



**City of Mobile**  
**REQUEST FOR PROPOSALS (RFP)**

**Household Hazardous Waste Collection Event Support**

**1.0 Introduction**

The City of Mobile (“City”) is soliciting proposals from qualified contractors to assist the City in the collection, transportation, and disposal of household hazardous waste during two (2) Household Hazardous Waste Collection Events to be scheduled during 2025, with an option to renew the contract for up to three years.

**2.0 Specifications-General**

- A. The City of Mobile is soliciting proposals from qualified contractors for the collection, transportation, and disposal of household hazardous waste during a community household hazardous waste collection event(s).
- B. The City will host and provide overall management of the event, to include site selection, advertisement, setting eligibility criteria, and traffic management. Contractor’s role will be the reception, handling, identification, packaging, transport, and disposal of specified waste items. City and Contractor will collaborate on designing the most efficient site laydown for execution of each event.
- C. The initial agreement would be for one year, for two events, with the further option to renew the agreement for up to two additional one-year periods, upon mutual agreement between the City and selected Contractor. Each renewal shall be renewed under the same terms of the initial agreement.
- D. Specific date(s), time(s), and location will be mutually agreed upon by the City and contractor. The expectation is that the first event will be in the first quarter of 2025 and the second will be in the fall 2025.
- E. Contractor will provide sufficient trained and equipped staff to safely and efficiently handle the City-defined quantity expectations with minimal wait for drop off customers. City may invite a mutually agreed-upon number of volunteers to assist Contractor in removing items from vehicles. Contractor will provide training on the safe handling of waste collected at the event and supervise collection volunteers on-site on the day of the event(s). Contractor may ask for, and the City will comply with, the removal of any person from volunteer support for unsafe or intemperate behavior.
- F. The contractor will provide proper PPE (Personal Protective Equipment) for all staff needed to safely perform the mentioned duties. City will provide necessary PPE for volunteers.

G. The contractor shall accept, package, transport and dispose of the following materials:

Drain Cleaner	Bleach	Muriatic Acid
Pesticides	Sealant	Cesspool Cleaners
Herbicides	Radiator Flushes	Arts & Crafts Supplies
Fertilizers	Solvents	Wood Preservatives
Metal Polish	Ammonia	Brake Fluid
Photo Chemicals	Pool Chemicals	Transmission Fluid
Dry Cleaning Fluids	Creosote	Antifreeze
Rust Preventatives	Moth Balls	Batteries
Rodent Killer	Oil Based Paint	Used Oil
Wood Strippers	Latex Based Paint	
Paint Thinner	Oven Cleaners	

H. Neither the City nor Contractor will accept the following materials at the event. Contractor will be expected to identify such materials and return them to the customer with directions for disposal, or consult with the City if return to the customer is deemed inappropriate.

Unknown Materials	Substances Regulated By the Drug Enforcement Agency	Radioactive Waste
Unstable Waste	Unknown Gas Cylinders	Bio-Hazardous Waste

I. Contractor should be prepared, staffed, and equipped to receive, accept, package, transport, and dispose of the listed estimated types and quantities of products at the first event, and shall base proposal submissions on these amounts. City and Contractor will agree upon quantity estimates and performance expectations before each event.

No.	Material	UN #	Unit of Measure	Qty
1	Paint related material	1263	20 CY roll-off	5
2	Paint related material	1263	1 CY CF	28
3	Non-Regulated Collected Latex Paint	N/A	1 CY CF	21
4	Aerosols, Flammable	1950	1 CY CF	12
5	Flammable liquids, n.o.s.	1993	55 gal DM/DF	8
6	Organic peroxide type D, liquid	3105	5 gal DF	1
7	Flammable solids, organic, n.o.s.	1325	55 gal DF	1
8	Organic peroxide type E, solid	3108	5 gal DF	1
9	Non-Regulated Household Collected Antifreeze	N/A	55 gal DM	2
10	Pesticides, liquid, toxic, n.o.s.	2902	55 gal DF	38
11	Pesticides, solid, toxic, n.o.s.	2588	55 gal DF	24
12	Corrosive liquid, acidic, inorganic, n.o.s.	3264	55 gal DF	8
13	Corrosive solid, acidic, inorganic, n.o.s.	3260	55 gal DF	2
14	Corrosive liquid, basic, inorganic, n.o.s.	3266	55 gal DF	27

