



REQUEST FOR PROPOSAL

**NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT
HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENTS**

Issued—MAY 1, 2020

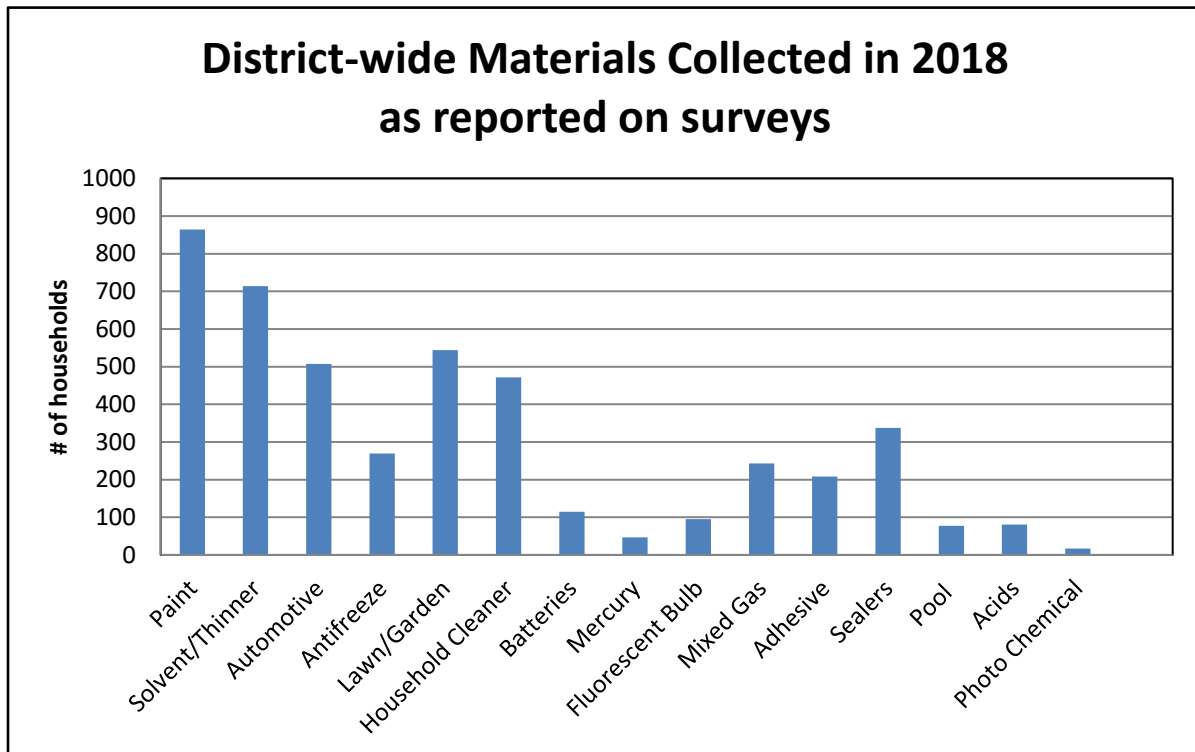
Section 1. Purpose

The Nashua Region Solid Waste Management District (NRSWMD) is accepting proposals to supply identification, handling, packaging, and disposal services for household hazardous wastes at 6 collection events per year during 2021, 2022, and 2023. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

