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REQUEST FOR PROPOSALS
October 1, 2013

Issued by: The Bennington County Regional Commission organizing for the Vermont Towns of Arlington, Dorset, Manchester, Rupert, Sandgate, & Sunderland and the Town of Shaftsbury, organizing for the Vermont Towns of Shaftsbury, Pownal and Stamford.

Purpose: Household Hazardous Waste and Conditionally Exempt Generator Waste for four events, two in the spring and two in the fall of 2014

Date Issued: September 26, 2013

Bid Due Date: November 4, 2013, 5:00 PM EST

Award Date: January 1, 2014

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I. Background

The Bennington County Regional Commission (BCRC), on behalf of the Towns of Arlington, Dorset, Manchester, Rupert, Sandgate, and Sunderland, and the Town of Shaftsbury, on behalf of the Towns of Shaftsbury, Pownal and Stamford, are jointly seeking proposals from qualified vendors for the pickup, transportation and proper disposal of hazardous waste generated from four (4) single-day collection events for household hazardous waste and conditionally exempt generator waste.

Most of the other regions in the State of Vermont have Solid Waste Districts that manage HHW events on behalf of their residents. However, there is no Solid Waste District in Bennington County. As required by the State of Vermont, these towns work collaboratively to hold single-day collection events annually, at which all residents and small businesses of these towns can dispose of household

hazardous waste (HHW) and conditionally exempt generator waste (CEG). These “HHW events”, have been held at locations in Bennington County on a designated Saturday in the spring (generally May) and fall (generally October) of each year. BCRC contracts with the six towns for the management of two HHW events to ensure that HHW and CEG waste are properly handled by a licensed hauler. The Town of Shaftsbury works cooperatively with Pownal and Stamford to hold their two events.

In 2012, BCRC and Shaftsbury each held two events, and flyers are attached at the end of this RFP outlining the materials accepted at events. A total of 203 households participated in the BCRC events and 189 households participated in the Shaftsbury events. No businesses participated. In previous years, there have been a few small businesses and the number of households has been higher.

II. Scope of Services

BCRC and the Town of Shaftsbury are seeking proposals for the collection and disposal of Household Hazardous Waste & Conditionally-Exempt Generator Waste as defined by the Vermont Agency of Natural Resources. These materials may include paints and varnishes (see the Vermont Paint Product Stewardship Law – Act 158 at <http://www.anr.state.vt.us/dec/wastediv/HHW/documents/ACT058.pdf>), fluorescent bulbs and tubes (see <http://www.lamprecycle.org/vermont.shtml>), pesticides, non-latex paints, cleaners, solvents, flammable materials, resins and adhesives and mercury (see Vermont Hazardous Waste Management Program at <http://www.anr.state.vt.us/dec/wastediv/rcra/regs.htm> and Appendices A and B).

Each set of events would occur on the same day, but in different locations. As of this time, the tentative dates for the spring events are May 10, 2014 and for the fall, October 4, 2014. The Shaftsbury events would occur at the town transfer station and the BCRC events at locations to be determined. Bidders should submit a proposal for all four events. Once selected the bidder will contract separately with BCRC for the two events for the six towns it works with and with Shaftsbury for Shaftsbury, Pownal and Stamford.

Proposals should include:

1. A concise description of the methods to carry out each of the collection events with a separate description for each event. This should include plans for setting up the site, safety, contingencies (e.g., weather, spills, fire, etc.), methods of identifying and separating types of waste, testing, and consolidation of materials.
2. The characteristics of the area needed (#square feet or acres, ingress and egress, traffic flow, etc.), number of containers, staffing, signage, recording of information on types and amounts of materials, the process of demobilization and other relevant information.
3. A listing and description of the destination(s) of the wastes collected.
4. Estimated costs of the events with line item costs of fixed fee and variable expenses associated with set up, transportation, delivery/removal, disposal/recycling, necessary chemical tests, etc. Costs should be specified by type of material and quantity in the form of Table 1 below.
5. Labor costs for staff including drivers and travel costs to and from the site and to disposal facilities.
6. Examples of manifests, invoices and summary reports of amounts by volume and weight for use by BCRC and the Town of Shaftsbury for reporting to VT ANR (see Appendix D)

