

**REQUEST FOR PROPOSALS
RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE COLLECTION,
TRANSPORTATION AND DISPOSAL, AND
ELECTRONICS COLLECTION, TRANSPORTATION AND DISPOSAL**

RFP NO. 23-1028



catawba county
MAKING. LIVING. BETTER.

Date of Issue: May 15, 2023

Proposal Due Date: June 13, 2023

Time: 3:00 PM ET

Issued for:

**Catawba County Utilities & Engineering Department
25 Government Drive
Newton, North Carolina 28658**

Issued by:

**Catawba County Purchasing Manager
25 Government Drive
Newton, North Carolina 28658
(828) 465-8224**

PURPOSE

Catawba County (hereinafter “County”) is requesting informal proposals from qualified Contractor(s) to operate two combined Residential Household Hazardous Waste (HHW) and Electronics Recycling events. Each event will be a one-day event with HHW collection and electronics recycling occurring simultaneously at the same location. The County expects to conduct two events, collecting both HHW and electronics recycling at each event, during a twelve-month period. The first event will occur on November 4, 2023 and the second event will occur on May 4, 2024.

Proposals may be submitted for one collection service or both. Preference will be given for one Contractor managing both collections.

The County plans to hold a Residential HHW and Electronics Recycling one-day collection event on November 4, 2023 in the Hickory, NC area and May 4, 2024 in Newton, NC. All events are open to the public from 9:00 a.m. - 1:00 p.m.

The minimum contract period shall be for one-year beginning with the November 4, 2023 event. All pricing shall remain effective for a minimum of one-year. Proposal pricing will also be accepted for a two-year contract and/or a three-year contract.

RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. Catawba County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	May 15, 2023
Submit Written Questions	Contractor	May 30, 2023 at 5:00 PM
Provide Responses to Questions	County	June 1, 2023 at 5:00 PM
Submit Proposals	Contractor	June 13, 2023 at 3:00 PM
Contract Award	County	TBA
Contract Effective Date	County	Upon Execution

Informal Proposals will be received until 3:00 PM on June 13, 2023. No submittals will be accepted after the deadline.

PROPOSAL QUESTIONS AND ADDENDA

Upon review of the RFP documents, Contractors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Contractors shall submit any such questions by the above due date. Written questions shall be emailed to tinawright@catawbacountync.gov by the date and time specified above. Contractor should enter “RFP # 23-1028 – Questions” as the subject for the email. Questions received prior to the submission deadline date, the County’s response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Catawba County website, <https://www.catawbacountync.gov/county-services/purchasing/bid-notices/> and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any County personnel, whether made in response to a question

or otherwise in connection with this RFP, shall be considered authoritative or binding. Firms shall rely only on written material contained in an Addendum to this RFP.

SUBMISSION OF BIDS

The Bid Form attached hereto as **Attachment B** shall be used for the bid submission and shall not be altered. A Total Bid shall be entered in the Bid Form for every item on which a unit price or quantity has been submitted. The Total Contract Bid Amount shall be determined by adding the Total Bid for each item.

In addition to the Bid Form - Attachment B and the Reference Disclosure Form – Attachment C, as part of the bid response, Contractor is required to submit the requested items listed in the Qualification of Bidders section.

Informal bid responses must be submitted no later than 3:00 p.m., On June 13, 2023. Bid submissions may be hand-delivered to the address below, mailed to the address below, faxed to (828) 548-2378 or e-mailed to Tina Wright at tinawright@catawbacountync.gov. Bids received will remain confidential until awarded.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFP Number: RFP 23-1028 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFP Number: RFP 23-1028 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

Catawba County reserves the right to reject any and all proposals and to waive informalities as may be permitted by law.

WITHDRAWAL OR REVISION OF BIDS

A Bidder may, without prejudice to himself, withdraw a Bid after it has been delivered to the County provided the request for such withdrawal is made in writing to Tina Wright, Catawba County Purchasing Manager. The Bidder may then submit a revised Bid provided it is received prior to the time set for opening of Bids. Any withdrawal of a Bid after the opening of Bids shall be in accordance with N.C. General Statute Section 143-129.1. Only those persons authorized to sign Bids shall be recognized as being qualified to withdraw a Bid.

