

The Housatonic Resources Recovery Authority  
On Behalf of the City of Danbury and the Towns of Bethel, New  
Fairfield, Newtown, Redding and Ridgefield

REQUEST

FOR

PROPOSAL

for

THE OPERATION OF A THREE-YEAR HOUSEHOLD  
HAZARDOUS WASTE COLLECTION PROGRAM

**Due Date: March 1, 2019**

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

I. OVERVIEW AND INTENT

The Housatonic Resources Recovery Authority (“HRRRA”) will administer and coordinate a Household Hazardous Waste Collection Program (“the PROGRAM”) to be operated by a licensed hazardous waste management firm (“CONTRACTOR”). The PROGRAM will serve six of the eleven member municipalities of the HRRRA (Bethel, Danbury, Newtown, New Fairfield, Redding and Ridgefield). Other HRRRA member municipalities may be added to the PROGRAM by amendment to the contract if they agree to its terms and conditions.

The HRRRA is issuing this Request For Proposal (“RFP”) to select a CONTRACTOR to operate the PROGRAM for the three year period commencing **May 1, 2019** and ending **December 31, 2021**. However, the HRRRA and selected vendor may extend the contract for additional one or two year periods for a maximum of five years if deemed appropriate by the HRRRA and such 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 three year period through a series of fifteen separate One Day Collection events at the sites and 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 are maps showing the general location of the five proposed PROGRAM Collection Day sites.

2. PROGRAM Collection Day Site Locations

- b. Newtown Public Works Facility, 4 Turkey Hill Rd, Newtown, CT 06470
- c. Danbury Public Works Facility, 54 Newtown Rd, Danbury, CT 06810
- d. Brookfield High School, 45 Long Meadow Hill Rd., Brookfield, CT 06804
- e. Bethel High School – 300 Whittlesey Dr., Bethel, CT 06801
- f. Ridgefield High School – 700 N. Salem Rd., Ridgefield CT 06877

### 3. PROGRAM Collection Day Schedule

Below is the tentative schedule, location and times for the 2019 - 2022 Collections.

**LOCATION: Newtown Public Works Facility – 4 Turkey Hill Rd., Newtown CT 06470**

DATE (a)	May 18, 2019	April 25, 2020	April 15, 2021
TIME	8:00am-2:00pm	8:00am-2:00pm	8:00am-2:00pm

**LOCATION: Brookfield High School – 45 Long Meadow Hill Rd., Brookfield CT 06804**

DATE (a)	July. 20, 2019	June. 27, 2020	June. 26, 2021
TIME	8:00am-2:00pm	8:00am-2:00pm	8:00am-2:00pm

**LOCATION: Bethel High School – 300 Whittlesey Dr., Bethel, CT 06801**

DATE (a)	Sept. 7, 2019	Sept. 5, 2020	Sept. 4, 2021
TIME	8:00am-1:00pm	8:00am-1:00pm	8:00am-1:00pm

**LOCATION: Ridgefield High School – 700 N. Salem Rd., Ridgefield CT 06877**

	Oct. 5, 2019	Oct. 3, 2020	Oct. 2, 2021
TIME	8:00am-1:00pm	8:00am-1:00pm	8:00am-1:00pm

**LOCATION: Danbury Public Works Facility – 54 Newtown Rd., Danbury CT 06810**

DATE (a)	Nov. 2, 2019	Nov. 7, 2020	Nov. 6, 2021
TIME	8:00am-2:00pm	8:00am-2:00pm	8:00am-2:00pm

The above schedule is subject to change by the HRRRA but will be finalized between HRRRA and the CONTRACTOR 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 **no later than** the start time above for each Collection Day.

All residents who are in line for disposal at the end time of each event will be allowed to drop off their waste. The TOWNS and HRRRA reserve the right to extend the ending time of each collection event by up to one hour depending upon the particular circumstances of the day.

#### B. Town Populations

Populations of the TOWNS potentially participating in the PROGRAM are as follows based upon the 2010 census:

<u>Town</u>	<u>2010 Population</u>
Bethel	18,584
Danbury	80,893
New Fairfield	13,881
Newtown	27,560
Redding	9,158
Ridgefield	<u>24,638</u>
<b>Total</b>	<b>174,714</b>

C. Past Household Hazardous Waste Collection Days

Included as Attachment B to this RFP is a chart showing participation levels for regional Collection Days held from 2014 through 2018. 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 accepted with the following exceptions:

- waste motor oil
- antifreeze
- car batteries
- tires
- propane tanks
- 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*)
- syringes
- commercial or industrial waste
- wastes that are illegal to dispose in the United States and/or the State of Connecticut

HRRA reserves the right to request CONTRACTOR to accept, waste motor oil, antifreeze, car batteries, and propane tanks from residents who bring such items to the Collection Site in error on a case by case basis during a Collection Event.

Any other Household Hazardous Waste which is not acceptable to the CONTRACTOR must be identified as such in the CONTRACTOR's proposal. The TOWNS and HRRA will work with the chosen CONTRACTOR to balance acceptance of the breadth of household hazardous waste with the expected disposal costs to be borne by the TOWNS to find a mutually agreeable balance.

