



DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSALS (RFP)
FOR
HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM

CITY OF EL MONTE
11333 VALLEY BOULEVARD
EL MONTE, CA 91731

MAY 2022

IMPORTANT DATES

RFP ISSUED	May 19, 2022
REQUEST FOR INFORMATION DEADLINE: 4:00PM	June 8, 2022
RELEASE OF INFORMATION REQUESTED	June 9, 2022
PROPOSAL DUE/SUBMISSION DEADLINE: 3:00PM	June 16, 2022
SELECTION DATE	June 23, 2022
APPROXIMATE START DATE	October 1, 2022

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REQUEST FOR PROPOSAL

HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM

1. Overview

The Department of Public Works for the City of El Monte (the “City”) is soliciting proposals from qualified environmental services contractors for the City’s Household Hazardous Waste (HHW) Collection Program for a period of two (2) years, with an option to extend the agreement for those services for one (1) year and up to an additional three (3) years for a maximum five (5) year term.

2. Project Background/Project Description

Incorporated as a general law city in 1912, the City of El Monte is located approximately 10 miles east of downtown Los Angeles, with a population of almost 120,000. The City maintains a HHW Collection program through the calendar year through community round up events held on the first Saturday of February, June, and October, from 8:00 AM to 2:00 PM. In order to keep hazardous household waste from being improperly disposed of, the City hires a contractor to provide HHW collection, transportation, and disposal for the City. In addition, the contractor is expected to provide emergency/on-call hazardous waste clean-up, collection, transportation, and disposal.

3. Scope of Services

The Contractor will provide the following services:

- Contractor will provide labor, equipment, and materials in association with the collection, transportation, and disposal of HHW;
- Contractor will collect residential HHW and HHW collected by Public Works staff at quarterly round-up events: collect, package, transport, document, and final disposal at appropriate recycling/disposal facility;
- Contractor will comply with City’s facility Site Plan specifications as shown in **Exhibit A**;
- Contractor will document and log all waste and assist in annual reports: Form 303 summary reports, DOT compliant shipping documentation, and other reports as requested or as needed by the City;
- Contractor will track all waste from pick-up to final disposal and have information available to the City when requested or as-needed;
- Contractor shall prepare site specific Health and Safety/Emergency Contingency Plan for Hazardous waste removal and management services in accordance with applicable regulations;
- Contractor will properly package and label waste pursuant to DOT and EPA regulations and disposal facility requirements;
- All staff will be properly trained to complete all on-site work and contractor will provide proof of training when requested by the City;
- Contractor shall dispose of waste at an approved and fully-permitted waste recycling/disposal facility; and,
- Contractor will be on-call for field and City Yard clean-ups at the request of the City.

Household Hazardous Waste (HHW) Collection Services: Price Reference Sheet

DESCRIPTION	UNIT OF MEASURE	PRICE
STAFFING FOR EVENTS		
Crew of 7 for Quarterly Events (Feb, June, Oct)	Each	\$
Crew of 5 for Quarterly Events (Feb, June, Oct)	Each	\$
SUPPORT EQUIPMENT		
Box Truck	Per Day	\$
DOT Rated Heavy Duty Pallet	Each	\$
DOT SHIPPING CONTAINERS		
16 Gal / 70 L Open Poly Drum 1H2/Y56/S	Each	\$
30 Gal / 120 Litre Open Poly Drum 1H2/Y142/S	Each	\$
5 Gal / 20 Litre Poly Drum 1H2/Y1.5/60	Each	\$
55 G / 205 L Closed Steel Drum, Recon 1A1/Y1.4/100 (17-E)	Each	\$
55 G / 205 L Steel Drum, Reconditioned 1A2/Y1.2/100 (17-H)	Each	\$
55 Gal / 205 Litre Open Head Poly, Reconditioned Drum 1H2/Y2	Each	\$
Flexbin, 1 Cubic Yard Flexbin 11G/Y/2022/1122	Each	\$
Lab pak box, 20 gal, UN4G/Y75/S HD poly liner included	Each	\$
Lab pak box, 30GAL, un 4g/y113/s HD poly liner included	Each	\$
Lab pak box, 5 gal, UN 4G/X18/S HD poly liner included	Each	\$
Lab pak box, 55gal UN 4G/Y147.3/S HD poly liner included	Each	\$
ABSORBENT MATERIALS		
Speedi Dry	BAG	\$
Vermiculite (4 cubic feet)	BAG	\$
WASTE DISPOSAL PRICING		
OILS	30DM	\$
OILS	55DM	\$
OILS	TOT2	\$
OIL & WATER	55DM	\$
GLYCOLS	05DM	\$
GLYCOLS	20DM	\$
GLYCOLS	30DM	\$
GLYCOLS	55DM	\$
SOLIDS FOR INCINERATION	05DM	\$
SOLIDS FOR INCINERATION	20DM	\$
SOLIDS FOR INCINERATION	30DM	\$
SOLIDS FOR INCINERATION	55DM	\$

