



Serving Jefferson County Since 1917

Hazel Collins
Purchasing Agent

JEFFERSON COUNTY DEPARTMENT OF HEALTH
401 14TH STREET SOUTH, BIRMINGHAM, ALABAMA 35233
205-930-1032/ 205-930-1060 fax

December 5, 2018
RFP #19-12-05
REQUEST FOR PROPOSAL

Sealed proposals for **Household Hazardous Waste (HHW) Day** will be received by the Purchasing Agent, Jefferson County Department of Health (JCDH), General Service Annex, 401 14th Street South, Birmingham, AL 35233, until 10:00 a.m., Friday, December 28, 2018, at which time and place they will be publicly opened and read.

Bidders wishing to bid can download the complete solicitation including the specifications and bid forms via the internet at www.jcdh.org (go to the **ABOUT** header and click on **BIDS**), or by visiting the Purchasing Office at the address shown above, or by calling (205) 930-1961, fax (205) 930-1060 and requesting a copy be mailed to you. Any addenda will be available on the internet. Bidder is responsible for checking for addenda until bid opening date. Addenda will be mailed only to those vendors who were provided a copy in person or by mail.

All proposals must be submitted on Bid Form in a sealed envelope indicating **"SEALED BID – RFP #19-12-05, "Household Hazardous Waste Day"** with opening date and bid number printed on outside of envelope.

All bidders **must** complete and return the notarized State of Alabama disclosure form included in the bid package and the Addendum to Bid Agreement Contract; and **must** provide a copy of their E-verify certificate with the assigned number from the U.S. Department of Homeland Security and all other documents listed in the enclosure.

It is required for any contract/purchase exceeding \$10,000.00 that the bidder submits with their bid either certified check, a cashier's check or a bid bond payable to the Jefferson County Department of Health in the amount of \$500.00. In order for any bid award to be considered that exceeds \$10,000, it must be accompanied by an acceptable bid bond or check. Bid bonds will be returned to all unsuccessful bidders after the formal award is made and to the successful bidder after acceptance of the award. Should the successful bidder fail to accept the award, the bid bond or check shall be forfeited.

No bid may be withdrawn for a period of sixty (60) days after the date of the bid opening. Jefferson County Department of Health is exempt from all tax. This statement in no way is to be construed as relieving a seller or contractor from paying any tax assessed to him as a seller or contractor.

Jefferson County Department of Health expressly reserves the right to reject any or all proposals, or parts of proposals and to make the award all or none or per line item on the merit and/or feature of method and quality, delivery, and service availability as the best interest of the JCDH appears.

Jefferson County Department of Health reserves the right to require documentation that each bidder is an established business and is abiding by the ordinances, regulations, and laws of their community and the State of Alabama. If you are required by any regulatory agency to maintain professional license or certification to provide any product and/or service solicited under this Request for Proposal (RFP), the JCDH reserves the right to require documentation of current license and/or certification before considering and awarding the bid.

COMMUNICATION DURING BID EVALUATION

There shall be no communication during the evaluation period between any vendor and JCDH agency requisitioning the goods or services to be procured. Any communications, written, oral, or electronic between the vendor and the requisition agency must come through the Division of Purchasing Buyer administering the RFP.

QUESTION/INQUIRY

Telephone inquiries with questions regarding clarification of all specifications of the RFP will not be accepted. All questions concerning the bid product and/or service specifications must be e-mailed to Glenda Smith at glenda.smith@jcdh.org. Please reference the RFP number and Question/Inquiry in the e-mail subject.

LETTER OF NOTIFICATION

All bidders of this RFP are requested to reply via email to Notification of Intent indicating that they intend to submit a proposal. Only those bidders submitting the Notification of Intent will be advised of any clarifications, addendum, and answers to inquiries and/or questions pertaining to this RFP. The email of Notification of Intent can be emailed to glenda.smith@jcdh.org. Please reference the RFP number and Notification of Intent in the e-mail subject.

PROJECTED SCHEDULE OF EVENTS

JCDH reserves the right to adjust the following schedule of events where needed to benefit the Department

Announcement of RFP	December 5, 2018
Deadline for Bidder's Questions	December 13, 2018 at 3:00 pm CST
Deadline for Notification of Intent	December 13, 2018 at 3:00 pm CST
Deadline for Bidder's Answers	December 18, 2018 at 3:00 pm CST
RFP due Date & Public Opening	December 28, 2018 at 10:00 am CST

Hazel Collins, Purchasing Agent

HC/gs

BN: 12-12-18

Enclosures

REQUEST FOR PROPOSAL

STATEMENT OF PURPOSE/OBJECTIVE

The Jefferson County Department of Health is seeking qualified firms to provide a professional service proposal for a HHW Day event in April, 2019. Proposals are requested to provide the identification, packing, pick-up, transportation, and disposal of household hazardous waste items. Proposer shall dispose of such waste materials in accordance with the hazardous waste requirements set forth in the administrative code for the state of Alabama. While the HHW items listed in the requirement section do not include the number of roll offs needed or services that maybe required such as chemist and field technicians, the bidder's proposal should recommend such services. Successful bidder will be notified of RFP award via Jefferson County Department of Health's Notice of Award letter and the approved Standard Addendum to Bid Agreement Contract.

