

**DELAWARE • KNOX • MARION • MORROW
JOINT SOLID WASTE DISTRICT**

REQUEST FOR QUOTES

HOUSEHOLD HAZARDOUS WASTE PROGRAM

2025 – 2027

Quotes Due September 3, 2024



REQUEST FOR QUOTES

DELAWARE • KNOX • MARION • MORROW SOLID WASTE DISTRICT 2025 – 2027 Residential Hazardous Waste Collection Program

The Delaware, Knox, Marion, Morrow Solid Waste District (the “District”) requests proposals from any interested party (referred to herein as the “Contractor”) for the collection, transportation, recycling, processing and proper disposal of hazardous materials from residential collection events on the forms attached. All information must be appropriately and permanently filled in. It is the responsibility of the Contractor to submit its response to the main office of the Delaware, Knox, Marion, Morrow Solid Waste District, 619 West Marion Road, Suite 107, Mount Gilead, Ohio 43338, prior to the time scheduled for the opening of responses.

Responses will be received on or before **September 3, 2024, at 2:00 p.m.** at the DKMM Solid Waste District office at which time they will be publicly opened. The public opening of responses is for informational purposes only and is not to be construed as an acceptance or rejection of any response that is submitted.

Proposals must be submitted in a sealed envelope clearly labeled “HAZARDOUS WASTE PROPOSAL”. The proposal package will be submitted to:

DKMM Solid Waste District
Attn: Jenna Hicks, District Director
619 West Marion Road, Suite 107
Mount Gilead, Ohio 43338

Preparation of Responses

Proposals must address all specification requirements. The successful Contractor will be required to comply with all requirements of the Contract, regardless of whether the Contractor had actual knowledge of the requirements and regardless of any statement or omissions made by the Contractor which might indicate a contrary intention. All price quotations submitted in response to the RFQ must be provided on the attached price quotation form (Attachment D). All blank spaces on the price quotation form must be completed in full, in ink or typewritten.

The District reserves the right to negotiate with more than one bidder or reject any or all bids. The District reserves the right to waive any irregularities and technicalities. Any proposal may be withdrawn prior to the opening of the responses. Any proposal received after the time and date set for the opening shall not be considered. Proposals submitted to the District will become the property of the District and will not be returned.

The Contractor must respond to all specifications contained in this document.

Term of Contract

The initial term of the contract shall be for three (3) years beginning January 1, 2025, and ending on December 31, 2027, if not renewed, extended or adjusted as mutually agreed by both parties in accordance with the Agreement.

GENERAL OVERVIEW

The District is transitioning from one day collection events to semi-permanent collection locations. It is anticipated that the number of one day events and permanent locations will vary each year. At a minimum, there will be two opportunities for residents to dispose of their hazardous waste each contract year, either through one day events or semi-permanent locations as budgets allow. The goal is to eventually have two to four semi-permanent collection locations throughout the District and one Saturday collection event that moves each year. Currently, two semi-permanent locations are in operation with no one day collection events. Dates and locations for one day events will be scheduled at the beginning of each contract year based on mutual agreement. Details (location, staffing needs, hours etc.) for permanent locations will be determined on an individual basis and will be based on the fees outlined by the selected Contractor in the submitted bid documents.

The scope of work under the contract shall consist of the items contained in the contract documents and reasonably implicitly therein, including all incidentals necessary to fully complete said work in accordance with the contract documents.

ONE DAY COLLECTION EVENTS

One day events will be held on Saturdays and will be staffed by the Contractor. District staff and volunteers will direct traffic and collect any associated fees from residents.

The Contractor will provide the following services:

- Provide enough staff for the efficient unloading of vehicles to keep wait times to a minimum.
- Provide all necessary safety equipment, packing supplies, including necessary equipment to contain and clean any spills or uncontained debris.
- Collect, package, label, transport, treat and dispose of conforming waste material in accordance with all applicable federal, state and local laws.
- Accept generation status of all material it accepts during the course of all HHW events.
- Remove all collected material the same day of the event.
- Leave collection sites in the same condition as it was found upon arrival.
- Track and report to the District the total weight in pounds and by material category collected at each event.
- Invoice the District promptly after each event, invoice must itemize each material and include identified measurement of collected materials as weight in pounds.