7. Qualified personnel and their positions (e.g., supervisor, chemist, technician, etc.) that will manage the project and that will be on-site at the events.
8. A contingency plan to include an explanation of how the bidder proposes to meet the demand of waste collection if containers fill up more quickly than anticipated.
9. A contingency plan for any other hazardous waste materials that may be brought by households or businesses.
10. Documentation of relevant experience, qualifications, insurances, and licenses. Proposals should include names, addresses, phone and email of three client references that we may contact.
11. Documentation on company compliance with applicable federal, state and local laws and regulations.

Table 1. Format for cost estimates. Note that the following materials are examples only. Vendors should provide more detail where possible.				
MATERIAL (55-gallon unless otherwise indicated)	Cost Per pound	Cost Per container	Method of Disposal	Name and Location of End Disposal Facility
Bulked Oil-based Paint & related products				
Bulked Flammable Liquids				
Bulked Latex Paint				
Bulked Lead Debris				
Bulked Lead Paint Chips				
Bulked Antifreeze				
Bulked Acids				
Bulked Caustics				
Bulked Oil and Water (organics and water)				
Bulked Speedy-dry and Oil (No Free liquids)				
Absorbent Pads/Rags & Oil (No Free Liquids)				
Speedy Dry and Gasoline (No Free Liquids)				
Free Liquids in absorbent material and rags				
Bulked Waste Oil				
Fluorescent bulbs				
Lab packed Acids				
Lab packed Alkalis				
Lab packed Aerosols				
Lab packed Oxidizers				
Lab packed Pesticides				
Lab packed Organic Peroxides (class C or below and stable)				
Lab packed Reactives (isocyanates, etc.)				
Lab packed Dioxins				
Lab packed Ether (must be stabilized or free of organic peroxide)				
Lab packed Oil-based Paints (cubic yard boxes)				

Table 1. Format for cost estimates. Note that the following materials are examples only. Vendors should provide more detail where possible.

MATERIAL (55-gallon unless otherwise indicated)	Cost Per pound	Cost Per container	Method of Disposal	Name and Location of End Disposal Facility
Lab packed Latex Paint (cubic yard boxes)				
Lab packed Tars, Resins, Adhesives (cubic yard boxes)				
Lab packed Tars, Resins, Adhesives				
Lab packed Small Paints				
Lab packed Mercury Compounds				
Lab packed Flammable Solids				
Mercury Debris (Hazardous waste, debris)				
Non-regulated Liquids				
Non-regulated Solids (NO STATE CODES)				
Oxidizing Liquids/caustic or acidic				
Fixer and Developer				
Oil Tank Bottoms				
Asbestos				
Lead Paint and Sodium Hydroxide				
Alkaline Solids (with or without metals)				
Unknowns				
Deactivation of non-transportable material (ether, picric acid)				

Table 1. Format for cost estimates. Note that the following materials are examples only. Vendors should provide more detail where possible.

SUPPLIES	Cost / unit	# Required	Total Costs
Reconditioned 55-gallon drums (metal)			
Reconditioned 55-gallon drums (poly)			
55-gallon open head drums, poly [new]			
30-gallon open head drums, poly [new]			
15-gallon open head drums, poly [new]			
5-gallon open head pail, poly [new]			
Cubic Yard Boxes [new]			
Bag of Vermiculite [new]			
Drum Gaskets			
55-gallon drum rings (metal)			
Labels and Manifests			
LABOR			
	Cost / unit	Total costs	
Transportation Fees (per pickup)			
Hourly rate - driver			
Round trip driver hours			
Miles			
Hourly on-site rate - technician or chemist			

III. Required Submission

Electronic versions (Adobe Acrobat or Microsoft Word) of proposals from interested parties must be received at the BCRC (email Michael Batcher at mbatcher@bcrcvt.org) office no later than 5:00 PM on Monday, November 4, 2014. Proposals should be no more than twenty-five (25) pages in length including any supplementary material. Proposals should list web sites for further information.