15	Corrosive solid, basic, inorganic, n.o.s.	3262	55 gal DF	5
16	Oxidizing solid, n.o.s.	1479	55 gal DF	4
17	Oxidizing liquid, n.o.s.	3139	55 gal DF	4
18	Batteries- Alkaline	N/A	55 gal DM	3
19	Batteries, dry, containing potassium hydroxide solid	3028	55 gal DM	2
20	Lithium battery	3090	5 gal DM/DF	2
21	Batteries-Nickel Metal Hydride	N/A	55 gal DM	2
22	Propane (1-pound bottle)	1978	Each	870
23	Propane (20-pound bottle)	1978	Each	45
24	Fire extinguishers containing compressed or liquefied gas	1044	Each	100
25	Chlorodifluoromethane or Refrigerant gas R22	1018	5 gal DF	1
26	Mercury contained in manufactured articles	3506	5 gal DF	1
27	Universal Household Collected Compact Fluorescent Bulbs (CFL's)	N/A	Each	1990
28	Universal Household Collected Fluorescent Light tubes 4 ft	N/A	Each	570
29	Universal Household Collected Fluorescent Light tubes 8 ft	N/A	Each	26
30	High-Pressure Sodium Light Bulbs	N/A	Each	6
31	Non-TSCA Ballasts	N/A	5 gal DF	1
32	Used Oil	N/A	500 gal	1

- J. It is possible that the Contractor may be called upon to provide Additional Services outside the Scope of Work. The services would be requested in writing by the City and hourly rates and an estimate of hours to complete the task(s) would be requested from the Contractor.
- K. Insurance requirements: Contractor shall deposit with the City at the time of execution of the contract certificates of insurance evidencing to the satisfaction of the City that the following coverages and minimum amounts have been obtained by the selected consultant. Upon the request of the City, the originals of all policies referred to above, or copies certified by the agent or attorney-in-fact issuing them, shall be submitted to the City. Each policy shall contain an endorsement by the issuer waiving rights of subrogation against the City of Mobile. All policies must also name the City as an additional insured. The Contractor shall maintain in full force and effect the following liability and comprehensive insurance issued by a company licensed and qualified to do business in the State of Alabama, which such insurance shall name the City of Mobile as an additional insured:
- a. Workers' Compensation insurance in the amounts required by all applicable laws,

rules or regulations of the state of Alabama.

- i. Employer's Liability with limits of not less than:
  - ii. Bodily Injury by Accident \$1,000,000 each accident
  - iii. Bodily Injury by Disease \$1,000,000 policy limit
  - iv. Bodily Injury by Disease \$1,000,000 each employee
  - v. Borrowed Servant/Alternate Employer endorsement in favor of City of Mobile.
- b. Comprehensive General Liability Insurance:
  - i. Comprehensive General Liability (occurrence form) including coverage for products/completed operations, independent contractors, blanket contractual liability specifically covering the obligations assumed by Contractor.
  - ii. Limit of Liability: \$1,000,000 combined single limit of liability each occurrence bodily injury or property damage.
  - iii. General Aggregate Limit shall apply on a "Per Project" basis.
- c. Automobile Liability Insurance:
  - i. Automobile Liability Insurance to cover all owned, non-owned, and hired vehicles, with a \$1,000,000 combined single limit of liability each accident for bodily injury and/or property damage.
- d. Excess/Umbrella Liability Insurance
  - i. Providing following form coverage for Employer's Liability, Comprehensive General Liability, and Automobile Liability.
  - ii. Limit of Liability: \$2,000,000 combined single limit of liability each "occurrence" for bodily injury and/or property damage.
- e. Professional Liability Insurance
  - i. "Per Project" limit - \$1,000,000
- f. Environmental Impairment Liability
  - i. Limit of Liability: \$10,000,000 each claim/aggregate
- g. Contractor's Pollution Liability
  - i. Limit of Liability: \$10,000,000 each claim/aggregate
- h. Waiver of Subrogation - All policies of insurance shall be endorsed to waive rights of subrogation in favor of City of Mobile.
- i. Additional Insured - All policies of insurance, except those referenced under paragraph A, shall be endorsed to name City of Mobile as an Additional Insured.
- j. Primary Insurance - All policies of insurance, except those referenced under paragraph A, shall be endorsed to provide that all such insurances are primary

and non-contributing with any other insurance maintained by the City of Mobile.