Past event data can be found in Attachment A.

SEMI-PERMANENT COLLECTION LOCATIONS

Semi-permanent collections are held April – September by appointment. The District schedules one to two residents every 15 minutes to dispose of their material. The Delaware collection is staffed by the Contractor with District staff directing traffic and collecting associated fees from residents. The Knox collection site is staffed and fully operated by a Knox County agency with annual safety training provided by the Contractor. If locations are opened in Marion or Morrow, they may be staffed by the Contractor, the District or a combination of the two. All semi-permanent locations have

storage capacity and pick up of materials will be scheduled as needed with the Contractor.

The Contractor will provide the following services:

- Provide one annual safety training to the District on how to sort and store materials appropriately.
- Depending on the location, may provide staffing which includes accepting material from residents, weighing material and sorting it according to safety guidelines.
- Provide all packing supplies, including necessary equipment to contain and clean any spills or uncontained debris.
- Package, label, transport, treat and dispose of conforming waste material in accordance with all applicable federal, state and local laws.
- Accept generation status of all material once it is packaged and loaded into Contractor's vehicle.
- Track and report to the District the total weight in pounds and by material category collected at each event.
- Invoice the District promptly after each event. Invoice must itemize each material and include identified measurement of collected materials as weight in pounds.

Basis for Award

Ohio law does not require the District to perform a competitive bidding or selection process to award the hazardous waste contract. This RFQ process is being conducted solely for the convenience of the District and the general benefit of the District's residents. The successful Contractor will execute a contract within thirty (30) days after awarded by the Board. The contract will be awarded to the party whose proposal is determined to be the most advantageous to the District by the District's Board of Directors (the "Board"), in the exercise of the Board's sole and absolute discretion. In determining which proposal is most advantageous to the District, the Board may consider any and all relevant criteria, regardless of whether one or more such criteria are specified in this RFQ. The criteria that may be considered by the Board in determining which proposal is most advantageous for the District include, but are not limited to, the following:

- The price quotation submitted by the Contractor
- Experience in the collection, processing and disposing of hazardous waste
- Contractor's past relationship with the District
- Quality of the Contractor's staff and service
- Business references pertaining to the provision of collection, processing and disposing of hazardous waste for cities, villages, solid waste districts

The Board reserves the right to reject any and all proposals, to waive any irregularities or technicalities and to negotiate final terms and conditions of the contract, including, but not limited to, the contract price with the Contractor that is selected by the Board to receive the contract.

Contractors must maintain proposals for one hundred twenty (120) days following the date that proposals are publicly opened as determined by the District.

INFORMATION REQUIRED TO BE SUBMITTED IN THE PROPOSAL

1. Evidence in form and substance satisfactory to the District that the Contractor has at least five (5) years' experience in the collection of and processing of hazardous waste. In addition, the Contractor must demonstrate that it has the experience to properly process and dispose of household hazardous waste.
2. Contractor must submit at least three (3) references as a part of demonstrating compliance with this section. The reference information must contain the contact, phone, address, City/Village/Township/Solid Waste District, size of collection event, and any other pertinent information that demonstrates the necessary experience to perform satisfactorily under this contract.
3. Maintain minimum limits of insurance as outlined in this document.
4. Submission of unit price for all requested materials on the price quotation form. Other formats will not be accepted.
5. Submission of all required information, certifications, and forms as required by the specifications contained therein.

The District may conduct any investigation deemed necessary to assist in the evaluation of any proposal and to establish the qualifications and financial ability of any Contractor to perform the obligations of the contract.

Disqualification of Proposals

Any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Contractor and the rejection of the proposal:

- Evidence of collusion among Contractors.
- Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
- Default on any previous municipal contract for failure to perform.
- Non-responsive proposal.
- Price quotation considerably and inexplicably lower than the median of other quotations received.

