



Ottawa County

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REQUEST FOR PROPOSAL #19-23 HOUSEHOLD HAZARDOUS WASTE

Ottawa County, on behalf of Environmental Health, a division of the Ottawa County Department of Public Health, is seeking proposals from qualified firms to provide household hazardous waste collection and disposal services. Awarded Contractor(s) shall have the capacity to provide collection, loading, transportation and disposal services for household hazardous waste, as described herein. The County intends to award an agreement for a length of three (3) years with option to renew for two (2) additional 12-month terms, if in the interest of both parties.

Proposals are to be submitted **no later than Monday, May 13, 2019, by 2:00 p.m., ET.** Proposals received after this time will not be considered. All requests for additional information or questions should be directed to Amy Bodbyl-Mast, purchasing.rfp@miottawa.org. Detailed instructions for the completion of the proposal are contained in this request for proposal (RFP).

The County of Ottawa officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN) Purchasing Group, website <http://www.bidnetdirect.com/mitn> and on the County's website at <http://www.miottawa.org/Departments/FiscalServices/bids.htm>. Copies of bid documents obtained from any other sources are not considered official copies.

Ottawa County reserves the right to award the contract to the lowest, most responsive and responsible bidder. The County further reserves the right to consider matters such as, but not limited to quality offered, delivery terms, budget requirements, location, and service reputation of the bidder, in determining the most advantageous proposal and reserves the right to reject any and all proposals.

INFORMATION SUMMARY

RFP Release Date:	Monday, April 29, 2019
Receipt of Questions:	Friday, May 3, 2019
Addendum Issue Date:	Tuesday, May 7, 2019 by 5:00 p.m., ET
RFP Deadline Date:	Monday, May 13, 2019 by 2:00 p.m., ET
Intent to Award (Estimated):	May 24, 2019
Start of Services (Estimated):	June 1, 2019

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LIST OF EXHIBITS

Vendors are encouraged to reference the exhibits provided which provide further information regarding the project.

- EXHIBIT "A" – COLLECTION SITES – ADDRESSES AND HOURS OF OPERATION
- EXHIBIT "B" – WASTE MANAGEMENT METHOD DEFINITIONS
- EXHIBIT "C" – SAMPLE PICK UP INFORMATION

VENDOR PROPOSAL CHECKLIST

Failure to submit the following items may result in the proposal being declared non-responsive. Proposal documents should be submitted in the following order:

- ATTACHMENT A – COVER SHEET FOR PROPOSAL
- ATTACHMENT B – VENDOR QUESTIONNAIRE
- ATTACHMENT C – AUTHORIZATION FOR REFERENCE CHECK / REFERENCES
- ATTACHMENT D – INSURANCE / INDEMNITY – CERTIFICATION STATEMENT
- ATTACHMENT E – DEBARMENT AND SUSPENSION – CERTIFICATION STATEMENT
- ATTACHMENT F – NON-COLLUSION – CERTIFICATION STATEMENT
- ATTACHMENT G – PROPOSAL PRICING FORM

1. PROPOSAL SUBMISSION

Proposals must be received by no later than **Monday, May 12, 2019 by 2:00 p.m., ET.** Proposals received after this time will not be considered. Proposals will be accepted by either hard-copy or e-mail submission, as follows:

Hard-Copy Proposal Submission: Hard copy proposals should include one (1) original bid response on paper, one (1) additional bid response copy, on paper and one (1) digital copy of the bid response on a USB Flash Drive (preferably in PDF Format). The digital files submitted should not be password-protected and should be capable of being copied to other media. Proposals submitted by express or overnight mail/shipping service, U.S. Postal Service, hand delivery by a company representative, or by Courier in sealed packages clearly marked on the outside: "RFP 19-23 Household Hazardous Waste." The proposals shall be addressed to: County of Ottawa, Fiscal Services – Purchasing, 12220 Fillmore Street, Room 331, West Olive, Michigan, 49460.

E-mail Proposal Submission: Bidders may submit an electronic response (preferably single file PDF format) by e-mail to: purchasing.rfp@miottawa.org with the Subject line of: "RFP 19-23 Household Hazardous Waste." The County can receive email attachments up to 30 MB. Contractor to assume all risk associated with electronic submission (including all possible technical issues) and deems the County and its service provider harmless and without fault regardless the reason.

Proposals shall be as concise and brief as possible while providing quality information and completing the attachments, as follows:

Attachment A – COVER SHEET FOR PROPOSAL

Attachment B – VENDOR QUESTIONNAIRE

Attachment C – AUTHORIZATION FOR REFERENCE CHECK / REFERENCES

Attachment D – INSURANCE / INDEMNITY – CERTIFICATION STATEMENT

Attachment E – DEBARMENT AND SUSPENSION – CERTIFICATION STATEMENT

Attachment F – NON-COLLUSION – CERTIFICATION STATEMENT

Attachment G – PROPOSAL PRICING FORM

Supporting Documentation – All supporting documentation must be pertinent and clearly identified as to the section of the RFP to which it specifically refers.