Wastes generated from non-residential sources will not be accepted in this PROGRAM except for reasonable amounts of acceptable household hazardous waste generated by the TOWNS, including their school systems, as CESQGs.

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

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 HRRRA.

E. Product Stewardship Programs

CT has adopted and implemented a paint stewardship program and may adopt and implement other product stewardship programs covering acceptable HHW materials during the course of this contract or subsequent extensions. Contractor shall work in conjunction with the paint stewardship program and any other implemented stewardship program to accept, collect, transport and process products covered by such stewardship programs and laws at NO COST to the towns.

F. Small Business CESQGs

Non-profit and small business conditionally exempt small quantity generators (CESQGs) may be accepted at each collection site only during the one hour prior to the designated start time if the CESQG has made prior arrangements with the Contractor and pays the Contractor directly. Contractor acceptance of material from any CESQG shall be at no cost and liability to towns.

G. 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 the 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 HRRRA agrees, 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.

In consultation with the HRRRA coordinating agent and host town coordinator, the CONTRACTOR is responsible for establishing the vehicle flow pattern to assure a smooth and efficient flow of participants.

The CONTRACTOR is responsible for providing for a tent if it is 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 at the drop-off site on the collection day before the starting time designated for each collection.

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; and a sufficient number of trained employees to remove household hazardous material from incoming vehicles.

#### H. 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, roll offs, absorbent materials and labels. Unused packaging material will be retained by the CONTRACTOR at no expense to the HRRRA or TOWNS.

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 participants' vehicle.

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

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

CONTRACTOR shall package and process HHW collected in the manner that best balances safety, processing speed and cost.

#### I. Pre-Collection Day Conference

In order to provide an efficient and economical PROGRAM, the HRRRA may conduct pre-collection day conferences with the CONTRACTOR, 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 may be held at the collection site. If acceptable to HRRRA, and the Host TOWN, the pre- collection day conference may be waived and replaced with a pre-collection day phone call or e-mail or a collection day conference at the site at least one-half hour prior to the scheduled start time.

#### 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, transporting 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 site 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 for the two sites shall be submitted by the CONTRACTOR to the HRRR COORDINATING AGENT no later than May 1, 2019. No collection shall occur until the Work Plans are approved by the COORDINATING AGENT. The COORDINATING AGENT's approval of these plans is not an assumption of responsibility for the adequacy of compliance with local, state or federal authorities. Unless there is a change of site, or a change in the Work Plan or unless requested by the HRRR COORDINATING AGENT, additional work plans after the two original plans are approved will not be required for the duration of the contract and any subsequent extensions.

B. Insurance

The CONTRACTOR shall be required to maintain at its own expense during the term of the Contract the following insurance covering any claims incurred or arising during the term of or as a result of the CONTRACTOR's performance under the Contract. The insurance must be issued by companies authorized to do business in the State of Connecticut and having agents upon whom service of process may be made in the State of Connecticut and shall contain at a minimum the following provisions, coverages and policy limits of liability:

**a. General Liability.** General Liability insurance shall include blanket contractual coverage and the limits of liability provided by such policy or policies shall be no less than One Million Dollars (\$1,000,000.00) bodily injury and property damage per occurrence, and an amount not less than Two Million Dollars (\$2,000,000.00) aggregate. The HRRR and TOWNS must be added and endorsed on the policy as additional insureds.

**b. Automobile Liability.** Automobile Liability Insurance with limits of not less than One Million Dollars (\$1,000,000.00) combined single limit, including coverage for owned, non-owned, hired and/or borrowed vehicles. The HRRR and the TOWNS must be added and endorsed on the policy as additional insureds.

**c. Pollution Liability.** Pollution Liability Insurance with a per occurrence minimum limit of liability of not less than Ten Million Dollars (\$10,000,000.00), extending to all phases of CONTRACTOR's

performance under the Contract. The HRRRA and the TOWNS must be added and endorsed on the policy as additional insureds.

**d. Workers' Compensation and Employer's Liability.** Workers' Compensation Insurance as required by Connecticut law and Employer's Liability Insurance with a limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, One Million Dollars (\$1,000,000.00) Disease policy limit and One Million Dollars (\$1,000,000.00) Disease each employee.

**e. Excess Liability.** Excess Liability Insurance with a per occurrence minimum limit of liability of not less than Ten Million Dollars \$10,000,000 in Excess of the Auto Liability, General Liability & Employers Liability limits. The HRRRA and TOWNS must be added and endorsed on the policy as additional insureds.

The acceptance by the HRRRA of certificates indicating the limits of coverage under any policy or policies shall not limit the liability of the successful CONTRACTOR.

The CONTRACTOR shall furnish to the HRRRA a Certificate of Insurance for each of the above referenced policies. Such certificates must contain information regarding the policies in force, policy numbers, limits, starting and expiration dates and a provision for notification to the HRRRA thirty (30) days in advance of any material change in coverage or cancellation. In addition, if the Insurance Certificate indicates self-insured retention below the minimum levels of insurance set forth herein, the HRRRA may require proof of financial responsibility and/or other security.

HRRRA reserves the right to negotiate with the successful contractor insurance coverage providing substantially similar coverage to the above requirements which are deemed to be acceptable to HRRRA's insurance experts.

