section 2

The Advisory Committee shall advise the Central Texas Council of Governments' Executive Committee during the planning and implementation of the Central Texas Regional Solid Waste Management Plan as outlined in Subchapter O, Section 7, of the Solid Waste Disposal Act, Article 4477-7, and Vernon's Texas Civil Statutes, as amended. The purpose of the plan is to guide the orderly development and implementation of solid waste facilities and disposal methods according to local, state, and federal regulations.

ARTICLE III MEMBERSHIP

Section 1

- a. Advisory Committee membership shall consist of one member from each county of the Central Texas Council of Governments, and one member from each municipality with a population in excess of 10,000 residents as of latest census. These counties- Bell, Coryell, Hamilton, Lampasas, Milam, Mills, and San Saba; and these municipalities- Belton, Copperas Cove, Gatesville, Harker Heights, Killeen, and Temple are eligible. Ex-officio

membership is encouraged to be requested by private operators, citizen groups, and interested individuals.

b. The Advisory Committee shall be made up of representatives from the following:

1. Appointees of Counties and Qualifying Municipalities
2. One Solid Waste Industry Representative
3. One Private Sector / Business Representative
4. One Citizen Representative
5. Central Texas Council of Governments' Staff
6. The Texas Commission on Environmental Quality
7. Ex-Officio Members

c. Voting members of the Advisory Committee shall be #1-4 above.

Members unable to attend meetings are encouraged to send an informed, member-assigned alternate to assist in information exchange and coordination activities. The informed member may designate a proxy to attend meetings in place of the member for voting purposes.

However, only appointed members of counties and municipalities will have full voting privileges in addition to the one citizen/private sector representative and one solid waste industry representative.

Section 2

- a. County representatives will be appointed by their elected County Judge, and Municipal representatives will be appointed by the City Mayor. Both appointments shall be in writing. There are no term limits for county and municipal representatives; however, confirmation of their continuing status as representatives shall be provided in writing at the beginning of each biennium.
- b. Solid Waste Industry and Citizen representatives will be selected by the Advisory Committee.
- c. Ex-officio membership shall be requested in writing to the Advisory Committee in care of the CTCOG staff coordinator.
- d. Ex-officio members, Solid Waste Industry, Private Sector, and Citizen Representatives will be approved by a majority vote of the Advisory Committee. Terms will be two years beginning on the date of the vote.

- e. Ex-officio membership may be requested in writing and approved by the Advisory Committee at any time during the biennium.

Section 3

There shall be no discrimination in any respect in selection of members or any activity of the Advisory Committee due to gender, age, race, religion, disability, or political creed.

ARTICLE IV OFFICERS/STAFF

Section 1

The officers of the Solid Waste Advisory Committee shall be a chair and two vice chairs who shall be elected by the full Advisory Committee.

- a) Officer Elections shall be held during the first meeting after the beginning of each biennium.
- b) Officers will serve a two-year term beginning on the day of the vote.
- c) Subsequent officer elections will be held as required to fill any unexpired terms.
- d) An officer shall not hold the same office for more than two consecutive terms.

Section 2

The chair shall preside at all meetings of the Advisory Committee. The chair and/or staff representative may represent the Advisory Committee in presentations to the Executive Committee and to outside entities.

Section 3

The first vice chair shall perform the duties of the chair in the absence of the chair.

Section 4

If the chair and the vice chair are each absent or unable to perform their duties, the second vice chair shall perform all duties of the chair. Additionally, the second vice chair, with staff assistance, shall record and maintain attendance records and minutes.

Section 5

A member of the Central Texas Council of Governments staff, as assigned by the Executive Director, will serve as staff and administrative support for the Advisory Committee. The Council staff shall archive minutes of all Advisory Committee meetings and shall perform such duties as may be required by the Executive Director or requested by the Advisory Committee.

ARTICLE V MEETINGS

Section 1

This Advisory Committee shall comply with the Texas Open Meetings Act.

Section 2

The Advisory Committee shall meet semi-annually or at other times as the chairperson deems necessary or upon request of not less than one-third of the members of the Advisory Committee in accordance with notices provided by the Central Texas Council of Governments staff to each member and the area news media one week prior to a regular meeting. Time and location of special meetings shall be announced as required by the Texas Open Meetings Act.

Section 3

All meetings of the Advisory Committee shall be open to the public. A public comment period will be on the agenda for each meeting.

