

**REQUEST FOR PROPOSALS**  
**November 22, 2022**

**I. PURPOSE**

This Request for Proposals (RFP) provides sufficient information to interested contractors so that they may submit proposals to St. Joseph County for the **collection, sorting, packing, transportation, processing and proper disposal of household hazardous waste (HHW), unusable agricultural pesticides, home generated pharmaceutical waste and conditionally exempt small quantity generator (CESQG) hazardous waste from qualifying entities.** This service is to be performed over a two-year program period, 04/01/2023 through 12/31/2024.

**II. ISSUING/RECEIVING OFFICE**

This RFP is issued on behalf of the St. Joseph County Board of Commissioners. Proposals should be sent to:

St. Joseph County  
Attn: Angie Steinman  
125 W. Main St., P.O. 130  
Centreville, MI 49032

**III. TIMING**

Proposals must be received by the issuing office no later than **12:00 p.m. on Friday, December 9, 2022.**

Proposals are to remain valid for sixty (60) days after the opening date and shall not be modified or altered after the opening.

**IV. FORMAT**

Proposals must be submitted on the form that is **Attachment A.** The form must be signed by an official authorized to bind the contractor to the work provisions outlined in Section VI (Specifications) of this RFP and to signify the contractor's agreement to perform that work, for the price quoted, should the contractor be awarded a contract. All other documents and information requested in Section VI, and any additional information that the contractor wishes to submit, must also be provided according to Section III (Timing).

## **V. BACKGROUND**

St. Joseph County coordinates its HHW program as two (2) half-day collections per year, held in Centreville, Michigan. An average of past two years is 14,500 pounds of waste is collected annually. Typically, one collection is held in April and one in October. The collection is held on a Saturday and the event runs from 8:00 am until Noon.

If grant funding is available, the agricultural pesticide collection program is operated with assistance from a Clean Sweep grant from the Michigan Department of Agriculture and Rural Development. All waste pesticides accepted through the Clean Sweep program are collected under Michigan's Universal Waste rules and are to be handled as such.

The County is responsible for the following aspects of the collection program and events: promotion of collections, site selection, greeting participants and traffic control operations, and determination and collection of user fees, if any.

## **VI. SPECIFICATIONS**

**Insurance:** The contractor must possess the following listed insurance as a minimum qualification and provide copies of appropriate portions of policies that prove the following coverages:

- A. \$5 Million – Pollution Liability
- \$4 Million – Excess/Umbrella Liability
- \$1 Million – Automobile Liability
- \$2 Million – General Liability (aggregate)

B. The contractor must list St. Joseph County as an Additional Insured or Additional Loss Payee on their policies for pollution, automobile and general liability coverage for these collection events.

If any of the above coverages expires during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to St. Joseph County at least ten (10) days prior to the expiration date.

**Permits & Licenses:** Contractor shall conduct operations in compliance with all applicable laws, rules, regulations, orders, ordinances, directives, as well as without limitation all applicable licensing, registration, certifications or other such requirements; including, but not limited to, the Resource Conservation and Recovery Act (RCRA), the US Department of Transportation (USDOT), and the MI Department of Environmental Quality (MDEQ). Provide a list, on Attachment A, and copies of all permits and licenses related to the performance of this contract for the services requested.

**Record Keeping:** All shipping documents required by federal and state rules and regulations are to be completed by the contractor prior to leaving the collection or pick-up site. Copies of those documents, indicating receipt by the initial facility, are to be received by the County's point of contact within 30 days of the collection event.

The Contractor must be able to meet the Michigan Department of Agriculture and Rural Development Grant reporting requirements for items accepted through the Clean Sweep Program. The Contractor will provide a clear, itemized list of pesticides accepted under the Clean Sweep program by EPA identification number, common name, and the weight in pounds of each. The Contractor will be given access to Berrien's site on the MDARD Application for pesticide inventory and will enter the data from the pesticides collected at appropriate Clean Sweep events associated with Berrien's state grant agreement.

**Billing:** Contractor shall provide written invoices to St. Joseph County from each collection, identifying the quantity and types of materials collected, in a timely manner. Invoices shall be itemized in a similar manner as the list of waste categories in Attachment A.

Approval for payment of any invoice shall not be granted until copies of all appropriate and signed shipping documents, indicating receipt by the Contractor's initial facility, are received by the County's point of contact.

**Waste Acceptance & Transfer:** The Contractor must assume legal generator status by appropriate shipping documents or manifests of all waste accepted at each HHW collection and pick-up at the pesticide storage facility.

