

Date Issued: 4/20/2018

Request for Proposal No.: 18-014

The City of Decatur will accept sealed Request for Proposals (RFP) for the following:
Description:

Household Chemical Collection

RFPs must be received before: May 8, 2018 at 11:00am

Return sealed and marked RFP to:

Regular Mail

City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier

City of Decatur
Purchasing Department
Third Floor
402 Lee St., NE
Decatur, AL 35601

I/We agree to furnish at the prices shown and guarantee that each item offered will meet or exceed all specifications, terms and conditions, and requirements listed. I herein affirm I have not been in any agreement or collusion among respondents in restraint of freedom of competition by agreement to respond at a fixed price or to refrain from responding or otherwise. I have read and understand all terms and conditions of this RFP.

Company Name

Authorized Signature

Mailing Address

Typed/Printed Authorized Name

City, State, Zip

Title

Contractors License No. (If required)

Telephone

Email

PRICE SHEET

Opening Date: May 8, 2018

RFP No.: 18-014

Opening Time: 11:00am

See Enclosed Worksheet to present pricing.

- A bid bond IS NOT required for this RFP.
- Evidence of insurance is not required for this RFP.
- Delivery can be made _____ days or _____ weeks after receipt of order.
- Prices valid for acceptance within _____ days (not to be less than 30 days)
- RFP responses **SHALL** include (1) original version with original signatures and (1) copy of the original.
- Include any additional information that could assist in the City's decision making process.

NOTE: FOR THIS RFP TO BE CONSIDERED RESPONSIVE, ALL INFORMATION REQUESTED SHOULD BE SUPPLIED, AS APPROPRIATE OR THE ENTIRE RFP MAY BE DISQUALIFIED. RFP RESPONSE MUST BE IN INK OR TYPED WITH THE ORIGINAL SIGNATURE INCLUDED.

Bidder Signature

Company

STANDARD TERMS AND CONDITIONS

IN ORDER TO SUBMIT A RESPONSIVE RFP, IT IS VERY IMPORTANT THAT ALL TERMS AND CONDITIONS, SPECIFICATIONS AND INSTRUCTIONS ARE READ THOROUGHLY.

RFP response envelopes shall be properly identified on the front with the invitation to RFP number, opening date and time. Each individual invitation to RFP shall be submitted in a separate sealed envelope. Multiple RFP responses submitted in the same envelope/courier package (that are not in separate envelopes properly identified) shall be rejected. The Purchasing Department assumes no responsibility for late RFP responses that occur due to the U.S. Postal Service or private courier service.

RFP responses and signature page must be submitted on this form in ink or typewritten or the RFP will be rejected. Include (1) copy of the original RFP response.

For a “no-RFP” response, return the signature page signed and marked “no RFP”. Without this Non-response notice, a vendor may be removed from active bidders list.

The attached specifications are being provided to potential bidders as guidelines that describe the type and quality of equipment, supply, and/or service the City of Decatur is seeking to purchase. The bidder must indicate compliance or list exceptions to each specification item for consideration. Failure to comply with this provision could be cause for rejection of the RFP.

RFP responses must be received in the office of the Purchasing Department not later than the date and time specified.

The Purchasing Department will not accept facsimile (fax) nor email transmissions of RFPs.

Changes or modifications of this Invitation to RFP are allowed only by written authority of the Purchasing Agent.

Non Appropriation of Funds: Continuation of any agreement between the City of Decatur and a bidder beyond a fiscal year is contingent upon continued legislative appropriation of funds for the purpose of this RFP and any resulting agreement. Non availability of funds at any time shall cause any agreement to become void and unenforceable and no liquidated damages shall accrue to the City as a result. The City will not incur liability beyond the payment of accrued agreement payment.

Descriptive Literature: Reference to brand names and numbers is not restrictive, unless otherwise specified. RFPs on equivalent items meeting the standards of quality indicated will be considered, providing the RFP clearly describes the item offered and indicates how it differs from the referenced brands. Descriptive literature on any supplemental information necessary for comparison purposes shall be submitted with the RFP or the Purchasing Agent may reject the RFP for that item. Reference to literature submitted with a previous RFP, or on file with the Purchasing Department will not satisfy this requirement.

The City of Decatur reserves the right to modify all or any portion of this Invitation to RFP when the best interest of the City is involved.

The City of Decatur reserves the right to award to a single vendor, multiple vendors an award all or part of this RFP to single or multiple vendors.

The City of Decatur reserves the right to seek clarification from vendors submitting responses to this RFP.

The City of Decatur is exempt from all Federal, State and local sales and use taxes.

All respondents shall maintain such insurance as will protect bidder and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFP. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted RFPs when requested.

Any individual, company, or corporation doing business with the City of Decatur must possess and show proof thereof all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.

