

**Request for Proposals
Collection and Disposal of Household Batteries, Lead-Acid Batteries,
and Mercury-Containing Items
Chatham County Solid Waste and Recycling**

Purpose

The Chatham County Solid Waste & Recycling Division (the County) is seeking proposals from qualified vendors to provide services to transport, process, and recycle or safely dispose of household batteries, lead-acid batteries, and mercury-containing items. The County is accepting proposals for three options:

- 1) Collection and disposal of all three materials,
- 2) Collection and disposal of two materials, and
- 3) Collection and disposal of one material.

A proposal may be submitted for any or all of the options. The agreement would be for a three (3) year contract period with an optional one-year extension for up to two additional years.

If Option 1 is selected the County intends to direct all materials to one vendor. In the case of Options 2 and 3, more than one vendor may be selected to provide services for all materials. Proposals will be reviewed and contracts will be awarded to the vendor(s) that best meet the needs of the County.

Background

Solid Waste & Recycling operates twelve (12) Collection Centers which accept household batteries and lead-acid batteries. The Main Facility accepts household and lead-acid batteries. The County also has a Household Hazardous Waste (HHW) program which has one event per month, March to November that accepts household and lead-acid batteries.

Currently, County staff collects household and lead-acid batteries from each location and consolidates them at the Main Facility. The batteries are then transported by a contractor for processing, recycling, and proper disposal.

Mercury-containing items are accepted at the 12 Collection Centers, Main Facility, and HHW events. Only 4- and 2-foot straight fluorescent lightbulbs and small mercury-containing lightbulbs are accepted at the Collection Centers and Main Facility. County staff collects from each location and consolidates them at the Main Facility. Any other shape or size is accepted and processed through HHW events.

The following table provides the pounds of household batteries, lead-acid batteries, and mercury-containing items for the past three fiscal years.

Material	FY 2020	FY 2021	FY 2022	FY 2023
Household Batteries	11,727	8,300	3,179	10,920
Lead-Acid Batteries	20,030	15,228	5,104	26,160
Mercury-Containing Items*	3,047	4,554	2,403	6,010

For household and lead-acid batteries, the lower weights in FY2021 and FY2022 are due to shipping more batteries in FY2020 and FY2023. Batteries are regularly collected but shipment fluctuates depending on the ability of County staff to package and ship the batteries.

Scope of Work

The County desires to receive revenue sharing for positive value for household batteries, lead-acid batteries, and mercury-containing items collected at each of our facilities.

For each material the vendor(s) can propose to have the County consolidate all materials at the Main Facility for pickup or pickup directly from each location.

The selected vendor(s) will be expected to furnish all labor, materials, tools, equipment, and services required for the processing and marketing of all materials. The selected vendor(s) will make all reasonable efforts to maximize material recycling where possible or otherwise ensure proper disposal. The vendor(s) will be expected to comply with all local, state, and federal regulations regarding the processing and recycling of recyclable materials.

All labor, equipment, and supplies necessary to meet the requirements of this RFP shall be included in the quote.

Addresses of the Collection Centers, Main Facility, and Household Hazardous Waste (HHW) Facility are listed below:

Name	Street Address
Asbury	34 Mt. View Church Road Moncure, NC 27599
Bennett	3142 Bennett-Siler City Road Bennett, NC 27208
Bonlee	1528 Elmer Moore Road Bonlee, NC 27344
Cole Park	11632 US 15/501 North Chapel Hill, NC 27517
Crutchfield Crossroads	4030 Silk Hope-Liberty Road Snow Camp, NC 27349
Goldston	7285 Pittsboro-Goldston Road Bear Creek, NC 27207
Hadley	65 East Perry Road Pittsboro, NC 27312
Harpers Crossroads	19921 NC Highway 902 Bear Creek, NC 27207
Martha's Chapel	24 Gardner Road Apex, NC 27523
Moncure	2855 Old US 1 Moncure, NC 27562
Pittsboro	180 Martin Luther King Jr. Road Pittsboro, NC 27312
Siler City	135 Silk Hope Road Siler City, NC 27344
Main Facility	28 County Services Road, Pittsboro, NC 27312
HHW Facility	39 County Services Road, Pittsboro, NC 27312

The Collection Centers are open Monday through Saturday, 7:00 AM to 7:00 PM. However, all centers are closed Wednesday except Bonlee, Cole Park, Pittsboro, and Siler City. The Collection Centers are closed on New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and close early on Christmas Eve.

The Main Facility is open Monday through Friday, 7:00 AM to 4:00 PM. Any pickups would need to occur before 3:00 PM when staff is available to help. The Main Facility is closed on New Year's Day, Martin Luther King Jr Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, two days around Thanksgiving, and three days around Christmas.

