**Northwest Indiana Solid Waste District**

**Request for Proposals**

# February 9, 2018

The purpose of this Request for Proposal (RFP) is to receive competitive proposals to provide the required services described in the attached specifications. The original of the specifications is available for review at the **Northwest Indiana Solid Waste District** (District) office located at: **103B South Main Street, Monticello, IN 47960**

The Northwest Indiana Solid Waste District is not liable for any costs incurred by the respondents in preparing and submitting the proposal. The RFP does not constitute a contract for services performed or to be performed, however, if the contractor submits a proposal and it is accepted by the District, the terms and conditions set forth herein are specifics incorporated in the accepted proposal and the contractor shall be bound by the terms and conditions.

The District is seeking proposals from a qualified professional service entity to assist in the development and execution of the herein described project in conformance with the given parameters.

The proposal shall be on company stationery, signed by an authorized officer of the proposing firm and submitted in a **sealed envelope marked “HHW Event Proposal**” to:

**Northwest Indiana Solid Waste District**

**Attention: Carol Stradling**

**PO Box 731**

**Monticello, IN 47960**

Proposals must be received at the above address no later than **3:00pm (local time) on March 2, 2018**, or proposals may be delivered by hand to the District Office, 103B South Main, Monticello, Indiana no later than 3:00pm (local time) on March 2, 2018, to be considered. Proposals received after the scheduled receipt time will not be accepted. Proposals will be marked “LATE.” Faxed proposals or proposals sent via e-mail will not be considered.

All proposals submitted become the property of the District and will not be returned. Proposals will be publicly opened March 5, 2018, at 1:00pm (local time) in the District office 103 B South Main, Monticello, Indiana. Attendance by contractor representatives is NOT mandatory and absence from the public reading will not disqualify a prospective contractor from consideration. The proposals shall then be available for inspection by members of the public.

The District reserves the right to accept any proposal in whole or in part, to reject any or all proposals, to waive irregularities and/or informalities in any proposal, and to make the award in any manner deemed to be in the best interest of the District.

Multiple proposals and alternative proposals may also be submitted. If multiple proposals are submitted, it is requested that the contractor select one (1) proposal as the “primary” proposal which provides complete information requested. Secondary proposals need only include information which differs from the primary proposal.

The Northwest Indiana Solid Waste District requests that contractors submit all questions in writing by 3:00 pm February 26. Questions can be e-mailed to Carol Stradling, cstradling@nwiswd.org, or faxed 800-856-0980 or mailed to, Northwest Indiana Solid Waste District, PO Box 731, Monticello, IN 47960

*NOTE: For your convenience this “Request For Proposal” can be downloaded from the District’s website:* [*www.nwiswd.org*](http://www.nwiswd.org)*.*

Specifications are attached hereto and made a part hereof.

**INTRODUCTION**

A contract is being sought to assure the efficient and healthful operation of six (6) Household Hazardous Waste (HHW) collection events to aid in achieving the goals of the Northwest Indiana Solid Waste District

Comprehensive Solid Waste Management Plan, specifically, the proper collection, transportation, recycling and/or disposal of household hazardous waste, medical sharps, and unwanted medicines. Waste oil, oil filters, antifreeze, batteries, appliances, computer and electronic equipment, and tires **may be** included as your option.

The Northwest Indiana Solid Waste District intends to let a contract covering six (6) HHW collection events to occur during the calendar year of 2018. The events shall be conducted and the services rendered on the following dates, times and locations:

* May 19, 2018, from 8:00 to 12:00pm (EDST) at the Pulaski County Recycling Center, Winamac, IN
* June 23, 2018, from 8:00am to 12:00pm (EDST) at the Flora Municipal Shop, Flora, IN
* August 4, 2018, from 8:00 to 12:00pm (EDST) at the Benton County Recycling Center, Fowler, IN
* August 25, 2018, from 8:00am to 12:00pm (EDST) at the White County Recycling Center, Reynolds, IN
* September 8, 2018, from 8:00 to 12:00pm (CDST) at the Newton County Highway Garage, Morocco, IN
* September 22, 2018, from 8:00 to 12:00pm (CDST) the Jasper County Highway Garage, Rensselaer, IN

The contract may include a term permitting the parties to extend the contract for the calendar year of 2019.

The project will be advertised through local newspapers, flyers, public meetings, and radio. The purpose of the project is to ensure District residents of safe disposal options for hazardous chemicals as well as to educate them on ways to reduce their use of chemical products.

