



## **CITY OF LAWRENCE REQUEST FOR PROPOSAL (RFP)**

**RFP Number:** R1603

**Purpose of RFP:**

Collection, Disposal and Technical Assistance Services for Hazardous and Non-Hazardous Waste.

**RFP Description:**

Collection, Disposal and Technical Assistance Services for Hazardous and Non-Hazardous Waste Generated from Households and Qualified Businesses located in Lawrence and Douglas County, Kansas.

**Department:**

Public Works

**Contacts:**

Kathy Richardson, Solid Waste Manager  
(785) 832-3032  
Email: [krichardson@lawrenceks.org](mailto:krichardson@lawrenceks.org)

**Site Visit Requirements:**

None required.

**Copy Requirements:**

Please submit 3 hard copies of proposal, double-sided when appropriate, recycled content paper preferred.

**Due Date & Time:**

Monday, March 21, 2016 by 5:00 p.m.

**Submit To Address:**

Mail to: City of Lawrence  
Attn: Kathy Richardson  
Solid Waste Division  
PO Box 708  
Lawrence, KS 66044

Hand Deliver: City of Lawrence  
Attn: Kathy Richardson  
Solid Waste Division  
1140 Haskell Avenue  
Lawrence, KS 66044

City of Lawrence  
Request for Proposal (RFP) for  
Collection, Disposal and Technical Assistance Services for  
Hazardous and Non-Hazardous Waste Generated from  
Households and Qualified Businesses  
Located in Lawrence and Douglas County, Kansas

**SECTION I PROPOSAL INFORMATION**

Proposals will be received by the City of Lawrence, Kathy Richardson, Solid Waste Division, PO Box 708, Lawrence, KS 66044, until 5:00 p.m. on March 21, 2016.

**Site Requirements:** There are no site visit requirements.

**Contact/Phone Number**

Kathy Richardson, Manager  
Solid Waste Division  
PO Box 708  
1140 Haskell Avenue  
Lawrence, KS 66044  
(785) 832-3032  
Email: [krichardson@lawrenceks.org](mailto:krichardson@lawrenceks.org)

**Basis of Award / Acceptance Period**

Proposals will be awarded on the basis of costs, contractor experience and qualifications, content of proposal, and demonstrated compliance record of subcontractors and waste management facilities to dispose of waste in a safe and environmentally sound manner. Following review of proposals, select contractors may be contacted for further negotiations. A contract with the agreed upon terms will then be drafted. With City Manager and City Commission approval, the contract will be awarded and successful contractor notified.

**SECTION II PROGRAM DESCRIPTION AND MINIMUM SPECIFICATIONS**

**Program History / Description**

The City of Lawrence / Douglas County Household Hazardous Waste (HHW) Program has been in operation since 1994. The new facility is located at 2201 Kresge Road, Lawrence, KS (opening March 2016). In 2014, the HHW Program collected over 212,000 pounds of hazardous and non-hazardous waste from 2,873 households and 108 qualified businesses. See Graph A. for percentage of waste categories, by weight, shipped in 2014.

The City of Lawrence Solid Waste Division is soliciting proposals from qualified associates to perform pick up, transportation and recycling/ disposal services of regulated and non-

regulated waste generated by households and qualifying businesses; and to provide technical assistance to the City / County staff on-site at the HHW facility, off-site (e.g., at schools and/or Conditionally Exempt and Kansas Small Quantity Generator facilities) and via telephone. The general service area includes the City of Lawrence and other incorporated and unincorporated areas of Douglas County.

All proposals will be evaluated as described in this RFP. Firms submitting proposals shall understand the contract awarded will provide the following:

- All services will be in compliance with applicable federal, state and local regulations and ordinances and must maintain such compliance through the term of the contract.
- Certificates of compliance / licensure / registration shall be provided prior to contract implementation. Failure to maintain such certification shall be the basis for cancellation of the contract.
- Permission to tour the Transportation, Storage, Disposal (TSD) facilities used by the contractor will be provided to the City / County staff during the term of the service contract.
- The terms of the contract will be from the time of award for 1 year with options to renew annually for up to four (4) additional years providing funds are available.
- Contractual changes may be made prior to renewal each year if agreed to by both parties.
- The City of Lawrence will expressly reserve the right, during the original term and all renewal terms of the contract, to pursue and implement alternative means of managing any components of the waste streams.
- Insurance is required. Examples are available upon request.