The Household Hazardous Waste facility is accessible the same days and hours as the Main Facility.

Contract Term

The term of the Contract shall be for a three (3) year period beginning upon the date of execution of the Contract and terminating three (3) years from the effective date provided that:

- Funds are authorized annually by the Board of Chatham County Commissioners,
- Neither the County nor the Contractor desire to alter the terms of the Contract during the three (3) year period, and
- The Contract is not otherwise terminated through provisions of another clause of the Contract.

The County has the option, upon mutual agreement with the contractor, to extend the terms of the contract for up to two (2), one-year extensions.

Pricing Sought for the Following Options

Chatham County is seeking pricing for the collection and disposal of household batteries, lead-acid batteries, and mercury-containing items. For all options, include calculations with supporting data as required for any revenue sharing agreement formulas.

Vendors can submit proposals for *any or all* of the following options.

Option 1: Collection and disposal of household batteries, lead-acid batteries, **and** mercury-containing items.

Option 1A: Pick up consolidated materials at the Main Facility.

Option 1B: Pick up materials from each location.

Option 2: Collection and disposal of **two** of the following: household batteries, lead-acid batteries, **and/or** mercury-containing items.

Option 2A: Pick up consolidated materials at the Main Facility.

Option 2B: Pick up materials from each location.

Option 3: Collection and disposal of **one** of the following: household batteries, lead-acid batteries, **or** mercury-containing items.

Option 3A: Pick up consolidated materials at the Main Facility.

Option 3B: Pick up materials from each location.

Requirements of the Awarded Vendor(s)

- 1) Provide documentation for receipt of material, including weight and pricing.
 - a. For pickup from multiple locations: documentation for collection showing, at a minimum, the date, time, type of material collected, location material collected from, and weight/count of material.
- 2) Provide statements and material weight/count reports within 30 days of pickup showing the breakdown of materials and pricing provided in the proposal.
- 3) Provide all personnel, equipment, and other resources for loading and transporting materials.

Proposal Instructions

- A. **Proposal Deadline:** Must be received by Chatham County no later than **10/5/23** at 3:00 PM EST.
- B. **Submission of Proposals:** Vendors must submit both **an electronic PDF** version of the proposal (excluding any materials that are non-electronic) and **three hard copies** with all attachments, including signatory pages, which should be received by the deadline above. Hard copies should be printed on post-consumer recycled paper (at least 30%). The hard copies must be sent to one of the following delivery addresses:
- Postal Address: Michele Peluso, Chatham County Finance Office
P. O. Box 608, Pittsboro, NC 27312
 - Street Address: Michele Peluso, County Finance Office, Courthouse Annex
12 East Street, Pittsboro, NC 27312

The **electronic PDF version** of the proposal (excluding non-electronic materials) must be submitted by the deadline above to: michele.peluso@chathamcountync.gov or may be included in the bid packet on digital media.

- C. **Withdrawal of Proposals:** Proposing vendors may withdraw their proposals any time before the deadline for submission on 10/4/23 at 4:00 PM EST, but the withdrawal must be submitted in writing and signed by the proposing vendor.
- D. **Inquiries and Corrections:** All inquiries relating to this request should be in writing and addressed to:
- Michele Peluso, Chatham County Finance Office
P.O. Box 608; Pittsboro, NC 27312

They also may be emailed to: michele.peluso@chathamcountync.gov

If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Michele Peluso. Any interpretation of or changes made to the RFP will be made by written addendum to each proposing consultant and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries must be submitted by 12PM on 9/18/23. It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting proposals. Addenda will be posted to the County's Bids and RFP Opportunities at www.chathamcountync.gov/bidsandopportunities

- E. **Vendor Certification:** The submission of proposal shall be deemed a representation and certification that the proposing vendor:
- Has carefully read and fully understands the information provided by Chatham County in this RFP;
 - Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
 - Represents that all of the information contained in the submitted proposal is true and correct;
 - Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms, or conditions of this proposals;

- Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and
 - Acknowledges that any proposal cannot be modified after its submission for any reason.
- F. **Format and Deadline of Proposals:** Late proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept proposals by fax or any method other than is outlined under item B of Proposal Instructions. The sender must allow ample delivery time for the selected shipment or transmission methods.

RFP Schedule

- The deadline for submitting questions in writing (mail, email or fax) is 9/18/23 at 12PM.
- The RFP deadline for receipt of proposals by the county is 10/5/23 at 3PM.
- The RFP Committee will begin reviewing proposals 10/9/23.
- We expect to conclude the evaluations by 10/27/23.
- If the selected contract is over \$100,000 the contract will need to be approved by the Board of Commissioners on 11/6/23.
- Contract executed and work to begin around 11/13/23.

