

**Perquimans Chowan Gates  
Solid Waste Management Commission  
Proposal for the Management of Public Solid Waste  
and Recycling Convenience Centers**

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Perquimans Chowan Gates (PCG) Solid Waste Management Commission is seeking proposals for managing public solid waste and recycling convenience centers. The contractor will collect municipal solid waste, certain special wastes, and recyclables at these sites. Duties will include hauling the wastes to the PCG Solid Waste Facility / Transfer Station and marketing the recyclables collected at these sites.

**I. Introduction and Background**

PCG Solid Waste Management operates thirteen convenience centers throughout the three county area. These centers currently collect these waste materials and recyclables:

- Municipal Solid Waste
- Bulky Items and Construction and Demolition Debris
- White Goods and Scrap Metal
- Yard Waste / LCID
- Used Oil\*
- Used Antifreeze - at select sites\*
- Corrugated Cardboard
- Aluminum Cans
- PET Plastic Containers
- HDPE Plastic Containers
- Glass Containers
- Newspaper
- Magazines\*
- Telephone Books\*
- Swap Shop: at select sites, for reusable items to be exchanged

\* Items collected at the site that PCG or other service providers transport from the site. PCG provides the collection containers for these materials.

## **II. Services Needed**

The Contractor shall provide the necessary personnel and equipment to perform the following:

### **A. Site Supervision**

Site personnel are divided into two classifications, an operations supervisor and operations technicians. The position descriptions listed below shall be the minimum acceptable requirements and duties.

1. Operations Technicians (site attendants)
  - a) Control and monitor site traffic and material flow
  - b) Have ability to operate all site equipment
  - c) Have ability to assist handicapped and frail residents with disposal and recycling tasks
  - d) Handle cardboard (including breaking down boxes), used motor oil, antifreeze, and other designated recyclable materials
  - e) Have good public relations skills and be able to convey the program requirements and wishes of Perquimans Chowan Gates (PCG) Solid Waste Management to the public/private sector
2. Operations Supervisor
  - a) Supervise other site staff
  - b) Control and monitor site traffic and material flow
  - c) Have mechanical ability to operate all site equipment
  - d) Handle cardboard (including breaking down boxes), used motor oil, antifreeze, and other designated recyclable materials
  - e) Have good public relations skills and be able to convey the program requirements and wishes of Perquimans Chowan Gates (PCG) Solid Waste Management to the public/private sector
  - f) Serve as the contact person, and report problems that could not be resolved at the sites to Perquimans Chowan Gates (PCG) Solid Waste Management administrator
  - g) Provide a thirty minute training session for all operations technicians on a quarterly basis, and provide thorough training for new technicians within the first week of their employ
  - h) Prepare reports on site operations
  - i) Have at least three (3) years of prior experience in the field of solid waste management
  - j) Have a high school diploma
  - k) Have a valid North Carolina driver's license

## **B. General oversight of the convenience centers**

1. The Contractor will give instructions (and encourage recycling) to customers regarding the use of the facilities and enforcing solid waste disposal procedures and rules on site.
2. The Contractor will be responsible for maintaining its containers, equipment, and vehicles to operate the facility efficiently.
3. The Contractor will provide each site with an office/shed that is furnished with heating and air conditioning and telephone service, and maintain these in working order.
4. The Contractor will provide portable toilet service for each site.
5. The Contractor will provide uniforms for the operations supervisor and the operations technicians.
6. PCG will provide the site with water, electricity, area lights, grass mowing, and site grading and paving maintenance.

## **C. Collection**

1. Materials that shall be collected at the centers:
  - a) Municipal Solid Waste: The Contractor shall supervise the placement of municipal solid waste into a trash compactor.
  - b) Bulky Items and Construction and Demolition Debris: The Contractor shall supervise the deposit of bulky items and Construction and Demolition Debris into the appropriate container.
  - c) White Goods and Scrap Metals: The Contractor shall supervise the deposit of white goods and scrap metals into the white goods container or the bulky items container. PCG Solid Waste Management shall process and market these materials from their site in Belvidere.
  - d) Used Oil/Antifreeze Collection: The Contractor shall provide oversight for the emptying of used oil and antifreeze into the containers located on site. PCG shall provide containers and arrange for safe removal/disposal of both wastes according to state and federal regulations.
  - e) Magazines and Telephone Books: The Contractor shall supervise the collection of these materials, and PCG shall be responsible for transporting and marketing magazines and telephone books.
  - f) Yard Waste and LCID: The Contractor shall supervise the collection of yard waste and land clearing and inert debris according to PCG requirements.
  - g) Recycling Drop-off Containers: The Contractor shall supervise the recycling drop-off containers, encourage recycling, and assist customers in determining the proper container for recycled materials. The Contractor shall provide for the emptying and marketing of these materials. The recyclables

