

MEMORANDUM

To: Mayor and City Council
From: Allegra DeNooyer, Planner II
Date: February 27, 2023
Subject: Recycling Event RFPs Selection – RFP 23-01 and RFP 23-02

ITEM DESCRIPTION

This item is a request to approve the selection of the winning bids for RFP 23-01 and RFP 23-02.

DISCUSSION

The City of Dunwoody put out two RFPs in January 2023: RFP 23-01 for an electronic waste event in 2023 and RFP 23-02 for a household hazardous waste event in 2023. Both RFPs are for three calendar years and the contract will cover future events either once or twice a year in 2024 and 2025. The City received one bid in response to RFP 23-01 and three bids in response to RFP 23-02. The winning bid for RFP 23-01 is eWaste ePlanet and the winning bid for RFP 23-02 is Clean Earth. Both are the vendors who ran the recycling events in 2021 and 2022.

STAFF RECOMMENDATION

Staff recommends **APPROVAL**.

ATTACHMENTS

RFP 23-01
RFP 23-01 Score Sheet
RFP 23-01 Winning Bid – eWaste ePlanet
RFP 23-02
RFP 23-02 Score Sheet
RFP 23-02 Winning Bid – Clean Earth



Community Development
4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6800 | Fax: (770) 396-4828

Request for Proposal (RFP)
Electronic Waste Recycling
RFP 23-01

1. INTRODUCTION/ PURPOSE

The City of Dunwoody is seeking proposals from recyclers for the transport and recycling of electronic waste (E-waste) for one electronic recycling event for 2023 and potentially future events either once or twice a year for 2024 and 2025 (contingent on City Council approval). This RFQ is for three calendar years and the company could either hold the cost or accelerant if needed (an explanation must be provided). Event date is currently uncheduled but we are looking for a weekend (preferably a Sunday) in the fall of 2023. The City seeks a company to receive, transport and recycle E-waste in compliance with all appropriate laws and regulations and in a manner that is beneficial to the communities and environment where the materials are dismantled and recycled. Electronics collected at the event typically include: answering machines, cell phones, copiers, computer equipment (keyboards, mouse, towers, CRTs, hard drives, modems), DVD players, electronic game systems, fax machines, MP3 and other portable media players, laptops, monitors/terminals, printers, radios, scanners, stereo equipment, telephones, televisions, and VCR players.

2. TIMELINE

Table with 2 columns: Description, Date. Rows include: Deadline for RFP submission (February 3, 2023), Selection Date (February 10, 2023), Event Date (One event in 2023; preferably a Sunday in the fall of 2023), Event Location (Saint Luke's Presbyterian Church).

	1978 Mt. Vernon Rd, Dunwoody, GA 30338 (may change)
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3. SCOPE OF SERVICES

The Contractor must include a scope of work which, at a minimum, addresses the items listed below:

3.1 Indemnity and Insurance

- A. The Contractor is an independent Contractor. The Contractor, its officers, agents, or employees are not considered employees of the City of Dunwoody for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a City of Dunwoody employee under state of local law.
- B. The City of Dunwoody assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees, and/or others by reason of the Contract. The Contractor shall protect, indemnify and hold harmless the City of Dunwoody and its officers, agent and employees for and against any and all claims, costs and/or losses whatsoever occurring or resulting from (1) the Contractor’s failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor of work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of the Contract.
- C. The Contractor further agrees that it is financially responsible for and will repay the City of Dunwoody all indicated amounts following an audit examination which reveals errors due to the negligence, intentional act and/or failure for any reason to comply with the terms of the Contract by the Contractor, it officers, employees, agents, and/or representative. The Contractor shall protect, defend, indemnify, and hold harmless the City of Dunwoody, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, and/or agents. The Contractor agrees that its obligations under this subparagraph extent to any claim, demand, and/or cause of action brought by or on behalf of any employees or agents.
- D. The Contractor shall procure and maintain for the entire duration of the event insurance against claims for injuries to persons or damages to property that may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or Sub-contractors. The Contractor or Sub-contractor shall pay the cost of such insurance. The Contractor may furnish separate certificates of insurance and policy endorsements for each Sub-contractor as evidence of compliance with the insurance requirements of the Contract.
- E. The Contractor shall provide a copy of public Liability Insurance covering the period of its occupancy and uses of the premises, obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia, with limits of not less than \$1,000,000.00 for all damages arising out of bodily injuries or death of two or more persons in any one accident, and a limit of not less than \$3,000,000.00 for all damages to or destruction of property in any one accident. This public liability policy shall insure the City (named as insured), St. Luke’s Presbyterian Church or alternative location if applicable (named as insured), and the Licensee against any liability, damage, claim or demand in any way arising out of or in connection with Licensee’s occupancy or use of the premises under this agreement. Licensee shall furnish the City with a copy of the policy and evidence of full payment of the premium thereon prior to occupancy and use of the premises, and said policy

shall have a clause showing that the insurance is in force and cannot be cancelled prior to the occupancy and use of the premises by the Licensee in the absence of written notice by the insurer to the City prior to the occupancy and use of the premises.

- F. Per our standard contract, the Contractor will verify its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dunwoody has registered with and is participating in a federal work authorization program, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91. Per our standard contract, the Contractor will execute an affidavit referenced in O.C.G.A. § 50-36-1 (SAVE AFFIDAVIT, attached).

3.2 Qualifications and Experience of Firm

- The proposal shall include Contractor's experience relevant to the requested services and qualifications of key personnel that will be assigned to the management of the Event.
- Contractor shall provide a minimum of two (2) references of clients that the City may contact to conduct a reference check regarding provision of the proposed service.
- Contractor shall provide documentation of safety record for similar events and submit documentation of prior spills and/or contaminations.

3.3 Description of Services

- Provide a list of acceptable materials to be dropped off and associated charges to accept said materials, if any.
- Provide descriptions or examples of public educational materials the Contractor will provide.
- Provide documentation of how and where material will be recycled.
- Provide documentation/description of certifications required by law, in addition to any others maintained by Contractor.
- Indicate the minimum age for volunteers to participate in the event.
- Provide a staffing plan to accommodate a volume of at least 25,000 lbs. of collection that requires a 15 minute wait or less for participants. Describe your ability to alter the staffing plan (increase or decrease) the week of the event based on pre-registration numbers.
- Identify any key sustainability metrics tracked or supported by the company, including greenhouse gases (GHGs), water and energy consumption, solid waste, volatile organic compound (VOC) and hazardous air pollutant (HAP) production that will be reported to the City.

