

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6381

HOUSEHOLD HAZARDOUS WASTE

COLLECTION SERVICES

for

WASHTENAW COUNTY

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main B-35
Ann Arbor, MI 48107

Robert G. Devault, C.P.M.
Purchasing Manager
(734) 222-6760





WASHTENAW COUNTY

Purchasing Division

220 N. Main, Ann Arbor, MI 48107
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6381

January 20, 2008

Washtenaw County Purchasing Division on behalf of the Department of Planning and Environment is issuing a sealed RFP #6381 for the Household Hazardous Waste Collection Services for Washtenaw County.

Sealed Proposals: The Contractor must provide **an original** plus three (3) copies which are clearly marked as such, and must contain original signature(s) on or before the date and time specified to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
Ann Arbor, MI. 48107**

by 2:00 P.M. on THURSDAY, FEBRUARY 28, 2008.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- The envelope must be clearly marked "SEALED RFP # 6381".
- Please direct purchasing and procedural questions regarding this RFP to Robert G. Devault C.P.M. at (734) 222-6760 or devaultb@ewashtenaw.org
- Please direct specific technical questions regarding this RFP to Dan Moody at (734) 222-3827 or moodyd@ewashtenaw.org

Thank you for your interest.

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I. PROPOSAL

- Definitions:**
- County"** is Washtenaw County in Michigan.
 - "Bidder"** an individual or business submitting a bid to Washtenaw County.
 - "Contractor"** One who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal:

Washtenaw County is accepting bids for:

SECTIONS

- 1. Set-up and coordination of satellite household hazardous waste collections. Page **10-11**
- 2. Saturday collection at the County’s permanent facility. Page **11**
- 3. Additional services. Page **12**

II. PROPOSAL TERMS

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service and other factors that Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.
- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. All questions, interpretations, or clarifications relevant to this RFP are required in writing prior to the date proposals are due.
- D. The price quotations stated in the bidder’s proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of bid. (see award: Section IV).
- E. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

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- F. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The Contractor must provide **an original** plus three (3) copies which are clearly marked as such, and must contain original signature(s) on or before the date and time specified.
- G. Proposals should be prepared simply and economically providing a straightforward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- H. All documents submitted to Washtenaw County should be printed double sided, on recycled paper with post consumer content. This constitutes an expression of good faith in cooperating with the County's goal of promoting markets for recycled materials.
- I. Contractors' proposals must not be marked as confidential or proprietary to the Contractor. Washtenaw County may refuse to consider a proposal so marked. All proposals will become the property of Washtenaw County. Information in the proposals will become public property and subject to disclosure laws and County policies and procedures.
- J. No obligation, either expressed or implied, exists on the part of Washtenaw County to make an award or to pay any costs incurred in the preparation or submission of a proposal. All costs associated with the preparation or submission of proposals covered by this RFP are solely the responsibility of the Contractor.

III. CONTRACTOR INFORMATION

The proposal shall include all of the following information. Failure to include all information requested could result in disqualification.

- A. The contractors qualifications, years in business, staff profile, and experience to provide the services required by Washtenaw County.
(Attach as Addendum A)
- B. References: List three (3) references from current customers receiving the same or similar service(s). Include name, contact, and phone number.
(Attach as Addendum B)
- C. Review Section IV; Terms and Conditions, (Pgs. 3-4) and concur that these provisions will be met.
(Attach as Addendum C)
- D. Review Section V; Contract Provisions, (Pgs. 5-9) and concur that these provisions will be met.
(Attach as Addendum D)

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- E. Provide a detailed Operation Plan for Satellite Services
(Attach as Addendum E)
- F. Provide a detailed description of all disposal technologies employed for each material identified on the bid sheet(s).
(Attach as Addendum F)
- G. Describe any additional tools or resources your company can provide to Washtenaw County to help improve its Home Toxics Reduction Programs (educational materials, incentives, etc.).
(Attach as Addendum G)
- H. Include an Audited Financial report of the bidding company or a copy of Annual report.
(Attach as Addendum H)

The contractor shall make available upon request the following

- K. Health and Safety Plan for the Workers.
- A. Accident record from the last 5 years, including the details of the Contractor's response actions and outcomes.

IV. TERMS AND CONDITIONS

Award:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Vendors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet the County's specifications and needs.

If there are other preferred alternatives for the disposal of oil-based paints and / or other HHW items, the County reserves the right to contract out this service separately.