AWARD OF CONTRACT

The award of the Contract will be made to the lowest responsive, and responsible bidder, who, in the opinion of the County, is qualified to perform the work required and is responsible and reliable. These Bids are asked for in good faith, and awards will be made as soon as practicable, provided satisfactory Bids are received.

The County may consider informal and reject any Bid not prepared and submitted in accordance with the provisions hereof. The right is reserved to waive informalities in

bidding, to reject any or all Bids, or to accept a Bid other than the lowest submitted if such action is deemed to be in the best interest of the County.

OPERATION

Contractor chosen will complete all site preparation and set up prior to designated start time of each event. County staff will direct traffic flow into the event. Citizens will enter the event at 9:00 a.m. and Contractor will begin unloading materials from citizen's vehicles at that time and throughout the day until the event ends at 1:00 p.m. or until the last citizen in line at 1:00 p.m. has been through the event. At the end of the event, Contractor will process the materials by sorting, separating and packing the material on site. Materials will be transported to an appropriate facility for proper handling, recycling and/or disposal. At the end of the event, Contractor is required to remove all containers, dumpsters, bins; equipment, trash, etc. from the site and restore the site to its pre-event condition.

Household Hazardous Waste:

Typical HHW materials that the Contractor will be expected to accept include, but are not limited to, the following:

Aerosols	Fire extinguishers	Latex and oil paint
Anti-freeze	Fluorescent light tubes	Pesticides
Batteries	Mercury	Pool chemicals
Cleaners	Mixed solvents	Propane tanks
Acids	Motor oil and filters	
Empty drums	Cylinders	

Materials that are NOT ACCEPTED at HHW collection events include, but are not limited to, the following:

- Tires
- Radioactive waste
- Biologically active or infectious waste
- Unknown gases or chemicals
- Dioxin-related waste
- Explosives
- Household garbage
- Prescription or over-the counter medications

The Contractor must include a detailed, comprehensive list of materials that are ACCEPTABLE and are NOT ACCEPTABLE to be received, processed, and handled.

Electronics/Computer Waste:

Typical Electronics/Computer materials that the Contractor will be expected to accept include, but are not limited to, the following:

Answering machines	Cameras
Batteries (household, lead acid, etc)	Cell phones
CD players	Computers (CPU, monitors, keyboards, etc)
Cable and wire	Copiers
Calculators	

DVD's
Fax machines
Floppy drives
Hard drives
Hard disk drives
Ink/toner cartridges
Laptops
Microwaves
Mobile phones
Modems
Monitors
Pagers
Printers

Printed circuit boards
Radios
Remote controls
Scanners
Speakers
Stereos
Tape players
Telephones
Telephone equipment
Televisions (intact)
Video games
VCR's

The Contractor must include a detailed, comprehensive list of materials that are ACCEPTABLE and are NOT ACCEPTABLE to be received, processed, and handled.

QUALIFICATION OF BIDDERS

The County may make such investigation as it deems necessary to determine the qualifications of the Bidder to perform the work and the Bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein. Conditional Bids will not be accepted.

Before award, the Contractor will be required to show that they have the necessary facilities, experience and ability to perform the work in a satisfactory manner. The Contractor shall demonstrate that it has substantial expertise in all areas relating to the collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal of household hazardous waste and/or electronics and computer material. At a minimum, the Contractor shall demonstrate:

1. Successful experience with similar program, or at least (4) four HHW or computer/electronics material collection events, either separate or combined, within the last 24 months.
2. A history of recycling or reusing a significant portion of the material collected.
3. The Contractor shall include in the proposal, a brief description of the firm, its general nature and background, its general experience in the field of household hazardous waste and/or computer/electronics materials recycling and its specific experience in each material collection, length of experience, skilled personnel and specialized equipment available, and other resources of particular expertise.

