

REQUEST FOR PROPOSAL #12-0915FL COLLECTION AND REMOVAL OF HOUSEHOLD HAZARDOUS WASTE (HHW)

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, for the purpose of collecting and removing of household hazardous waste from the Lena Road Landfill, 3333 Lena Road (State Road 64 East), Bradenton, FL; Utilities Department Administration Complex, 4410 66th Street West, Bradenton, FL; Agriculture/Fairgrounds, 1303 17th Street West, Palmetto, other designated collection event sites, and various sites of Conditionally Exempt Small Quality Generator (CESQG), Large Quantity Generators (LQG) and Small Quantity Generator (SQG) on an as needed basis.

DEADLINE FOR CLARIFICATION REQUESTS: **March 30, 2012 at 5:00 PM** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office. This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

TIME AND DATE DUE: Proposals will be received until **April 24, 2012 at 3:00 P.M.** at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

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NOTE: A prohibition of Lobbying is in place. Please review Section A item A.16 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:

Frank G. Lambertson, Purchasing Division Contracts Negotiator at (941) 749-3042, FAX (941)749-3034, Manatee County, Financial Management Department, Purchasing Division

AUTHORIZED FOR RELEASE: 

SECTION A: INFORMATION TO PROPOSERS

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may view and print these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have it.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file and made available to the its' members. This step is in addition to the posting on Manatee County Government web pages.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com>, is provided on this website under the Tab "DemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the **Notice of Source Selection** seven (7) calendar days prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 PROPOSAL FORM DELIVERY REQUIREMENTS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the proposer to have their proposal delivered to the Manatee County Purchasing office for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the proposer shall be responsible for its timely delivery to the Purchasing Office. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense.

Proposals must be submitted in the format specified in Section B hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section B** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each proposer shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request For Proposal shall be made in writing through the Manatee County Purchasing Office. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent.

The issuance of a written addendum by the Purchasing Official's Office is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.myanatee.org>

It shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Office at (941)748-4501, ext. 3042 to determine if addenda were issued and to make such addenda a part of the proposal. All addenda should be acknowledged on the Proposal Signature Form.

DEADLINE FOR CLARIFICATION REQUESTS

March 30, 2012 at 5:00 PM shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request For Proposals to the Manatee County Purchasing Office.

This deadline has been established to maintain fair treatment for all potential bidders or proposers, while ensuring an expeditious transition to a final agreement.

A.05 SEALED & MARKED

One (1) signed Original (marked Original) and Five (5) Copies (marked Copy) of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #12-0915FL**" and addressed to:

Manatee County Purchasing
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the proposer (company, firm, partnership, individual, joint venture). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Proposals become "Public Records" Thirty days (30) after the proposal opening or if an award decision is made earlier than this time as provided by Florida Statute 119.071 (1) (b). **No review of the proposal documents shall be conducted at the public opening of the proposals.**

Manatee County will make public at the opening the names of the business entities of all that submitted an offer and any amount presented as offers by location without any verification of the mathematics or the completeness of the offer.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any proposer to correct errors or omissions in the proposal.

A.11 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final.

Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.12 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code of Laws 2-26, as amended.

Procedures and deadlines concerning protests related to this Request For Proposals shall be those which are set forth in §2-26-61 of the County Code.

A.13 CODE OF ETHICS

With respect to this proposal, if any Proposer violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and

may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

By submitting a proposal, the Proposer represents to the County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a Proposer is determined to have been untruthful in its proposal or any related presentation, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

A.14 COLLUSION

By offering a submission to this Request For Proposal the proposer certifies the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, the proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer prior to the scheduled opening directly or indirectly to any competitor;
- c. no attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.15 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the purchasing official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment "A"**

A.16 LOBBYING

After the issuance of any Request For Proposals, prospective proposers or any agent, representative or person acting at the request of such proposer shall not contact, communicate with or discuss any matter relating in any way to the Request For Proposals with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request For Proposals. This prohibition begins with the issuance of any Request For Proposals and ends upon an award of the final contract, when all solicitations have been rejected, or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Law Chapter 2-26.