Modifications – No oral, telephonic, telegraphic, telefax or computer modem proposals or modifications shall be considered. Information not specific to this RFP should be omitted.

Additional Services – A description of any additional services related to the work of this contract, if any, which the Proposer will offer to the County that relate to the work of this contract, but are not specifically required. At the discretion of the Evaluation Committee, any additional services proposed may be a factor of consideration when selecting a vendor.

2. QUESTIONS

Vendors may submit questions and requests for clarification regarding this RFP until **Friday, May 3, 2019 by 5:00 p.m., EST**. Vendors are encouraged to initiate preparation of proposals immediately upon receipt of this RFP so that all relevant questions and information needs can be identified and answered in a manner that provides adequate time to prepare a comprehensive and complete response.

Responses to all questions and inquiries received by the County will be issued Tuesday, May 7, 2019 by 5:00 p.m., EST in the form of an Addendum and posted on the MITN and on the County's website.

It shall be the Bidders responsibility to ensure they have received all addenda before submitting a proposal. All requests for additional information or questions should be directed to Amy Bodbyl-Mast, Purchasing Manager, Ottawa County Fiscal Services, purchasing.rfp@miottawa.org.

3. BACKGROUND / GENERAL PROGRAM INFORMATION

Ottawa County's Environmental Health Department has operated a Household Hazardous Waste Collection (HHW) program since 2003. Our first permanent collection center was built in 2003 and we currently operate 4 staffed and 2 unstaffed sites. All of the staffed resource recovery service centers are open at least 2 days per week plus alternating Saturdays.

In 2018, over 14,000 customers were served and approximately 142,000 pounds of hazardous wastes were processed under this and other contracts.

The resource recovery service centers are also home to Clean Sweep, a pesticide collection program for farms, greenhouses, golf courses and homeowners. On average, Clean Sweep brings in between 12,000 to 15,000 pounds of pesticides per year. Pesticides and CESQG waste are included in this contract.

Ottawa County's HHW staff is well trained and competent. On a daily basis, they receive hazardous materials and subsequently identify, sort, pack, and lab pack materials into the appropriate DOT waste streams. The majority of materials will be lab-packed or loose-packed according to DOT shipping requirements. County staff is responsible for ensuring proper DOT labeling of all containers. DOT labeling to be done by contractor staff. Cubic yard boxes are the container of choice for oil based paints, flammable loose pack and at the Vriesland site pesticides. Plastic 55 gallon drums are the container of choice for corrosive, pesticide and other poison materials at most sites. Some flammable liquids (solvents) are bulked on-site in tight-head drums.

The HHW Center collects materials that are produced primarily by residential generators. Typical materials may be described as ignitable, reactive, corrosive, toxic and other such materials as defined by the Hazardous Waste Management Act. Examples include, but are not limited to, aerosols, acids, bases, cleaners, fuels, medications, mercury, oil-based paints, oxidizers, pesticides, signal flares and solvents.

Pesticides are collected from farmers and other commercial growers. These materials are managed as Universal Waste (UW).

Reference Exhibit "B" for additional information on Waste Management Method definitions

PLEASE NOTE: The contractor's principle role will be to pick up fully-loaded gaylords/drums, accept legal generator status and arrange for transport and disposal. The County typically requires twelve (12) pick-ups per year with on 1-3 stops per pick up. Frequency of pickups is generally heavier between May – September. On the occasion that an unscheduled pick up is deemed necessary and the request made, the Contractor shall have five (5) business days to respond.

4. SCOPE OF SERVICES AND RECORD KEEPING

The awarded Contractor will be responsible for the transportation and disposal of Household Hazardous Waste (HHW), Universal Waste (UW) and Conditionally Exempt Small Quantity Generator (CESQG) waste picked up at the specified collection sites (Exhibit A):, in accordance with local, state and federal laws.

1. The Contractor must manage HHW and UW in a manner consistent with comparable wastes generated by commercial enterprises and regulated under the Resource Conservation and Recovery Act (RCRA), unless the waste is sent to an approved facility for reuse or recycling.
2. Disposal costs must be consistent for each waste stream, with the same rates applied to HHW, UW and CESGQ waste.
3. The Contractor must accept legal generator status (by manifestation) once the material is loaded on the Contractor's vehicle and the vehicle leaves the County facility.
4. The Contractor will provide training to five (5) County staff on sorting protocols, such as DOT packing, labeling and shipping. County personnel will then perform sorting and packing of collected materials, according to Contractor's specifications. Training costs must be included in the cost of disposal, not as a separate expense.
5. Provide proper transportation and disposal of all household hazardous materials utilizing licensed hauling and storage equipment to a designated, licensed disposal facility pursuant to any and all local, state or federal laws and regulations.
6. Provide a list of items that will not be allowed for collection as required by the Contractor, or by local, state or federal laws and regulations; such as radioactive materials, weapons, explosives, etc.