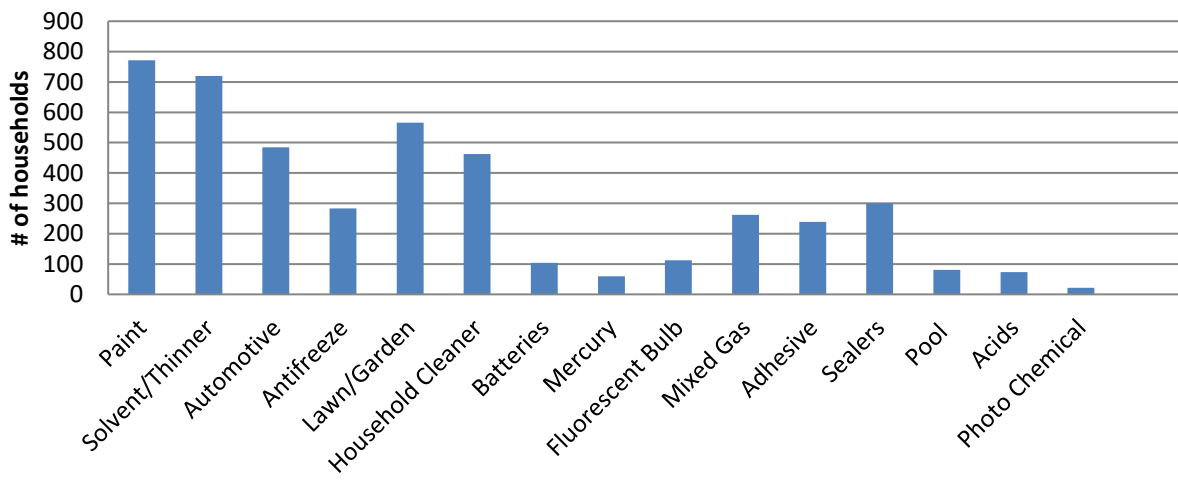
Section 2. Background

The NRSWMD in conjunction with the Nashua Regional Planning Commission (NRPC) has been sponsoring household hazardous waste collection events for its member communities since the mid-1980s. The household hazardous waste (HHW) collection program allows residents from the following communities to bring HHW to regularly scheduled events: Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham New Hampshire.

The program has compiled data on participation and manifested materials, which may be helpful to applicants.



District-wide Materials Collected in 2019
as reported on surveys



Number of Households Participating

Year	April (Nashua)	May (Milford)	June (Nashua)	Aug. (Nashua)	Aug. (Pelham)	Oct. (Nashua)	Nov. (Nashua)	Total Households
2019	303	N/A	277	281	246	328	298	1,734
2018	273	170	217	292	N/A	344	307	1,603
2017	326	153	204	278	217	275	355	1,808
2016	339	170	150	308	201	233	335	1,736
2015	265	173	243	309	N/A	336	370	1,696
2014	312	133	211	310	N/A	339	318	1,623
2013	245	219	205	313	N/A	332	218	1,532
2012	217	122	148	270	N/A	252	271	1,280
2011	213	125	119	238	N/A	194	143	1,032
2010	220	141	162	300	N/A	251	294	1,368
2009	148	139	185	239	N/A	281	320	1,312
2008	148	124	154	283	N/A	265	242	1,216

Amount of Waste

Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/21/2018	13,420	1,850	15,270
6/5/2018 (Milford)	7,990	1,580	9,570
6/7/2018	15,624	795	16,419
8/4/2018	13,702	2,545	16,247
(Pelham)	N/A	N/A	N/A
10/6/2018	16,725	1,191	17,916
11/3/2018	11,680	3,225	14,905

Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/20/2019	16,105	3,000	19,105
Milford	N/A	N/A	N/A
6/6/2019	12,080	1,055	13,135
8/3/2019	16,495	1,420	17,915
8/24/2019 (Pelham)	8,285	1,215	9,500
10/5/2019	16,270	3,564	19,834
11/2/2019	14,557	1,755	16,312

- Total region-wide population in NRSWMD communities = 220,288 (OSI 2018 Population Estimates)
- Total households in NRSWMD communities = 89,087 (OSI Current Estimates and Trends NH for NH housing supply 2018)

Six collection events will be scheduled from April – November, the collection season. Residents are permitted to bring identifiable household hazardous wastes to the collection events.

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.

Section 3. Scope of Work

3.1 Screening and Collection of Waste

NRSWMD Responsibilities

The scope of this project is to provide 6 Household Hazardous Waste Collection events per calendar year to residents of our member communities (Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham New Hampshire). The NRSWMD will provide all advertising, publicity, educational outreach, and general event setup such as traffic cones and signs (not related to disposal activities). NRPC, on behalf of the NRSWMD, will be the primary contact for municipal and residential questions related to the program or its administration. The NRSWMD will be responsible for coordinating the provision of an adequately sized dumpster or roll-off for the disposal of non-hazardous rubbish and containers collected during the waste day. The NRSWMD will also be responsible for the tipping fees or costs associated with disposal of these materials in an area landfill or local transfer station.

Contractor Responsibilities

The Contractor must be willing to provide services for collection events that operate primarily on Saturday mornings throughout the months of April through November. They must also to be willing to provide services for one June event each year is held on Thursday afternoon/evening. Preferred collection dates and times for the 2021, 2022, and 2023 collection seasons are shown below.

