

**INVITATION TO BID
HOUSEHOLD HAZARDOUS WASTE COLLECTION
SCOTT COUNTY, VIRGINIA**

Scott County, Virginia is accepting bids for a contractor to collect, sort, package, transport, and dispose of Household Hazardous Waste from a one-day collection program.

This collection day will be held on Saturday, September 29, 2018 from 9:00 a.m. to 3:00 p.m. at the Gate City's Flea Market Parking Lot located on Water Street in Gate City, Virginia.

The goal of this event is to allow the citizens of Scott County a safe, legal, and inexpensive way to dispose of unwanted Household Hazardous Waste. This will benefit both the environment as well as raise public awareness on the need to recycle.

The participants will be restricted to households and farms located in Scott County, Virginia only.

Contractor may accept waste from commercial businesses or industries; however, contractor must invoice them separately. No waste from commercial businesses or industries will be paid for by the County.

A scope of work is included in this package. This will become a part of any contract between the Scott County Board of Supervisors and the chosen contractor.

Scott County reserves the right to reject any or all bids submitted on this invitation, to accept any bid which meets the specifications herein stated, and to waive any formality or technicality in any bid in the best interest of the County

Scott County will provide tax-exempt certificate upon award of contract.

Questions concerning project should be submitted to Bill Dingus, Public Works Director, or Amy Vicars, Purchasing Administrator, at 276-386-6521, fax 276-386-9198, or email bdingus@scottcountyva.com or avicars@scottcountyva.com , Scott County Administrative Offices, 190 Beech Street, Suite 201, Gate City, VA 24251.

Submit bids on attached form. Bids will be accepted until 2:00 PM, Thursday, September 13, 2018. Please submit bids in a sealed envelope labeled "HHW RFP" to the attention of Amy Vicars, Purchasing Administrator at the Scott County Administrative Offices, 190 Beech Street, Suite 201, Gate City, VA 24251.

SCOPE OF WORK

Section A: Contractors Responsibilities

1. Submit low bid for proposed work.
2. The contractor will designate a minimum of one person to work with the coordinator to develop the final plans of this event.
3. For regulatory purposes, the contractor will be deemed as the generator and will be responsible for all waste from the time of collection until said waste is properly disposed of. 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. See following list of equipment needed:
 - Waste Management/Disposal Equipment: Awning or tents, drums, absorbent for spills, shipping manifests, labels, testing equipment, trucks, and fork lifts.
 - Safety Equipment: Plastic ground covering, safety coveralls/Tyvek suites, aprons, goggles, splash shields, gloves, respirators, fire extinguishers, eye wash stations, towels, blankets, decontamination equipment, monitoring equipment (explosive vapors and organic vapors)
 - Furniture: Tables, chairs
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 Commonwealth of Virginia and be insured. Copies of both must be included in the quote submitted. Comply with all applicable VOSHA, building code, environmental, etc..., laws and regulations.
7. Contractor shall, during the performance of the work, 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 Scott County coordinator upon completion on scheduled collection day. Records of disposal must also be provided upon completion of disposal.
10. The contractor will dispose of collected waste at a federally permitted facility in accordance with all state and federal regulations.
11. The contractor shall make every attempt to recycle any materials collected.
12. The contractor will provide any necessary training to the police, fire, and rescue units that will be on site for this event.
13. If contractor fails to meet requirements as specified herein, contractor will be subject to a 5% (five percent) penalty on final payment from Scott County.

14. Contractor's Authorization to Transact Business: Please see the attached form titled "Proof of Authority to Transact Business in Virginia."
15. Discrimination Prohibited; Participation of Small, Women-, Minority- and Service Disabled Veteran-Owned Business: (*Code of Virginia* § 2.2-4310) In the solicitation or awarding of contracts, the County of Scott shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.
16. The County welcomes and encourages the participation of small businesses and businesses owned by women, minorities, and service disabled veterans in procurement transactions made by the County.
17. Employment Discrimination: (*Code of Virginia* § 2.2-4311) This provision only applies to contracts valued in excess of \$10,000.

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

18. Drug-Free Workplace: (*Code of Virginia* § 2.2-4312) This provision only applies to contracts valued in excess of \$10,000.

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

19. Faith-Based Organizations: (*Code of Virginia* § 2.2-4343.1) Scott County does not discriminate against faith-based organizations.
20. Illegal Aliens: (*Code of Virginia* § 2.2-4311.1) The Contractor agrees that he or she does not, and shall not during the performance of this contract, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
21. Indemnification: The Contractor shall hold harmless and indemnify Scott County and its officers, officials, employees, and agents against any and all injury, loss, or damage arising out of the Contractor's negligent or intentionally wrongful acts or omissions. The County will not agree to indemnify the offeror or bidder.
22. Proprietary Information: § 2.2-4342(F) of the *Code of Virginia* states: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 of the *Code of Virginia* (1950), as amended, shall not be subject to the *Virginia Freedom of Information Act* (§ 2.2-3700 et seq. of the *Code of Virginia* (1950), as amended); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary." If the exemption from disclosure provided by § 2.2-4342(F) of the *Code of Virginia* is not properly invoked, then the proposals will be subject to disclosure pursuant to applicable law.