collected shall include at a minimum, but not limited to: corrugated cardboard, Aluminum cans, PET and HDPE plastic bottles and jugs, glass containers (clear, green, and brown), and newspaper.

- h) Swap Shops: The Contractor shall supervise the swap shops and assure that proper reusable items are exchanged or donated. Currently, one shop is in place in each county, but this number may increase.
  - i) Other Materials: For a limited period, PCG may collect additional materials such as tires at the sites. The Contractor will be given the opportunity to rent containers to PCG for these special collections, and shall assist with collection of these materials.
2. Collection Operations
- a) Hours of operation at the convenience centers are as follows: Perquimans County operates the centers Mon., Tues., Weds., Fri., & Sat. : 7 a.m. - 7 p.m. and Sunday 1 p.m. - 6 p.m.. These county centers are closed Thursdays. They are open a total of 65 hours per site each week. Chowan and Gates County centers are operated Mon. - Sat. 7 a.m. - 7 p.m., and Sunday 1 p.m. - 6 p.m., for a total of 77 hours per site each week.
  - b) Due to emergency conditions including major storms, for short periods PCG may require extended or alternate operating hours for convenience centers.
  - c) Convenience centers are closed on the following holidays: Thanksgiving Day and Christmas Day. The Contractor is expected to perform service on all other holidays.
  - d) Routine maintenance of the equipment shall be scheduled as not to interfere with daily operations. In the event of equipment failures exceeding twenty-four (24) hours, the Contractor shall remove any putrescible materials requiring transportation to the transfer station.
  - e) The Contractor shall provide an adequate number of trailers/containers for daily operations of the centers. All vehicles, containers, trailers, and other equipment shall be maintained in good repair, appearance, and sanitary condition at all times. All containers shall be neatly labeled with the identity of the accepted waste. Each vehicle shall be clearly marked on each side as to the identity and telephone number of the Contractor.
  - f) The Contractor shall be responsible for daily cleanup of the work area including picking up refuse, recyclables, and wind blown paper/refuse resulting from convenience center operations that are not complimentary to the appearance of the site. The Contractor shall be responsible for collecting all illegally dumped solid waste from the site limits and driveway on

each day of operation. All collected materials shall be disposed of in the center.

#### **D. Transportation**

1. The Contractor shall contain or enclose all wastes/recyclables hauled such that leaking, spilling or blowing of material is prevented.
2. The Contractor shall provide a suitable and acceptable cover for the trailers/containers during transport and for loaded trailers/containers that are stored for disposal/recycling at a later time.
3. Only full trailers/containers shall be transported to a designated disposal/recycling site.
4. The Contractor shall provide an adequate number of vehicles/trailers/containers for daily convenience center operations and for the transportation of trailers/containers to the designated recycling/disposal facilities.
5. In the event that trailers or containers are full and ready for transporting to the appropriate disposal facilities, the Contractor shall transport them to the proper facility within twenty four (24) hours or remove the trailer/container and store the materials at an approved area, until the materials can be transported to the proper facility. The Contractor shall provide a suitable secure area on his property for storage of trailers or containers.
6. The Contractor shall comply with local, state and federal regulations.

