

**REQUEST FOR PROPOSALS  
HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENT  
Fall 2016**



***Responses must be received by August 17<sup>th</sup> at 4:30 PM  
and may be mailed or emailed to:***

Rockingham Planning Commission  
Attention: HHW Program  
156 Water Street  
Exeter, NH 03833  
Phone: 603-778-0885  
Fax: 603-778-0591

Email Proposal Submissions to: [hhw@rpc-nh.org](mailto:hhw@rpc-nh.org)

## 1. SUMMARY & BACKGROUND

The Rockingham Planning Commission (RPC) is accepting proposals from qualified contractors to conduct a single site regional household hazardous waste collection in the Fall of 2016, renewable annually through 2020. Required services include the collection, identification, handling, packaging, and disposal services for household hazardous waste (HHW). The purpose of this RFP is to solicit proposals for this service from qualified firms and to provide information about the services requested, the proposal requirements and the criteria against which proposals will be evaluated.

The Rockingham Planning Commission has organized regional HHW serving communities in central Rockingham County New Hampshire since the mid 1980's. Our program objectives include:

- Provide convenient options for residents to safely and properly dispose of HHW.
- Utilize Contractor services in the most cost-effective manner possible.
- Maximize first-time participants and minimize repeat participants through education efforts.
- Accept a wide array of HHW while encouraging alternative disposal methods for universal wastes.
- Discourage actions that lead to unsafe disposal of HHW.

This regional collection serves the communities of Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook and South Hampton with a combined population of 42,092. The collection is conducted in partnership with the Town of Exeter, whereby the RPC is the organizer and manager of the event and Exeter is fiscal agent, executes the NHDES household hazardous waste grant (which subsidizes the collection), and hosts the event at the Exeter Department of Public Works facility. Additional information about the collection event, including volumes types of waste collected and the site location are found in Attachment 1.

The contract for these services will be awarded through a fair and open competitive process. Proposals will be evaluated based upon the criteria established in Section 6 of this RFP.

## 2. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be received by **4:30 p.m. on Friday, August 17, 2016**, in order to be considered. Proposals should be sent to the following address. Email submissions delivered in PDF-compatible format are acceptable.

Cliff Sinnott, Executive Director  
Rockingham Planning Commission  
156 Water Street  
Exeter, NH 03833  
Phone: 603-778-0885  
Fax: 603-778-0591

Email Proposal Submissions and Questions to: [hhw@rpc-nh.org](mailto:hhw@rpc-nh.org)

**Questions** about the project or this RFP may be directed to the contact listed above at any time up to three business days before the submission deadline. Responses will be provided within one business day of receipt and also posted on the household hazardous waste page on the RPC website (without identifying the source of the question): <http://www.rpc-nh.org/environment/waste-management/hhw>

Applicants should submit the following information for consideration. The proposal should be signed by an officer or agent of the company duly authorized to submit the proposal:

- Description of Firm:** Provide general information about your firm including business name, address, contact information, overview of the firm, relevant personnel to this project and any explanatory information you wish to include not covered elsewhere in the application submittal.
- Statement of Qualifications:** As part of the proposal the Contractor must certify that it meets or exceeds the qualifications required for this project as listed in Section 6 below. Any exceptions to these qualifications shall be clearly noted.
- Scope of Services:** Provide a summary of the services to be offered and your firm’s approach in conducting household hazardous waste collections. Include statement that the services will be provided and performed as described in Section 5 and note any exceptions, additions or proposed alternatives to the scope of services that apply.
- Fees & Disposal Cost Rates:** Provide a price quote that includes all fixed setup fee(s) unit disposal cost rates based on material type and volume. Fees should be inclusive of all cost necessary to complete the scope of services described below. The price quote need only represent a commitment for the 2016 collection. (See Section 7.)
- List of References:** Include contact information for three or more municipal or regional HHW collections performed within the past three years that we may contact as references.
- Subcontractor Disclosure** (if applicable): If the execution of work to be performed by your company will include the use of sub-contractors you must clearly state this in the proposal. Sub-contractors must be identified by business name and address, and the work they will perform must be defined. The RPC retains the right to refuse a named sub-contractor if they fail to meet the qualifications established in Section 6 below.