Any waste shipped to secondary facilities for treatment of any kind or disposal, must be listed on applicable shipping documents or manifests as originating at the Contractor's initial facility and solely under the name of the Contractor. No waste shall be shipped directly from a County collection or pesticide pick-up site to any final treatment or disposal facility in a manner that allows the Contractor to use shipping papers or manifests that indicate a site of generation related to the County in any way.

The Contractor must provide a list of all wastes, if any, not accepted at HHW collections that it services, as part of its submission for this RFP.

**Transportation:** The contractor must provide for all transportation of wastes collected on the collection day. All wastes and contractor equipment must be removed from the collection sites immediately following the completion of each collection.

**Operations:** The contractor is responsible for running all aspects of the HHW event that are not otherwise indicated in the Background section of this RFP. The contractor must arrive no later than 1.0 hours prior to the start of a collection

event or other time agreed upon by the Contractor and St. Joseph County for special circumstances.

No bulking of wastes will be performed on-site during an HHW event or pesticide pick-up, except for small quantities of automotive liquids from participants that want the original container back (e.g. 1-5 gallon gas cans and used motor oil). However, occasionally a participant will bring in wastes, such as used motor oil, that are already bulked in drums. The contractor must provide for the equipment and ability to handle the offloading of such drums from participants' vehicles and transfer to contractor's vehicles. Please provide a description of the equipment and methods of transfer of such containers in your response to this RFP.

Subcontracting of any portion or part of the work outlined in this RFP is prohibited, except for that of final treatment and disposal.

**On-Site Employees:** The Contractor shall provide employees that are trained in the identification of hazardous waste, as defined by federal and state laws or regulations, to include a certified chemist at each HHW event. Identify the employees that may work on-site at any of the collection events and list the education and training of each. For purposes of responding to this RFP, the contractor should assume that an average of four (4) contractor employees are required for each HHW event.

**Equipment:** The contractor must provide all materials and equipment necessary to handle, sort, containerize, label, load and transport the waste from the collection sites, in a manner conforming to all federal, state and local laws and regulations. This includes US DOT approved drums, absorbents and labels. Additionally, the contractor must provide similar materials to the County for operation of its pesticide collections and storage in its safety storage building.

The contractor must provide an appropriately sized canopy to cover the entire sorting and packing area for waste, at sites that are not operated inside a covered facility. Said canopy must be self-supporting and not staked or secured to the ground or any surface at the site. A self-supporting canopy with minimum dimensions of 5ft X 5ft, must also be provided by the contractor for County personnel during the event, regardless of weather conditions. Traffic control equipment, to include cones and directional signs, must be provided by the contractor to safely guide traffic through collection sites that average 75ft X 300ft in area.

**Consultations:** Occasionally, the County will require consultation with the contractor for some aspects of a particular HHW event, operations of its pesticide collection site, or to assist with fielding questions from County residents regarding their waste. Indicate on Attachment A if there is any additional fee for this service.

**Pricing:** Pricing for aspects listed in the RFP shall be listed on Attachment A. The prices listed for each waste category are to be net price for the wastes collected and the original containers as they arrive only. Those prices should not include the cost of any packing supplies, containers or materials such as absorbents that are provided by the contractor.

**References:** Provide at least two (2) references with contact information, for similar HHW collection programs performed during the previous year. Provide the number of similar collections performed during the past five (5) years.

**Additional Information:** Additional supporting documents with company information may also be included.

The collection dates are yet to be determined but somewhat flexible.

## **VII. POINT OF CONTACT**

All questions regarding this RFP should be directed to Angie Steinman, St. Joseph County Finance Director:

St. Joseph County Finance  
125 W. Main St.  
Centreville, MI 49032

(269) 467-5617  
(269) 467-5624 FAX  
[steinmana@stjosephcountymi.org](mailto:steinmana@stjosephcountymi.org)

## **VIII. ACCEPTANCE / REJECTION OF PROPOSALS**

The County reserves the right to accept or reject any or all proposals and to waive any defects or irregularities in any or all proposals, as it deems to be in the best interest of the County.

## **IX. TERM OF CONTRACT**

The entire proposal, including prices, shall be good for the full period starting 04/01/2023 and ending 12/31/2024, for the company awarded a contract.

The contract can then be renewed for an additional 3 years, in one-year increments, by mutual consent. If necessary, St. Joseph County will negotiate price adjustments, for those additional years, based on the cost of fuel and other direct business expenses, as well as efficiencies that may be achieved and subsequently shared.

Any material breach of a contract between the County and contractor may warrant termination of said agreement by the County, at its discretion.