4. EVALUATION PROCESS

Each proposal shall first be evaluated for completeness and for compliance with the requirements of this RFP. The City will then evaluate the benefit and cost of the proposed services to determine the best option for E-waste transportation and recycling services. To this end, the City shall consider all relevant factors including, but not limited to:

- Direct costs
- Proposer's qualifications and safety record
- Proposer's staffing and operational characteristics
- References from existing or prior clients
- Any indirect costs, benefits, or risks arising out of the proposal that directly or indirectly impact the Agency's constituents.

The City will evaluate the cost for services requested in the proposal, including all components of the service fee and other relevant factors including, but not limited to, all costs, benefits and risks to the City and its constituents that may be associated with the proposed services.

5. CONTRACT AWARD:

*** All proposals must be received no later than 2:00 p.m., February 3, 2023 ***

The City reserves the right to waive any irregularities and to reject any or all proposals and to award a contract upon such basis as is deemed to be in the best interest of the City.

By submitting a proposal, the proposer acknowledges that the company has thoroughly examined and become familiar with the services required under this RFP and that the company is capable of performing the quality work needed to achieve the objectives of the City.

Issuance of this RFP and receipt of proposals does not commit the City to the awarding of a contract. The City reserves the right to postpone opening for their own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with parties other than the selected Contractor should negotiations with the selected Contractor be terminated, to negotiate with more than one Contractor simultaneously, or to cancel all or part of this RFP.

6. PROPOSAL REQUIREMENTS

A proposal shall be complete and **concise** and should be prepared in substantial conformance with the format and order described herein. ***Proposal should be limited to an aggregate ten (10) pages***, inclusive of all required documents and information. *A proposal that omits or inadequately addresses any of the topics may be rejected.*



eWaste ePlanet + City of Dunwoody RFQ

The team here at eWaste ePlanet is so excited to be included in the Dunwoody Electronics Recycling RFQ this year! Thank you for this opportunity, and we certainly hope you are impressed by our plan that follows.

Section 3.1 is addressed at the end of this RFQ. In short, we agree to all proposals and demands.

Section 3.2

eWaste ePlanet has been safely and securely recycling electronics for 10 years. We are an R2v3, ISO 9001, ISO 14001, and ISO 45001 certified electronics recycler, meaning we passed an 8-day long 3rd party audit of our quality, environmental, and safety systems. All of our scrap is recycled here in the United States and we have a robust chain of custody for all assets. We have run countless electronics recycling drives open to the public, just recently hosting COVID-19 safe drives at the City of Dunwoody, the City of Johns Creek, and for the nonprofit, Leadership Sandy Springs (all in 2022).

These events are staffed by 4-8 eWaste ePlanet employees. There is always a senior employee on staff to ensure collection goes smoothly, while being available to answer any questions regarding our NIST 800-88 Data Destruction Guarantee and Zero-Waste to Landfill policy for electronics.

You are welcome to contact:

1. Allegra DeNooyer - 678.382.6808 - Allegra.DeNooyer@dunwoodyga.gov
2. Jana Pearce - 678-458-0097 - j.pearce@chattnaturecenter.org
3. Kathy Reed - 770-551-7766 - kathyreed@knfb.org

Section 3.3

What sets us apart from other electronics recyclers is the fact that we accept EVERYTHING that plugs in or runs on a battery, plus all batteries, wires and scrap metals.

I have attached our typical flyer for events such as these. A full list of items we accept can be found at <https://www.ewasteplanet.com/about-us/items-we-accept/>

We do not accept lightbulbs, wood-cased speakers, radioactive material, broken/bare CRTs, or hazardous wastes.

We charge a **flat recycling fee at \$0.20/lb.**

*If the fees do not result in a bill that exceeds \$1,500.00, a minimum dollar amount of \$1,500.00 will be paid to eWaste ePlanet for conducting this event.

Based on numbers from past Dunwoody Electronics Recycling drives, the above disclaimer will likely not take effect.

Client Initials: _____



See attached for our intro packet, which provides details on our recycling processes, the standards we adhere to, and data destruction procedure. You will find examples of Certificates of Recycling & Destruction which we send after material has been processed at our facility (usually within 30 days of collection). These numbers would contribute to sustainability reporting for the city of Dunwoody, as we certify that 100% of electronic material is diverted from the landfill. As for the documentation that is required for how and where material will be recycled – we are able to provide you a list of our R2 certified downstream vendors (all in the USA) after an NDA has been signed.

Nathan Sparks and Michael Cowan introduced us to Dunwoody’s sustainability program during our March 2021 meeting. We would be honored to further your council’s mission to reduce the environmental footprint of the city by providing the safest R2 recycling for Dunwoody’s residents. See CoR and CoD examples at the end of the intro packet for sustainability reporting and tracking metrics.

Volunteer Allocation and Process

- 2 Volunteers
 - **greeting folks as they drive in**, asking if they are here for the eWaste Drive, then directing them to event
- 1 Volunteer
 - **directing traffic** and cars into lanes for unloading
 - Lane 1 (closest to boxes) – large items
 - Lane 2 – smaller items
 - Lane 3 – overflow
- 2 eWaste employees & 2 Volunteers
 - **unloading cars**
- 2 eWaste employees & 2 Volunteers
 - **sorting electronics**
- 1 eWaste employee
 - **using pallet stacker to help load truck**

All in all, we should expect to have 4-8 eWaste employees, one 26 FT Box Truck and around 10 people total, working in their assigned role. Volunteers are free to change up their roles as they please. I **recommend opening this event to volunteers that are 15 and older**, although younger volunteers can be accommodated.

eWaste ePlanet will provide *20-40 gaylord boxes* labeled with different categories of electronics to sort. These boxes are equipped to handle up to *1,000 lbs of electronics* each. We will designate a sorting area next to these boxes in order to keep the flow of electronics being unloaded from cars constant. Volunteers will be educated our recycling process before the event starts to engage them and spark interest in why we recycle electronics. Citizens looking to recycle electronics will not have to wait more than 15 minutes at any point in the process, assuming 3 lanes are open for unloading.

