



## MEMORANDUM

To: Household Hazardous Waste Vendors

From: Richard Lynn, Executive Director, Northwest Hills Council of Governments

Re: Request for Proposal

Date: February 26, 2020

Enclosed for your consideration is a Request for Proposals from the towns of the Northwest Hills Council of Governments.

As described in the enclosed RFP, the program is to conduct four separate Household Hazardous Waste Collection Days: two in 2020 and two in 2021. The program also includes provisions for accepting waste from Conditionally Exempt Small Quantity Generators for one hour following the close of each of the four Household Hazardous Waste Collection Days. The seventeen participating towns have a population of about 94,000 persons.

All proposals are due by 2:00 p.m. on Wednesday, March 18, 2020. If you have any questions, please email them to me at [rlynn@northwesthillscog.org](mailto:rlynn@northwesthillscog.org) by March 11, 2020, as I am required to send all responses to any questions to all interested vendors.

Thank you for your consideration.

RL:dk  
enc.



The Northwest Hills Council of Governments, Goshen, CT

REQUEST

FOR

PROPOSAL

for

**THE OPERATION OF A TWO-YEAR HOUSEHOLD  
HAZARDOUS WASTE COLLECTION PROGRAM**

Due Date: March 18, 2020



SPECIFICATIONS  
FOR  
THE OPERATION OF A TWO-YEAR HOUSEHOLD HAZARDOUS  
WASTE COLLECTION PROGRAM

**I. OVERVIEW AND INTENT**

The Northwest Hills Council of Governments (“NHCOCG”) will be coordinating a Household Hazardous Waste Collection Program (“the PROGRAM”) to be operated by a licensed hazardous waste management firm (“CONTRACTOR”). The PROGRAM is structured to serve up to seventeen of the twenty one member towns of the NHCOCG (“the TOWNS”).

The NHCOCG is issuing this Request for Proposals (“RFP”) to select a CONTRACTOR to operate the PROGRAM for the two year period of 2020 and 2021. However, the NHCOCG and selected contractor may extend the agreement for an additional period of time if deemed appropriate by the NHCOCG and the extension is acceptable to the selected contractor.

**II. STATEMENT OF WORK**

The PROGRAM is designed to provide for collection of Household Hazardous Waste over a two year period through a series of four separate Collection Day events at the sites and tentative dates designated herein. All work required for material drop-off, identification, segregation, packaging, labeling, manifesting, transportation and disposal shall be conducted by the CONTRACTOR.

**A. Collection Sites**

1. Map

Included as Attachment A is a map of all TOWNS showing the general location of the two proposed Collection Day sites.

2. Locations and PROGRAM Schedules

Below is the tentative PROGRAM schedule for the 2020 and 2021 Collection Days. The final dates will be established in coordination with the selected vendor.

- |                             |                             |
|-----------------------------|-----------------------------|
| a. Date: May 30, 2020       | c. Date: June 5, 2021       |
| Time: 8:30 am - Noon        | Time: 8:30 am - Noon        |
| Location: Falls Village, CT | Location: Falls Village, CT |
| b. Date: October 10, 2020   | d. Date: October 9, 2021    |
| Time: 8:30 am - 2 pm        | Time: 8:30 am - 2 pm        |
| Location: Torrington, CT    | Location: Torrington, CT    |

The above schedule is subject to change by the NHCOG and selected vendor but will be finalized for each Collection Day at least two months prior to the event. The CONTRACTOR must be on site, set-up and ready to accept vehicles by 8:30 a.m. on the day of the Collection Day.

#### B. Town Populations

Populations of the seventeen TOWNS potentially participating in the PROGRAM are as follows based upon the State of Connecticut Department of Public Health estimated population:

<u>Town</u>	<u>2018 Population</u>
Barkhamsted	3,624
Canaan	1,055
Cornwall	1,368
Colebrook	1,405
Goshen	2,879
Hartland	2,120
Harwinton	5,430
Kent	2,785
Litchfield	8,127
Morris	2,262
New Hartford	6,685
Norfolk	1,640
North Canaan	3,254
Salisbury	3,598
Sharon	2,703
Torrington	34,228
Winchester	<u>10,655</u>
Total	93,818

#### C. Past Household Hazardous Waste Collection Days

Included as Attachment B to this RFP is a profile of recent Collection Days held in the regional area. This shows participation levels for regional Collection Days held in 2018 and 2019. This data is included for information purposes only and is not necessarily an indicator of the participation levels which can be expected at the upcoming Collection Days in the Region.