Direct all inquiries and submissions to:

Michael S. Batcher
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IV. Proposal Evaluation

- Clarity and organization of the proposal and its responsiveness to completing the project.
- The vendor's experience and qualifications to perform the requested services.
- Certification including any licenses or permits for handling and transporting hazardous waste in the State of Vermont.
- The extent to which the vendor demonstrates an ability to work effectively and coordinate activities with local officials and interested parties.
- The ability of the vendor to plan for and implement the events in May and October of 2012
- Costs to complete collect and dispose of the HHW and CEG materials.
- Clarity and accuracy of records, manifests, bills and summary reports.

V. Schedule

- September 27, 2013 – RFP issued
- November 4, 2013 – Due date for proposals
- November 11-22, 2013 – Proposal review (Note, bidders may be contacted if necessary for follow-up questions)
- December 1, 2013 – Proposal selected
- January 1, 2014 – contracts with BCRC and Shaftsbury finalized
- March to April 2014 – pre-event conference call or meeting
- May 2014 – Spring Event
- October 2014 – Fall Event
- November 2014 – Post event meeting or conference call to review project

Note that the bidder(s) receiving the contract(s) will be expected to participate in a pre-event call or meeting to discuss logistics and a post-event call or meeting to review the project.

VI. Other Information

1. BCRC and the Town of Shaftsbury may accept or reject any proposal and may cancel the project at any time.
2. BCRC and the Town of Shaftsbury may modify and reissue the RFP following review of submitted proposals.
3. BCRC and the Town of Shaftsbury are not responsible for any costs incurred by the vendor prior to issuing a contract. Vendors shall bear the full cost of proposal preparation, any meetings and contract negotiations.
4. BCRC and the Town of Shaftsbury may negotiate a contract with the vendor whose proposal would be the most advantageous to them, based on the selection criteria described below.
5. All proposals submitted as part of this RFP shall become the property of the BCRC and the Town of Shaftsbury. As such, they are public information and may be reviewed by anyone requesting to review them.
6. BCRC and the Town of Shaftsbury may request additional information as part of the proposal review.
7. Proposals should be the original work of vendors, and there should be no actions by any vendors that would restrict or eliminate free competition.
8. All proposals will remain valid for ninety (90) days from the date of submittal.
9. The selected vendor will need to show proof of adequate insurance and required licensing, certification and permitting.

CC: Towns of Arlington, Dorset, Manchester, Pownal, Rupert, Sandgate, Shaftsbury, Stamford and Sunderland

Attachments:

BCRC Event Flyers

Shaftsbury Event Flyers

HOUSEHOLD HAZARDOUS WASTE COLLECTION

For Residents & Small Businesses of:
Arlington, Dorset, Manchester, Rupert, Sandgate, & Sunderland

Saturday, October 6, 2012

9:00 AM to 1:00 PM

Dorset School

130 School Dr., Dorset, VT 05251

Acceptable proof of residency will be required. The collection is FREE for residents.

**Small businesses must pre-register with Clean Harbors by October 4th
and must pay for the amount delivered.**

What to Bring? Any substance with a label that says “toxic, corrosive, poison, combustible, danger or caution, wear gloves, use in well ventilated room, keep away from flame, or similar warnings.”

Household: Drain cleaner, floor cleaner, oven cleaner, toilet cleaner, rug and upholstery cleaners, furniture or metal polish, bleach, ammonia, disinfectants, air fresheners, photography chemicals, chemistry sets, moth balls, naphtha, camphor, nail polish remover, perfume, alcohol, mercury items, fluorescent lamps, compact fluorescent lamps (CFLs).

Garage: Gasoline, kerosene, antifreeze, wiper fluid, brake or transmission fluid, engine degreaser, carburetor cleaner, radiator flusher, car wax/polish, driveway sealant.

Workbench: Oil-based paint, stains, varnishes, linseed oil, fillers, putty, adhesives, resins, solvents, rust treatments, acids, hydrogen peroxide, roofing tar, tar remover, creosote.

Yard: Pesticides, herbicides, fungicides, other poisons, chemical fertilizers, pool chemicals, septic system additives, animal repellants, no-pest strips, flea control products,

Freon containing freezers, refrigerators and air conditioners will also be accepted.