Client Initials: _____



Should the eWaste truck fill up before the event ends, we are only 20 minutes away from the eWaste ePlanet facility. Our driver will quickly unload the full boxes and return within 1 hour to the event staging area. We can run a second box truck if necessary.

Once the chargeable items have been sorted through and weighed back at eWaste ePlanet facility, we will calculate all charges and send an invoice to the City of Dunwoody via Quickbooks.

3.1 Indemnity and Insurance

“The Contractor” refers to eWaste ePlanet in sections below. This is copy/pasted from your RFQ.

A. eWaste ePlanet is an independent Contractor. Our employees are not considered employees of the City of Dunwoody for any purpose. eWaste ePlanet shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a City of Dunwoody employee under state or local law.

B. The City of Dunwoody assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of eWaste ePlanet, its employees, and/or others by reason of the Contract. eWaste ePlanet shall protect, indemnify and hold harmless the City of Dunwoody and its officers, agents and employees for and against all claims, costs and/or losses whatsoever occurring or resulting from (1) the Contractor’s failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor of work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of the Contract.

C. eWaste ePlanet further agrees that it is financially responsible for and will repay the City of Dunwoody all indicated amounts following an audit examination which reveals errors due to the negligence, intentional act and/or failure for any reason to comply with the terms of the Contract by the Contractor, its officers, employees, agents, and/or representative. The Contractor shall protect, defend, indemnify, and hold harmless the City of Dunwoody, its officers, employees, and agents from all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, and/or agents. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by or on behalf of any employees or agents.

D. eWaste ePlanet shall procure and maintain for the entire duration of the event insurance against claims for injuries to persons or damages to property that may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or Sub-contractors. The Contractor or Sub-contractor shall pay the cost of such insurance. The Contractor may furnish separate certificates of insurance and policy endorsements for each Sub-contractor as evidence of compliance with the insurance requirements of the Contract.

E. eWaste ePlanet shall provide a copy of public Liability Insurance covering the period of its occupancy and uses of the premises, obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia, with limits of not less than \$1,000,000.00 for all damages arising out of bodily injuries or death of two or more persons in any one accident, and a limit

Client Initials: _____



of not less than \$3,000,000.00 for all damages to or destruction of property in any one accident. This public liability policy shall insure the City (named as insured), St. Luke’s Presbyterian Church (named as insured), and the Licensee against any liability, damage, claim or demand in any way arising out of or in connection with Licensee’s occupancy or use of the premises under this agreement. Licensee shall furnish the City with a copy of the policy and evidence of full payment of the premium thereon prior to occupancy and use of the premises, and said policy shall have a clause showing that the insurance is in force and cannot be cancelled prior to the occupancy and use of the premises by the Licensee in the absence of written notice by the insurer to the City prior to the occupancy and use of the premises.

F. eWaste ePlanet verifies its compliance with O.C.G.A. § 13-10-91. We state affirmatively that eWaste ePlanet which is contracting with the City of Dunwoody has registered with and is participating in a federal work authorization program, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91. Per our standard contract, the Contractor will execute an affidavit referenced in O.C.G.A. § 50-36-1 (SAVE AFFIDAVIT, attached).

Client Initials: _____



Expiration of Offer and Review Policy

Unless otherwise specified, any fees and/or prices discussed in this proposal are good for this pickup only, expire 45 calendar days from the date of this proposal, and are not valid for any future pickups. Payment will be made to eWaste ePlanet in Net 30 days after receipt of invoice.

If you accept this will be an active agreement, which will be good through 12/31/2023, at which time we will review the terms on demand, at any time.

This proposal allows you to use eWaste ePlanet’s services on demand, with the outlined expectations, unless further negotiations are desired. You are in no shape or form obligated to use eWaste ePlanet.

Acceptance:

If you accept, please:

- A) Initial in the place provided at the bottom left corner of every page of this proposal
 - a. **Acceptance of \$1,500.00 minimum charge** – _____
- B) Print, sign, and date below.
- C) Submit entire proposal to rob@ewasteplanet.com

eWaste ePlanet VP: Rob Pyecha

Signature: *Rob Pyecha*

Date: 1/31/2023

City of Dunwoody Representative: _____

Signature: _____

Date: _____

Client Initials: _____



Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338

Phone: (678) 382-6800 | Fax: (770) 396-4828

REQUEST FOR PROPOSAL

Recycling Event

Household Hazardous Waste (HHW)

(RFP 23-02)

REQUEST FOR PROPOSALS

The City of Dunwoody, Georgia requests qualified individuals and firms with experience in household hazardous waste collection events to submit a quotation for one household paint and chemicals collections event (commonly referred to as a household hazardous waste (HHW) collection event). This contract should cover **one** collection event for 2023 and potentially future events either once or twice a year for 2024 and 2025 (contingent on City Council approval). This RFP is for three calendar years and the company could either hold the cost or accelerant if needed (an explanation must be provided). **Event date is currently unscheduled but we are looking for a weekend (preferably a Saturday) in the spring of 2023.** The proposal should include services to collect, handle, pack, lawfully transport, recycle, reuse, treat, and/or dispose of (at a permitted disposal facility) household hazardous waste material for the City of Dunwoody, Georgia. The event will be held at Dunwoody City Hall.

As requested, submit a cost sheet for a single event given the projected quantities.

Questions regarding the RFP should be emailed to Allegra DeNooyer at Allegra.DeNooyer@dunwoodyga.gov by January 20, 2023. The City will provide official written answers, by email, to all questions by January 27, 2023, if any.

Proposals should be submitted no later than 3:00 p.m. EST on February 3, 2023. Proposals shall be submitted via email to Allegra.DeNooyer@dunwoodyga.gov.

The City of Dunwoody reserves the right to cancel or reject any and all proposals and to waive any technicalities or irregularities, and to award the contract based on the highest evaluation and in the best interest of the City of Dunwoody.

Proposers may partially respond to the RFP, provided the response encompasses the entirety of the services offered by the company. Alternatively, additional services may be performed by the company in other capacities if they are not requested in the scope of work of this RFP. The City reserves the right to award portions of the scope to multiple contractors based on the aforementioned conditions. Should multiple contracts be issued, each Contractor shall be responsible for the requirements contained within the RFP and contract documents. Contractors are expected to work together and with the City of Dunwoody to fulfill the entire scope of work.