7. The Contractor shall comply with all laws, ordinances, codes, rules and regulations bearing on the conduct of the work, including but not limited to those of Federal, State, International, Foreign, County and local agencies having jurisdiction.
8. The Contractor is not allowed under any circumstances to subcontract any part of the work outlined in this proposal except for that of final disposal. The Contractor must have licensed transporters for the State of Michigan and all states through which the waste will be transported.
9. Contractor will remove, upon request, any contaminated equipment (i.e. PPE, plastic, adsorbents, etc.) from the collection site.
10. Contractor personnel that arrive on site must be trained and experienced in the handling, transportation, disposal and identification of household hazardous waste. Personnel must have the ability and authority to assist on-site County personnel in waste identification and be able to make packing recommendations on site, when requested. This includes contractor visits for the sole purpose of pick up and transportation. A minimum of two (2) years' experience is required for at least one of the personnel directly involved in the on-site service and pick up.
11. Contractor shall provide U.S. Department of Transportation (US DOT) approved drums, cubic yard boxes, packing materials, labels, manifests and motor vehicles as required by law and shall enter such data on labels and manifests as required by law. All steel drums and containers should be new. Bidders may submit reconditioned drums as an option; however, if a vendor submits a bid utilizing reconditioned drums the vendor must take full responsibility of all costs associated with the cleanup if the drum fails. Contractor to work with Environmental Health to have containers on site prior to time of waste removals. Additional containers to replace those removed, to be rotated in at time of waste removal.

Costs for the above-mentioned materials should be included in the cost of disposal and not listed as a separate expense.

RECORD KEEPING

1. All manifests/shipping papers, required by the U.S. Environmental Protection Agency and all state regulatory agencies through which the wastes are transported and the final destination where the waste will be disposed, are to be completed by the Contractor with verification copies provided on a timely basis to the Ottawa County Solid Waste Program office.
2. Contractor shall submit a detailed bill to the County within 15 days of picking up the materials. This is a critical requirement. Quick, accurate invoicing allows the County to fulfill its obligations to local funding sources. The bill must outline the services performed and the quantities disposed. At minimum, each invoice shall list each category of item received, as described in Attachment G, Proposal Pricing Form, the number of units for each item, weight of each item, total price for each item, and if applicable, any transportation costs and personnel costs.

3. Prior to removal of waste from the HHW facility, the Contractor shall provide written documentation of the total quantity and types of materials received and shall sign the County's Shipping Document, which lists total number of shipping containers and approximate weight for each waste stream.
4. Contractor must provide timely, written documentation of the total quantity of each waste class, its disposal site, and the treatment/disposal process. Certificates of Destructions, Disposal or Recycling must be provided to verify disposal at a licensed facility.
5. Scheduled Pick-ups
 - a. Due to limited storage capacity at each HHW Center, the County anticipates the need to have materials picked up ten to twelve (10 - 12) times per year, at 1 – 3 sites per pickup.
 - b. When picking up materials, the Contractor's driver or lab-pack specialist must verify that all necessary DOT paper work is in order and that manifests/shipping papers are complete to show the Contractor as the generator.
 - c. Materials must be loaded by Contractor personnel only. Contractor should take into consideration that the County does not have access to heavy lifting (fork truck) equipment. Contractor shall determine best method of loading materials, i.e. lift gate, rail gate, truck mounted forklift etc. County staff will pull out all of the drums out of the safety storage building and line them up by product. Cubic Yard boxes are pulled out by Contractor (using a pallet jack or forklift) and then are closed and labeled. The containers are weighed on site and this is documented by OC and by vendor.
 - d. The County may ask for guidance or shipping recommendations on certain problem wastes or unidentified materials.

5. CONTRACTOR REQUIREMENTS

To be considered for award of this contract, the bidder must be able to meet the following minimum requirements:

- Contractor must be organized for the purpose of providing service for the collection and disposal of Household Hazardous Waste. Contractor shall be responsible for obtaining and providing all permits, licenses, and registrations required by law. Contractor shall demonstrate its ability to handle and transport hazardous waste by providing, upon request, a copy of all current Local, State and Federal permits and certifications issued the contractor pertaining to the handling and transportation of hazardous waste. Such demonstration shall include compliance with requirements under RCRA 40 and 49 CFR, Michigan Codes, Rules and Regulations and comparable requirements in other states through which the waste might travel.
- Contractor shall recycle and operate in accordance with all Federal, State and local laws and regulations;
- Contractor must comply with all applicable County rules, policies and procedures while on County property
- Contractor must have the qualifications and experience in providing service to similar facilities of comparable size. A minimum of three (3) References are required (Attachment C – Authorization for Reference Check / References).
- Contractor must carry the specified insurance amounts provided in this RFP document, Attachment D.