D. Waste to be Accepted or Excluded

In general, all hazardous wastes generated from households shall be acceptable with the following exceptions:

- waste motor oil
- car batteries
- tires
- computers and other residential consumer electronics
- radioactive materials
- significant quantities of asbestos
- explosives (ammunition, fireworks, explosives, flares etc.) and ordinance materials
- infectious and biological wastes (as defined by the Connecticut State Department of Health)
- medicines and syringes
- commercial or industrial waste
- wastes that are illegal to dispose in the United States and/or the State of Connecticut
- any other Household Hazardous Waste which is not acceptable to the CONTRACTOR and is identified as such in the CONTRACTOR's proposal.

Wastes generated from non-residential sources will not be accepted in this program except for CESQGs as provided for under Section H and reasonable amounts of acceptable household hazardous waste generated by the TOWNS, including their schools system, as CESQGs.

If other materials are presented that are deemed not acceptable for disposal by the CONTRACTOR in accordance with NHCOC guidelines for acceptability of such waste, they shall be returned to the participant without cost or liability to the TOWNS or NHCOC.

The list of "**Acceptable Household Hazardous Waste Materials**" is included as Attachment C in this RFP package. This listing is a general guide of materials that by experience have been brought to collection days in the region and is not to be considered an all-inclusive list. If the waste is not in its original container, the CONTRACTOR may, at his discretion, accept the material provided that the participant can provide information sufficient to ensure proper identification, packaging and disposal of the waste material. This decision is entirely at the discretion of the CONTRACTOR and shall not create any liability to the TOWNS or NHCOC.

E. Set Up Provisions

The CONTRACTOR shall have available sufficient material to handle and process the maximum volume of waste anticipated. This shall include, but not be limited to, safety equipment, clean-up equipment, rain protection, protection against spillage, an impermeable

ground cover barrier (tarp, sheet plastic etc.) to protect all areas including the vehicle drop-off area and the interior of all dumpsters. Tenting for the CONTRACTOR's work area shall be required for all drop-off sites regardless of weather. The CONTRACTOR shall totally complete the preparation of his work site as outlined in its Work Plan prior to receiving any waste to ensure the safe and smooth flow of participants. If the CONTRACTOR so chooses and the NHCOC agree, site preparation may be done in advance. The site shall be restored to its original condition and vacated by 5:00 pm on the collection day.

The CONTRACTOR is responsible for establishing the vehicle flow pattern to assure a smooth and efficient flow of participants in cooperation with the NHCOC Coordinating agent.

The CONTRACTOR is responsible for providing for a tent to be used as a cover for processing materials, a fork-lift truck, and any other equipment necessary to conduct the collection day.

The CONTRACTOR shall be responsible for all travel vehicle expenses, lodging, meals and associated costs to fully mobilize a sufficient labor force by 8:30 a.m. at the drop-off site on the collection day.

The CONTRACTOR shall have present during each collection the following personnel: A chemist or technician trained and certified in accordance with 29 Code of Federal Regulations Part 1910.120 (Occupational Safety and Health Hazardous Waste Operations and Emergency Response Training); a supervisor for the event, who will be responsible for site set-up and safety; sufficient trained employees to identify, accept, place in containers, load and remove HHW collected; two cooperative employees to assist representatives of the NHCOC in estimating the amount of waste delivered by each participant; a minimum of six trained and capable employees to remove household hazardous material from incoming vehicles, place the material in suitable carts, and transport to the vendor's unload tables; an additional six trained and capable employees to unload the collected waste from the carts to the unload tables for subsequent packing, and a minimum of twelve carts for employees to use in removing waste material from incoming vehicles. The goal of such staffing is to minimize the queue and wait time of participating households.

F. Waste Processing Provisions

The CONTRACTOR shall provide packaging materials in a quantity sufficient to handle the maximum volume of waste anticipated. This shall include, but is not limited to, drums, absorbent materials and labels. Unused packaging material will be retained by the CONTRACTOR at no expense to the NHCOC.