BACKGROUND

The JCDH located in Birmingham, Alabama, serves a population of about 660,000 residents. JCDH serves the most populous county in the state through providing primary and limited specialty care and core public health services to county residents. The mission of the Department is to prevent diseases, assure access to quality health care, promote a healthy lifestyle and environment, and protect against public health threats.

The JCDH and Storm Water Management Authority, Inc. (SWMA) is hosting a HHW Disposal event for the Jefferson County communities located in the Westside AND Eastside areas of Jefferson County, Alabama. This event will provide the community an outlet to properly dispose common household hazardous materials that require appropriate disposal by trained and licensed disposal personnel.

QUALIFICATIONS/CONSULTANT SELECTION CRITERIA

All proposals submitted will be evaluated on the following:

- Understanding of and ability to meet the goals and objectives of this RFP
- Requirements and qualifications
- Description of the project team, including roles and responsibilities
- References of clients with similar scope of work
- Cover letter is required (Statement of Project Understanding)

VENDOR CONTACTS

Successful firm will be the only contact with regard to this professional services referenced. Proposals will not be accepted from vendors that sub-contract their work.

AWARD

Award will be made in whole to the lowest and best service capabilities responsible bidder provided the vendor meet all requirements and specifications required by JCDH.

PRICE

Price will remain firm for the entire duration of the bid period. Price is to include **all** related fees. Invoice(s) must be itemized and billed after completion.

FREIGHT

Price includes transportation, fuel, handling, service, freight charges and deliveries as specified and JCDH will pay no additional fees.

TAX

Jefferson County Department of Health is exempt from all tax. However, bidder shall be responsible for any tax that may be levied or assessed by reason of this transaction.

BUDGET SUMMARY

A budget has not been established for this expense, a non-binding budget summary should be attached to list the cost estimate of each component to facilitate funding request within the Jefferson County Department of Health and in compliance with the Compensation Amount and Schedule Section.

PRE-PAY

No pre-payments will be made prior to shipment.

INTERPRETATIONS

No modification, deviation, substitution or other such changes will be made without Owner’s prior written approval. JCDH reserves the right to reject any or all proposals submitted and to make the award in the best interest of the Health Department.

TERMINATION

The bid may be terminated by JCDH with a thirty (30) day written notice of cancelation to the other party regardless of reason. Any violation of this agreement shall constitute a breach and default of this agreement. Such termination shall not relieve the contractor of any liability to JCDH for damages sustained by virtue of a breach by the contractor.

INSURANCE

Bidder shall furnish to the Board upon execution of this Agreement, a certificate of insurance as evidence of adequate professional and public liability insurance insuring vendor, the Board and Board’s agents, servants and employees as additional insured.

ADDITIONS TO CONTRACT

The JCDH has attempted to list all components related to RFP for **“Household Hazardous Waste Day”** that will be required during the term of the contract. However, JCDH reserves the right to purchase additional services as needed from the successful bidder as it relates to this scope of work for this said project.

RFP proposals will be rejected if there is reason to believe that collusion exists among the bidders. No participants in such collusion will be considered in future proposals for the same work.

Bidder must have all necessary business licenses as required by the State of Alabama and Jefferson County. All items must conform strictly to the specifications and shall be subjected to evaluation upon acceptance. In the event that any item is deemed unacceptable or not in conformity with the specifications, items will be rejected and items of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the successful bidder.

INCURRING COSTS

The JCDH will not be liable for any costs incurred in preparing bid responses.

Failure to deliver as specified and in accordance with the RFP submitted, including promised delivery, will constitute sufficient grounds for cancelation of the order and contract at the option of JCDH.

Use of specific names and numbers is not intended to restrict the bidding of any seller and/or manufacturer, but is solely for the purpose of indicating the type, size and quality, material, service, or equipment considered best adapted to the JCDH's intended use.

No bidder shall be allowed to offer more than one proposal for the said project. If said bidder should submit more than one proposal for the said project described therein those proposals shall be rejected.

TABLE OF CONTENTS

A table of contents should be provided and allow for easy access to all proposal components.

PROPOSALS

Proposals should be structured in such a way to address the ability to answer all objectives and requirements of the RFP. Any additional expertise should be outlined in proposal.

NUMBER OF PROPOSALS

One (1) signed original, three (3) copies and one (1) electronic copy (C/DVD/Flash drive) submitted with proposal package. Proposals shall be prepared in accordance with the Proposal Format in the requirement and pricing section. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

GUARANTEE

Bidder certifies by bidding that he is fully aware of the conditions of service and purpose for which item(s) included in this RFP are to be purchased, and that their offering will meet these requirements of service and purpose to the satisfaction of the Jefferson County Department of Health and its Agent.