Proposals will be evaluated on the basis of:

1. The contractor’s experience and ability to perform requested services.
2. The disposal/recycling technology. Preference will be given to processes that recycle material collected
3. The cost of providing the requested services
4. The Administrative convenience to the Northwest Indiana Solid Waste District
5. Any other considerations deemed appropriate by the District

**CONTRACTOR INFORMATION**

Each proposal shall contain supporting information regarding the qualifications of the contractor sufficient to allow the District to determine whether the contractor has the capability to perform the contract and be a responsible and responsive contractor including the following:

* A financial statement or performance bond
* A detailed statement of experience
* An inventory of equipment
* A detailed plan for performing this contract
* Proof of insurance
* A non-discrimination declaration
* A list of the five (5) most recent household hazardous waste collection events performed by the contractor including:
* the number of participants that utilized each event
* the date and location of each collection event
* the amount of household hazardous waste, medical sharps, and unwanted medicines collected. (Waste oil, oil filters, antifreeze, automotive batteries, appliances, computer and electronic equipment, and tires should be listed if proposed as an option.)
* name and contact information of the organization for which each event was performed
* The contractor shall submit an affidavit that the contractor has not entered into a combination or agreement:
* relative to the price being proposed by a person;
* to prevent a person from submitting a proposal; or
* to induce a person to refrain from submitting a proposal; and
* that the contractor’s proposal is made without reference to any other proposal.

### GENERAL REQUIREMENTS

Contractors are requested to make a proposal for six (6) one-day collections of household hazardous waste, medical sharps, and unwanted medicines. Waste oil, oil filters, antifreeze, batteries, appliances, computer and electronic equipment, and tires **may be** included as your option. Contractors may subcontract to provide services outside their normal scope of work. However, any such subcontract shall not relieve the contractor from responsibility to perform the service required.

The proposal shall be signed by an official of the contractor with authority to contract on behalf of the contractor.

The District shall have the right to reject any and all proposals, including any which are incomplete. The District reserves the right to waive minor defects, irregularities and informalities in any proposal. Proposals will be evaluated for their compliance with the Request for Proposals, compliance with federal, state, and local laws, administrative convenience to Northwest Indiana Solid Waste District, price, services offered, disposal options and other considerations deemed appropriate by the District.

The contract will be awarded to the lowest, most responsible and responsive contractor based upon the responses to the request for proposal.

The “Specifications for HHW Collection Events” set the minimum level of service which is acceptable to the District in the contract to be let pursuant to the Request for Proposals.

The failure or omission of the contractor to receive or acquaint oneself with existing conditions shall in no way relieve the contractor on any obligation with respect to the proposal or to the contract.

### SPECIFICATIONS FOR HHW COLLECTION EVENTS

1. Contractor shall collect unlimited quantities of household hazardous waste with properly certified technicians. Collection, packaging, and transport must comply with all federal, state and local rules and regulations. A full site health and safety plan must be prepared and followed for this event. Contractor or subcontractor must provide adequate insurance in case of a spill or other accident.
2. All types of paint are collected. Preference will be given to contractors with a paint reuse program. Contractor must indicate whether or not paint will be reused.
3. Preference will be given to contractors who allow small quantity generators to participate. Contractors must state whether or not small quantity generators will be allowed to participate, and if so indicate whether they will be charged separately and at what rate. **Farm chemicals are typically brought to these events.**
4. Contractor shall provide all labor necessary to assist District residents in unloading materials brought to the event as well as labor necessary to move, stack and prepare all items collected for transport.
5. All equipment shall be in place by thirty (30) minutes prior to the advertised event start time. Equipment may be in place on the preceding day.
6. Contractor must operate the event from 8:00am to 12:00pm on the dates designated by the District and all residents in line at 12:00pm must be served.
7. Contractor shall provide adequate signage to direct traffic, including barricades or traffic cones to effectively control traffic flow. Contractor shall assist in setting up event area and controlling traffic flow. Contractor shall meet with District Director or staff at least one week prior to the event to go over site layout and review the plan for the collection event.
8. Contractor shall provide adequate labor to ensure that the length of waiting time for participants shall be no more than thirty (30) minutes.
9. Contractor shall work with the District and representatives from the event locations to get clearance to use equipment such as loaders, bobcats, etc. and to secure any necessary utilities such as water, electricity, and access to restrooms.
10. Contractor shall arrange for measurable results to be returned to the District. The District shall be provided with a report that states the exact number of each material collected. Specifically, the report should state the weight (in pounds) of all unwanted medicines, medical sharps and household hazardous waste (segregated by category) collected.
11. Contractor agrees to pay for any damage to the event locations that must be repaired, such as re-seeding damaged turf or physical property damage.
12. All equipment and items collected must be removed from the event site by 2:00pm the day of the event. Contractor shall state in their proposal when they expect to have all equipment and items removed.
13. Preference will be given to proposals, which take additional materials out of the waste stream; as such, proposals are more responsive to the goals of the District. Contractor shall state in their proposal any additional materials they will collect.
14. Contractor is prohibited from disposing of collected material in any manner other than that prescribed by the contract, local, state, and federal laws, or any amendment thereto.
15. The Contractor shall bring all necessary packaging supplies. None will be supplied by the District.
16. The contractor is responsible for all necessary labels and paperwork including manifests, bills of lading and other appropriate shipping papers.
17. If the contractor determines that material delivered to the collection site is waste that has been prohibited from the program, may not be legally possessed, or presents an undue hazard to the contractor’s employees, volunteers or public welfare, the contractor shall have the right to refuse to accept such materials. The determination of unacceptable material must be made prior to the contractor’s transportation vehicle leaving the HHW collection area. If the unacceptable waste is on the contractor’s transportation vehicle, the material becomes the contractor’s responsibility. The District reserves the right to refuse to pay any additional costs for this material if charges are beyond those specified in the proposal. A list of wastes considered unacceptable must be included in this proposal.
18. The contactor shall complete a detailed list of all treatment, storage and disposal (TSD) facilities that will be used for each HHW waste stream. The contractor shall make reasonable accommodations for tours, site visits, and audits of TSD facilities that will be used.