The CONTRACTOR shall provide sufficient labor to package, label and process all of the waste received in such fashion to meet the specifications of the final disposal facility. The CONTRACTOR shall screen the participant's waste material for acceptability prior to removing it from their vehicle. Unacceptable waste shall be rejected and remain in the participant's vehicle. Acceptable waste shall be removed from the participant's vehicle and brought to the CONTRACTOR's presorting area for further processing.

After packaging, the CONTRACTOR shall load the waste materials and prepare the necessary waste manifests.

At all times during the event, the CONTRACTOR shall make its best effort to maximize both safety and processing speed of the operation in order to minimize wait time for the public.

G. Pre-Collection Day Conference

In order to provide an efficient and economical PROGRAM, the NHCOG may conduct pre-collection day conferences with the CONTRACTOR, Coordinating Agent, and Host Town's coordinator. These conferences will serve as final review of Work Plans, traffic logistics and any recent developments in site layout or drop-off PROGRAM particulars. The conferences will be scheduled at a mutually convenient time and will be held at the collection site. If acceptable to the NHCOG and the host town, the pre-collection day conference may be waived and replaced with a pre-collection day phone call or email.

H. Provisions for Conditionally Exempt Small Quantity Generators

The contractor shall make provisions for accepting waste from Conditionally Exempt Small Quantity Generators (CESQG) in the regional area for a one-hour period after the close of each of the Household Hazardous Waste Collection Days. Any waste accepted by the vendor during this time shall be pre-arranged between the vendor and the CESQG, with a specific time for drop-off, and an agreed upon price for vendor acceptance and disposal of the waste. The CESQG shall pay all costs associated with the vendor acceptance and disposal of the waste, and all payments for vendor services shall be paid directly to the vendor by the CESQG. The NHCOG and the participating towns shall have no responsibility for the CESQG program except for providing a location where the CESQG may transfer their waste to the vendor for disposal. The vendor shall provide a listing of the scheduled CESQG drop-offs to the Region's Coordinating Agent at least two days before the scheduled collection.

**III. CONTRACTOR'S RESPONSIBILITIES**

The CONTRACTOR will be considered as generator of all the household hazardous waste collected at each of the collection sites and will be responsible as such, including but not limited to responsibilities under the Resource Conservation and Recovery Act (RCRA), 42 USG Section 6901 et seq. (CERCLA), chapter 445 of the Connecticut General Statutes Section 22a-114 et seq and C. G. S. 22a-449 et seq and regulations promulgated thereunder. The services to be performed by the CONTRACTOR include, but are not limited to: a) the full and thorough operation of each collection site, which includes meeting all local, state, federal, and OSHA regulations, and; b) the receiving, consolidating, loading, transportation and disposal of household hazardous waste generated from operating these sites.

The CONTRACTOR will also be required to submit Work Plans for each collection site.

A. Work Plan Contents

An overall comprehensive Work Plan for each collection day is required, which outlines in detail the CONTRACTOR's intent from the beginning of the Site Preparation, to the cleanup and restoration to original condition of the site and to the final shipment of waste material. A comprehensive plan of how materials dropped off under the PROGRAM will be recycled/disposed shall also be submitted with the Work Plan. Work Plans shall be submitted by the CONTRACTOR to the COORDINATING AGENT at least one month prior to the scheduled collection days. A scheduled collection day may not occur without a Work Plan approved by the COORDINATING AGENT. The COORDINATING AGENT's approval of this plan is not an assumption of responsibility for the adequacy of compliance with local, state or federal authorities.

#### **IV. TOWN'S RESPONSIBILITIES**

##### **A. Coordinating Agent**

The NHCOG will provide a Coordinating Agent at all collection days. This Coordinating Agent will be responsible for volunteer training and overall site operations and will work with the CONTRACTOR to ensure a safe, efficient and economic collection day. The Coordinating Agent will work in cooperation with the CONTRACTOR to minimize, to the fullest extent possible, the participant wait for dropping off waste. All inquiries by the CONTRACTOR regarding this PROGRAM shall be addressed to the Coordinating Agent.