A.17 EQUAL EMPLOYMENT OPPORTUNITY

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all prospective proposers that they will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color, creed, sex, age or national origin in consideration for an award.

A.18 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

END SECTION A

SECTION B: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in **Sections B.01, through B.04**, identifying the response to each specific item.

The information that you provide shall be used to determine those Proposers with perceived ability to perform the Scope of Services as stated in this Request for Proposal which may overall best meet the needs of Manatee County. A review with those Proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. See Section C Selection.

B.01 MINIMUM QUALIFICATIONS TO BE CONSIDERED:

Proposer must be certified and licensed in the State of Florida to provide the required services proposed and have **No less than three (3) contracts to provide the proposed services and provided those services in the previous two (2) years.**

B.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form.
- b. Public Contracting and Environmental Crimes Certification (Attachment A).

B.03 INFORMATION TO BE SUBMITTED

If consultants or subcontractors were included in the agreements given to meet the minimum qualifications, detail the business entities and the services provided in the same level of detail as the Proposer is required to respond as follows:

For Each of the three (3) agreements and provided those services in the previous two (2) years given as references, meeting all of the preceding minimal standards, provide the following details:

- a. Name and location of the Client and the facility(ies), the year service began, duration of the agreement, and termination date. Specify the name and telephone number for the contract manager for the facility.
- b. The names of your business entity's key staff which served the agency and provide the average length of employment at the facility for each of these staff.
- c. The names and telephone numbers of the persons representing the individual agencies with which the identified key staff worked.

B.04 SPECIFIC MANATEE COUNTY PROPOSAL INFORMATION TO BE SUBMITTED

- a. Provide an explanation of the business entity which you represent. Parent company, relationships to other service providers, and specify the **Proposer's business entity**, which holds and maintains the required licensing and which proposes to directly provide the services outlined herein to the County, and is registered with the Florida State Bureau of Professional Regulation as required by

law.

- b. Identify all consultants or subcontractors which you propose to supplement the expertise of your business entity's staff and the special work which they will contribute to the project.
- c. Experience using the proposed consultants or subcontractors: Provide a summary of the history of the Proposer's business entity as described in item a as it relates to prior projects using the consultants or subcontractors identified in item b.
- d. Detail the number of years the Proposer's business entity as described in item a has been in the business of providing the required services.
- e. Provide a brief history of your organization and its capacity to support providing these proposed services.
- f. Describe any **changes in the mode of conducting business** your firm has made in the past three (3) year, including any mergers, acquisitions, consolidations, downsizing or bankruptcy proceedings or filings.
- g. Submit audited **financial statements** for the past three (3) years, including an income statement, a profit and loss statement, a balance sheet and a cash flow statement. In lieu of audited financial statements, proposers may submit other evidence, acceptable to the County, of financial responsibility. Such evidence may include, but is not limited to letter(s) of credit with a financial institution indicating the proposer's line of credit and the level of financing the institution will offer the proposer for capital procurement, and certified copy(ies) of federal income tax return(s) or acceptable equivalents.
- h. Identify each **principal of the firm and other "key personnel"** who will be professionally associated with the County. Describe their respective areas of expertise. Include personalized resumes which identify the qualifications, training and experience of each key personnel.
- i. Submit a **manning level statement** for your organization, detailing how many total employees work for your firm at any one time, including temporary, seasonal and part-time employees. List the ratios of full-time employees to part-time, temporary and seasonal employees.
- j. Provide a **project plan** detailing how your firm would perform and meet the requirements of the Scope of Services.
- k. Provide all costs for the collection, transportation, proper disposal, and transportation for the removal of all household hazardous wastes that might be presented at a HHW event, along with any other costs necessary to perform the Scope of Service. List all collectable items individually.
- l. Provide a list of at least **five (5) references** with knowledge of your firm's contract performance with local government. References shall be employees in senior level management positions at the governmental entity. Include the name of the entity, a description of the contract project, the dates of service and the name(s) and telephone number(s) of the contact persons.

