




**CITY OF NORMAN
NORMAN MUNICIPAL AUTHORITY
CLEVELAND COUNTY, OKLAHOMA**

REQUEST FOR PROPOSAL

**Household Hazardous Waste Collection and Disposal Services
FYE 2022**

**City of Norman
201 West Gray, Building C, 73069
Post Office Box 370
Norman, Oklahoma 73070**

RFP-2122-24


Michele Loudonback 9/28/21
Michele Loudonback Date
Environmental and Sustainability
Manager

PUBLIC NOTICE
REQUEST FOR PROPOSAL
RFP NO. 2122-24

The City of Norman and/or Norman Municipal Authority, Oklahoma, is soliciting proposals from qualified contractor(s) for the City of Norman permanent Household Hazardous Waste Facility.

The goal of this project is to contract with one or more vendors to provide household hazardous waste collection and disposal services for the City of Norman's planned permanent Household Hazardous Waste Facility. Said services should include furnishing of all labor, materials, and equipment necessary for the analysis, lab-packing, transportation, disposal and recycling of aggregated household hazardous waste (HHW), as well as training for staff on collection and packing procedures.

Any correspondence, questions or requests for copies of the Request for Proposal can be directed to Michele Loudenback, R.P.E.S., CFM, Environmental and Sustainability Manager by phone at (405) 307-7130 or by email at michele.loudenback@normanok.gov.

Proposals must be received by the Utilities Department, Environmental Services Division, by 2:00 P.M., October 22, 2021, 201-C West Gray, (73071), P.O. Box 370, Norman, Oklahoma 73070.



TABLE OF CONTENTS

	Page
I. Introduction	
A. Requesting Entity Information	1
B. Overview and Objective	1
C. Funding.....	1
D. Method of Payment	1
E. Contract Term.....	1
II. Contract Term	1
III. Request Criteria	
A. General Requirements	2
B. Prohibited Interest	3
C. Insurance Requirements	3
D. Proposal Content.....	3
IV. Selection Process	
A. Right to Reject	3
B. Criteria.....	3
C. RFP Review Process	4
D. Proposed Schedule.....	5
E. Inquiries.....	5



I. INTRODUCTION

A. Requesting Entity Information

The City of Norman and/or Norman Municipal Authority (collectively the NMA), with municipal offices located at 201 West Gray, P.O. Box 370, Norman, Oklahoma 73070, is the requesting entity.

B. Project Overview and Objective

The NMA is soliciting qualified contractor(s) to provide services for the recycling, treatment, storage, disposal and transportation of unusable Household Hazardous Wastes (HHW) collected and packaged at the City's new HHW Collection Facility located at 3803 Chautauqua Avenue, Norman, OK 73072. The proposed contract will be for a one-year term with the option to renew for four additional one-year terms. Qualified contractor(s) will possess the necessary experience, expertise, knowledge and ability to recycle, treat, dispose and/or transport HHW to an approved recycling center or a Resource Conservation and Recovery Act (RCRA) hazardous waste treatment, storage and/or disposal facility (TSDF). The selected contractor(s) will provide all expertise, training, materials, equipment and services required to fulfill all terms and conditions of the awarded contract(s).

The City would like to recycle as much waste as possible. Proposals containing cost effective recycling measures will receive special consideration from the City. The exact types and quantity of the waste to be collected are unknown. Quantities and types of wastes collected at the City's past annual collection events are provided in the RFP and should be considered by contractor(s) when developing proposals. Quantities are an average of each type collected during past collection events.

Qualified contractor(s) are invited to respond to this RFP and to provide the following services: recycling, treatment, storage, disposal and or transporting of HHW to approved recycling facilities and/or EPA, ODEQ, or other regulatory body-permitted TSDF(s). In addition, contractor(s) are responsible for all record keeping requirements as required by applicable regulations. These records must be submitted to the City in an acceptable format and timely manner. Contractor should include all equipment and services required to fulfill all terms and conditions of the awarded contract(s).