I. Materials to be accepted

The collection event is scheduled rain or shine. The facility provides convenient access for individuals who are interested in bringing materials for recycling, reuse, treatment, or disposal at a Resource Conservation and Recovery Act (RCRA)-approved disposal facility. Not only will the site provide controlled access to the general public, but will also provide sufficiently paved area for staging vehicles while multiple lines move to an area where the material can be removed for analysis, inventory, and appropriate handling by the Contractor. The City of Dunwoody reserves the right to change the collection site location provided the Contractor is given written notice at least seven (7) days prior to the scheduled date.

A. Household Hazardous Waste (HHW)

Defined as hazardous by 40 CFR part 261 and regulated as hazardous waste by the United States Environmental Protection Agency (EPA) under Subtitle D to the Resource Conservation and Recovery Act (RCRA) of 1976, 42 U.S.C.SS 6901 et seq., as amended by the Hazardous and Solid Waste Amendments of 1984, the Toxic Substance Control Act, 15, U.S.C. 9601 et seq., as amended by the Superfund Amendments and Reauthorization Act of 1986, or any other federal statute or regulation governing the treatment, storage, handling, or disposal of waste, materials or substances which impose special handling or disposal requirements similar to those required by Subtitle C of RCRA; or

A substance that is either found on one of several lists of hazardous wastes in the federal regulations or exhibits one of the four following hazardous waste characteristics: corrosively (damaging to living tissue); ignitable (catches fire under certain conditions); toxic (causing injury or death if eaten or swallowed); or reactive (capable of causing an explosion).

The City of Dunwoody desires to offer a program for the collection, packaging, lawful transportation, recycling, reuse, treatment, and/or disposal (at a permitted facility) of household hazardous waste (HHW) materials as defined herein from residents throughout the City of Dunwoody. It is believed that the disposal of HHW in municipal solid waste (MSW) landfills, sewers, septic systems, groundwater or other environmentally inappropriate sites poses a potential threat to the public health and safety.

The purpose of the HHW collection program is three-fold:

1. To increase the public's awareness as to what constitutes HHW and potential dangers associated with improper disposal of these wastes,
2. To educate the public on recycling, reusing, treating, and/or disposing (at a permitted facility) HHW, and
3. To provide for the safe collection, handling, packing, lawful transportation, recycling, reuse, treatment, and/or disposal (at a permitted facility) of as much HHW as may be collected at the time of the event based on budget and participation.

II. SCOPE OF WORK

A. Tasks

1. The Contractor(s) shall manage all accepted materials delivered to the site by the general public. This includes providing an appropriate number of qualified chemists, technicians and staff to lawfully receive, identify, sort, package, label, load and transport waste accumulated, as well as, enough general labor to expedite receiving materials during the event. Other events suggest that a staff capable of unloading two (2) vehicles at a time (at a minimum) is needed as participants should remain in their vehicles. Responsibilities shall include, without limitation, the unloading of materials from the general public's vehicles, identifying the materials delivered, cataloging each item, packaging the material for safe transportation and storage, manifesting the HHW, and loading the material onto Contractor vehicles for ultimate processing through recycling, reuse, treatment, and/ or disposal at a RCRA-approved disposal facility.
2. The Contractor shall be the "generator" of the HHW from the standpoint of the United States Environmental Protection Agency (EPA) and the Georgia Department of Natural Resources Environmental Protection Division (GA-EPD). The Contractor shall comply with all municipal, state, and federal regulations and laws, ordinances, rules and regulations. The Contractor shall also obtain, at his own expense, all permits and licenses required by federal, state, or local law or ordinance, rule or regulation and maintain same in full force and effect. Waste

acceptance, ownership and responsibility for necessary handling, packing, lawful transportation, storage, recycling, beneficial reuse, treatment, and/or disposal of wastes received at the collection site shall pass to the Contractor from the party delivering the acceptable waste at the time that party delivers to the collection event;

For each material accepted, the Contractor must offer the following options, with decreasing priority (when applicable):

1. Recycle
2. Fuel blend or reuse
3. Treatment
4. RCRA incineration
5. Landfill disposal

B. Mobilization:

The Contractor shall assemble all of the necessary personnel and equipment on the site of the collection effort no later than one hour prior to the start of an event on the day of the collection, so as to be ready to begin the processing of the vehicles bringing materials. The Contractor shall be prepared to accept materials 30 minutes prior to the official starting time of the recycling event.

C. Site Operations:

1. The Contractor(s) shall be responsible for all site operations from the point where the general public vehicles containing the materials move to the unloading area until the general public vehicles leave the unloading area. Upon arrival at the collection point, the Contractor personnel, upon permission, shall open the doors of the vehicle and remove the materials.
2. The Contractor(s) shall have sufficient personnel to promptly handle at least two (2) vehicles at one time, leaving any non-acceptable materials in each vehicle and taking the acceptable materials to an area established for positive identification.
3. The collection day will be terminated at the specified time or sooner, at the direction of City personnel, at which time the public will not be allowed to enter the collection area. Contractor is not to accept materials after City of Dunwoody staff announces the collection has closed.
4. The Contractor(s) will monitor the intake of materials and estimate the volume and costs during the event to ensure compliance with the budget.
5. The Contractor(s) shall load all collected material into trucks, clean-up, and stow all equipment at the end of the collection event. The Contractor shall ensure that nothing is left behind from the collection effort and shall ensure that the site is in as good or better condition in all respects than it was prior to set-up and preparation for the collection event.
6. The Contractor(s) shall meet with City personnel on-site to ensure that the site is fully restored to its original condition. No vehicles or equipment shall remain at the collection site overnight after the day of collection without prior approval.