2021 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 17, 2021	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	N/A	8:00 a.m. – 12:00 p.m.	Milford Public Works Garage or Pelham Municipal Building
Thursday	June 3, 2021	3:00 p.m. – 7:00 p.m.	Nashua Public Works Garage
Saturday	August 7, 2021	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	August 28, 2021	8:00 a.m. – 12:00 p.m.	Pelham Municipal Building
Saturday	October 2, 2021	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	November 6, 2021	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage

* Represents the time the event is open to the public. Applicants are responsible for determining how much additional time is required for event set-up and take-down. It is our policy to open events promptly at the advertised times and to allow the last car in line at the closing time to move through the collection process.

2022 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 23, 2022	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	May 7, 2022	8:00 a.m. – 12:00 p.m.	Milford Public Works Garage
Thursday	June 2, 2022	3:00 p.m. – 7:00 p.m.	Nashua Public Works Garage
Saturday	August 6, 2022	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	N/A	8:00 a.m. – 12:00 p.m.	Pelham Municipal Building
Saturday	October 8, 2022	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	November 5, 2022	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage

2023 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 22, 2023	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	N/A	8:00 a.m. – 12:00 p.m.	Milford Public Works Garage or Pelham Municipal Building
Thursday	June 1, 2023	3:00 p.m. – 7:00 p.m.	Nashua Public Works Garage
Saturday	August 5, 2023	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	August 26, 2023	8:00 a.m. – 12:00 p.m.	Pelham Municipal Building
Saturday	October 7, 2023	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	November 4, 2023	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage

Contractor personnel will line floors and roll off and will set up sorting tables, safety equipment, and all other items related to HHW disposal. Contractor will be responsible for screening waste to ensure only acceptable items are collected. Excluded waste includes latex paint, used oil, auto batteries, explosives, radioactive materials, biologically active or infectious waste, medications, sharps, electronics, and asbestos. If excluded materials are delivered, effort must be made by the contractor to assist residents in the proper disposal of such materials. Contractor must attempt to identify and analyze unknown material on site where necessary to allow for its disposal. In general, it is the NRSWMD’s desire to not simply turn away a participant and risk improper disposal of waste. Participants that must be refused will be offered assistance in seeking proper disposal options.

The NRSWMD also offers a Small Quantity Generator (SQG) Program to regional businesses. SQGs work directly with the Contractor in advance of a HHW collection event to arrange the separate manifesting of SQG wastes. It is the Contractor’s responsibility to determine if the SQG can safely participate in the HHW program. When appropriate, SQGs bring the identified wastes to the collection event where they pay the Contractor directly for the disposal of these materials.

The on-site project manager from the successful Contractor will also be expected to attend a pre-event meeting with a NRPC representative, host community Division of Public Works staff, or other representatives to ensure that events run smoothly and that all parties have an opportunity to coordinate activities and responsibilities prior to the collection day. These meetings should last no longer than one hour and will occur within one week of a scheduled collection event.

3.2 Waste Identification and Packaging

Contractor personnel will perform waste identification of material for documentation and segregation according to Hazard Class and must bulk or package in containers approved by State and Federal regulations. Each container must be manifested, labeled, and coded in accordance with all pertinent State and Federal regulations. The contractor shall be responsible for writing and fulfilling requirements of a Site Safety, Spill Response, and Emergency Evacuation Plan.

3.3 Temporary Storage and Inspections

The NRSWMD maintains a permanent storage facility in Nashua designed specifically for the short-term temporary storage of household hazardous wastes. This facility will be made available to the Contractor to temporarily store materials collected at the District's HHW events in Nashua as needed. Please note that collection events in Milford or any location other than Nashua do not have access to this facility.

The Contractor will be responsible for performing weekly inspections of the building and materials during the collection season, regardless of whether materials are contained within or not, and reporting these inspections to the relevant state and federal permitting authorities.

The facility is owned by the City of Nashua and is located on City property at 9 Stadium Drive, Nashua, NH. It is currently used exclusively for the HHW program however authorized personnel may use the building temporarily in an emergency event. As such, it only contains waste during the HHW collection season (April through November). The 3-bay facility was manufactured by Carlisle Building Systems, Inc. and includes a dry chemical fire suppression system. Additional building specifications are available.

3.4 Transportation and Disposal

As needed, hazardous wastes are to be transported off site in vehicles permitted for such transportation, according to State and Federal regulations by drivers properly trained and licensed to transport hazardous wastes. NRSWMD recognizes the following disposal methods in order of preference: waste recycling, fuel recovery, chemical treatment, destructive incineration, and landfill.