6. PROPOSAL SELECTION AND AWARD PROCESS

Proposals will scored using the criteria outlined below. A proposer may not contact any member of an evaluation committee except at the RFP Administrator's direction.

- Technical: Vendor Experience and Ability / Responses to Questions
- Price: Cost / Fees Proposed
- References

The County reserves the right to interview any number of qualifying firms as part of the evaluation and selection process. The decision as to which proposer(s) to contact (if any) will be based upon the most qualified, capable, experienced and cost effective proposer(s) as determined in the evaluation process.

The County reserves the right to award a contract without an interview, as determined in the best interest of the County. The lowest price proposal may not have a direct bearing on final selection. The County reserves the right to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

7. INCURRED EXPENSES/CONFIDENTIALITY

The County shall not be responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to execution of an agreement. All proposals, (including attachments, supporting documentation, supplementary materials, addenda, and other) shall become the property of the County and will not be returned to the Proposer.

8. RESERVATION OF RIGHTS

All proposals are intended for the sole proprietary use of Ottawa County. Ottawa County reserves the right to accept or reject any or all submitted proposals for any reason or no reason. All bidders, by the submission of their proposal, agree not to seek any claim, compensation, damages, or any other consideration whatsoever. Ottawa County reserves the right to reject any and all proposals.

9. AGREEMENT

The County intends to award an agreement for a length of three (3) years with option to renew for two (2) additional 12-month terms, if in the interest of both parties.

The awarded Contractor will be required to assume responsibility for all services offered in their proposal. Further, Ottawa County will consider the selected Contractor the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

The County reserves the right to amend service locations prior to or during the contract term and/or adjust pick-up frequency based on need.

All proposers are notified that the County reserves the right to delete or modify any task from the Scope of Work at any time during the course of the bid process and reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and /or any modifications deemed necessary. Any changes in pricing or payment terms proposed by the Contractor resulting from the requested changes are subject to acceptance by the County.

This contract is for the County use. Pricing reflects a commitment of the term indicated.

10. TERMINATION

The County in its sole discretion may, in the case of a termination for breach or default, allow the Vendor five (5) days in which to cure a defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. The County, by written notice, may terminate this contract, in whole or in part, for any reason giving sixty (60) days' notice. If this contract is terminated, the County shall be liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination. Such notice shall be sent to the last known address of the party to be notified.

In the event the Vendor terminates the contract, such termination will require written notice to that effect to be delivered by the Vendor to the County not less than ninety (90) days prior to said termination and shall assist and provide for an orderly transition of services.



Ottawa County

EXHIBIT "A" – COLLECTION SITES – ADDRESSES AND HOURS OF OPERATION RFP #19-23 HOUSEHOLD HAZARDOUS WASTE

[Resource Recovery Service Center - Coopersville](#)

Address: 15600 68th Avenue, Coopersville, MI 49404

Mondays: 12pm-4pm

Wednesdays: 8am-1pm

3rd Saturday of each month: 8am-12pm

[Resource Recovery Service Center - Georgetown](#)

Address: 6693 Roger Drive, Jenison, MI 49428

Tuesdays: 12pm-5pm

Thursdays: 8am-1pm

1st Saturday of each month: 8am-12pm

[Resource Recovery Service Center - Grand Haven](#)

Address: 16850 Comstock Avenue, Grand Haven, MI 49417

Mondays & Wednesdays: 8am-1pm & 2pm-5pm

4th Saturday of each month: 8am-12pm

[Resource Recovery Center - Holland](#)

Address: 14053 Quincy, Holland, MI 49424

Tuesdays & Thursdays: 8am-1pm & 2pm-5pm

2nd Saturday of each month: 8am-12pm

[Resource Recovery Center – Zeeland](#)

Autumn Hills Landfill

700 – 56th Ave.

Zeeland, MI 49464

Non-Staffed Site

[Resource Recovery Center – Hudsonville](#)

Vriesland Growers Co Op

4529 – 48th Ave.

Hudsonville, MI 49426

Non-Staffed Site – Clean Sweep Only



Ottawa County

EXHIBIT "B" – WASTE MANAGEMENT METHOD DEFINITIONS RFP #19-23 HOUSEHOLD HAZARDOUS WASTE

RC Recycle/Reuse

Waste is sent for resource recovery where the raw materials used for making the material before it became a waste are recovered to make new materials of the same or different nature (does not include fuel incineration).

