

January 12, 2010

**County of Brunswick
Request for Proposals**

The County of Brunswick requests proposals from firms and businesses to provide processing and transportation services for tires collected and stockpiled at the site of the Brunswick County landfill facility in Bolivia, North Carolina.

I. General Information

The County received approximately 1,162 tons of scrap tires at the County's landfill facility during FY 08 – 09. The County desires proposals from firms and businesses to:

- 1) provide collection, transportation, recycling and disposal of tires.

II. Scope of Work

- A. The contractor shall provide all equipment, materials, and labor necessary to process and transport tires at the County landfill facility. Furthermore, the Contractor shall be responsible for hauling, processing, recycling and/or disposing of all scrap tires in accordance with all applicable state, federal and local environmental and safety laws, regulations, permits, ordinances, and standards. The contractor shall stage a minimum of two (2) forty-five (45) foot open top trailers at the County Landfill, a minimum of one (1) forty-five (45) foot open top trailer at the Leland Convenient site, a minimum of one (1) forty-five (45) foot open top trailer at the Southport Convenient site, and a minimum of one (1) forty-five (45) foot open top trailer at Hughes Brothers in Shallotte for the purpose of receiving tires. The Contractor shall remove each loaded trailer and replace with an empty trailer within seventy-two (72) hours of contact by the county with the exception of weekends and nationally recognized holidays. The landfill facility shall be available to the contractor Monday through Saturday, 8:00 am to 4:00 pm.
- B. The Contractor shall invoice the County monthly for scrap tires collected and transported since the previous invoice. Each invoice shall be according to the fees per the agreed contract and the applicable weigh tickets.

III. Contract Requirements

A. Equipment Requirements

1. The contractor shall provide all equipment necessary to process and transport tires at the County landfill facility.
2. The contractor shall stage a minimum of two (2) forty-five (45) foot open top trailers at the County Landfill, a minimum of one (1) forty-five (45) foot open top trailer at the Leland Convenient site, a minimum of one (1) forty-five (45) foot open top trailer at the Southport Convenient site, and a minimum of one (1) forty-five (45) foot open top trailer at Hughes Brothers in Shallotte for the purpose of receiving tires.

B. Insurance Requirements

1. For the purposes of the contract, the contractor must carry the following types of insurance in at least the limits specified below.
 - a. Workers' Compensation: Coverage to apply to all employees of the contractor for statutory limits in compliance with applicable state and federal laws. The policy must include employers' liability with a limit of \$1,000,000 each accident, \$1,000,000 bodily injury by disease each employee and \$1,000,000 bodily injury by disease policy limit.
 - b. Comprehensive General Liability: Coverage shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury, liability and property damage liability. This shall include premises and /or operations, broad form property damage, XCU coverage and a contractual liability endorsement.
 - c. Business Auto Policy: Coverage shall have a minimum of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles, and employee non-ownership.
2. The contractor will provide the County with a copy of insurance documents.

IV. Price and Type of Bid

- A. The bid price proposed by the contractor shall include: 1) a price per ton including processing and transportation of all passenger and truck tires to be paid by the county. All proposals shall be valid for a period of 60 days following the proposal submission deadline.
- B. The Contractor shall invoice the County monthly for scrap tires collected and transported since the previous invoice. Each invoice shall be according to the fees per the agreed contract and the applicable weigh tickets.

V. Proposal Content

- A. The package shall include an original and two copies with the following information:
 - 1. The company name, address, and telephone number.
 - 2. The name, address, and telephone number of a company representative with the authority to answer questions or provide clarification regarding the proposal's contents.
 - 3. The scope of service to be provided with a detailed description of how the work will be performed; the plans for ultimate disposal and/or recycling of all tires and scrap rubber.
 - 4. Any assistance or requirements from the County.
 - 5. List of key personnel to be assigned to perform the service and their qualifications.
 - 6. A detailed company history.
 - 7. Reference list of completed or current contracts, including the name and telephone number of a contact person for each reference listed.
 - 8. A bid price proposal following guidelines from section IV of this document.

VI. Time of Performance

The contract period shall be for a minimum of one year from the date the contract is signed, with two options to renew said contract for one year, each said renewal options to

be exercised automatically unless notice of termination is given by either party thirty (30) days prior to the end of the term. The contractor shall begin service within 30 days after the date the contract is signed.

VII. Right to Reject

The County reserves the unqualified right to reject any or all proposals when such rejection is deemed to be in the best interest of the County.

VIII. Option to Extend

The County has the option, upon mutual agreement with the contractor, to extend the terms of the contract for up to two (2) one-year extensions.

IX. Cost to Prepare Proposals

Any cost incurred by a contractor in preparing or submitting a proposal is the sole responsibility of the contractor and will not be eligible for reimbursement by the County.

X. Right to Submitted Proposals and Supporting Documents

All written correspondence, proposals, and supporting documents received by the County regarding the Request for Proposals will become property of the County.

XI. Proposal Deadline

All proposals must be received by 4:30 pm on February 8, 2010 at the Brunswick County Solid Waste Department, PO Box 249, Bolivia, NC 28422.

XII. Inquiries

All inquiries concerning this Request for Proposals may be directed to Kimberley Thompson, Brunswick County Solid Waste Coordinator at (910) 253-2524 or kthompson@brunSCO.net.