CONTRACT ITEMS

Insurance Coverage

Contractor shall maintain the following insurance for the duration of this Agreement: Comprehensive general liability \$2,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies where aggregates are applicable, a \$4,000,000 aggregate limit and identical limits for pollution liability, if pollution coverage is not included under the general liability coverage. Automobile Liability \$5,000,000 combined single limit per accident for bodily injury and property damage to include pollution liability in Ohio or any state traveled for this Program. Workers' Compensation coverage is required by the State of Ohio, as well as any similar coverage required for this work by applicable Federal law to be paid by contractor or subcontractor(s).

Compliance with Laws

The Contractor shall conduct operations under this Contract in compliance with all applicable laws.

Court and law

The Morrow County Court of Common Pleas shall be the exclusive jurisdiction for any action of proceedings concerning any agreement or performance under the contract documents or in connection with the contract. In any such action or proceeding the contract documents shall be construed in accordance with the laws of the State of Ohio which shall govern to the exclusion of the law of any other forum.

Subcontracting

The experience, knowledge, capability, and reputation of the contractor and its principal employees will be a factor. The contract may not be assigned voluntarily or by operation of law without the prior written consent of the District.

Civil Rights

The DKMM Solid Waste District and Contractor agree that as a condition of this contract, there shall be no discrimination against any employee, agent, subcontractor because of race, color, sex, religion, national origin, handicap, or any other factor as specified in Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973, and subsequent amendments. It is further agreed that the Contractor will comply with all appropriate federal and state laws regarding such discrimination and the right to and method of appeal shall be made available to all persons under this contract. Any agency found to be out of compliance with this paragraph might be subject to termination of this contract.

American with Disabilities Act Compliance

The Contractor states that it complies with all rules and regulations of the Americans with Disabilities Act and agrees to sign a statement to this effect.

PREVIOUS COLLECTION STATISTICS

	Delaware	Knox	Marion	Morrow	Annual Total
2015	No Event	Cars 361 34,251 lbs.	Cars 294 37,662 lbs.	No Event	Cars 655 71,913 lbs.
2016	Cars 396 18,440 lbs.	No Event	No Event	Cars 247 23,545 lbs.	Cars 643 41,985 lbs.
2017	No Event	Cars 311 16,316 lbs.	Cars 292 15,984 lbs.	No Event	Cars 603 32,300 lbs.
2018	Cars 425 78,089 lbs.	No Event	No Event	Cars 242 21,385 lbs.	Cars 667 99,474 lbs.
2019	No Event	Cars 376 32,664 lbs.	Cars 268 25,163 lbs.	No Event	Cars 644 57,827 lbs.
2020	Cars 625 49,471 lbs.	No Event	No Event	Cars 381 39,585 lbs.	Cars 1,006 89,056 lbs.
2021	No Event	* Cars 145 12,773 lbs.	Cars 501 55,180 lbs.	No Event	Cars 646 67,953 lbs.
2022	Cars 467 54,880 lbs.	* Cars 184 14,111 lbs.	No Event	No Event	Cars 651 68,991 lbs.
2023	No Event	* Cars 173 15,400 lbs.	No Event	Cars 275 41,064 lbs.	Cars 448 56,467 lbs.

* Signifies a semi-permanent collection (April – September by appointment)

ACCEPTABLE MATERIALS

The minimum household hazardous waste materials to be collected are to include but are not limited to:

- Aerosols
- Anti-freeze (glycols)
- Cleaners
- Fertilizers
- Fire Extinguishers
- Flammable Cylinders
- Gasoline
- Herbicides
- Household Batteries (including alkaline)
- Insecticide
- Light bulbs (4 ft., 8 ft., miscellaneous shaped bulbs)
- Mercury
- Miscellaneous Lab Pack
- Non-Pourable Products
- Oil
- Paint (including latex)
- Pesticides
- Pool Chemicals
- Propane (20 lbs. & under, and lecture cylinders)
- Reactive Material
- Refrigerant Gas Cylinders
- Sealers
- Smoke Detectors (ionizing)
- Solvents
- Stains

COVER PAGE

Local Service Center/Office Information

Name of Company: _____

Local Address: _____

Contract Person: _____

Phone: _____

Email: _____

Corporate/Headquarters Information

Address: _____

Phone: _____

President: _____

Business Type: _____

Signed by Corporate Officer or Designee

Date

Name Printed

PRICE QUOTATION FORM

ONE DAY COLLECTION EVENTS

Mobilization to each one-day event.