MERCURY BULBS FOR RECLAMATION	LBS	\$
MISC. MERCURY BULBS FOR RECLAIM	LBS	\$
MISC. MERCURY BULBS FOR RECLAIM	LBS	\$
COMPACT FLUORESCENT LAMPS FOR RECLAIM	LBS	\$
PCB BALLASTS FOR INCINERATION	05DM	\$
PCB BALLASTS FOR INCINERATION	55DM	\$
ASBESTOS WASTE	55DM	\$
NON HAZARDOUS SOLID	05DM	\$
NON HAZARDOUS SOLID	20DM	\$
NON HAZARDOUS SOLID	30DM	\$
NON HAZARDOUS SOLID	55DM	\$
NON HAZARDOUS SEMI-SOLIDS	05DM	\$
NON HAZARDOUS SEMI-SOLIDS	20DM	\$
NON HAZARDOUS SEMI-SOLIDS	30DM	\$
NON HAZARDOUS SEMI-SOLIDS	55DM	\$
REGULATED MEDICAL WASTE	05DM	\$
REGULATED MEDICAL WASTE	20DM	\$
REGULATED MEDICAL WASTE	30DM	\$
REGULATED MEDICAL WASTE	55DM	\$
REGULATED MEDICAL WASTE SHARPS	05DM	\$
REGULATED MEDICAL WASTE SHARPS	20DM	\$
REGULATED MEDICAL WASTE SHARPS	30DM	\$
REGULATED MEDICAL WASTE SHARPS	55DM	\$
EMPTY DRUMS	05DM	\$
EMPTY DRUMS	20DM	\$
EMPTY DRUMS	30DM	\$
EMPTY DRUMS	55DM	\$
LIQUID FOR FUEL	55DM	\$
LATEX & ALKYD PAINT FOR RECYCLING	05DM	\$
LATEX & ALKYD PAINT FOR RECYCLING	20DM	\$
LATEX & ALKYD PAINT FOR RECYCLING	30DM	\$
LATEX & ALKYD PAINT FOR RECYCLING	55DM	\$
LABPACK ALKALI METALS KILN READY FOR INCINERATION	LBS	\$
SMALL SEALED CELL BATTERIES AND PORTABLE ELECTRONICS FOR RECLAMATION	05DM	\$
ALKALINE DRY CELL BATTERIES FOR RECLAMATION (MERCURY FREE)	LBS	\$
NI-CAD BATTERIES WET OR DRY FOR RECLAMATION	LBS	\$
LABPACK FOR INCINERATION	05DM	\$
LABPACK FOR INCINERATION	30DM	\$
LABPACK FOR INCINERATION	55DM	\$
LABPACK MERCURY DEVICES / MERCURY DEBRIS FOR RETORT	05DM	\$
PROPANE CYLINDERS FOR RECYCLING	CYLE	\$
PROPANE CYLINDERS FOR RECYCLING	CYLG	\$