NE Neutralization/Treatment

Treatment by chemically adjusting the pH of the waste such that the waste can be discharged into a publicly owned treatment works (does not apply if after neutralization, the waste is still hazardous and is sent for disposal or treatment by one of the other methods described herein).

FI Fuel Incineration

Treatment by thermal destruction where the waste, either by itself or blended with another material, is burned to recover its potential thermal energy.

DI Destructive Incineration

Treatment by thermal destruction at a high temperature hazardous waste incinerator where the physical destruction is the sole intent of the treatment process.

ST Stabilization

Treatment where waste is chemically stabilized into a solid or semi-solid state such that it no longer exhibits hazardous characteristics and can be managed as non-hazardous waste (does not apply if after stabilization, waste is still hazardous and is sent for disposal or treatment by one of the other methods described herein).


LF Landfill

Disposal of waste in the ground at a hazardous waste landfill.



Ottawa County

EXHIBIT "C" – SAMPLE PICK UP INFORMATION RFP #19-23 HOUSEHOLD HAZARDOUS WASTE

		HHW PICK-UP LIST <i>The Green Sustainability</i>			DATE: 04/02/2019 LOCATION: Grand Haven 16850 Comstock St. Grand Haven, MI 49417	
ACTION	QUANTITY	SIZE	CONTENTS	TYPE	WEIGHT	
Pickup	1	CuYd	Flamable	Loose Pack	912	
Pickup	1	CuYd	Flamable	Loose Pack	717	
Pickup	1	CuYd	Flamable	Loose Pack	859	
Pickup	1	CuYd	Flamable	Loose Pack	1071	
Pickup	1	CuYd	Flamable	Loose Pack	827	
Pickup	1	Poly Drum	Flamable	Aerosol	128	
Pickup	1	Poly Drum	Flamable	Aerosol	134	
Pickup	1	Poly Drum	Flamable	Aerosol	87	
Pickup	1	Poly Drum	Flamable	Aerosol	118	
Pickup	1	Poly Drum	Flamable	Aerosol	138	
Pickup	1	Poly Drum	Flamable	Aerosol	137	
Pickup	1	Poly Drum	Flamable	Aerosol	129	
Pickup	1	Poly Drum	Flamable	Aerosol	93	
Pickup	1	Poly Drum	Flamable	Loose Pack	230	
Pickup	1	Poly Drum	Flamable	Loose Pack	88	
Pickup	1	Poly Drum	Flamable	Liquid	412	
Pickup	1	Poly Drum	Flamable	Liquid	410	
Pickup	1	Poly Drum	Flamable	Liquid	378	
Pickup	1	Poly Drum	Flamable	Liquid	362	
Pickup	1	Poly Drum	Flamable	Liquid	421	
Pickup	1	Poly Drum	Flamable	Liquid	407	
Pickup	1	Poly Drum	Pesticide	Aerosol #a	83	
Pickup	1	Poly Drum	Pesticide	Liquid #A	150	
Pickup	1	Poly Drum	Pesticide	Liquid #B	174	
Pickup	1	Poly Drum	Pesticide	Liquid #C	164	
Pickup	1	Poly Drum	Pesticide	Liquid #D	205	
Pickup	1	Poly Drum	Pesticide	Liquid #E	187	
Pickup	1	Poly Drum	Pesticide	Liquid #F	147	
Pickup	1	Poly Drum	Pesticide	Solid # 1	138	
Pickup	1	Poly Drum	Pesticide	Solid # 2	178	
Pickup	1	Poly Drum	Fertilizer	Liquid #I	175	
Pickup	1	Poly Drum	Fertilizer	Solid #0	227	
Pickup	1	Poly Drum	Acid (ph 0-3)	Liquid	197	
Pickup	1	Poly Drum	Base (11-13)	Liquid	172	
Pickup	1	Poly Drum	Base (11-13)	Liquid	145	
Pickup	1	Poly Drum	Soap/Cleaner (Ph4-10)	Liquid	197	
Pickup	1	Poly Drum	Ammonia	Liquid	156	
Pickup	1	Poly Drum	Methylene Chlorride	Liquid	137	
Pickup	1	Loose Boxes	Fluorescent Bulbs		590.4	
				TOTAL WT.	11480.4	