3.5 Reporting and Documentation

The Contractor shall provide the NRSWMD with a copy of a manifest listing of all wastes packed for disposal prior to leaving the collection site after each event. The Contractor shall finalize and/or complete all manifest and shipping papers upon receipt of waste at Contractor's treatment, storage, and disposal facility, and shall provide a completed copy of the manifests to the NRSWMD within 30 days of the collection event. The Contractor will also need to comply with all NH Department of Environmental Services reporting requirements. The Contractor must also provide an itemized invoice of all charges to the NRSWMD for materials used at each collection event, waste disposal services, transportation, and labor. Contractor shall obtain a required permit for the building from Nashua Fire Rescue. Finally, the Contractor must provide an annual report summarizing the wastes collected at each event, including a material profile, number of containers collected, weight of container, and container size.

Section 4. Additional Considerations

The NRSWMD welcomes opportunities to increase participation rates and improve customer service at its HHW collections. Contractors are welcome to provide alternative proposals for HHW services, provided they also respond to the current service format. This may include modified collection event scheduling, increased opportunities for reuse or recycling as opposed to disposal, and/or expanded collection hours for items such as oil-based paint.

Section 5. Generator

For record keeping and paperwork purposes, the Contractor shall be deemed to be the "Generator" of all wastes accepted by the contractor during the collection events from residents of the NRSWMD's service areas.

Section 6. Contract Terms

The term of the Contract shall be for a three (3) year period beginning on January 1, 2021 and terminating December 31, 2023, provided that:

1. Funds are authorized annually by the NRSWMD
2. Neither the NRSWMD nor the Contractor desires to alter the terms of the contract during the three year period, and
3. The contract is not otherwise terminated through provisions of another clause of the contract.

The NRSWMD has the option, upon mutual agreement with the Contractor, to extend the terms of the contract for up to two (2) one-year extensions.

NRSWMD will negotiate contract terms upon selection. All contracts are subject to review by NRSWMD's legal counsel. A project will be awarded upon signing of an agreement or contract that outlines terms, scope, budget, indemnification, insurance, and other necessary items.

Section 7. Insurance Requirements

The NRSWMD requires selected contractors and any subcontractors to obtain and maintain at their own expense all insurance required by state and federal law. If requested, the selected organization agrees to provide NRSWMD with evidence of required policies, certificates, and/or endorsements upon award of the contract. As a minimum, contractors and subcontractors are required to have the following coverages related to any contract work for the NRSWMD:

- Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of this project
- Comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts no less than \$2,000,000 for bodily injury or death in any one incident and \$500,000 for property damage in any one incident.

The NRSWMD shall be named as an additional insured on comprehensive liability coverage. Contractor shall furnish copies of all such policies and all renewals, terminations, and alterations to the NRSWMD on a current basis.

The selected contractor is required to insure the HHW permanent storage facility located at 9 Stadium Drive, Nashua, NH on behalf of the Nashua Region Solid Waste Management District, the Nashua Regional Planning Commission, and the City of Nashua.

Section 8. Proposal Requirements

All proposals must include the items listed below and must be organized as follows:

