



## GENESEE COUNTY PURCHASING

A Division of the Genesee County Controller's Office

COUNTY ADMINISTRATION BLDG

1101 BEACH STREET, ROOM 343,

FLINT, MICHIGAN 48502

Phone: (810) 257-3030 Fax (810)257-3380

[www.gc4me.com](http://www.gc4me.com)

**Keith Francis**  
*Controller*

January 6, 2016

### **GENESEE COUNTY REQUEST FOR PROPOSALS #16-076**

Sealed proposals will be received until **3:00 p.m. (EST), Wednesday, January 27, 2016**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502 for **HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES**.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

**DUE DATE:** 3:00 p.m. (EST), Wednesday, January 27, 2016  
**PROPOSAL REQUEST NUMBER: #16-076**

*Cindy Carnes*

CINDY CARNES, PURCHASING MANAGER

bid2\2016\16-076  
Attachments

**GENESEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

[www.gc4me.com](http://www.gc4me.com)

## **TABLE OF CONTENTS**

<b>SECTION 1 - INSTRUCTIONS TO PROPOSERS .....</b>	<b>3</b>
<b>SECTION 2 - STANDARD TERMS &amp; CONDITIONS .....</b>	<b>5</b>
<b>SECTION 3 - ADDITIONAL TERMS &amp; CONDITIONS .....</b>	<b>8</b>
<b>SECTION 4 - QUALIFICATIONS OF PROPOSERS.....</b>	<b>11</b>
<b>SECTION 5 - SCOPE OF WORK .....</b>	<b>12</b>
<b>SECTION 6 - SUPPLEMENTAL CONDITIONS .....</b>	<b>14</b>
<b>SECTION 7 - INFORMATION REQUIRED FROM PROPOSERS .....</b>	<b>14</b>
<b>SECTION 8 - EVALUATION CRITERIA &amp; SELECTION PROCEDURE.....</b>	<b>15</b>
<b>SIGNATURE PAGE.....</b>	<b>16</b>
<b>GENESEE COUNTY INSURANCE CHECKLIST .....</b>	<b>17</b>
<b>REFERENCE PAGE.....</b>	<b>18</b>
<b>CONTRACT FOR PROFESSIONAL SERVICES .....</b>	<b>23</b>

# RFP #16-076 HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES

## SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Sealed proposals will be received until **3:00 p.m. (EST), Wednesday, January 27, 2016**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., closed noon to 1:00 p.m. for lunch, closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
2. **Submit one original, three (3) paper copy and one electronic copy of your proposal.** All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal. Proposals may not be submitted at the Buy4Michigan or MITN site for this offering.
3. **Buy4Michigan** – an alternate review of proposal request can be done at **Buy4Michigan.com**. Open Market Bid 303716B0006832. Requests for proposal and opportunities to bid on products and services required by Genesee County can be found on the website **www.Buy4Michigan.com**. This website is the official posting site for most State of Michigan solicitation and allows municipalities across Michigan to more effectively notify vendors of RFP and bid opportunities. By making use of this site it increases internal efficiency and lowers costs for member agencies and taxpayers through shared resources.
  - a. You must register at the site to participate in other solicitations. Once registered you will have access to all solicitations throughout the State of Michigan posted at the website.

If you have questions or need assistance registering, please call the Vendor Support Department at 888-734-9749, Monday through Friday, 8:00 a.m. through 8:00 p.m. ET. To register for access to Genesee County bids, please go to <https://www.buy4michigan.com/bsollogin.sdo> and click on Register <https://www.buy4michigan.com/bsolexternal/fidCheck.jsp>.

4. Michigan Inter-governmental Trade Network– an alternate review of the RFP number RFP-CC-16-076 can be done at <http://www.mitn.info/Genesee-County.asp?AgencyID=2340&PageType=open>.
  - a. Genesee County has partnered with BidNet as part of the [Michigan Inter-governmental Trade Network](#) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Inter-governmental](#)

[Trade Network](https://www.mitn.info/Registration.asp?ID=2340) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](#) support department toll free 1-800-835-4603.

5. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.
6. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at <http://www.gc4me.com/departments/purchasing> for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.
7. The County's Standard Proposed Contract is attached to this RFP. After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.
8. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

9. Proposal Format: Proposals must be submitted in the format outlined in Section 7. **INFORMATION REQUIRED FROM PROPOSERS** to be deemed responsive.

