

Request for Proposal
DUE Date April 3, 2015 (2:00 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. The City contains 8000 households that will receive notification of the event with their utility bills as well as posted notices 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 2015 and at least one in 2016** at a large retail center parking lot (Kroger on Knox Avenue).

The first event will be held May 16, 2015.

The deadline for receipt of sealed proposals is 2:00 pm Friday, April 3, 2015. Proposals received after this time, will not be accepted. For questions, please contact Tanya Strickland at (803) 441-4246.

Mail or hand-deliver proposals to:

City of North Augusta
Attn: Tanya Strickland
Stormwater Management Department
100 Georgia Avenue
North Augusta, SC 29841

Sealed proposals will be opened at address above, promptly at **2:00 p.m., Friday April 3, 2015**. Bidders are encouraged to attend the bid opening but are not required to be present.

Minimum Qualification Criteria of the Event Operator:

The disposal contractor must provide the following information for consideration for award:

1. Contractor's capabilities, plans and approach for accomplishing the requirements of the project.
2. Training and experience of the On-Site project manager
3. Qualifications of the person who will personally direct the operation of the contractor's staff
4. Documentation to verify that sufficient numbers of 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.
8. Offeror's plan for waste and drum handling.
9. Documentation that all transportation of hazardous waste will be by a hauler holding required DHEC and US DOT authorization.
10. Cost – **provide a competed bid tabulation sheet (required form, see Appendix A)**
11. Offeror's plan for monitoring costs.
12. 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 2015 of

\$9,000.00. 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 state and federal hazardous waste programs.

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, transport equipment, drums, absorbent, and tables for sorting.
2. Adequate personnel to conduct the event.

The City of North Augusta will provide:

1. Advertising
2. Traffic Control
3. Solid Waste Containers
4. Event Location (the location will be a large commercial parking lot within the City limits)
5. Used Oil and Automotive Battery Disposal

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	
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	
Herbicides	Pesticides	Correction Fluid	Carpet Cleaner
Nail Polish	Polish Remover	lacquer	fire extinguishers

Unacceptable wastes:

Explosives Biological waste Radioactive waste Infectious waste

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. Cost – **proposal bid sheet must be used** (see attachment A)

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 during 2015 and 2016, where one event will 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 an additional event in 2017.

Firm name: _____

A). Total cost of mobilization, setup, demobilization, personnel, equipment, and any packaging or costs not reflected in the unit prices below (this amount will be in addition to costs listed below): \$ _____.

B).

Description of Material	Unit of Measure Liquids = gallons Solids = pounds	Price per container		Unit Cost	Minimum Cost	Waste Disposal Method
		Type/Size	Price			
Lithium Batteries (lb.)						
NiCad Batteries (lb.)						
Alkaline Batteries (lb.)						
Fire Extinguishers (each)						
Fluorescent light bulbs (lb.)						
Mercury (lb.)						
Instruments w/ Mercury						
Paint in Metal Cans (lb.)						
Paints Poured Off (gal.)						
Oil based paint (gal.)						
Flammables						
Acids (liquids)						
Caustics (liquids)						
Acids (dry)						
Caustics (dry)						
Herbicides / Pesticides - liquid						
Herbicides / Pesticides - solid						
Oxidizers						
Antifreeze (gal.)						
Propane (lb.)						
Aerosols (lb.)						
Fertilizers (gal) (liquid)						
Fertilizers (lb.) (dry)						
Solvents (gal) (liquid)						
Solvents (lb) (dry)						
Refrigerant Cylinder (lb.)						
Other: <i>Specify other materials that you feel we</i>						

Appendix A) 2015 and 2016 North Augusta HHW Bid Tabulation Sheet

Description of Material	Unit of Measure Liquids = gallons Solids = pounds	Price per container		Unit Cost	Minimum Cost	Waste Disposal Method
		Type/Size	Price			
<i>may have omitted (use the same format as above).</i>						
Packaging						
Packaging						
Mobilization						
Transportation						
Staff						
Equipment						

Initial here (___) to confirm that your firm is capable of notifying staff, during the event that we are reaching the maximum amount (\$9,000.00) that is budgeted for the 2015 event.

Signature: _____

Printed Name & Title _____

Date: _____