



## ***REQUEST FOR PROPOSALS (RFP)***

### **HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION AND DISPOSAL**

**Release Date: January 24, 2012**

**Deadline for Submission: February 13, 2012 2:00 pm PST**

**Contact person: Marni Rittburg**

**City of Rio Vista  
One Main Street  
Rio Vista, CA 94571**

**REQUEST FOR PROPOSALS**  
**FOR HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION AND**  
**DISPOSAL**

**RELEASE DATE:** January 24, 2012

**CLOSING DATE:** Quotations must be received by **February 13, 2012 by 2:00 P.M. PST** at the address listed below

**CONTACT PERSON:** Marni Rittburg, Confidential Administrative Assistant  
Phone: (707) 374-6451 Fax: (707) 374-6763

**Location:** City of Rio Vista  
One Main Street  
Rio Vista, Ca 94571  
Counter Hours: M-Th 8 A.M.-5 P.M.

**Mail:** Same as location address

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**INTRODUCTION**

Rio Vista is a full-service city with an annual budget of approximately \$15 million, providing all essential services and currently employs 35 employees, excluding contractors. The city government organization consists of the following departments:

- City Manager's Office
- Community Development
- Fire
- Finance
- Police
- Public Works (including sewer and water)
- Recreation

Transit services are provided through a contract with the Solano Transportation Authority. Garbage and recycling services are provided through a contract with Rio Vista Sanitation Company, a private contractor. Electric service and gas service is provided by Pacific Gas and Electric (PG&E).

Legal services are currently provided by Kronick, Moskovitz, Tiedemann & Girard, A Law Corporation.

Due to the location of Rio Vista on the Sacramento Delta, the City has a significant responsibility to ensure the protection of this environment. Based on California Universal Waste Rule, DTSC Control Number R-97-08, Article 1. Chapter 23, § 66273.8 (*Household and conditionally exempt small quantity generator waste*) more stringent regulations regarding the disposal of Household Hazardous Waste (HHW) were imposed on February 9, 2006 and revised on September 28, 2000. Items subject to the new disposal policies include, but are not limited to:

- Common batteries
- Fluorescent light bulbs and lamps
- Thermostats, thermometers and novelty items
- Electronic devices
- Common items such as light sensors, electric switches that frequently use mercury switches
- Aerosol cans

### **Objective of this RFP**

The objective of this Request for Proposal is to solicit competitive proposals from qualified firms for the collection and disposal of hazardous materials cited above, in addition to other waste items such as paint, vehicle and equipment fluids, and used oils. We would expect these services to involve “Special Event Collection Days” to be managed and coordinated by an approved hazardous waste collection firm and anticipate two to three events per year.

### **Background**

The City of Rio Vista is a community of approximately 7,322 residents located on the Sacramento Delta. Highway 12 provides a means of major supply shipments to Travis Air Force Base and is a critical interstate shipping connection to Interstate 80 and Interstate 5. A four county area merges at the edges of our City that includes Sacramento County, Solano County, Contra Costa County, and San Joaquin County. Our community is home to Coast Guard Station Rio Vista that services the Delta area of 1,100 miles of water ways with access to the ports of Stockton, Oakland, and West Sacramento. We provide Homeland Security coverage to two major bridges, the Rio Vista Airport, Coast Guard Facility Rio Vista, and assistance to Travis Air Force Base. The City of Rio Vista is also built on natural gas deposits with a complex system of natural gas wells serving the entire country. We currently have approximately 3,150 refuse collection service clients who are served through the City’s contract with Rio Vista Sanitation. Recycling services by the provider is incorporated into the Rio Vista Sanitation contract; and the program was implemented the week of February 5, 2007. A Memorandum of Understanding (MOU) was drawn up approximately six years ago between the City of Rio Vista, the City of

Dixon, and Solano County to handle items that quality for landfill disposal. The MOU expired and we no longer have access to the County facilities. With the new HHW requirements, we find it necessary to out-source these services.

**Scope of Services**

1. Provide the necessary labor, containers, and segregation of materials at the approved site.
2. Provide the necessary labor to handout and collect registration form, and collect any revenues from residents outside the City limits, if applicable.
3. Provide transport of the materials to approved sites for disposal according to county, state, and federal regulation.
4. Prepare the approved site with the necessary equipment to meet the requirements of a qualified collection facility.
5. Dismantle applicable items included in 4) above after each Special Day event.
6. Complete the annual CalRecycle 303a HHW Collection Form (due prior to October 1st of each year) by September 1<sup>st</sup> of each year and remit to the City for review and submittal.

**General Services and Requirements**

- The consultant shall assist the City in determining an appropriate calendar of collection events based on the results/quantity of items collected at the first event.
- Consultant shall provide all of their own equipment and tools necessary to perform their required tasks.
- Consultant shall provide a final report for each event regarding collection and disposal amounts.

**Time Frame**

The City of Rio Vista is planning their next household hazardous waste event tentatively scheduled for Saturday, October 6, 2012. The approved contractor will be responsible for conducting this event.