PROPANE CYLINDERS FOR RECYCLING	CYME	\$
PROPANE CYLINDERS FOR RECYCLING	CYSM	\$
REFRIGERANT GASES OR FIRE EXTINGUISHERS FOR RECYCLING	CYLE	\$
REFRIGERANT GASES OR FIRE EXTINGUISHERS FOR RECYCLING	CYME	\$
REFRIGERANT GASES OR FIRE EXTINGUISHERS FOR RECYCLING	CYSM	\$
INERT OR CALIBRATION GAS CYLINDERS FOR DISPOSAL	CYLE	\$
INERT OR CALIBRATION GAS CYLINDERS FOR DISPOSAL	CYME	\$
INERT OR CALIBRATION GAS CYLINDERS FOR DISPOSAL	CYSM	\$
NON-LIQUIFIED MATERIAL FOR STANDARD INCINERATION	CYLE	\$
NON-LIQUIFIED MATERIAL FOR STANDARD INCINERATION	CYSM	\$
LABPACK FOR FUELS BLENDING	55DM	\$
NON-PROCESSABLE PAINT & PAINT RELATED MATERIAL FOR INCINERATION	55DM	\$
NON-PROCESSABLE PAINT & PAINT RELATED MATERIAL FOR INCINERATION	FBIN	\$
PROCESSABLE PAINT & PAINT RELATED MTRL FOR FUEL/INCINERATION	FBIN	\$
LABPACK REACTIVES FOR INCINERATION	05DM	\$
AUTOMOTIVE LEAD ACID BATTERIES TO INTERSTATE	LBS	\$
NON-PCB BALLASTS	55DM	\$

4. Proposal Format

All proposals shall include the following information and comply with the associated page limit restrictions of twelve (12) pages or less. Note that 1 page includes the front side of an 8.5" x 11" sheet of paper and the cover does not constitute a page. The Appendix will not count toward the page count.

- a) **Cover Letter** – 1-page cover letter signed by an officer of the firm, binding the proposer to all of the commitments made in the submittal. The letter shall include name, address and phone number of the person authorized to represent the proposer and shall include the following Statement:

I HAVE READ, UNDERSTOOD, AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL AND ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS AND CONDITIONS OF THE STANDARD CONTRACT SERVICES AGREEMENT ATTACHED HERETO AS **EXHIBIT B** AND ATTACHMENTS REFERENCED THEREIN.

- b) **Project Approach** -- Provide a detailed description of the approach and methodology to be used to accomplish the "Scope of Work" of this RFP. The methodology section should include:

- i. An implementation plan that describes the methods by which proposer initiates, manages and timely completes projects of the type sought by this RFP;
- ii. Detailed description of efforts proposer will undertake to achieve client satisfaction and to meet the requirements of the "Scope of Work" section.
- iii. Overall timeline for each task.
- iv. Detailed description of specific tasks proposer will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

- c) **Qualifications and Experience of Personnel** – Maximum 3–page summary of the relevant experience, work history, training, education, and special certifications of the proposer's personnel who will be performing the services contemplated under this RFP on the proposer's behalf. Briefly discuss the proposer firm's qualifications and experience with projects of a similar magnitude and nature. Proposers shall provide identical information for all subcontractors performing any of the tasks or services contemplated under this RFP on the proposer's behalf. The summary shall also include the office location of key personnel proposed to work on this Project. Relevant experience can include your firm's overall experience, experience with similar services for other cities and the experience of individuals on your proposed team. Show how your experience relates to the demands of this RFP.

- d) **Proposed Personnel** – Maximum 2–page resume for each proposed personnel who may be providing services for the Project. A primary contact shall be designated during the

duration of the Project and shall function in that capacity while employed by the firm. In addition, the City must approve changes of personnel.

- e) **References** – The proposal must include at least three (3) public agency references going back not more than five (5) years from the issuance of this RFP in which the proposer was engaged to provide services similar to those requested under this RFP. References should place an emphasis on past projects in which the personnel to be used by proposer for this project were deployed. The references should include the name, title, and contact information of the public agency officer or employee responsible for overseeing the proposer’s work.

- f) **Fee Schedule/Cost Proposal** – Maximum 1-page detailed cost estimate for environmental collection, transportation and disposal services as described in the Scope of Work. Include a schedule of rates for each proposed personnel who may be tasked to complete the Project. The task-specific cost estimate shall include an estimate of the number of hours per staff member by proposed task and clearly identify an hourly rate schedule for the proposed staff. The proposal shall indicate the compensation structure for performing specific tasks and services and include all costs and expenses that may be reimbursable. To the extent that the proposal contemplates the use of subcontractors, the proposal shall include a list of subcontractors identifying all subcontractors and state the fee for each subconsultant in the Fee Schedule under the appropriate Task under which the service will be provided. Proposers should submit a cost for each item listed in the Price Reference Sheet.