D. Handling, Packaging, Transportation, Reuse, Recycling, Treating and/ or Disposal:

1. The Contractor(s) shall provide all equipment, staff, and materials necessary to provide efficient collection and handling of all acceptable wastes received, and shall at all times operate the Collection Site and Facilities in accordance with Applicable Law;
2. The Contractor(s) shall be responsible for lawful transportation, recycling, beneficial reuse, fuel blend, treatment, storage, and/or disposal of all wastes received at the collection site and must follow all local, district, state, and federal regulations with regard to all disposal methods;
3. All third party disposal companies must be insured by the primary Contractor;
4. The Contractor(s) shall be responsible for all costs and liabilities associated with a spill or accident if it occurs during loading and transition to the treatment center This includes City and/or private property and the entire time from initially entering the event property to completion of the recycling event.
5. The Contractor(s) shall work under the immediate supervision of the City of Dunwoody;
6. In the unanticipated event any residual materials are left at the collection site after the event, Contractor agrees to pick up and dispose of materials properly.

E. Record of Operations:

A post-event site report shall be prepared and submitted to the City. The site report shall include, but is not limited to the following:

1. The quantities in units and number of drums of all waste received itemized by the waste type as listed in Attachment A. Drum counts shall indicate the packing method (i.e., loose packed, Lab-Packed, or bulked) and Recycling, Beneficial Reuse, or Disposal method for each drum.
2. Lab-Packed drums shall indicate: The actual weight of waste contained in each drum, the average weight of waste per drum for each waste type, and the cumulative average weight of waste per drum for each waste type.
3. A report of the complaints received by the Contractor in connection with the Contractor's operations under the Contract, with a summary of the Contractor's response to the complaints, if any.
4. An account of any extraordinary occurrences, accidents, or emergencies that arose during the collection event.
5. The Contractor(s) shall provide written documentation (i.e., recycling certificate or other tracking documentation) of the ultimate reuse, recycling, treatment, and/or permitted approved disposal facilities, for materials collected at the collection event, itemized by the waste type as listed in Attachment A. The Contractor(s) shall also verify that all hazardous substances collected are disposed in a manner that constitutes strict adherence with EPA regulations.

F. Recordkeeping, Administration and Reporting:

1. The Contractor(s) shall add the City of Dunwoody and employees as additionally insured with waiver of subrogation for workers compensation;
2. The Contractor(s) shall issue a copy of the shipping manifest immediately following the event, a copy of which will be reviewed by City personnel and returned to be submitted with the invoice;
3. The Contractor(s) shall complete and submit the "Record of Operations" within thirty (30) calendar days after the event date, due before any payment of invoices; and
4. The invoice shall be sent to Allegra DeNooyer.

G. City of Dunwoody furnished property/services:

The City of Dunwoody will furnish additional personnel at the collection site to assist with the event. Before a vehicle reaches the unloading area, volunteers, provided by the City, will check residency requirements and direct the individual to the proper unloading area. The Contractor(s) shall not provide service to anyone who has not displayed the agreed-upon certification that residency was verified by City staff. Additionally, City of Dunwoody volunteers will distribute any educational and promotional items. Organization and monitoring of volunteer personnel will be the responsibility of the City of Dunwoody. The City of Dunwoody will handle scheduling, site location, and provide signage to direct traffic to the site. The City of Dunwoody shall also notify the appropriate emergency response teams before the collection event.

III. INDEMNITY AND INSURANCE

- A. The Contractor is an independent Contractor. The Contractor, its officers, agents, or employees are not considered employees of the City of Dunwoody for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a City of Dunwoody employee under state of local law.
- B. The City of Dunwoody assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by or on behalf of the Contractor, its employees, and/or others by reason of the Contract. The Contractor shall protect, indemnify and hold harmless the City of Dunwoody and its officers, agent and employees for and against any and all claims, costs and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits or taxes; and/or (2) the supplying to the Contractor of work, services, materials, and/or supplies by Contractor employees or other suppliers in connection with or in support of the performance of the Contract.
- C. The Contractor further agrees that it is financially responsible for and will repay the City of

Dunwoody all indicated amounts following an audit examination which reveals errors due to the negligence, intentional act and/or failure for any reason to comply with the terms of the Contract by the Contractor, its officers, employees, agents, and/or representative. The Contractor shall protect, defend, indemnify, and hold harmless the City of Dunwoody, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Contractor, its officers, employees, and/or agents. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by or on behalf of any employees or agents.

- D. The Contractor(s) shall procure and maintain for the entire duration of the event insurance against claims for injuries to persons or damages to property that may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or Sub-contractors. The Contractor or Sub-contractor shall pay the cost of such insurance. The Contractor may furnish separate certificates of insurance and policy endorsements for each Sub-contractor as evidence of compliance with the insurance requirements of the Contract.
- E. The Contractor(s) shall provide a copy of public Liability Insurance covering the period of its occupancy and uses of the premises, obtained from a responsible insurance company legally licensed and authorized to transact business in the State of Georgia, with limits of not less than \$1,000,000.00 for all damages arising out of bodily injuries or death of two or more persons in any one accident, and a limit of not less than \$3,000,000.00 for all damages to or destruction of property in any one accident. This public liability policy shall insure the City and the Licensee against any liability, damage, claim or demand in any way arising out of or in connection with Licensee's occupancy or use of the premises under this agreement. Licensee shall furnish the City with a copy of the policy and evidence of full payment of the premium thereon prior to occupancy and use of the premises, and said policy shall have a clause showing that the insurance is in force and cannot be cancelled prior to the occupancy and use of the premises by the Licensee in the absence of written notice by the insurer to the City prior to the occupancy and use of the premises.
- F. Per our standard contract, the Contractor(s) will verify its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Dunwoody has registered with and is participating in a federal work authorization program, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91. Per our standard contract, the Contractor will execute an affidavit referenced in O.C.G.A. § 50-36-1 (SAVE AFFIDAVIT).