#### **E. Disposal**

1. All solid waste collected by the Contractor (with exception of recycling drop-off containers, and materials collected by PCG or another service provider) shall be transported to PCG Solid Waste Management Facility. The wastes shall be disposed in the PCG Transfer Station or other area of the facility as directed by the scale operator. These other areas include the Land Clearing and Inert Debris (LCID) Landfill, yard waste area, white goods area, tire area, or other designated area. The Contractor will not be charged by PCG for disposing or depositing solid waste, special wastes, or recyclable materials that are collected at the (PCG) public convenience centers.
2. Destination sites for recyclables\* shall be material processing/recycling companies. All marketable materials collected in recycling containers shall be processed as recyclables, and not disposed in landfills or incinerators. \*(The contractor is not responsible for the processing/marketing of white goods, scrap metals, magazines and telephone books, as these items are processed/ marketed by PCG.)

3. The Contractor shall have access to the PCG Solid Waste Management Facility and Transfer Station, Perry's Bridge Rd., Belvidere, during normal hours of operation: Monday - Friday, 8:00 a.m. - 4:00 p.m., and Saturday 8:00 a.m. -11:00 a.m. The facility shall be open some holidays that fall on Monday - Friday, except Christmas and Thanksgiving. The Contractor shall be notified in advance of these closings. In the event of an emergency, flexible hours will be negotiated.

#### **G. Reporting**

1. The Contractor shall submit to PCG monthly recycling reports of those recyclable materials marketed/processed by the Contractor.
2. The Contractor will provide written responses to PCG following formal complaints filed in Citizen Comment Reports or in letters. This written response shall include the nature of the complaint, the site (if applicable), and the measures the Contractor is taking to remedy the problems.

#### **H. Compensation**

Compensation shall reflect both operational costs and recycling revenues. The Contractor shall keep all revenues from the sale of the recyclables marketed by the Contractor, and shall report such revenues to the PCG Solid Waste Management Commission in an annual report.

#### **I. Wage escalation**

The Contractor shall have the right to negotiate with PCG for changes in compensation due to minimum wage increases during the term of the contract.

#### **J. Fuel Cost Escalation or Reduction**

The Contractor and PCG shall have the right to negotiate regarding fuel increases and decreases as it affects the operation of the sites and transportation of the collected materials during the term of the contract.

### **III. GENERAL REQUIREMENTS**

#### **A. Insurance Requirements**

The Contractor shall be responsible for its work and every part thereof, and for all property and any and all equipment, appliances and property used in connection therewith. The Contractor assumes all risks of direct and indirect damage or injury to the property of persons used or damage or injury to the property of persons used or employed on or in connection with the work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission,

commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

Contractor shall at all times maintain the following minimum insurance protection.

1. Automobile
  - Liability limits: Combined Single Limit (CSL): \$3,000,000 per accident; \$5,000,000 aggregate
2. Comprehensive General Liability
  - Bodily injury by accident; CSL: \$500,000 per occurrence;
  - Bodily injury by disease; CSL: \$500,000 per occurrence; \$5,000,000 aggregate "Occurrence" coverage;
  - PCG must be additionally insured for purposes of this Contract.
3. Worker's Compensation
  - Statutory benefits.

(Note: Liability limits may be reached through a combination of primary and excess insurance.) Evidence of insurance must be provided with the proposal.

#### **B. Term**

The term of the Contract shall be for a three (3) year period beginning upon the date of execution of the Contract (3/1/2001) and terminating three (3) years from the effective date (2/29/2004) unless otherwise terminated under another clause of the Contract. PCG Solid Waste Management Commission will have the option to extend the contract for additional one-year terms.

#### **C. Transitional Procedures**

The firm shall have the ability to transition into this service contract over a period of sixty (60) days with no interruption of service at the public convenience sites.

### **IV. PROPOSAL PROCEDURES**

#### **A. Pre-proposal Conference**

Firms that are interested in submitting a proposal are required to attend a pre-proposal conference on Thursday, December 14 at 2:00 p.m. at the Intercounty Public Transit Authority Building, 106 Kitty Hawk Lane, Elizabeth City, North Carolina. Questions will be addressed regarding the RFP.