- k. Certificates of Insurance - Prior to commencement of the Work, Contractor shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

## 2.1 Specifications- City Responsibilities

- A. The City will determine the date, location, eligibility, rules, and hours for the event, in consultation with Contractor.
- B. The City will provide the event facility, to include necessary utilities, access, tenting, restrooms, handwashing stations, parking, signage, traffic control, security, and emergency response. City will provide shade structures, but not climate control (other than fans). City will be responsible for the overall design and laydown of the site, in consultation with Contractor. City will oversee and be responsible for the setup and take down for the event.
- C. The City will determine the waste streams to be collected.
- D. The City will advertise and provide public and media engagement, direction, and publicity.
- E. The City will provide sufficient employees, equipment, and supplies to perform event set up, coordination, and oversight, except for those items Contractor will use to collect, sort, package, and transport.
- F. The City will provide protective equipment for all City employees and volunteers. City will recruit, intake, organize, equip, and assign volunteers. City will also provide food and refreshments for City employees and volunteers.
- G. City will decide whether weather or other contingency requires cancellation or rescheduling of any scheduled event. City is not responsible for any contractor loss of revenue or expenses due to cancellation or rescheduling.

## 2.2 Specifications- Contractor Responsibilities

- A. The Contractor will assist the City with planning and logistics of the Household Hazardous Waste Event(s).

- B. The Contractor will provide all equipment, supplies, and containers necessary to collect, transport, document and dispose of hazardous waste collected during the event(s) for which they are responsible.
- C. The Contractor will provide properly trained and qualified personnel, outfitted in proper protective equipment. Contractor personnel will engage with citizens, City staff, and volunteers in a courteous and professional manner at all times.
- D. The Contractor will assist the City in developing a site contingency plan and provide training to all personnel on the day of the event.
- E. The Contractor will provide trained personnel to properly collect, sort, document, and dispose of household hazardous waste while maintaining compliance with local, state and federal regulations.
- F. The Contractor will provide transportation, treatment, and disposal of collected wastes in compliance with all State and Federal regulations.
- G. The Contractor shall remain on-site until all materials collected during the event are properly labeled and packaged for safe transport. All documents/manifests must be completed before the contractor shall leave the premises.
- H. The Contractor shall take full responsibility of the wastes Contractor collects at the event and indemnify the City of Mobile against any damages incurred from improper management during transportation or disposal. The contractor shall be properly bonded, licensed, and insured.
- I. The Contractor will provide the City documentation regarding the disposal method used for each substance and all licenses, permits, and other applicable materials to transport to a Treatment, Storage, and Disposal Facility or other disposal method. Contractor must provide details of each transfer/storage/recycling/disposal sites including EPA ID number, if applicable. Companies that can internalize all packaging, transportation, and disposal services will be favored.
- J. Contractor must provide the City of Mobile with a Certificate of Destruction for all wastes collected at the event(s) within ninety (90) days of the event(s).
- K. The Contractor must provide and observe a site safety and a contingency plan.

### **3.0 Contractor Qualification Requirements**

- A. Contractor must be capable of and experienced in collecting, handling, transporting, and disposing of the hazardous waste items described in this RFP.

- B. Contractor must be fully licensed, certified, and permitted to perform the functions required of this RFP.
- C. Contractor must have completed five (5) similar successful events in the State of Alabama within the last three (3) years.
- D. Staff Project Manager is required to have a minimum of five (5) years of experience in conducting household hazardous waste collection events. Other employees/staff are required to have a minimum of 24 to 40 hours of training.

#### **4.0 Proposal Submittal Requirements - General**

- A. Written, hard-copy, proposals are due to the City of Mobile not later than 3:00 pm, October 11, 2024. Please include one signed original and one electronic copy on CD or flash drive.
- B. Please deliver proposal packages to the following locations (please do not submit via electronic mail).
  - a. **U.S. Mail to:**  
  
City of Mobile  
Attn: Ms. Rosemary Ginn, PE Assistant City Engineer  
P. O. Box 1827  
Mobile, AL 36633-1827
  - b. **Or Deliver to:**  
  
City of Mobile  
Attn: Ms. Rosemary Ginn, PE Assistant City Engineer  
205 Government Street  
Government Plaza, 2nd Floor, South Tower  
Mobile, AL 36602
- C. In preparing the proposal, please observe the following:
  - a. Organize according to the sequencing of sections described below.
  - b. Include a table of contents.
  - c. Prepare on 8 1/2" x 11" paper, bound on the long side.
  - d. Be concise. Please try to limit your narrative submission to no more than 15 pages, excluding required exhibits or attachments.
- D. Questions regarding the RFQ must be submitted in writing via email to the Assistant City Engineer at [Rosemary@cityofmobile.org](mailto:Rosemary@cityofmobile.org) AND [stormwater@cityofmobile.org](mailto:stormwater@cityofmobile.org).