Section 4

A quorum at any Advisory Committee meeting shall be one-third of the voting membership. An act of the majority of the members, in a meeting at which a quorum is present, shall be the act of the Advisory Committee.

Members may telephone conference into meetings and are considered “present” and are counted toward the making of a quorum. They may also vote on any item so brought before the board.

The Chairperson, Vice Chair Person or any member of the board who is conducting the meeting must be physically present and not present only by telephone conference.

Possible Language to add: In order to expedite responses for action items, members may electronically vote on crucial and pending action items identified by the SWAC Chairperson or solid waste coordinator. The solid waste coordinator or Chairperson will send an electronic survey to all members with a deadline for responses. This survey shall only contain two answer options, such as in formal face-to-face meetings. After the deadline has passed, the coordinator or Chairperson will inform the SWAC of the voting decision.

ARTICLE VI PARLIAMENTARY AUTHORITY

Robert’s Rules of Order shall prevail as a guide for all meetings of parliamentary procedures with the exception that ex-officio members do not have voting rights.

ARTICLE VIII AMENDMENTS TO BYLAWS

The bylaws of the Advisory Committee shall be reviewed by the Advisory Committee after the election of new officers and may be altered, amended, or repealed as required by two-thirds vote of the Advisory Committee members present.

ARTICLE IX CONFLICTS OF BYLAWS

The by-laws of the Advisory Committee shall be subject to review by the Central Texas Council of Governments' Executive Committee, and they shall not be in conflict with the CTCOG by-laws. Should a conflict arise, then the by-laws of the Central Texas Council of Governments shall prevail.

GLOSSARY

TCEQ – Texas Commission on Environmental Quality

Solid Waste Industry Representative – A full-time employee of a business providing solid waste disposal or recycling services in the Central Texas area.

Private Sector / Business Representative – A full-time employee of any business in the Central Texas area, providing services or producing products, but not necessarily directly connected to solid waste.

Citizen Representative – Any interested or concerned individual who expresses a desire to serve on SWAC.

Biennium – The two-year period of time for which SWAC is funded by TCEQ, begins on the first day of September on odd-numbered years and ending on the last day of August two years later.

CTCOG - Central Texas Council of Governments.

SWAC - Solid Waste Advisory Committee.

Item #7: Approval of RFP for HHW Event Contractor



Approval of RFP for HHW Event Contractor

The current Stericycle contract will expire on October 26, 2019. The SWAC originally approved a contract with Stericycle in 2015 to serve as the household hazardous waste event contractor. The contract was extended for an additional year in October of 2018.

In order to obtain a new contracting service, staff will need to publish a Request for Proposals in October. The RFP process will be open from October 18th until November 18th, pending SWAC approval. A draft RFP is included in the meeting packet for members to review.

Action Item: Approval of RFP for HHW Event Contractor.

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 will review all proposals and recommend a proposed contractor to the CTCOG Solid Waste Advisory Committee (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 - 40%

