



**Request for Proposals**  
**DUE Date April 17, 2020 (rec'd by 4:00 p.m.)**

**City of North Augusta Household Hazardous Materials Collection Day**

The City of North Augusta Stormwater Management Department (SWMD) is requesting proposals from qualified and certified hazardous waste event operators and transporters to conduct a one day collection event for household hazardous wastes in 2020 and in 2021. The City contains 9000 households, which will receive notification of the event with their utility bills as well as posted advertisements and newspaper advertisements. Various sources have documented household participation at between 1-2.5%. It can be assumed that there will be some small but unknown level of participation from households outside of the City. **The City intends to hold one event in 2020 and at least one event in 2021** at a large retail center parking area near the Kroger on Knox Avenue in North Augusta.

**The first event will be held Saturday, May 16, 2020 and will last 3 hours: 10 a.m. to 1 p.m. Please note, the 2020 event date may be postponed to a later date within the calendar year. This is due to uncertainty and potential ongoing restrictions for gatherings during the COVID19 crisis.**

The deadline for receipt of sealed proposals is **4 pm Friday, April 17, 2020**. Proposals received after this time will not be accepted. If for some reason bid opening does not occur at that time due to the ongoing Covid19 emergency, it will be held at the next available time when staff will be at the NA Municipal Center. All bidders will be notified by Monday, April 20, 2020 if the bid opening is being delayed.

To receive an RFP Package, please contact Tanya Strickland at (803) 441-4246.

City of North Augusta  
Attn: Tanya Strickland, Stormwater Manager  
100 Georgia Avenue  
North Augusta, SC 29861

Sealed proposals will be opened at address above, promptly at **4:00 p.m. Friday, April 17, 2020**. Bidders may attend the bid opening but are not required to be present. Bidders will be notified of the results via email.

## **Minimum Qualification Criteria and Evaluation Criteria of the Event Operator:**

The disposal contractor must provide the following information for consideration of this contract:

1. Contractor's capabilities, plans and approach for accomplishing the requirements of the project. Describe how the materials will be disposed of safely and/or preferably recycled.
2. Training and experience of the On-Site project manager that will be at the event.
3. Qualifications of the person who will personally direct the operation of the contractor's staff
4. Documentation to verify that sufficient numbers of professionally trained technicians will be available to handle the anticipated waste volume.
5. Proof of liability insurance coverage.
6. Offeror's emergency response plan.
7. Offeror's on-site safety plan and implementation of that plan.
8. Offeror's plan for waste packaging, drum handling and management during transport.
9. Provide information describing recycling of materials and/or proper disposal methods and locations, include federal or state licenses/certifications where wastes will be processed or disposed of.
9. Documentation that all transportation of hazardous waste will be by a hauler holding required DHEC and US DOT authorization for that transportation.
10. Cost – provide the competed bid sheet (**submit on the required form, see Appendix A**)
11. Offeror's plan for monitoring costs.
12. Offeror's activities, safety and professionalism during previous events with the City of North Augusta
13. Offeror's assurance that they will be responsible for notifying the City (during the event) that the collected amount costs are reaching the total approved budgeted amount for 2020 (\$12,000.00). The City will not be responsible for any amount over that limit unless agreed to by the manager of the event, Tanya Strickland by her signature.

### **Waste Status:**

For the collected materials that are not recycled and are to be managed as a waste by the operator, the identified waste will be managed as a hazardous waste and not an exempted waste. These items are to be sorted, packaged, transported, treated and disposed of in accordance with the SC Hazardous Waste Management Regulations R.61-79.292 and 293 to ensure acceptance at an EPA Subtitle C permitted storage, treatment or disposal facility as required by these regulations or any other city, state and federal hazardous waste program regulations that may be applicable.

**The event operator shall be the generator of the collected materials and will be responsible of signing as the generator on all forms.**

The event operator must also provide:

1. Supplies and equipment necessary to perform the event including, but not limited to personal protective equipment (PPE), transport equipment, containers, drums, liners, absorbent, tools and materials to clean spills, first aid kits, and tables for sorting and identifying wastes.
2. Adequate and professionally trained personnel to conduct the event safely and responsibly.

