

**Request for Proposal - Issued by
Lexington-Fayette Urban County Government
RFP 65-2015
Household Hazardous Waste (HHW) Collection Event
Spring Clean 2016**

INTRODUCTION

With grant funding provided through the Kentucky Department of Environmental Protection, Division of Waste Management, Lexington-Fayette Urban County Government (LFUCG) is planning to conduct a Household Hazardous Waste (“drop-off”) event in the Spring of 2016 (referred to as the “Spring Clean”) and seeks proposals from qualified vendors, to manage the event and the collected materials and to provide related services. Only materials from Fayette County residents and from LFUCG divisions, that are conditionally exempt small quantity generators (CESQGs), will be accepted. Materials will not be accepted from businesses/commercial establishments.

A. OVERVIEW

The Lexington-Fayette Urban County Government will provide one collection site, at LFUCG’s old landfill pad, at 1631 Old Frankfort Pike, Lexington, KY. The collection of materials will take place between the hours of 8:30 a.m. and 4:00 p.m., on Saturday April 23, 2016.

The goals of the event include the following:

- providing a safe and environmentally sound way to dispose/manage household hazardous wastes;
- increasing public awareness concerning the proper use and disposal of hazardous household chemicals and other products;
- recycling these materials when possible;
- preserving the environment;
- protecting citizens and volunteers as well as LFUCG employees;
- reducing LFUCG potential environmental liabilities.

B. LFUCG RESPONSIBILITIES

The LFUCG will accept proposals from qualified vendors. In general, the process will include a cost evaluation with consideration given to the following:

1. estimated cost of services;
2. specialized experience and technical competence of the person or firm with the type of service required;

3. capacity of the person or firm to perform the work, including any specialized services, within the time limitations;
4. past record and performance on similar contracts with the LFUCG or other governmental agencies and private industry with respect to such factors as control of cost, quality or work and ability to meet schedules;
5. familiarity with the details of the project;
6. the ultimate disposition of the materials collected (i.e. reuse and recycling versus disposal);
7. the compliance history of the recycling and/or disposal facilities that will be utilized and;
8. degree of local employment to be provided by the person or firm in the performance of the contract by the person or firm.

The LFUCG will provide the following:

- cubic-yard containers (non UN specification) for non-hazardous solid waste;
- management of non-hazardous waste and recyclables (such as cardboard and household landfill waste);
- ample number of staff/labor for activities such as traffic control, off-loading, participant surveys, etc.;
- traffic cones;
- promotion for the event;
- refreshments and lunch will be provided for workers of the selected vendor, LFUCG employees, and other site workers;
- restroom facilities;
- shelters, covered area, or tent for non-waste handling areas (such as lunch/break area);
- personal protective equipment (PPE) for volunteers and LFUCG employees;
- Fire Department personnel; and
- forklifts and operators.

The LFUCG reserves the right to provide additional items/materials at our discretion to reduce our costs.

C. VENDOR RESPONSIBILITIES

The selected vendor must make a site visit to the collection site at least one month prior to the collection event to determine suitability and to identify any potential concerns. This site visit must be made jointly with LFUCG personnel.

The successful vendor assumes responsibility for all waste collected during the event. The vendors name and EPA ID number will appear as the generator of the waste on all manifests and other legal documents. As in previous events, the LFUCG requires that the successful vendor obtain all required permits and authorizations to include applicable federal EPA and Kentucky permits. The selected vendor will be expected to provide enough manpower and equipment so that at least four (4) lanes of vehicles can be off-

loaded simultaneously, with a goal of accommodating an estimated 3,000 vehicles. Other responsibilities assumed by the vendor are:

