#### **TOWN OF SIMSBURY**

# REQUEST FOR PROPOSAL FOR

#### REGIONAL HOUSEHOLD HAZARDOUS WASTE COLLECTIONS

The Town of Simsbury ("Town") is requesting sealed proposals from qualified, licensed hazardous waste management firms ("Proposers") to operate three regional hazardous waste collections. The regional household hazardous waste collections provide services for five municipalities including Simsbury, Farmington, Avon, Granby, and Canton. The collections will run from 8:00 a.m. to 1:00 p.m. and will be open to all residents from all five participating municipalities. The collections shall take place on a Saturday mutually agreed upon by the participating municipalities in the spring, summer and fall. The spring collection shall be located at the Farmington High School, 10 Monteith Dr., Farmington, CT, and the other two collections shall be located at the Simsbury Public Works Facility, 66 Town Forest Rd., West Simsbury, CT. Each participating municipality will provide adequate employees to assist in managing the traffic entering the facility and verifying eligibility to participate in the collection.

Proposals for service should be for a two (2) year period, with two one-year renewal options for a total of up to four (4) years. Contractor services are to begin April 2019 with the first collection and conclude in mid-November 2020, unless renewed by both parties.

The Request for Proposals (RFP) is available online at: <u>http://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp</u>

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of Town of Simsbury.

Questions regarding this RFP should be directed to Thomas J. Roy, PE – Director of Public Works via email at pubworks@simsbury-ct.gov. To receive consideration, all questions must be submitted by the close of business on January 18, 2019. A response to all salient questions will be provided via addendum that will be posted on the Town's website under the Finance page, RFQ's and RFP's prior to the close of business on January 21, 2019.

Interested and qualified consultants are to submit three (3) copies and one flash drive of their proposals in a sealed envelope, clearly marked "RFP Regional Household Hazardous Waste Collections" and addressed to Amy Meriwether, Director of Finance, Town of Simsbury, 933 Hopmeadow Street, Simsbury, CT 06070. Proposals will be accepted until 10:00 AM on January 24, 2019. No Statement of Qualifications will be accepted after the date and time specified. No fax or email submissions will be accepted.

# **TOWN OF SIMSBURY**



# DEPARTMENT OF PUBLIC WORKS 933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

# REQUEST FOR PROPOSALS

#### REGIONAL HOUSEHOLD HAZARDOUS WASTE COLLECTIONS

## **Submission Deadline:**

Thursday, January 24, 2018

# **Submission Contact and Address:**

Thomas J. Roy, P.E. Director of Public Works 933 Hopmeadow Street Simsbury, CT 06070

Fax: 860-408-5416

Email: pubworks@simsbury-ct.gov

# REQUEST FOR PROPOSAL REGIONAL HOUSEHOLD HAZARDOUS WASTE COLLECTIONS

#### **BACKGROUND**

The Town of Simsbury ("Town") is requesting sealed proposals from qualified, licensed hazardous waste management firms ("Proposers") to operate three regional hazardous waste collections. The regional household hazardous waste collections provide services for five municipalities including Simsbury, Farmington, Avon, Granby, and Canton. The collections will run from 8:00 a.m. to 1:00 p.m. and will be open to all residents from all five participating municipalities. The collections shall take place on a Saturday mutually agreed upon by the participating municipalities in the spring, summer and fall. The spring collection shall be located at the Farmington High School, 10 Monteith Dr., Farmington, CT, and the other two collections shall be located at the Simsbury Public Works Facility, 66 Town Forest Rd., West Simsbury, CT. Each participating municipality shall provide employees to assist in managing the traffic entering the facility and verifying eligibility to participate in the collection.

The first year collection dates are set as the following. Dates with an asterisk (\*) are preliminary and may be subject to change.

