

**COUNTY OF BRUNSWICK
REQUEST FOR PROPOSALS
SCRAP TIRES COLLECTION**

Brunswick County is requesting proposals (RFP) for processing and transportation services of scrap tires collected at the following sites:

- 1) Landfill - 172 Landfill Rd NE, Bolivia, NC
- 2) Leland Convenience Site - 9921 Chappell Loop Rd, Leland, NC
- 3) Southport Convenience Site - 8392 River Road, Southport, NC
- 4) Hughes Tire & Salvage – 3445 Whiteville Rd NW, Ash, NC

A copy of the complete proposal request may be obtained from Micki Bozeman, Brunswick County Solid Waste Department, 179 March 9th 1764 Dr., (Post Office Box 249), Bolivia, North Carolina 28422, Micki.bozeman@brunswickcountync.gov, (910)253-2524 or from our website at www.brunswickcountync.gov.

All proposals are to be faxed, emailed, hand delivered or received by mail no later than February 5, 2016 by 4:00 p.m. Each should be clearly marked **Proposal Response – Scrap Tire Collection.**

These materials should be delivered to:

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

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

*Questions may be directed to Micki Bozeman at (910) 253-2524
or Micki.bozeman@brunswickcountync.gov.*

January 22, 2016

**County of Brunswick
Request for Proposals**

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

I. General Information

The County received approximately 1,244 tons of scrap tires at the County's landfill facility during FY 14-15. The County desires proposals from firms and businesses to 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 Tire & Salvage in Ash 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 Tire & Salvage in Ash for the purpose of receiving tires.

B. Insurance Requirements

1. For the purposes of the contract, the contractor must carry the minimum insurance requirements as described in Attachment "A".
2. The contractor will provide the County with a copy of insurance documents.

IV. Price and Type of Bid

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; 2) all proposals shall be valid for a period of 60 days following the proposal submission deadline.

V. Proposal Content

A. The package shall include the following information:

1. The company name, address, and telephone number.
2. A detailed company history.
3. The name, address, and telephone number of a company representative with the authority to answer questions or provide clarification regarding the proposal's contents.
4. 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.
5. Any assistance or requirements from the County.
6. List of key personnel to be assigned to perform the service and their qualifications.
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 option 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 February 5, 2016 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 Coordinator at (910) 253-2524 or micki.bozeman@brunswickcountync.gov.



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.

**Brunswick County
Operation Services Department**

Stephanie Lewis, Director

Construction & Grounds
Building & Park Maintenance
Custodial Services



Solid Waste & Recycling
Mosquito & Water Management
Service Center

APPENDIX A

Scrap Tire 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 ton for scrap tire disposal.
_____ Price per ton for hauling cost or fuel surcharge.

Name, Title (Print) Signature Date