**OPTIONAL MATERIALS COLLECTED**

Contractor must meet the provisions below if the items are included in the contract:

**Appliances** -Contractor shall accept all appliances for recycling, including, but not limited to refrigerators, freezers, air conditioners, dehumidifiers, stoves, washers, dryers, dishwashers and water heaters. Contractor must properly evacuate the refrigerant from any CFC-containing appliance in accordance with state and federal law.

**Batteries** -Contractor shall accept all batteries **including household alkaline** batteries for recycling.

**Electronics** -Contractor shall accept all computer and electronic equipment for recycling, including, but not limited to monitors, televisions, CPU’s, VCR’s, DVD players, cell phones, PDA’s, printers, keyboards, scanners, fax machines and peripheral items. Contractor must indicate how the materials will be recycled including a statement regarding the protection of personal information that may be stored in such devices.

**Tires** -Contractor shall provide the collection of tires **with and without rims**, including automotive tires, light truck tires, heavy truck tires and tractor/farm tires. Preference will be given to contractors who use the collected tires for recycling into new products. Use of tires as alternative fuel sources, for power generation or as alternate daily cover are the next preferred alternatives over quartering tires for landfilling. Contractor must state the end use(s) of the collected tires in their proposal.

### INDEMNITY

Contractor shall exercise skill and caution in performing the services required by the contract, and will avoid doing injury to any person or property. The contractor will indemnify, defend, and hold harmless the District, its officers, agents and employees, from and against all suits, action and proceedings, claims, demands, damages, costs, expenses, including attorney’s fee, that arise out of or are incidental to any work done in performance of this contract.

### INSURANCE REQUIREMENTS

### Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

***Minimum Scope of Insurance***

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).

2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).

3. Workers’ Compensation insurance as required by the State of Indiana and Employer’s Liability Insurance.

***Minimum Limits of Insurance***

Contractor shall maintain limits no less than:

1. General Liability: (Including operations, products and completed operations.)

**$1,000,000** per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: **$1,000,000** per accident for bodily injury and property damage.

3. Employer’s Liability: **$1,000,000** per accident for bodily injury or disease.

4. Excess Liability: **$1,000,000** per accident for bodily injury and property damage.

***Deductibles and Self-Insured Retentions***

Any deductibles or self-insured retentions must be declared to and approved by the District. The District may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

***Other Insurance Provisions***

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. **The District, its officers, officials, employees, and volunteers are to be** **covered as insureds** with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85), as a separate Owner’s and Contractor’s Protective Liability Policy, or on the District’s own form.
2. For any claims related to this project, **the Contractor’s insurance coverage shall be primary** insurance as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party*.*

Insurance policies shall contain the following:

1. The District shall be named as Additional Insured.

2. The insurer shall waive all rights of subrogation against the District.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A-:VII or otherwise acceptable to District.