Date	Location
April 20, 2019	Farmington High School
11,5111 20, 2017	10 Monteith Dr., Farmington, CT
June 8, 2019*	Simsbury Public Works Facility
Julie 0, 2019	66 Town Forest Rd., West Simsbury, CT
November 2, 2019*	Simsbury Public Works Facility
1.0000000000000000000000000000000000000	66 Town Forest Rd., West Simsbury, CT

#### **KEY DATES**

Event	Date
RFP Issue Date	January 8, 2019
Pre-Proposal Meeting	January 16, 2019
Deadline for All Questions	January 18, 2019
Addendum Issued Responding to Questions	January 21, 2019
RFP Proposals Due by 10:00 AM EST	January 24, 2019

#### PRE-PROPOSAL MEETING

A pre-bid conference is scheduled to allow all prospective contractors to review the project with Town representatives and ask questions. The conference will be located on the Simsbury Department of Public Works Campus located at 66 Town Forest Road, West Simsbury, CT

06092 at 10:00 am on Wednesday, January 16, 2019. All prospective bidders are strongly encouraged to attend. The Town will provide basic clarifications in response to questions raised, if any material changes to the bid documents or scope of work arise from this conference an addendum will be issued to provide clarity in the bidding process.

## PROPOSER QUALIFICATIONS & SUBMITAL REQUIREMENTS

The selected Proposer shall be chosen based upon the relevant expertise and thorough knowledge of the professional services, functions, activities and related responsibilities to successfully perform the Scope of Work described in this RFP. The selected Proposer shall possess all applicable valid and pertinent State of Connecticut licenses for the work.

All proposals submitted, and information contained therein and attached thereto, will not become public information until the Town has awarded a contract to the successful Proposer.

All Proposers shall provide written evidence of the following qualifications and shall be organized using each of the elements listed below as section headings. These qualifications and submittal requirements must be met to be considered for this RFP.

- A. <u>Letter of Transmittal</u>: Provide a letter accepting all terms, conditions and requirements of this RFP.
- B. <u>Qualifications & Licensing</u>: Evidence that the Proposer is a hazardous waste transporter and/or waste collection firm licensed under Connecticut Statutes Sec. 22a-454, as amended by Sec. 1 of Public Act 85-342 and Sec. 1 of Public Act 85-568.
- C. <u>Firm Description</u>: Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and location of office proposed to handle this project.
- D. <u>Experience</u>: Description of recent experience in managing and operating household hazardous waste collections or comparable collection operations. Experience in conducting one day collections is desired. Please provide dates and locations of events and an estimated amount of wastes collected and transported.
- E. <u>Project Team</u>: Provide names, resumes, licensing and certifications of key staff who will have a significant responsibility for these collections. Each team member's education and qualifications shall be listed.
- F. <u>Project Understanding</u>: Provide a statement summarizing how the consultant and/or project team is particularly qualified for this project. Provide an overview of the principal elements of the proposal.
- G. <u>Safety</u>: The Proposer shall be responsible for maintaining a safe work environment and adhere to all applicable OSHA regulations. Discuss your firm's attitude toward safety. Explain specifically what will be done for this project to proactively maintain a safe environment for the workers, public and Town employees.
- H. <u>Waste Handling</u>: Proposer shall provide the procedures for the type and extent of normal waste consolidation practices to be employed, including a list of wastes that will not be

- accepted for transportation and disposal. Current methods of disposal by type or waste category to be employed by the Proposer and the extent to which materials are reused or recycled, including a paint recycling program.
- I. <u>Disposal Sites</u>: Proposer shall provide a list of all permitted final disposal sites that will be used for waste being removed from both collection sites.
- J. <u>Scope of Services</u>: Describe the Proposer's approach and technical plan for accomplishing the work listed herein. The Proposer is encouraged to elaborate and improve on the tasks listed in the RFP; however, the Proposer shall not delete any requested scope tasks without clearly noting this in the submission.
- K. <u>References</u>: Three (3) references from comparable projects, including the current contact name and phone number of the authorized owner's representative, as well as, the Proposer's project manager for each project.
- L. <u>Past Claims or Disputes</u>: Indicate any claims, disputes or arbitration proceedings that have occurred on any projects in the last five (5) years. Indicate who they were with and give the status of each.
- M. Exceptions & Alternatives: Proposers who take exception to any requirement or portion of this RFP shall state and explain the exception in this section. The Town may accept proposals which take exception or provide an alternative to any requirement contained in this RFP. Any exception or alteration must be clearly defined and cannot materially affect the substance of the RFP.