## **B. Proposed Timeline**

The proposed timeline for the RFP process and program implementation is as follows:

December 4, 2000	RFP issued
December 14, 2000	Pre-proposal Conference at 2:00 p.m.
January 5, 2001	Proposal due to PCG
January 26, 2001	PCG Commission recommendation
March 1, 2001	Contract start date

## **C. Contact Persons for Questions**

The contact person is: Mr. Ralph Hollowell  
Albemarle Regional Health Services  
PO Box 189  
Elizabeth City, North Carolina 27907-0189  
Phone 252-338-4410  
Fax 252-338-4486  
e-mail [rlh@ppcc.dst.nc.us](mailto:rlh@ppcc.dst.nc.us)

Proposers must include a fax number or e-mail address to which they can receive transmissions from PCG. All questions must be submitted in writing, e-mail or via fax. All responses will be sent in writing via fax or e-mail to all potential Proposers.

## **D. Number of Proposals**

Firms should submit an original and three (3) copies of their proposal, with the original copy signed by an officer who is authorized to bind the Proposer contractually. The name and title of the individual who signed the proposal should be typed immediately below the signature. Proposal shall be double-sided and printed on recycled content paper.

## **E. Deadline for Proposals**

Proposals should be received on or before 5:00 p.m., Friday, January 5, 2001 at the following address:

PCG Proposal  
Mr. Ralph Hollowell  
Albemarle Regional Health Services  
PO Box 189  
Elizabeth City, North Carolina 27907-0189

**Write on the outside of the envelope "Sealed Proposal".**

PCG reserves the right to reject consideration of proposals received after the above specified time and date. Faxed proposals will not be accepted.

## **F. Proposal Evaluations and Selection**

Proposals will be evaluated and selected according to the Selection Process section. The selected firm and PCG will negotiate a contract and sign the agreement within thirty (30) days after notification of the commission's recommendation. It is intended that the function of the negotiations is to reach agreement on a contract based on the scope of services contained in this RFP and the information contained in the proposal submitted on January 5, 2001. The function of the negotiations is not for the Proposer to offer new modifications to the contract. If a contract is not signed within this thirty (30) day period, PCG reserves the right to terminate all negotiations and select one of the other finalists or issue a new RFP. The Contractor will be required to execute and return the contract to PCG within five (5) working days of receipt from PCG. The contract start date is anticipated to be on March 1, 2001.

## **G. Right to Reject**

Issuance of the "Request for Proposal" does not commit PCG to award a contract, to pay any costs incurred in preparation of a proposal to this request, or to procure or contract for service or supplies. PCG reserves the right to reject any and all proposals, and to re-advertise. PCG may at its option perform the services.

## **H. Proposal Format and Content**

The submitted proposal should follow the following format:

- I. Background and Introduction
- II. Description of Scope of Services for Convenience Center Operations
- III. Description of Past Experience  
Include a list of references of local governments that have been customers of the firm, both in North Carolina and elsewhere if applicable, for the past 5 years.
- IV. Description of Project Personnel
- V. Pricing  
Include a completed price sheet as contained in the proposal that lists the price for monthly and annual operation of the Convenience Centers.
- VI. Transitional Procedures
- VII. Proof of Insurance Coverage  
Coverage as detailed in Section III. General Requirements, A., above, and proof that Contractor will be able to provide a performance bond in the amount equivalent to the first year contract.

## **I. Proposal Acceptance**

PCG may eliminate from consideration any proposal that is missing a substantial amount of information or that deviates from the required format.

## **J. Selection Process**

1. A selection committee shall be established by PCG to review responses.
2. The committee shall screen the proposals based on the following criteria:
  - a) Successful operation record and past experience with providing similar services to other cities/counties
  - b) Indication of financial capability for providing services
  - c) Familiarity with service performance
  - d) Cost of providing services
  - e) Other things considered relevant
  - f) Insurance coverage
  - g) Performance bond
  - h) References
3. After ranking the firms' proposals based on the above criteria, interviews may be conducted with the top ranked firms. The committee's recommendation, along with a negotiated contract will be submitted to the PCG Board for approval.

## ESTIMATED COST OF SERVICES

**Instructions:**

Proposer shall submit estimated cost of services reflecting the value of estimated recycling revenues.

**County Convenience Center Operations:**

	<u>Monthly</u>	<u>Annual</u>
<b>A. Equipment, Hauling And Site Operations Cost</b>	\$ _____	\$ _____
<b>B. Employee Cost</b>	\$ _____	\$ _____
<b>C. Total Contract Cost</b>	\$ _____	\$ _____