

# Southern Windsor/Windham Counties Solid Waste Management District



Andover • Athens • Baltimore • Cavendish • Chester • Grafton • Ludlow • Plymouth  
Reading • Rockingham • Springfield • Weathersfield • West Windsor • Windsor

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December 4, 2018

## **Request for Proposals Household Hazardous Waste Collection Days**

The Southern Windsor/Windham Counties Solid Waste Management District (SW/WCSWMD) and the Greater Upper Valley Solid Waste Management District (GUVSWMD) are seeking proposals from qualified contractors to perform the collection, processing, and disposal of household hazardous wastes from residents and small quantity generators from fourteen member towns in the SW/WCSWMD and ten member towns in the GUVSWMD.

The Districts are requesting a **two (2) year Contract** beginning **May 1, 2019**, with **two one (1) year** renewal options to be exercised at the sole discretion of the Districts. The Districts will notify the successful Proposer of its intention to renew the Contract at least 90 days prior to the expiration of the Contract. As part of this RFP, the Districts will entertain, but are not compelled to accept, alternative terms such as longer contract length if it reflects lower costs.

### **Deadline for Submission**

**Proposals are due on or before 3:00 p.m. Friday, January 4, 2018.** Proposals will be accepted via USPS mail, FedEx, UPS or by hand delivery. It is the responsibility of the proposer to confirm the receipt of the proposal. Proposals received after the deadline will not be considered. Each must contain one original, two copies and a digital copy of the proposal addressed to:

Tom Kennedy, District Manager  
Southern Windsor/Windham Counties Solid Waste Management District  
P. O. Box 320  
Ascutney, VT 05030

No faxed proposals will be accepted for the bid.

Questions about this request for proposals should be directed to Tom Kennedy at 802-674-9201.

### **Event Dates and Locations**

The Southern Windsor/Windham Counties Solid Waste Management District (SW/WCSWMD) and the Greater Upper Valley Solid Waste Management District (GUVSWMD) are proposing to enter into a contract to obtain professional services to perform the collection, processing, and disposal of household hazardous wastes from residents and small quantity generators from fourteen member towns in the SW/WCSWMD and ten member towns in the GUVSWMD as follows:

1) SWWCSWMD Annual Collections. The contractor services are needed on-site for the duration of each collection.

Saturday, May 11, 2019, 9:00 a.m.–1:00 p.m. at the Springfield Transfer Station

Saturday, May 18, 2019, 9:00 a.m.–1:00 p.m. at the Ludlow Transfer Station

Saturday, September 14, 2019, 9:00 a.m.–1:00 p.m. at the Springfield Transfer Station

Saturday, September 21, 2019, 9:00 a.m.–1:00 p.m. at the Weathersfield Transfer Station

2) GUVSWMD Annual Collections. The contractor services are needed on-site for the duration of each collection.

Saturday, May 18, 2019, 9:00 a.m. – 1:00 p.m. at the Thetford Town Garage

Saturday, June 1, 2019, 8:30 a.m. – 12:30 p.m. at the Hartford Transfer Station

Saturday, August 3, 2019, 8:30 a.m. – 12:30 p.m. at the Hartford Transfer Station

Saturday, September 14, 2019, 9:00 a.m. – 1 p.m. at the Woodstock Town Garage

The districts will be invoiced separately.

## **Background**

The SW/WCSWMD includes the following towns: Andover, Athens, Baltimore, Cavendish, Chester, Grafton, Ludlow, Plymouth, Reading, Rockingham, Springfield, Weathersfield, West Windsor, and Windsor, with a total population of 31,280 according to July 1, 2010 census data.

The GUVSWMD includes the following towns: Bridgewater, Hartland, Norwich, Pomfret, Sharon, Strafford, Thetford, Vershire, West Fairlee, and Woodstock, with a population of approximately 18,265 according to 2010 census data.

Previous household hazardous waste collection days have been held in both districts.