## SECTION 2 - STANDARD TERMS & CONDITIONS

1. **Genesee County Purchasing Regulations:** All procurements are conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, Michigan, 48502.
2. **Evaluation and Award:** Submitted proposals are not publicly opened and not available for review until after contract award. The contract will be awarded to the responsible offeror whose proposal is determined to be most advantageous to the County, based on the evaluation criteria set forth in the RFP. Genesee County reserves the right to reject any or all proposals, to waive any informality or irregularity in any proposal, and to negotiate with the apparent successful offeror in the best interest of Genesee County.
3. **Discussion with Responsible Offerors and Revisions to Proposals:** Discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. If provided in the RFP, revisions of proposals may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. Unless otherwise indicated in the Request for Proposals, Genesee County reserves the right to award the contract in whole or in part, by item, by group of items, or by section where such action serves the best interests of Genesee County.
4. **Cancellation; Rejection of Proposals:** The Request for Proposals may be canceled by Genesee County at any time for any reason. Any proposal received may be rejected in whole or in part when in the best interests of Genesee County.
5. **Receipt of Proposals:** It is solely the responsibility of the offeror to assure the timely receipt of its proposal at the location indicated in the proposal announcement. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
7. **Tax:** Genesee County is a Michigan Municipal Corporation and as such it is exempt from Federal Excise Tax and Michigan Sales Tax.
8. **Non-Discrimination:** The successful proposer/Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who

may be used to carry out duties described in this contract. Breach of this covenant shall be regarded as a material breach of this contract.

9. **Performance Bond:** If a performance bond is required, the bond must be issued by a company authorized to do business in the State of Michigan.
10. **Conflict of Interest:** Each offeror, by submitting a proposal, represents that the offeror has no knowledge that any employee, representative or agent of the offeror is a County employee who has directly or indirectly participated on behalf of the County in the contemplated procurement, or that any County employee who has so participated or any member of such an employee's immediate family has a financial interest pertaining to the contemplated procurement from the offeror, and represents that the offeror reasonably believes that no employee, representative or agent of offeror is a County employee who has so participated and that no County employee who has so participated or member of that employee's immediate family has a financial interest in the contemplated procurement from the offeror.
11. **Inspection:** All goods are received subject to inspection and testing. If goods are defective or fail to meet the RFP's specifications, Genesee County shall have the right to reject the goods or to correct the defects. The contractor shall pay Genesee County for expenses incurred in correcting defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the contractor. After the forty-five day period, Genesee County will dispose of the goods without further liability to Genesee County. The contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.
12. **Offeror's Representations:** Each offeror, by submitting a proposal, represents as follows:
  - 1) That the offeror has read and understood the RFP documents and has submitted its proposal in accordance therewith;
  - 2) That the proposal has been submitted by a duly authorized owner, partner, or corporate officer;
  - 3) That the proposal submitted has been prepared independently without collusion, agreement, understanding, or planned common course of action with any other supplier of the goods or services described in the RFP, designed to limit independent offers or competition.
13. **Independent Contractor:** Offeror agrees that if awarded a contract, it shall be an independent contractor and not an employee of Genesee County. The contractor shall secure, at its own expense, all personnel required in supplying goods or services under the awarded contract. All such personnel shall have no contractual relationship with Genesee County and shall not be considered employees of Genesee County.

14. **Insurance:** Each offeror must submit a completed Genesee County Insurance Checklist, if so stipulated in the RFP. The required coverage and minimum limits may vary dependent upon the dollar amount of the contract, length of time of the contract, and the hazard level of the work or services to be performed. The types of insurance coverage may include: workers compensation, general liability, auto liability and/or professional liability. The insurer, insurance retention group, pool, or self-insurer must be authorized/licensed to provide such coverage within the State of Michigan and meet minimum financial ratings, if applicable, as supplied by Best or S & P.
15. **Indemnification:** The successful offeror shall defend, indemnify, and hold harmless Genesee County and its officers and employees from and against all claims, losses, damages, and expenses including, but not limited to, attorney's fees arising out of or resulting from the performance of the contract.
16. **Warranty:** The offeror warrants that all goods and services furnished under a contract resulting from this RFP shall be in conformance with the RFP documents, and that the goods are of merchantable quality as described in the Uniform Commercial Code, Section 2-314, and fit for the purpose for which they are sold. This warranty is in addition to any manufacturer's standard warranty which may apply or any warranty provided by law, and is in addition to all other express warranties made by the offeror.
17. **Applicable Law:** Any contract resulting from the RFP shall be governed by the laws of the State of Michigan. Unless otherwise provided in the contract documents, the contractor shall secure and pay for all permits, fees, duties, licenses, inspections, and approvals necessary for the execution and completion of the contract. The contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the contract.
18. **Right to Inspect:** Genesee County may, at reasonable times, inspect the plant, place of business, or work site of a contractor or subcontractor which is pertinent to the performance of a contract or potential contract.
19. **Right to Audit:** Genesee County may at reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its proposal, to the extent that such books and records are pertinent to such cost or pricing data for a period of three years from the date of final payment under the contract. Genesee County shall be entitled to audit the books and records of a contractor or subcontractor other than a firm fixed-price contract to the extent that such books and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under a prime contract and by the subcontractor for a period of three years from the date of final payment under a subcontract.