**Fixed Facility Location**

City of Lawrence / Douglas County Household Hazardous Waste Facility  
2201 Kresge Road  
Lawrence, KS 66049

### **SECTION III PROPOSAL CONTENT**

1. Company identification information within the proposal.
  - A. Name and address of the individual or firm (or joint venture), which is submitting this form for the service contract.
  - B. Name, title, and telephone number of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the programs and procedures of the agency to which this form is directed.
  - C. Address of the specific office, which will have responsibility for performing the announced work.
  - D. List the names, titles and a brief resume (including education, work experience and technical qualifications) of key personnel who are expected to be involved with the City / County staff in the provision of this service contract, if awarded.
2. A narrative of the procedure by which hazardous and non-hazardous waste will be transported from the collection site to the ultimate treatment, recycling, incineration, combustion, or RCRA landfill disposal facilities.
3. A list of regulatory actions "Orders, Notices or Citations" of any and all environmental or safety law-related orders, notices, or citations received during the past three (3) years by the firm submitting the proposal or any facility or subcontractor proposed to be used in performance of the contract. **If no such orders, notices, or citations were received, indicate this within the Proposal.**
4. A minimum of three (3) customer references from entities for which the company has provided services identical or similar to those referenced in the Scope of Work, including customer name and address, contact person name and phone number.
5. A narrative and all relevant requested documentation sufficient to demonstrate your firm's ability to perform all elements detailed below in the Scope of Work section.
6. Submit **3 hard copies** of written proposal as outlined above and one digital copy of **Form A. Schedule of Waste Disposal Prices**. The City of Lawrence reserves the right to reject any proposal not complying with the requirements outlined in this Request for Proposal or has the right to reject all proposals.

## **SCOPE OF WORK**

### **Contractor's responsibilities:**

1. Manifesting, Transporting, Disposal. Manifesting, transportation, and disposal of materials at an appropriately permitted facility.
2. Performance period. Pick up of materials shall be within fifteen (15) days of notification by the City of Lawrence Solid Waste Division.
3. TSD Facilities. Provide a complete listing of storage, transfer, transportation, and disposal facilities which will be utilized throughout the course of this contract. Listing of transportation and disposal facilities must contain location, contact person, phone number, and federal I.D. number for each facility. Permit and licenses for each of these facilities must be provided upon request.
4. Waste Disposal Fees. Submit the prices (by net weight and/or container-based pricing) for recycling, co-combustion, treatment, incineration, RCRA landfill disposal methods used for each waste listed within the Schedule of Prices form (see Form A: Schedule of Waste Disposal Prices). Provide pricing for each (1) with the price of the shipping container included - drum, cubic yard boxes, etc. - and (2) without the price of the shipping container. Any alternative pricing schedule for materials should be included. Net weight is defined as all containerized waste (exclusive of drum and absorbent materials weight). Any material requiring special handling shall be identified. **Waste disposal costs shall be inclusive of transportation, labor and disposal of products.**
5. Technical Assistance. Provide technical assistance at the HHW facility (on a schedule agreed upon by all parties) for the purpose of assisting the City / County staff with processing materials, identification of hazardous constituents and lab packing. In 2014, technical assistance was provided by the hazardous waste contractor approximately 2 times per month, including day of shipment. Any additional project staffing requested will be charged on an hourly basis as detailed in the proposal.
6. Technical Assistance (Labor) Fees. Provide a list of fees charged for technical assistance (hourly rate including travel, per diem and all associated charges). (See bottom section of Form A. Schedule of Waste Disposal Prices)
7. Waste Profiles. Will have or develop waste profiles for all the wastes generated under this contract prior to shipment. All costs for routine waste acceptance profiles and additional sampling, (unknown analysis, pre-transport finger printing) will be the responsibility of the contractor. If at the point of disposal there is any discrepancy and the material is rejected, it will be responsibility of the contractor to pay for any shipping costs, re-packing costs and disposal costs of any non-conforming wastes.