## **HHW Collection Statistics for 2018 – SW/WCSWMD**

May 12 - Springfield Transfer Station - 183 vehicles

May 19 – Weathersfield Transfer Station – 108 vehicles

September 8 - Springfield Transfer Station – 225 vehicles

September 15 - Windsor Goodyear Building – 126 vehicles

## **HHW Collection Statistics for 2018 - GUVSWMD**

June 2- Hartford Transfer Station – 192 vehicles

August 4- Hartford Transfer Station – 141 vehicles

September 15– Woodstock Town Garage – 124 vehicles

Pre-registration by residents is not required. Conditionally exempt small quantity generators (CESQGs) located in the District are required to pre-register. In 2018, twelve CESQGs came to the SW/WCSWMD and GUVSWMD collections in total.

Previous District HHW collections have accepted most household hazardous wastes, with the exception of explosive, infectious, or radioactive substances. Also unacceptable are automobile batteries, alkaline batteries, propane cylinders, fluorescent tubes, and CFLs as these materials are handled through other programs.

### **Minimum Qualifications Criteria**

The District will contract with a firm that has demonstrated the ability to provide services comparable to those being requested. Proposers must demonstrate technical skills, managerial abilities, and sufficient financial resources to carry out the services depicted in this RFP. The following minimum standards shall be met:

- At least 5 years of experience conducting HHW events and transporting hazardous waste to licensed disposal locations,
- Ability to assume generator status of all acceptable hazardous waste entering the collection (unacceptable waste must be clearly identified in the proposal),
- Certification (all necessary permits and licenses) for handling and transporting hazardous waste within the state of Vermont, and
- Statement identifying the proposing entity as an equal opportunity employer.

### **Scope of Work**

The contractor will be responsible for the following:

1. Provide qualified staff on the days of the events to supervise the identification and bulking of household hazardous waste and provide adequate staff contact names and phone numbers and timely response to questions before and after collection events;
2. Provide all safety equipment required for proper handling and processing of materials collected at the events with no smoking or eating in the staging area during the hours of the event;
3. Properly label and manifest all hazardous waste leaving the site and provide a certificate of final disposal for all pesticides collected;
4. Provide transportation on the same day of collections for all hazardous waste collected;
5. Provide analytical reporting for the collection events, including the quantity of materials collected with specific identification and weight and/or volumes of all pesticides and mercury and mercury related appliances collected; and weight and/or volume of all conditionally exempt small quantity generator waste.
6. On the days of the collections, delegate labor to off-load, segregate, classify, package, label, bulk, manifest, load, transport, and dispose of materials collected; and
7. Provide supplies and any equipment necessary to perform the project including, but not limited to personal protective clothing and equipment, trucks, scale, safety equipment, traffic cones, drums, and other containment vessels, absorbent cloth, tents and other coverings in the event of inclement weather and tables for sorting.
8. Provide and operate machinery required to move 55-gallon drums, gaylords, and pallets.

**Note:** The most cost-effective container for the disposal of the wastes shall be utilized (i.e., If the waste will legally fit into a 5-gallon pail or a 20- or 30-gallon drum instead of a 55-gallon drum, then that is the container that will be utilized.).

The Districts will be responsible for the following:

1. Acquiring all State permits and site identification numbers necessary for the events,
2. Advertising,
3. Traffic control around the site,
4. Roll-off boxes for solid waste, and
5. Event location and approval for its use.

### **Technical Proposal**

Proposals must include the following, with documentation:

1. A scope of work by task,
2. Locations, contacts, phone numbers, type of event, and population served during at least five similar events,
3. Number, type (chemist, technician, etc.) and qualifications for all project personnel, including brief resumes of key project staff that will work at the events,
4. A list of acceptable and unacceptable wastes,
5. A site set-up plan including: location of fire, spill, and other safety equipment, the minimum area required to perform the project, and a detailed description of site activities including receipt, segregation, packaging, testing, and loading,
6. On-site equipment list, including all fire prevention, safety, and personal protective equipment, and other equipment necessary for the project,
7. Contingency plan, including a format and description of notification procedures for those dealing with on-site emergencies, as well as an evacuation plan in case of an emergency,
8. Flammable bulking procedures (i.e., standard operating procedures for bulking of flammables on-site), and
9. Transportation and disposal facility lists (i.e., a complete listing of storage, transfer, transportation, treatment, and disposal facilities listing location, contact, phone, and EPA I.D. number for each facility).