20. **Safety** Genesee County, as the owner of the premises where the service or work is to be performed, or as the purchaser of goods received, requires that all applicable Michigan Occupational Health & Safety (MIOSHA) Rules and Regulations are followed by your employees and that the goods meet the applicable safety regulation. All Center of Disease Control guidelines (CDC) incorporated by reference within the MIOSHA regulations must be followed.

The following County buildings were all built prior to 1981. In accordance with OSHA regulations, you must consider that “presumed asbestos containing materials” (“PACM”) exist in these buildings.

	County Courthouse
Animal Shelter	Mt. Morris 67th District Court Building
County Administration Building	

Based on the above, Contractors are notified that their workers must be properly trained and accredited in accordance with OSHA regulation 29CFR 1910.

### SECTION 3 - ADDITIONAL TERMS & CONDITIONS

1. **Purpose:** Through this RFP, Genesee County (“the County”) is soliciting proposals from qualified firms who can provide materials and labor as specified to establish and operate a household hazardous waste collection facilities at up to three (3) Genesee County locations, on a Saturday in the Spring, Summer and Fall of 2016 for the Genesee County Metropolitan Planning Commission (GCMPC).
2. **Issuing Office:** This RFP is issued by the Genesee County Purchasing Department on behalf of the Genesee County Parks and Recreation Commission (“GCPRC”). The contact person is Ms. Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone: (810)-257-3030, fax: (810) 257-3380 and [ccarnes@co.genesee.mi.us](mailto:ccarnes@co.genesee.mi.us). Email is the preferred method of contact.
3. **Questions & Inquiries:** All questions regarding this RFP shall be submitted in writing and received no later than **Wednesday, January 20, 2016 by 12:00 p.m. (EST)**, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.
4. **Addenda:** Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an addendum will be posted on the Purchasing Department website (<http://www.gc4me.com/Purchasing/currentbids.htm>). Further, all proposers



shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.

5. **Proposal Considerations:** All costs incurred in the preparation of a response to this RFP or any costs prior to approval of the contract by Genesee County and formal notification to the selected proposer will be the responsibility of the respondent, and will not be reimbursed by Genesee County. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of this RFP.
6. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 7. INFORMATION REQUIRED FROM PROPOSERS. In addition, at least one of the paper proposals must be signed with an **original signature** of the official authorized to bind the proposer to its provisions.
7. **Proposal Modifications:** Clarifications, modifications, or amendments to any Proposal that has been submitted, but prior to the Proposal Opening Date, may be made only within the discretion and written approval of the Purchasing Manager.
8. **Withdrawal of Proposal:** Proposals may only be withdrawn by a proposer with written notice prior to the date and time set for the opening of proposals.
9. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.
10. **Right To Reject:** Genesee County reserves the right to reject any and all proposals received in response to this RFP.
11. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as "confidential" or "proprietary," the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing and received no later than Friday, January 22, 2016 by 12:00 p.m. (EST), to the Genesee County Purchasing Department as listed above.
12. **Errors, Omissions, And Discrepancies:** If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify the Genesee County Purchasing Manager of such error in writing and request modification or clarification of the document prior to the deadline for submitting questions. Genesee County will make modifications by issuing a written addendum. The proposer is responsible for clarifying any

ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals prior to submitting a proposal or it shall be waived.

13. **Best and Final Offers:** Discussions may be undertaken with those proposers whose proposal, based on the evaluation criteria stated herein, has been determined to be reasonably susceptible of being selected for award. After discussions are held, and prior to award, proposers may be allowed the opportunity to submit revisions to their proposals for the purpose of obtaining best and final offers.

During the aforementioned procedures, neither the names of any of the proposers nor the contents of any proposal will be disclosed until the completion of negotiations and revision of proposals (Best and Final Offers).

The contract that may be entered into will be awarded based on the proposal response and, where applicable, the Best and Final Offer that is the most advantageous to Genesee County, per the evaluation criteria included in this RFP.

14. **Prime Contractor Responsibilities:** The successful offeror(s) shall be required to assume responsibility for all services offered in the proposal regardless of who produces them. Further, the County will consider the successful offeror to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
15. **Non-Assignability:** The contract may not be assigned, transferred, or conveyed by the Contractor without the expressed written consent of Genesee County.
16. **Independent Contractor:** It is understood and agreed to, by and between the Contractor and Genesee County, that any and all acts that the Contractor or its personnel, employees, and servants perform pursuant to the terms of the Contract shall be undertaken as independent contractors and not as employees of Genesee County by or with a contract or agreement, nor impose any liability upon Genesee County. All acts and contracts of the Contractor shall be in its own name and not in the name of Genesee County.
17. **Subcontracts:** The Contractor shall not enter into subcontracts to this Agreement with additional parties without obtaining prior written approval of Genesee County. A condition of granting such approval is that such subcontractors shall be subject to all conditions and provisions of this contract. The Contractor shall be responsible for the performance of all subcontractors.
18. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.

19. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.
20. **Termination for Misrepresentation:** If the successful proposer receives a contract and is subsequently found to have misrepresented any information in its proposal and/or Best and Final Offer submission, the contract may be terminated at the discretion of Genesee County.
21. **Acceptable Deviations:** The decision of Genesee County shall be final as to what constitutes acceptable deviations from specifications or requirements.
22. **News Release:** News releases pertaining to this RFP or the services to which it relates will not be made without prior written Genesee County approval, and then only in accordance with the instructions from the contract administrator. No information regarding the procurement and services shall be released without prior approval of the contract administrator.

## **SECTION 4 - QUALIFICATIONS OF PROPOSERS**

In order to qualify for award, a proposer shall have the capability in all respects to perform the work and the integrity and reliability, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all procurement requirements.

A proposer must have the capability, qualifications and the necessary experience to provide services of a character similar to that required in this solicitation.

The following requirements are necessary for consideration of contract award:

1. Proposer shall be financially stable and have the financial wherewithal to carry out the requirements of this solicitation.
2. The proposer must be primarily engaged waste removal, and must have previous direct experience in the provision of the required services referenced in this solicitation.
3. Services provided/worked performed by the proposer for clients identified as references must be described as superior or better by the proposer's references.
4. The proposer's personnel and management to be utilized in the services required shall be knowledgeable in their areas of expertise. The County reserves the right to perform investigations as may be deemed necessary to insure that competent persons will be utilized in the performance of the work.

## **MINIMUM QUALIFICATIONS OF PROPOSERS**

The following requirements are necessary for consideration of contract award:

1. The Contractor shall not have a record of having violated any standards of Federal, State, and Local regulations deemed serious violations by Genesee County, or debarred by another government entity.
2. **HAZWOPER Certification & State Licensing**

If a proposer does not convince Genesee County that it possesses the above minimum qualifications with the proposal submission, Genesee County shall not consider its proposal for award.

## **SECTION 5 - SCOPE OF WORK**

The successful contractor shall provide materials and labor as specified to establish and operate household hazardous waste collection facilities at up to three (3) Genesee County locations, to be determined, on a Saturday in the Spring of 2016 (typically held in May) a Saturday in the Summer of 2016, and a Saturday in the Fall of 2016 (typically held in October) (specific dates to be determined); collections to be approximately four-hour events for the public. Additional time before and after the event will be necessary for preparation and cleanup.

## **PROPOSER'S RESPONSIBILITIES**

### **1. Equipment to be Provided**

- a. Provision of worktables, containers, labels, enough visqueen to cover the entire oil and antifreeze bulking area and other areas as needed, a roll off dumpster liner, oil and antifreeze bulking drums/barrels (not bulk tanks) and consolidation equipment, material carts for moving, sorting and packaging of received waste materials.
- b. Personal protective equipment for staff at each site to include enough goggles, nitrile gloves, over gloves, shoe covers, and tyvek suits (not aprons).
- c. Two additional Tyvek suits for non-contracted personnel
- d. Emergency equipment and supplies for responding to spills, fire, or injuries to collection site personnel. This includes a fire extinguisher, eyewash, over pack drums, oil dry, and grounding clip for gasoline collection at each site.
- e. The contractor shall ensure that a sufficient supply of containers will be available for the wastes collected.

### **2. Wastes To Be Managed** – Loading, transporting of collected wastes to licensed disposal facilities and disposal shall be provided for the following categories of household wastes:

- A) Flammables - paints, solvents, fuels

- B) Corrosives - acids, bases
- C) Oxidizers - bleaches, chlorine
- D) Reactives (excluding explosives)
- E) Pesticides/herbicides - solid, liquid, aerosol
- F) Chlorinated hydrocarbons
- G) Mercury - metallic and compounds\*, mercury-containing devices\*,  
Fluorescent tubes
- H) Batteries - automotive\*, household
- I) Aerosols (all types)
- J) Nonhazardous wastes - cleaners, polishes, cosmetics, etc.
- K) Motor Oil\*, Antifreeze
- L) Liquid Medications  
\*provide pricing - however, local disposal may be available for these  
wastes
- M) Electronic Waste

Also include with the proposal a list of materials/items specifically not accepted.

3. **Preparation for Event** - The successful offeror shall obtain information necessary to develop a site-specific emergency plan for each collection site. All proposers shall include an example of a site-specific emergency plan with the proposal response. Unless otherwise directed, the successful offeror shall make arrangements for the provision of material handling equipment for each site.
4. **Collection Site Operations** - The successful offeror/contractor shall set up the collection site the morning of the collection OR the day prior according to the County's discretion and site availability. The contractor shall conduct a briefing prior to opening with all personnel on site, on safety practices, emergency procedures, use of personal protective equipment, and waste sorting criteria. The contractor shall provide sufficient contractor personnel to unload vehicles, set up and dismantle collection sites, stage and remove containers, and identify, classify and lab-pack received waste materials. (Volunteer personnel will assist in traffic direction) It is imperative that emphasis be placed on unloading resident's vehicles in a timely and efficient manner.
5. **Disposal Facilities** - Include with the proposal, a list of disposal facilities proposed to be used for the disposal of each category of waste and the method of disposal (fuel blending, incineration, recycling, fixation/landfill, etc.).
6. **Pricing** - Contractor shall quote disposal costs in two methods and/or options. First, for each category of collected wastes on a *per net pound* basis. (Specify where container minimums apply.) Second, the contractor shall quote disposal costs on a *per car* basis. Cost on a per car basis must be provided for three thresholds: 0-499 cars, 500-1000, and 1,001+ cars.