8. Labeling, Manifesting and Transportation. Ensure that all containers, at the time of transport, are labeled according to the appropriate state and federal laws and regulations. The contractor generates all required manifests, land ban forms, waste acceptance forms and disposal authorizations for all the types of wastes accepted for transportation and disposal. It will be the responsibility of the contractor to mark and placard its own transportation vehicles in accordance with DOT regulations at no additional charge to the City of Lawrence.
9. Business Hazardous Waste (BHW). Provide collection services for Conditionally Exempt and Kansas Small Quantity Generator wastes at the physical site of generation (i.e. off-site from the HHW facility) that have been pre-qualified by the City / County staff. Any pre-qualified Conditionally Exempt and Kansas Small Quantity Generator waste that is collected off-site from the HHW facility will be manifested by the Contractor separately for the purpose of transportation and disposal at an appropriately licensed disposal facility. The proposal shall include any additional costs attached to waste profiling, staffing, equipment and transportation costs attributed to scheduled separate collections (coordinated by the City / County staff) of the Conditionally Exempt and Kansas Small Quantity Generator waste located at the site of generation (i.e., off-site from the HHW facility).
10. Out of state assessed fees. In the event that Conditionally Exempt and Kansas Small Quantity Generator waste is shipped to a state which requires the City of Lawrence / Douglas County HHW facility to be registered as a generator the contractor shall pay the annual registration fee and other regulatory assessed fees as required.
11. Identification of Unknowns. Provide a description of an on-site procedure by which unknown wastes can be identified so as to provide sufficient information for proper segregation and transportation of the wastes.
12. Unacceptable Wastes. Identify all wastes which will not or cannot be accepted directly, and which may require special handling.
13. Additional Chemical Analysis Fees. Provide chemical analysis fees for supplemental profile sampling, testing or waste stream analysis. Pricing should include sample prep and analysis. (See bottom section of Form A. Schedule of Waste Disposal Prices).
14. Training. Provide the City / County staff half-day training and/or orientation about chemistry of hazardous materials, waste characterization, sorting, lab packing, manifesting, spill clean-up and provide updates on applicable DOT and EPA regulations. There will be no charge to the City of Lawrence for this initial training.
15. Reports. Provide the following reports, in a timely manner, following each shipment (reports should be created separately for shipped HHW waste and shipped BHW waste):

**(1) A Shipment Summary Report** detailing by type of waste the following: number of drums / containers, disposal method by net weight and total disposal cost including any additional charges.

**(2) A Manifest Summary Report** detailing per manifest the following: waste description, DOT hazardous waste classification, waste profile number assigned, packing method used, drum / container size, quantity of drums / containers, gross weight, net weight, unit price and total cost.

Examples of these report forms are provided as Attachments:

Attachment A. Shipment Summary Report

Attachment B. Manifest Summary Report

16. Efficiency of disposal methods. Provide technical assistance to the City / County staff on the most efficient means of material management and disposal when cost savings can be achieved.
17. Termination of HHW services by the City / County. Remove and transport all materials for legal disposal so that proper site closure can be affected as required by the Kansas Department of Health and Environment, in the event the HHW program is terminated or moved to another site.

**The City of Lawrence / Douglas County will provide:**

- A. An Environmental Protection Agency (EPA) Generator I.D. number for waste manifesting. All wastes generated by the City of Lawrence / Douglas County HHW facility will be manifested from this number.
- B. Suitable fixed facility site location with security.
- C. Coordination of emergency contingency plan.
- D. Promotion of program and public education.
- E. DOT-approved containers for storage and shipment of all hazardous and non-hazardous waste. Although we are requesting the vendor to provide pricing that includes containers as an option.
- F. Collection operations and staffing of the HHW facility including pre-qualifying, inventorying and intake of Conditionally Exempt and Kansas Small Quantity Generator waste.
- G. Necessary staffing to sort, segregate, bulk and labpack received waste.
- H. Office area for training.
- I. Personal protective equipment for the City / County staff.

