

MEETING DATE: 08/28/06

AGENDA ITEM: Authorization to Solicit Requests for Proposal for the Removal, Transport and Disposal of Hazardous Waste Materials from the City's Transfer Station.

ATTACHMENTS

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REQUEST FOR PROPOSAL

REMOVAL, TRANSPORT AND DISPOSAL OF HAZARDOUS WASTE MATERIALS

AUGUST 2006

PROPOSAL OVERVIEW

The City of Culver City Sanitation Division is soliciting proposals from qualified vendors to provide hazardous waste materials pickup from the City's Transfer Station and provide proper transportation and disposal of said materials over a five (5) year term. Enclosed is a comprehensive Request for Proposal (RFP) package including specifications, and required documentation. Please respond to the document as completely as possible to aide in the evaluation process.

PROPOSAL SUBMITTAL

Proposal Due Date:

Proposals shall be delivered in one (1) original and two (2) photocopies to the contact person indicated below by no later than **2:00 PM on September 13, 2006.**

Contact Information:

Eric Mirzaian
Sr. Management Analyst
City of Culver City
Public Works Department
Maintenance Operations Division
9505 W. Jefferson Boulevard
Culver City, CA 90232
(310) 253-6410
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This RFP does not commit the City of Culver City to negotiate a contract, nor does it obligate the City to pay for any cost incurred in preparation and submission of proposals or in anticipation of a contract. The City of Culver City reserves the right to reject any and all proposals, to waive any informality or technical defects in any proposal, to award all or any individual part/item of the proposal and to make an award in the best interest of the City.

Proposals will not be accepted after the proposal due date and time stated above. Incomplete proposals or proposals that do not conform to the requirements specified herein may not be considered. Electronically submitted proposals will not be accepted, unless accompanied by an original and hard copies as indicated above.

Any contract resulting from this RFP will be awarded to that firm whose proposal meets the RFP requirements and is most advantageous to the City. The City will evaluate each proposal according to how favorable the services offered are to the City in light of pre-established evaluation criteria and cost proposal reasonability.

Interested firms will be asked to submit proposals based on categorical type and quantity of hazardous waste materials collected and transported, as well as, all

applicable labor and equipment used for the collection/transport of said materials. Either party may terminate the proposed agreement without cause with a thirty-day (30) written notice.

SCOPE OF WORK

1. Contractor shall provide all labor, supervision, equipment, supplies, materials, tools machinery, transportation, and services necessary to perform the work specified in this RFP.
2. Contractor shall provide for the safe and lawful packaging, labeling, manifesting, transporting, and disposing of the types of hazardous waste materials specified herein. Contractor shall also maintain its staff, equipment, and vehicles, in compliance with state and federal laws and regulations and shall assume full responsibility for the competency, judgment, and actions of its employees at all times. The City shall neither assume, nor be under, any obligation whatsoever for the same. Contractor shall be solely responsible for the actions of its employees in regards to damage to, or destruction of, any property owned directly or indirectly by the City on which the Contractor is performing services.
3. Contractor shall provide all necessary drums, labels, and packaging materials, and shall furnish all labor necessary for the packaging, transportation, and disposal of hazardous waste materials that are bulked and non-bulked. The Contractor shall also pay all fees, surcharges, analytical charges, and any other expenses associated with the treatment and disposal of these materials.
4. Contractor shall assume responsibility and liability for the safe, proper, and lawful packaging, labeling, transportation, and disposal of all hazardous waste material accepted under the terms and conditions of this RFP from the time of receipt by the Contractor to its final disposal.
5. Hazardous waste shall be removed from the City's Transfer Station within the applicable State regulated time frame or on a as needed basis. A final schedule shall be provided to the selected Contractor at the time of award. The City may find the Contractor in default of the contract if the hazardous waste materials are not removed and disposed of within the specified period of time.
6. Contractor shall use only sites having Environmental Protection Agency (EPA) permits for treatment, storage, and disposal of hazardous waste material. Under no circumstances shall deepwell injection be used as a method of disposal of any materials covered by this solicitation. All activities encompassed by the packaging labeling, manifesting, transportation, and/or disposal of the hazardous materials outlined herein shall be accomplished in accordance and in full compliance with all federal, state and local regulations, laws, statutes, rules and/or ordinances. Failure by the Contractor to comply with any of these limitations may result in the termination of the contract.