- m. Provide a list of the **contracts your firm has obtained** within the past three (3) years, indicating the type of services provided and the locations. Provide a list of the contracts your firm has lost in the past three (3) years and state the reason for the loss and the location.
- n. Provide any supplemental information which you feel will be valuable to Manatee County in evaluating the qualifications of your business entity and key personnel qualifications to provide the required services.

NOTE (1):

The County reserves the right to make such investigation and solicit additional information or request additional submission of information as it deems necessary to determine the ability of any proposer to perform the Scope of Services stated in this Request for Proposal.

END SECTION B

SECTION C: SELECTION

C.01 EVALUATION FACTORS

Evaluation factors are price and perceived ability of the Proposer to perform the Scope of Services as stated in this Request for Proposal in the most efficient manner. These evaluation factors shall determine the proposal which will overall best meet the needs of Manatee County as determined from the responses to this Request for Proposal and subsequent investigation by the County.

C.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

No weight has been assigned to the Evaluation Factors stated above.

C.03 PRELIMINARY RANKING

A Selection Committee shall determine from the responses to this Request For Proposals and subsequent investigation as necessary, the proposer(s) most susceptible of being selected for award.

C.04 REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of (a) conformance to the solicitation requirements, (b) the abilities of the proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the Selection Committee, upon notification from the Purchasing Office. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County.

C.05 SELECTION FOR NEGOTIATION

The Proposer whose ability and proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this Request for Proposal, shall be selected to negotiate an agreement for the stated Scope of Services.

C.06 AWARD

Award of an agreement is subject to the successful negotiations and the approval of the Purchasing Official to authorize execution of the agreement.

END SECTION C

SECTION D: NEGOTIATION OF THE AGREEMENT

D.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

D.02 AGREEMENT

The selected proposer shall be required to negotiate an agreement, in a form and with provisions acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The Manatee County Purchasing Official will be presented the negotiated agreement(s) as the best and final offer for consideration of award and execution. The Purchasing Official shall determine if award of the agreement is to be: considered; rejected and direct further negotiations; rejected and terminate negotiations; or accepted, authorizing execution the agreement.

D.03 Duration

It is the intent of the County to enter into a five (5) year initial term contract, with one (1) additional five (5) year term. The anticipated start date is July 1, 2012.

END SECTION D

SECTION E: SCOPE OF SERVICES

E. 01 PURPOSE

Contract shall provide the collection, removal, transportation and proper disposal of Household Hazardous Wastes generated from households, conditionally exempt small quantity generators (CESQG) and small quantity generators (SQG). The collection will be from the Lena Road Landfill, 3333 Lena Road (State Road 64 East), Bradenton, FL; Utilities Department Administration Complex, 4410 66th Street West, Bradenton, FL; Agriculture/Fairgrounds, 1303 17th Street West, Palmetto, other designated collection event sites, and various sites of CESQG and large quantity generators (LQG)/SQG on an as needed basis.

E.02 DEFINITIONS: For the purpose of this Scope of Service the following shall apply.

1. The County shall indicate Manatee County Government.
2. LQG shall indicate a Large Quantity Generator of hazardous waste: generates over 1,000 kg in one month.
3. SQG shall indicate a Small Quantity Generator of hazardous waste: generates between 100 kg and 1,000 kg in one month.
4. CESQG shall indicate a Conditionally Exempt Small Quantity Generator of hazardous waste: generates less than 100 kg in one month.
5. MILK RUN shall indicate an industry standard term for establishing a defined pickup schedule for businesses that generate compatible hazardous waste.
6. HOUSEHOLD shall indicate those generators of waste that are residential in purpose and does not include entities that are considered commercial, industrial, non-profit groups, or governmental agencies.
7. HOUSEHOLD HAZARDOUS WASTE (HHW) shall indicate those materials common to residential use that may be hazardous to the environment or more properly disposed/recycled/processed in a manner other than landfilling. Those items shall include, but not be limited to, paints, pesticides, herbicides, waste oil, waste fuel, etc. HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENTS shall indicate household and/or CESQG chemical collection day events duly advertised and staged at alternate sites throughout the County with the transporter on site for CESQG events.
8. HOUSEHOLD HAZARDOUS WASTE STORAGE FACILITY shall indicate the secured containment area located in the Manatee County Solid Waste Management Facility, Lena Road Landfill, 3333 Lena Road, Bradenton, Florida 34202.