## **SECTION IV EVALUATION CRITERIA**

### **Evaluation Process**

Negotiations with select contractors may be requested. Recommendations and agreed upon contract are submitted to the City Manager and City Commission. Upon approval, consent to proceed will be forwarded to the successful contractor.

### **Evaluation Criteria**

The proposals will be reviewed on the basis of cost, contractor qualifications and technical proposal and demonstrated compliance record of subcontractors and waste management facilities to dispose of waste in a safe and environmentally sound manner (in this order).

<b>SAMPLE EVALUATION SHEET</b>  <b>Cost</b> <ul style="list-style-type: none"><li>• Demonstrates infrastructure and ability to keep costs low.</li><li>• Provides all unit costs as requested in the RFP.</li><li>• Costs will be evaluated based on direct comparison of unit costs, as weighted by historical and projected usage factors.</li></ul>	<b>50%</b>
<b>Contractor Qualifications &amp; Technical Proposal</b> <ul style="list-style-type: none"><li>• Demonstration that proposed facilities owned or operated by the firm have a demonstrated compliance record and are able to handle hazardous and non-regulated waste in a legal, safe and environmentally sound manner.</li><li>• Demonstration of knowledge, experience, and familiarity with operating / providing service to other Household Hazardous Waste and Business Hazardous Waste Programs (public or private).</li><li>• Comparable experience and background of the specific personnel that shall be assigned to the team that shall serve the City of Lawrence / Douglas County Household Hazardous Waste and Business Hazardous Waste Programs.</li></ul>	<b>40%</b>
<b>Subcontractors and Waste Management Facilities</b> Demonstration that proposed facilities owned or operated by its subcontractors have a demonstrated compliance record and are able to handle hazardous and non-regulated waste in a safe and environmentally sound manner.	<b>10%</b>

## **SECTION V ATTACHMENTS**

Graph A. 2014 Waste Categories Shipped (by weight)