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Low Bidder:

Low Bidder will be determined according to the outline detailed above in Award. In addition, the following criteria will be taken into consideration:

- I. Understanding of Scope of Services
 - A. Responsiveness to, and demonstrated understanding of this RFP
 - B. Quality of proposal in accordance with the requirements
 - C. Environmental responsibility

- II. Technical Merits
 - A. Disposal methods
 - B. Contractor's qualifications
 - C. Personnel; Training
(It is expected that all employees working with the materials collected at the satellite collection sites have had all appropriate training by the Contractor and any and all local, state, and federal agencies which may apply.)
 - D. Health and Safety Plan for Workers
 - E. Operation Plan

- III. Commercial/Business Analysis
 - A. Financial status and stability of Contractor
 - B. Cost competitiveness
 - C. References

Term of Bid:

The Bid is for a two (2) year term from date of the award with a third year option extension of the Bids.

NO PRICE CHANGES ARE ALLOWED DURING THE FIRST YEAR OF THE CONTRACT. FOR YEARS (2) AND OR (3) NO PRICE CHANGES WILL BE ALLOWED WITHOUT AGREEMENT OF BOTH PARTIES. For price changes to be considered for years (2) and or (3) information justifying a price increase must be submitted to the Purchasing Division at least 90 days prior to the end of the one year term.

Inspection of Facilities:

The Manager of the Purchasing Division reserves the right, before making an award, to have the premises of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, or other for ability to comply with conditions of the bid.

V. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, which will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to Washtenaw County such as the following:

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (Please refer to Section VI)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed (SPELL OUT DOLLAR AMOUNT).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **Washtenaw County Department of Planning and Environment** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract shall begin on May 18, 2008 and end on May 18, 2010 unless officially extended a third calendar year to May 18, 2011 by all parties in writing no less than 45 days prior to scheduled date of termination.

ARTICLE V - PERSONNEL

Section 1 - The Contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

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Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The Contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Contractor, any sub-Contractor, or any employee, agent or representative of the Contractor or any sub-Contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. Environmental Liability coverage with a minimum limit of \$1,000,000 each occurrence. The County shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County

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for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

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The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.19 per hour with benefits or \$11.95 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May1, 2008 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XIV - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XV - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVI - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference

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the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____
Robert E. Guenzel (DATE)
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: _____
(Department/Division Head) (DATE)

By: _____
(CONTRACTOR'S NAME)(DATE)

APPROVED AS TO FORM BY

BY: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

VI. SCOPE OF SERVICES

BACKGROUND

The Washtenaw County Home Toxics Reduction Program has been operating collections of household hazardous waste materials generated by residents of the County since 1984. The County has a permanent facility in Ann Arbor and has held several "satellite" collection programs at various locations throughout the County on Saturdays. The county is accepting proposals for staffing, segregating, packing, transportation and disposal.

In 2007, Saturday collections were held every Saturday (April-December), excluding holiday weekends, from 9:00 to noon at the County's permanent facility. In 2007, over 184,613 pounds of HHW material was collected. Collections at the permanent facility serviced an average of 40-60 cars per Saturday. The contractor provided at least two staff members at the collection. The County provided one or two staff members to assist in the collection and provide educational materials to answer questions from participants. Additional staffing may be needed and costs for additional staff is requested on bid sheets. This RFP is soliciting bids for the contractor to assume the routine operation of Saturday collections at the permanent facility and at one-day collections held off-site.

Washtenaw County will conduct 2-4 one-day off site collections within the county in 2008. In 2007, over 46,575 lbs. of materials were collected at these events. Interest and support has risen from the local municipalities for conducting off-site collections. In 2007 the County held 2 one-day collections held in conjunction with a county wide clean up day. Participation for the one-day collections averages around 500 vehicles.

The purpose of this RFP is to solicit proposals for the provision of satellite collection services at various sites throughout the County and at the permanent collection facility every Saturday. To assist the bidder relative to historical HHW volumes collected, please see the attached volume charts for reference located on pg. 14..

A. SECTION 1: SATELLITE COLLECTIONS

1. The Contractor will be responsible for the set-up, coordination, and site management of special "satellite" collection programs at various locations throughout the County. The Contractor will work with the County to determine mutually acceptable collection dates. Satellite collections will be held on Saturdays.
2. The Contractor will provide at least three staff members: two field chemists and 5 staff members to help unload segregate and pack collected materials at the satellite collections.
3. The Contractor will provide all items needed for site set-up, including but not limited to directional signage, traffic cones, sorting tables, packaging materials, safety equipment, etc.
4. County staff will assist the Contractor with directing traffic, verification of residency, unloading vehicles, and pre-sorting of materials. Contractor staff will be required to identify, classify, and package materials for transportation, treatment, and disposal in accordance with all local, state, and federal laws.