C. Funding

The NMA has appropriated funds for this project.

D. Method of Payment

The selected contractor(s) may submit a monthly invoice for each task effort(s) completed. The NMA will pay said invoices based on the unit prices bid. Payment for services will not be authorized until all manifest and certificates of disposal have been received and reviewed for each invoice.



E. Contract Term

The proposed contract will be for a one-year term with the option to renew for a maximum of five (5) one-year terms. Contractors should submit bids for one-year, two-year and three-year contract terms with a one-year renewal for a maximum of up to 5 years. The NMA seeks to evaluate any cost savings if longer term contracts are awarded.

II. CONTRACT REQUIREMENTS

Background and Scope

To provide for the disposal of HHW for the residents of Norman, the City conducted one-day collection events beginning in 1999 to 2019. The need for this service was evidenced by the average attendance of 1268 cars and the average removal of 105,972 pounds of HHW per event.

To provide more efficient and effective service to our residents, Norman will open a new, permanent HHW facility. The new facility will provide a safe, year-round disposal option for our residents that is environmentally friendly. The previous annual collection events, allowed residents the ability to dispose of approved wastes they accumulated throughout the year; whereas, the new facility will allow residents to dispose of approved wastes throughout the year without having to accumulate them.

There will be no guaranteed minimum work under the contract awarded. Bids will be evaluated not only for the rates the Contractor offers, but the quality of services bid, and the administrative processes employed.

The Services provided under this RFP include but are not limited to the following tasks:

- Collect, package (containerize), sample, and label hazardous, special, and solid wastes;
- Provide analyses of wastes for disposal as necessary, including Haz-Cat Field Analysis;
- Train City staff on data collection and tracking, proper collection, analysis, categorization, packaging, sampling and labeling hazardous, special and solid wastes, as well as the equipment needed to process waste, including but not limited to personal protective equipment, aerosol can crusher, paint can crusher, and bulb crusher;
- Provide in-person technical assistance at the HHW facility (on a schedule agreed upon by all parties) for the purpose of assisting City staff in building proficiency with facility operations and program administration, including but not limited to collection and tracking of appropriate data, proper collection, analysis, categorization, packaging, sampling and labeling hazardous, special and solid wastes, as well as the equipment needed to implement facility operation, such as PPE, aerosol can crusher, paint can crusher, and bulb crusher;
- Train City staff to identify, prepare and label reusable items to be placed in the "Swap Shop" for residents to take home and use;



- Provide a complete listing of storage, loading, transfer, transportation, and disposal services for wastes to disposal or recycling facilities which will be utilized (must be registered with all appropriate regulatory authorities, as required, including but not limited to US EPA, Oklahoma Department of Environmental Quality, Oklahoma Corporation Commission, and Oklahoma Department of Transportation). The facilities should list the location, contact, phone and Federal/State TSD Number of each facility. Permits for each of these facilities should be attached with other information;
- Disposal (including incineration, fuels blending, treatment, and landfilling) of hazardous and other regulated materials;
- Contractor(s) shall provide the City with proper packaging guidelines, profile paperwork, ODOT shipping information and label(s) and all other associated paperwork for each category of waste;
- Recycling and treatment of waste materials whenever feasible;
- Respond to all City disposal requests within three (3) days of the written disposal request sent via facsimile or email;
- Provide paperwork and documentation needed to complete waste shipments;
- Provide City with fully executed copies of Waste Manifests within 35 days of waste shipment;
- Provide City with Certificates of Disposal within 90 days of waste shipment, including methods of final treatment and disposal;
- Maintain all necessary licenses and/or permits required under Federal, State and local laws and regulations. A current copy must be sent to the City with their Proposal and before any and all renewals; and
- Submit an annual report in a format mutually agreed upon by the Contractor and the Utilities Director, which summarizes the services provided and expenditures paid by the City. The report shall be sent to the City no later than thirty (30) days following the end of each City fiscal year. The City may also request reports to be submitted at other intervals throughout the year.