## Claims Made Policies

If any of the required policies provide claims-made coverage, the District requires that coverage be maintained for a period of 5 years after completion of the contract.

***Verification of Coverage***

Contractor shall **furnish the District with original certificates and amendatory** **endorsements** effecting coverage required by this clause. The endorsements should be on forms provided by the District or on other than the District’s forms, provided those endorsements or policies conform to the requirements. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the contractor’s obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications at any time.

***Subcontractors***

Contractor shall require and verify all subcontractors maintain insurance subject to all of the requirements stated herein.

### PAYMENT

An invoice or invoices for the agreed upon proposal price must be submitted to the District by the end of the calendar month in order for the District to process for payment no later than the end of the next calendar month.

Once a finalist(s) is selected, the Board and/or review committee intends to negotiate a contract(s) with the contractor(s) providing the selected services.

**Contractors may submit proposals for each of the individual services listed below or a separate “package” price proposal may be submitted.**

|  |  |  |
| --- | --- | --- |
| **Item(s) to be collected** | **Price may be quoted in following manner:** | Proposal must also answer: |
| **Household Hazardous Waste** | * Per participant; * A not-to-exceed price for 300 participants; or * Unlimited HHW for $x.xx | * What is the end-use of the materials collected? * Will paint be reused? |
| **Appliances** | * Per CFC-containing appliance and per non-CFC containing appliance; * Per semi-trailer of appliances collected; * Unlimited appliances for $x.xx * Part of a total package price | * What is the end-use of the appliances collected? |
| **Computers and Electronic Equipment** | * Per unit; or * Per monitor, per CPU and per printer * Unlimited computers and electronics for $x.xx * Part of a total package price | * What is the end-use of the computers and electronics collected? * How is personal information stored in such devices protected? |
| **Batteries** | * Per battery; or * Unlimited batteries for $x.xx | * What is the end-use of the batteries collected? |
| **Oil, Oil Filters & Antifreeze** | * Price per event * Per gallon collected | * What is the end-use of the material collected? * What is the rebate amount? |
| **Will any additional materials be collected?** | * If yes, what items and at what price? | * What is the end-use of the materials collected? |
| **Price for all services as a package** | * At what price? | * What is the end-use of the materials collected? |

\**For information on amounts collected and past event participation, please refer to Appendix A.*

**APPENDIX A**

|  |  |  |  |
| --- | --- | --- | --- |
| **COUNTY** | **HHW (lbs)** | **# of Hsholds** | **2010** |
| Benton | 8,692 | 118 |
| Carroll | 9,545 | 144 |
| Jasper | 18,996 | 165 |
| Newton | 10,521 | 65 |
| Pulaski | 9,285 | 73 |
| White 1 | 10,476 | 94 |
| White 2 | 18,765 | 165 |
| **Totals** | **86,280** | **824** |
|  |  |  |  |
| **COUNTY** | **HHW (lbs)** | **# of Hsholds** | **2011** |
| Benton | 10,726 | 129 |
| Carroll | 14,754 | 207 |
| Jasper | 15,292 | 246 |
| Newton | 9,865 | 98 |
| Pulaski | 5,598 | 71 |
| White 1 | 6,238 | 126 |
| White 2 | 10,730 | 148 |
| **Totals** | **73,203** | **1025** |
|  |  |  |  |
| **COUNTY** | **HHW (lbs)** | **# of Hsholds** | **2012** |
| Benton | 13,088 | 134 |
| Carroll | 10,201 | 148 |
| Jasper | 18,636 | 235 |
| Newton | 15,308 | 105 |
| Pulaski | 11,002 | 92 |
| White 1 | 11,771 | 123 |
| White 2 | 13,667 | 180 |
| **Totals** | **93,673** | **1017** |
|  |  |  |  |
| **COUNTY** | **HHW (lbs)** | **# of Hsholds** | **2013** |
| Benton | 6,902 | 122 |
| Carroll | 8,969 | 154 |
| Jasper | 21,576 | 208 |
| Newton | 9,511 | 82 |
| Pulaski | 12,526 | 165 |
| White 1 | 11,600 | 131 |
| White 2 | 11,378 | 141 |
| **Totals** | **82,462** | **1003** |

