

BID SOLICITATION



City of Chattanooga
100 East 11th Street, Room 200
Chattanooga TN 37402

BID OPENING DATE AND TIME:
06/26/2007 2:00PM
BID NUMBER: R0099630

BUYER: Hipp, Geoffrey
PHONE #: (423) 757 - 4758 ext.
DELIVERY REQUIRED: 06/26/2007 2:00 PM

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City of Chattanooga
100 East 11th Street, Room 200
Chattanooga TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>Requisition No.: R0099630 Ordering Dept.: Moccasin Bend Buyer:/Phone Geoffrey Hipp 423-757-4758 ITEMS BEING BID: Collection and disposal of household hazardous wastes This shall be a twelve (12) month annual blanket contract for the monthly collection and disposal of household hazardous wastes for the City of Chattanooga at the Household Hazardous Waste Collection Center as per the attached specifications. The contract may be renewed for four (4) additional twelve (12) month terms under the same Terms and Conditions by Mutual Agreement. The City of Chattanooga and the Contractor may bilaterally extend the contract by Written Confirmation by both parties at least 30 days prior to the contract's current expiration date into any successive term as provided herein. ATTACHMENTS: Specifications (5 pages) Bid Form Sheet (1 page) Affirmative Action Plan (2 pages) ***** BIDS MUST BE RECEIVED NO LATER THAN ***** *** 2:00 PM on JUNE 26, 2007 *** INSTRUCTIONS TO BIDDERS: Submit bids in duplicate including all information required by the Specifications.</p>				

NOTE: ALL BIDS RECEIVED ARE SUBJECT TO THE TERMS AND CONDITIONS.

ALL BIDS MUST BE SIGNED - The undersigned offers the above quoted prices under the conditions contained herein.

The City is Exempt from all Federal and State Tax.
Bids will be received at the above mentioned address.

COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

BID SOLICITATION



City of Chattanooga
100 East 11th Street, Room 200
Chattanooga TN 37402



BUYER: Hipp, Geoffrey
PHONE #: (423) 757 - 4758 ext.
DELIVERY REQUIRED: 06/26/2007 2:00 PM

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M A I L I N G	City of Chattanooga 100 East 11th Street, Room 200 Chattanooga TN 37402
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Item	Class-Item	Quantity	Unit	Unit Price	Total
	PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION: Company Name _____ Mailing Address _____ Phone/Toll-Free No. _____ FAX No. _____ eMail Address _____ Contact Person's Name _____ Minority-Owned Business ___ Small Business ___ Veteran ___ Minority Woman Owned Business ___ Disabled Veteran ___ Women-Owned Business ___				
1.0	926-45 Mobilization	1.00	EA		
2.0	926-45 Chemist	1.00	HR		
3.0	926-45 Technician	1.00	HR		
4.0	926-45 Flammable Liquid	1.00	LB		
5.0	926-45 Flammable Solids	1.00	LB		

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COMPANY: _____

TERMS OF PAYMENT: _____

SIGNATURE: _____

TELEPHONE NUMBER: _____

NAME AND TITLE: _____

BID SOLICITATION



City of Chattanooga
100 East 11th Street, Room 200
Chattanooga TN 37402

BID OPENING DATE AND TIME:
06/26/2007 2:00 PM
BID NUMBER: 09003204

BUYER: Hipp, Geoffrey
PHONE #: (423) 757 - 4758 ext.
DELIVERY REQUIRED: 06/26/2007 2:00 PM

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City of Chattanooga
100 East 11th Street, Room 200
Chattanooga TN 37402

Item	Class-Item	Quantity	Unit	Unit Price	Total
6.0	926-45 Acidic Material	1.00	LB		
7.0	926-45 Caustic Material	1.00	LB		
8.0	926-45 Oxidizing Material	1.00	LB		
9.0	926-45 Poisonous Material	1.00	LB		
10.0	926-45 Latex Paint	1.00	LB		
11.0	926-45 Non-Flammable Liquid	1.00	LB		
12.0	926-45 Solvent Based Paint	1.00	LB		
13.0	926-45 Aerosol/Compressed Gas	1.00	LB		
14.0	926-45 Alkaline Batteries	1.00	LB		
				TOTAL:	

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COMPANY: _____

SIGNATURE: _____

NAME AND TITLE: _____

TERMS OF PAYMENT: _____

TELEPHONE NUMBER: _____

Specifications
For Collection and Disposal of Household Hazardous Waste
For
The City of Chattanooga
Household Hazardous Waste Collection Center

Scope of Work

The City of Chattanooga, Tennessee, the "City", invites all interested firms to submit their bid to collect and dispose of Household Hazardous Waste (HHW) generated within the City of Chattanooga and Hamilton County. The City has a structure established on North Hawthorne Street at the Wood Waste Recycling Facility located northeast of downtown near Amnicola Highway.

