



**Request for Proposals  
(RFP)**

**Household Hazardous Waste Cleanup Event for  
April 21<sup>st</sup> and 22<sup>nd</sup> of 2023**

**A Public Improvement Project in  
Gunnison County, Colorado**

Prepared by:  
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195 Basin Park Drive  
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**Household Hazardous Waste Cleanup Event**  
Request for Proposals

**Table of Contents**

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<b>SECTION</b>	<b>TITLE</b>	<b>PAGE</b>
I	Summary Introduction	4
II	Project Scope	4
III	Process	5
IV	Submission Requirements	6
V	Evaluation Criteria & Review Process	7
VI	General Conditions	8

**Household Hazardous Waste Cleanup Event**  
Request for Proposals

**Section I. Summary Introduction**

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**Introduction**

Gunnison County is seeking a qualified, experienced, and creative firm to provide collection, transportation and disposal services for a County wide household hazardous waste collection event.

Responses to this Request for Proposal (RFP) will be used to identify a qualified contactor to lead or support this event.

**Background**

Gunnison County has a long history of providing a community wide hazardous waste cleanup day for the community. Due to COVID-19, staff changes, and other situations, 2019 was the last time a cleanup occurred. We work with several local stakeholders to put on this event, utilizing a common drop-off and staffing the drop-off with volunteers. The community sees a benefit to keeping household hazardous wastes to a minimum, and out of the landfill. These ongoing events are critical to reaching that goal due to the lack of other options for disposal in our high mountain community. Most of the past events were in the fall, but in the interest of shortening the gap between events, we are planning on a spring event this year.

**Section II. Project Scope**

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**Project Description:**

The successful Contractor's responsibilities include the screening; handling; transporting; and recycling, treating, or disposing of "Household Hazardous Waste", received from during a two-day drive-through HHW Collection Event. The Contractor selected under this proposal will be responsible for managing all household wastes, with a few exceptions (e.g., radioactive, infectious or biological, explosive or shock-sensitive wastes, and dioxins). The City and the County will provide the Contractor volunteer assistance for non-hazardous tasks. The proposal should describe the proposed tasks for which volunteers are being requested, and the number of volunteers sought based on your experience with a similar event. The following services should be provided, but is not limited to:

A. Screening and identification of wastes

The volunteers will have initial contact with participants to provide the initial eligibility screening of products being dropped off and conduct a participant survey. After this initial eligibility screening, the Contractor will have sole responsibility for screening incoming vehicles for acceptable wastes. The County and the Contractor will negotiate the final list of wastes that will be accepted under this proposal.

B. Bulking and packaging wastes

C. Labeling wastes and placarding vehicles for transport and transporting wastes for treatment or disposal (Note: All wastes must be removed from the site within a week.)

**Household Hazardous Waste Cleanup Event**  
Request for Proposals

E. Documentation

Contractor shall report/deliver to County and City the following:

- 1.container content records, at time of collection
- 2.manifest(s), at time of collection
- 3.shipping papers for all wastes before they leave the Event site
- 4.exception report(s), at time of filing (Note: Contractor will be required to file an exception report to the EPA if the manifest delivered with the waste is not returned from a subsequent handler of the waste.)
- 5.Contractor shall provide information regarding what type of tracking document, other than a certificate of disposal, they would be able to provide when requested. The Contractor shall disclose if there will be any additional fees should documentation be requested

F. Pre-Event planning and post-Event evaluation

The Contractor shall assign a project manager as the point of contact for event planning and execution. The Contractor's project manager shall be available to attend at least one pre-Event meeting with County and City's HHW Collection Event planning team to evaluate and finalize the Event site plans, clarify respective roles and responsibilities, and review site-wide Health and Safety and Contingency Plans. (The site-wide Health and Safety and Contingency Plans will need to be coordinated with the Contractor's Health and Safety and Contingency Plans for the hazardous waste station.)

The Contractor shall also be available to participate in one training session of approximately one hour for Event station managers prior to the start of the Event. The Contractor shall also be responsible for conducting a 15-30 minute training session of volunteers the morning of the Event.

The Event should be approximately 5 hours starting each morning. Based on our experience and use of volunteers, we would prefer to be open to the public sometime between 8:00 a.m. and noon with adjustments made to maximize contractor and volunteer support.

### **Section III. Process**

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**Project Objectives:**

1. Create a collaborative environment for local partners to host a successful, professional event in or around the City of Gunnison.
2. Provide a low-cost disposal option for household hazardous waste for Gunnison County residents. Disposal should include, at a minimum, acids, antifreeze, car batteries, batteries, cleaners, caustics, fertilizers, flammable liquids, oils, paints, herbicides and pesticides.
3. We are requesting an additional alternate to dispose of unknown hazardous wastes in liquid and solid forms. This will be chosen based on the potential price for disposal and may or may not be included in the final contract.
4. Ensure disposal of the waste in an environmentally sound manner.

**Household Hazardous Waste Cleanup Event**  
Request for Proposals

## **Section IV. Submission Requirements**

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The County shall not be liable for costs incurred in the preparation of a response to this RFP or in conjunction with any presentation associated with the response to this RFP. Submission packages should include an electronic version of the proposal in PDF format. Gunnison County welcomes a creative response to the RFP in any format that best expresses the proposal. Firms submitting responses to this RFP solicitation must provide the following information and materials.