NOTE: The City reserves the right to perform site visits, audits, and inspections of Contractor storage locations and equipment and of Subcontractor facilities utilized.

The following is a list of waste categories and average weight for the last five events (2015-2019) of collected wastes, and the contractor is encouraged to use this list to help them draft their proposal:

Waste Category	Average HHW Collected from 2015 to 2019 in Pounds Unless Otherwise Stated
Aerosols	3448
Alkaline Batteries	1108
Asbestos	8
Corrosives-acids	1110
Corrosives-bases	972
Flammables (s)	5250



Waste Category	Average HHW Collected from 2015 to 2019 in Pounds Unless Otherwise Stated
Flammables (l)	3361
Fluor Bulbs (Compact)	298
Fluor Bulbs (straight)	693
HID Bulbs	13
Latex Paint	20948
Lithium Batteries	177
Mercury	30
Ni-Cad Batteries	137
Oil Base Paint	24798
Oil Filters	127
Oxidizers	839
Pesticides (s)	5213
Pesticides (l)	10906
Propane- Small/Camp*	111
Propane- BBQ	97
Reactives	44
Automotive batteries	591
Fire Extinguishers-	42

All proposals shall be based on the following waste management hierarchy:

- A. Source Reduction (reuse)
- B. Recycle, retort
- C. Energy Recovery (fuel blending)
- D. RCRA Incineration
- E. Land Disposal

In all circumstances, Contractor shall utilize the method which is highest on the hierarchy (e.g., Source Reduction, Recycle, retort, etc.) as conditions dictate.

Contractor must explain normal routings (including the use of storage facilities) when the waste leaves the collection site to the site of disposition.



Contractor shall ensure that materials for which Contractor accepts generator status shall be accepted for disposal at the final disposal site(s).

Contractor shall be, and shall remain, liable in accordance with applicable law for all damage to the City caused by Contractor's negligent performance of any of the services furnished pursuant to this agreement, except for errors, omissions, or other deficiencies to the extent solely attributable to the City.

Contractor will meet with City staff to further determine program administration, detailed program planning, identification of tasks, and required schedule of accomplishment of program tasks. Tasks that can be performed by City personnel, with and without direction from the Contractor's professional staff, must be identified.

The City will perform the following tasks:

- Provide safety data sheets (SDS) and process information as available on wastes for disposal;
- Aid in the selection of disposal methods; and,
- Provide support on regulatory information for manifest and shipping paper information.

USE OF PREFERRED WASTE DISPOSAL OPTIONS: Contractor must attach waste disposal methods for the following common types of waste expected to be collected at the Household Hazardous Waste Collection Facility:

- | | |
|--------------------|----------------------|
| • Acids/Corrosives | • Nail Polish |
| • Brake Fluid | • Pesticides |
| • Drain Cleaners | • Pharmaceuticals |
| • Fertilizers | • Poisons |
| • Gasoline | • Pool Cleaners |
| • Glue/Adhesives | • Solvents |
| • Herbicides | • Stains |
| • Home Cleaners | • Strippers |
| • Insecticides | • Transmission Fluid |
| • Mercury | • Varnish |

CODE COMPLIANCE: The work performed under these specifications shall meet or exceed the latest Code of Federal Regulations (CFR) and State Regulations for the Organized Collection of Household Hazardous Wastes with Hazardous Characteristics including 40 CFR Parts 261 and Title 252, Chapter 205, Subchapter 3, Section 2 of the Oklahoma Administrative Code.



The disposal site(s) must be a licensed, Environmental Protection Agency (EPA) approved facility(ies). All hazardous wastes collected are RCRA exempt, however, the City expects the majority of waste collected to be treated, disposed and/or recycled at recycling facilities and/or appropriately permitted hazardous waste TSDF(s). Only RCRA Class C landfills are allowed for land disposal, if required. Additionally, Contractor should be a registered hazardous waste carrier or use an appropriately permitted and/or registered carrier subcontractor.

