

**COUNTY OF BRUNSWICK  
REQUEST FOR PROPOSALS FOR  
MATTRESS & BOX SPRING RECYCLING**

Brunswick County is requesting proposals (RFP) for the collection, transportation, and recycling services of mattresses and box springs collected and stockpiled at the site of the Brunswick County landfill facility in Bolivia, North Carolina.

A copy of the complete request for proposals may be obtained from Micki Bozeman, Brunswick County Solid Waste Department, 179 March 9<sup>th</sup> 1764 Dr. NE, (Post Office Box 249), Bolivia, North Carolina 28422, (910) 253-2524 or at [micki.bozeman@brunswickcountync.gov](mailto:micki.bozeman@brunswickcountync.gov).

All proposals are to be received no later than 4:00 p.m. on December 16, 2015. One (1) original and two (2) copies of the complete proposal for a total of three (3) sets should be submitted. Each should be clearly marked **Proposal Response – Mattress & Box Spring Recycling.**

*These materials should be delivered to:*

**Mail:** Micki Bozeman, Solid Waste & Recycling Coordinator  
Brunswick County Solid Waste Department  
P.O. Box 249  
Bolivia, NC 28422

**Hand Delivered:** Micki Bozeman, Solid Waste & Recycling Coordinator  
Brunswick County Solid Waste Department  
Building L  
179 March 9<sup>th</sup>, 1764 Drive, NE  
Bolivia, NC 28422

*Questions may be directed to Micki Bozeman by phone at (910)253-2524 or by email at [micki.bozeman@brunswickcountync.gov](mailto:micki.bozeman@brunswickcountync.gov).*

November 30, 2015

## **County of Brunswick Request for Proposals**

The County of Brunswick requests proposals from firms and businesses to provide transportation and recycling of mattresses and box springs collected at the Brunswick County Landfill and Recycling Center located in Bolivia, North Carolina.

### **I. General Information**

The County desires proposals from firms and businesses to provide transportation and recycling of mattresses and box springs.

### **II. Scope of Work**

- A. The contractor shall provide all personnel, equipment, and materials to transport the materials collected at the Brunswick County Landfill, and shall be responsible for all costs associated with performing the service. The contractor shall transport all required equipment, materials, and personnel to the sites within 72 hours of contact by the County, with the exception of Sundays and nationally recognized holidays. The landfill shall be available to the contractor Monday through Saturday between the hours of 8:00 am to 4:00 pm.
- B. The contractor shall provide all personnel, equipment, and other resources for transporting of the recyclable materials.
- C. The contractor shall assume liability for all applicable local, state, and federal laws including but not limited to transportation of the mattresses and box springs and any applicable laws governing the processing of those material.

### **III. Contract Requirements**

#### **A. Equipment Requirements**

- 1. The contractor shall provide all equipment necessary to transport and recycle the mattress and box springs. All equipment and vehicles must be properly registered and insured in accordance with the Motor Vehicle Laws of the State of North Carolina.
- 2. The contractor shall maintain all equipment.

#### **B. Insurance Requirements**

Please see the requirements listed as “Attachment A” and maintain in full force and effect during the term of the service agreement and renewals.

IV. Price and Type of Bid

The bid proposed shall include a price paid by the county to the contractor on a per unit price for mattresses and box springs removed from the Brunswick County Landfill and Recycling Center. The bid price should also include any other costs that the county will be held responsible for paying.

All proposals shall be valid for a period of 60 days following the proposal submission deadline. The contractor shall invoice the County within 30 days of collecting and transporting the mattresses and box springs. Each invoice shall be according to the fees per the agreed contract.

V. Proposal Content

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 recycling of the mattresses and box springs.
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 4:00 pm on December 16, 2015 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 Micki Bozeman, Brunswick County Solid Waste at (910) 253-2524 or [micki.bozeman@brunswickcountync.gov](mailto:micki.bozeman@brunswickcountync.gov).

**Brunswick County  
Operation Services Department**

Stephanie Lewis, Director

Construction & Grounds  
Building Maintenance  
Housekeeping



Solid Waste & Recycling  
Mosquito Control  
Service Center

**APPENDIX A**

**Proposal Form**

This form is to be completed and included with the proposal package.

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
(name & title) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Price per unit for mattresses and box springs collection: \_\_\_\_\_

\_\_\_\_\_  
Name, Title (Print)                      Signature                      Date



## **BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS**

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The County may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

### **A. COMMERCIAL GENERAL LIABILITY**

Covering all operations involved in this Agreement.

- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury Limit
- \$ 5,000 Medical Expense Limit

### **B. WORKERS' COMPENSATION**

Statutory limits covering all employees, including Employer's Liability with limits of:

- \$500,000 Each Accident
- \$500,000 Disease - Each Employee
- \$500,000 Disease - Policy Limit

### **C. COMMERCIAL AUTOMOBILE LIABILITY**

- \$1,000,000 Combined Single Limit – Any Auto

### **D. PROFESSIONAL LIABILITY**

- \$1,000,000 Per Occurrence

### **E. POLLUTION LIABILITY INSURANCE**

- \$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

## **ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS**

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:
  - Department: Solid Waste
  - Contract #: \_\_\_\_\_
- G. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows;
  - ATTENTION: Brunswick County Risk Manager
  - 30 Government Center Dr. NE
  - P.O. Box 249
  - Bolivia, NC 28422
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.