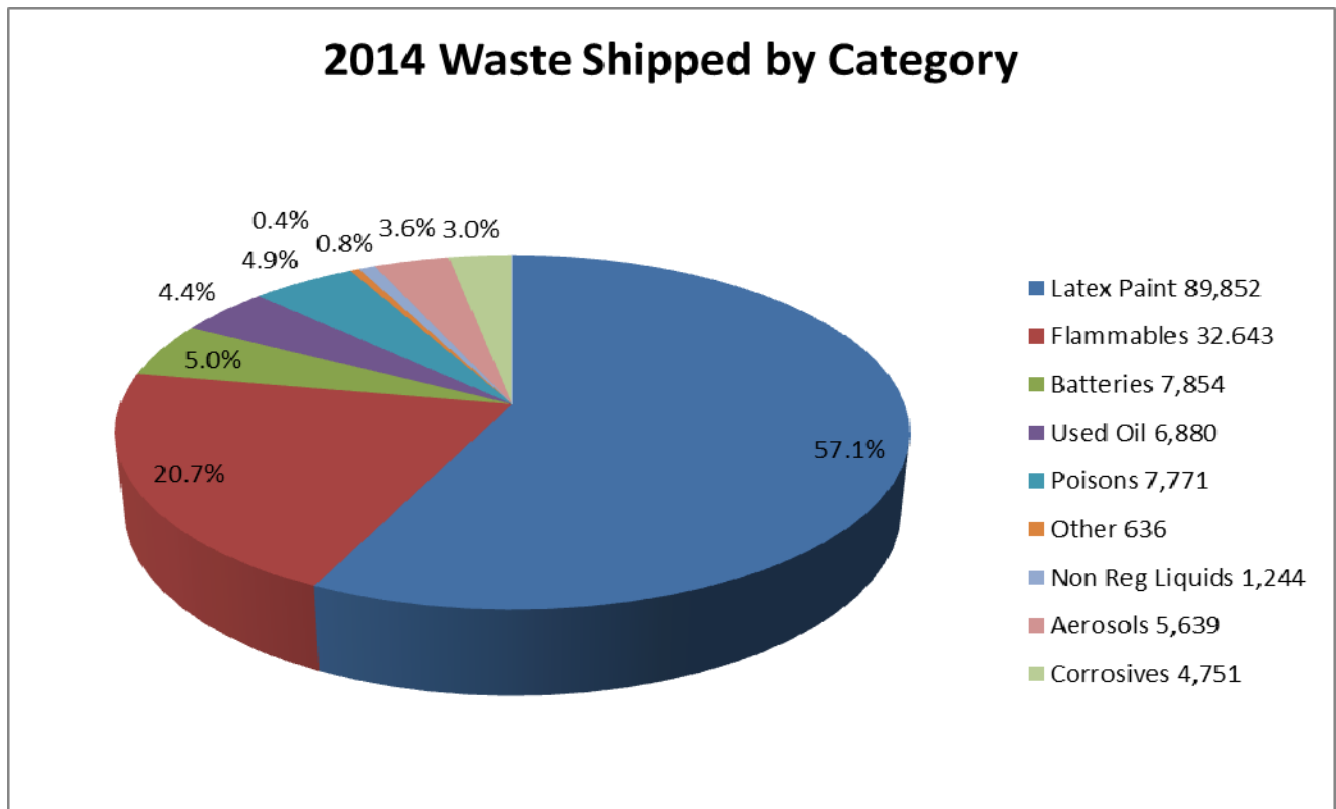
Attachment A. Shipment Summary Report

Attachment B. Manifest Summary Report

Form A. Schedule of Waste Disposal Prices



GRAPH A.  
CITY OF LAWRENCE – 2014 Waste Categories (by weight) Shipped



# ATTACHMENT A. CITY OF LAWRENCE - SHIPMENT SUMMARY REPORT

MANIFEST # \_\_\_\_\_

DATE OF SHIPMENT: \_\_\_\_\_

Waste Stream	Number of Drums	Disposal Method By Net Weight					Total Disposal Cost
		Recycle	Energy Recovery	Treatment	Incinerate	Landfill	
Bulk Fuels							
Oil Base Paints (Bulked)							
Oil Base Paints (Loosepack)							
Bulk Latex Paint (Recycle)							
Latex Paint (Bulk)							
Bulk Used Oil (Recycle)							
Latex Paint (Loosepack)							
Bulk Used Oil (Contaminated)							
Corrosive Acids							
Corrosive Bases							
Dioxin							
Flammables, Pesticides, etc.							
Toxic, Flammable Liquids							
Toxic Solids							
Reactive Solids							
Oxidizers							
Aerosols - Paints							
Aerosols - Pesticides, Cleaners							
Sorted Batteries - Dry Cell							
Sorted Batteries - Lead Acid							
Sorted Batteries - NiCad							
Antifreeze							
Other-Contaminated PPE							
Other-Low BTU Liquid							
Other-Empty Drum							
Other-PCB Contaminated Paint/Oil							
Other-PCB Ballasts, Capacitors, etc.							
Other-Solid Fuels (Coal Tar)							
<b>Totals</b>	0	0	0	0	0	0	\$0