Do Not Bring: Latex paint, auto & alkaline batteries, used motor oil, radioactive materials, including smoke and CO₂ detectors, tires, explosives (ammunition/fireworks), pressurized cylinders, empty aerosol cans, furniture, bulky items, mattresses, scrap metal, appliances.

We can no longer accept electronic items such as televisions and computers. However, the Dorset School is holding an event to take these items, free of charge, on Saturday, October 13, 2012 from 9:00 AM to 12:00 PM.

Sponsored By: Towns of Arlington, Dorset, Manchester, Rupert, Sandgate, Sunderland, the Bennington County Regional Commission, the Vermont Agency of Natural Resources, and the Vermont Agency of Agriculture. Clean Harbors Environmental Services will collect and dispose of HHW and CEG materials.

Contact Michael Batchner at the BCRC at mbatchner@bcrcvt.org or 442-0713 ext. 2 for more information and [business pre-registration](#).

FREE HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY

SATURDAY May 12, 2012

RAIN or SHINE

9:00 AM – 1:00 PM

**SHAFTSBURY SOLID WASTE FACILITY
536 NORTH ROAD, SHAFTSBURY, VERMONT
FOR**

SHAFTSBURY, STAMFORD and POWNAL RESIDENTS

This event is open to all **Shaftsbury, Stamford and Pownal** residents.

WHAT TO BRING: Any substance with labels that say **CAUSTIC, TOXIC, CORROSIVE, POISON, FLAMMABLE, DANGER, WARNING OR CAUTION.**

From the Workbench:

Oil based
Stains & Varnishes
Wood Preservatives
Paint Strippers/Thinners
Solvent Adhesives
Lighter Fluid

From the House:

Rubber Cement/ Airplane Glue
Fiberglass Resins
Photo Chemicals
Chemistry Sets
Furniture Polish
Floor/Metal Polish
Oven Cleaner
Drain/Toilet Cleaner
Spot Remover
Rug/Upholstery Cleaner
Hobby Supplies/Artist Supplies
Fluorescent Fixture/Bulbs
Mercury Products

WHAT NOT TO BRING!!

Empty Containers/Trash
Radioactive Waste
Smoke Detectors
Infectious/Biological Wastes
Propane Cylinders
Pressurized Cylinders
Ammunition/Fireworks/Explosives
Fire Extinguishers
Prescription Medicines/Syringes
Dried and Hardened Latex Paint
Auto and Alkaline Batteries
Battery Packs
E-Waste

From the Garage:

Fuels/Gasoline/Kerosene
Antifreeze
Motor Oil
Engine Degreaser
Brake Fluid
Carburetor Cleaner
Transmission Fluid
Car Wax/Polishes
Driveway Sealer
Roofing Tar
Creosote

From the Yard:

Poisons/Insecticides/Fungicides
Chemical Fertilizers
Weed Killers
Moth Balls
Flea Control Products
Pesticides
Pool Chemicals
Muriatic Acid
No-pest Strips

HOW CAN I SAFELY TRANSPORT THESE HAZARDOUS MATERIALS???

Leave material in original containers.
Tighten caps and lids.
Sort and pack separately: oil paint,
pesticides and household cleaners.
Pack containers in sturdy upright boxes
and pad with newspaper.
NEVER MIX CHEMICALS
Pack your car and drive directly to the site.
NEVER SMOKE while handling hazardous
material

FOR MORE INFORMATION CONTACT:

Shaftsbury (802) 442-4043

Pownal 379-1470 or 442-9325

Stamford (802) 694-1361

THIS COLLECTION IS OPERATED BY: CLEANHARBORS Environmental Services, Inc. (978) 683-1002

NOTE: Dried Latex Paint mixed with Kitty Litter and Used motor oil is collected
at the Landfill during normal operating hours.