### 3. PROPOSAL TIMELINE

	Date	Time
Proposal submittal deadline	Friday August 17th	4:30 PM
Interviews (upon request)	Week of August 22nd	TBD
Contract Award	On or before Sept. 15th	NA

### 4. CONTRACT TERMS

Provisions of this RFP and the contents of the selected proposal will form the basis of the contractual agreement between the Town and the successful applicant. In undertaking this work, the Contractor agrees to carry out the scope of services as proposed in this RFP and in accordance with NHDES Administrative Rule Env-Hw 600 *Requirements For Hazardous Waste Transporters*.

The Rockingham Planning Commission will negotiate contract terms with the selected Contractor on behalf of the Town of Exeter. The project will be awarded upon the execution of a contract that outlines terms, scope, budget, indemnification, insurance, payment and other necessary items. The agreed upon contract will be subject to final review and approval by the Town of Exeter and will be executed between the Contractor and the Town. At the option of both parties, the contract may be renewed annually for up to four additional years.

## **5. SCOPE OF SERVICES**

### **A. General**

The scope of this project is to provide one Household Hazardous Waste Collection event per year to the residents of Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook and South Hampton, which taken together total approximately 16,575 households. Commercial wastes are not accepted at this collection.

Residents are permitted to bring up to 10 gallons or equivalent volume identifiable household hazardous wastes to the collection event. The disposal Contractor is responsible for identifying, sorting, bulking, packaging, transporting, and disposing of these wastes.

### **B. Collection Responsibilities**

The Contractor shall unload participants' vehicles, identify, segregate, consolidate, package, and transport all hazardous wastes in accordance with state and federal requirements. The Contractor will prepare lab packing sheets, manifests, notifications, certification and other shipping documents.

The RPC will provide all advertising, publicity, educational outreach, volunteer coordination, and assist the Town with general event setup (not related to roll-off, waste off-loading, sorting, packaging, or disposal). HHW volunteers and RPC staff will be on hand at the collection to screen and survey participants and direct traffic within the site. RPC will arrange for a Police Detail to ensure safe and orderly access to the site. RPC will also be the primary contact for municipal and residential questions related to the program or its administration.

### **C. Date and Time of Service**

The Annual collection event to be held on a Saturday between the second half of September through the 3<sup>rd</sup> Saturday in October. The Contractor must be able to provide services for the collection event on a Saturday within this range of dates. The proposal should indicate all Saturdays within that range that can be accommodated. Hours of operation are typically 8:00AM to 1:00PM, but may be modified according to the Contractor's recommendation.

### **D. Site Safety & Spill Response**

The Contractor shall adhere to all appropriate safety procedures including but not limited to proper handling, packaging, containerizing, labeling, storing, loading, and transporting hazardous wastes in a manner approved by the NHDES and all other pertinent agencies. A Site Safety, Spill Response, and Emergency Evacuation Plan will be prepared by the Contractor with assistance from the RPC and cooperation from the Town of Exeter.

The Contractor is solely responsible for any and all spills or leaks during the performance of this contract which occur as a result of or are contributed to by the actions of its agents, employees, or subcontractors. The Contractor agrees to clean up such spills following applicable federal, state, and local laws and regulations. The clean-up shall be at no additional cost to the RPC or the participating or host towns.

**E. Personnel**

The Contractor shall identify and have present at the site a Project Manager/Safety Officer responsible for directing the Contractor's operations. This person shall coordinate the project's activities with the RPC Site Coordinator.

The Contractor shall also have present an employee trained in chemical identification of all hazardous and acutely hazardous wastes as defined in Env-Wm 400.

The Contractor shall have present a sufficient number of employees or agents who are adequately experienced and trained to properly carry out the operation based upon anticipated waste handling needs and volume of material, and with the capacity to off-load two vehicles simultaneously during time of peak demand (the first 2 to 3 hours of operation).