Proposal Contents

These instructions cover the format, content, and development of proposals. The proposals should be no longer than 15 pages (30 pages double-sided) to cover the sections listed below. Attachments A and B are required to provide necessary information and are not included in the page count. Only that information deemed essential to convey the proposing vendor's understanding of the County's requirements for this RFP should be submitted. Items not listed below and not explicitly related to the RFP (i.e. general marketing materials and examples of unrelated work) will not be considered in the evaluation process.

All proposals should include the following items in the order listed below and must be organized as shown below:

Section 1 - Proposal Summary- This should include the highlights of the proposal, such as an overview of the vendor organization, most relevant experience of the proposing vendor, and any additional information that the County may find useful in awarding the bid.

Section 2 - Vendor Information & Signature Form- This form is provided as Attachment A: Vendor Information and Signature Form. The form should be completed and signed by the person with authority to approve contracts.

Section 3 - Practices and Description: Vendors must submit a description of their process, including labor and equipment used for collection, transportation, processing, and disposal of household batteries, lead-acid batteries, and/or mercury-containing items. For all options, include reportable safety incidents for the last five (5) years.

Vendors must provide detailed information on what materials can and cannot be accepted. Vendors must include any preparation or packaging requirements of the County. Vendors must

specify desired levels of contamination, the process for identifying contamination, and any cost to the County for managing contamination.

Vendor must complete Attachment B: Proposed Recycling and Disposal Facilities to indicate the ultimate destination(s) and disposal methods of all materials.*

Section 4 - Project Approach: This section must include a description of the scope of service to be provided with a detailed description of how the work will be performed. This section should include any assistance or responsibilities requested from the County.

Section 5 - Storage, Disposal, and Recycling Facilities: In this section, the vendor must provide names, locations, and pertinent federal and state license/permit information for the vendor, hauler, storage facility, and disposal facilities that might handle waste collected from the County.

Section 6 - References: Vendor must provide a list of projects or clients served within the last five (5) years that demonstrate the applicants' skills and capabilities with the type of service being requested. Please include the project name, location, client contact name, and telephone number.

Section 7 - Pricing Proposals: Clearly indicate which option(s) the bid is for (1A, 1B, 2A, 2B, 3A, 3B) and provide pricing for each option. Vendor must provide a pricing proposal(s) for each item listed in Attachment C: Pricing Sheet- Materials, if applicable.*

Vendor must include costs for collection services. If pickup will differ per Option, please include a collection services pricing sheet for each option. Pricing for collection should be included in Attachment D: Pricing Sheet- Collection Services.*

**Attachments B, C and D are available in Excel Spreadsheet format upon request to michele.peluso@chathamcountync.gov.

Chatham County follows statutory requirements for awarding contracts, as stated in North Carolina General Statutes 143-129 and identified as the "lowest, responsive, responsible bidder; taking into consideration quality, performance and the time specified in the proposal for the performance of the contract." The County will evaluate all sections, in addition to the pricing, submitted prior to the contract award.

Review and Selection Process

The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized or appropriate expertise in this particular type of service.
2. Adequate staff and equipment.
3. Current workload.
4. Previous experience with this type of service.
5. Previous experience with Chatham County.
6. Pricing.
7. Other factors that may be appropriate.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

County Requirements

Insurance Requirement

During the term of the contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

- (a) **Worker's Compensation** - The contractor shall provide and maintain Worker's Compensation Insurance as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Contractor's employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract. (Non-applicable-individual.)
- (b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$100,000 bodily injury per person, \$500,000 bodily injury per occurrence and \$100,000 property damage. (Defense cost shall be in excess of the limit of liability.)
- (c) **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$250,000.00 bodily injury and \$100,000 property damage.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. The Contractor may meet its requirements of maintaining specified coverage and limits by demonstrating to the County that there is in force insurance with equivalent coverage and limits that will offer at least the same protection to the County. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the contractor's.

E-Verify

Effective September 4, 2013, North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

Iran Divestment Act

Effective October 1, 2015, North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of §143C-6A-5. Contractor agrees to fully comply with such statute and require Contractors subcontractors, if any, to fully comply with such statute.