### **Additional Contractor Requirements**

The Proposer shall procure and maintain at its own expense, without expense to the District, throughout the term covered by the eventual Contract and any extensions thereof, the following insurance:

- A. Commercial General Liability coverage for bodily injury and property damage, including death with limits of at least \$2,000,000.00 per occurrence;
- B. Commercial Automobile Liability with a combined single limit of at least \$1,000,000.00 per occurrence;
- C. Environmental Impairment Liability with limits of at least \$2,000,000.00 per occurrence;
- D. Excess or Umbrella Liability coverage with limits of at least \$2,000,000.00.
- E. Workers' Compensation and Disability Benefits Insurance as required by applicable law.

The District and individual Towns shall be listed as Additional Insured on all policies, and Proposer shall annually provide the District with valid certificates of insurance for all policies required herein.

### **Cost of Services**

Proposals must contain the following cost information:

- 1. Totals for set-up, including all personnel, equipment and materials necessary for the project, as well as clean-up and breaking down the site, if appropriate,
- 2. Chemical analysis of unknowns, if appropriate,
- 3. Transportation and disposal costs – any and all costs for the transportation from the site and the disposal of waste as itemized on the cost proposal form (Attachment 1).

**Note:** No surcharges based on the total cost of the collection will be accepted.

The District expects contractors to propose a drum price, not a per-household unit cost.

### **Evaluation Criteria**

Proposals will be evaluated by the District based on:

- 1. Ability to meet minimum qualifications criteria,
- 2. Qualifications and experience in collection and disposal of hazardous waste,
- 3. Capability to perform all aspects of the project, especially the projected dates, times, and locations,
- 4. Completeness of the proposal based on requested information and documentation, and
- 5. Cost.

### **Contract**

The Districts reserve the right to reject any or all proposals received. The Districts will review the qualifications and choose a contractor with whom to negotiate a contract. Upon selection of a contractor to perform the services outlined in this RFP, the contractor will supply a contract proposal to the Districts for review.

All invoices for services shall be itemized and submitted to the Districts within two weeks of the household hazardous collections.

This contract will be for four collections in SWWCSWMD and four collections in GUVSWMD.

### Cost Proposal Sheet

Set-Up Fee: \_\_\_\_\_

Description of Waste	Container Size	Packing Method	Disposal Method	Price
organic liquids (antifreeze, waxes, photo chemicals)	55-gallon	consolidated	recycling	
paints and varnishes	55-gallon Flex Bin	consolidated	fuels blending	
resins and adhesives (with cans)	55-gallon Flex Bin	bulk-packed	incineration	
reactives	varies	lab-packed	varies	
aerosols	55-gallon	consolidated	incineration	
asbestos	55-gallon	consolidated lab-packed	land disposal	
chemicals: oxidizers acids, bases	5-gallon 30-gallon 55-gallon	lab-packed	incineration/treatme nt	
pesticides	5-gallon 30-gallon 55-gallon	lab-packed	incineration	
dioxin-containing waste	5-gallon	lab-packed	incineration	
mercury	5-gallon	lab-packed	stabilization/recycli ng	
RCRA & PCB	55-gallon	consolidated	incineration	
lead	varies	consolidated	recycling	
PCB ballast	varies	bulk-packed	incineration	
other wastes				
Oil-based Paint (cubic yard box)				
Latex Paint (cubic yard box)				
<b>Are you a Contractor for the Paint Care Program? YES NO</b>				