The City of Decatur reserves the right to terminate any contract resulting from this RFP for just and reasonable cause whereby it appears to be in the best interest of the City.

The successful respondent agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.

The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.

An electronic version of this RFP is available on the City's website at www.decaturalabamausa.com or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please enter your responses in the electronic version if possible, and return it with a hard copy of the original and (1) copy of the original with your RFP response package.

Exclusion of the electronic files in a RFP response is not a basis for rejection.

The hard copy of the invitation to RFP on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFP could be considered grounds for rejection of the RFP response.

A RFP RESPONSE MAY BE REJECTED IF:

- RFPs improperly submitted or identified
- RFPs not signed or not original signature
- Requested information, or documentation not submitted with RFP
- Failure to acknowledge receipt of addendum with RFP
- Material alteration of the master document
- Invitation to RFP number not on face of envelope
- Received late
- RFP response not on the original form
- RFP not in ink or typed
- Proper licensing not included/provided as required by law

Notice: As a condition of contract, grant or incentive performance with the City of Decatur, compliance with the requirements of the Beason-Hammon Alabama Taxpayer and Citizen Protection Act must be provided. Please enter the name of your company and your name and complete the affidavit below. Your signature must be notarized.

BUSINESS NAME: _____

APPLICANT'S NAME: _____

E-VERIFY AFFIDAVIT

I am the applicant listed above. In my capacity as _____ of the business entity listed above, I do hereby execute this affidavit on behalf of the business listed above and, by executing this affidavit, I verify that business' compliance with Section 31-13-9 of the Code of Alabama, 1975, stating affirmatively that it does not knowingly employ, hire for employment or continue to employ an unauthorized alien. Further, the business has registered with and is participating and will participate during the performance of any contract with the City in the federal work authorization program known as "E-verify" web address <https://e-verify.uscis.gov/enroll> , operated by the United States Citizenship and Immigration Service Bureau of the United States Department of Homeland Security to verify information of newly hired employees pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P. L. 99-603, in accordance with the applicable provisions of Alabama's Immigration law.

The undersigned further represents that, should the business employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the City, it will secure from such subcontractor(s) verification of compliance with Section 31-13-9 of the Code of Alabama, 1975, in a form substantially similar to this affidavit. The Business further agrees to maintain records of such compliance and provide a copy of each said verification on request of the City.

E-verify Employment Eligibility Verification User Identification Number

Applicant

Sworn to and subscribed before me on this the _____ day of _____, 20____

Notary Public

My Commission Expires: _____

By signing this contract, _____ represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

**REQUEST FOR PROPOSALS
FOR HOUSEHOLD HAZARDOUS WASTE COLLECTION**

The City of Decatur-Morgan County Landfill/Recycling Department is requesting proposals from qualified firms for the collection, transportation, recycling and disposal of household hazardous waste collected at one-day events to be held the second Saturday of each month.

A. INTRODUCTION

The City of Decatur, Alabama plans to conduct a monthly household hazardous waste collection program. The collection site is located at the Public Works compound at 1802 Central Parkway, SW. The program will encompass approximately 30,000 single-family households, of which 20,000 are urban and the rest, rural.

Acceptable household chemicals will include latex and oil based paints and all paint-related products, pesticides, herbicides, rodenticides, used motor oil and oil filters, brake fluid, engine degreaser, transmission fluid, carburetor cleaners, antifreeze, gasoline, kerosene, aerosol cans, household batteries and automotive batteries. Businesses, farms and out-of-county residents will not be included. There is a five-gallon or 50 pound limit for each participant. Not acceptable are explosives, flares, ammunition, fireworks, medical waste, syringes, large gas cylinders, fire extinguishers, tires or radioactive waste.

B. CITY RESPONSIBILITIES

1. The City of Decatur Recycling Department will manage the event and provide public education and advertising.
2. City employees or volunteers will direct traffic flow, conduct surveys, unload residents' vehicles and assist with moving chemicals to appropriate packing stations. The City will provide Tyvek coveralls, safety glasses and rubber gloves for its employees and volunteers.

C. CONTRACTOR(S) RESPONSIBILITIES

1. The Contractor(s) will be required to assist the City of Decatur in the planning and organizing of the program, being available for site visits and the developing of waste profiles.
2. The Contractor(s) must provide all properly trained and qualified full-time personnel, equipment, vehicles, supplies and packing materials needed for the collection, packing, transport and disposal of the chemicals collected.
3. The Contractor(s) will coordinate with the City of Decatur to develop a site contingency plan and train all personnel, including volunteers, in site safety procedures such as signals and evacuation routes.