#### SCOPE OF WORK

The Proposer shall have full responsibility for the operation of the collection as it pertains to waste handling, transportation, disposal and site safety during the collection. In addition, the successful Proposer's duties, responsibilities and services shall include:

#### Management

- 1. Operate in compliance with all applicable local, Connecticut DEEP, Connecticut DOT, USDOT, USEPA and OSHA rules, laws, regulations and standards.
- 2. Obtain and maintain an EPA generator ID number.
- 3. Assume title and generator status for all household and CESQG (Conditionally Exempt Small Quantity Generators) wastes at the time its personnel remove any waste from a participant's vehicle.
- 4. Agree to indemnify, hold harmless and defend all five of the participating municipalities, and any other whom may be added in future agreements, from and against any actions, claims, fines, penalties and suits arising out of the Proposer's handling, packaging, transportation and disposal of wastes, and its operation of the collection site.
- 5. Provide certificates of insurance naming the Town of Simsbury and each participating municipality as additional insureds to the limits specified in Appendix IV.
- 6. Perform all required waste coding, labeling, manifesting and reporting according to

- Connecticut DEEP, Connecticut DOT, USDOT and USEPA regulations, requirements and standards.
- 7. Provide the Town of Simsbury with a summary of the types, quantities and container sizes for all wastes removed from the collection site by the Proposer, including a summary of any materials that were recycled.
- 8. Acquire all necessary permits and any legal notifications or postings required.

#### Operation

- 1. Provide all duly trained and certified supervisory and technical staff necessary to operate the collection in a safe and efficient manner and to receive, classify, separate, consolidate, and log wastes by chemical makeup as required by state and federal regulations. Staffing levels shall be suitable to manage collections with 750 vehicles over a five hour period.
- 2. Furnish all equipment and consumable supplies including waste handling and shipping containers, safety and spill containment equipment and personal protective equipment necessary for the safe handling, storage, transportation and disposal of hazardous waste collected.
- 3. Provide decontamination services for the Center's storage facilities as required at the close of each collection.

#### Hazardous Waste Transportation and Disposal

- 1. Provide a complete listing of all permitted disposal sites that will be used for the final disposal of wastes obtained from each of the collections. Each site shall be identified by name and location, with applicable state and/or federal identification numbers. Provide all information regarding notice of claims or violations under State and Federal Environmental Laws. The Town of Simsbury retains the right to prohibit the Contractor from using a specified disposal site.
- 2. The Contractor will annually certify that personnel assigned to the collections have received all appropriate training.

#### FEE PROPOSAL

Proposals are to be based on a two (2) year period, with two one-year renewal options for a total of up to four (4) years. Successful Proposer's services are to begin April 2019 with the first collection and conclude in mid-November 2020, unless renewed by both parties.

## **BID FORM**

## REGIONAL HOUSEHOLD HAZARDOUS WASTE COLLECTIONS

<u>Set-Up Fee</u>: Please indicate if a set-up fee will be charged per collection event. Proposer must include an explanation of the services included as part of the set-up fee.

•			
Set Up Fee, if any:			
□ None	or	□\$	per event
Please identify servi	ces and materials inclu	uded in the Set-Up Fee:	
be an all-inclusive v equipment and supp industry standard co	olume-based cost. Thi lies, waste transportati entainer sizes for many rent container size for		sted. Should a Proposer
		e Bid Form Table on the state the percent fee in the sp	following page shall be paid pace below.
Materials not ident	ified below are paid	at cost plus% fee.	

The Bid Form Table can be found on the next page. A sample completed Bid Form Table can be found in APPENDIX 1- Sample Bid Form Table.

