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**Request for Proposals (RFP) for  
Household Hazardous Waste Disposal Services**

**GENERAL**

The City of South Portland (hereafter “the City”) currently holds two (2) Household Hazardous Waste events a year at the Municipal Services Facility located at 929 Highland Ave, South Portland, Maine. The Public Works Department coordinates this event with the Water Resource Protection and Sustainability Departments each year to provide South Portland residents with a place to dispose of Household Hazardous Wastes free of charge. These events are held in mid-April and early October from 9:00 am until 1:00 pm.

The City is requesting proposals from qualified contractors to provide Household Hazardous Waste disposal services, including identification, labeling, collection, transportation, and disposal of hazardous wastes in accordance with all applicable state and federal laws. The City would like to continue holding these events in mid-April and early October going forward. A list of prior acceptable items is presented in Section 2 below. The City reserves the right to reject any and all proposals and the right to negotiate with the most responsive proposer.

**PREFERRED WASTE MANAGEMENT METHODS**

The City strongly prefers that reuse and recycling be used as the disposal / treatment method for as much of the collected waste as possible. Only approved disposal methods such as destructive incineration, hazardous waste landfill, neutralization/treatment, stabilization, and fuel incineration shall be used. Those items that cannot be re-used or recycled shall be disposed of in the most economical way by one of the methods listed above. The Contractor shall be responsible for all DOT transportation documentation for shipments and copies of said documents shall be provided to the City in order to provide a record of disposal.

## **SCOPE OF WORK**

### **Section 1: Contractor Responsibilities**

1. Submit bid for proposed work that fully identifies all associated fees and costs.
2. The contractor will designate a minimum of one person to work with the City's HHW coordinators to develop the final plans, acceptable items, and dates of two (2) annual events.
3. For regulatory purposes, the contractor will be considered as the generator and will be responsible for all wastes from the point of collection until final disposal. The contractor must obtain any necessary permits needed to fulfill this purpose.
4. The contractor must provide all materials and labor for the collection, sorting, testing, packaging, storing, and transportation of the waste material. The list of resources needed includes:
  - Appropriately trained staff to confirm that residents are only disposing of acceptable household hazardous wastes.
  - Waste management/disposal equipment: awning or tents, drums, absorbent for spills, shipping manifests, labels, testing equipment, and trucks.
  - Appropriate safety equipment: plastic ground covering, safety coveralls/Tyvek suites, aprons, goggles, splash shields, gloves, respirators, fire extinguishers, eyewash stations, towels, blankets, decontamination equipment, monitoring equipment.
5. Produce satisfactory evidence of appropriate workers compensation, vehicle and public liability insurance for contractor and subcontractors, if any.
6. The contractor must be licensed to handle Hazardous Waste in the State of Maine and be insured.
7. During the performance of the work, the Contractor shall maintain suitable barricades / barriers / warning signs at the site as may be necessary to protect the public.
8. All collected material must be transported off the site. No waste will be permitted to stay overnight.
9. The contractor will provide copies of all manifests, shipping papers, test results, recorded weight totals and collection records to the City's HHW coordinators upon completion on scheduled collection day.
10. The contractor will dispose of collected wastes at federally permitted facilities in accordance with all state and federal regulations and provide a list of facilities that includes certification statement(s) confirming recent completion of appropriate audits.

**Section 2: Acceptable Wastes**

The contractor will be expected to accept the following types of Household Hazardous Wastes:

Aerosols	Hairspray / hair color
Adhesives / glues	Lighter fluid
Asbestos	Mercury-containing items
Automotive products	Moth balls
Batteries – rechargeable	Nail polish / remover
Batteries – lead acid	Paints / stains / varnishes
Bleach	Paint stripper / thinner
Car wax / polish	Pesticides
Chemical fertilizer	Photo chemicals
Cleaners	Polishes
Driveway sealer	Pool chemicals
Engine degreaser	Removers
Flea / tick control	Roofing tar
Fluorescent / CFL bulbs	Solvents
Fuel / gasoline / kerosene	

**Section 3: Non-Acceptable Wastes**

The contractor will not be required nor expected to collect the following:

Alkaline (household) batteries	Household trash
Ammunition/fireworks/explosives	Infectious or biological waste
Commercial/industrial/radioactive waste	Prescription or OTC Medicines
Containers larger than 5 gallons	Pressurized cylinders
Electronic Waste	Propane cylinders
Empty containers	Radioactive materials
Fire extinguishers	Smoke detectors
Household appliances	Syringes or medical equipment

**Section 4: Transportation of Waste**

1. The contractor must provide sufficient vehicles to remove all collected waste from the site in the given time frame.
2. The contractor will provide copies of all paperwork to the City’s HHW Coordinators before leaving the site.