##### **B. Registration for Participants**

As part of the PROGRAM, residents of TOWNS will be required to register prior to the Collection Day if they wish to bring material to the Collection Day. This information regarding number of participants will be provided to the CONTRACTOR 48 hours before the Collection Day.

##### **C. Trash Disposal**

The host town shall provide convenient space for the placement of dumpsters for the removal of waste packaging materials, containers and other non-hazardous waste generated by the participants and CONTRACTOR. The CONTRACTOR shall be responsible for providing the dumpsters and lining them with plastic material to prevent any leakage from the materials placed in the dumpster and for the disposal of this material.

##### **D. Volunteers**

The NHCOG will provide and train volunteers for the control of traffic, registration and traffic lane segregation at each collection site.

#### **V. CONTRACT TERMS/OTHER INFORMATION**

A. Time Period of Contract

The NHCOC is requesting Responses to the RFP to operate the PROGRAM for the period May 1, 2020 through December 31, 2021.

B. Payment

The Coordinating Agent will coordinate payments by TOWNS to the CONTRACTOR based on completion of individual site collection PROGRAMs. The Coordinating Agent will coordinate payment to the CONTRACTOR of those funds requested for that particular collection day event within forty five (45) days of receipt of complete submission of required information from the CONTRACTOR.

C. Termination of Contract

The Contract may be terminated by either party upon five days written notice, by mutual consent or in the event of persistent failures of performance of the material terms and conditions of the Contract by the other party through no fault of the terminating party.

The Contract may be terminated in whole or in part by the NHCOC for its convenience, provided that no such termination may be effected unless the CONTRACTOR is given 1) not less than thirty (30) days written notice of intent to terminate, and 2) an opportunity for consultation with the NHCOC prior to termination.

In addition, individual towns may elect not to participate in a particular collection day due to municipal financial constraints.

D. Equal Opportunity, Non-Discrimination, etc.

“(A) Every contract to which the state or any political subdivision of the state other than a municipality is a party shall contain the following provisions: (1) The contractor agrees and warrants that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the commission [Commission on Human Rights and Opportunities]; (3) the contractor agrees to provide each labor union or representative of workers with which such

contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of this section and section 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to section 46a-56, 46a-68e and 46a-68f; (5) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(B) For the purposes of this section, "minority business enterprise" is any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of section 32-9n; and good faith means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

(C) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns, and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(D) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its "good faith efforts".

#### E. Connecticut Occupational Safety and Health Act

For the safety and protection of all employees, the CONTRACTOR shall keep itself fully informed and currently up to date and comply with all provisions of the Department of Labor, Occupational Safety Administration, Title 29 Code of Federal Regulations Chapter XV!! Parts 1910 - "General Industry Standard" and parts 1926 - "Construction Industry Standards" and such standards as adopted and promulgated by the State of Connecticut under Public Act 73-379 as amended.

The Coordinating Agent or his authorized representative may order any violations of the standards corrected immediately as they pertain to the safety and health of CONTRACTOR employees or volunteers of the TOWNS in the performance of their duties relative to the contract. Failure of the CONTRACTOR to correct the violation(s) shall be cause to order all work under the contract to be suspended. Such an order shall not be cause for a claim by

CONTRACTOR for lost time and/or other damage. Furthermore, failure of the CONTRACTOR to correct the violation(s) after a reasonable time shall be grounds for the NHCOCG to terminate the contract, and in this event the CONTRACTOR shall be liable for all damages which arise as a result of said termination.

Nothing in this Section shall be construed to relieve the CONTRACTOR of his responsibilities as an employer under the Act. Any fines or penalties imposed on the NHCOCG resulting from violations on the job of the standards promulgated by the Act shall be paid by the CONTRACTOR.

The failure of the Coordinating Agent to order corrected a violation of the standards shall not constitute a waiver of such violation and it may be ordered to be corrected subsequently at any time.