Other costs (setup, labor, transportation, etc.) shall be quoted on an appropriate unit basis.

Please note the county/city shall designate the collection sites, provide site layouts (with feedback and cooperation from the contractor), and furnish non-technical volunteer personnel at the collection sites for traffic direction.

## **SECTION 6 - SUPPLEMENTAL CONDITIONS**

1. Pollution Liability coverage with limits of \$1,000,000.

## **SECTION 7 - INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT)**

All proposals received must consist of the items referenced below and in the required format stated in this section, for a proposal to be deemed responsive.

1. Submit one original, three (3) paper copies and one electronic copy of RFP #16-076 (Cover letter through page 36). Consisting of the following (in the following order):
  - A) Signed Signature Page – Provide all of the required information as indicated. Additionally, at least one of the proposals submitted is to include an original signature of an official authorized to bind the proposer to the proposal response.
  - B) Qualifications of company and staff including resumes, certifications, and training. Additionally, identify the source of non-technical laborers.
  - C) References - All proposers shall include the name, address and telephone number of three clients for whom services similar to those described in this Request for Proposals has been performed. The attached Reference Page has been provided for your convenience.
  - D) Prior Performance with Genesee County. (If there is no prior experience directly with Genesee County, please provide prior performances with municipalities within Genesee County or other Counties similar to Genesee County)
  - E) Information (History) on fines paid for violations of any Federal, State and Local requirements over the last five years.
  - F) Anticipated Minimum and Maximum hourly car capacity (For Example: minimum anticipated hourly car capacity of 300 cars per hour, maximum anticipated hourly car capacity of 500 cars per hour)
  - G) Example site safety plan.
  - H) List of materials/items specifically not accepted

- I) A list of disposal facilities & methods of disposal
- J) Equipment and supplies to be included and available at the collection site
- K) Cost per pound
- L) Cost per Car (as stated above)
- M) Executed Insurance Checklist – To be properly executed, the document should be signed by an authorized representative of the proposer and a representative of the proposer’s insurance carrier.
- N) Statement of Exceptions – The proposer shall furnish a statement on company letterhead giving a complete description of any exceptions to the terms, conditions, and specifications in this RFP. Failure to furnish this statement constitutes agreement by the proposer to meet all requirements set forth in this solicitation.

**SECTION 8 - EVALUATION CRITERIA & SELECTION PROCEDURE**

The RFP/Contract will be awarded to the offeror who submitted the proposal that is most advantageous to Genesee County. All proposals will be evaluated based on the following weighted criteria and corresponding score value. The section of the proposal of which each criterion should be located is identified in parentheses.

<b>Criterion</b>	<b>Weighted Score</b>
Qualifications (B)	30
References (C)	15
Prior Performance (D) & List of materials/items specifically not accepted (H)	5
Compliance History (E) & List of Disposal Methods (I)	5
Anticipated Capacity (F)	5
Site Safety Plan (G)	10
Cost Per Pound (K)	15
Cost per Car (L)	15





# GENESEE COUNTY INSURANCE CHECKLIST

**Proposal Title** HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES

**Proposal Number** 16-076

<b>Coverages Required</b>	<b>Limits (Figures denote minimums)</b>
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease
<input checked="" type="checkbox"/> 3. General Liability	\$500,000 policy limit, disease Including Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate
<input checked="" type="checkbox"/> 4. Products/Completed operations	\$1,000,000 per occurrence with \$2,000,000 Aggregate [If applicable]
<input checked="" type="checkbox"/> 5. Automobile liability	\$1,000,000 combined single limit each accident- Owned, hired, nonowned
<input checked="" type="checkbox"/> 6. Pollution Liability	\$1,000,000 policy limit
<input checked="" type="checkbox"/> 7. Best's rating: A or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 8. The certificate must state Proposer number and title	
<input checked="" type="checkbox"/> 9. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement must be included with the certificate. Evidence of Addition Insured under Blanket coverage within the policy language is also acceptable. However, a copy of the language applicable to this must be provided.	