Contractor must provide Federal and State permits as an attachment to this bid for transportation and disposal, facility inspection plans and records, and comply with requirements of Title 252, Chapter 20 of Oklahoma Administrative Code and Code of Federal Regulation 40, and any other Federal, State, and Local regulations.

HEALTH AND SAFETY PROGRAM MANUALS: Contractor should attach a copy of their Corporate Health and Safety Program Manual.

LICENSES AND CERTIFICATES: Contractor shall procure all permits and licenses, pay all charges, costs, and fees, and give all notices necessary and incident to the due and lawful prosecution of the work. Contractor must attach a copy of the appropriate certifications, registrations, and licenses and related certificates (including Subcontractors) to the bid.

Contractor should include copies of the Company licenses and certificates from EPA, ODOT, ODEQ, etc., and provide copies of individual licenses and certificates upon request from the City.

LEGAL AND COMPLIANCE HISTORY: Contractor's legal and compliance history is a critical component of the Bid. Read this section with care and respond accordingly. Failure of the Contractor to provide all the information requested and to certify the report will result in the bid being declared non-responsive.

Contractor shall attach a written report of legal action brought against:

- ☐ Contractor;
- ☐ Contractor's officers
- ☐ Contractor's employees; AND/OR
- ☐ Contractor's proposed subcontractors
- ☐ Relating to the protection of the environment. The report shall include all legal action brought within the last **five (5) years**. The report shall detail the substance, status, and outcome of such legal action. This includes without limitation the names of the agency and/or persons bringing the action, all relevant dates, and all fines, judgments, and/or settlements. Include the following information of each case at a minimum:
 - Style of Case (X vs. Y)
 - Case Number
 - Court
 - Date of Disposition
 - Settlement Information (as appropriate)
 - Names/Addresses of all parties named
 - Counsel List and phone numbers
 - Judgment and Order of Judgment

"Legal Action" means: ANY enforcement action by the United States Environmental Protection Agency, the Occupational Safety and Health Administration, and any other federal or state agency,



commission or department, whether in Oklahoma or elsewhere, as a result of violations, real or alleged, of any laws, licenses, permits, judicial orders, or administrative orders, relating to the protection of the environment. In this context, enforcement action shall include without limitation, written warnings, notices of violation, consent orders or agreements, compliance orders, administrative hearings, and criminal prosecution. Legal action also means any civil litigation brought by any person relating to the protection of the environment.

“RELATING TO THE PROTECTION OF THE ENVIRONMENT” means: requirements pertaining to the manufacture, processing, distribution, use, handling, storage, transportation, reporting, records keeping, permitting, licensing, treatment, disposal, emission, discharge, spill, release, or threatened release of: hazardous materials, hazardous substances, hazardous wastes, toxic substances, petroleum, industrial waste, solid waste, pollutants, or contaminants into or onto the air, surface water, drinking water, groundwater, stormwater, publicly owned treatment works, or land.

COMPANY PROFILE AND LEVEL OF SUPPORT:

- a) Provide a description of your company listing company name, address, telephone number(s), and fax number(s) for the local office, as well as the headquarters. Include scope of operations and size of staff responsible for the specific service(s) bid. Additional pre-printed documents such as an annual report may be attached, but attaching such a document does not constitute a complete answer to this item.
- b) Provide a copy of your current Statement of Qualifications. If subcontractors are to be utilized for services to be provided, current Statements of Qualifications for those companies must also be included.
- c) Contractor shall submit a brief résumé of each professional person who will be assigned to this contract. Identify key persons by name and title and describe the primary work assigned as well as the percentage of time each person will devote to this contract.
- d) Document Contractor’s experience for sampling, lab-packing, transporting, and disposing of hazardous and regulated waste, emphasizing experience working for any municipality. If applicable, photographs, and schematic drawings should be included with a narrative description.
- e) Contractor shall submit a report that reflects the experience of the firm with the same nature and magnitude as that of the services to be provided. Such experience must be no more than five (5) years prior. The report shall include services and year(s) provided, contract amount, and the name, title, address, and phone number of a contact person who is familiar with the services rendered.