- mobilization, including travel and supply trucks, to and from the collection site;
- set up and tear down of tents, tables and work areas: Vendor must arrive on-site at least three hours before collection event begins to set up, (access to the site for the day/night before can be made available). *Vendors are subject to a penalty of 10% off the project cost for failure to comply with this requirement;*
- overall responsibility and oversight for the entire event, from set-up to closure of site;
- overall responsibility for site safety to include responsibility for preparing and implementing a site health and safety plan covering all workers and participants;
- pre-event safety and education session for all event staff and volunteers on the day of the event;
- provide adequate management and labor-staff on site during the entire event;
- provision of appropriate insurance, indemnification, and safety and loss coverage and procedures to include commercial general liability, automobile liability, workers compensation with employee liability, and contractor's pollution legal liability with consultants environmental liability;
- provision of DOT-approved totes, drums, Gaylord boxes, and other shipping containers;
- provision of spill containment, neutralization materials and lab carts;
- provisions of spill clean-up equipment and absorbents;
- spill clean-up;
- classification, segregation, and packaging of waste by hazard class in compliance with DOT, EPA, state, and local regulations;
- testing to determine the correct hazard classification of unknown materials;
- proper waste drum labeling, manifesting, permitting, and other paperwork required by law;
- provide timely on-site cost-tracking to include hourly updates to the LFUCG of estimated costs incurred to that point;
- removal of collected materials from the collection site by midnight of the collection day, unless otherwise authorized by the LFUCG: *Vendors are subject to a penalty of 10% off the project cost for failure to comply with this requirement;*
- recycling, reuse or disposal of the collected materials at EPA approved facilities;
- provision of a completed manifest or other form document the treatment status of the collected materials within 90 days of the event;
- completion of a detailed final report and bill summarizing the activities of the HHW event, the key statistics and data from the collection event, including, weight and volume, type, and disposition of material/item, the costs of services provided, and any recommendations for improving future HHW events. Final report and bill should be sent within 30 days of the event;
- provide necessary scale equipment to weigh collected waste material; and

- ensure that at the end of the event, the LFUCG site (old landfill pad) and any surrounding areas used for the HHW event are restored to the same condition that existed prior to the event.

D. ACCEPTANCE OF MATERIALS

Collection is limited to residents of Fayette County. Materials that may be dropped off include, but are not limited to:

Spring Clean 2016 - Acceptable Items

Automotive Products

antifreeze	auto wax	batteries (auto, boat, etc.)**
carburetor cleaner	diesel fuel	engine cleaners
engine degreasers	fuel oil	gas & diesel additives
gasoline, old	motor oil and filters**	oil & transmission additives
transmission fluid	waste windshield cleaner fluid	

Fertilizers & Pesticides

algacides	bug spray/sticks	dioxin
fertilizers containing nitrogen	fungicides	herbicides/weed killers
insecticides (ant & roach powder)	insecticides (garden dusts & sprays)	pet flea & tick products
rodenticides		

Paint Products & Solvents

auto paint	brush cleaner	creosote
finishes	furniture stain remover	furniture strippers
lead paint	linseed oil	mineral spirits
oil-based paints	paint removers	paint strippers
paint thinners	polyurethane coatings	preservatives
primer paint	rust removers	turpentine
varnishes	water based/latex paints**	

Household Products

acids	adhesives	aerosol cans
alcohols	ammonia	arsenic
artist supplies	ballast PCB	batteries – household*
carpet cleaner	caulking	chlorine
compressed gas cylinders	contact cement	correction fluid
cutting oils	cylinders (propane, helium)***	degreaser
disinfectants	drain cleaners	dyes
ether	fiberglass epoxy	fire extinguishers
floor adhesive	floor waxes	fluorescent lightbulbs

furniture polish	glass cleaners	glue ink
kerosene	liquid shoe polish	mercury
metal polishes	metal primer	moth balls/flakes
nail polish or remover	oven cleaner	photographic chemicals
plant food	roofing tar	rubber adhesives
solvents	spackling (drywall compound)	spot or stain removers
spray cleaners	swimming pool chemicals	tile adhesives
upholstery cleaner	wood preservatives	wood sealers

*(alkaline, NiCad, lithium)

**Latex and water based paint, motor oil, motor oil filters and batteries (auto and boat) will be accepted at the event, at the discretion of LFUCG, but will need to be invoiced (or credited) separate from the other material, since the cost for disposal isn't covered by the Kentucky Department of Environmental Protection grant. Please note, the vendor may not be responsible for handling all the latex and water based paint, some of it may be handled by a local non-profit recycler.