The City of North Augusta will provide:

1. Advertising
2. Traffic Control
3. Solid Waste Containers for discarded packaging/boxes from the event.
4. Event Location (the location will be a large commercial parking lot within the City limits)
5. Used Oil and Automotive Battery Disposal
6. Public safety/Emergency Response during the event if needed.

**Acceptable Wastes:**

Antifreeze	Oil Filters	Degreasers	Mineral Spirits
Used Oil	Linseed Oil	Solvents	Engine Degreaser
Brake Fluid	Varnish	Lighter Fluid	Transmission Fluid Cutting Oil
Spot Cleaner	Turpentine	Carburetor Cleaner	Fluorescent bulbs
Fuel Additive	Furniture Stripper	Furniture Polish	Auto Wax
Gasoline	Roofing Tar	Brush Cleaner	Photo Chemicals
Pool Chemicals	Kerosene	Primer	Rubbing Alcohol Paint
Paint Thinner	Adhesive	Shoe Polish	Fertilizers
Herbicides	Pesticides	Household chem.	Carpet Cleaner
Nail Polish	Paints (liquid)	Lacquer	Fire extinguishers

**Unacceptable wastes:**

Explosives	Biological	Radioactive	Infectious	Medicines
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**Key Proposal Evaluation Criteria:**

1. Ability to meet minimum qualifications;
2. Capability to perform all aspects of the project including event date, time, and location.
3. Completeness of proposal.
4. Regulatory compliance history.
5. Offeror's on-site safety plan and its implementation of that plan.
6. Offeror's activities, safety, preparedness and professionalism during previous events working with the city *if applicable*.
7. Cost – **proposal bid sheet (Attachment A) must be submitted with proposal.**

**Contract**

Upon selection of an event operator the SWMD will prepare a contract to include the proposal submitted by the operator for signature by all involved parties. The agreed upon prices will serve throughout the contract period and will be in effect for two events, one in 2020 – one in 2021, both to be held in May of each year.

The contract will include an optional **one-year extension**. The selected operator may, by agreement of both parties and without significant change in cost or operational procedures, be contracted to conduct additional event(s) in 2022.

**2020/2021 North Augusta HHW RFP Bid Tabulation Sheet**

A). The total cost of mobilization, setup, demobilization, personnel, equipment, packaging not reflected in the unit prices per material below is: \$ \_\_\_\_\_.

B).

Description of Material (please change unit of measure if you need to, but mark it)	Unit of Measure Liquids = gallons Solids = pounds	Unit Cost (\$)	Minimum Charge	Waste Disposal Method ( <i>recycle, incinerate, reuse, landfill, other – list method if other</i> )
Lithium Batteries (lb.)				
NiCad Batteries (lb.)				
Alkaline Batteries (lb.)				
Fire Extinguishers (each)				
Fluorescent light bulbs (lb.)				
Instruments w/Mercury (lb.)				
Corrosive acids inorganic (lb)				
Corrosive acids organic (lb)				
Heavy metal compounds (toxics) (lb)				
Latex Paint in Metal Cans (lb.)				
Latex Paint poured off (gal)				
Latex Paint aerosol can (lb)				
Oil based Paint off (gal.)				
Oil based paint (cans) (lb)				
Oil based paint (aerosols) (lb)				
Flammables liquids (gal)				
Flammable solids (lb)				
Corrosive acids organic (lb)				
Corrosive acids inorganic (lb)				
Corrosive bases organic (lb)				
Corrosive bases inorganic (lb)				
Herbicides / Pesticides – liquid				
Herbicides / Pesticides - aerosol (lb)				
Herbicides / Pesticides – solids (lb)				
Oxidizers (lb)				
Antifreeze (gal.)				
Propane (lb.)				

2020/2021 North Augusta HHW RFP Bid Tabulation Sheet  
Attachment A: Page 2 of 2

Description of Material (please change unit of measure if you need to, but mark it).	Unit of Measure <small>Liquids = gallons Solids = pounds</small>	Unit Cost (\$)	Minimum Charge (\$)	Waste Disposal Method ( <i>recycle, incinerate, reuse, landfill, other – list method if other</i> )
Water reactive chemicals (lb)				
Unknown materials (liquid)				
Unknown materials (solid)				
Other-				

C). Check here (\_\_\_\_\_) to confirm that you can notify staff during the event that the maximum amount (\$12,000.00) budgeted for 2020 is approaching.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_