III. REQUEST CRITERIA

A. General Requirements



Proposals must be received by the Utilities Department, Environmental Services Division, by 2:00 P.M., October 22, 2021, 201-C West Gray (73071), P.O. Box 370, Norman, Oklahoma 73070.

A duly authorized official of the consultant/firm must sign the proposal. The proposal must be submitted in both hardcopy (5 copies) and electronic format (flash drive). No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal award of contract.

B. Prohibited Interest

No member, officer or employee of the NMA, or member of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

C. Insurance Requirements

The contractor will be responsible for obtaining insurance as required by the NMA and the State of Oklahoma and to protect and hold harmless all city employees and the NMA from liability in case of accident or injury to persons or property.

At a minimum, the following amounts of insurance are required during the life of the contract:

1. Adequate worker's compensation insurance coverage for consultant's/firm's employees as required by Oklahoma Workers Compensation Statutes;
2. Commercial general liability with a minimum of \$1,000,000 each occurrence; \$2,000,000 aggregate;
3. Comprehensive automobile liability with a minimum \$1,000,000 combined limit; and
4. Professional Liability (errors and omissions) insurance providing a minimum policy value of \$2,000,000 aggregate.

D. Proposal Content

The proposal shall be no larger than 30 pages total including all pages (covers, dividers, text, etc.). At a minimum, the proposal shall contain the following elements:

1. Transmittal letter;
2. Table of contents;
3. Professional Qualifications, including applicable federal, state, or local licenses or permits;
4. Past Involvement with Similar Projects;
5. Fee proposal;
6. References; and
7. Evidence of insurance coverage.

Individuals named as key personnel shall be expected to perform or directly manage actual work on assigned tasks throughout the course of the contract.

IV. SELECTION PROCESS

A. Right to Reject



The NMA unequivocally reserves the rights to reject any or all proposals, to waive any informality or minor defect, and to award a contract, if any, in the best interest of the NMA without further explanation or liability to any party.

B. Criteria

The NMA will evaluate the proposals using the criteria and weighting within Table 1. A contractor's complaint and/or violation record with applicable federal, state, and local agencies may also be reviewed and factored into the proposal's overall score.

Table 1 – Selection Criteria and Weighting

Ranking Criteria	Possible Points
Proposal Services Content	30
Fee Structure	30
Qualifications and Experience	30
References	10
Total	100

C. RFP Review Process

The NMA will review proposals that meet the requirements herein and are received prior to the designated closing date. Contractors without adequate insurance, in minimum amounts set forth herein to protect the NMA's interests, may not be considered or evaluated.

Based upon the preceding criteria, a selection committee will review and rank all proposals through its own judgment and process. The highest ranked contractor(s) will then be selected but, at the discretion of the NMA, may be asked to make a brief presentation for further evaluation.

D. Proposed Schedule

The estimated schedule for this RFP, selection, and contract award are outlined in Table 2.

Table 2 – Estimated Schedule for RFP, Selection, and Contract Awards

Activity	Completion Date
Issue Request for Proposal	October 1, 2021
Proposal Due	October 22, 2021
Complete Interview(s) (if necessary)	October 29, 2021
Selection and Negotiation of Contract	November 5, 2021
Council Approval of Contract	November 23, 2021

E. Inquiries

If you have any questions regarding this RFP, please contact Michele Loudonback., R.P.E.S., CFM, Environmental and Sustainability Manager by phone at (405) 307-7130 or by email at michele.loudonback@normanok.gov.