

**COUNTY OF BRUNSWICK
HOUSEHOLD HAZARDOUS
WASTE COLLECTION
REQUEST FOR PROPOSALS**

Brunswick County is seeking proposals from qualified firms to provide Household Hazardous Waste Collection services for the county. Brunswick County Solid Waste & Recycling Department holds two Household Hazardous Waste Collections per year. These collections are held in the spring and fall of each year. The spring collection is held on the third Saturday in April and the fall collection is held on the third Saturday in September. The hours of operation for each collection are 9 am until 12:00 pm.

A copy of the specifications may be obtained from Micki Bozeman, Brunswick County Solid Waste Department, 179 March 9, 1764 Dr. NE, (Post Office Box 249), Bolivia, North Carolina 28422, 910-253-2520 or from our website at www.brunswickcountync.gov.

All proposals must be received no later than Friday, July 22, 2016 by 4:00 pm. An original and one (1) electronic copy of the complete proposal should be submitted. Each should be clearly marked “**RFP – Household Hazardous Waste Collection.**”

These materials should be delivered to:

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

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

Emailed: Micki.Bozeman@brunswickcountync.gov
(Electronic Copy Only)

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

July 07, 2016

County of Brunswick Request for Proposals

The County of Brunswick requests proposals to provide household hazardous waste collection services for Brunswick County.

I. General Information

Brunswick County Solid Waste & Recycling Department holds two Household Hazardous Waste Collections per year. These collections are held in the spring and fall of each year. The spring collection is held on the third Saturday in April and the fall collection is held on the third Saturday in September. The hours of operation for each collection run from 9 am until 12 pm.

In the past years the spring collection has been held at Shallotte Middle School, 225 Village Road, Shallotte, NC 28479 and the fall collection has been held at South Brunswick Middle School, 100 Cougar Road, Southport, NC 28471. The Brunswick County Solid Waste & Recycling Department reserves the right to change the locations of the events and will notify the contracted company upon making any location changes.

The county's collection services all households within the county including residents within city/town limits. The current household count for the entire Brunswick County area is approximately 85,000 households.

II. Proposal Content

The package shall include an original and one electronic copy with the following information:

- A. The company name, address, and telephone number.
- B. The name, address, and telephone number of a company representative with the authority to answer questions or provide clarification regarding the proposal's contents.
- C. 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 household hazardous waste.
- D. Any assistance or requirements from the county.
- E. List of key personnel to be assigned to perform the service and their qualifications.
- F. A detailed company history.
- G. Reference list of completed or current contracts, including the name and telephone number of a contact person for each reference listed.
- H. A bid price proposal following guidelines from Attachment C of this document.

III. Scope of Work

- A. The Contractor shall provide segregating, packing, transportation and disposal of Household Hazardous Waste collected during the event.
- B. The Contractor shall provide all equipment, materials and labor needed to service the collection including, but not limited to, directional signage, traffic cones, sorting tables and safety equipment.
- C. The county staff will assist the Contractor with directing traffic, verification of residency, and pre-sorting as needed.
- D. The types of materials to be collected shall be household waste materials from residential generators that may be described as ignitable, reactive, corrosive, toxin and other such materials as defined by the Hazardous Waste Management Act. (e.g., oil-based paint, fuels, solvents, acids, bases, pesticides, herbicides, mercury, and aerosols). For additional examples of items considered acceptable at the collection see Attachment A.
- E. The Contractor will provide containers for the collection of household hazardous waste materials, including, but not limited to, US Department of Transportation approved drums, packing materials, labels, manifests, and motor vehicles as required by law and shall enter such data on labels and manifest as required by law.
- F. The Contractor must declare legal generator status once the material is loaded onto the Contractor's vehicle.
- G. The Contractor will properly store and dispose of all household hazardous materials in a properly licensed disposal site pursuant to any and all local, state, or federal laws and regulations.
- H. Written documentation of the total quantity of each waste, its disposal site and all required paperwork to verify disposal at a licensed facility will be provided to the Solid Waste Coordinator within 30 days of each scheduled collection.
- I. The Contractor will provide a detailed list of acceptable items and items will not be allowed for disposal as required by the Contractor, local state or federal laws and regulations (e.g. ammunition, weapons, and explosives).
- J. The Contractor will be responsible for identifying all unknown materials to determine proper DOT shipping requirements.
- K. The Contractor will work with the county in providing special services to those municipalities which have special circumstances (e.g. Bald Head Island).

IV. Insurance Requirements

- A. For the purposes of the agreement, the contractor must carry the minimum insurance requirements as described in Attachment "B".
- B. The contractor will provide the county with a copy of insurance documents.

V. Bid Price

The bid price proposed by the contractor must be included on the bid sheet included as Attachment C.

VI. Right to Reject

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

VII. 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.

VIII. 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.

IX. 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.

X. Proposal Deadline

All proposals must be submitted by 4:00 pm on July 22, 2016 to:
Brunswick County Solid Waste & Recycling
Micki Bozeman
P.O. Box 249
179 March 9, 1764 Drive
Bolivia, N.C. 28422
Micki.bozeman@brunswickcountync.gov

XI. Inquiries

All inquiries concerning this Request for Proposals may be directed to Micki Bozeman, Brunswick County Solid Waste Coordinator at (910) 253-2520 or Micki.bozeman@brunswickcountync.gov .

Typical Household Hazardous Wastes Collected

From your workbench:

- Adhesives, glues, resins
- Hobby supplies, artist supplies
- Latex paint
- Oil paints
- Spray paint
- Stains, thinners and stripper
- Sealers
- Solvents
- Creosote
- Hydrochloric acid
- Rust preventatives

From your yard:

- Insecticides, weed killers, poisons
- Pesticides
- Propane cylinders
- Swimming pool chemicals
- Wood preservatives
- Fertilizers
- Cesspool cleaners
- Herbicides
- Rodent killers

From your garage:

- Car batteries, dry cell batteries
- Engine degreasers, brake fluids
- Transmission fluids
- Waste fuels (kerosene, gasoline)
- Antifreeze
- Engine and radiator fluids
- Radiator cleaner

From your house:

- Aerosol cans
- Cleaners, spot removers
- Ammonia
- Hearing aid (button-style) batteries
- Nicad batteries
- Photo chemicals, chemistry sets

Attachment B

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.

Bid Price Sheet

Please complete the following bid sheet, indicating a price per pound for each material indicated. The cost should be inclusive of all services described in proposal including supplies, transportation, labeling, treatment and disposal.

Waste Category	Included in Waste Category	Waste Mgmt. Method Used	Cost per Pound (Based on net weight)
Flammable	Flammable solid/liquid		
Poison	Poison (exc. Aerosols Reactive		
Acid	Inorganic and Organic		
Base	Inorganic and Organic		
Aerosol	Corrosive aerosols Flammable aerosols Poison aerosols		
Mercury			
Household Batteries			
Lead Acid Batteries			
Fluorescent Tubes			
Oil-Based Paint			
Latex Paint			
Smoke Detectors			
Ballasts Containing PCB Oil			
Propane Cylinders			
Non-Hazardous			

Motor Oil			
Antifreeze			
Misc. Cleaners (Non-Flammable)			
Event Set-up Fee/Per Event			
Container Surcharge (if applicable)	Steel, Fiber, Poly		
Field Chemist per Collection (per hr.)			
Field Technician (per hr./per person)			
Laborer (per hr./per person)			

Waste Management Method Uded Key:

LF Landfill
RC Recycle
RE Reuse (please be specific)
FB Fuel Blending
DI Destructive Incinerated
ST Stabilize
NE Neutralize