Description/Type of Waste	Container Size/Unit	Custom Container	Price Per Unit
Acids	55 gal	Container	\$
			\$
Aerosols	55gal		\$
	Cubic Yard Box		\$
			\$
Alkaline Batteries	30 gal		\$
	5 gal		\$
	55 gal		\$
			\$
Ammonia	30 gal		\$
	55 gal		\$
			\$
Asbestos (Friable)	5 gal		\$
	55 gal		\$
	Cubic Yard Box		\$
			\$
Asbestos (Non-Friable)	5 gal		\$
	55 gal		\$
	Cubic Yard Box		\$
			\$
Bulked Solvents	30 gal		\$
	55 gal		\$
			\$
Butane Refill	5 gal		\$
			\$
Carbon Monoxide Detectors	5 gal		\$
			\$
Caustic Alkali Liquids (Bases)	55 gal		\$
			\$
Cyanide Solids	55 gal		\$
			\$
Cyanide Solutions	5 gal		\$
	55 gal		\$
			\$
Fire Extinguishers	Per Cylinder		\$
			\$
Flammable liquids	55 gal		\$
			\$
Flammable liquids w/ Sludge	5 gal		\$
			\$

Description/Type of Waste	Container Size/Unit	Custom	Price Per
Flammable solids	55 gal	Container	Unit
riaiiiiiabie solius	33 gai		\$
Flares/Fusees	E gol		\$
riares/rusees	5 gal		\$
Fluorescent hulles CFI /NAise	Ducket		\$
Fluorescent bulbs CFL/Misc.	Bucket		\$
Fluorescent Bulbs tubular	4 ft box		\$
Fluorescent Buibs tubular			\$
	8 ft box		\$
	ee l		\$
Glycols	55 gal		\$
			\$
Hydrofluoric Acid	5 gal		\$
			\$
Inorganic Acids	30 gal		\$
	5 gal		\$
	55 gal		\$
			\$
Lab Pack Incineration	5 gal		\$
			\$
Lab Pack Reactive	5 gal		\$
			\$
Lab Pack Treatment	5 gal		\$
			\$
Lithium batteries	5 gal		\$
			\$
Mercury	16 gal		\$
•	30 gal		\$
	5 gal		\$
			\$
Ni-Cd batteries	16 gal		\$
	30 gal		\$
	5 gal		\$
	- U-		\$
Non PaintCare Accepted Packed Paint/Resins	55 gal		\$
and a many neons	- 2 0		\$
Organic Acids	30 gal		\$
	5 gal		\$
	55 gal		\$
	JJ gai		
Organic Porovides	20 gal		\$
Organic Peroxides	30 gal		\$
	5 gal		\$

Description/Type of Waste	Container Size/Unit	Custom	Price Per
		Container	Unit
			\$
Oxidizing liquids	55 gal		\$
			\$
Oxidizing solids	30 gal		\$
	5 gal		\$
	55 gal		\$
			\$
PCB Ballasts	5 gal		\$
			\$
PCB Solids	5 gal.		\$
	55 gal.		\$
			\$
Pesticides, Liquid	55 gal		\$
			\$
Pesticides, Solid	55 gal		\$
	Cubic Yard Box		\$
			\$
Pressurized gas - oxygen	5 gal		\$
			\$
Propane Tanks - one pound	5 gal		\$
			\$
Refrigerant Gas Cylinders	5 gal		\$
			\$
Smoke Detectors			\$
			\$

#### **EVALUATION & SELECTION PROCESS**

The materials submitted by the Proposers will be reviewed and ranked by the participating Towns. Evaluation will be based upon qualifications and cost. Cost will be a factor in determining the best qualified Proposer for this Agreement.

The process will incorporate without limitation the following criteria:

- Proposer's relevant experience, including experience in one day household hazardous waste collections of similar sized municipalities.
- Proposer's past performance.
- Proposer's current work load and staff assignment.
- Background and experience of key personnel to be assigned to this contract.
- References and specific projects that are comparable in size. The Town of Simsbury may
  contact one or more of the references listed in the Proposer's response to this RFP as part
  of the selection process.
- Financial strength and stability.
- Proposal completeness and compliance with the RFP's requirements.
- Proposer's customer service and maintenance capabilities.
- Proposed fees and costs will be a determining factor to the selection process. The Town reserves the right to negotiate fees with the selected Proposer.