7. Contractor shall be available at all times to respond to emergency hazardous material spills within the Culver City jurisdiction and/or to assist City personnel in the clean-up of such spills with a 30-minute to 1-hour response time.
8. Contractor shall maintain all required legal records, including manifests, as required by law. Upon request, contractor shall furnish to the City all required shipping manifests and other legal documents at time of pick-up.
9. Contractor shall conduct a household hazardous waste round-up one time per year that will allow residents of Culver City to dispose of hazardous and non-hazardous waste materials at a designated site chosen by the City. Proposers should price this item separately in their proposals.
10. The City shall not make payment for services provided by the Contractor until receiving facility-signed copies of uniform hazardous waste manifests. Each manifest shall specify a drum identification number, name and location of the Receiving Facility.

PROPOSAL REQUIREMENT & FORMAT

Required information to be submitted by Proper:

- A. Company Profile: Identify the legal name, address, telephone and fax number of your firm.
- B. Qualifications: At a minimum, eligible proposers will have qualifications in the proper packaging, removal, disposal and transport hazardous waste materials from the City's Transfer Station and shall dispose of all materials at a facility permitted to accept those types of materials.
- C. Permits & Licenses: Eligible proposers will be required to submit either copies or a list of all applicable permits & licenses required by regulatory agencies to perform the required work proposed in this RFP.
- D. Project Team: Provide an overview of the firm, including services provided, staffing and resources. Provide an organizational chart indicating the staff/personnel proposed for this project and include their resumes, professional registration and related experience. Indicate the project staff's specific knowledge and experience in performing the task requested in this RFP. If you propose to sub-contract any portion of your work, then identify which tasks and to whom.
- E. Scope of Services: Describe the recommended scope of service to be performed by your firm that clearly displays an understanding of the project as described in the "Scope of Work" section of this RFP.

- F. References: Provide a minimum of five (5) references the City may contact concerning your performance on other contracts with similar size and scope. Include the name of an individual to contact along with their telephone number and address.
- G. Claim History: Provide information of any legal judgments or claim settlements against your firm and any individual proposed to work on this project in the past 5 years, with an explanation of their disposition. Provide information of any claims your firm and any individual has had in the past 5 years against any public or private entity for whom it provided service, with an explanation of their disposition.
- H. Schedule of Fees: Provide a fee-based proposal to provide the services you have outlined in response to the items above. The fee should be broken down by categories of material (i.e. flammable liquids, flammable solids, toxic liquids, etc.), and unit cost based on size of disposal container used (i.e. 30 gallon drum, 55 gallon drum, lab pack, etc.). Please see Attachment "B" as an example.

Any changes in the scope of work resulting in a contract increase or decrease in fee shall be approved by the Public Works Director in writing prior to commencement of actual change in work. No fee adjustment will be allowed unless said prior approval is authorized exclusively in writing by the City, without exception.

- I. Proof of the Following Minimum Insurance Coverage:
- General Liability including coverage of premises, products and complete operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence.
 - Automobile Liability, including owned, non-owned and hired vehicle of at least the following limits:
 - a. Primary bodily injury with limits of at least \$500,000 per person; \$500,000 per occurrence; and
 - b. Primary property damage of at least \$500,000 per occurrence; or,
 - c. Combined single limits of \$500,000 per occurrence.
 - Worker's Compensation insurance as required by the Labor code of the State of California.
 - Proof that, if selected, your insurance carrier will execute the attached City of Culver City Special Endorsement. If an additional fee will be charged by your insurance carrier, then you must include that in your fee based proposal.
 - Business Tax License as required by the City of Culver City. To obtain a Business Tax License, contact the City's Business License Division at (310) 253-5870. Proposers shall be responsible for fees incurred to obtain a License.

METHOD OF SELECTION

Evaluation of proposals will be made in accordance with the following criteria:

A. Qualifications, Business History, and Past Performance

- 1) Suitability of the proposer and all of its sub-consultants to perform hazardous waste materials removal, transport and disposal.
- 2) Demonstrated competence, education and experience of all members of the firm.
- 3) Experience and record of success over the preceding 5 years with comparable contracts for governmental agencies with respect to factors such as control of costs and quality of performance.
- 4) References that justify items 1, 2, and 3.