***cylinders include the following categories: small, medium, large, propane, freons, helium, fire extinguishers.

Unacceptable Items

Dangerous items (explosives, ammunition, radioactive materials, etc.) will not be accepted per grant restrictions, with the exception of small caliber ammunition which will be managed by the LFUCG Department of Public Safety.

appliances (microwave oven, toaster, air conditioner, hair dryer etc.)
 asbestos-containing material
 electronics (TV's, computer gear, etc).
 explosives/ammunition
 infectious waste
 medical waste
 pharmaceuticals
 radioactive materials
 smoke detectors
 tires
 white goods (dishwasher, clothes washer, dryer, etc.)

E. PROPOSAL REQUIREMENTS

The proposal submitted should include the following information:

- completed Part I. Vendor Qualifications sheet;
- completed Part II. Site Set-Up sheet;

- completed Part III. Household Hazardous Waste Collection Price Sheet;
- a description of vendor qualifications;
- examples of relevant work performed in the recent past, including the name and phone number of a contact person for each example (the LFUCG reserves the right to contact these references);
- proof of all necessary state and federal licenses, permits and authorizations required for the collection, transportation and disposal of the collected wastes;
- copies of any notices of violations, administrative orders, or other enforcement actions taken by regulatory agencies in the past five years against the primary vendor, the parent company and the probable sites to be used for waste disposal;
- copies of any letters of commendation, awards, or other recognition received in the last five years;
- a detailed list of key personnel working on the project;
- a detailed list of persons who will be on site during the collection day, including relevant experience, qualifications, and a detailed list of duties to be performed that day for each individual;
- the number of vendor employees that will be on site working the event and the number of hours you anticipate they will be working;
- an example of a typical site set-up including vehicle unloading, material identification and separation, material bulking, non-regulated waste disposal, and truck loading;
- a plan for handling overflow of materials or traffic at the site, including plans to obtain more drums, gaylords, or roll-off boxes, and plans to use areas of the site for traffic control;
- a description of the on-site cost tracking method;
- a detailed equipment list for the collection site including materials for fire prevention, safety, personal protective equipment, material bulking, and any other supplies or equipment necessary for this event, including process for each item;
- a complete list of the recycling, disposal, and/or transfer facilities to be used by the vendor including company name, address, contact name and phone number, federal ID number, types of waste(s) accepted, and method(s) to be used;
- a detailed description of how individual materials will be managed on site during the event as well as once the materials leave the site;
- a copy of lithium battery handling and transport policy (compliant with DOT Guidelines);
- a copy of protocols for identifying unknown materials;
- a description of spill and fire prevention plans, emergency response plans, and health and safety plans;
- a detailed description of the training vendor will provide to volunteers and LFUCG staff;
- documentation of insurance; and
- a list of the names of the subcontractors proposed for the any part of the event. If the contractor intends to use a subcontractor for any phases of the event such subcontractor shall be approved by the LFUCG before any work is accomplished.

In addition to this information, the proposal should include a complete estimated project cost and proposal based on the details provided on the attached pages.

F. STATISTICS & QUANTITY ESTIMATES

Please see Table 1 for information from the last two Household Hazardous Waste Collection events held by the LFUCG in 2010 and 2014. Approximately 1,500 vehicles were serviced during both the 2010 and 2014 events. (Participation was lower than expected for the 2010 event due to inclement weather and the event ending earlier than planned). The 2010 and 2014 quantities are presented below to aid vendors in pricing and preparing for the 2016 event. These quantities are not guaranteed for the 2016 event.

Respondents should note the LFUCG reserves the right to divert select wastes from the waste stream on the day of the event so that these can be optimally managed and to reduce costs to the LFUCG. For example, the LFUCG desires that some of the usable water-based (latex) paint be diverted out of the collection process at the event for reuse through our existing partnership with Habitat for Humanity Restore to the extent practical.