Location	Cost/ Event
Delaware County Fairgrounds 935 US Rte. 23 N., Delaware	\$
Knox County Fairgrounds 125 Fairgrounds Rd., Mount Vernon	\$
Marion County Fairgrounds 220 E. Fairgrounds St., Marion	\$
Morrow County Fairgrounds 195 S. Main St., Mount Gilead	\$

Labor that will be sent to each one-day event to ensure quick processing of cars.

Title	Estimated # Needed	Hourly Rate
	Delaware _____ Knox _____ Marion _____ Morrow _____	\$
	Delaware _____ Knox _____ Marion _____ Morrow _____	\$
	Delaware _____ Knox _____ Marion _____ Morrow _____	\$
	Delaware _____ Knox _____ Marion _____ Morrow _____	\$
	Delaware _____ Knox _____ Marion _____ Morrow _____	\$

SEMI-PERMANENT COLLECTIONS

Transportation of material collected at semi-permanent collections to Contractor's processing facility. The Delaware location has a 20-foot lockable unit and the Mount Veron location has a 40-foot lockable unit available for hazardous waste storage. Pick up will be scheduled once storage capacity is reached.

Location	Storage Available On-Site	Cost
Delaware- 888 US Highway 42 N., Delaware	20-foot storage container	\$
Knox- 17604 Coshocton Rd., Mount Vernon	40-foot storage container	\$
Marion- TBD	TBD	\$
Morrow- TBD	TBD	\$

Labor that will be sent to each contractor staffed semi-permanent collections. One to two residents will be scheduled to drop off material every 15 minutes.

Title	Estimated # Needed	Hourly Rate
	Delaware _____ Knox _____ Marion _____ Morrow _____	\$
	Delaware _____ Knox _____ Marion _____ Morrow _____	\$
	Delaware _____ Knox _____ Marion _____ Morrow _____	\$

SUPPLIES

Supplies that will be provided at one-day and semi-permanent collections.

Type	Unit Price
Cubic Yard Box	\$
55 Gallon Drum	\$
30 Gallon Drum	\$
14 Gallon Drum	\$
5 Gallon Drum	\$
8' Lamp Drum	\$
4' Lamp Drum	\$
Other:	\$
Other:	\$
Other:	\$

DISPOSAL

The cost to properly dispose of the collected material at one-day and semi-permanent collections.

Description	Unit of Measure (lbs., each, 55 gallon drum, etc.)	Unit Price	Estimated Pounds Per Unit of Measure	Cost Per Pound	* Management Method (see codes listed below this table)
Acids (drain cleaner, sulfuric acid, hydrochloric acid, muratic acid, etc.)					
Aerosols (bug spray, paint, cleaner, etc.)					
Automotive Solvents (antifreeze, gas, oil, brake fluid, etc.)					
Bases/Caustics (bleach, deck wash, draino, ammonia, etc.)					
Batteries a) Alkaline b) Lead Acid c) Ni-CD d) Lithium					
Bulbs a) CFL b) 8' c) 4'					
Fire Extinguishers					
Lab Pack (pool chemicals, flares, etc.)					
Latex Paint					
Mercury					
Oxygen Tanks					
Propane Tanks 5 lbs. 20 lbs.					
Smoke Detectors					

Toxic Liquids (yard chemicals, pesticides, insecticides, etc.)					
Toxic Solids (yard chemicals, pesticides, insecticides, etc.)					
Other:					
Other:					
Other:					

Please specify any other charges which might be incurred. If items other than those listed are invoiced, the District is not obligated to cover the cost.

*** MANAGEMENT METHOD CODES**

Ru	Reuse	S	Stabilization
Rc	Recycle	Lf	Landfill
Br	Beneficial Reuse	At	Aqueous Treatment
In	Incineration		