**F. Equipment**

The Contractor shall provide all equipment and supplies necessary for collection, handling, packaging, transporting, and disposal of the collected wastes. The Contractor shall endeavor to use the minimum practical size and number of drums in which to pack in order to reduce costs.

**G. Roll-Off Container & Removal**

The Contractor shall supply a fully lined roll-off container of adequate size for discarded materials, empty containers and other solid wastes and shall remove the roll-off on the same day as the collection.

**H. Documentation & Manifests**

The Contractor shall be responsible for completing the manifests before removal of wastes from the site. Copies of the manifest shall be left at the site for the host municipality and the RPC. Manifests shall be submitted as prescribed by the State of New Hampshire and EPA regulations. Original signed manifests, as well as, all other required documentation or bills of lading, shall be returned to the RPC within thirty (30) days of shipment from the collection event site.

**I. Status as "Generator"**

The Contractor agrees to accept generator status for all hazardous waste accepted by the contractor during the collection event. Site EPA # must be on manifests.

**J. Indemnification**

The Contractor shall indemnify, defend, and hold harmless the RPC and participating host communities, their officers, employees, and agents from and against claims, suits, actions, losses, damages, liabilities, costs, and expenses resulting from or arising out of the activities of the Contractor or its officers, employees, subcontractors, or agents under this contract. The Contractor will be responsible for any clean-up due to negligence on the part of the Contractor whether on the site itself or within the vehicle of a participating resident.

## 6. QUALIFICATIONS

The following are the qualifications necessary to be considered for this project. The firm must:

- Have a clear record of performance, free of serious violations found by either the NH Department of Environmental Services or the U.S. Environmental Protection Agency;
- Shall be a registered New Hampshire Hazardous Waste Transporter (Env-Hw 609), shall not have been subject to registration suspension or revocation in the past 3 years;
- Shall not have defaulted on any contract within three years prior to the Proposal date;
- Shall maintain a permanent place of business;
- Shall have adequate personnel and equipment to perform the work expeditiously;
- Shall have suitable financial status to meet obligations incidental to work;
- Shall have appropriate technical experience in the class of work involved;
- Shall not have failed to perform satisfactorily on contracts of a similar nature;
- Shall have a minimum of five (5) years' experience as a business;
- Shall complete (or have completed) the Hazardous Waste Coordinator (HWC) certification program required by NH Department of Environmental Services;
- Shall complete (or have completed) all permitting requirements for the NH Department of Transportation;
- Shall have completed a minimum of three (5) similar household hazardous waste collections;
- Shall have satisfactorily and expeditiously addressed any citations issued during site inspections by the NH Department of Environmental Services or other regulatory agencies, and
- Shall provide a list of disposal methods and sites utilized by the Contractor for each type of hazardous waste typically received at residential collections.

The RPC reserves the right to request documentation supporting this certification and to reject any proposal if that documentation is not made available upon request.

## 7. FEES & DISPOSAL COSTS

Proposals must include proposed costs for conducting the Household Hazardous Waste Disposal and should be presented in three components:

**A. Site Setup Fee:** Set-up costs are those related to the Contractor's crew mobilization to the site, preparation of the site for the collection, including all transportation costs, materials, safety equipment, roll-off container for disposal of non-hazardous wastes (packaging and other waste generated during the collection), equipment needed in the event of rain, labor costs, clean-up, and demobilization from the site.

**B. Disposal Costs:** Please complete the disposal unit cost table provided in Attachment 1 or enclose your own company-specific unit cost price sheet for disposal which provides the equivalent unit cost and disposal information. Additional waste types/ items may be added as needed. The vendor shall be reasonably required to use the most cost effective packing/consolidation of materials for disposal

**C. Other Charges:** Please list and describe all other fees, surcharges, or other costs of whatever nature that will be subject to reimbursement by the communities

## 8. EVALUATION CRITERIA

The following criteria will be used to evaluate and rank the proposals received. The Contractor who best meets the qualifications established and who ranks highest in a composite of the evaluation criteria will be selected.