The following is a summary of the past two year collections for the Household Hazardous Waste Facility.

Household Hazardous Waste Summary
City of Chattanooga Yearly Collections
Waste Quantities (pounds)

Waste Type	2005	2006
Flammable Material	7801	19,332
Acidic Material	1402	1162
Caustic Material	474	1195
Oxidizing Material	249	853
Poisonous Material	5980	12,165
Paints	146,404	124,359
Non-flammable Liquid	2734	8894
Aerosol/Compressed Gas	5004	7116
Batteries	568	463
Total	170,616	175,539

Part A. General

The Contractor shall:

1. Be experienced with household hazardous waste handling and disposal and/or be a licensed treatment, storage, and disposal (TSD) facility.
2. Set up and receive household hazardous wastes (excluding compressed gas cylinders, radioactive materials, pyrophorics, and explosives) from City of Chattanooga facilities, Chattanooga and Hamilton County residents at the facility on North Hawthorne Street established by the City of Chattanooga. No single container accepted shall exceed five gallons.
3. The facility will operate the second Saturday per month between 8 a.m. and 12 p.m. If the designated collection day falls on a holiday the event will be rescheduled for the next Saturday.
4. Provide personnel trained to the satisfaction of the Tennessee Department of Environmental Control for the purposes stated in (1) above and Part B below. (See attached Bid Sheet)
 - A. At least one trained hazardous materials specialist with the equivalent of a Bachelor's degree and three years experience in hazardous waste handling and packaging shall be on site at all times during operation.
 - B. Trained hazardous waste technicians will be provided by the Contractor to handle, package, label, mark, and manifest the wastes received.
 - C. A representative of the City will unlock the lock gates and be available onsite during operating hours.
5. Carry out all interactions with the Tennessee Department of Environmental Conservation in satisfying that department's requirements for permits, variances, agreements, or registrations for the purposes of this project only.
6. Length of Contract: One year with an option for 4-one year extension under same terms and conditions.
7. Price Quotes: The proposal should include a cost per pound for each item to provide the service, including mobilization fee if applicable.
8. Provide a certificate of liability protection as additionally insured to the satisfaction of the City of Chattanooga for activities carried out under this project only. The Contractor shall provide a Certificate of Insurance with the policies including all coverage's listed on the attached Certificate of Insurance. Pollution coverage must be included in both the General Liability as well as the Automobile Liability. Amounts listed on the insurance requirements form must be met or exceeded. Additionally, the Contractor must provide a D.O.T. Certificate to Haul. The City of Chattanooga must be named as additionally insured on all policies.
9. The Contractor shall defend, indemnify, and hold harmless the City of Chattanooga, its officers, agents, and employees from any and all claims for damages, for injuries to persons or property related to or arising out of the contract to operate the City of Chattanooga Household Hazardous Waste Collection Facility.

Part B. Work Included in Contract

1. Employees of the Contractor shall conduct all physical handling of wastes. Acceptable waste types are expected to include, but are not limited to, the following:

Household Cleaners	Lawn and Garden Products
drain openers	herbicides
oven cleaners	pesticides/rodenticides
wood, metal cleaners and polishes	fungicides
toilet bowl cleaners	wood preservatives
disinfectants	
	Home Maintenance & Improvement Products
Automotive Products	paint thinners
oil and fuel additives	paint strippers and removers
grease and rust solvents	adhesive
carburetor and fuel injector cleaners	paint
air conditioning refrigerants	
starter fluid	Miscellaneous
body putty	batteries
anti-freeze/coolant	fingernail polish remover
waste oil	pool chemicals
kerosene, gasoline	photo processing chemicals
gear oil & automotive lubricants	medicine/drugs
	reactives (aerosols/compressed gas)

EXCLUDED WASTES INCLUDE: EXPLOSIVE; RADIOACTIVE; MEDICAL; EPA-LISTED HAZARDOUS; AND FRIABLE ASBESTOS WASTES

*All pricing in Bid Sheet should cover the above.