- 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 - 20%

- 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: _____

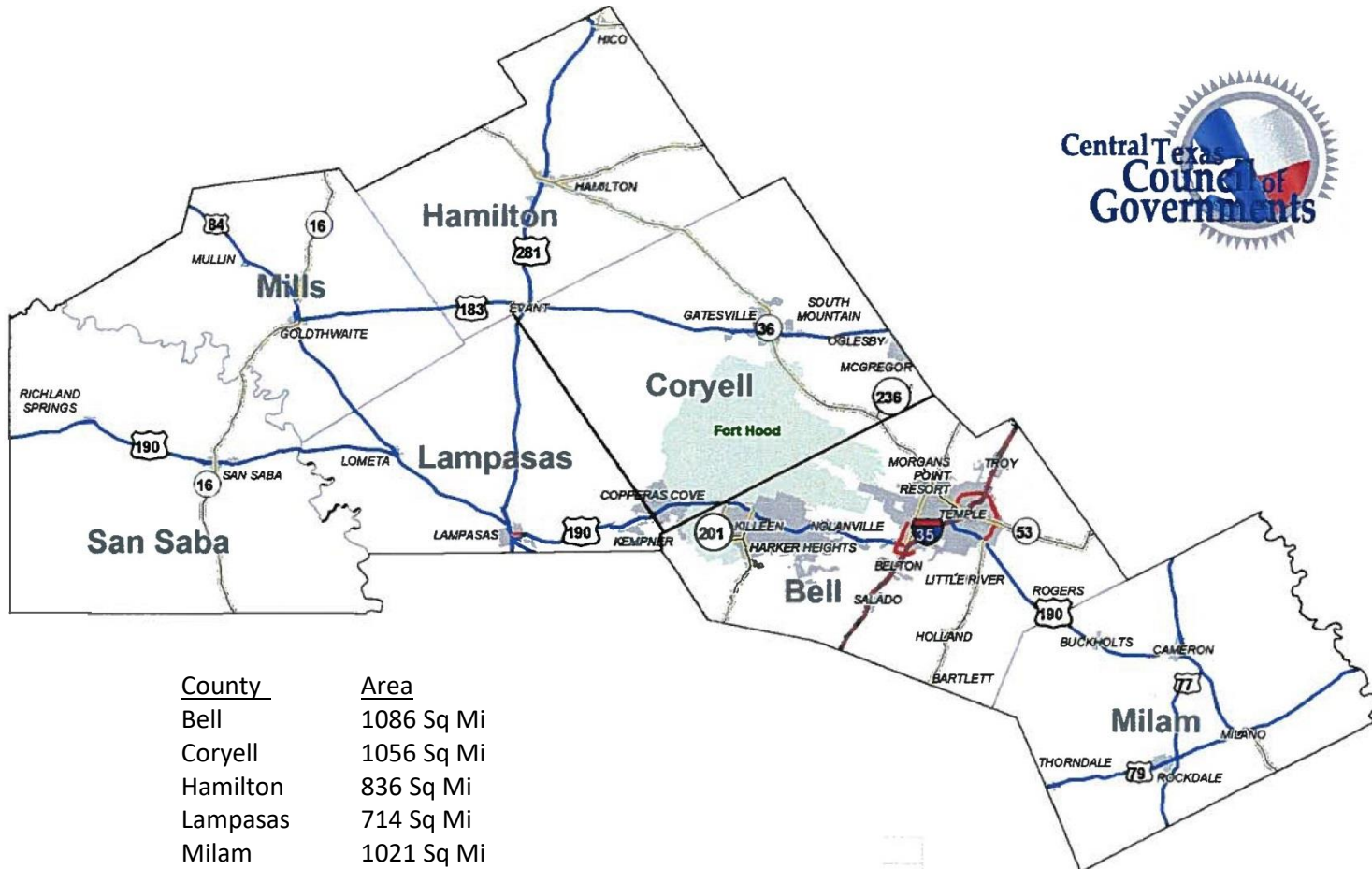
The signatory hereto on behalf of Proposer: 1) Acknowledges having thoroughly reviewed the Request for Proposals; 2) Attests to having the authority to sign this response; 3) Meets, under penalty of perjury, all required terms and conditions as detailed in the Request for Proposals; 4) Commits Proposer 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: CTCOG SERVICE AREA MAP



<u>County</u>	<u>Area</u>
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

Item #8: Presentations by FY20 HHW Event Applicants



Presentations by FY20 HHW Event Applications

The FY20 Call for Applications was open from June 17-August 31, 2019. During that time, CTCOG received five applications/funding requests from the Cities of Gatesville, Lampasas, Killeen, and Temple and Mills County.

The FY20 HHW event applicants will present their applications before the SWAC and answer any questions regarding the event from the committee.

Discussion Item: For discussion only.

CITY OF GATESVILLE

HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2020

Applications are due to CTCOG by 5 P.M. on August 1, 2019. You may send them via email to sydnee.steelman@ctcog.org, via fax to (254) 770-2360, or mail a hard copy to:

Central Texas Council of Governments
Attn: Sydnee Steelman, Solid Waste Coordinator
2180 N. Main Street
Belton, Texas 76513

CTCOG is located at **2180 North Main Street in Belton, Texas**. For directions, please call **(254) 770-2200**. Applicants should attend the **November 2019** meeting of the **Central Texas Council of Governments Solid Waste Advisory Committee**, in order to present a tentative plan for the event, explain why their location should be selected, and to answer questions from the committee. The meeting will be at 9:30 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

Please fill out the questions below to explain why your entity should host a HHW event. Additional space for questions can be found on page 5 of this application and attach any support documentation that is appropriate.