3. All vehicles must have proper placards and all state and federal regulations must be followed.

### **SUPPORTING DOCUMENTATION**

1. **References:** will be provided with the proposal showing clients for public-sector HHW collection programs services within the previous two (2) years.
2. **Insurance:** will include general liability, vehicle, pollution liability, worker's compensation, and transporter's insurance qualification. The minimum limit of coverage for comprehensive liability and property damage in connection with performance of the contract shall be \$1,000,000 for each occurrence.

### **AGREEMENT / CONTRACT**

The successful proposer shall, within ten (10) days following notification of the award by the City, provide, execute, and deliver to the City a contract for delivery of the services identified herein. The terms and conditions of this RFP will be incorporated by reference into the contract. The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the contract without consent in writing by the City.

The City and the Vendor will execute a contract for each HHW collection year for three consecutive years with two additional one-year renewal options. Each year will consist of two events and separate contracts will be executed for each year. The City retains the right to notify the vendor of its intent waive its renewal option with the vendor 30 days prior to the end of the calendar year. The terms, specifications, costs, and agreements of the previous contract will apply for any event renewal unless modified by written agreement and provided the disposal rate charges shall be agreed upon at the time of the event contract renewal.

### **CONTRACT AWARD:**

The contract will be awarded to the most qualified, responsive proposer that offers the lowest cost for the proposed services. All proposals must be responsive to this RFP.

### **PRPOSAL FORM**

The attached Proposal Form below shall be used to submit the price quotes for the events.

**CITY OF SOUTH PORTLAND, MAINE  
HOUSEHOLD HAZARDOUS WASTE COLLECTION PROPOSAL FORM**

**ALL PROPOSALS MUST BE RECEIVED BY 3:30PM ON FRIDAY, FEBRUARY 8, 2019**

**DATE:**

**TO:** Melissa Hutchins, Deputy Director  
City of South Portland Public Works Department  
929 Highland Avenue  
South Portland, ME 04102

**FIRM NAME:**

**ADDRESS:**

**PHONE NUMBER:**

**EMAIL:**

**ATTACHMENTS**

- Project References
- List of Facilities with Confirmation of Recent Audit(s)

**COST PROPOSAL**

*Complete and return Cost Proposal Forms Part #1 and Part #2*

**SUBMITTAL**

Signed by:

Date:

Printed Name & Title: \_\_\_\_\_

**COST PROPOSAL FORM - PART #1**

1. List ALL applicable costs (e.g., setup charges, transport charges, training, etc.), other than materials disposal costs (see Part #2) pertaining to the proposed HHW collection events.

<u>Description</u>	<u>\$ Cost or %</u>
A. <u>Set Up Fee</u>	\$ _____
B. <u>ENI Surcharge (%)</u>	_____ %
C. <u>Other(s)</u>	\$ _____

2. Disposal cost per material unit. Complete attached Cost Proposal Form – Part #2

**IMPORTANT:** the City strongly prefers unit costs to be expressed as cost per pound. If proposer requires alternate unit of measure, strike through "lb." on form and clearly indicate alternate unit of measure.

**COST PROPOSAL FORM - PART #2**

DESCRIPTION	UNIT OF MEASURE	COST PER UNIT	DISPOSAL CODE
Aerosols	lb.		
Adhesives / glues	lb.		
Asbestos	lb.		
Automotive products (motor oil, various fluids, antifreeze, etc.)	lb.		
Batteries – rechargeable	lb.		
Batteries – lead acid	lb.		
Bleach	lb.		
Car wax / polish	lb.		
Chemical fertilizer	lb.		
Cleaners (ovens, drains, wood, metal, etc.)	lb.		
Driveway sealer	lb.		
Engine degreaser	lb.		
Flea / tick control	lb.		
Fluorescent / CFL bulbs	lb.		
Fuel / gasoline / kerosene	lb.		
Hairspray / hair color	lb.		
Lighter fluid	lb.		
Mercury-containing items (thermometers, thermostats, switches, etc.)	lb.		
Moth balls	lb.		
Nail polish / remover	lb.		
Paints / stains / varnishes	lb.		
Paint stripper / thinner	lb.		
Pesticides (insecticides, herbicides, fungicides, rodenticides, etc.)	lb.		
Photo chemicals	lb.		
Polishes	lb.		
Pool chemicals	lb.		
Removers	lb.		
Roofing tar	lb.		
Solvents	lb.		

**Disposal Codes:** *RE*=Reuse, *R*=Recycle, *NT*=Neutralization Treatment, *FB*=Fuel Blending, *I*=Incineration, *LF*=Landfill, *OT*=Other