IV. PROPOSAL INSTRUCTIONS

A. Submitting Proposals:

1. The Contractor(s) must provide a brief description of the firm and its specific expertise in collecting and recycling the proposed materials. List three references of similar events the Contractor(s) were employed to conduct within the last 5 years, with contact information for the program manager;
2. The Contractor(s) must provide a narrative of the process and procedures describing the method of handling the materials at the site and how the various items will be inventoried and manifested. Include a typical event set up plan;
3. The Contractor must identify any key sustainability metrics tracked or supported by the company, including greenhouse gases (GHGs), water and energy consumption, solid waste, volatile organic compound (VOC) and hazardous air pollutant (HAP) production and report these as calculated for the recycling event to the City.
4. The Contractor(s) must provide documentation of where material will be disposed including facility name, location, ID, and contact person;
5. The Contractor(s) must provide a Contingency Plan to include the following elements:
 - Describe provisions for the prevention of environmental contamination, the management and cleanup necessary, the prevention of explosions, fire or the release of toxic or hazardous substances. Include provisions on protecting storm water drains.
 - Describe how the following will be handled: unknown wastes, inclement weather, spills of hazardous waste and accidents.
 - Provide a typical or generic site health and safety plan. Designate a Health and Safety Officer to oversee the Health and Safety Plan.
 - List all the emergency equipment and supplies proposed to bring to or provide at the site; list the names and telephone numbers of local emergency agencies, and the City of Dunwoody, and federal agencies that must be contacted in the event of a fire, spill or other release at the collection site.
 - List all of the equipment and/or supplies the contractor requires or expects the City of Dunwoody and other public and private agencies to bring to or provide at the sites.

- Describe provisions for material that could be dropped off after the closure of the event.
- 6. Proposals may not exceed a total of ten (10) pages, inclusive of all sheets unless otherwise indicated. Pages are to be numbered.
- 7. Contractor(s) must submit the following forms (not counted against 10 page maximum):
 - Pricing of the quantities set forth on Attachment A;
 - Certificate of Insurance
- 8. Responses should be submitted electronically as a single PDF document.

B. Qualifications and Experience:

The Contractor(s) shall demonstrate that it has substantial expertise in all areas relating to the collection, handling, packing, lawfully transporting, recycling, reusing, treating, and/or disposal at an approved facility of materials.

C. Expenses of Preparing Responses to this RFP

The City of Dunwoody accepts no responsibility for any expenses incurred by the responders to this RFP. Such expenses are to be borne exclusively by the responders. All information submitted in your response to this RFP shall be subject to the Georgia Open Records Act and shall not be deemed to be confidential unless otherwise stated in the submission by reference to specific provisions that apply as specific exceptions to the Open Records Act.

V. EVALUATION CRITERIA

20% Sustainability efforts

40% Price

40% Qualifications and proposed plans

The City of Dunwoody reserves the right to reject any or all proposals and to advertise anew as in its judgment it shall deem it to be in the best interest of the City to do so. The City further reserves the right to waive any informality in any proposal.

ATTACHMENT A

Item	Waste Description	**Primary Method of Disposal	***Quantity (lbs.)	Price Per/Pound	\$Total Price
1	Base Oil based paint, stains, thinners and paint strippers, solvents and varnishes, wood preservatives		4,686		
2	Aerosol/spray paint		911		
3	Latex and water based paints		20,844		
4	Mercury Mercury salts and elemental mercury, thermometers, thermostats, and other mercury containing items		10		
5	Fluorescent bulbs and ballasts		396		
6	Lawn care products Poisons, insecticides, weed killer and pesticides, Aerosol/spray pesticides		4,116		
7	Automotive Products Antifreeze, Engine Degreaser, Brake Fluid, Transmission Fluid, motor oil, etc.		238		
8	Cleaner, Corrosives, and Oxidizers Cleaners, Spot Removers , Acids and Bases		846		
9	Propane Gas Cylinders		279		
10	Flammables Lighter Fluid and Waste Fuels (Kerosene, Gasoline, Diesel, etc.)		3,242		
11	Batteries Household, automotive, and rechargeable		926		
12	Fire Extinguishers		66		
13	Pharmaceuticals/Labpacks		5		
14	****Mobilization charges, including all labor, equipment, supplies, labor, insurance and/or any additional charges.	N/A	N/A		
	Total Price				\$

** Primary method of disposal. Refer to RFP for preference hierarchy.

***Estimated quantity based on 2022 collection numbers for a population around 50,000.

**** Provide one separate sheet with cost breakdown for mobilization charges proposed for the scope of this project. If there are additional services offered, provide the pricing and description for those services on the same sheet (not counted against 10 page maximum).

Company

Name and Title of Person to authorized to sign

Signature

Date

Clean Earth Proposal for Household Hazardous Waste Event

February 3, 2023

Technical Proposal Response



Submitted By:
Clean Earth of Alabama, Inc
Kelby Neal, CHMM
402 Webster Chapel Road
Glencoe, AL 35905

PROPRIETARY NOTICE

This submittal contains information that is proprietary to CEI. This information is made available to the company listed on the title sheet of this document solely for the purpose of evaluating this proposal. CEI requests that this information not be disclosed to any person outside the company listed on the title sheet of this document responsible for this evaluation. CEI requests that the information (technical or financial) contained herein not be reproduced, disclosed, or used without the prior written permission of CEI. Offer valid for 90 days from date on this cover.



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Company Profile and Level of Support

Clean Earth of Alabama, Inc has prepared this proposal document in strict accordance to the City of Dunwoody, GA's Request for Proposal.

Company Description

Founded in 1990 and headquartered in Hatboro, PA, Clean Earth, Inc (CEI) generates more than \$211 million in annual revenue from servicing the major industry leaders throughout North America. With over 2500 employees, located in more than 26 facilities across the country, CEI has operational size and geographic breadth to service all clients regardless of size or location. CEI assets, combined with our innovative, service-oriented management culture have elevated our organization to the industry leader in providing comprehensive environmental services to the Nation's leading organizations.

Clean Earth is one of the largest specialty waste companies in the United States providing remediation, disposal, recycling, and beneficial reuse solutions for contaminated soil, dredged material, and hazardous and non-hazardous waste. Our vast portfolio of technologies and services touches nearly every industry that generates waste including energy, infrastructure, commercial, industrial, retail, household hazardous waste, and healthcare markets.

It is our unique capability of providing a one-source, full-service solution to handle multiple waste streams from a single customer that separates us from the competition. Our processes are detailed, our due diligence is tireless, and our results provide unmatched recycling solutions for our customers with the utmost in customer service.

Everyday Clean Earth takes a hands-on, dedicated approach to recycling and beneficially reusing waste that would otherwise go into landfills. Allow our team of experts to provide a customized waste disposal and recycling solution for your company, tailored to your needs, and your goals.