#### IV. TOWNS' RESPONSIBILITIES

##### A. Coordinating Agent

The HRRRA 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. Host Town Community Coordinator

The host TOWN will provide a Community Coordinator at all collection days. This Community Coordinator will be responsible for providing site access, contacts for any required municipal emergency or non-emergency services during the event, and for working with the HRRRA Coordinating Agent to minimize participant wait times and maximize safety for participants, volunteers and municipal employees.



C. Trash Disposal

The host TOWN shall provide 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 lining these dumpsters with plastic material to prevent any leakage from the materials placed in the dumpster.

D. TOWNS' Staff and Volunteers

The TOWNS through HRRRA will provide and train sufficient staff and/or 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 HRRRA requests Responses to the RFP to operate the PROGRAM for the period May 1, 2019 through December 31, 2021. HRRRA and selected vendor may extend the contract for additional one or two year periods for a maximum of five years if deemed appropriate by the HRRRA and such extension(s) is (are) acceptable to the selected CONTRACTOR.

B. Contract Form and Parties

There will be one contract issued to cover all fifteen (15) collection events proposed as part of the PROGRAM. The parties to the contract will be the TOWNS, through their Chief Elected Official, and the CONTRACTOR. The contract signature page will contain a signature line for each of the six (6) participating municipalities as well as a signature line for the Contractor.

C. Payment

The Coordinating Agent will coordinate payments by TOWNS to the CONTRACTOR based on completion of individual site collection PROGRAMs. The CONTRACTOR must provide within sixty (60) days of the date of the Collection Day the Certificates of Destruction or the Certificates of Final Disposal for all the waste generated at that particular collection site. A detailed requisition containing copies of quantity, type, final disposal treatment, transportation logs, manifests and any permits required for all of the household hazardous waste generated at the site, shall be submitted to the Coordinating Agent for review and approval prior to payment. If approved, 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.**

D. Termination of Contract

The Contract may be terminated by either party upon thirty (30) 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 HRRRA 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 HRRRA prior to termination.

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

E. Equal Opportunity, Non-Discrimination, etc.

1. Pursuant to the provisions of Public Act No. 91-58 of the 1991 Session of the Connecticut General Assembly, (1) the CONTRACTOR agrees and warrants that in the performance of the contract it (Individual, Partnership or Corporation) will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the CONTRACTOR agrees to provide each labor union or representative of workers with which the CONTRACTOR has a collective bargaining agreement or other contract or understanding and each vendor with which the CONTRACTOR has a contract or understanding, a notice to be provided by the commission on human rights and opportunities 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 of employment; (3) the CONTRACTOR agrees to comply with each provision of this section and sections 46a-68e and 46a-68f of the general statutes and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e and 46a-68f of the general statutes; (4) 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 of the general statutes.

If the total cost of all Work or the total cost of materials and equipment to be purchased by the successful CONTRACTOR, its subcontractors and vendors in connection with the Contract shall equal or exceed \$5,000.00 or if the successful CONTRACTOR has ten (10) or more employees then, during the performance of the Contract, the successful CONTRACTOR agrees that it will not discriminate against or permit any discrimination against any employee or applicant for employment on the grounds of race, color, religious creed, mental or physical disability, age, marital status, national origin, sex, mental retardation or physical disability, including, but not limited to blindness, unless it is shown 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. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation and

selection for training, including apprenticeship.

2. The CONTRACTOR shall include the provisions of subsection (1) above in every subcontract or purchase order entered into in order to fulfill any obligation of the contract with the HRRRA to include the state and any or all municipalities named as obligee in the contract and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The CONTRACTOR shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if the CONTRACTOR becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the CONTRACTOR may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

F. 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 XVII 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 HRRRA Coordinating Agent or volunteers and staff 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 HRRRA 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 HRRRA 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.

G. Indemnification

The CONTRACTOR shall indemnify, hold harmless and defend the HRRRA and TOWNS, their officials, employees, agents, and volunteers from and against any and all liabilities, claims, penalties, fines, forfeitures, suits and the costs and expenses incident thereto (including costs of defense, settlement and reasonable attorney's fees) which may be alleged against the HRRRA and TOWNS or which the

HRRRA and TOWNS may incur, become responsible for, or pay out as a result of death or bodily injury to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation of governmental laws, regulations or orders caused by, arising out of, or in any manner connected with the wastes accepted by the CONTRACTOR on the Collection Day. Prior to acceptance of wastes by the CONTRACTOR as provided for herein, the CONTRACTOR shall be liable for and indemnify the HRRRA and TOWNS from and against any injury or loss whatever resulting from the negligent act or omission of any employee or agent of the CONTRACTOR, or from the failure or inadequacy of any equipment of the CONTRACTOR.

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 3 Per Household Pricing Proposal AND RFP Response Form #2 of 3 Unit Cost Proposal.

In order to evaluate the Responses to the RFP in a uniform way please fill out both response forms and please provide both unit cost pricing as well as per household pricing.

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 3, RFP Response Form #2 of 3, and RFP Response Form #3 of 3. 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 Friday, March 2, 2019 and submitted electronically in one .pdf document to jennifer@hrra.org and the Subject line of the e-mail shall read: HHW RFP Response (Responder's Company Name)

The HRRRA 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 HRRRA 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 ninety (90) days after March 1, 2019 unless written consent of the HRRRA has been requested and received. A Response to the RFP may be withdrawn prior to March 4, 2019 at 2:00 p.m.