**FAX THIS PAGE TO YOUR INSURANCE AGENT/BROKER**

**Insurance Agent's Statement**

**I have reviewed the requirements with Prospective Contractor named below. In addition:**

\_\_\_\_\_ The above policies carry the following deductibles:

\_\_\_\_\_

Liability policies are **occurrence** \_\_\_\_\_ **claims made** \_\_\_\_\_

\_\_\_\_\_  
Insurance Agent

\_\_\_\_\_  
Signature

**PLEASE NOTE #8 ABOVE. ADDING ADDITIONAL INSURED [AI] TO THE DESCRIPTION IS NOT ACCEPTABLE. AN ENDORSEMENT OR COPY OF AI LANGUAGE IS REQUIRED**

**Prospective Contractor's Statement**

I understand the insurance requirements and will comply in full if awarded the contract.

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the Contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the Prospective Contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible. REVISED 12/22/2015

## REFERENCE PAGE

List five (5) municipalities having employed your services for Hazardous Waste Collection Days since 2004 and reference contact

---

1. Municipality Contact Name

---

Project Description and dates

---

Address

---

Phone Number Email address

---

2. Municipality Contact Name

---

Project Description and dates

---

Address

---

Phone Number Email address

---

3. Municipality Contact Name

---

Project Description and dates

---

Address

---

Phone Number Email address

---

4. Municipality Contact Name

---

Project Description and dates

---

Address

---

Phone Number Email address

---

5. Municipality Contact Name

---

Project Description and dates

---

Address

---

Phone Number Email address

Company name: \_\_\_\_\_



# RFP # RFP 16-076 PROPOSAL FORM

## HOUSEHOLD HAZARDOUS WASTE PROPOSAL PRICING TABLE (OPTION 1)

(Specify if other than unit weight pricing)

<b><u>WASTE STREAM</u></b>	<b><u>\$/lb</u></b>	<b><u>Disposal Method/TSDF</u></b>
Oil-based Paint (loose pack)	_____	_____
Flammables (loose-pack)	_____	_____
Gasoline/Flammables (drum)	_____	_____
Corrosives/Oxidizers (lab pack)	_____	_____
Reactives (lab pack)	_____	_____
Pesticides/solid (loose pack)	_____	_____
Pesticides/liquid (loose pack)	_____	_____
Chlorinated solvents (loose pack)	_____	_____
Aerosols (loose pack)	_____	_____
Nonhazardous (loose pack)	_____	_____
Household batteries (loose pack)	_____	_____
Automotive batteries (each)	_____	_____
Motor oil, drummed	_____	_____
Antifreeze, drummed	_____	_____
Latex paint (loose pack)	_____	_____
Mercury- liquid, compounds, devices	_____	_____
Liquid Medications	_____	_____
Electronic Waste	_____	_____

Company Name \_\_\_\_\_

**RFP 16-076 PROPOSAL FORM - CONTINUED  
HOUSEHOLD HAZARDOUS WASTE PROPOSAL PRICING TABLE  
(OPTION 1)**

**OTHER CHARGES:**

Setup fee/site \$ \_\_\_\_\_

Labor (technician/day) \$ \_\_\_\_\_

Transportation (if not included) \$ \_\_\_\_\_

Other charges (specify- explain below):

_____	\$ _____
_____	\$ _____
_____	\$ _____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

**RFP 16-076 PROPOSAL FORM**  
**HOUSEHOLD HAZARDOUS WASTE PROPOSAL PRICING TABLE**  
**(OPTION 2)**

**Price Per Car (0-499 cars)** \$ \_\_\_\_\_

**Price Per Car (500-1000 cars)** \$ \_\_\_\_\_

**Price Per Car (1,001+ cars)** \$ \_\_\_\_\_

**OTHER CHARGES:**

Setup fee/site \$ \_\_\_\_\_

Labor (technician/day) \$ \_\_\_\_\_

Transportation (if not included) \$ \_\_\_\_\_

Other charges (specify- explain below):

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

# **CONTRACT FOR PROFESSIONAL SERVICES HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES**

This Contract for Professional Services (the "Contract") is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and **Contractor Name**, a **[State] [Entity Type]**, whose principal place of business is located at **Contractor Address** (the "Contractor") (the County and the Contractor together, the "Parties").

## **1. Agreement and Authority**

This Agreement is entered into pursuant to RFP # \_\_\_\_\_ issued by the Genesee County Purchasing Department, and execution of this Agreement is authorized by Resolution # \_\_\_\_\_ issued by the Genesee County Board of Commissioners.

## **2. Term**

### **2.1 Initial Term**

The initial term of this Contract commences on **[Start Date]**, and shall be effective through **[End Date]** (the "Initial Term").

### **2.2 Extension Terms**

None.

## **3. Purpose**

The successful contractor shall provide materials and labor to establish and operate household hazardous waste collection facilities at up to three (3) Genesee County locations, to be determined, on a Saturday in the Spring of 2016 (typically held in May) a Saturday in the Summer of 2016, and a Saturday in the Fall of 2016 (typically held in October) (specific dates to be determined); collections to be approximately four-hour events for the public. Additional time before and after the event will be necessary for preparation and cleanup.