2. The Contractor shall identify, categorize, package, label, mark, manifest, transport and dispose of the collected hazardous waste to the satisfaction and specifications of the Tennessee Department of Environment and Conservation and the U.S. Department of Transportation and any other pertinent federal, state, and local codes or regulations.
3. The Contractor shall have the sole responsibility for the collection and ultimate disposition of all latex paints received at the collection site. Every effort should be made to reduce the number of drums of latex paint ultimately sent to the landfill. Efforts should be made to recycle/reuse paints.
4. The Contractor shall have the sole responsibility for the collection and ultimate disposition of all oil based paints received at the collection site on the day of the event. Every effort should be made to reduce the number of drums of oil based paint ultimately sent to the landfill. Efforts should be made to recycle/reuse paints.
5. The Contractor shall provide all containers, over packs, labels, and absorbent materials so that wastes can be packed and shipped according to D.O.T., the U.S. Coast Guard, and U.S. Environmental Protection Agency (RCRA) standards.
6. The Contractor will prepare waste profile sheets required by the TSD facility. The Contractor will make all corrections to the profiler sheets that are required to gain waste acceptance at the TSD facility. The Contractor will arrange laboratory tests performed on the waste.

7. The Contractor will keep a daily log of waste accepted and analytical tests performed.
8. All wastes will be manifested, labeled and shipped in a manner consistent with its RCRA hazard class or TSCA requirements. The Contractor will prepare all manifests. Disposal shall be at hazardous waste TSD facility licensed by the US EPA.
9. No wastes will be stored at the collection facility for more than five days after the collection event. Longer storage periods must be approved by the City of Chattanooga.

Part C. Site Safety

Wastes delivered to the site are not always compatible; spills, uncontrolled reactions, and fires are serious threats.

1. The Contractor will act as the initial emergency response team.
2. The Contractor will maintain emergency equipment on-site. The minimum requirements are:
 - Protective Work Clothing
 - Fire Extinguishers
 - Organic Vapor Respirators
 - Level "B" Protective Equipment for Two People
 - Emergency Shower
 - Eye Wash
3. The Contractor will prepare a contingency plan for review and approval of the City of Chattanooga. Wastes spilled by the Contractor will be cleaned up at the Contractor's expense.

Part D. Bids

A qualified bid consists of a narrative description of the Contractor's operations plan, qualifications, and the completed Bid Form Sheet which is included.

Bid Contents

At a minimum, the bid should include the following:

- * Letter of Transmittal. The letter should be signed by the person with the primary responsibility for the service and summarize the contents of the bid.
- * Qualifications for Work. Specific examples of similar services. Names and telephone numbers of key client contacts are requested.
- * Resumes. Indicate education, background, and recent relevant experience with the subject matter of the project.
- * Understanding of Scope of Services. Include description a clear concise narrative of your understanding of the City's objectives, including recycling/reuse strategies for latex paints or other appropriate materials and the environmental and process in which the work will be performed.

- * Bid Form (attached). All bid prices shall reflect the total cost for each item as listed on the attached sheet. This price shall include all pertinent expenses relative to the items listed (i.e. packaging, handling, etc.).

All bids become the property of the City of Chattanooga.

Part E. Payment

Payment will be made in accordance with the City of Chattanooga's normal policies and procedures.

BID FORM SHEET
COLLECTION & DISPOSAL OF HOUSEHOLD HAZARDOUS WASTE
CITY OF CHATTANOOGA
HOUSEHOLD HAZARDOUS WASTE COLLECTION CENTER

<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>UNIT PRICE</u>
1. Mobilization	_____	_____
2. Chemist	_____	_____
3. Technician	_____	_____
4. Flammable Liquid	_____	_____
5. Flammable Solid	_____	_____
6. Acidic Material	_____	_____
7. Caustic Material	_____	_____
8. Oxidizing Material	_____	_____
9. Poisonous Material	_____	_____
10. Latex Paint	_____	_____
11. Non-flammable Liquid	_____	_____
12. Solvent Based Paint	_____	_____
13. Aerosol/Compressed Gas	_____	_____
14. Alkaline Batteries	_____	_____
15. Other (specify)	_____	_____

Signature: _____

Print Name: _____

Company: _____

Date: _____

Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. In all construction contracts or subcontracts in excess of \$10,000 to be performed for the City of Chattanooga, any contractor and/or subcontractor is further required to file in duplicate within ten (10) days of being notified that it is the lowest responsible bidder, an affirmative action plan with the EEO Director of the City of Chattanooga. This plan shall state the Contractor's goals for minority and women utilization as a percentage of the work force on this project.
5. This Plan or any attachments thereto shall further provide a list of all employees annotated by job function, race, and sex who are expected to be utilized on this project. This plan or attachment thereto shall further describe the methods by which the Contractor or Subcontractor will utilize to make good faith efforts at providing employment opportunities for minorities and women.

During the term of this contract, the Contractor upon request of the City, will make available for inspection by the City of Chattanooga copies of all payroll records, personnel documents and similar records or documents that may be used to verify the Contractor's compliance with these Equal Opportunity provisions.

(Signature of Contractor)

(Title and Name of Company)

(Date)