#### F. Indemnification

To the fullest extent permitted by law, the Contractor shall be legally responsible for and shall indemnify and hold harmless NHCOCG and its respective officers, employees, and agents (hereinafter the "Indemnified Parties") from and against any and all claims, liabilities, losses, costs, expenses (including, without limitation, attorney's fees and disbursements), judgments and damages (hereinafter "Losses"), to the extent arising out or alleged to arise out of the negligent acts, omissions or willful misconduct of the Contractor or any contractor, employee, or agent of the Contractor, including Losses in connection with any threatened claim, investigation, litigation or other proceeding or preparing a defense to or prosecuting the same in connection with the provision of services under this Agreement; provided, however, that the Contractor shall not be responsible for that portion, if any, of a Loss that is determined to be caused by any negligence of the NHCOCG.

(A) The Contractor specifically agrees that its subcontractors, agents or employees shall possess the experience, knowledge and character necessary to qualify them individually for the particular duties they perform. Further, it is expressly understood that the Contractor shall indemnify and save NHCOCG harmless from and against all claims, suits, actions, damages, judgments, attorney's fees and costs of every description resulting from the negligent performance of the services of the Contractor under this Agreement, and such indemnity shall not be limited by reason of any insurance coverage herein required.

Negligent performance of service, within the meaning of this section, shall include, in addition to negligence founded upon tort, negligence based upon the Contractor's failure to meet professional standards resulting in errors in the work. Nothing in this Section or in this Agreement shall create or give to third parties any claim or right of action against the Contractor or NHCOCG. Notwithstanding anything in this agreement, in no event shall either the Contractor or NHCOCG be liable to the other for any indirect, special or consequential damages whether arising in contract tort (including negligence), statute or strict liability.

(B) The Contractor shall assume responsibility for personal bodily injury to the Contractor and/or damage to its property arising from activities associated with the Contractor's performance of its Work on this project except for any personal bodily injury and/or property damage caused by the solely negligent activities or willful misconduct of NHCOCG, its employees or its agents. Further, it is expressly understood that, to the fullest extent permitted by law, the Contractor shall hold NHCOCG harmless, from and against all claims, suits, actions,

damages, attorney's fees and costs of every description resulting from personal bodily injury and/or damage to the Contractor's property while furnishing services pursuant to this Agreement.

(C) To the fullest extent permitted by law, The Contractor shall indemnify and hold NHCOC harmless against any and all claims and Losses arising out of, alleged to arise out of, or in connection with infringement of intellectual property rights by Contractor.

(D) The Contractor shall promptly and diligently defend, at the Contractor's own risk and expense, any and all suits, actions, or proceedings which may be brought or instituted against one or more Indemnified Parties for which the Contractor is responsible under this Section, and, further to the Contractor's indemnification obligations, the Contractor shall pay and satisfy any judgment, decree, loss or settlement in connection therewith.

(E) The Contractor shall, and shall cause any agents of Contractor to, cooperate with NHCOC in connection with the investigation, defense or prosecution of any action, suit or proceeding in connection with this Agreement, including the acts or omissions of the Contractor and/or any agent of the Contractor in connection with this Agreement.

(F) The provisions of this Section shall survive the termination of this Agreement.

The standard of care for all services performed or furnished by the Contractor and its sub-Contractors will be the care and skill ordinarily used by members of the applicable profession practicing under similar conditions at the same time and in the same locality.

## **VI. DETAILS REGARDING THE REQUEST FOR PROPOSAL**

### **A. Information to be Provided**

Information in the Response to the RFP must use the following **RFP Response Forms**:

1. RFP Response Form #1 of 2 - Household Hazardous Waste Cost Detail

In order to evaluate the Responses to the RFP in a uniform way the NHCOC has provided RFP Response Form #1 of 2 that should be used for responding to the pricing portion of the RFP.

2. RFP Response Form #2 of 2 - Contractor Company Information

CONTRACTORS should include details regarding 1) standard operating procedures for conducting the actual collection day, 2) a safety plan which includes details on measures taken to prevent spills, and actions to be taken in the event of a spill. In addition, CONTRACTORS may include a narrative describing any additional wastes that are not acceptable other than those listed in this RFP

**All Responses to the RFP must minimally provide information requested in RFP Response Form #1 of 2 and RFP Response Form #2 of 2. Responses to the RFP not including this information are incomplete and may not be considered for final evaluation.**

All Responses to the RFP must be received no later than 2:00 p.m. on Wednesday, March 18, 2020 and submitted electronically by email in one .pdf document to

rlynn@northwesthillscog.org and the subject line of the email shall read: HHW RFP Response (Responder's Company Name).