1. Has your City/County ever held a Household Hazardous Waste Event?

Yes No

- If so, when? (MM/YYYY)

- If known, how many people attended?

2. If selected to host an event, how many people do you anticipate will attend?

Please provide an explanation on how you got your answer.

**GATESVILLE
HHW DAY
SITE LAYOUT**



Tire Count/Collect \$

VOLUNTEER CHECK-IN

Stericycle: Chemicals, Paint, etc. Used Oil/Anti-Freeze

Televisions/Electronics

Appliances

Goodwill

Green Option
Recycling (Scrap
Metal)

Reliable Tire
Disposal Trailers

STAGING AREA –
CTCOG-Manned +
Volunteers

GATESVILLE
CIVIC
CENTER

DUMPSTERS

BARRICADE

BARRICADE CENTER LANE

E Math St

Royal Dr

Regal Ln

CITY OF KILLEEN

HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2020 From the City of Killeen

Applications are due to CTCOG by 5 P.M. on August 1st, 2019. You may send them via email to sydnee.steelman@ctcog.org, via fax to (254) 770-2360, or mail a hard copy to:

Central Texas Council of Governments
Attn: Sydnee Steelman, Solid Waste Coordinator
P.O. Box 729
Belton, Texas 76513

CTCOG is located at **2180 North Main Street in Belton, Texas**. For directions, please call **(254) 770-2200**. Applicants should attend the **November 2018** meeting of the **Central Texas Council of Governments Solid Waste Advisory Committee**, in order to present a tentative plan for the event, explain why their location should be selected, and to answer questions from the committee. The meeting will be at 9:30 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

Please fill out the questions below to explain why your entity should host a HHW event. Additional space for questions can be found on page 5 of this application and attach any support documentation that is appropriate.

1. Has your City/County ever held a Household Hazardous Waste Event?

Yes No

- If so, when? (MM/YYYY)

022014, 092014, 022015, 052016, 062017, 022018, 062018, 072019

- If known, how many people attended?

Generally 350-400

2. If selected to host an event, how many people do you anticipate will attend?

Please provide an explanation on how you got your answer.

Three to four hundred based on previous attendance and time between events.

6. Please elaborate on specific reasons why the collection event should be held in your city/county.

a. The City of Killeen (CoK) along with the adjacent City of Harker Heights, and nearby Copperas Cove and Nolanville make up the largest population concentration in the Central Texas Council of Governments (CTCOG) area, approximately 180,000 residents. The Killeen site is only a 15 minute drive from Nolanville and Copperas Cove. Belton, Ding Dong, Kempner, Salado, Temple, Youngsport, and several other smaller towns in Bell and Coryell Counties are within a half hour drive.

b. The City of Killeen would like to hold one event in FY 2020. CTCOG funding of this event will provide greater water quality protection opportunities to the residents in the watersheds of Clear Creek and Nolan Creek, and the Lampasas and Leon Rivers.

c. The City of Killeen is able to help reduce the cost of an event by taking possession of several materials which would otherwise be an expense to the CTCOG, such as automotive oil, antifreeze, lead acid and other batteries including rechargeable batteries, alkaline batteries. We also anticipate being able to provide staff to receive and bulk automotive fluids and volunteers to bulk paint, which will reduce costs.

d. The City of Killeen will provide additional newspaper advertising for the event in the Killeen Daily Herald, at least two advertisements of ¼ page minimum, each. The City also uses other media, including an electronic billboard, City cable channel, City Facebook, and City Website, to spread the word on the event.

e. The City of Killeen will contribute \$15,000 to help fund the contractor cost of the event.

CITY OF TEMPLE

HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2020

Applications are due to CTCOG by 5 P.M. on August 1, 2019. You may send them via email to sydnee.steelman@ctcog.org, via fax to (254) 770-2360, or mail a hard copy to:

Central Texas Council of Governments
Attn: Sydnee Steelman, Solid Waste Coordinator
2180 N. Main Street
Belton, Texas 76513

CTCOG is located at **2180 North Main Street in Belton, Texas**. For directions, please call **(254) 770-2200**. Applicants should attend the **November 2019** meeting of the **Central Texas Council of Governments Solid Waste Advisory Committee**, in order to present a tentative plan for the event, explain why their location should be selected, and to answer questions from the committee. The meeting will be at 9:30 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

Please fill out the questions below to explain why your entity should host a HHW event. Additional space for questions can be found on page 5 of this application and attach any support documentation that is appropriate.