5. Evaluation Criteria

Each proposal shall be evaluated on the basis of the proposer’s expertise, experience, and training, and the expertise of its key personnel along with prior contracting history, approach to the project, cost, and compliance with the RFP requirements including the terms of the attached Contract Services Agreement. Each such factor shall be weighted by the City as follows:

- a) Professional qualifications and capabilities of the firm and its personnel including experience with similar types of services (30 points maximum).
- b) References and client satisfaction (20 points maximum).
- c) Overall quality of the proposal, including clarity of content and understanding of the project (20 points maximum).
- d) Cost related to the level of work proposed (30 points maximum).

<u>CATEGORIES</u>	<u>MAXIMUM POSSIBLE POINTS</u>
a) Qualification of Firm and Professional Staff Experience, Performance and Approach	30
b) References/Client Satisfaction	20
c) Completeness and Quality of Submittal	20
d) Cost	30
TOTAL POINTS	100

6. Selection Process

A selection committee, comprised of City staff, will review the proposals. Proposals will be ranked on qualifications and the selection committee may choose to interview several of the top ranked proposers. However, at its sole discretion the selection committee may forego interviews and establish an on-call list, or it may select a proposer solely based on the review of the proposals.

7. Proposal Requirements

The deadline to submit a proposal is: **June 16, 2022, no later than 3:00 PM**. Proposals received after the deadline will not be considered.

A copy of the Request for Proposal (RFP) and subsequent addenda to the RFP is available on the PlanetBids online platform via the link listed above.

It is the proper's responsibility to ensure that the most complete and current version of the solicitation, including addenda, has been downloaded. Submission of a proposal shall constitute an acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Proposers are also required to submit three (3) hardcopies of the complete proposal to be received prior to the time and date specified. No exceptions to this requirement will be considered. Proposals in hard copy shall be submitted to the following address:

City of El Monte, City Hall West
 Department of Public Works
 Attn: Frank Drevdahl, Management Analyst
 11333 Valley Boulevard
 El Monte, CA 91731-3293

Subject: RFP Household Hazardous Waste Collection

Proposals may be submitted via personal delivery, overnight courier (e.g., FedEx or UPS) or U.S. Mail. Proposals **must** be received by **3:00 p.m. on June 16, 2022** the Submission Deadline. Proposals that are deposited with an overnight courier or post marked prior to the Submission Deadline but received after the Submission Deadline will **not** be considered by the City. Accordingly, although delivery via overnight courier and U.S. Mail is permitted, it is strongly suggested that proposers consider personal delivery to better ensure that proposals are received in a timely manner, on or before the Submission Deadline.

Submitted proposals shall be maintained as confidential records of the City up to the Submission Deadline. Proposers may withdraw, modify and/or resubmit a proposal prior to the Submission Deadline, but not after.

Proposers shall be bound to the terms of their proposal following the Submission Deadline, however, the City, in its sole and absolute discretion, reserves the right to accept post deadline modifications if it is determined that such modifications are in the best interests of the City. The City also reserves the right to waive minor non-substantive informalities or allow the proposer to correct them.

- a) Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals; demonstrations; interviews; preparation of responses to questions and requests for additional information; for contract discussions; or for anything in any way related to this RFP. The City is not liable for any costs incurred by a proposer in response to this RFP. Whether or not a proposer is awarded a contract pursuant to this RFP, no proposer shall be entitled to reimbursement for any costs or expenses associated with the proposer's participation in this RFP process.
- b) Late proposals will not be considered.
- c) The City reserves the right to reject any and all proposals received as a result of this RFP. The City's potential award of a contract will not be based on any single factor, nor will it be based solely or exclusively on the lowest cost proposal. If a contract is awarded, it will be awarded to the proposer who, in the judgment of the City, has presented an optimal balance of relevant experience, technical expertise, price, quality of service, work history and other factors which the City may consider relevant and important in determining which proposal is best for the City.
- d) The City reserves the right to cancel or modify this RFP. There is no guarantee that the City will award a contract.
- e) The City reserves the right to investigate the qualifications of any proposer under consideration including proposed subcontractors and parties otherwise related to the proposer and require confirmation of information furnished by a proposer or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.