Section B: Sponsor Responsibilities

The Scott County Board of Supervisors will provide the following services for this event:

- a. The site
- b. Security for the site
- c. Fire and rescue units on site
- d. Garbage collection for non-hazardous materials
- e. Advertising for the event

Section C: Acceptable Wastes

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

Acids	Aerosol sprays
Asbestos products	Automotive fluids *exception -motor oil
Coal tar products	Creosote products
Driveway sealers	Floor care products
Fungicides	Glues
Herbicides	Inks and dyes
Insecticides	Kerosene
Mercury products	Mothballs
Paint (latex and oil)	Paint thinner
Pesticides	Poisons
Polishes	Pool chemicals
Rust removers	Varnish and stains
Weed killers	Wood preservers

Section D: Non-Acceptable Wastes

The contractor will not be required nor expected to collect any radioactive, explosive, or biomedical wastes.

*The contractor will not be required nor expected to collect used automotive oil or batteries. Participants should use local recycle center for these items.

Section E: Collection, Testing, Labeling, and Packaging

1. The contractor's staff will be responsible for removing the waste from participants' vehicles.
2. The contractor will be required to have separate work areas for the collection of waste, testing, and sorting, packaging and labeling, and storage of the collected waste.
3. The contractor will be responsible for all air monitoring during this process. Should the readings be deemed dangerous, the contractor will stop operations until the samples comply with state and federal regulations.
4. The contractor will make every effort to determine the content of all unknown wastes. Where possible, bulk packaging and combining of like substances will be used to save funds.
5. **All collected items must be weighed on site with scales provided by contractor. Totals will be recorded and provided to Scott County Coordinator before waste is removed off site.**

Section F: Emergencies and Safety Plans

1. As previously stated, the Scott County Board of Supervisors will provide police, fire, and rescue units for the site.
2. The contractor will be responsible for submitting a site safety plan one (1) week prior to the collection day. The Coordinator of Emergency Services will review this plan.
3. The contractor will also be responsible for developing a Spill Control and Countermeasures Plan for this event. This must also be submitted one (1) week prior to this event.

Section G: 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 shipping papers to the Scott County Board of Supervisors Coordinator before leaving the site.
3. All vehicles must be properly placarded and all state and federal regulations must be adhered to.

Section H: Supporting Documentation

1. When submitting the bid, the contractor should include any experience in handling Household Hazardous Waste Collection events along with references.
2. The contractor shall supply (2) copies of the bid (1-original & 1-copy) to the Scott County Board of Supervisors.

3. If the contractor wishes to modify any part of this document, it should be done on a separate sheet of paper and be clearly marked.
4. The bid must include all costs for site set up, equipment, labor, transportation, materials, and disposal.
5. The bid should be based on a cost per pound of waste collected.

Section I: Payment

1. After all records and documents have been received and verified by the Scott County Board of Supervisors, the contractor will be paid within 45 days. The participants will be restricted to households and farms located in Scott County, Virginia only. Contractor may accept waste from commercial businesses or industries; however, contractor must invoice them separately. No waste from commercial business or industries will be paid for by the County.
2. Scott County will provide tax-exempt certificate upon award of contract.

BID FORM

HYPOTHETICAL SCENARIO				
Waste Description	Quantity	Weight	Unit Price Per Pound	Total Cost
Bulk Waste Fluid Liquid	5 Drums (55 Gallon)	2,500 lbs	\$	\$
Bulk Waste Liquid Paint	4 Drums (55 Gallon)	2,000 lbs	\$	\$
Lab Pack Waste Pesticide Liquid	4 Drums (55 Gallon)	1,000 lbs	\$	\$
Lab Pack Corrosives	4 Drums (55 Gallon)	800 lbs	\$	\$
Lab Pack Aerosols	2 Drums (55 Gallon)	500 lbs	\$	\$
Lab Pack Flammable Liquid	10 Drums (55 Gallon)	3,000 lbs	\$	\$
Lab Pack Miscellaneous	2 Drums (55 Gallon)	400 lbs	\$	\$
Mobilization & Set Up Fee				\$
<i>Bidder <u>MUST</u> list below and/or attach a price list (unit price per pound) of all other acceptable waste items as applicable. Bid will not be accepted, if items and prices are not listed and/or if a list is not attached to their bid form.</i>				

Date: _____

Email: _____

Signature: _____

Title: _____

Address: _____

Phone#: _____

Fax#: _____

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

The attention of each offeror or bidder is directed to § 2.2-4311.2 of the *Code of Virginia*, which requires an offeror or bidder organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, to include in its proposal or bid the Identification Number issued to such offeror or bidder by the Virginia State Corporation Commission (SCC). Furthermore, any offeror or bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the *Code of Virginia*, as amended, or as otherwise required by law, shall include in its proposal or bid a statement describing why the offeror or bidder is not required to be so authorized. Failure to provide the required information may result in the rejection of the proposal or bid. If the proposal or bid is accepted by the County, the undersigned agrees that the requirements of the *Code of Virginia* § 2.2-4311.2 have been met. Please complete the following by checking the appropriate line that applies and providing the requested information. **PLEASE NOTE: The SCC number is NOT your federal ID number or business license number.**

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such offeror's/bidder's Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such offeror/bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s): _____

Please attach additional sheets if you need more space to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9): _____

By: _____ Title: _____
(typed or printed)

Date: _____ Authorized Signature: _____

PLEASE RETURN THIS PAGE WITH PROPOSAL OR BID - REQUIRED