### Criteria:

- Qualifications: will be evaluated based on the ability to fully meet the qualifications established in Section 6.
- Price: will be evaluated based on the overall Contractor cost of carrying out the collection considering competing proposals, considering fixed costs, disposal costs, and all other costs;
- Safety: will be evaluated based on the Contractor's safety record at similar collection events as available from NHDES or other sources;
- Service: will be evaluated based on such measures as proposed staffing levels and experience for the collection, the ability to process a high volume waste, and proposed level of coordination and planning prior to the event.
- Experience: will be evaluated based on the number of municipal (including multi-municipal) HHW collections carried out in the past 5 years.
- References: will be evaluated based on responses from other municipal or regional clients served by the Contractor in a similar capacity.

**ATTACHMENT 1**

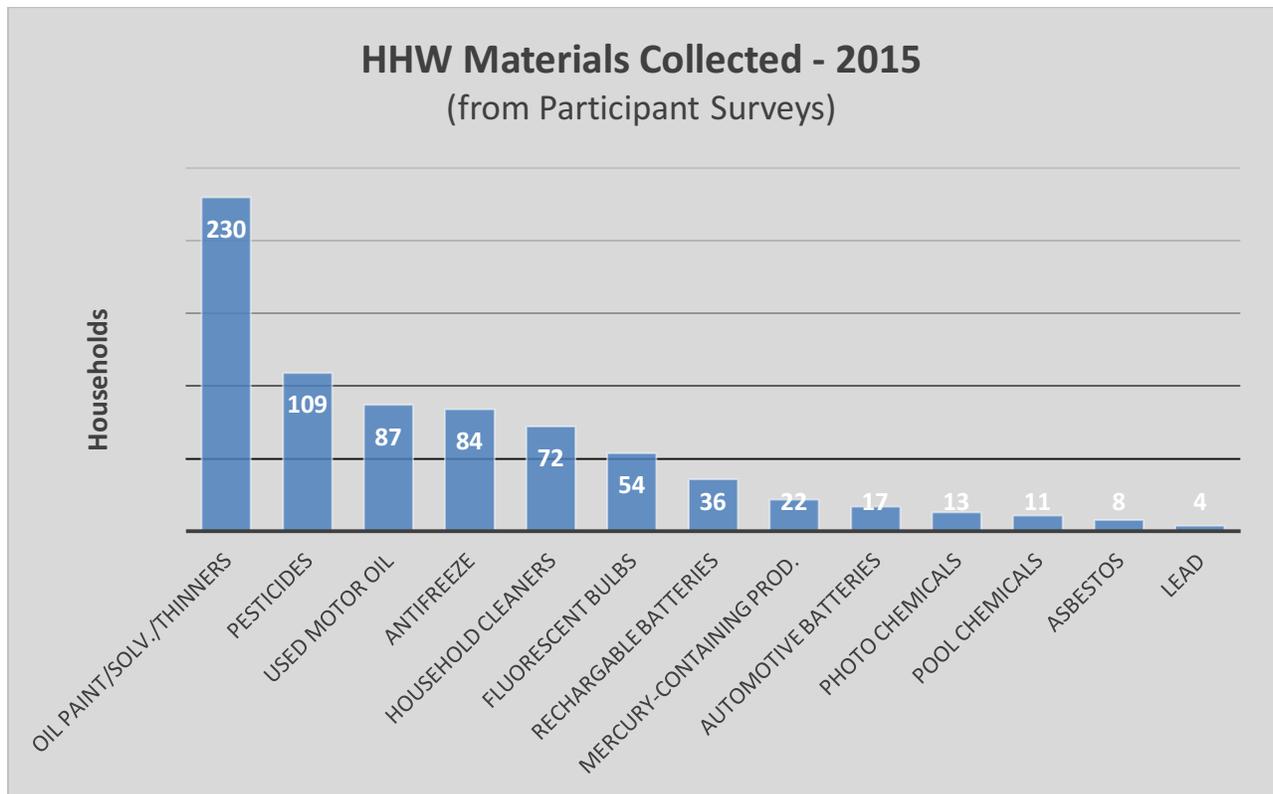
UNIT COSTS AND METHODS OF DISPOSAL (Vendor may substitute proprietary unit cost form)									
Waste Description	Container Size	Packing Method	Cost/ Unit	Disposal / Recycling					Destination
				Check One:					
				Secure Landfill	Incineration	Recycling	Other		
Corrosive Alkaline									
Caustic Alkali Liquid									
Corrosive Liquid, NOS									
Non-Haz Adhesives									
Asbestos – Non Friable Roofing Tar, etc.									
HHW Flammable Liquids									
HHW Aerosol Cans									
Pesticides, Liquid									
Pesticides, Solid									
Pack Lab Chemicals									
Mercury Devices									
HHW Medicines (Noncontrolled)									
HHW Corrosive Inorganic Acids									
Consolidated Flammables (HHW paints/ thinners)									
Paint Related Materials									
Smoke Detectors									
HHW Antifreeze, Glycols									
Other: _____									
Other: _____									
Other: _____									