- f) Following the Submission Deadline, the City, pursuant to the California Public Records Act (Govt. Code Section 6250 et seq.) reserves the right to make copies of all submitted proposals available for inspection and copying by any interested member of the public, except to the limited extent the City determines that any information contained in a proposal is legally privileged under the California Public Records Act. By submission of a proposal, proposers acknowledge and agree that their proposal and any information contained therein may be disclosed by the City to interested members of the public, including other proposers.
- g) The City reserves the right to approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members.
- h) The City reserves the right to evaluate responses in terms of the best interests of the City, applying criteria provided in this RFP and any other criteria the City, in its sole discretion, deems pertinent.
- i) By the submission of a proposal, each proposer accepts and agrees to execute a written Contract Services Agreement (“Contract”) in the form attached hereto as **Exhibit B**. By submission of a proposal, each proposer agrees to execute a Contract with the City in the form attached hereto as **Exhibit B**, inclusive of all stated terms and conditions relating to indemnification, required insurance and standard of care requirements. If a proposer is unable to agree to any of the terms or conditions of the PSA in the form attached hereto, the proposer must identify the provision(s) in question and provide an explanation as to why the proposer cannot comply with such provisions. If a proposer’s objection to a certain provision of the Contract is merely a question of added cost, the proposer shall indicate in the proposal the difference in cost associated with complying with the provision(s) versus the cost associated with the City’s waiver or modification of the provision(s). The City shall be under no obligation to make modifications to the Contract after a contract has been awarded and proposers shall be deemed to have incorporated all costs associated with compliance with the Contract into their proposal. A proposer’s inability to comply with one or more provisions of the Contract shall be a factor that will be considered by the City in determining which proposal will serve the best interest of the City when all other factors are taken into account.
- j) All proposals must remain valid for a minimum period of ninety (90) calendar days after the Submission Deadline. Responses may not be modified or withdrawn by the proposer during this period of time except in accordance with this RFP and with written permission granted by the City.
- k) All questions or requests for clarification shall be submitted via email to Frank Drevdahl, Management Analyst for the Department of Public Works at: fdrevdahl@elmonteca.gov or via the City’s PlanetBids portal by the Request for Information Deadline. All questions received by this deadline will be addressed and posted on the City’s PlanetBids portal by the Release of Information Requested Date.

- l) If it becomes necessary to revise any part of this RFP, written addenda will be posted on the City's PlanetBids portal. It shall be the sole responsibility of the proposer to check for any addenda to the RFP that may be issued by the City.
- m) The Director of Public Works, or alternate designated representative, will be the contract administrator on behalf of the City.
- n) It is presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP.
- o) The proposer agrees that, if a contract is awarded to a proposer, the proposer shall make no claim against the City or any of the funding agencies because of any estimate or statement made by any employees, agents, or consultants of the City which may prove to be erroneous in any respect.

8. Insurance Requirements

The selected consultant shall provide the following at the time of contract execution:

Insurance coverage must include naming the City of El Monte as additional insured (Form CG2010 or Equivalent), policy number, expiration date, and amounts (limits).

- GENERAL LIABILITY CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A VI" OR HIGHER.
- WORKERS' COMPENSATION CARRIER MUST HAVE A CURRENT A.M. BEST RATING OF "A-VII" OR HIGHER.
- CARRIERS MUST BE ADMITTED IN CALIFORNIA.
- MINIMUM ACCEPTABLE LIMITS: GENERAL LIABILITY; GENERAL AGGREGATE \$2,000,000 AND PRODUCTS-COMP/OP AGG \$2,000,000.
- WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY: E.L. EACH ACCIDENT \$1,000,000 AND E.L. DISEASE-EA EMPLOYEE \$1,000,000 AND E.L. DISEASE – POLICY LIMIT \$1,000,000.

Sample is available upon request.

EXHIBIT A

SITE PLAN

EXHIBIT B

STANDARD CONTRACT SERVICES AGREEMENT