## **4. Scope of Work**

The Contractor agrees to perform the services described on Exhibit A (the "Services").

## **5. Compensation**

**Unit Rate.** The Contractor shall be paid according to the rates identified on Exhibit C. The total amount paid to the Contractor shall not exceed

§ . The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any necessary supporting documentation such as time sheets. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.

**6. Taxes.**

The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

**7. Contract Administrator**

The contract administrator for this Contract is [Contract Administrator] (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

**8. Reporting Requirements**

During the term of this Contract, the Contractor must provide to the Contract Administrator the reports identified and described on Exhibit B.

**9. Inspection and Acceptance**

All goods provided with the Services are received subject to inspection and testing. If goods are defective or fail to meet the specifications, the County shall have the right to reject the goods or to require the Contractor to correct the defects. The Contractor shall correct the defects at no cost to the County or pay the County for expenses incurred by the County in correcting the defects. Rejected goods will be held for forty-five days after delivery awaiting instructions from the Contractor. After the forty-five day period, the County will dispose of the goods and the County shall have no further liability to the Contractor. The Contractor is responsible for the costs of handling, packing, and transportation incurred in returning or disposing of defective or non-conforming goods.

**10. Warranties**

The Contractor warrants that:

- 10.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 10.2 For a period of one (1) year following completion of the Services, the Services and any goods provided with the Services shall conform to the representations made by the Contractor.



- 10.3 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 10.4 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 10.5 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

## **11. Suspension of Work**

### **11.1 Order to Suspend Performance**

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

### **11.2 Necessary Actions Before Suspension**

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

## **12. Termination**

### **12.1 Termination for Cause**

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

## 12.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

## 12.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

## 12.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

# 13. Equipment Purchased with County Funds

## 13.1 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

## 13.2 Conveyance to the County

Upon the County's request at the termination of this Contract for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract.

#### **14. Nondiscrimination**

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

#### **15. Freedom of Information Act**

This Contract and all attachments, as well as all other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the "Freedom of Information Act".

#### **16. Intellectual Property**

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County's request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

#### **17. Audit Rights**

##### **17.1 Certification of Accurate Information**

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

##### **17.2 Inspection**

The Contractor agrees that the County may inspect the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

### 17.3 Audit

The Contractor agrees that the County may examine the Contractor's records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor's records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

### 17.4 Records Retention

The Contractor agrees to maintain any business records related to this Contract or the Contractor's performance under this Contract for a period of at least three (3) years after final payment.

## **18. Identity Theft Prevention**

18.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.

18.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

## **19. Insurance Requirements and Indemnification**

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Insurance Checklist attached as Exhibit C and keep such insurance coverage in force throughout the life of this Contract.

### 19.1 Insurance Certificate and Additional Insured Coverage

The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified in the Insurance Checklist, and including the County as an additional insured. Additional insured coverage is to be by proof of blanket additional insured coverage within the general liability policy or as provided by an endorsement specifying the County as an additional insured to the policy. Contractor's agent must provide a copy of the endorsement or language from the policy with the certificate of insurance.

### 19.2 Indemnification

The Contractor agrees to indemnify and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite.

## **20. Independent Contractor**

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

## **21. General Provisions**

### **21.1 Entire Contract**

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

21.1.1. The Contract – This Professional Services Contract

21.1.2. Exhibit A – The Scope of Work

21.1.3. Exhibit B – Required Reports

21.1.4. Exhibit C – The Contractor's Budget

21.1.5. Exhibit D – Insurance Checklist

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

### **21.2 No Assignment**

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

### **21.3 Modification**

This Contract may be modified only in writing executed with the same formalities as this Contract.

### **21.4 Binding Effect**

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

## 21.5 Headings

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

## 21.6 Governing Law and Venue

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

## 21.7 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

## 21.8 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

## 21.9 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

**CONTRACTOR NAME**

COUNTY OF GENESEE

By: \_\_\_\_\_  
**Name of Contractor Signatory**  
**Title of Contractor Signatory**

By: \_\_\_\_\_  
Jamie Curtis, Chairperson  
Board of County Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Corporation Counsel

Date: \_\_\_\_\_

EXHIBIT A  
**Description of the Services**

The successful contractor shall provide materials and labor as specified to establish and operate household hazardous waste collection facilities at up to three (3) Genesee County locations, to be determined, on a Saturday in the Spring of 2016 (typically held in May) a Saturday in the Summer of 2016, and a Saturday in the Fall of 2016 (typically held in October) (specific dates to be determined); collections to be approximately four-hour events for the public. Additional time before and after the event will be necessary for preparation and cleanup.