**Interest:**

In a brief statement, indicate your interest in the project and our organization.

**Experience and Professional Qualifications:**

In order to assess the capability of the contractor to carry out a quality event, please provide the following information.

- The status of the organization (partnership, corporation, etc.).
- Identification of any principals, partners, and subcontractors that would participate in the deliverable process, the nature of each participant's role, and a summary of relevant experience of all key participants.
- Past experience summary - identification of household hazardous waste event projects, including location, scale, date completed, local references, and other relevant factors.
- Any material which further identifies experience or qualifications of the contractor.

**Budget**

All Contractors shall provide a pricing schedule that clearly explains how the County will be charged for the proposed services and an explanation of how unanticipated costs will be managed for the event.

**Timeline**

The County anticipates this event will occur over two days, on **April 21<sup>st</sup> and 22<sup>nd</sup> of 2023**. With delivery of needed supplies during the week prior and pickup occurring during the following business week. If this timeline is not acceptable, please provide your own schedule with ample justification for the proposed timeline.

**Contractor Point of Contact:**

Please identify the person in your organization who will serve as the point of contact, including name, email, address, and telephone.

**Proposal:**

Contractors' proposals must include responses to all requirements contained within the Objectives Section of this RFP. By submitting a proposal, your firm agrees to all applicable provisions, terms,

**Household Hazardous Waste Cleanup Event**  
Request for Proposals

and conditions associated with this RFP. This RFP, your submitted proposal, all appendices and attachments (if applicable), and stated terms and conditions may become part of the resulting contract.

**County Contact:**

Questions generated by respondents and subsequent answers by the owner will be answered and posted on the County website at: <https://www.gunnisoncounty.org/Bids.aspx>. The County will answer questions from potential respondents only in writing, no verbal responses shall be considered binding. All such questions and the County's answers will be provided by numbered addendum, by email and by public publishing. Please email questions to: Martin Schmidt, Assistant County Manager for Public Works, at: [mschmidt@gunnisoncounty.org](mailto:mschmidt@gunnisoncounty.org) Please allow 2-3 work days for responses. No answers will be provided after February 7<sup>th</sup>.

A question and answer meeting will be hosted on Microsoft Teams on February 10<sup>th</sup> at 9am. Please contact Martin Schmidt for the meeting details and login information.

All proposals must be submitted digitally to:

Assistant County Manager for Public Works  
Martin W. Schmidt  
[mschmidt@gunnisoncounty.org](mailto:mschmidt@gunnisoncounty.org)

Proposals must be received no later than 4:00 p.m. February 20<sup>th</sup>, 2023.

## **Section V. Evaluation Criteria and Review Process**

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In addition to the qualifications of the contractor team, the evaluation of each proposal will be based on the degree to which the proposal meets the objectives outlined in this RFP. Representatives of Gunnison County will assess the degree to which each proposal meets the requirements and responds to the preferences stated herein. The County reserves the right to reject any or all proposals. The proposal or proposals viewed most favorably will be asked to present their proposal in person or virtually and participate in discussion with representatives of Gunnison County about their proposal. A contractor shall be selected after presentations and a contract will be offered. The County reserves the right to consider alternatives, to waive irregularities and to re-solicit proposals on both an individual and general basis.

Contractors should expect that submitted proposals would be public documents unless arrangements are made in advance for confidential financial information or other information which may be protected by state law. Bid tabulation that includes the Company name and NTE price will be publicly available without a CORA request.

Final selection authority rests with Gunnison County.

Any resultant contract shall be awarded with reasonable promptness by appropriate notice to the best-value bidder, which may not necessarily be the lowest-price bidder. The department director is

**Household Hazardous Waste Cleanup Event**  
Request for Proposals

authorized to attempt to negotiate an adjustment of the price and/or the Scope of Work with one or more of the bidders.

## **Section VI. General Conditions**

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**Reserved Rights:**

The County reserves the right to:

- Modify or terminate the selection process or contract at any time;
- Waive minor irregularities;
- Reject any and/or all responses to this RFP and to seek new proposals when it is in the best interest of the County to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents, including but not limited to financial status;
- Judge the respondent's written or oral representations as to their veracity, substance and relevance, including seeking and evaluating independent information on any contractor team members;
- Incorporate this RFP and the selected team's response to this RFP as a part of any formal agreement between the County and the respondent;
- Modify the development opportunity available to potential development teams.
- Require the use of the County Standard Professional Services Agreement for contract terms.

**Hold Harmless:**

By participation in this RFP process, contractors agree to hold harmless Gunnison County their officers and employees from all claims, liabilities and costs related to all aspects of the contractor selection process.

**Public Information:**

All documents, conversations, correspondence, etc. between the County and respondents are public information subject to the laws and regulations that govern Gunnison County, unless specifically identified otherwise.

**Expenses:**

All expenses related to any contractor's response to this RFP, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that contractor.

We appreciate your interest and look forward to reviewing the proposal from you.