Additional County Conditions

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposals. However, Chatham County reserves the right to change the conditions, requirements, and specifications as it deems necessary.
- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- No proposal will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by County staff, the Chatham County Board of Commissioners, or the Chatham County Economic Development Corporation.
- Chatham County is not obligated to enter into any contract as a result of the RFP.
- All prices quoted must be firm for a period of 90 (ninety) days following the bid deadline.
- Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.
- Only one proposal will be awarded as the result of the RFP.
- Chatham County may approve or disapprove the use of specific proposed subcontractors in any proposal.
- Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
- Chatham County reserves the right to negotiate with any, none, or all of the proposing vendors.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The County will not return proposal materials to those submitting proposals.
- No agreements with any selected vendor shall be binding until a contract is approved, signed, and executed by the authorized County Official and authorized representatives of the vendor.

The County of Chatham is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.

**Attachment A:
Vendor Information and Signature Form**

Name of Vendor:	
Trade License # (if applicable)	
Contact Person(s)	
Street Address with City, State & Zip Code	
Mailing Address (if different than above)	
Phone #	
Fax #	
Email	
Proposer will do the work as:	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date & state of incorporation	Date State
Name of partnership or joint venture	

By signing below, the submission of qualifications shall be deemed a representation and certification by the Proposing Consultant that it has investigated all aspects of the RFP, and it has read and understands the RFP.

Bidder Signature:
Date Signed:
Title of Signatory:

Attachment C: Pricing Sheet- Materials

Batteries

Vendor shall include a price per item listed in the table below. All pricing should be in pounds and should not include any transportation or supply costs. This list should include all acceptable materials, so if there are materials missing, add them to the table. Use additional pages as needed. Indicate N/A if item is not applicable.

Check this box if you are not providing a bid for these materials:

****Attachments B, C and D are available in Excel Spreadsheet format upon request.***

Batteries- Dry Cell Type	Price per pound
Nickel Cadmium	
Nickel Metal Hydride	
Nickel Zinc	
Absolyte Cells	
Alkaline: Zero Mercury Added	
Alkaline: containing mercury	
Zinc-Carbon	
Zinc-Air	
Lead-Acid Cylinder Type	
Lead-Acid Gel Type	
Lead-Acid Steel Case	
Mercury	
Button Cells: Silver, Mercury, Zinc Air	
Lithium	
Lithium Ion	

Batteries- Wet Cell Type	Price per pound
Nickel Cadmium	
Nickel Iron	
Absolyte Cells	
Carbon Air	
Carbon Air with Mercury	
Lead Acid Automotive Type	
Lead Acid Steel Case	
Magnesium	
Mercury	

Mercury-Containing Items

Vendor shall include a price per item listed in the table below. You may list the price using your preferred method, i.e. pound, each, etc., but should not include any transportation or supply costs. This list should include all acceptable materials, so if there are materials missing, add them to the table. If materials need to be subdivided for pricing add them to the table. If there are caveats include those as well. Use additional pages as needed.

Check this box if you are not providing a bid for these materials:

****Attachments B, C and D are available in Excel Spreadsheet format upon request.***

Item	Price	Per (pound, each, etc.)
Fluorescent Lamps – 4 foot and under		
Fluorescent Lamps – over 4 foot		
Straight Fluorescent Lamps		
Compact Fluorescent		
Shielded Fluorescent, all lengths		
U Shape & Circular Fluorescent		
HID Lamps		
Low Pressure Sodium Lamps		
Incandescent Bulbs		
Mirrored Spot Lamps		
Broken/Crushed fluorescent lamps		
Broken/Crushed HID lamps		
2" Grooved fluorescents, all lengths		
4' and 8' w/ ballast module attached		
Floods and Plastic Encased Spots		
Neon Lamps		
UV Lamps		
LED Bulbs		
PCB Ballast		
DEHP Ballast		
Capacitor		
Mercury-Containing Devices		
Elementary Mercury		

**Attachment D:
Pricing Sheet- Collection Services**

Vendor shall include costs for collection services. **If pickup will differ per Option**, please include a collection services pricing sheet for each option. Vendor should include cost for any supplies the County would be required to purchase from the contractor.

Pricing for Option:	
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**Attachments B, C and D are available in Excel Spreadsheet format upon request.*

Collection Service	Cost	Per	Total Cost
Consolidated- Pickup from Main Facility			
Picked up from each location:			
Collection Center Asbury			
Collection Center Bennett			
Collection Center Bonlee			
Collection Center Cole Park			
Collection Center Crutchfield			
Collection Center Goldson			
Collection Center Hadley			
Collection Center Harpers Crossroads			
Collection Marthas Chapel			
Collection Center Moncure			
Collection Center Pittsboro			
Collection Center Siler City			
Main Facility			
Household Hazardous Waste Facility			

If a discount is provided for the pickup of multiple materials, please provide the discount below, by percentage:

Discount for pickup of two items: _____%

Discount for pickup of three items: _____%

Supplies	Cost	Per	Total Cost