E.03 SPECIFIC SCOPE OF SERVICES

1. Provide adequate and proper safety precautions for both the employees and all persons in and/or around the work area, and ensure/provide compliance

with all local, State of Florida, and Federal statutes and licensing/permitting regulations.

2. Provide all services necessary to insure the proper identification, collection, handling, consolidation, packaging, transportation, treatment and disposal of HHW accepted by the County.
3. Provide all services necessary to insure the proper identification, collection, handling, consolidation, packaging, transportation, treatment, storage and of CESQG hazardous waste received from a regularly scheduled CESQG collection event and/or any CESQG hazardous waste received from the CESQG or at the HHW collection event. The CESQG shall pay all of the costs incurred for these services and shall be billed directly by the transporter.
4. Conduct at a minimum, two (2) HHW Collection Day events per County fiscal year (October 1 through September 30) and have the capacity to conduct at a minimum thirteen (13) additional events notwithstanding household and/or CESQG per fiscal year. The County shall coordinate the schedule of events with the transporter so that the transporter is aware of and agrees with the schedule at least one calendar month prior to the event being held.
5. Provide a representative, if requested by the County, to speak before public groups or the news media, or otherwise assist with publicizing and advertising the collection programs.
6. Set up and be completely operational at least thirty (30) minutes prior to the event being open. Be capable of providing collection capabilities on an on-call basis as necessary for the County, within forty-eight (48) hours of notification. This response shall be for identification, collection, handling, consolidation, packaging, transportation, treatment, storage and disposal of hazardous waste received between HHW Collection Day Events, i.e., HHW storage shed clean out or other unforeseen needs.
7. Be capable of providing, at the request of the County, a fully trained crew sufficient to adequately bulk and remove paint at the secured containment area located at the Manatee County Solid Waste Management Facility, Lena Road Landfill, 3333 Lena Road, Bradenton, Florida 34202.
8. Provide a fully trained crew sufficient to adequately conduct the event including, if necessary, the handling of traffic control and removal of waste from vehicles. Contractor personnel requirements could be as great as sixty (60) individuals per event.
9. Contractor's crew shall include a Project Manager who shall be on-site at all times during the operation of the event. The Project Manager shall have received all the required training to conduct such an event; have at a minimum a four (4) year degree in chemistry or four (4) years in related field with experience in sorting and lab packing hazardous materials and, at a minimum, one (1) year of experience as a Project Manager for events similar in size to those held by the County. Individuals designated as field chemists/technicians for the event shall have received all required training to

work such an event; have a minimum of two (2) year degree in chemistry or two (2) years experience handling hazardous materials in a related field and at least one (1) years field experience in hazardous waste collection events. All contractor personnel working an event shall be full time, paid employees of the contractor and be properly trained in the duties they will be assigned during the event.

10. Mobilize additional personnel, equipment and materials, as required at the direction of the County if participation rates exceed contractor capabilities to properly manage the collection event.
11. Provide all equipment and materials necessary for setting up and operating at the County's designated collection sites. This includes but is not limited to, a portable tent capable of adequately sheltering contractor personnel assigned to the identification, packaging and manifesting of the hazardous waste received for disposal and all safety equipment necessary to protect contractor personnel, i.e. safety glasses, eye wash units, etc. Contractor personnel shall utilize safety equipment at all times while on site.
12. Provide signs adequate to advise the general public that the contractor is on site at each location of an advertised collection event for the duration of the event. Comply with 40CFR, Chapter 62-730 F.A.C., and 49 CFR regulations concerning identification, collection, handling, consolidation, packaging, transportation, treatment, storage and disposal of all hazardous waste handled by the contractor for the County. All Federal, state and Local certifications and permits must be, and remain during the course of the contract, complete and up to date.
13. Prepare and maintain Uniform Hazardous Waste Manifests (USEPA Form 8700-22) in accordance with 40 CFR for all hazardous waste collected from the County. Completed copies of the manifest shall be provided to the County prior to the hazardous waste being moved off site. A final manifest shall be submitted to the County within fifteen (15) calendar days of completion of the event certifying delivery to a certified, licensed disposal facility.
14. Provide the County with a Drum Summary breakdown sheet within fifteen (15) calendar days of completion of the event.
15. Provide the County with a worksheet (pre-invoice) for review by Landfill staff prior to sending final bill.
16. Provide the County with Certificates of Disposal for all hazardous waste collected per event. The certificates shall indicate the type of hazardous waste, quantity, method of disposal and the final destination of the waste. These certificates shall be provided to the County within one hundred eighty (180) calendar days of completion of the event.
17. Contractor, unless otherwise directed by the County, and in accordance with all applicable regulations shall dispose of all hazardous non-related County accepted waste at a USEPA permitted RCRA hazardous waste site facility. Any and all exceptions shall be pre-approved by the County prior to the waste being moved off site.