**Background Information**

Since 2007, the City has held a total of seven events; each event was very successful. A total of 39,946 pounds of material was collected in 2010 and 2011, as follows:

<u>Material Type</u>	<u>Pounds Collected</u>
Acid	380
Aerosol Containers	795
Base	380
Flammable & Poison	13,463
Reclaimable	22,040
Universal Waste	2,396
Other HHW	282
Other UW	210

## **RFP RESPONSE FORMAT**

The RFP respondent shall submit three (3) originals. In order to simplify the proposal evaluation process, the proposals shall be submitted on 8 ½ by 11 inch paper and organized in the following format:

**(\*Important - Please submit your RFP response with topical discussions corresponding to the numbers (excluding the cover letter, #1) in the outline below. Numbered and lettered items will assist the review team in evaluating your firm's qualifications.**

1. Cover/Cover Letter
  - a. Firm/entity name
  - b. Brief description of the firm/entity
  - c. Sub consultants or joint venture identified (if applicable to your proposal)
  
2. Description of services provided as specified in the scope of services and general requirements sections, including itemized costs as follows:
  - a. Cost for labor, transportation, and disposal of hazardous wastes.
  - b. Services not included in the basic service and fees for such services
  - c. Costs for items a) and b) above should include any discount available for multiple events.
  - d. Examples of similar projects should be included, as well as how fees are determined.
  
3. Qualifications of Personnel – All consultant firms shall have the level of certification for handling hazardous materials as required by State and Federal law.

## **EVALUATION CRITERIA**

Proposals will be evaluated according to the attached Consultant Selection Criteria Matrix, Exhibit A. The evaluation committee reserves the right to contact and evaluate the bidder's references; contact any bidder to clarify any response; contact any current clients of a bidder; solicit information from any available source deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City.

## **SELECTION PROCESS**

Proposals will be reviewed by the City Manager's Office. Notifications of acceptance or rejection by the City will be made in writing to all bidders.

## **GENERAL TERMS AND CONDITIONS**

The Request for Proposals (RFP) does not commit the City of Rio Vista (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this RFP.

Submission of a proposal means that the bidder hereby agrees to all terms and conditions set forth in all the pages of this solicitation. The bidder must contain within the proposal, a description of those terms and/or conditions to which the bidder does not agree.

Award: The firms/entities chosen to provide Household Hazardous Waste Special Events services may be required to participate in negotiations and to submit such revisions of their proposals as may result from negotiations. Contracts for services will be awarded to firms on this list based upon the availability of staff and cost of services. The City reserves the right to award a contract/select a service provider without discussion based upon the initial proposals received, without interviews.

Insurance: The consultant is required to furnish evidence of insurance coverage including professional liability, and workers' compensation. The form of the insurance policy is subject to approval by the City and must be provided by insurers authorized by the California Insurance Commission to transact insurance business in California with a rating of "A" or better in the Best's Key Rating Guide, Property-Casualty, United States, 2000 Edition.

The City shall be furnished a copy of the policy AND an endorsement that the "City, its officers, employees, and agents are named as additional insureds" prior to provider commencing duties under this Agreement. Said policy of liability insurance shall state, "Coverage there under as applied to City, its officers, employees, and agents shall be primary and non-contributing as to any other insurance and self-insurance as may be maintained by the City." The policy shall contain severability of interest, specifying that the coverage afforded by the policy applies separately to each insured there under. The policy shall be endorsed to expressly provide the City with thirty (30) calendar days advance written notice of cancellation, non-renewal, or material change in coverage.

Workers' Compensation Insurance: Provider shall maintain workers' compensation insurance as required by the State Labor Code and Employer's Liability Insurance with limits in the amount of one million dollars (\$1,000,000) per accident. The insurers shall agree to waive all rights of subrogation against City and its employees for losses arising from work performed by Consultant for City.

Professional Liability Insurance: Provider shall cause to be taken out and kept in full force and effect during the term of the Agreement, a policy in from the content satisfactory to City that shall indemnify Consultant against errors and omissions or malpractice by Consultant. Said policy or policies shall provide professional liability coverage in the amount of one million dollars (\$1,000,000) per claim and a deductible provision of not more than fifty thousand dollars (\$50,000).

Business License: A professional services provider shall be required to obtain and maintain a current City of Rio Vista business license and maintain it annually.

Professional Licensing: The professional services provider, and any subcontractors, shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California, and shall provide evidence of such to the City with their proposal or prior to commencement of the work in such form as the City shall require.

Assignment/Subcontracting: The selected professional services provider shall not assign or subcontract services or responsibilities without the prior written consent of the City of Rio Vista. The City acknowledges that subcontracting can be in the City's best interest, but reserves the right of final approval.

**ESTIMATED TIME FRAME** (*Subject to change without notice*)

Tuesday, January 24, 2012

Release date of RFPs

Monday, February 13, 2012

RFP responses due no later than 2 P.M. /PST

**Thursday, March 1, 2012**

**Resolution goes before City Council requesting approval of RFP respondent selected to provide Household Hazardous Waste Special Events Services to the City of Rio Vista.** Letters sent to firms not selected.

**EXHIBIT A**

**PROVIDER SELECTION CRITERIA MATRIX  
(Sample Evaluation Criteria Evaluation Form)**

**Instructions:**

**Review and evaluate each proposal. Enter rating points for each of the evaluation criteria shown in the matrix below.**

<b>EVALUATION CRITERIA</b>	<b>BIDDERS</b>			
Cost Proposal – including a per vehicle cost estimate (30 points max.)				
Bidder’s knowledge and training (20 points max.)				
Bidder’s overall experience in providing professional Household Hazardous Waste Special Events services to a public agency of similar size to Rio Vista (20 points max.)				
Availability and accessibility (20 points max.)				
References (10 points max.)				
<b>EVALUATION CRITERIA SUBTOTAL</b> (100 points max.)				
Oral Presentation, if any (15 points max)				
<b>TOTAL RATING</b> (115 points max.)				