The NHCOG assumes no liability for Responses to the RFP not received by the time set forth above or for Responses which are not transmitted electronically in .pdf format. All Responses will be acknowledged by NHCOG by e-mail reply at the time of receipt.

B. Withdrawal of Responses to RFP

No Response to the RFP may be withdrawn for a period of sixty (60) days after March 18, 2020, unless written consent of the NHCOG has been requested and received. A Response to the RFP may be withdrawn prior to March 18, 2020 at 2:00 p.m.

C. Opening of Responses to RFP

All bids shall be reviewed at 2:00 pm on March 18, 2020 at the NHCOG office. All Responses received prior to the deadline shall be held by the NHCOG and the .pdf files shall remain unopened until the time and date set forth herein..

D. Questions

Questions regarding this RFP shall be submitted **only by email** to [rlynn@northwesthillscog.org](mailto:rlynn@northwesthillscog.org) by March 11, 2020. Questions and answers will be provided in addendum form to all parties who contact NHCOG by email at [rlynn@northwesthillscog.org](mailto:rlynn@northwesthillscog.org) indicating their interest in responding to this RFP.

E. Award of Contract

The successful bidder shall be asked to enter into a contract with the NHCOG for program implementation. The Contract will be awarded to the lowest responsive and responsible bidder. "Lowest responsive and responsible bidder" is that firm whose Response to the RFP is lowest, who is qualified and competent to furnish the requested services, whose past performance of work for TOWNS in Connecticut has been satisfactory, whose PROGRAM is deemed to offer the most satisfying level of service, whose specifications are satisfactory to the NHCOG and whose Response to the RFP forms and documents comply with the procedural requirements of this Request for Proposal.

The NHCOG reserves the right, in its own discretion, to accept or reject any and all responses, to waive any irregularity and/or informality in any response and to request and receive additional information from any CONTRACTOR when such acceptance, rejection waiver or request is in the best interest of the TOWNS.

F. Additional Information.

The NHCOG may request additional information from CONTRACTORS as is determined necessary for the NHCOG to evaluate the CONTRACTOR's Response to the RFP.

## RFP Response Form # 1 of 2

The NHCOG shall reimburse the successful vendor for services rendered as follows:

- a) \$2000 set-up fee for each Collection Day
- b) The total household fee as established by this RFP process

Any expenses over and above these fees incurred by the vendor shall be the responsibility of the vendor including trucking fees, disposal fees and any other fees.

For the purposes of this RFP, the following words shall have the following meanings:

Household – a participant dropping off:

- a. more than seven but less than fifteen gallons of liquid,
- b. more than twenty but less than forty pounds of any solids.

Half-Household – a participant dropping off a maximum of:

- a. seven gallons of liquid;
- b. twenty pounds of a solid

The total household fee is to be based on the number of participating households and half-households. The fee for the half-households shall be one-half the fee for households. A representative from the NHCOG and a representative of the vendor shall cooperatively inspect the waste being dropped off by each participant and determine if the participant is to be considered a half-household, household, one and one-half households, two households, or more based on the amount of material being dropped off.

Since there is no practical way of estimating the volume of material in the containers brought in by participants, the “gallon of liquid” will be determined by aggregating the various sized containers brought by a participant.

**Important Note:** Connecticut passed a law, effective in July 2013, which establishes a new paint stewardship program. The program is coordinated through PaintCare Inc. ([www.paintcare.org](http://www.paintcare.org)). All bidders are required to be participants in the PaintCare program and to have entered into a contract with PaintCare for the collection of PaintCare acceptable products at the HHW Day. On the HHW Day, the contractor shall remove PaintCare acceptable products from resident’s cars and place them in a PaintCare provided one square yard collection bin. All costs associated with the collection and handling of PaintCare acceptable products will be at the contractor’s expense. The quantity of PaintCare acceptable products dropped off will not be factored into the determination of the number of participating households for the Collection Day. Documentation of a vendor contract with PaintCare to participate in the PaintCare program shall be provided in the response to this RFP.

**The cost per household under the above guidelines is:**

\$\_\_\_\_\_.