Questions are due by 3:00 pm 10 calendar days before the proposal due date, inclusive. Copies of questions and answers will be shared via Addendum to the RFP and posted on the City of Mobile website: [www.CityofMobile.org/bids](http://www.CityofMobile.org/bids).

#### **4.1 Proposal Content – Section 1 - Cover Letter**

- A. The Respondent shall prepare a cover letter, not exceeding two pages in length, which summarizes the key points in the proposal. It should include the full name of the contractor. The cover letter must be signed by a person who is also authorized to sign a Contract with the City.
- B. If the Respondent believes any information, data, process or other material in its proposal should be considered by the City to be confidential or proprietary, the Respondent shall identify that material with specificity as to the page and paragraph and on what basis the material is believed to be proprietary or confidential.

#### **4.2 Proposal Content – Section 2 - Qualifications**

- A. Provide a general description of the contractor including, but not limited to, corporate form, services offered, number of employees, office locations, and years in business.
- B. Provide resumes of key corporate persons who will support the work identified in the RFP. Please include, at a minimum, key corporate leadership and any members of the regional or local management team. Please include licenses or certifications relevant to the work described in the RFP. Summaries should be part of the document text. Detailed resumes may be included as exhibits.
- C. Provide as Exhibits any corporately held licenses or permits held that are relevant to the work described in the RFP. Please specifically include the following:
  - a. State Hazardous Transporter’s License (ADEM)
  - b. Federal Hazardous Waste Transporter’s Permit (U.S. EPA)
  - c. Authorization from the Interstate Commerce Commission and appropriate State Agency to operate as a common carrier
  - d. Evidence of satisfactory Federal Motor Carrier Safety Rating (USDOT)
  - e. Federal Hazardous Materials Certificate of Registration
  - f. City of Mobile Business License
  - g. Evidence of insurance coverage
- D. Provide any additional information about your corporate qualifications that you believe the City should consider.

#### **4.3 Proposal Content – Section 3 - Experience**



- A. Please document that you have performed as a Contractor in support of at least five public events similar to that described in this RFP. Please break out a summary of each of the five events, including the following information:
  - a. Project name.
  - b. Location, to include specific site name in addition to city/town name.
  - c. Date(s) and time(s).
  - d. Client name, address, telephone number, and client's point of contact and email/phone.
  - e. Total contract gross amount received for the event.
  - f. Type and amount of hazardous waste collected.
  - g. Approximate number of your employees that supported the event.
  - h. Description of the event and the work you performed.
  
- B. Please document any other experience you believe relevant for the City's consideration.

#### **4.4 Proposal Content – Section 4 – Plan of Work**

- A. Prepare a description of the management and organizational approach and methods for performing the Scope of Work. This should include the proposed process by which the contractor will perform the receipt of items from citizens, sorting and packaging of the materials collected at the event(s) as well as the approach to handling unknown chemicals and field tests needed for disposal.
  
- B. Describe your approach to scheduling tasks to successfully implement a household hazardous waste collection event(s), either for this event or other events on which you have worked.
  
- C. Describe your development and use of Site Safety and Contingency plans. Please attach as exhibits a sample Site Safety and sample Contingency plan you have generated and used in an event similar to that described in this RFP.
  
- D. Describe the process and systems you use to track, package, transport, and dispose of waste streams.
  
- E. Describe how you would determine the employee workforce you will use to conduct the event.
  
- F. Describe any subcontractors you would intend to employ. If you employ subcontractors, please indicate your plan to recruit and use certified disadvantaged business enterprises as subcontractors.

- G. Describe how you will incorporate volunteers into your contract performance, and what you consider the appropriate role for volunteers.
- H. Describe your expectations of support that the City will provide.