Ottawa County

EXHIBIT "C" – SAMPLE PICK UP INFORMATION RFP #19-23 HOUSEHOLD HAZARDOUS WASTE

miOttawa Department of Public Health ecoOttawa		HHW PICK-UP LIST <i>The Green Sustainability Program</i>		DATE: <u>04/02/19</u> LOCATION: Grand Haven 16850 Comstock St. Grand Haven, MI 49417	
Totals	Gross Wt	Continer Wt	Net Wt		
Flam Loose Pack (Poly Drum)	318	40	278		
Flamable Loose Pack	4,386	150	4,236		
Flamable Liquid Bulk(Poly)	2,390	120	2,270		
Flamable Liquid Bulk (Steel)	-	0	-		
Flamable Aerosol	964	160	804		
Pesticide Liquid	1,027	120	907		
Pesticide Solid (Poision)	316	40	276		
Pesticide Aerosol	83	20	63		
Fertilizer solid (Poision)	227	20	207		
Fertilizer liquid (Poision)	175	20	155		
Acid Liquid pH 0-3	197	40	157		
Cleaner pH 4-10	342	40	302		
Oxidizer	-	0	-		
Ammonia	156	20	136		
Methylene Chlorride	137	20	117		
Base	317	40	277		
Bulbs	590	0	590		
Total Weight	11,307	810	10,497		
	Quantity				
Trasportation Fee	1				
	hours	workers	total hours		
Labor	2	2	4		



Ottawa County

**ATTACHMENT A – COVER SHEET FOR PROPOSAL
RFP #19-23 HOUSEHOLD HAZARDOUS WASTE**

*All Proposals must include this sheet (or this sheet reproduced on letterhead)
AS A COVER SHEET OR PAGE 1 OF THE PROPOSAL*

[] an individual, [] a corporation (please mark appropriate box), duly organized under the laws of the
State of _____.

The undersigned, having carefully read and considered the RFP to provide insurance agency services, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County’s RFP document. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By submission of a response, the Bidder agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder’s fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder’s services, or (2) benefit from an award resulting in a “Conflict of Interest.” A “Conflict of Interest” shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County. Bidders shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, at its discretion may reject their proposal.

By submission of a proposal the Bidder certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an “Iran linked business,” as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

The Bidder affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the bidder has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

If Applicable – Bidder acknowledges, by initialing, receipt of the following Addendums:

Addendum No. 1: _____ Addendum No. 2: _____ Addendum No. 3: _____



Ottawa County

ATTACHMENT A – COVER SHEET FOR PROPOSAL- continued
RFP #19-23 HOUSEHOLD HAZARDOUS WASTE

The submission of a proposal hereunder shall be considered evidence that the bidder is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

BY: _____ Date _____
(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative)

PRINCIPAL OFFICE INFORMATION / ADDRESS:

Individual / Company Name: _____

Street Address _____

City _____

State _____ Zip Code _____

Telephone _____

Fax _____

Email _____

Taxpayer Identification Number _____



Ottawa County

ATTACHMENT B – VENDOR QUESTIONNAIRE - CONTINUED
RFP #19-23 HOUSEHOLD HAZARDOUS WASTE

9. PROPOSED SCHEDULE – Review locations and staffed hours and provide a proposed schedule for pick-ups. Schedule to include anticipated time of arrival and length of time need to pack and load materials at each site.

BY: _____
(Signature of Authorized Representative)

Date

Authorized Representative's Printed Name, Title, Company Name (and Legal Name) for Business



Ottawa County

**ATTACHMENT C– AUTHORIZATION FOR REFERENCE CHECK
RFP #19-23 HOUSEHOLD HAZARDOUS WASTE**

The undersigned hereby authorizes the recipient of this authorization (or a copy thereof) to furnish the County any and all information that said recipient may have concerning the undersigned’s contract performance history. The undersigned further authorizes any person contacted to give the County any and all information concerning the undersigned’s (and the employees of the undersigned) education, work experience, and character which they may have, personal or otherwise, and releases all parties from all liability for any damage that may result from furnishing the same to the County.

A photocopy of this authorization shall be deemed equivalent to the original.

Customer Reference 1

Customer Name:	
Customer Address:	
Contact Person:	
Contact Phone Number:	
Contact Email:	

Customer Reference 2

Customer Name:	
Customer Address:	
Contact Person:	
Contact Phone Number:	
Contact Email:	

Customer Reference 3

Customer Name:	
Customer Address:	
Contact Person:	
Contact Phone Number:	
Contact Email:	

Authorized Representatives Signature

Date

Authorized Representative’s Printed Name, Title, Company Name (and Legal Name) for Business



Ottawa County

**ATTACHMENT D – CERTIFICATION FOR INSURANCE AND INDEMNITY REQUIREMENTS
RFP #19-23 HOUSEHOLD HAZARDOUS WASTE**

Potential Vendors must understand and agree that financial responsibility for claims or damages to any person or to companies and agents shall rest with the Vendor. The Vendor must affect and maintain any and all insurance coverage, including, but not limited to, Worker’s Compensation, Employer’s Liability and General, Contractual and Professional Liability, to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by existence or non-existence, limitation, amount or type of damages, compensation or benefits payable under Worker’s Compensation laws or other insurance.