|  |  |  |  |
| --- | --- | --- | --- |
| **COUNTY** | **HHW (lbs)** | **# of Hsholds** | **2014** |
| Benton | 8,213 | 90 |
| Carroll | 17,897 | 222 |
| Jasper | 17,254 | 197 |
| Newton | 8,997 | 86 |
| Pulaski | 11,723 | 129 |
| White 1 | 8,346 | 127 |
| White 2 | 15,479 | 161 |
| **Totals** | **87,909** | **1012** |
|  |  |  |
| **COUNTY** | **HHW (lbs)** | **# of Hsholds** | **2015** |
| Benton | 9,760 | 96 |
| Carroll | 17,775 | 168 |
| Jasper | 22,929 | 240 |
| Newton | 5,307 | 71 |
| Pulaski | 17,229 | 126 |
| White 1 | 10,022 | 100 |
| White 2 | 12,996 | 240 |
| **Totals** | **78,789** | **1025** |
|  |  |  |
| **COUNTY** | **HHW (lbs)** | **# of Hsholds** | **2016** |
| Benton | 5,994 | 96 |
| Carroll | 11,592 | 169 |
| Jasper | 14,111 | 197 |
| Newton | 7,062 | 103 |
| Pulaski | 3,592 | 94 |
| White | 15,227 | 167 |
| **Totals** | **57,578** | **824** |
|  |  |  |
|  |  |  |
| **COUNTY** | **HHW (lbs)** | **# of Hsholds** |
| Benton |  | 87 | **2017** |
| Carroll |  | 169 |
| Jasper |  | 160 |
| Newton |  | 61 |
| Pulaski |  | 114 |
| White |  | 222 |
| **Totals** |  | **813** |

**PROPOSAL FORMS**

Form 1 Name and Address of Contractor / Form of Business Entity

Form 2 Scope of Services

Form 3 Site Requirements

Form 4 Contractor On-site Equipment List

Form 5 Acceptable / Unacceptable Waste

Form 6 Employee Training & Experience

Form 7 Related Project Experience

Form 8 Documentation of Access to Suitable Facilities

Form 9 Violations

Form 10 Professional Licenses, Permits, Registrations, etc.

Form 11 Insurance Information

Form 12 Cost Proposal

Form 13 Financial Information

Form 14 Non-Collusion Affidavit

Form 15 EEO / ADA Statement

**FORM 1**

**NAME AND ADDRESS OF CONTRACTOR**

Name of Contractor:

Mailing Address:

City, State, & Zip:

Business Address: (if different)

City, State, & Zip:

Telephone Number:

Fax Number:

Name of Project Manager:

Title:

## FORM OF BUSINESS ENTITY

Provide the form of the business entity of the contractor (such as sole proprietorship, partnership, joint venture, and corporation), attach appropriate documentation, and, if a corporation, a current certificate of good standing. An out-of-state corporation must be authorized to do business in Indiana.

Form of Business Entity:

Documents attached:



**FORM 2**

**SCOPE OF SERVICES**

Provide a detailed description of all services to be provided, as well as information on the disposal technology for each waste stream and the specific counties to be serviced by each (if applicable).

**FORM 3**

**SITE REQUIRMENTS**

Please list any site requirements (loading dock, pallet jack, etc.) necessary to package and load HHW material.



**FORM 4**

**CONTRACTOR ON-SITE EQUIPMENT LIST**

Please provide an itemized list and information related thereto of the equipment (including vehicles) to be used for packing and transportation.

Contractor may attach a complete list to this form.

NOTE IF TO BE

PROVIDED BY

DISTRICT EQUIPMENT SPECIFICATIONS

     

**FORM 5**

**ACCEPTABLE / UNACCEPTABLE WASTE**

Please provide a list of waste to be considered acceptable and a list of waste considered to be unacceptable. Please include a plan to deal with unacceptable waste if received and list the criteria to be used for determining acceptability.

Acceptable Material (and acceptable mixtures):

Unacceptable Material (and unacceptable mixtures):

**FORM 6**

**EMPLOYEE TRAINING AND EXPERIENCE**

Please provide a listing of the training requirements for employees that will be involved in material packaging and transportation. What minimum training, particularly hazardous waste training, will employees be required to have?

Contractor may attach complete list to this form.

**FORM 7**

**RELATED PROJECT EXPERIENCE**

Please provide a description of the contractor’s HHW experience and capability in the delivery of HHW packaging, transportation, and disposal services (as appropriate to this proposal). This must include a complete listing of locations, contact persons, with addresses and telephone numbers, in which the contractor currently has contracts for such HHW packaging, transportation, and disposal services or has conducted such packaging, transportation, and disposal services in the last 5 years.