Example report form

**Total Transportation and Disposal Costs:**

**\$ 0.00**

# ATTACHMENT B.

## CITY OF LAWRENCE – MANIFEST SUMMARY REPORT

MANIFEST # \_\_\_\_\_

DATE OF SHIPMENT: \_\_\_\_\_

Page	Line Item	Waste Description	DOT	Waste Profile	Packaging	Drum Size	Qty.	Gross Weight	Net Weight	Unit Price	Total Cost
1	11a	Aerosols	2.1		Loosepack	55 DM					\$0.00
	11b	Insecticide Gases	2.1		Loosepack	55 DM					\$0.00
	11c	Flammable Liquids	3		Bulk	55 DM					\$0.00
	11d	Paint (10-25% sludge)	3		Bulk	55 DM					\$0.00
2	11a	Paint Related Material	3		Loosepack	Tub					\$0.00
	11b	Paint Related Material	3		Loosepack	55 DM					\$0.00
	11c	Flammable Liquids, Toxic	3		Loosepack	55 DM					\$0.00
	11d	Oxidizing Liquid	3		Loosepack	55 DM					\$0.00
3	11a	Toxic Solids, Organic									\$0.00
	11b	Toxic Liquids, Flammable, Organic									\$0.00
	11c	Corrosive Liquids, Acidic, Inorganic	8		Labpack	55 DM					\$0.00
	11d	Caustic Alkali Liquids	8		Labpack	55 DM					\$0.00
4	11a	Alkaline Batteries	8		Loosepack	55 DM					\$0.00
	11b	Latex Paint	NR		Loosepack	Box					\$0.00
	11c	Latex Paint	NR		Bulk	55 DM					\$0.00
	11d	Antifreeze	NR		Bulk	55 DM					\$0.00
5	11a	Used Oil	NR		Bulk	55 DM					\$0.00
	11c										\$0.00
	11d										\$0.00
TOTAL CONTAINERS:							0				\$0.00

# FORM A.

## SCHEDULE OF WASTE DISPOSAL PRICES

DOT Hazard Class	Waste Description	Packing Method	Disposal Method (Recycle, Energy Recovery, Treatment, Incinerate, Landfill)	5 Gallon Container (price with and without container)	55 Gallon Container (price with and without container)	Cubic Yard Box (price with and without container)	Minimum Unit Charge	Other Charge
2.1	Aerosols	Loosepack						
2.1	Propane (Small Canisters)	Each						
2.1, 2.2, 2.3	Pressurized Gas Cylinders	Each						
3	Flammable Liquids (<10% sludge)	Bulk						
3	Flammable Liquids (Oil-Based Paint)	Bulk						
3	Flammable Liquids (Oil-Based Paint & Paint Related Materials)	Loosepack						
3	PCB Contaminated Flammable Liquids	Bulk						
3(6.1)	Flammable, Toxic Liquids	Loosepack						
4.1	Flammable Solids	Labpack						
4.2	Spontaneously Combustible	Labpack						

DOT Hazard Class	Waste Description	Packing Method	Disposal Method (Recycle, Energy Recovery, Treatment, Incinerate, Landfill)	5 Gallon Container (price with and without container)	55 Gallon Container (price with and without container)	Cubic Yard Box (price with and without container)	Minimum Unit Charge	Other Charge
4.3	Dangerous When Wet	Labpack						
5.1	Oxidizing Substances	Loosepack						
5.2	Organic Peroxides	Labpack						
6.1	Toxic Solids	Loosepack						
6.1(3)	Toxic Liquids, Flammable	Loosepack						
8	Corrosive Liquids (Acid & Base)	Loosepack						
8	Elemental Mercury	Labpack						
8	Mercury Compounds, Mercury Debris	Labpack						
8	Household Batteries - Alkaline	Loosepack						
8	Household Batteries - NiCad	Loosepack						
8	Household Batteries - Mercury	Loosepack						

DOT Hazard Class	Waste Description	Packing Method	Disposal Method (Recycle, Energy Recovery, Treatment, Incinerate, Landfill)	5 Gallon Container (price with and without container)	55 Gallon Container (price with and without container)	Cubic Yard Box (price with and without container)	Minimum Unit Charge	Other Charge
9	Household Batteries - Lithium	Loosepack						
9	PCB Ballasts	Loosepack						
NR	Latex Paint	Bulk						
NR	Latex Paint	Loosepack						
NR	Antifreeze	Bulk						
NR	Automotive Oil	Bulk						
NR	Linear Fluorescent Bulbs	Loosepack						
NR	Compact Fluorescent Bulbs	Loosepack						
NR	Ballast, no PCBs	Loosepack						

OTHER SERVICES AND CHARGES (USE ADDITIONAL SHEETS AS NECESSARY)

WASTE CHARACTERIZATION PROFILES: \$ \_\_\_\_\_

"UNKNOWN" ANALYSIS: \$ \_\_\_\_\_

TRANSPORTATION CHARGES: \$ \_\_\_\_\_

TECHNICIAN HOURLY RATE (INCLUDING TRAVEL) \$ \_\_\_\_\_

PER DIEM \$ \_\_\_\_\_

STATE ANY OTHER CHARGES \$ \_\_\_\_\_