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5. The types of materials to be collected shall be household waste materials from residential generators that may be described as ignitable, reactive, corrosive, toxic, and other such materials as defined by the Hazardous Waste Management Act (e.g., oil-based paint, fuels, solvents, acids, bases, pesticides, herbicides, mercury, and aerosols).
6. The Contractor will provide containers for the collection of household hazardous waste materials, including, but not limited to, US Department of Transportation approved drums, packing materials, labels, manifests, and motor vehicles as required by law and shall enter such data on labels and manifests as required by law.
7. At least one satellite collection will be held each year.
8. The Contractor must declare legal generator status once the material is loaded onto the Contractor's vehicle.
9. The Contractor will provide the proper transportation of all household hazardous materials utilizing licensed hauling vehicles pursuant to any and all local, state, or federal laws and regulations of collected materials. All HHW materials collected during a special Saturday collection **MUST** be removed off the host collection site within two (2) business days.
10. The Contractor will properly store and dispose of all household hazardous materials in a properly licensed disposal site pursuant to any and all local, state, or federal laws and regulations.
11. Written documentation of the total quantity of each waste, its disposal site, and all required paperwork to verify disposal at a licensed facility will be provided to the Program Coordinator within 30 days of each scheduled pick up.
12. The Contractor will provide a detailed list of acceptable items and items which will not be allowed for disposal as required by the Contractor, local, state, or federal laws and regulations (e.g., ammunition, weapons, explosives).
13. The Contractor will offer a safety training class at each satellite collection for County staff and volunteers.
14. The Contractor shall provide Tyvek suits, safety glasses, and chemical resistant gloves for County's employees and volunteers.
15. The Contractor will be responsible for identifying all unknown materials to determine proper DOT shipping requirements.
16. The Contractor will be responsible for handling remote openings for reactives.

B. SECTION 2: SATURDAY ONLY COLLECTIONS

1. The Saturday collections will be held at the County's permanent facility located behind 705 N Zeeb Rd.. The collections will be held from 9 a.m. until noon beginning the first Saturday in April to the first Saturday in December.

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Collections **WILL NOT** be held on Memorial Day or Labor Day weekends, Christmas, New Years, nor the weekend following Thanksgiving.

2. The contractor will provide at least one staff member to help unload, segregate and pack collected materials. The county will provide at least one worker to help unload and provide educational materials to participants. The level of participation may warrant more than one representative from each party. If the contractor is requested to provide more than one worker they will be compensated for the additional worker based on an hourly rate. (see bid sheet) Participation levels will be monitored to assure adequate staffing. The program coordinator or a representative of the County will be available by phone if problems arise for the Saturday collections at the permanent facility.
3. The types of materials to be collected shall be household waste materials from residential generators that may be described as ignitable, reactive, corrosive, toxic, and other such materials as defined by the Hazardous Waste Management Act (e.g., oil-based paint, fuels, solvents, acids, bases, pesticides, herbicides, mercury, and aerosols).
4. The Contractor will provide containers for the collection of household hazardous waste materials, including, but not limited to, US Department of Transportation approved drums, packing materials, labels, manifests, and motor vehicles as required by law and shall enter such data on labels and manifests as required by law.
5. The Contractor must declare legal generator status once the material is loaded onto the Contractor's vehicle.
6. The Contractor will provide the proper transportation of all household hazardous materials utilizing licensed hauling vehicles pursuant to any and all local, state, or federal laws and regulations.
7. The Contractor will properly store and dispose of all household hazardous materials in a properly licensed disposal site pursuant to any and all local, state, or federal laws and regulations.
8. Written documentation of the total quantity of each waste, its disposal site and all required paperwork to verify disposal at a licensed facility will be provided to the Program Coordinator within 30 days of each scheduled pick up.
9. The Contractor will provide a detailed list of acceptable items and items which will not be allowed for disposal as required by the Contractor, local, state, or federal laws and regulations (e.g., ammunition, weapons, explosives).
10. The contractor will be responsible for identifying all unknown materials to determine proper DOT shipping requirements.

C. SECTION 3: ADDITIONAL SERVICES

1. The contractor will be available to provide service for other agencies: including schools, government offices, and homeowners within the county with materials that should not be transported for safety reasons.

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2. The contractor will invoice the agency in need for services rendered using the hourly rate and price per pound disposal found in bid sheet 1.
3. The contractor shall assist, if needed, the agency in need to receive a generator number from the EPA to assure the work is done in a legal manner.