The following information shall be provided:

1. Name and address of the firm (and its parent firm if the firm is owned or a sub-component of a larger firm), name, address, telephone number and e-mail of the particular office to be responsible to the Executive Director (if different from those of the firm's headquarters).
2. Name and title, address, telephone number and e-mail of the responsible person or point of contact for the proposal, and the same information for the person to be responsible for the on-site activities of the firm (if different from those of the responsible person).
3. Characteristics of the firm, including name of employees, number of office and field locations, types of work undertaken by the firm, typical clients, and other relevant general information with emphasis on previous and current experience in the field of household hazardous waste and/or computer/electronics collection and recycling.
4. A list of specific household hazardous waste and/or computer/electronics collection projects completed or under contract for the firm and completed Attachment C - Reference Disclosure Form included in this RFP. Include a brief description of the location of the projects and the activities conducted by the firm.
5. Describe qualifications and number of personnel.
6. Bidders must provide documentation of their regulatory history, identifying any incidences of noncompliance with international, federal, state or local laws and regulations. Bidder shall document any past notices of violation they have received from the EPA or any state or local regulatory body within the last (3) three years and provide a brief description of when, where or what the violation was.
7. Completed Attachment B – Bid Proposal Form.
8. Completed Attachment C- Reference Disclosure Form.
9. If any subcontractors are used, similar information shall be provided.
10. Pertinent State and Federal licenses/permits and EPA identification numbers for each storage facility. Expiration dates shall be clearly noted.
11. Computer/electronics contractors must provide evidence of e-Steward certification or R2 Certification.

TRANSPORTATION, DISMANTLING, SALVAGE, SALE, REUSE, RECYCLING AND/OR DISPOSAL

The Contractor shall assume title and ownership of all materials collected at the event.

The Contractor shall provide written documentation (i.e. recycling/disposal, certificate or other tracking documentation) of the ultimate and final dismantling, salvage sale, reuse, recycling and/or disposal sites for the materials collected. This written documentation required from Contractor before invoice will be processed for payment.

The Contractor shall also verify that any hazardous substances contained in the materials collected are disposed in a manner that constitutes strict adherence with all laws and rules of the United States Environmental Protection Agency and the North Carolina Department of Environmental Quality.

LICENSES AND PERMITS

Contractors must provide documentation that they possess any international, federal, state, county and local licenses and/or permits needed to provide the services requested in this RFP. The Contractor shall supply copies of any and all relevant permits, licenses and other regulatory items required under International, Federal, State or local statutes, regulations or standards for the collection, transportation, dismantling, salvage, sale reuse, recycling and/or disposal of all materials.

HOLD HARMLESS

The Contractor shall indemnify, defend and hold harmless Catawba county , all County officials and householders against any and all losses, claims, actions, damages, liability and expenses, including but not limited to those in connection with loss of life, bodily and personal injury, or damage to property occasioned wholly or in part by the Contractor or by persons employed directly or indirectly by the Contractor in connection with the household hazardous waste and/or computer/electronic material collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal.

INSURANCE

Minimum Insurance Requirements:

1. Contractor shall maintain Commercial General Liability insurance, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence, and \$1,000,000 annual aggregate. The limits may be satisfied by a combination of primary and excess insurance. The coverage shall be written on an occurrence basis.
2. At all times while the Contractor's representatives are conducting on-site work, the Contractor shall maintain business automotive insurance for any owned, non-owned, hired or rented vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excessive insurance. The policy must also include the MCS-90 endorsement.
3. At all times while the Contractor's representatives are conducting on-site work, Contractor shall maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Contractor shall also maintain Employers' Liability insurance with limits of not less than \$1,000,000 per accident and \$1,000,000 each employee for injury by disease.
4. Contractor shall maintain environmental impairment liability insurance for the transportation and disposal of pollutants handled by the contractor pursuant to this Agreement. The limits of liability shall meet all State and Federal requirements. Coverage for Owned Disposal Sites shall not be less than \$10,000,000 each pollution occurrence and \$10,000,000 aggregate. Coverage to Non-Owned Disposal Sites shall

be not less than \$1,000,000 each pollution occurrence and \$1,000,000 aggregate. This coverage should be maintained for a period of not less than (3) three years after completion of the Contractor's work as set forth in this Agreement.

5. Catawba County shall be named as an additional insured under Contractor's general liability insurance and automotive insurance. In the event of a loss arising out of, or related to the Contractor's services performed under this Agreement, Contractor's Liability insurance shall be primary with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.