Proposers must be prepared to present evidence of experience, ability, financial standing, and any other information deemed necessary by the Town of Simsbury or any other participating municipality to satisfactorily meet the requirements set forth in the proposal.

The Town reserves the right to reject any or all proposals or parts thereof for any reason, negotiate changes to proposal terms, waive inconsistencies with the RFP, and negotiate contracts with the successful Proposal.

The Town shall not be liable for costs incurred in the preparation of the responses to this RFP or in connection with any presentation before the Town or any participating municipality.

#### **INSURANCE REQUIRMENTS**

The firm must carry insurance under which all five participating towns are named as an additional insured, as follows:

Such insurance must be by insurance companies licensed to write such insurance in Connecticut against the following risks with the following minimum amounts and minimum durations.

- A. Workman's Compensation, as required by State Statute & \$100,000 employers liability limit.
- B. Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person: \$2,000,000

Injury to more than one person in

a single accident: \$1,000,000

Property damage in one accident: \$1,000,000 Property damage in all accidents: \$2,000,000 Excess/Umbrella Liability: \$1,000,000

C. Automobile and Truck (Vehicular) Public Liability, Bodily Injury Liability and Property Damage Liability as follows:

Injury or death of one person: \$1,000,000

Injury to more than one person in

a single accident: \$1,000,000 Property damage in one accident: \$1,000,000 Property damage in all accidents: \$1,000,000

Insurance under B, and C above must provide for a 30-day notice to the Town of cancellation/or restrictive amendment.

Insurance under B and C above must be for the whole duration of the contract and for twelve (12) months after acceptance of the project by the Town.

Subcontractors must carry A, B, and C in the same amounts as above for the duration of the project and until acceptance by the Town.

Certificates of insurance must be submitted to the Director of Public Works prior to the signing of the contract and within ten days of notification of award of contract. Should any insurance expire or be terminated during the period in which the same is required by this contract, the Director of Public Works shall be notified and such expired or terminated insurance must be replaced with new insurance and a new certificate furnished to the Director of Public Works.

Failure to provide the required insurance and certificates may, at the option of the Town, be held to be a willful and substantial breach of this contract.

# NON-COLLUSION AFFIDAVIT OF BIDDER

Sta	te of, County of, being
firs	st duly sworn, disposes and says that:
1.	He is the owner, officer, representative or agent of: the BIDDER that has submitted the attached BID;
2.	The attached BID is genuine; it is not a collusive or sham BID.
3.	He is fully informed respecting the preparation, and contents of, and knowledgeable of all pertinent circumstances respecting the attached BID.
4.	Neither BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham BID in connection with the AGREEMENT for which the attached BID has been submitted or to refrain from bidding in connection with any contract, or has in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any other bidder, firm or person to fix the price or prices in the attached BID or of any other bidder, or to fix any overhead, profit or cost element of the BID prices or the bid price of any other bidder, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Simsbury or any other person interested in the proposed AGREEMENT.
5.	The price(s) quoted in the attached BID are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents, representatives, owners, employees, or parties in interest, including this affiant; and
6.	That no elected or appointed official or other officer or employee of the Town of Simsbury, who is directly or indirectly interested in this BID, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.
	(Signed)
	(Name of Bidder)
Su	bscribed and sworn to before me thisday of, 2018
— Му	Title y Commission expires, 20

# STATEMENT OF BIDDERS COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY LAW AND REGULATION INCLUDING EXECUTIVE ORDER NO. 3

This statement must be completed by the Bidder and shall accompany his bid for this project.