VII. RECORD KEEPING

1. The Contractor must complete record keeping forms required by the US Environmental Protection Agency and all regulatory agencies through which the wastes are transported and the final destination where the waste will be disposed of. Verification copies must be provided to the Program Coordinator within 30 days of a pick up by the Contractor.
2. The Contractor shall submit with the bid names, addresses, EPA numbers, and state certification numbers of main offices, transporters, and disposal sites connected with this contract.
3. The Contractor shall submit with the bid evidence of full laboratory certification by appropriate authorities for principle or subcontractor.

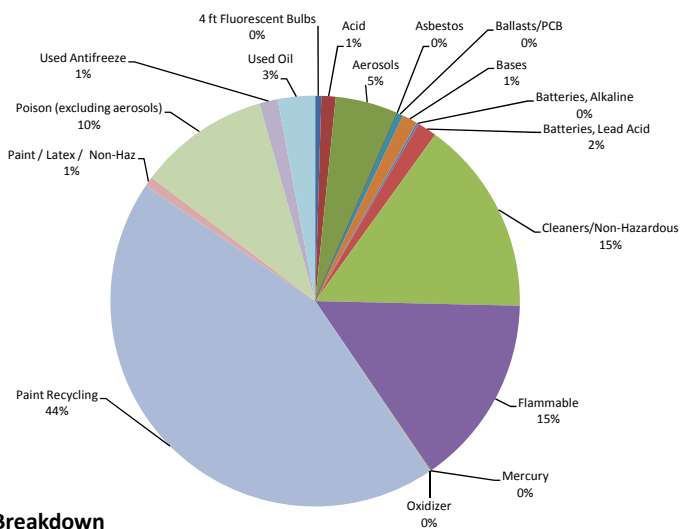
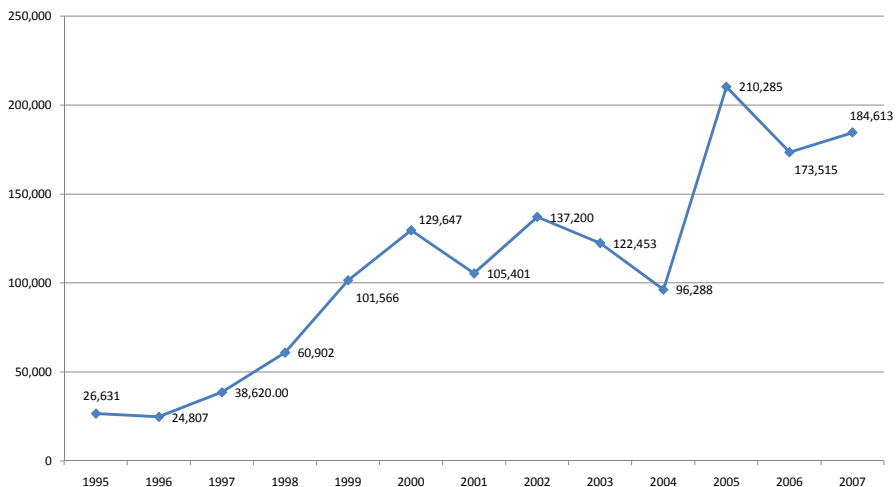
VIII. ENVIRONMENTAL RESPONSIBILITY

Washtenaw County is committed to improving public health and safety. As part of this commitment, the County agrees to pay for the recycling or reuse of household hazardous waste collected at the fixed-site Home Toxics Reduction Center and satellite collections if the cost for these services are less than, equal to, or no more than 10% greater than the cost for disposal. The County's preferred method for disposing of material collected at the Home Toxics Reduction Center and satellite collections are as follows (in decreasing order of preference):

1. Reuse (RE)
2. Recycle (RC)
3. Fuel Blend (FB)
4. Neutralize (NE)
5. Stabilize (ST)
6. Incinerate (DI)
7. Landfill (LF)

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Total HHW Collected in Washtenaw County, 1995-2007 (lbs)



HHW 2007 Breakdown

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BID SHEET 1

SECTION 1 –Satellite Collection Services

Please complete the following bid sheet, indicating a price per pound for each material indicated. The cost should be inclusive of all services described in Section 1 (pages 11-12), including supplies, transportation, labeling, treatment and disposal. YOU MUST USE THIS SHEET AS WRITTEN TO SUBMIT A BID. BID SHEETS THAT HAVE BEEN MODIFIED MAY BE DISQUALIFIED.