- 1. Proposal Summary**—this should include the highlights of the proposal, such as an overview of the vendor organization, most relevant experience, and summarized cost information.
- 2. Vendor Information and Signature Form (Attachment 1)**—this form is provided as Attachment 1 of the RFP. The form should be completed and signed by the person with authority to approve contracts with the NRSWMD.
- 3. Qualifications of Firm**—qualified applicants must have technical expertise in the operation of HHW facilities and the collection and disposal of hazardous waste. Applicants must possess a thorough knowledge and understanding of applicable State and Federal rules and regulations that may affect any and all aspects of the program. Applicants must provide information to demonstrate the firm’s experience, including experience with other local government agencies. The selected Contractor must be licensed in the State of New Hampshire to handle, package, store, transport, and dispose of household hazardous wastes. The Contractor shall specify and have present at the site a Project Manager / Safety Officer responsible for directing the Contractor’s operation. This person shall coordinate the project’s activities with the NRPC and District Representatives. The Contractor shall also have present at each site an employee trained in chemical identification of all hazardous and acutely hazardous wastes as defined in Env-Wm 400. The Contractor shall have present sufficient employees or agents based upon anticipated need to handle, containerize, label, load, store, and transport wastes safely for treatment or disposal at a permitted hazardous waste facility. Each of the above-specified persons shall be sufficiently experienced and trained to properly carry out the operation.
- 4. References**—applicants must provide a list of projects within the last five (5) years that demonstrate the applicant’s skills and capabilities with the type of services being requested. Please include the project name, location, client contact name and telephone number, and a brief description of the project.
- 5. Project Management**—applicants must provide a proposed organizational chart for services to be provided to the NRSWMD. Include resumes of key professional staff anticipated to work on the project. Detailed information on the staff’s experience on similar projects should be included. Provide information regarding the number of staff anticipated to work at each collection event and discuss the current workload for the key professional staff to address the applicant’s ability to supply adequate staffing for the contract.
- 6. Project Approach**—this section must include a description of the scope of service to be provided with a detailed description of how the work will be performed. This section should include any assistance or responsibilities requested from the NRSWMD.
- 7. Storage, Disposal, and Recycling Facilities**—applicants must provide names, locations, and pertinent state and federal license/permit information for the contractor, hauler, storage facility, and disposal facility that might handle waste collected from the NRSWMD. Please include relevant safety records and listings of all warning notifications, violations, and/or citations, with details explaining each received from pertinent Federal and/or State agencies for the past two years, as well as any past or pending litigation.
- 8. Pricing Proposal (Attachment 2)**—applicants must submit their pricing proposal using the enclosed HHW Pricing Proposal Sheet (Attachment 2). Applicants may attach explanations

and/or elaborate on submitted pricing as deemed necessary by attaching additional pages to the provided form.

9. **HHW Storage Facility Insurance (Attachment 3)**- applicants must submit answers to the questions regarding HHW facility insurance in attachment 3.
10. **Alternative Proposals (optional)**—if desired, applicants may provide alternative proposals for modified collection event scheduling, increased opportunities for reuse or recycling as opposed to disposal, and/or expanded collection for items such as oil-based paint. This section should include pricing for all modified or additional services.

Section 9. Submittal Instructions

This is an open and competitive process.

Proposals must be received by 4:00 p.m. on Monday June 1, 2020 in order to be considered. Proposals received after this time will not be considered. Proposals may be submitted electronically to Mason Twombly at masont@nashuarpc.org or mailed to:

Mason D. Twombly
Nashua Regional Planning Commission
30 Temple Street, Suite 310
Nashua, NH 03060

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Section 10. RFP Schedule

	Date	Time
Deadline for Contractor Questions	May 15, 2020	4:00 PM
Answers/clarifications posted	May 22, 2020	4:00 PM
Proposal submittal date	June 1, 2020	4:00 PM
Interviews (upon request)	Week of June 8, 2020	TBD
Contract Execution	No later than June 23, 2020	4:00 PM
Notification to all other candidates	No later than June 26, 2020	4:00 PM

Section 11. Review and Selection Process

The following criteria will be the basis on which firms will be selected for further consideration:

- Specialized or appropriate expertise in this particular type of project.
- Adequate staff and equipment for the project.
- Current workload.
- Previous experience with this type of project.
- Pricing
- Other factors that may be appropriate for the project.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

Attachment 1. Vendor Information and Signature Form

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Business is a (check one):

Corporation

Limited Liability Company

Partnership

Individual

Joint Venture

Other

If your organization is a **CORPORATION**, please answer the following:

a. Date of Incorporation: _____

b. State: _____

c. President's Name: _____

d. Vice-President's Name: _____

e. Secretary's Name: _____

f. Treasurer's Name: _____

If your organization is a **PARTNERSHIP**, please answer the following:

a. Date of Organization: _____

b. Type of Partnership: _____

c. Names of general Partners: _____

If your organization is INDIVIDUALLY OWNED, please answer the following:

a. Date of Organization: _____

b. Name of Owner: _____

If your organization is any other form of organization, please explain on an attached addendum to this form.

1. How many years has your organization been in business under its present business name?

2. What other names has your organization operated under (specify years)?

3. List the categories of work that your organization normally performs with its own workforce and equipment.

4. **Claims and Suits:** If the answer to any of the following questions below is yes, please attach details.

a. Has your organization ever failed to complete any work awarded to it?

Yes

No

b. Are there any judgments, claims, arbitration, proceedings, or suits pending or outstanding against your organization or its officers?

Yes

No

c. Has your organization filed any lawsuits or requested arbitration with regard to similar contracts within the last five years?