1. Has your City/County ever held a Household Hazardous Waste Event?

Yes No

- If so, when? (MM/YYYY)

- If known, how many people attended?

2. If selected to host an event, how many people do you anticipate will attend?

Please provide an explanation on how you got your answer.



Lisa Sebek
Recycling Manager

Central Texas Council of Governments
ATTN: Sydnee Steelman, Solid Waste Coordinator
P. O. Box 729
Belton, TX 76513

RE: Application for Household Hazardous Waste Event

Dear Ms. Steelman:

Please find attached the City of Temple's application for funding. The City of Temple is requesting \$15,000 to supplement the annual household hazardous waste collection event that will be held in October of the funding year for the CTCOG.

In recent years, the City of Temple has partnered with their landfill contractor for an annual event. This event is held the second Saturday of each October. The landfill contract provides the major portion of the HHW disposal while the city coordinates with other vendors for services and fees to include tires, electronics, automotive waste, advertising, etc.

The landfill contractor is providing this for Temple residents as agreed in the lease agreement with the city. The city would like to keep the event open to our surrounding communities in our 7-county region. The funding of \$15,000 would enable the city to keep the event open to our surrounding communities without having to ask for a larger funding request.

The City of Temple is pleased to offer this service to our residents on an annual basis and believe it would be a benefit to our region for participation. Last year's event brought in over 600 participants.

Thank you for your review and consideration of the City of Temple's funding request of \$15,000. Please do not hesitate to contact me if there are questions.

Sincerely,

Lisa Sebek

Attachment: HHW Event Application

MILLS COUNTY

HOUSEHOLD HAZARDOUS WASTE EVENT Application for FY 2020

Applications are due to CTCOG by 5 P.M. on August 1, 2019. You may send them via email to sydnee.steelman@ctcog.org, via fax to (254) 770-2360, or mail a hard copy to:

Central Texas Council of Governments
Attn: Sydnee Steelman, Solid Waste Coordinator
2180 N. Main Street
Belton, Texas 76513

CTCOG is located at **2180 North Main Street in Belton, Texas**. For directions, please call **(254) 770-2200**. Applicants should attend the **November 2019** meeting of the **Central Texas Council of Governments Solid Waste Advisory Committee**, in order to present a tentative plan for the event, explain why their location should be selected, and to answer questions from the committee. The meeting will be at 9:30 and be held at the CTCOG offices. The Solid Waste Committee will select the event locations based on the cases presented and funding levels.

Please fill out the questions below to explain why your entity should host a HHW event. Additional space for questions can be found on page 5 of this application and attach any support documentation that is appropriate.

1. Has your City/County ever held a Household Hazardous Waste Event?

Yes No

- If so, when? (MM/YYYY)

- If known, how many people attended?

2. If selected to host an event, how many people do you anticipate will attend?

Please provide an explanation on how you got your answer.

**Item #9: FY20 HHW Event
Scoring, Selection, and Funding
Allocation**



Scoring and Selection of HHW Events and Funding Allocations for FY20

The Central Texas Council of Governments received five applications for FY20 HHW Events. The total funding amount for FY20 events is \$60,000.

SWAC members were sent all FY20 applications, as well as a score sheet to rank each event. At this time, staff would like the committee to review their score sheets and discuss which entities will host FY20 events and allocate funds to those designated entities.

Action Item: Scoring and Selection of HHW Events and Funding Allocation for FY20.

Previous Event Funding

	City of Gatesville	City of Killeen	City of Temple	Mills County	City of Lampasas
<u>FY20</u>	City Contribution: \$28,000 City Funding Request: \$15,000 min.	City Contribution: \$16,400 City Funding Request: \$15,000-\$20,000	City Contribution: \$50,000 City Funding Request: \$15,000	N/A	Pending
<u>FY19</u>	Event Cost: \$31,037.15 City: \$18,537.15 COG: \$12,500	Event Cost: \$39,000 City: \$27,000 COG: \$12,000	Event Cost: Pending City: Pending COG: ~\$7,000	No Event	No Event
<u>FY18</u>	Event Cost: \$24,954.53 City: \$14,954.53 COG: \$10,000	Event Cost: \$30,923.51 City: \$10,923.51 COG: \$20,000	Event Cost: \$35,383.26 City: \$25,383.26 COG: \$10,000	No Event	No Event
<u>FY17</u>	Event Cost: \$27,738.61 City: \$6,738.61 COG: \$21,000	Event Cancelled	Event Cost: \$16,199.18 City: \$11,199.18 COG: \$5,000	No Event	No Event
<u>FY16</u>	Event Cost: \$50,925.55 City: \$30,925.55 COG: \$20,000	Event Cost: 24,371.99 City: \$19,371.99 COG: \$5,000	Event Cost: Pending City: Pending COG: \$4,424.60	No Event	No Event