<u>Waste Category</u>	<u>Included in Waste Category</u>	<u>Waste Mgmt. Method Used¹</u>	<u>Cost per Pound (Based on net wgt)</u>
Flammable	Flammable solid/ liquid	_____	_____
Poison	Poison (exc. aerosols) Reactive	_____	_____
Acid	Inorganic and Organic	_____	_____
Base	Inorganic and Organic	_____	_____
Oxidizer	Neutral oxidizers Organic peroxides Oxidizing acids/bases	_____	_____
Aerosol	Corrosive aerosols Flammable aerosols Poison aerosols	_____ _____ _____	_____ _____ _____
Mercury (metallic)		_____	_____
Household batteries		_____	_____
Lead Acid Batteries		_____	_____
Fluorescent tubes		_____	_____
Oil-based paint		_____	_____
Latex Paint Solidification		LF	_____

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Latex Paint Recycling	RC	_____
Smoke detectors	_____	_____
Ballasts containing PCB oil	_____	_____
Propane Cylinders	_____	_____
Non-Hazardous	_____	_____
Motor Oil	_____	_____
Antifreeze	_____	_____
Misc. Cleaners (Non-Flam)	_____	_____
Event Set-up Fee / per event	_____	
Container Surcharge if applicable (Steel, Fiber, Poly)		_____

Waste Management Method Used Key:

LF	Landfill	RC	Recycle
RE	Reuse (please be specific)	FB	Fuel Blending
DI	Destructive Incinerated	ST	Stabilize
NE	Neutralize		

Note: The County agrees to pay for the recycling or reuse of materials collected at the permanent facility if the cost for these services are less than, equal to, or no more than 10% greater than the cost for disposal.

Additional unit pricing for satellite HHW collection

Field Chemist per collection (CHMM)	_____	/Hr.
Field Technician (HAZWOPER)	_____	/Hr.
Laborer	_____	/Hr.

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BID SHEET 2

SECTION 2 – Saturday Collection Services

Please complete the following bid sheet, indicating a price per pound for each material indicated. The cost should be inclusive of all services described in Section 2 (pages13-14), including supplies, transportation, labeling, treatment and disposal. YOU MUST USE THIS SHEET AS WRITTEN TO SUBMIT A BID. BID SHEETS THAT HAVE BEEN MODIFIED MAY BE DISQUALIFIED.

<u>Waste Category</u>	<u>Included in Waste Category</u>	<u>Waste Mgmt. Method Used¹</u>	<u>Cost per Pound (Based on net wgt)</u>
Flammable	Flammable solid/ liquid	_____	_____
Poison	Poison (exc. aerosols) Reactive	_____	_____
Acid	Inorganic and Organic	_____	_____
Base	Inorganic and Organic	_____	_____
Oxidizer	Neutral oxidizers Organic peroxides Oxidizing acids/bases	_____	_____
Aerosol	Corrosive aerosols Flammable aerosols Poison aerosols	_____ _____ _____	_____ _____ _____
Mercury (metallic)		_____	_____
Household batteries		_____	_____
Lead Acid Batteries		_____	_____
Fluorescent tubes		_____	_____
Oil-based paint		_____	_____
Latex Paint Solidification		LF	_____
Latex Paint Recycling		RC	_____
Smoke detectors		_____	_____
Ballasts containing PCB oil		_____	_____

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Propane Cylinders	_____	_____
Non-Hazardous	_____	_____
Motor Oil	_____	_____
Antifreeze	_____	_____
Misc. Cleaners (Non-Flam)	_____	_____
Container Surcharge if applicable (Steel, Fiber, Poly)		_____

Waste Management Method Used Key:

- | | | | |
|----|----------------------------|----|---------------|
| LF | Landfill | RC | Recycle |
| RE | Reuse (please be specific) | FB | Fuel Blending |
| DI | Destructive Incinerated | ST | Stabilize |
| NE | Neutralize | | |

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Additional unit pricing for HHW collection at the permanent facility if needed.

Field Chemist (CHMM) _____/Hr.

Field Technician (HAZWOPER) _____/Hr.

Laborer _____/Hr.

SIGNATURE PAGE

_____ Signature	_____ Company Name	
_____ Print Name	_____ Company Address	
_____ Title	_____ City	_____ State. Zip
_____ Date		
_____ Telephone #	_____ Fax #	
_____ Email Address	_____ Email address for Purchasing if different	
_____ Federal Tax ID #		

The above individual is authorized to sign on behalf of company submitting proposal.

An official authorized to bind the provider to its provisions for at least a period of 90 days must sign proposals.