Company Contact Information

Clean Earth of Alabama, Inc (CEA) is a wholly owned division of Clean Earth, Inc (CEI) headquartered at 933 First Ave, Suite 200, King of Prussia, PA 19406. CEI's Corporate Office phone number is (215) 734-1400 and fax is (215) 494-3685. Clean Earth of Alabama, Inc located at 402 Webster Chapel Road, Glencoe, AL 35905 will provide the service for the event. The phone numbers for CEA is 800-739-9156. The TSDf for this contract will be Clean Earth of AL, Inc (CEA) at 402 Webster Chapel Road, Glencoe, AL 35905. The CEA phone number is (256) 492-8340 and fax is (256) 492-1581.

Previous HHW Experience

The **HHW Services Group** is a distinct business line within CEI. It is responsible for all HHW, Conditionally Exempt Small Quantity Generator (CESQG) and Agricultural Pesticide management programs in the United States. These services are provided in close coordination with CEI's 7 permitted treatment and recycling facilities throughout North America.

As a full-service company, CEI provides management of household, small business and RCRA regulated wastes; consulting, remediation, transportation, engineering and lab services; as well as hazardous waste recycling, treatment, and processing. CEI places an especially strong emphasis on innovative recycling methods and alternatives to disposal. CEI's Household Hazardous Waste Program capabilities are highlighted below.

- Mobile Collection Events
- Permanent Facility Operations
- CESQG Programs
- Door-to-Door Collections
- Training
- Waste Management
- Electronics Collection & Recycling
- Transportation
- Program Planning
- Community Education/Outreach

In addition, CEI provides both RCRA and CERCLA regulated hazardous waste recycling, treatment and disposal services to many large and small industrial generators throughout the United States. CEI has invested extensive capital resources into hazardous waste recycling, treatment, and reduction capabilities within our permitted facilities. The core of our business is in hazardous waste recycling and treatment, not disposal. **Over 70 percent of all materials received in our plants undergo some level of reduction, recycling or treatment.**

As the following information will detail, CEI offers comprehensive, cost-competitive services for all services and waste streams identified by the City's collection history.

CEI has years of experience servicing a wide range of HHW programs including temporary collection events and fixed HHW facilities. CEI feels that there are 5 critical areas that make any HHW program successful. The 5 areas are:

1. **Transportation, Treatment, and Disposal**
2. **Operations Staffing**

3. Training of City Staff

4. Supply Purchase and Delivery

5. Technical Assistance

CEI has provided highlights to each of the 5 areas and how CEI can successfully fulfill each need.

1. Transportation, Treatment and Disposal – Scheduled or milk run pick up of waste from fixed facility operations for treatment and disposal. CEI can direct all materials to the most appropriate treatment available. CEI will use our fleet of vehicles to make wastes pickups as required at each event or any of the fixed facilities.

2. Operations Staffing – Provide CEI HHW specialists to assist with the sorting, identification and packaging of waste during operation, or on a scheduled basis (if needed). CEI's HHW specialist will be available, whether by phone or site visit, to assist all of the City personnel with any questions that may arise from materials that are received.

3. Training of City Staff – Provide basic training on HHW hazards, waste sorting, packaging, paperwork requirements, and Health & Safety. More specific topics can also be covered including lab packing protocol, testing and identification of unlabeled waste and transportation requirements.

4. Supply Purchase and Delivery – CEI can provide all required supplies for start-up and on-going facility operation including drums, absorbents, labels, unloading carts, safety equipment and other miscellaneous supplies and equipment needed. CEI will coordinate the supply delivery with the materials pick up to keep the amount of stored supplies at adequate levels.

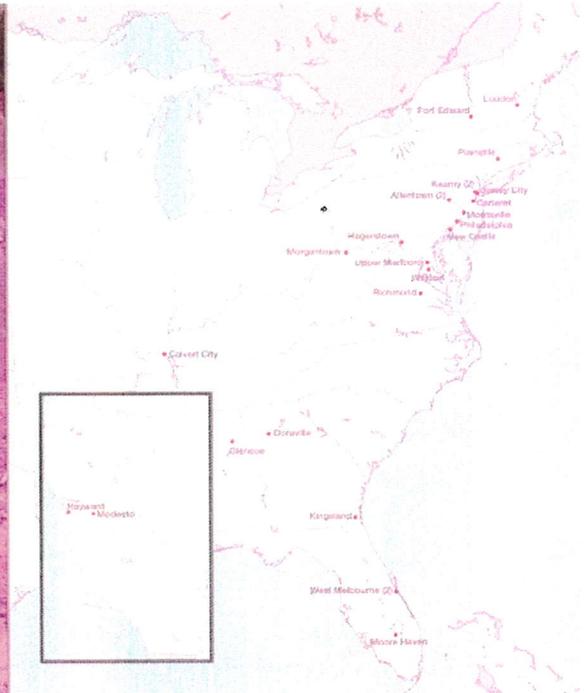
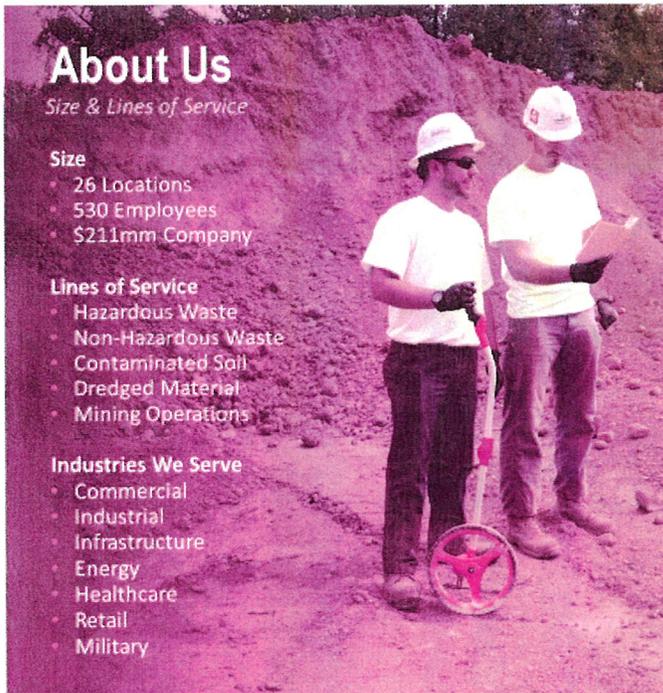
5. Technical Assistance – For CEI customers, on-going questions and special requests can typically be handled over the phone by one of our HHW Specialists. As a CEI customer, we will support your operation with unlimited technical assistance as needed. As an additional service, CEI will prepare health/safety and operations plans in support of customer operations. All CEI HHW personnel are trained and have years of experience in all aspects of managing HHW programs. The following information provides some of the basic training and experience that each CEI HHW possesses:

- All of our HHW personnel are either 24 or 40 hour OSHA trained.
- Many of our HHW personnel are degreed chemists.
- The minimum level of experience for CEI waste management personnel is two years.
- CEI provides a single point of contact for the City to make pickup request, material handling inquiries and for any other need that might arise.
- CEI lab pack technicians are trained in EPA and DOT regulations, specific packaging and transportation hazards, as well as basic first aid, and fire control, and the use of all personal protective equipment.