C. Opening of Responses to RFP

All bids shall be reviewed after 2:00 pm on March 4, 2019, at the convenience of the HRRRA. There will be no public bid opening. All Responses received prior to the deadline shall be held by the HRRRA and the .pdf files shall remain unopened until the time and date set forth herein.

E. Questions

Questions regarding this RFP shall be submitted **only** by e-mail to [jennifer@hrra.org](mailto:jennifer@hrra.org). Any potential responders who contact HRRRA by any means other than e-mail with regard to this RFP shall automatically be disqualified. Questions and answers will be provided in addendum form to all parties who contact HRRRA by e-mail to [jennifer@hrra.org](mailto:jennifer@hrra.org) indicating their interest in responding.

F. Award of Contract

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 contains the lowest cost, who is qualified and competent to furnish the requested services, whose past performance of work for TOWNS in the Region, if any, has been satisfactory, whose PROGRAM is deemed to offer the most satisfying level of service, whose specifications are satisfactory to the HRRRA and whose Response to the RFP forms and documents complies with the procedural requirements of this Request for Proposal.

The HRRRA 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.

G. Additional Information.

The HRRRA may request and the CONTRACTORS, upon such request, shall supply additional information as is determined necessary for the HRRRA to evaluate the CONTRACTOR's Response to the RFP.

**HRRR RFP Response Form #1 of 3  
Per Household Pricing Proposal**

Set-up Fee per Event, if any \_\_\_\_\_

Waste Disposal Price per Household \_\_\_\_\_

Household Definition – lbs & galls \_\_\_\_\_

All Other Costs \_\_\_\_\_

HRRR RFP Response Form #2 of 3  
Unit Cost Proposal

Set Up Fee per Event – if any	\$			
Fork Lift Fee per Event – if any	\$			
Recovery Fee	\$			
All Other Cost	\$			
<b>Waste Disposal &amp; Transportation Cost</b>	<b>Container Size</b>	<b>Packing Method(s)</b>	<b>Disposal Method</b>	<b>Price Per Unit</b>
Aerosols				
Bulk Flammable Liquids				
Flammable Solid				
Oxidizers				
Organic Peroxide				
Pesticide Liquid				
Pesticide Solid				
Propane				
Corrosive Acid				
Corrosive Base				
Mercury				
Fluorescent Bulbs				
Bulk Motor Oil				
Fire Extinguishers				
Propane				
Antifreeze				
Latex Paint for Re-blending				
Oil Base Paint for Fuels Blend				
Bad Latex Paint				
Other Items Proposed by Vendor				

**RFP Response Form # 3 of 3**  
**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, e-mail, and telephone # of person to receive notifications and to reply to HRRRA inquiries:

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_



**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 industry-accepted practices for segregating, classifying and packaging "laboratory chemical reagents waste" into "lab packs": Yes\_\_\_\_\_ No\_\_\_\_\_

Our company is thoroughly familiar with Connecticut DOT, Connecticut DEP, 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 \_\_\_\_

Our company has been the vendor at the following one-day HHW collections in the State of CT over the past two years: (list all collections with which your company has been involved in CT in the past two years as well as a contact name and phone number )

Sponsor	Contact Name	Phone #

**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 \_\_\_\_\_

**Product Stewardship Laws Implementation**

I have read and agree to the requirements under Section II.E Product Stewardship covering paint and stain and any other product stewardship laws Connecticut adopts and implements during the term of this contract or any subsequent extensions: Yes \_\_\_\_\_ No \_\_\_\_\_