B. Responsiveness

- 1) Responsiveness to this RFP and the completeness of the information provided.
- 2) Ability to respond to the City's requirements, safety record, financial capability, insurance coverage and ability to provide a skilled work force.

C. Proposal Price

- 1) Proposals must include all costs to the City for the removal, transport and disposal of hazardous materials and all other services outlined in the "Scope of Work" Section of this RFP. Emphasis will be placed on the cost to dispose of the most commonly collected materials at its Transfer Station as described in Attachment A based on past volume amounts of materials collected.
- 2) The City reserves the right to reject any or all proposals and shall not be liable for any expenses or costs incurred by proposers in preparing their proposals.
- 3) The City shall also have the right to accept or reject alternates in any order or combination, unless otherwise specifically provided in these specifications.

The City reserves the right to reject any and all proposals. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The City may interview the top ranked candidates and may negotiate the fee and scope of work. If an agreement can not be reached with the top candidate, negotiations with subsequent candidates will be undertaken until an agreement is reached.

PROPOSAL SCHEDULE (Dates subject to change)

RFP Release Date	August 29, 2006
Proposal Due Date	September 13, 2006 @ 2:00 PM
Council Approval for Award of Contract	September 25, 2006 @ 7:00 PM

ATTACHMENT A

Below is a list of commonly collected hazardous waste materials from the City's Transfer Station. Interested proposers should include these, as well as, other materials in the "Schedule of Fees" portion of their proposals under the respective material category:

- Aerosols
- Aluminum Powder
- Amines (Liquid & Corrosive)
- Antifreeze
- Asbestos
- Batteries (Alkaline, Acid, Lithium & Ni-Cad)
- Bleach
- Cadmium Compounds
- Calcium Carbide
- Caustic Alkali Liquids
- Chlorine
- Combustible Liquids
- Corrosive Liquids (Acid, Basic, Organic & Inorganic)
- Corrosive Solids (Acid, Basic, Organic & Inorganic)
- Environmentally Hazardous Substances
- Flammable Liquids & Solids
- Fuses
- Hazardous Waste Liquids & Solids
- Hydrochloric Acid
- Hypochlorite Solution
- Isocyanates
- Latex Paint
- Mercury
- Motor Oil
- Nitric Acid
- Non-RCRA Liquid 1, 2 & 3
- Non-RCRA Solid 2, 5, 6 & 7
- Organic Peroxide Type D
- Oxidizing (Solid & Liquid)
- Paint Related Material
- Pesticides (Solid, Liquid & Toxic)
- Propane
- Sodium Hydroxide
- Sodium Methoxide
- Sulfuric Acid

ATTACHMENT-B

<u>Category 1</u>	<u>Flammable Liquids</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Container Cost (if applicable)</u>
	55 gallon drum	each	\$ _____	\$ _____
	30 gallon drum	each	\$ _____	\$ _____
	5 gallon lab pack	each	\$ _____	\$ _____
	15 gallon lab pack	each	\$ _____	\$ _____
	30 gallon lab pack	each	\$ _____	\$ _____
	55 gallon lab pack	each	\$ _____	\$ _____

<u>Category 2</u>	<u>Flammable Solids</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Container Cost (if applicable)</u>
	55 gallon drum	each	\$ _____	\$ _____
	30 gallon drum	each	\$ _____	\$ _____
	5 gallon lab pack	each	\$ _____	\$ _____
	15 gallon lab pack	each	\$ _____	\$ _____
	30 gallon lab pack	each	\$ _____	\$ _____
	55 gallon lab pack	each	\$ _____	\$ _____

<u>Category 3</u>	<u>Toxic Liquids</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Container Cost (if applicable)</u>
	55 gallon drum	each	\$ _____	\$ _____
	30 gallon drum	each	\$ _____	\$ _____
	5 gallon lab pack	each	\$ _____	\$ _____
	15 gallon lab pack	each	\$ _____	\$ _____
	30 gallon lab pack	each	\$ _____	\$ _____
	55 gallon lab pack	each	\$ _____	\$ _____