**ATTACHMENT 2  
GENERAL COLLECTION INFORMATION**

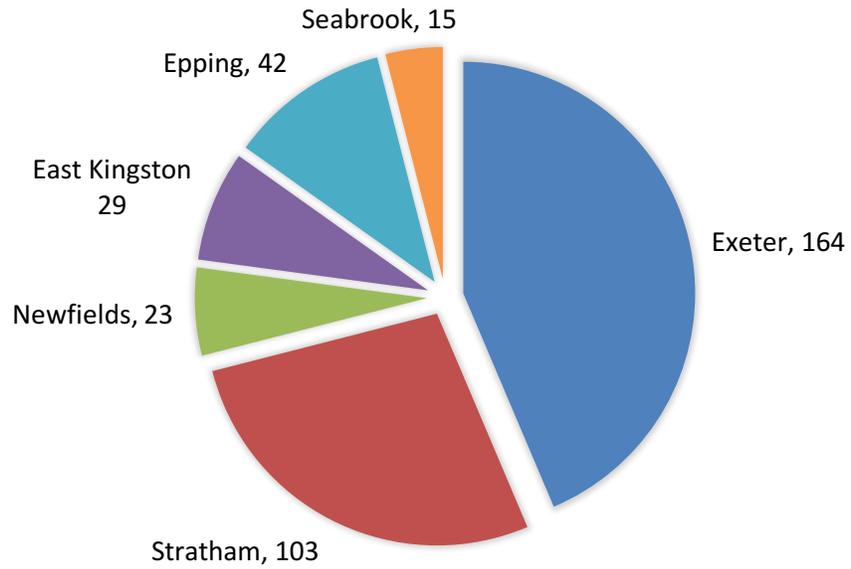
RPC currently administers a household hazardous waste (HHW) collection program that allows residents from the following communities to bring HHW to the scheduled event: Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook and South Hampton, New Hampshire with a combined population of 42,092 (2015 OEP Estimate) and combined households of 16575. The program has compiled data on participation and manifested materials, which may be helpful to applicants. Note that the Town of Seabrook was added to the collection in 2014, and the Town of South Hampton will be added in 2016.

**Population, Households and Participation – 2011-2016**

Year	Towns Included	Population (OEP)	Households	# of participants
2016	Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook, <i>South Hampton (added)</i>	42,092	16,948	TBD
2015	Exeter, Stratham, Newfields, East Kingston, Epping, Seabrook	41,174	16,575	376
2014	Exeter, Stratham, Newfields, East Kingston, Epping, <i>Seabrook (added)</i>	41,152	16,386	283
2013	Exeter, Stratham, Newfields, East Kingston, Epping	32,141	13,723	290
2012	Exeter, Stratham, Newfields, East Kingston, Epping	32,009	13,697	268
2011	Exeter, Stratham, Newfields, East Kingston, Epping	32,253	13,833	264



**HOUSEHOLD PARTICIPATION BY TOWN - 2015 HHW COLLECTION**



**EXETER DEPARTMENT OF PUBLIC WORKS SITE**  
13 Newfields Road (NH Route 85), Exeter, NH