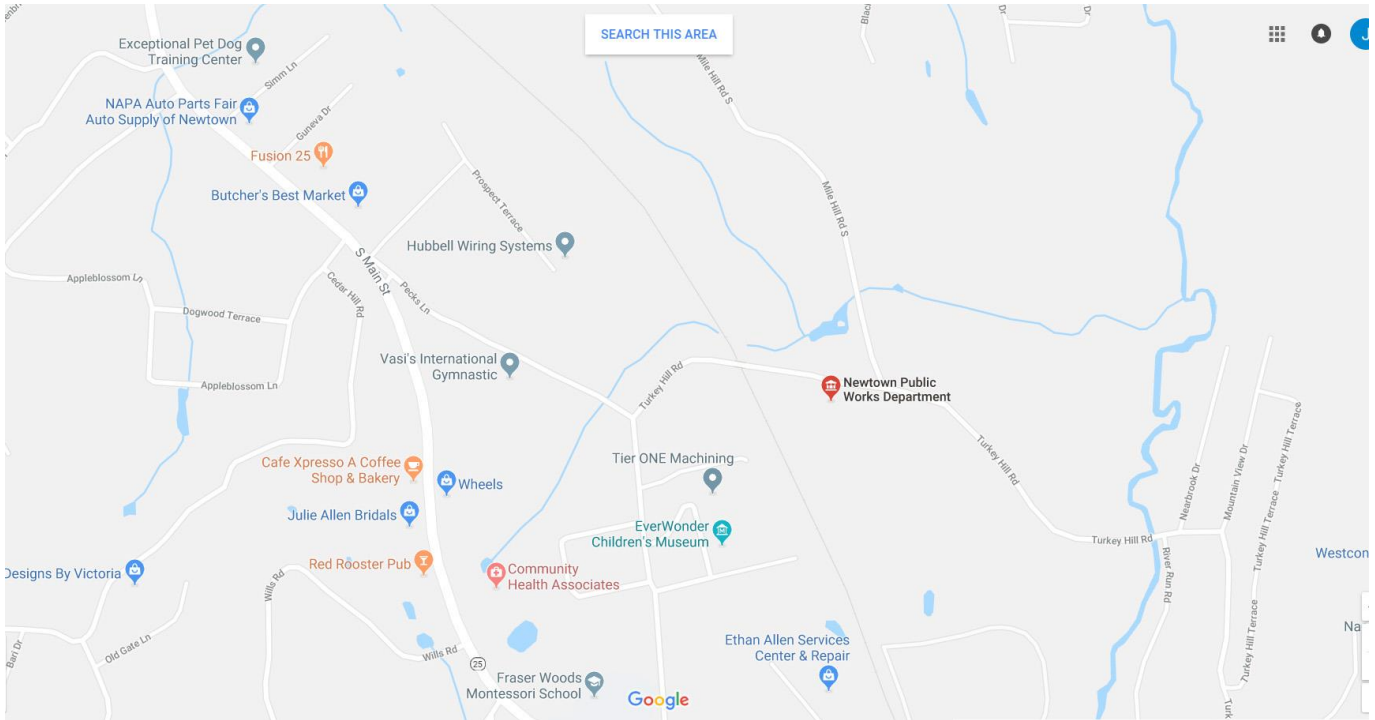
**RFP Exceptions**

Any exceptions to the requirements of this RFP shall be submitted as part of any response and clearly designated as **RFP Response Exceptions Page x of y** at the top of each page containing exceptions.

