

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

RFP NO. 25-1002



catawba county

MAKING. LIVING. BETTER.

Date of Issue: July 9, 2024

Proposal Due Date: August 6, 2024

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 2, 2024 and the second event will occur on May 3, 2025.

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 2, 2024 in the Hickory, North Carolina area and May 3, 2025 in Newton, North Carolina. 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 2, 2024 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	July 9, 2024
Submit Written Questions	Contractor	July 23, 2024 at 5:00 PM
Provide Responses to Questions	County	July 25, 2024 at 5:00 PM
Submit Proposals	Contractor	August 6, 2024 at 3:00 PM
Contract Award	County	TBA
Contract Effective Date	County	Upon Execution

Informal Proposals will be received until 3:00 PM on August 6, 2024. 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 # 25-1002 – 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.

Informal bid responses must be submitted no later than 3:00 p.m., On August 6, 2024. 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 25-1002 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFP Number: RFP 25-1002 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.

RESPONSIBILITIES OF BIDDERS

Each Bidder shall, by careful examination, satisfy himself as to the nature and location of the work, the configuration of the ground, the character quality and quantity of the facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work or the cost thereof under the Contract.

The failure or omission of any Bidder to thoroughly examine and familiarize himself with the Contract Documents or to receive or examine any form, instrument or document or to visit the site and acquaint himself with the conditions there existing shall in no way relieve any Bidder from any obligation in respect to their Bid.

No verbal agreement or conversation with any officer, agent or employee of the County, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations therein.

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 | Mobile phones |
| Batteries (household, lead acid, etc) | Modems |
| CD players | Monitors |
| Cable and wire | Pagers |
| Calculators | Printers |
| Cameras | Printed circuit boards |
| Cell phones | Radios |
| Computers (CPU, monitors, keyboards, etc) | Remote controls |
| Copiers | Scanners |
| DVD's | Speakers |
| Fax machines | Stereos |
| Floppy drives | Tape players |
| Hard drives | Telephones |
| Hard disk drives | Telephone equipment |
| Ink/toner cartridges | Televisions (intact) |
| Laptops | Video games |
| Microwaves | 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 SUBMISSIONS

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.

12. The Contractor shall provide proof of insurability with submission of the proposal. Contractor shall name Catawba County as additionally insured upon award of the contract.

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:

1. Contractor shall maintain worker's compensation and employer's liability insurance with statutory limits of liability. Contractor shall maintain comprehensive general liability, (bodily injury, general liability, and property damage), having limits of \$1,000,000 to aggregate.
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. Contractor shall maintain Contractor's protective liability insurance bodily injury (bodily injury and property damage) of not less than \$1,000,000.
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 be not 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 the Contract.

5. Catawba County shall be named as an additional insured under Contractor's automobile and general liability insurance company. 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 (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
6. Certificates of such insurance shall be furnished by Contractor to County before execution of an Agreement, and annually thereafter for any extended term hereof. Such certificates shall require the insurer issuing the underlying policy to provide County with a minimum of thirty (30) days' notice prior to modification or cancellation of said policy. The maintenance of such insurance will not in any manner affect Contractor's obligation to indemnify County as described herein. Contractor agrees that such insurance shall be primary, regardless of any other insurance coverage which County may procure for its own benefit.

Historical Information from Past Events:

The following table shows previous HHW and Electronics Events

Waste Collection Breakdown	FY22-23		FY21-22		FY20-21	
	May-23	Nov-22	May-22	Nov-21	May-21	Nov-20
Aerosols	839	625	1,805	750	1,270	1,270
Batteries alkaline	265	320	1,200	900	242	657
Batteries lead acid	527	315	890	1100	425	890
Batteries lithium	29	21	-	40	34	138
Batteries nickel-cadmium	140	86	180	60	68	111
Cleaners-acid	167	454	370	300	322	518
Cleaners-alkaline	805	534	4,200	760	546	926
Fire extinguishers	30	77	80	200	156	109
Light tubes	705	156	995	980	1,127	545
Mixed solvents	1,990	3772	678	3700	3,300	7,599
Non-hazardous liquids & solids	3,850	5119	1,260	3600	3,350	8,380
Paint latex	9,900	16080	8,620	13300	11,840	12,320
Paint related materials	-	-	-	-	-	-
Pesticides	1,425	1,184	-	-	-	1,271
Propane tanks/cylinders	449	371	846	145	1,033	483
TOTAL HHW (lbs)	21,121	29,114	21,124	25,835	23,713	35,217
TV's	769	3429	2,839	1747	6,306	10,213
Other Electronics	12,552	7493	2,765	2162	3,573	11,553
TOTAL E-WASTE (lbs)	13,321	10,922	5,604	3,909	9,879	21,766
EVENT TOTALS (lbs)	34,442	40,036	26,728	29,744	33,592	56,983

**ATTACHMENT A
INTENT TO PROPOSE
REQUEST FOR PROPOSAL #25-1002**

This form should be faxed to 828-548-2378 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 #25-1002
 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: _____
EMAIL ADDRESS: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

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

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