Yes

No

5. Please answer the following questions in relation to qualifications. For any "No" answer, please provide supplemental information explaining the reason for this answer and any remedies or special circumstances that should be considered.

	YES	NO
Does the Bidder maintain a permanent place of business?	<input type="checkbox"/>	<input type="checkbox"/>

Does the bidder have adequate personnel and equipment to perform the work expeditiously?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have suitable financial status to meet obligations incidental to work?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have appropriate field technical experience in the class of work involved?	<input type="checkbox"/>	<input type="checkbox"/>
Is the bidder registered with the Secretary of State in New Hampshire to do business in New Hampshire?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder performed satisfactorily on contracts of a similar nature?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed prior contracts on time?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have a minimum of five (5) years of experience as a business?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed the Hazardous Waste Coordinator (HWC) certification program required by the NH Department of Environmental Services?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed a minimum of three (3) similar projects?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have previous experience with multi-site household hazardous waste collections?	<input type="checkbox"/>	<input type="checkbox"/>
Is the bidder able to provide a list of disposal methods and sites utilized by the bidder for each type of hazardous waste typically received at residential collections?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder been able to satisfactorily and expeditiously address any citations issued during site inspections by the NH Department of Environmental Services or other regulatory agencies?	<input type="checkbox"/>	<input type="checkbox"/>

6. The following statements represent proposal conditions which must be satisfied and agreed to by the Bidder:

	YES	NO
The Bidder understands the District reserves the right to reject any or all Proposals and to waive any formalities in the proposal process for any reason the District determines to be in the best interest of the communities within its jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
The Bidder agrees that the Proposal shall be valid and may not be withdrawn for a period of ninety (90) days, including Saturdays, Sundays, and holidays, after the scheduled opening day of the Proposal.	<input type="checkbox"/>	<input type="checkbox"/>
The Bidder understands that additional information related to compliance with the District operating plan, equal employment opportunities, insurance coverage, required permits, and indemnification will be required at the time of contract execution.	<input type="checkbox"/>	<input type="checkbox"/>
In the case this Proposal be accepted by the District and then undersigned shall fail to execute the Contract within fourteen (14) days from the date of Notice of Award, then the District may, at its option, determine that the undersigned has abandoned the Contract and, thereupon, this Proposal shall be null and void.	<input type="checkbox"/>	<input type="checkbox"/>

Dated this _____ day of _____ 2020.

Name of Organization: _____

Signed: _____

By: _____

Title: _____

Attachment 2. Pricing Proposal

All applicants must provide **BOTH** a fixed rate per event price (A) and pricing per unit of material (B).

A. Fixed Rate per Event Pricing

Please provide a flat fee cost proposal for the NRSWMD HHW collection program in the 2021, 2022, and 2023 collection seasons. Cost estimates should be made on a per-event basis, based on project coordination, set-up, labor, transportation, handling, storage, waste disposal, and storage facility inspections. Costs should also include all other pertinent duties associated with the collection program, as described in Section 3 of this RFP. You may attach additional documentation to this form to explain cost budgeting, if desired.

Flat Fee per Event Pricing = _____

B. Per Unit Pricing

Please indicate the disposal price per unit of each material. The cost should be inclusive of all services described in Section 3 of this RFP, including supplies, transportation, labeling, treatment, and disposal.

Item	Unit	Disposal Cost per Unit
Flammable Liquids	55 Gallon	
Consolidated Paint (non-latex)	55 Gallon	
Liquid Pesticides	55 Gallon	
Solid Pesticides	55 Gallon	
Inorganic Acid	30 Gallon	
Organic Acid	30 Gallon	
Corrosive Base	30 Gallon	
Aerosols	55 Gallon	
Poison Inhalation Hazards Lab Pack	Each	
Lab Pack	5 Gallon	
Lab Pack	14 Gallon	
Lab Pack	30 Gallon	
Poison Inhalation Hazards Reactive Lab Pack	Each	
Reactive Lab Pack	5 Gallon	
Reactive Lab Pack	14 Gallon	
4 Foot Lamps	1	
8 Foot Lamps	1	
U-Tube Lamps	1	
Compact Lamps	1	
Alkaline Batteries	Per pound	
Ni-Cad Batteries	Per Pound	
Lead Acid Batteries	Per Pound	

Lithium Batteries	Per Pound	
Mercury Devices	5 Gallon	
Labor (please note number of staff provided)	4 hours per event plus set-up/break down	
Transportation		
Supplies		
Additional Fees (please explain)		