REQUIREMENTS

The requirements of the Jefferson County Department of Health (JCDH) are listed within this section. Please respond, in a narrative format, to all applicable requirements. The bidder's proposal may reference or attach additional materials or documentation with the submission.

1a. HOUSEHOLD MATERIALS – Below are items that will be accepted from residents as follows:

- Corrosives (Acidic or Basic)
- Batteries (Alkaline, Ni-Cad, Lead, Lithium, etc.)
- Mercury
- Bulbs (fluorescent, CFL, sodium, etc.)
- Obsolete Equipment
 - Compressors
 - Machinery
 - White Goods (Refrigerators, freezers, stoves, water heaters, air conditioners, etc.)
 - Lawn equipment (weed eaters, mowers, etc.)
- Electronic Equipment
 - Hard drives
 - Terminals
 - Monitors
 - Keyboards
 - Mouse
 - Cables-Wiring
 - Power Supplies
 - Televisions
 - Radios/Stereos
 - Telephones
 - Laptops
- Solvents
- Paint Thinners
- Mixed Aerosols
- Resins, Adhesives, and Epoxies
- Pesticides, Herbicides, Fungicides, and Fertilizers
- Compressed Gas Cylinders (Propane, Oxygen, Carbon Dioxide, etc.)
- Paint (Oil or Water-based)
- Flammable Liquids and Solids
- Oxidizers
- Poisons
- Chemical Drain Cleaner
- Caulk/Glue
- Household cleaners
- Stains/ Varnish

- Organic Peroxides
- Preservatives
- Polish (auto & Furniture)
- Tires
- Non-TSCA ballasts
- Automotive
 - Used Motor Oil
 - Gas or Mixed Gas
 - Motor oil Filters
 - Antifreeze (Ethylene Glycol, Propylene Glycol, etc.)

1b. HOUSEHOLD MATERIALS – Below are items that will not be accepted from residents as follows:

- Medical Waste
- Radioactive Material (of any kind)
- Asbestos
- PCB
- Unidentified Materials & Containers

2. QUALIFICATIONS

License and Permit Requirements: The Bidder must provide copies or other evidence of all necessary State and Federal licenses or permits required for the transportation and disposal of hazardous waste including but not limited to the following:

- Provide evidence of a valid State (ADEM) Hazardous Transporter's License.
- Provide evidence of a valid Federal (U.S. EPA) Hazardous Waste Transporter's Permit;
- Provide evidence of authorization from the Interstate Commerce Commission and the appropriate State Agency to operate as a common carrier.
- Provide evidence of a valid, satisfactory Federal (USDOT) Motor Carrier Safety Rating.
- Provide evidence of a valid Federal (USDOT) Hazardous Materials Certificate of Registration.

3. OTHER REQUIREMENTS

- Certificate of Disposal(s)
- Report/Summary of Items collected and amounts

4. REFERENCE

- Provide three (3) client references whose work was performed within the last two (2) Years. Include the Company's name, address, contact name and number. The client references must be only from companies that provide similar type of scope of work as requested herein.

**BID FORM FOR RFP #19-12-05
 DUE: Friday, December 28, 2018
 TIME: 10:00 a.m.**

Hazel Collins
 Purchasing Agent
 Jefferson County Department of Health
 General Services Annex Building
 401 14th Street South
 Birmingham, AL 35233

Submitted below is my firm bid for specified services in accordance with your RFP #19-12-05.

ATTACH THIS SHEET AS COVER SHEET TO YOUR PROPOSAL

SECTION IA: PRICING CATEGORY

DESCRIPTION	PRICE
Labor (for time retrieving HHW only, as hourly rate per person)	
Labor (for time on-site only assisting with HHW collection, hourly rate)	
Estimate the number of employees required retrieving the HHW for disposal Transportation (Flat rate per collection – do not give cost/mile)	
Disposal (net per pound price) *Reference the collection list under requirement section for details	
Mileage (Cost per mile)	

SECTION 1B: ADDITIONALS/OPTIONAL: Price each item separately. Other options may be added as needed.

<u>DESCRIPTION:</u>	<u>PRICE</u>
a. _____	\$ _____
b. _____	\$ _____

Attach additional itemized cost/explanation sheets to this cover sheet as needed.

Name of Company _____

Please enclose your business card with your bid.

*Bidder acknowledges receipt of _____ addenda. This page must be returned with bid.
(addenda numbers)*

Date of Bid

Name (print legibly or type)

Company

Title

Street Address

Signature

City State Zip

Tax ID Number

Post Office Box (Zip if different from street address)

E-mail Address

Telephone Number

Fax Number

Terms of Payment

Delivery Date

Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama, or leases for use in Alabama, are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama.

BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGE THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.