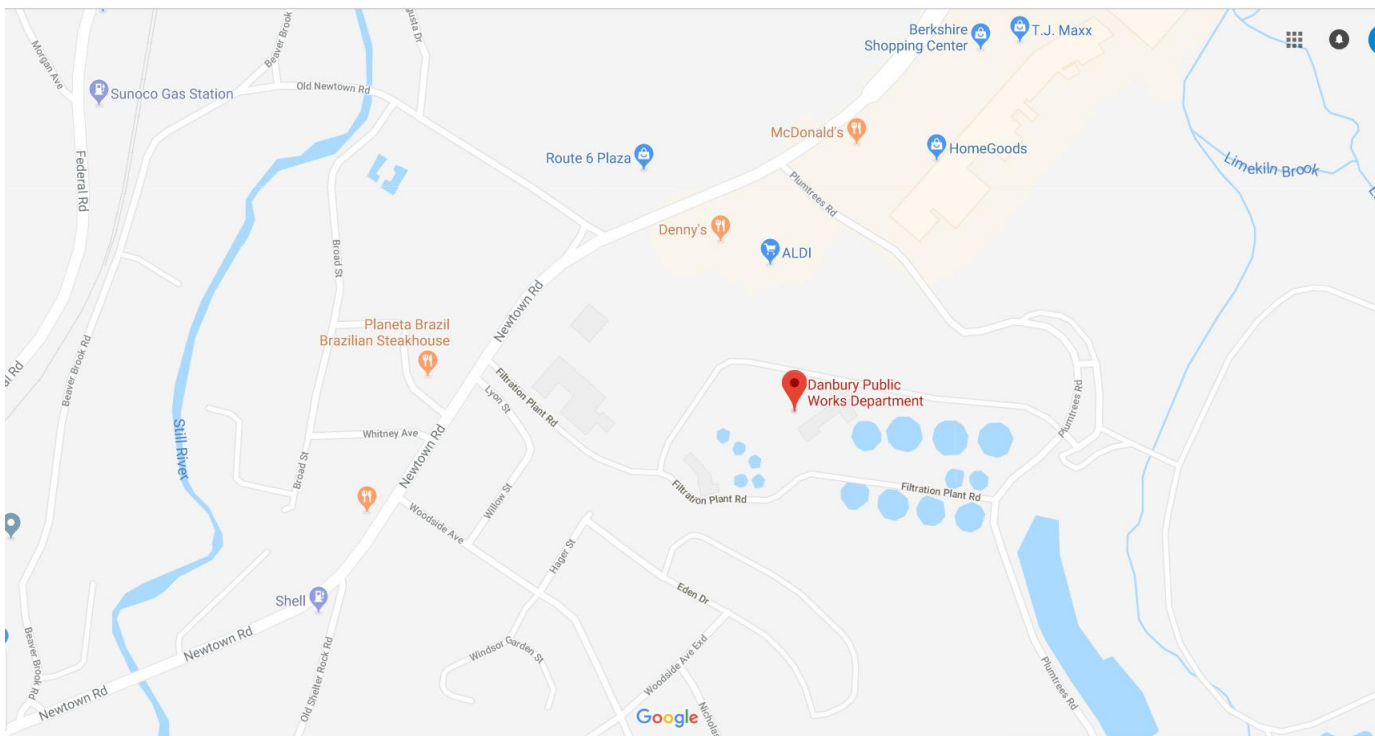
# Attachment A

## Maps

Newtown Public Works - 54 Newtown Road, Danbury, CT 06810

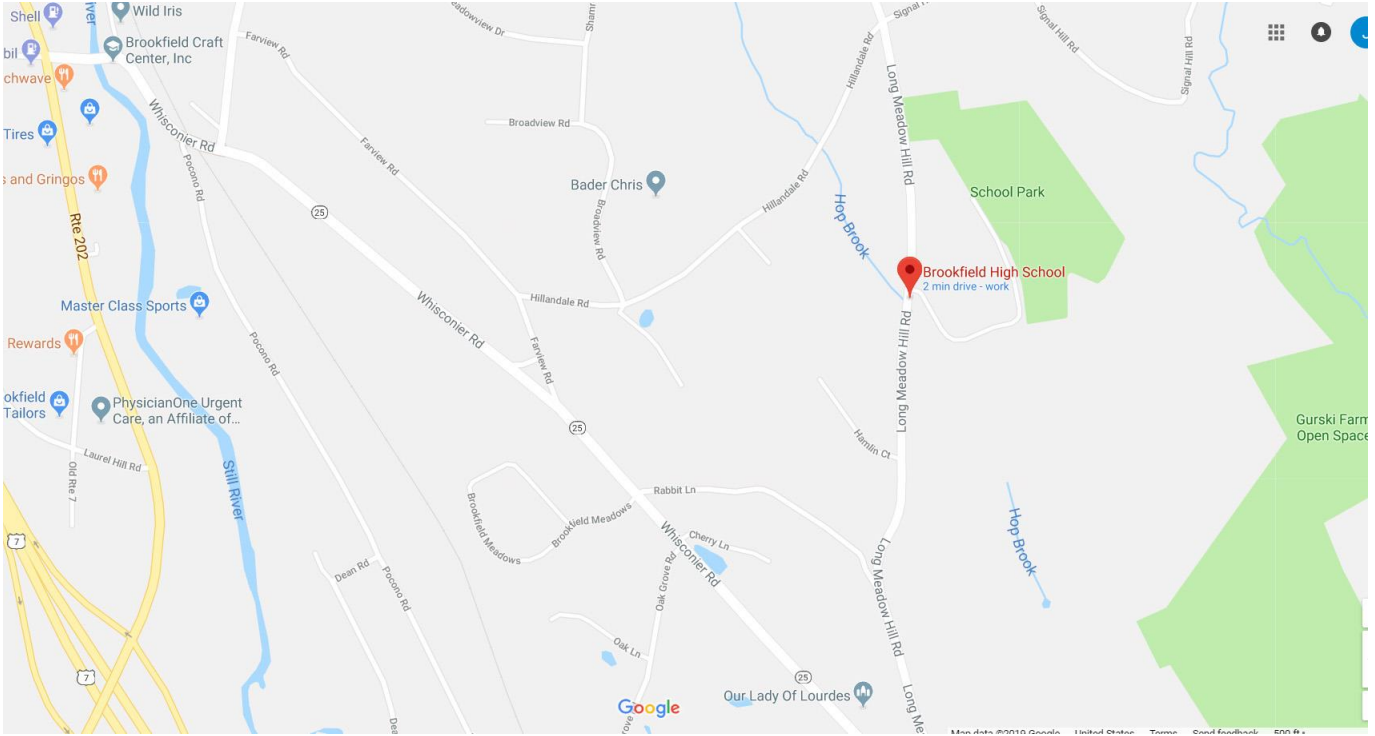


Danbury Public Works - 4 Turkey Hill Road, Newtown, CT 06470

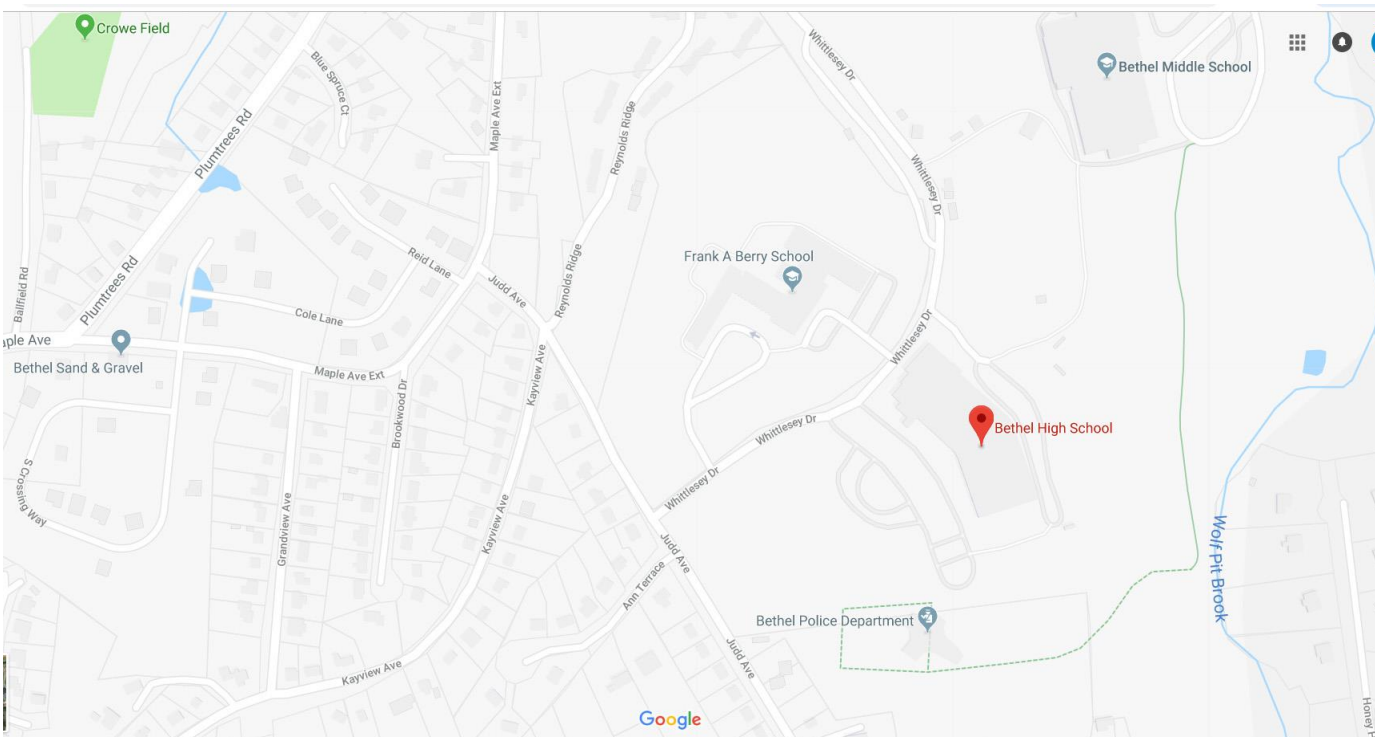


# Attachment A Maps

Brookfield High School – 45 Long Meadow Hill Rd., Brookfield CT 06804

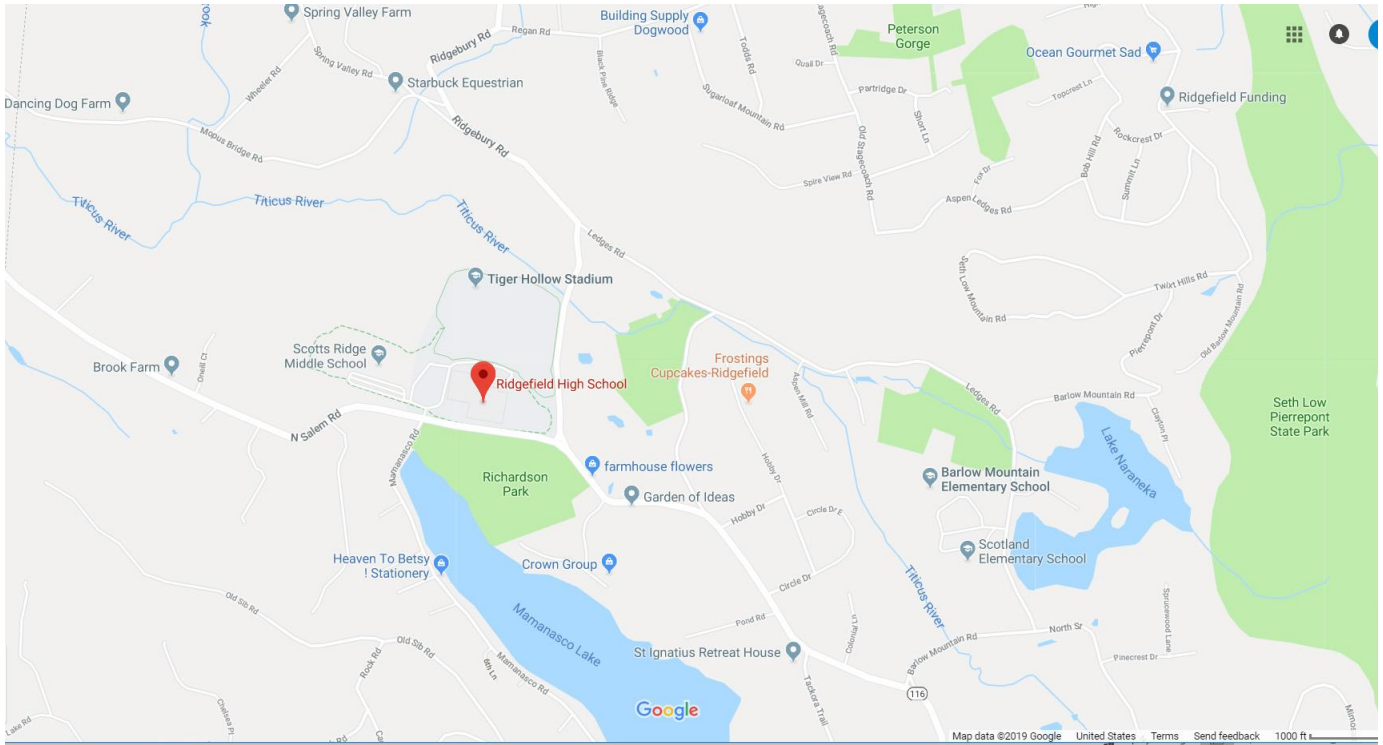


Bethel High School – 300 Whittlesey Dr., Bethel, CT 06801



# Attachment A Maps

Ridgefield High School – 700 N. Salem Rd., Ridgefield CT 06877



**Attachment B**  
**Household Hazardous Waste Collection Participation Rates 2014-2018**

	2014			2015			2016			2017			2018		
	Spring	Fall	TOTAL	Spring	Fall	TOTAL	Spring	Fall	TOTAL	Spring	Fall	TOTAL	Spring	Fall	TOTAL
<b>Bethel</b>	73	85	<b>158</b>	89	119	<b>208</b>	75	111	<b>186</b>	67	128	<b>195</b>	35	94	<b>129</b>
<b>Danbury</b>	75	324	<b>399</b>	73	621	<b>694</b>	103	300	<b>403</b>	74	369	<b>443</b>	61	285	<b>346</b>
<b>New Fairfield</b>	76	65	<b>141</b>	57	86	<b>143</b>	49	76	<b>125</b>	57	100	<b>157</b>	26	93	<b>119</b>
<b>Newtown</b>	389	57	<b>446</b>	291	143	<b>434</b>	494	123	<b>617</b>	529	67	<b>596</b>	345	138	<b>483</b>
<b>Redding</b>	50	61	<b>111</b>	62	69	<b>131</b>	42	50	<b>92</b>	43	83	<b>126</b>	49	64	<b>113</b>