Compliance with Government Requirements – the Vendor shall evidence satisfactory compliance for Unemployment Compensation and Social Security reporting as required by federal and state laws.

Evidence of Insurance – Evidence of Worker’s Compensation and Employers’ Liability, Commercial General Liability and Automobile (if applicable) and Professional Liability (if applicable) Insurances shall be provided to the County by a certificate naming the County of Ottawa as an additional insured on general coverage and automobile liability and providing a waiver of subrogation on Worker’s Compensation in favor of the County and certificate holder on all policies affording a thirty (30) day written notice of cancellation, non-renewal, or known material change for the duration of the contract.

The successful Vendor shall purchase and maintain policies of insurance and proof of financial responsibility to cover costs as may arrive from claims of tort, statutes, and benefits under Worker’s Compensation laws, as respects damages to persons or property and third parties in such coverages and amounts as required and approved by the County. Acceptable proof of such coverage’s shall be furnished to the County prior to service under the contract.

The Vendor is indemnifying and holding harmless the County, its employees, agents and volunteers against and from all claims, judgments, losses, damages, payments, costs and expenses of every nature and description including attorney’s fees arising out of or resulting from the Vendor’s performance or nonperformance of the work described.

Types of Coverage and Limits of Liability - The Vendor shall provide evidence of the following coverages and minimum amounts prior to the implementation of services. Vendor(s) must maintain the following insurance during the term of the contract:

Worker’s Compensation and Employers’ Liability

Workers’ Compensation Limits
Employers’ Liability Limits

Michigan Statutory
\$500,000 Each Accident
\$500,000 Each Employee, Injury by Disease

\$500,000 Policy Limit, Injury by Disease



Ottawa County

ATTACHMENT D - CERTIFICATION FOR INSURANCE AND INDEMNITY REQUIREMENTS - continued
RFP #19-23 HOUSEHOLD HAZARDOUS WASTE

Commercial General Liability

Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000

There shall be no Products/Completed Operations or Contractual Liability exclusion.
The General Aggregate limit shall apply separately per location or project.

Automobile (if applicable)

Residual Liability Limit	\$1,000,000 Each Accident
Personal Injury Protection	Michigan Statutory
Property Protection Insurance	Michigan Statutory

Coverage shall apply to any auto, including owned, non-owned, and hired. There shall be no Contractual Liability exclusion.

Professional Liability (if applicable)

Limit of Liability	\$2,500,000 Aggregate Limit
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A certificate of insurance detailing your coverage which meets the above requirements may be requested as a part of this RFP. The certificate must indicate that insurers will provide us written notice thirty (30) days prior to terminating any policy.

Additional Insured Endorsement to the Commercial General Liability policy must accompany the certificate, OR the Certificate must state that the General Liability policy includes a blanket additional insured provision on the primary basis for any entity required by contract or agreement to be an additional insured.

A certificate of insurance shall be submitted for review to the County for each successive period of coverage for the duration of this agreement.

The undersigned certifies and represents an understanding of the County’s Insurance and Indemnification requirements. The undersigned acknowledges that the County is, in part, relying on the information contained in this proposal in order to evaluate and compare the response to the RFP.

Authorized Representatives Signature

Date

Authorized Representative’s Printed Name, Title, Company Name (and Legal Name) for Business



Ottawa County

**ATTACHMENT E – DEBARMENT AND SUSPENSION
RFP #19-23 HOUSEHOLD HAZARDOUS WASTE**

The Bidder certifies to the best of its knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Authorized Representatives Signature

Date

Authorized Representative's Printed Name, Title, Company Name (and Legal Name) for Business



Ottawa County

**ATTACHMENT F – CERTIFICATION OF NON-COLLUSION
RFP 19-05 HOUSEHOLD ELECTRONICS RECYCLING SERVICES**

The undersigned certifies and represents that the Vendor:

- 1) has not colluded, conspired, connived or agreed, directly or indirectly, with any other bidder or person to submit a proposal which is a sham,
- 2) has not in any manner agreed with any other persons or businesses to fix the proposed price, overhead, profit, or any cost element of the submitted proposal,
- 3) has not attempted to secure any advantage against any other bidders through collusion with any other bidder or employee(s) or representative of Ottawa County,
- 4) has not directly or indirectly submitted or disclosed its proposal or its contents or divulged information or relative data to any association or to any member or agent of any other bidder to this proposal.

Authorized Representatives Signature

Date

Authorized Representative's Printed Name, Title, Company Name (and Legal Name) for Business



Ottawa County

ATTACHMENT G – PRICING PROPOSAL FORM RFP #19-23 HOUSEHOLD HAZARDOUS WASTE

The undersigned hereby agrees to perform all work in accordance with the specifications, terms, and conditions of the County’s request, as proposed. All fees and costs must be identified in the response.