4. The Contractor(s) will provide supervisory oversight to insure that all collected chemicals are properly characterized, packed, documented (packing lists) and labeled.
5. The Contractor(s) will provide for the safe treatment and disposal of collected wastes in compliance with all state and Federal regulations, including Department of Transportation requirements, and stay on site until all containers are removed and all paperwork is completed at the end of the collection day.
6. The Contractor(s) will be properly bonded, licensed and insured to guarantee responsibility for the wastes and will take title to the wastes and indemnify the City of Decatur against any damages that might result from improper management during the transport or disposal.
7. The Contractor(s) will supply the name, address, contact, phone number and EPA ID number for any transfer/storage/recycling/disposal sites and identify the method of disposal for all wastes collected. Permits for these facilities should be attached to the proposal with an explanation of normal routing when the waste leaves the collection site.
Companies that can internalize all labor, packaging, transportation and disposal services will be highly favored.
The preferred method of waste management is recycling or reuse, when feasible, followed by RCRA incineration. Land disposal is least preferred and restricted to licensed hazardous waste landfills.
8. The Contractor(s) will provide the Decatur Recycling Coordinator with a Certificate of Destruction for all wastes removed from the collection site within ninety (90) days from the collection date.

D. RECEIPT AND OPENING OF PROPOSALS

One complete original and (1) copy of the original proposal must be received by the Purchasing Department on or before 11:00 a.m., Tuesday, May 8, 2018. The envelope containing the proposals shall be sealed and plainly marked "Proposal for Household Hazardous Waste Collection Day" and shall bear the name and address of the proposer. If mailed, the sealed envelope should be included in another envelope addressed to the City of Decatur Purchasing Department, P.O. Box 488, Decatur, AL 35602. Proposal opening will be Tuesday, May 8, 2018, 11:00 a.m. at City Hall, 402 Lee St., NE, 3rd Floor Conference Room. Evaluation of proposals received will be furnished after the opening to interested parties submitting written request.

Questions concerning this Request for Proposals should be directed to Emily Johnson, Decatur Recycling Coordinator, 256-341-4770 or e-mail at ejohnson@decatur-al.gov between the hours of 7 a.m. – 5:00 p.m. CST Tuesday through Friday.

Any proposal may be withdrawn prior to the scheduled time for opening of the proposals. Any proposal received after the opening date and time will not be considered.

E. AWARD OF CONTRACT(S)

This department reserves the right to waive minor informalities in proposals, to reject any or all proposals, to accept any single item or combination of items and to award the contract(s) to the proposer or proposers believed most advantageous to this program.

The City of Decatur reserves the right to extend the awarded contract for two additional one-year periods.

In evaluating the proposals the following will be considered and judged as follows:

Technical proposal	40%
Liability protection	30%
Cost proposal	30%

F. PROPOSAL FORMAT

All proposals should contain all of the following items, in order, and in detail.

1. Cover letter: Name, address, telephone number and email address of proposer and name of Contact.

2. Technical Proposal:

a. Company background - Provide a description of the proposing company including primary business and experience in hazardous waste management. Include any non-compliance record for proposed facilities for the last three years.

b. Related project experience - Provide at least five (5) household hazardous waste projects that were performed within the last year by their company. Include name and address of the project, the name and telephone number of the contact and a brief description.

c. Staffing and employee experience - Provide a list of personnel, by job type who will be involved with this program, including their training, education, experience and responsibilities.

d. Site set-up - Submit a diagram of the collection site, including traffic flow, positioning of fire, spill and safety equipment and a detailed description of receipt, segregation, packaging and loading of chemicals. Include a plan describing how unknown chemicals will be handled during the event, including any field testing/characterization. Also, describe any other laboratory analyses that may be necessary after the event to obtain final disposal approval for these unknowns.

- e. Equipment list - Provide a list of all equipment deemed necessary at the collection site, including fire prevention; spill clean-up, personal protection.
- f. Site safety plan - Describe procedures to minimize the risk of spill or fire, and to protect site workers and participants.
- g. Contingency plan - Provide a format for contingency plan, including a description of notification procedures for on-site emergencies and the evacuation of participants and site workers if necessary.
- h. Packaging/bulking procedures - Describe on-site packaging and bulking methods, including safety procedures, for collected wastes.
- i. Volunteer training - Describe the training to be provided to on-site volunteers.
- j. Transportation and disposal facilities - Provide a list of all transporters and storage, transfer, treatment, recycling and disposal facilities which may be used in the performance of this program. Include name, address, contact, phone number, EPA ID number and permits for each transporter or facility. Identify normal routing and disposal for all wastes collected.