<b>Ridgefield</b>	50	129	<b>179</b>	67	156	<b>223</b>	82	121	<b>203</b>	67	98	<b>165</b>	66	60	<b>126</b>
<b>HRRA Other</b>	7	6	<b>13</b>	8	15	<b>23</b>	8	12	<b>20</b>	7	18	<b>25</b>	14	11	<b>25</b>
<b>TOTAL</b>	<b>720</b>	<b>727</b>	<b>1447</b>	<b>659</b>	<b>1209</b>	<b>1868</b>	<b>853</b>	<b>793</b>	<b>1646</b>	<b>855</b>	<b>863</b>	<b>1718</b>	<b>596</b>	<b>745</b>	<b>1341</b>

**Attachment C**  
**HRRR Household Hazardous Waste Collection Events**  
**What to Bring – Items Accepted**

**Paints & Solvents**

Oil and latex paints  
Stains  
Varnishes  
Paint Thinners  
Cement Paint  
Strippers  
Dry Cleaning Solvents

**Cleaning Supplies**

Wood Preservatives  
Furniture Polish  
Floor Polish  
Metal Polish  
Oven Cleaners  
Drain Cleaners  
Full or Partially Full Aerosol Cans  
Spot Removers  
Rug Cleaner  
Upholstery Cleaner  
Septic Tank Degreasers  
Dry Cleaning Fluids

**Hobby Supplies**

Chemistry Sets  
Airplane Glue  
Thermometers  
Photography Chemicals  
Mercury Formalin (Formaldehyde)  
Wood Strippers  
Arts & Crafts Supplies

**Other Household Items**

Flea Powder  
Moth Balls  
Fungicides  
Lighter Fluids  
Indoor Insecticides  
Rechargeable Batteries  
Ant/Roach Killer  
Lice Shampoo  
Rodent Killers  
Muriatic Acid

**Glues & Elements**

Resins  
Rosins  
Adhesives  
Rubber  
Airplane Glue  
Sealants

**Automotive & Marine**

Engine Degreasers  