18. Contractor shall provide a milk run—for collection of LQGs/SQGs and CESQGs that generate hazardous waste within the County and that desire to use the County contractor as a disposal mechanism for their hazardous waste. Any costs to the contractor to provide these milk runs would be no greater than on-going operating costs incurred through normal business operations and all costs shall be in accordance with the contract. Contractor, in the event of a natural or man-made disaster, tornado, explosion, shall be capable of responding within seventy-two (72) hours after being so requested by the County. This response shall be targeted to initiate and then, if requested by the County, provide identification, collection, handling, consolidation, packaging, transportation, treatment, storage and disposal activities for household hazardous waste at sites so designated by the County during normal business hours until such time as released by the County. Contractor shall also provide the same type of emergency services to LQGs, SQGs, and CESQGs as requested by the Environmental Management Department. The contractor shall provide the County with a twenty-four (24) hour, seven (7) day a week emergency activation number for notification.
19. In the event that hazardous waste shall remain on-site overnight during a HHW Collection event, the contractor shall provide adequate security to insure that the waste is not disturbed or tampered with.
22. Prior to completing the pickup of the abandoned drums from County roads, field crews will perform all health and safety related tasks as directed and any site specific regulations pertinent to our facility. An onsite safety meeting will be conducted and document. Crews will be in contact with County representatives and meet them at the location where the hazardous materials are located. After appropriate site safety evaluation has been completed, field crew will complete the following:
 - Visual inspection of the containers of hazardous waste for integrity and any identification
 - Over pack drum if not DOT shippable
 - Inspect area around the container for evidence of an release
 - Check containers for markings or identification that may enable the County to owners of illegally abandoned containers
 - Allow County representatives to take pictures of containers
 - Dig up and remove up to one drum of impacted soil about the drum.
 - Manifest and label waste
 - County representative will sign manifest
23. In the event of a natural or man made disaster, such as a hurricane, tornado, explosion, etc., the Contractor shall be capable of responding within seventy-two hours after being requested by the County. This response shall be targeted to initiate collection and removal of all applicable household hazardous waste from debris staging areas as designated by the County. The Contractor shall provide the County with a twenty-four (24) hour, seven days a week emergency activation number for notification.

**PROPOSAL SIGNATURE FORM
RFP #12-0915FL**

Firm Name

Mailing Address:

City, State, Zip Code

() _____
Telephone Number

The undersigned certifies to his (her, their) authority to submit this proposal and the statements in the proposal are true and correct. If the firm is selected by the County the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide **Collection and Removal of Household Hazardous Waste** for Manatee County, according to the requirements of this **RFP #12-0915FL**.

Signature

Telephone Number

Name and Title of Above Signer

Email Address

Date: _____

Acknowledgement of Addendums

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

Addendum# _____ Dated _____

ATTACHMENT "A"

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO MANATEE COUNTY CODE OF LAW

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____
[print individual's name and title]

_____ for _____
[print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no

FEIN, include the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

- (1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- (2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- (3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- (4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- (5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by _____.

Personally known _____ OR Produced identification _____
[Type of identification]

Notary Public Signature My commission expires _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.