Similarly, it may be advantageous for the LFUCG to contract directly with vendors (to include vendors that may not have responded to the RFP) that would pay for materials received during the HHW event that have an obvious marketable value (such as lead acid batteries). Respondents are encouraged to indicate how they would manage these types of materials and how much they will credit (pay) the LFUCG for these materials in Part III – Household Waste Collection Proposal Price sheet. The LFUCG reserves the right to utilize vendors other than the successful vendor for these marketable items should we determine it is advantageous to do so.

Finally, the LFUCG is restricted from paying for disposal of certain materials using Kentucky Department of Environmental Protection grant funds. The LFUCG may want to accept these materials but manage them in alternate ways if that proves acceptable to the state. Used oil is one example. The LFUCG may enter into a recycling arrangement with vendors to recycle used oil at no cost to the state.

TABLE 1
2010 HHW EVENT TOTALS

Products	Amount
Antifreeze	690 lbs.
Flammable Solvents Liquids	8,775 lbs
Lab Packs for Treatment/Incineration and Lab Pack Reactives	1,221 lbs.
NON-LATEX Paint Related Material (Processable 1 & 5 gallon containers, and non-processable pints and quarts)	38,965 lbs.
Mercury	22 lbs.
Fertilizers & Pesticides	11,280 lbs.
Waxes, Joint Compounds, Latex Adhesives	1,000 lbs.
Consumer Commodity Flammables	13,999 lbs.
Aerosol Cans	3,566 lbs.
Non-Motor Oil Used Oils	3,566 lbs.
Corrosives	2,370 lbs.
Fluorescent bulbs	2,088 feet
PCB Ballast	986 lbs.
Propane Cylinders	136 (# of cylinders)

TABLE 2
2014 HHW EVENT TOTALS

Products	Amount
Antifreeze	2,177 lbs.
Flammable Solvents Liquids	8,303 lbs
Lab Packs for Treatment/Incineration and Lab Pack Reactives	1,955 lbs.
NON-LATEX Paint Related Material (Processable 1 & 5 gallon containers, and non-processable pints and quarts)	66,031 lbs.
Mercury	20 lbs.
Fertilizers & Pesticides	20,934 lbs.
Waxes, Joint Compounds, Latex Adhesives	22,608 lbs.
Consumer Commodity Flammables	5,448 lbs.
Aerosol Cans	5,201 lbs.
Non-Motor Oil Used Oils	7,113 lbs.
Corrosives	2,101 lbs.
Fluorescent bulbs	15,616 feet
PCB Ballast	0 invoiced lbs.
Propane Cylinders	379 (# of cylinders)

Important Information

The Total Disposal Cost (Part III- Household Hazardous Waste Collection Proposal Price sheet) should be calculated by using the quantities listed in Table 3 below. The amounts listed below are estimates for price comparison only and are not guaranteed. Note: the quantities are specified in **pounds**, the preferred pricing method, unless otherwise stated. Respondents should also specify in their pricing the amount to be remitted/credited to the LFUCG (if any) for any items that have marketable value such as lead acid batteries.

The price estimate table is to be used by LFUCG to compare proposals. The actual characterization of the material collected at the event will likely be different.

TABLE 3
2016 HHW EVENT PROJECTIONS

Products	Amount
Antifreeze	2,000 lbs
Flammable Solvents Liquids	10,000 lbs
Lab Packs for Treatment/Incineration	5,000 lbs.
Lab Pack Reactives	500 lbs
NON-LATEX Paint Related Material (Processable 1 & 5 gallon containers)	30,000 lbs.
NON-LATEX Paint Related Material (Non-Processable pints & quarts)	15,000 lbs.
Mercury	100 lbs.
Fertilizers & Pesticides	25,000 lbs.
Waxes, Joint Compounds, Latex Adhesives	10,000 lbs.
Consumer Commodity Flammables	15,000 lbs.
Aerosol Cans	5,000 lbs.
Non-Motor Oil Used Oils	10,000 lbs.
Corrosives	12,000 lbs.
Fluorescent bulbs	5,000 feet
PCB Ballast	100 lbs.
Propane cylinders	400 (# of cylinders)