Kerosene  
Gasoline  
Fuel Oil - limit 10 gallons or less  
Carburetor Cleaners  
Brake Fluids  
Transmission Fluids  
Car Waxes  
Engine and Radiator Flushes  
Radiator Cleaners

**Products with Mercury**

Mercury Fever Thermometers  
Mercury Temperature  
Thermostats Containing  
Fluorescent Lightbulbs  
CFL Lightbulbs

**Outdoor Household Items**

Pesticides  
Garden Fungicides  
Plant Insect Killer  
Slug Poison  
Weed Killer  
Weed and Feed Lawn Products  
Swimming Pool Chemicals  
Herbicides  
Creosote  
Driveway Sealant – coal tar based

**Attachment C**  
**HRRRA Household Hazardous Waste Collection Events**  
**What Not To Bring – Items Advertised As Not Accepted**

**Items That Can Go In the Regular Garbage**

Household Batteries – AA, C, D cells, and all non-rechargeable batteries  
Empty Aerosol Cans  
Smoke Detectors – Can also be returned to manufacturer

**Items That Can Be Recycled at Local Drop Off/Recycling Centers**

Motor Oil Antifreeze  
Automobile Batteries  
Tires  
PCB Capacitors  
Empty Fire Extinguishers  
Computers and other Consumer Electronics

**Items Requiring Special Handling**

Ammunition, Fireworks, Explosives – Contact the local Police Department  
Radioactive Materials  
Unknown Gases  
Controlled Substances  
Pathological Material  
Pharmaceutical Waste  
Medical Waste Propane  
Tanks