The undersigned hereby proposes to furnish transportation and disposal of Household Hazardous Waste (HHW), Universal Waste (UW) and Conditionally Exempt Small Quantity Generators (CESQG) waste as follows, for the costs as described below. The fees proposed shall be considered firm and cannot be altered after receipt of the proposal by the County per the terms of this RFP. The proposed pricing shall not change over the term of any contract executed as a result of this RFP. All costs must be identified in proposer’s response. Factors other than price may be taken into consideration when making a recommendation for award of contract.

COST PER POUND: Unless otherwise noted, all categories listed below, including both liquid and solid materials, should be bid at a NET PER POUND PRICE. A net per pound price is the price per pound of waste as it is loaded into your vehicle, minus the weight of the gaylord, pallet, drum and all packing materials. Most solvents/flammable liquids will be bulked on site. Other chemicals will be lab or loose packed. An estimate of the weight of each container must be provided before leaving the site.

Costs that are bid should include ALL processing, treatment, and disposal costs for the material collected at the site, even if materials must be repacked later for transportation and/or disposal.

PLEASE NOTE: Costs for all packaging materials (drums, gaylords, pallets, vermiculite, etc.) and training courses must be included in the cost of disposal and not listed as a separate expense. Bidders may submit reconditioned drums as an option. However, if a vendor submits a bid utilizing reconditioned drums the vendor must take full responsibility of all costs associated with cleanup if package fails.

WASTE CATEGORY	WASTE MGT. METHOD*	HANDLING METHOD**	PER POUND PRICE
Ammunition			
Acids			
Aerosols – non-pesticide			
Aerosols – pesticide			
Bases			
Batteries, alkaline & button cell			
Batteries, lithium			
Cleaners, pH 4 to 10			
Dangerous When Wet			
Dioxin precursors			
Flammable liquids, bulked			
Flammable liquids, loose packed			
Flammable Solids			



Ottawa County

ATTACHMENT G – PROPOSAL PRICING FORM - continued
RFP 16-02 HOUSEHOLD HAZARDOUS WASTE

WASTE CATEGORY	WASTE MGT. METHOD*	HANDLING METHOD**	PER POUND PRICE
Flammable liquids, bulked			
Flammable liquids, loose packed			
Flammable Solids			
Freon cylinders – one pound			
“Lethal Air” pesticide cylinders			
Mercury debris			
Mercury, metallic			
Miscellaneous liquids – low BTU			
Miscellaneous solids			
Oil-based paint, loose packed			
Oil-based paint, PCB>50 ppm			
Organic peroxides			
Oxidizers			
Pharmaceuticals, solids			
Pharmaceuticals, liquids			
PCBs			
Pesticides, liquid			
Pesticides, solid			
Poisons, N.O.S.			
Propane cylinders – one pound			
Signal flares			

WASTE MANAGEMENT PREFERENCES

The County has developed a hazardous waste management hierarchy that gives preference to reuse and recycling. The preferences are listed below from 1 to 6, with 1 being the most desirable and 6 being the least desirable.

***Waste Management Method Used**

1. RC – Recycle/Reuse
2. NE – Neutralization
3. FI – Fuel Incineration
4. DI – Destructive Incineration
5. ST – Stabilization
6. LF – Hazardous Waste Landfill

****Handling Method**

- LO – Loose Pack
- PA – Palletize
- BU – Bulk
- LP – Lab Pack
- GB – Gaylord Box

Bid packages that demonstrate a high percentage of recycling will be deemed more responsive than packages with low percentages. Waste Management Method Definitions are provided in Exhibit “B”.



Ottawa County

ATTACHMENT G – PROPOSAL PRICING FORM - continued
RFP 16-02 HOUSEHOLD HAZARDOUS WASTE

PERSONNEL COSTS

On-site Labor – Qualified Personnel
Only for time at the Facility or Special Collection
Cost/hour/per person \$ _____

TRANSPORTATION COST

Flat rate per trip –
(do not give cost/mile) \$ _____

PRICING FOR UNKNOWNNS

Please describe costs, fees and the process associated with disposing of an unknown substance.
\$ _____

SAMPLE INVOICE

Please provide a sample invoice containing all costs that would be associated with the pickups. Include all travel, labor costs* (if including drive time in labor charge estimate actual trip time needed for trip to and from site), profile fees, downstream fees, processing fees, lab fees and any other applicable charges. All containers will be outside ready for DOT labeling and loading by your staff. Reference Exhibit “C” – Sample Pick Up for example of typical pick-up / additional information

Please bring pallet jack/fork lift to move cubic yard boxes.

*If labor is not charged during driving time on this scenario, labor will not be paid during transportation for the life of the contract

Authorized Representatives Signature

Date

Authorized Representative’s Printed Name, Title, Company Name (and Legal Name) for Business