**PROPOSER'S RESPONSIBILITIES**

1. **Equipment to be Provided**

- a. Provision of worktables, containers, labels, enough visqueen to cover the entire oil and antifreeze bulking area and other areas as needed, a roll off dumpster liner, oil and antifreeze bulking drums/barrels (not bulk tanks) and consolidation equipment, material carts for moving, sorting and packaging of received waste materials.
- b. Personal protective equipment for staff at each site to include enough goggles, nitrile gloves, over gloves, shoe covers, and tyvek suits (not aprons).
- c. Two additional Tyvek suits for non-contracted personnel
- d. Emergency equipment and supplies for responding to spills, fire, or injuries to collection site personnel. This includes a fire extinguisher, eyewash, over pack drums, oil dry, and grounding clip for gasoline collection at each site.
- e. The contractor shall ensure that a sufficient supply of containers will be available for the wastes collected.

2. **Wastes To Be Managed** – Loading, transporting of collected wastes to licensed disposal facilities and disposal shall be provided for the following categories of household wastes:

- A) Flammables- paints, solvents, fuels
- B) Corrosives- acids, bases
- C) Oxidizers- bleaches, chlorine
- D) Reactives (excluding explosives)
- E) Pesticides/herbicides- solid, liquid, aerosol
- F) Chlorinated hydrocarbons
- G) Mercury- metallic and compounds\*, mercury-containing devices\*, Fluorescent tubes
- H) Batteries- automotive\*, household
- I) Aerosols (all types)
- J) Nonhazardous wastes- cleaners, polishes, cosmetics, etc.
- K) Motor Oil\*, Antifreeze
- L) Liquid Medications



\*provide pricing- however, local disposal may be available for these wastes

M) Electronic Waste

Also include with the proposal a list of materials/items specifically not accepted.

3. **Preparation for Event** - The successful offeror shall obtain information necessary to develop a site-specific emergency plan for each collection site. All proposers shall include an example of a site-specific emergency plan with the proposal response. Unless otherwise directed, the successful offeror shall make arrangements for the provision of material handling equipment for each site.
4. **Collection Site Operations** - The successful offeror/contractor shall set up the collection site the morning of the collection OR the day prior according to the County's discretion and site availability. The contractor shall conduct a briefing prior to opening with all personnel on site, on safety practices, emergency procedures, use of personal protective equipment, and waste sorting criteria. The contractor shall provide sufficient contractor personnel to unload vehicles, set up and dismantle collection sites, stage and remove containers, and identify, classify and lab-pack received waste materials. (Volunteer personnel will assist in traffic direction) It is imperative that emphasis be placed on unloading resident's vehicles in a timely and efficient manner.
5. **Disposal Facilities** - Include with the proposal, a list of disposal facilities proposed to be used for the disposal of each category of waste and the method of disposal (fuel blending, incineration, recycling, fixation/landfill, etc.).

EXHIBIT B  
Reports Required from the Contractor

Description of Report

Name and content of report

Frequency

How often?

If none, write NONE.

EXHIBIT C  
Contractor's Projected Budget  
Date to Date

EXHIBIT D  
Insurance Checklist

**Proposal Title** HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES  
**Proposal Number** 16-076

<b>Coverages Required</b>	<b>Limits (Figures denote minimums)</b>
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease
<input checked="" type="checkbox"/> 3. General Liability	Including Premises/operations \$1,000,000 per occurrence with \$2,000,000 aggregate
<input checked="" type="checkbox"/> 4. Products/Completed operations	\$1,000,000 per occurrence with \$2,000,000 Aggregate [If applicable]
<input checked="" type="checkbox"/> 5. Automobile liability	\$1,000,000 combined single limit each accident- Owned, hired, nonowned
<input checked="" type="checkbox"/> 6. Pollution Liability	\$1,000,000 policy limit
<input checked="" type="checkbox"/> 7. Best's rating: A or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 8. The certificate must state Proposer number and title	
<input checked="" type="checkbox"/> 9. Genesee County named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement must be included with the certificate. Evidence of Addition Insured under Blanket coverage within the policy language is also acceptable. However, a copy of the language applicable to this must be provided.	

**FAX THIS PAGE TO YOUR INSURANCE AGENT/BROKER**

**Insurance Agent's Statement**

**I have reviewed the requirements with Prospective Contractor named below. In addition:**

\_\_\_\_\_ The above policies carry the following deductibles:

\_\_\_\_\_

Liability policies are **occurrence** \_\_\_\_\_ **claims made** \_\_\_\_\_

\_\_\_\_\_  
Insurance Agent

\_\_\_\_\_  
Signature

**PLEASE NOTE #8 ABOVE. ADDING ADDITIONAL INSURED [AI] TO THE DESCRIPTION IS NOT ACCEPTABLE. AN ENDORSEMENT OR COPY OF AI LANGUAGE IS REQUIRED**

**Prospective Contractor's Statement**

I understand the insurance requirements and will comply in full if awarded the contract.

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the Contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the Prospective Contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible. REVISED 12/22/2015