IT IS HEREBY CERTIFIED THAT:	
NAME OF BIDDER:	
BUSINESS ADDRESS:	
	complied on past Contracts and will fully comply gulation regarding equal employment opportunities
	ned work under the conditions of the Governor's icut, or any preceding similar Executive Order
Signature	_
Title	_
Subscribed and sworn to before me thisday of, 2018	
Title	
My Commission expires 2018	

**IMPORTANT**: THIS STATEMENT MUST BE SUBMITTED WITH BID

**END OF SECTION** 

# APPENDIX 1 SAMPLE BID FORM TABLE

Description/Type of Waste	Container Size/Unit	Custom	Price Per
		Container	Unit
Acids	55 gal		\$ 200
		5 gal	\$ 100
Aerosols	55gal		\$ 180
	Cubic Yard Box		\$ 600
		Per lb	\$ 1.08
Alkaline Batteries	30 gal		\$ 165
	5 gal	· ·	\$ 65
	55 gal		\$ 215
			\$
Ammonia	30 gal		\$ 150
	55 gal		\$ 200
			\$
Asbestos (Friable)	5 gal		\$ 65
	55 gal		\$ 125
	Cubic Yard Box		\$ 300
			\$
Asbestos (Non-Friable)	5 gal		\$ 65
	55 gal		\$ 125
	Cubic Yard Box		\$ 300
			\$
Bulked Solvents	30 gal		\$ 62
	55 gal		\$ 81.50
		5 gal	\$ 85
Butane Refill	5 gal		\$ 115
			\$
Carbon Monoxide Detectors	5 gal		\$ 200
			\$
Caustic Alkali Liquids (Bases)	55 gal		\$ 200
		5 gal	\$ 85
Cyanide Solids	55 gal		\$ 525
			\$
Cyanide Solutions	5 gal		\$ 115
	55 gal		\$ 525
			\$
Fire Extinguishers	Per Cylinder		\$ 100
			\$

Description/Type of Waste	Container Size/Unit	Custom	Price Per
		Container	Unit
Flammable liquids	55 gal		\$ 75
		5 gal	\$ 85
Flammable liquids w/ Sludge	5 gal		\$ 85
			\$
Flammable solids	55 gal		\$ 200
			\$
Flares/Fusees	5 gal		\$ 85
			\$
Fluorescent bulbs CFL/Misc.	Bucket		\$ 58
			\$
Fluorescent Bulbs tubular	4 ft box		\$ 58
	8 ft box		\$ 85
			\$
Glycols	55 gal		\$ 135
•		5 gal	\$ 75
Hydrofluoric Acid	5 gal	- Bui	\$ 60
,			\$
Inorganic Acids	30 gal		\$ 150
o.Ba.iiio / totalo	5 gal		\$ 60
	55 gal		\$ 200
	33 gui		\$ 200
Lab Pack Incineration	5 gal		\$ 60
Lab Fack Inclineration	3 gai		\$ 60
Lab Pack Reactive	E gal		
Lab Pack Reactive	5 gal	20!	\$ 115
Lab Dark Transferred	C and	20 gal	\$ 400
Lab Pack Treatment	5 gal		\$ 60
	- 1		\$
Lithium batteries	5 gal		\$ 150
		Per lb	\$ 4.35
Mercury	16 gal		\$ 800
	30 gal		\$ 1,000
	5 gal		\$ 400
· ·			\$
Ni-Cd batteries	16 gal		\$ 150
	30 gal		\$ 200
	5 gal		\$ 65
			\$
Organic Acids	30 gal		\$ 150
	5 gal		\$ 60
	55 gal		\$ 200
			\$

Description/Type of Waste	Container Size/Uni	t Custom	Price Per
		Container	Unit
Organic Peroxides	30 gal		\$ 390
	5 gal		\$ 115
			\$
Oxidizing liquids	55 gal		\$ 200
			\$
Oxidizing solids	30 gal		\$ 200
	5 gal		\$ 150
	55 gal		\$ 600
			\$
PCB Ballasts	5 gal		\$ 125
			\$
PCB Solids	5 gal.		\$ 125
	55 gal.		\$ 400
			\$
Pesticides, Liquid	55 gal		\$ 200
		5 gal	\$ 125
Pesticides, Solid	55 gal		\$ 200
	Cubic Yard Box		\$
			\$
Pressurized gas - oxygen	5 gal		\$ 100
			\$
Propane Tanks - one pound	5 gal		\$ 150
			\$
Refrigerant Gas Cylinders	5 gal		\$ 200
		Per cylinder	\$ 21
Smoke Detectors	5 gal		\$ 200
			\$