

**COUNTY OF BRUNSWICK  
REQUEST FOR PROPOSALS FOR  
SHINGLE RECYCLING SERVICES**

Brunswick County is requesting proposals (RFP) to provide recycling services for post-consumer asphalt shingles collected and stockpiled at the site of the Brunswick County Construction and Demolition Landfill in Bolivia, North Carolina.

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

All proposals are to be hand delivered or post-marked no later than February 19, 2016 by 4:00 p.m. Proposal should be clearly marked **Proposal Response – Asphalt Shingle Recycling Services.**

*These materials should be delivered to:*

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

**Hand Delivered:** Micki Bozeman, Solid Waste Coordinator  
Brunswick County Government Center  
179 March 9, 1764 Drive, NE  
Building L  
Bolivia, NC 28422

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

January 28, 2016

**County of Brunswick  
Request for Proposals**

The County of Brunswick requests proposals from firms and businesses to provide transportation and recycling services for asphalt shingles. The material will be collected and stockpiled at the site of the Brunswick County landfill facility in Bolivia, North Carolina.

I. General Information

The County received 269.49 tons of asphalt shingles during FY2014-15. The County desires proposals from firms and businesses to provide transportation and recycling of asphalt shingles.

II. Scope of Work

The contractor shall provide all equipment necessary to transport all asphalt shingles at the Brunswick County landfill facility, and shall be responsible for all costs associated with performing the service. The contractor will be responsible for asbestos testing, the cost of asbestos testing and maintaining all records associated with the tests. Any shingles that are found to have asbestos will be properly disposed of in a facility permitted to take asbestos. All cost associated with the disposal of asbestos containing shingles will be the responsibility of the contractor. The County agrees to monitor the asphalt shingle recycling area and load all materials in trucks supplied by the contractor. All transportation of materials shall be performed by the contractor. The contractor shall transport all required equipment, materials, and personnel to the landfill facility within 30 days of contact by the County, with the exception of Sundays and nationally recognized holidays. The landfill facility shall be available to the contractor Monday through Saturday, 8:00 am to 4:00 pm.

III. Contract Requirements

A. Equipment Requirements

1. All equipment and vehicles must be properly registered and insured in accordance with the Motor Vehicle Laws of the State of North Carolina.
2. Equipment shall conform to all federal, state, and local safety regulations.
3. The contractor shall maintain all equipment.
4. Alternate equipment, meeting the above requirements, must be available to ensure the timely fulfillment of the contract.

B. Insurance Requirements

Please see the requirements listed as “Attachment A”.

IV. Price and Type of Bid

The bid price proposed by the contractor shall include any cost or revenue to be encountered by either party. The County does not guarantee a minimum tonnage of shingles to be received at the landfill facility. All proposals shall be valid for a period of 60 days following the proposal submission deadline.

V. Proposal Content

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 recovered asphalt shingles; and the equipment and personnel to be used to ensure work finalization.
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.

VI. Time of Performance

The contract period shall be for one year from the date the contract is signed. The contractor shall begin service within 30 days after this date.

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 or post-marked no later than 4:00 pm on February 19, 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 & Recycling 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 & 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: \_\_\_\_\_

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Revenue per ton for shingles collection \_\_\_\_\_  
or  
Cost per ton for shingles collection \_\_\_\_\_

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\_\_\_\_\_  
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.