Previous Event Funding

Copperas Cove	Hamilton	Milam County	Nolanville	Lometa
No Event	No Event	No Event	No Event	No Event
Event Cost: \$32,704.91 City: \$20,204.91 COG: \$12,500	Event Cost: \$21,386.68 City: \$4,386.68 COG: \$17,000	No Event	No Event	No Event
No Event	No Event	Event Cost: \$29,578.14 County: \$9,578.14 COG: \$20,000	No Event	No Event
Event Cost: \$42,281.43 City: \$15,000 COG: \$27,281.43	No Event	No Event	Event Cost: 29,600.76 City: \$15,000 COG: \$14,600.76	Event Cost: Unsure City: \$5,000 COG: \$13,000
No Event	Event Cost: \$21,386.68 City: \$4,386.68 COG: \$17,000	No Event	No Event	No Event

SWAC Member List

SWAC Members FY 2018-19

Duane Herrera	254-933-5275	duane.herrera@co.bell.tx.us	Bell County
Daren Moore	254-223-1001	dmcoryellcounty@gmail.com	Coryell County
Johnny Wagner	254-386-8542	jwagner@hamiltoncountytexas.org	Hamilton County
Richard Watkins	254-593-3171	mcpct1@farm-market.net	Milam County
Stan Weik	325-372-5144	weiks@att.net	San Saba County
Vacant			Lampasas County
Vacant			Mills County
Bryan Neaves	254-933-5275	bryan.neaves@co.bell.tx.us	Bell County Alternate
Jeremy Allamon	254-933-5823	jallamon@beltontexas.gov	City of Belton
Noel Watson	254-547-4242	nwatson@copperascovetx.gov	City of Copperas Cove
Bill Parry	254-865-8951	william.parry@ci.gatesville.tx.us	City of Gatesville
Mark Hyde	254-953-5649	mhyde@ci.harker-heights.tx.us	City of Harker Heights
Peter DiLillo	254-554-7572	pdilillo@killeentexas.gov	City of Killeen
Lisa Sebek	254-298-5180	lsebek@templetx.gov	City of Temple
Paul Daugereau	512-272-6226	pdaugere@wm.com	Solid Waste Industry Representative
Zoe Rascoe	254-913-1013	trascoe@hotmail.com	Private Sector/Citizen Representative
John M. Trigg, PG	254-207-6827	john.trigg@wilsonart.com	Private Sector/Business Representative
Velia Key	254-547-4242	srhoads@copperascovetx.gov	Ex-Officio--City of Copperas Cove
Jeanie Harrison	254-372-4572	harrisonx2@hughes.net	Ex-Officio--Hamilton County Recycling
Scott Perry	254-434-1098	scotchperry@yahoo.com	Ex-Officio--City of Hico
David McGinnis	254-526-5541	smvacuumandwaste@hotmail.com	Ex-Officio--S&M Vacuum and Waste, LTD--Killeen
			Ex-Officio--City of Temple
			Ex-Officio--City of Temple
Tanya Gray	254-493-4000	tanya@keeptemplebeautiful.org	Ex-Officio--Keep Temple Beautiful
Trey Buzbee	254-761-3168	tbuzbee@brazos.org	Ex-Officio--Brazos River Authority
Ryan Polster	254-386-8116	citysecretary@ci.hamilton.tx.us	Ex-Officio--City of Hamilton
Jimmy Brown	469-951-9970	environmentalresourcesllc@gmail.com	Ex-Officio--Environmental Resources
Jeff Browning	254-743-0553	jbrowning07@gmail.com	Ex-Officio--City of Temple
Cheryl Untermeyer	512-239-6700	Cheryl.Untermeyer@tceq.texas.gov	Ex-Officio--TCEQ

End of Packet