6. The workers' compensation policy must contain a waiver of subrogation in favor of the County.

7. Prior to the execution of an Agreement, Contractor shall provide certificates of insurance to the County as evidence of the required coverage. Contractor agrees to provide complete copies of policies if requested. Failure of Contractor to provide timely evidence of insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the county to all appropriate remedies under the law including termination of the contract.

HISTORICAL INFORMATION FROM PAST EVENTS

The following table shows previous HHW and Electronics Events

Waste Collection Breakdown	FY21-22		FY20-21		FY19-20	
	May-22	Nov-21	May-21	Nov-20	May-20	Nov-19
Aerosols	1,805	750	1,270	1,270	2,171	1,251
Batteries alkaline	1,200	900	242	657	527	760
Batteries lead acid	890	1100	425	890	2,873	805
Batteries lithium	-	40	34	138	64	322
Batteries nickel-cadmium	180	60	68	111	308	300
Cleaners-acid	370	300	322	518	716	382
Cleaners-alkaline	4,200	760	546	926	2,049	1,641
Fire extinguishers	80	200	156	109	204	150
Light tubes	995	980	1,127	545	766	484
Mixed solvents	678	3700	3,300	7,599	7,233	4,654
Non-hazardous liquids & solids	1,260	3600	3,350	8,380	3,962	11,772
Paint latex	8,620	13300	11,840	12,320	36,360	11,280
Paint related materials	-	-	-	-	-	9,650
Pesticides	-	-	-	1,271	2,169	1,824
Propane tanks/cylinders	846	145	1,033	483	1,067	282
TOTAL HHW (lbs)	21,124	25,835	23,713	35,217	60,469	45,557
TV's	2,839	1747	6,306	10,213	-	12,073
Other Electronics	2,765	2162	3,573	11,553	50,361	13,528
TOTAL E-WASTE (lbs)	5,604	3,909	9,879	21,766	50,361	25,601
EVENT TOTALS (lbs)	26,728	29,744	33,592	56,983	110,830	71,158

**ATTACHMENT A
INTENT TO PROPOSE
REQUEST FOR PROPOSAL #23-1028**

This form should be faxed to 828-465-8477 or e-mailed to TinaWright@catawbacountync.gov to ensure you receive all addenda issued for this RFP.

I, _____ a representative of _____

_____ confirm that we intend to submit

a proposal for the following: (check all that apply)

_____ Household Hazardous Waste Collection

_____ Electronics Recycling Collection

Company Name _____

Address _____

Contact Name _____

Phone_(____)_____

E-mail _____

Date _____

**ATTACHMENT B
 BID FORM
 REQUEST FOR PROPOSAL #23-1028
 RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE COLLECTION,
 TRANSPORTION AND DISPOSAL, AND
 ELECTRONICS COLLECTION, TRANSPORTATION AND DISPOSAL**

 Company Name

 Address

 Contact Name, Title

 E-Mail

 Telephone

 Date

HOUSEHOLD HAZARDOUS WASTE PRICING:	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$
Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING:	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$
CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$
Other	\$
Revenue Back to County	Price/lb.
Computers	\$
Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$
Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

_____ Check if you are interested in negotiating a 2-year contract. If so, provide pricing for a 2-year contract.

HOUSEHOLD HAZARDOUS WASTE PRICING (Optional 2-year)	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$

Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING (Optional 2-year)	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$
CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$
Other	\$
Revenue Back to County	Price/lb.
Computers	\$
Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$

Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

_____ Check if you are interested in negotiating a 3- year contract. If so, provide pricing for a 3-year contract.

HOUSEHOLD HAZARDOUS WASTE PRICING (Optional 3-year)	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$
Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING (Optional 3-year)	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$

CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$
Other	\$
Revenue Back to County	Price/lb.
Computers	\$
Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$
Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

**ATTACHMENT C
REFERENCE DISCLOSURE FORM**

Contractor shall provide information regarding experience in collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal of household hazardous waste and/or electronics and computer material by listing THREE (3) MOST RECENT CLIENTS, References should be clients of a similar scale as the services requested in this RFP.

1. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

2. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____