Documents to include:

1. Qualifications Statement – general experience
2. List of existing HHW packaging, transportation, and disposal contracts

- Name of location

- Contact person

- Complete address

- Telephone number

- Brief description of services performed

3. List of similar contracts from January 1, 2013 to present

- Name of location

- Contact person

- Complete address

- Telephone number

- Brief description of services performed

**FORM 8**

**DOCUMENTATION OF ACCESS TO SUITABLE FACILITIES**

Please describe how and where the HHW material will be processed and disposed of. Please include proof of licenses to accept these materials including the location, contact, telephone number, and EPA I. D. number of each facility and a summary of enforcement action at each facility. Also, include the name, address, telephone number, and contact person for each agency that permits each facility.

**FORM 9**

**VIOLATIONS**

Please list or attach all notices of violations, agreed orders, and fines imposed during the last three (3) years including copies of violations and the status of each violation.

**FORM 10**

**PROFESSIONAL LICENSES, PERMITS, REGISTRATIONS, ETC.**

Attach evidence that contractor is licensed and is good standing with the State of Indiana and Federal licensing agents. Include all licenses, permits, and registrations, including those for transportation, storage, and processing operations.

**FORM 11**

**INSURANCE POLICIES**

Provide evidence that the contractor can provide insurance policies of the types and in the amounts specified.

Contractor can attach Certificates of Insurance.

**FORM 12**

**COST PROPOSAL**

Please provide unit and/ or container pricing for the following waste streams. Contractor may attach their own alternative price proposal to this sheet.

ITEM UNIT PRICING CONTAINER PRICING

Latex paint      

Oil based paint

Aerosol cans

Flammable liquids

Flammable solids

Pesticides

Corrosive acids

Corrosive bases

Oxidizers

Pharmaceuticals (non-DEA controlled)

Pharmaceuticals (DEA controlled)

Alkaline batteries for recycling

Lithium batteries for recycling

Silver oxide batteries for recycling

PCB ballasts

Non-PCB ballasts

PCB capacitors

Non-PCB capacitors

Sharps (syringes)

Photographic fixer

1 pound propane tanks

20 pound propane tanks

Fire extinguishers

CRTs

Used motor oil for recycling

Used oil filters for recycling

Used antifreeze for recycling

Organic mercury compounds

Inorganic mercury compounds

Other HHW waste streams

Please provide costs for the following:

1. Mobilization

2. Labor to properly package HHW for transportation

1. Costs for all supplies including (drums, buckets, vermiculite, etc.)
2. Transportation
3. Lab costs (profiling, unknown determination, etc.)
4. Other costs – please specify all other costs, which might be incurred.
5. Costs shall be specified by type of cost and cost per unit.

**FORM 13**

## FINANCIAL INFORMATION

Please attach financial statements for the successful contractor and its parent corporation (if applicable). Financial statements shall be for the last three (3) years and shall include a statement whether the financial statements have been audited by an independent firm of certified public accountants. The financial statements shall consist of at least income statements, balance sheets, and total operating budget.

**FORM 14**

**NON-COLLUSION AFFIDAVIT**

The undersigned bidder or agent, being duly sworn on oath, says that he or she has not, nor has any other member, representative, or agent of the firm, company corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He / She further says that no person or persons, firms or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I affirm under the penalties of perjury that the foregoing facts and information are true and correct to the best of my knowledge and belief.

Dated at this day of ,

(Name of Organization)

By

(Title of Person Signing)

ACKNOWLEDGEMENT

STATE OF )

) SS:

COUNTY OF )

being duly sworn, deposes and says that

he / she is of the above

(Title) (Name of Organization)

and that the statements contained in the foregoing bid, certification and affidavit

are true and correct.

Subscribed and sworn before me this day of ,

Notary Public

My Commission Expires:

County of Residence:

**FORM 15**

**EQUAL EMPLOYMENT OPPORTUNITY/ADA STATEMENT**

During the performance of the contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation of belief, age or disability. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability. Such action shall include but not be limit to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for the training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provision of the nondiscrimination clause.

2. The Contractor agrees that all services, facilities, activities and programs provided as part of this contract will meet the requirements of the American’s with Disabilities Act and the rules and regulations promulgated thereunder.

3. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age or disability.

4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided, advising the labor union workers’ representative of the Contractor’s commitments under the Equal Employment Opportunity Section of this contract, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. In the event of the Contractor’s noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further contractors.

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AUTHORIZED SIGNATURE

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PRINTED NAME TITLE

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COMPANY NAME DATE