CESQG Affirmation. If selected as the vendor for this program, I hereby affirm our willingness, ability, and capacity to provide an opportunity for Conditionally Exempt Small Quantity Generators to dispose of waste as described in this Request for Proposal.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

**RFP Response Form # 2 of 2**

**Contractor Company Information**

Name of Firm: \_\_\_\_\_

State in which organized: \_\_\_\_\_

1. The firm is qualified to do business and is in good standing in the State of Connecticut  
Yes \_\_\_\_\_ No \_\_\_\_\_

2. The firm is in good standing with the:

U.S. Internal Revenue Service: Yes \_\_\_\_\_ No \_\_\_\_\_

Connecticut Department of Labor: Yes \_\_\_\_\_ No \_\_\_\_\_

U.S. Labor Department: Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Parent Company/Companies: \_\_\_\_\_

Address of principal office: \_\_\_\_\_

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

Address of office that will manage this Program: \_\_\_\_\_

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

Number of employees in firm: \_\_\_\_\_

Number of employees in office that will manage this Program: \_\_\_\_\_

Name, address and telephone # of person to receive notifications and to reply to NHCOG

inquiries: \_\_\_\_\_

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

Listing of any violations or alleged violations of any local, state or federal environmental laws:

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**Company Experience**

Copies of local, state and federal licenses and permits pertaining to the drop-off, handling, packaging, transportation and disposal of hazardous materials are enclosed: Yes \_\_\_\_\_ No \_\_\_\_\_

Our company is thoroughly familiar with Connecticut DOT, EPA, and OSHA requirements for proper labeling, packaging, transporting and manifesting of household hazardous waste:  
Yes \_\_\_\_\_ No \_\_\_\_\_

Our company is thoroughly capable of utilizing labeling, packaging and segregation techniques that will meet the requirements of the final disposal facilities and assure acceptance of the waste at those sites: Yes \_\_\_\_\_ No \_\_\_\_\_

A representative from our company has conducted a site visit of both proposed HHW Collection Day locations and finds them suitable for the proposed use: Yes \_\_\_\_\_ No \_\_\_\_\_

Our company has the following experience with Connecticut’s PaintCare program:

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**Staff Experience**

Names of key personnel who will be assigned to this Program (attached resumes must include: 1) educational background, academic degrees, professional associations; 2) current job title, responsibilities and type of work performed; 3) experience on programs similar to that in this Program.)

Supervisor’s name: \_\_\_\_\_

Involvement in the Program: \_\_\_\_\_

Resume is attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Chemist’s name: \_\_\_\_\_

Involvement in the Program: \_\_\_\_\_

Resume is attached: Yes \_\_\_\_\_ No \_\_\_\_\_

ATTACHMENT A  
GENERAL PROJECT LOCATION MAP



Town of Canaan Location: Public Works Garage, 100 Railroad Street, Canaan/Falls Village

City of Torrington Location: Torrington Middle School, 200 Middle School Road, Route 183, Torrington

59 Torrington Road, Suite A-1, Goshen, CT 06756

Tel: 860.491.9884 Fax: 860.491.3729

Attachment B  
Profile of Past HHW Collection Days

	6-2-18	10-13-18	6-1-19	10-12-19
	Falls Village Public Works Garage	Torrington Street Department	Falls Village Public Works Garage	Torrington Street Department
Canaan	15.5	2.5	26.5	
Colebrook	3.5	12	5.5	11.5
Cornwall	12	30	25	28
Goshen	24	27.5	25.5	30
Hartland		35.5		20.5
Harwinton	5.5	57	8.5	50
Kent	5		15	
Litchfield	19	69	28.5	82.5
Morris		9		17.5
Norfolk	10.5	24.5	25.5	12
North Canaan	2.5	2	10	1.5
RRDD1		126.5		137
Salisbury	10	1.5	28.5	2.5
Sharon	14	5.5	15.5	17
Torrington	16.5	142.5	17	132.5
Total Households*	138	545	231	542.5

\*Household defined as a participant dropping off more than seven but less than fifteen gallons of liquid, or more than twenty but less than forty pounds of solid. If it is a pesticide, then a household is defined as more than ten but less than twenty pounds of material.