#### **4.5 Proposal Content – Section 5 - Fee Structure**

- A. Describe your fee structure and supply a schedule of hourly rates for staff by position and reimbursable costs. The enclosed Fee Proposal must be completed as follows:
  - a. All planning assistance including but not limited to assisting with the site safety plan and contingency plan.
  - b. The estimated hours and cost for all labor including the Manager(s), Chemist(s), Technician(s), Equipment Operator(s) or any other classification.
  - c. Set-up cost including all needed supplies and equipment to stage the event.
  - d. Take-down cost including all needed supplies and equipment to demobilize from the site.
  - e. Cost for needed supplies included but not limited to PPE, containers, and spill prevention materials.
  - f. Cost for the disposal of the estimated quantities as listed in section 2.0-J.
- B. Please expect that all other costs would be absorbed into above categories. If there are additional costs you would prefer to itemize and bill separately, please describe them, including the unit price and unit of measure, if applicable.

#### **4.6 Proposal Content - Exhibits**

- A. Please use the Exhibit section of the RFP to include:
  - a. Resumes
  - b. Licenses and Permits
  - c. Evidence of Insurance Coverage
  - d. Sample Contingency Plan
  - e. Sample Site Safety Plan
- B. Please use the Exhibit section to include any other information not otherwise requested you consider relevant.

#### **5.0 Selection Process and Schedule**

- A. . The procedure to be used in the selection process is described in the following steps.
  - a. Step 1. SOQ from contractors responding to the Request for Qualifications will be reviewed and evaluated. This review will be performed by a committee of City of Mobile employees appointed by the Assistant City Engineer. The

selection committee will identify a shortlist of consultant candidates based on the criteria listed in Section 6.0.

- b. Step 2. The project selection committee will rank the contractors based on the selection criteria in Section 6.0. The Committee may negotiate with more than one Respondent.
- c. Step 3. The selected consultant will enter into negotiations with the City to develop a detailed scope of work, cost schedule, and the contract terms and conditions.

B. Following is a tentative schedule. The schedule is *subject to change*.

September 4, 2024	Request for Qualifications advertised
October 1, 2024, by 3 pm	Questions due by Electronic Mail
October 3, 2024	Addendum posted providing answers to questions
October 11, 2024, by 3 pm	Proposals due
October 17-18, 2024	Interviews conducted (if required)
October 30, 2024	Selection made
December 3, 2024	Contract on City Council agenda for approval

**NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.**

## **6.0 Scoring of Proposals**

- A. The City will score the proposals on a 100-point scale according to the proposal areas required in the proposal submissions according to the following weighting:
  - a. Qualifications: 20 points
  - b. Experience: 25 points
  - c. Plan of Work 25 points
  - d. Fee Structure and Amount 30 points

## **7.0 Miscellaneous Provisions Regarding this RFP**

- A. This RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
- B. In the event that a mutually agreeable contract cannot be negotiated between the consultant and the City, the City reserves the right to select an alternate consultant.
- C. The City of Mobile reserves the sole right to; (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify

information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.

- D. No debriefings by City staff to unsuccessful submitters will occur until after the award of a contract by City Council to the recommended team.
- E. The successful contractor will have to complete an Affidavit of Ownership or Control prior to the completion of contract negotiations. The affidavit certifies that the contractor is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.).

**EXHIBIT A:** Fee Proposal Template (to be included in Proposal Submissions)

## Fee Proposal Template

A. Planning Assistance (Per Event)                      Lump Sum                      \$ \_\_\_\_\_

B. On-Site Labor and Support Per Event (Based on estimated quantities):

<b>Labor Type</b>	<b>No. of People</b>	<b>No. of Hours P/P</b>	<b>Hourly Rate P/P</b>	<b>Extended Cost</b>
Manager				\$
Chemist				\$
Technician				\$
Equipment Operator				\$
Other:				\$
			<b>Total Labor</b>	\$

C. Set-Up Cost (Per Event)                                      Lump Sum                      \$ \_\_\_\_\_

D. Take-Down (Per Event)                                      Lump Sum                      \$ \_\_\_\_\_

E. Supplies (Per Event)    Lump Sum                      \$ \_\_\_\_\_

F. Disposal (Per Event)    Lump Sum                      \$ \_\_\_\_\_

Total Fee Proposal – (Includes all items listed above)                      \$ \_\_\_\_\_