Appendix B. COMMON HOUSEHOLD HAZARDOUS WASTES

CORROSIVES (ACIDS)

Boric Acid
Car Battery Acid
Copper Cleaners
Etching Solutions
Ferric Chloride
Fertilizers *
Hydrochloric Acid
Hydrofluoric Acid
Metal Cleaners
Muriatic Acid
Navel Jelly
Phosphoric Acid
Pool Acid
Sheep Dip
Sodium Bisulfate
Sulfuric Acid
Toilet Bowl Cleaners *

CORROSIVES (BASES)

Ammonia and Ammonia Based Cleaners
Battery Terminal Cleaner
Caustic Soda
Cess Pool Cleaners *
Drain Cleaners *
Household cleaners *
Lime
Lye
Oven Cleaners *
Sodium Hydroxide
Window Cleaners

FLAMMABLES & COMBUSTIBLES

Acetone
Adhesives *
Aerosol
Air Freshener
Alcohols
Artificial Snow
Asphalt Driveway Topping
Automotive Body Filler (Bondo) (unsolidified)
Automotive Oils
Automotive Waxes
Bar-B-Que Lighter Fluid
Benzene
Brake Fluid
Camphor
Chrome-Silver Polishes *
Cutting Oil
Denatured Alcohol
Diesel Fuel
Disinfectants
Duplicator Fluid
Enamel Paint (unsolidified)
Enamel/Oil Base Paint
Epoxy Paint (unsolidified)
Ethanol
Ether
Ethylene Glycol
Fiberglass Resins (unsolidified)
Fingernail Polish and Remover
Floor/Furniture Polish
Formaldehyde Solution
Formalin
Gasoline
Glues *
Grease
Household Waxes
Isopropyl Alcohol
Kerosene

Lacquer Thinner
Lacquer Paint (unsolidified)
Linseed Oil
Liquid Waxes *
Liquid Sandpaper *
Liquid Butane
Methanol
Naphtha
Oils (petroleum)
Organic solvents
Paint Thinners
Paint Strippers *
Paraffin Oil
Pentachlorophenol
Perfume
Petroleum Distillates
Plastic Roof Cement
Plastic Model Cement
Polyurethane Paint (unsolidified)
Polyurethane Cement (unsolidified)
Power Steering Fluid
Primers
Roofing Cement
Rug/Upholstery Cleaner
Sealers
Shellac Thinner
Silicone Sprays
Spot Remover/Dry Cleaning Fluids
Thinner
Tile Cement
Tire Black
Toluol/Toluene
Transmission Fluid
Transmission Oil
Turpentine
Varnish
Wallpaper Cement
Windshield Wiper Fluid
White Gas
Wood Filler/Putty
Wood Stain
Xylol/Xylene

ORGANIC PEROXIDE

Adhesive Catalysts
Automotive Body Filler Catalyst
Tree Root/Stump Killer

OXIDIZERS

Ammonium Nitrate
Bleach
Calcium Hypochlorite
Chlorates
Fertilizers *
Fluorine
Hair Coloring
Hydrogen Peroxide
Iodine
Nitric Acid
Plant Food
Potassium Permanganate
Sodium Hypochlorite
Toilet Bowl Cleaner with bleach

POISONS

Ant and Roach Killer
Anti-Freeze
Arsenic Compounds
Automotive Cleaners
Bacterial Pipe Cleaners
Bordeaux Mix
Boric Acid
Bug Remover

Chlordane
Chrome-Silver Polishes *
Chromium
Copper Sulfate
DDT
Diazinon
Dimethylamine Salts
Disinfectants *
Dog Repellent
Ethylene Glycol
Fertilizers
Flea Spray/Powder
Fungicides *
Gopher Killer
Insect Sprays
Lead Compounds
Lice Powder
Lindane
Malathion
Mercury
Methylene Chloride
Mole Killer
Moth Crystals
Pentachlorophenol
Pesticides
Pharmaceuticals
Plant Food
Pruning Paint
Pyrethrins
Rat Poison
Rose Dust
Sheep Dip
Snail/Slug Killer
Strychnine
Tar Remover
Weed and Grass Killer
Windshield Wiper Fluid

* Check Ingredients

PROHIBITED

RADIOACTIVE MATERIALS

Old glow in the dark watches
Smoke Alarms

EXPLOSIVES

Ammunition
Fireworks
Flares