3. Liability Protection:

- a. Licenses and permits - Proposers are required to possess and provide evidence of all necessary state and federal licenses or permits required for the transportation and disposal of hazardous wastes.
- b. Insurance requirements - Prior to commencing work, the successful proposer will provide a Certificate of Insurance showing coverage for general liability, automobile liability, pollution control liability and workman's compensation in amounts equal or exceeding the following minimums:

General Liability, including personal, fire, medical	\$2,000,000 per occurrence \$5,000,000 aggregate
Automobile, including property damage and personal injury	\$1,000,000 per occurrence
Worker's Compensation	\$1,000,000 or statutory
Pollution Control liability	\$1,000,000 per occurrence

4. COST PROPOSAL:

Proposers are required to complete the attached cost proposal as outlined.

A. Planning and assistance - The Contractor will attend planning meetings to review program procedures and train volunteers prior to the event.

B. Mobilization/demobilization - Provides for the cost of set-up, including personnel or additional equipment, if required.

C. On-site labor - Provide costs on a per-hour basis for chemists and technicians and number required.

D. Supplies - Provide costs for supplies to be used.

E. Transportation/disposal - Provide unit cost for transportation and disposal of chemicals collected.

F. Cost comparison - For the purpose of comparison only, proposer should compute a cost total on a separate sheet for collection, transport and disposal for the following as a “sample of a household waste collection day”: (Proposer must specify disposal method and disposal facility used for quote.)

Latex paint (bulked) - 900 lbs.

Oil base paint (bulked)- 900 lbs.

Poisons-solid - 600 lbs.

Poisons-liquid - 600 lbs.

Corrosives-solid - 40 lbs.

Corrosives-liquid - 100 lbs.

Oxidizers – 100 lbs.

Non-regulated material 300 lbs.

Aerosols, flammable - 250 lbs.

Liquids - flammable - 800 lbs.

Used motor oil - 200 gallons

Antifreeze - 30 gallons

Lab pack paint-pts./qts. 900 lbs

5. Sample Contract:

Proposer should submit a sample contract.

COST PROPOSAL FROM #4 ON PREVIOUS PAGE

Item	Unit	Unit Cost
A. Planning and assistance	Lump sum	_____
B. Mobilization/demobilization/transportation		_____
C. On-site labor		
1. Chemist (#____)	Per person/hour	_____
2. Technician (#____)	Per person/hour	_____
3. Per Diem	Per person/hour	_____
D. Supplies (all per unit)		
Cubic yard box		_____
5-gallon Pail		_____
30-gallon Poly drum		_____
44-gallon Poly drum		_____
Drum liner		_____
55-gallon steel drum - open and closed		_____
30-gallon fiber drum		_____
Fiber drum liner		_____
Absorbent - bag		_____
Vermiculite - bag		_____
Oil-dri - bag		_____
Pallet		_____
Other		_____
E. Transportation/disposal		
1. Waste paints		
a. Oil base paints (liquid)		
Bulk - incinerated	55-gallon drum	_____
Bulk - Fuel blended	55-gallon drum	_____
Lab-packed – incinerated (pts & qts)	55-gallon drum	_____
Other (describe)	_____	_____
b. Latex paint		
Bulk - incinerated	55-gallon drum	_____
Lab-packed – incinerated (pts & qts)	55-gallon drum	_____
Mixed Sludge Paint	55-gallon drum	_____
2. Waste aerosols - flammable		
Lab-packed - incinerated	55-gallon	_____
Other (describe)	_____	_____

3. Flammable liquids				
Lab-packed - incinerated	cubic yard box			_____
Bulk - incinerated	55-gallon			_____
Bulk - fuel blended	55-gallon			_____
Other (describe)	_____			_____

4. Waste motor oil				
Bulk - Fuel blended	55-gallon			_____
Other (describe)	_____			_____

5. Antifreeze				
Bulk - recycled	55-gallon			_____
Other (describe)	_____			_____

	5-gal.	16-gal	30-gal.	55-gal.
6. Waste poison - liquid				
Lab-packed, incinerated			_____	_____
Other (describe)			_____	_____

7. Waste poison - solid				
Lab-packed - incinerated			_____	_____
Other (describe)			_____	_____

8. Corrosives				
Lab-packed - incinerated	_____	_____	_____	_____
Lab-packed - treatment			_____	_____
Other (describe)	_____	_____	_____	_____

9. Oxidizers				
Lab-pack - incinerated	_____	_____	_____	_____
Other (describe)	_____	_____	_____	_____

10. Hazardous waste solids or liquids, N.O.S.				
Lab-packed - incinerated			_____	_____
Other (describe)			_____	_____

11. Alkaline or lithium (Household) batteries	_____	_____	_____	_____
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12. Non-regulated non-hazardous organic Semi-solids for landfill			_____	_____
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13. Small bottles of propane for recycling each _____

14. Florescent bulbs 8' box _____

F. Cost comparison figures from a "sample household hazardous waste collection day" (from #4. Cost Proposal – F. Cost Comparison located on page 3)

(Work sheet should be shown in full and attached.) \$ _____