CEI provides a summary report of each event/pickup that details the types and amount of materials collected. This report also details the amount of materials managed by specific treatment technologies (i.e. fuel blend, incineration, and or recycle, etc.). Additionally, this report will identify any areas of concern or problems that may have occurred during the event. These reports are a valuable tool that can be used to help the City budget future activities.

CEI is a *service company* and work with all of our customers to ensure that their waste management program is customized to their specific needs, resulting in cost reductions and streamlined operations.



Qualification of Bidder and HHW References

We are confident that CEI has both the specific experience and corporate qualifications necessary to successfully service the City's HHW program. CEI strongly encourages you to contact the following references to confirm Mr. Neal's excellence in all aspects of HHW collection service and operation. All of the references listed below should satisfy this requirement.

Company's Name	Forsyth County Recycling
Description of Services	Mobile Collection Event for 700 to 1,000 Cars in the Spring and Fall
Contract Amount	~\$75,000
Contract Start and End	Clean Earth won this contract when it started in 2019. There have been two events with the May 2020 event postponed.
Name of Contact	Tammy Wright
Title of Contact	Manager of Environmental Programs
Present Address	1950 Sharon Road



City, State, Zip Code Cumming, GA 30041
Telephone Number (770) 205-4573

Company's Name Keep West Baton Rouge Beautiful
Description of Services Mobile Collection Event for 300 cars
Contract Amount ~\$25,000
Contract Start and End Mr. Neal started this program while at PSC/Stericycle in 2009 and just provided services September 2019 from Clean Earth.

Name of Contact Darrell Guilbeau
Title of Contact Executive Director
Present Address 880 North Alexander Ave
City, State, Zip Code Port Allen, LA 70767
Telephone Number (225) 490-8549

Company's Name Okaloosa County Recycle Office
Description of Services Collection Center and Mobile Collection Events for the 10 Counties in the Florida Panhandle. Events range from 100 to 650 Cars

Contract Amount ~\$200,000
Contract Start and End Mr. Neal won this contract in 2019. We have events scheduled for 2021.

Name of Contact Jim Reece
Title of Contact Program Manager
Present Address 84 Ready Ave
City, State, Zip Code Fort Walton Beach, FL 32548
Telephone Number (850) 609-6168

Company's Name Shreveport Green
Description of Services Mobile collection event annually with up to 300 cars covering 3 sites

Contract Amount ~\$20,000
Contract Start and End Mr. Neal started this program in years ago. He provided services April of 2019.

Name of Contact Donna Curtis
Title of Contact Executive Director
Present Address 3625 Southern Ave
City, State, Zip Code Shreveport, LA 71104
Telephone Number (318) 219-1888

Key Personnel

As a result of the close working relationship we develop with our customers, CEI understands the most important service any contractor can provide is the peace of mind that their program will run smoothly in every aspect. The most essential tools in providing this level of service are



communication and trust. CEI has developed an organizational structure and management philosophy based on these parameters. The highlight of CEI HHW Services is the single point of contact structure. For this proposed effort, CEI would provide the City with a single point of contact, Kelby Neal, for all program-related issues.

CEI can provide HHW Specialists and Technicians to assist with the unloading, sorting, identification and packaging of waste during the event operation. These employees are familiar with mobile collection events and other program activities such as material reuse programs, CESQG, and electronics recycling.

Project Management Approach: Single Point of Contact

CEI will provide the City with a *dedicated contract representative*, Kelby Neal, as a *single point of contact* for all issues and concerns relating to the daily operations of the HHW program. All service requests may be directed to Kelby via office phone, cell phone, or email. Supporting Kelby and the needs of the City will be the CEI’s service team as described below. The City may contact CEI’s management team at any time, if desired. The single point of contact structure allows the City to focus on the overall advancement of the program by minimizing the time spent on scheduling shipments, addressing routine operational issues, and seeking technical assistance.

CEI’s HHW Services management team and project managers participate in both statewide and national level HHW/CESQG conferences and information exchanges to stay abreast of changes in regulations and industry trends. Mr. Neal is an active member of a number of professional organizations such as the North American Hazardous Materials Management Association (NAHMMA) and the American Hazardous Materials Professionals (AHMP).

As part of CEI’s effort of continuous improvement, it is our policy to participate in a continual review process. This includes regular employee evaluations, program overview meetings with our clients, performance review surveys (completed by our clients), and vendor performance review. CEI strongly encourages regular meetings and communication with our clients to address any concerns, performance issues, and ideas for program improvements.

CEI’s dedication to the success of your program and our tireless efforts of continuous improvement allows CEI to stand out among our competitors. As demonstrated throughout our lengthy involvement with HHW programs, we have a vested interest in the growth and development of our clients’ individual programs.

HHW Personnel and Credentials

The following chart lists the key CEI personnel who will be available to service the City’s HHW Program.

If awarded, we plan to have 16 to 22 staff on site to ensure that the wait time for the participants is as short as possible. All of these staff will have at a minimum of 24-Hour OSHA Training. Besides our key personnel, CEI has an additional 45 to 50 staff available to support the program if needed.

Name	Title	Years of Waste Experience	Education and Certifications
Kelby Neal	Account Manager	25	<ul style="list-style-type: none"> ➤ Bachelor of Science (BS) in Toxicology, Minor in Chemistry ➤ Certified Hazardous Materials Manager (CHMM) ➤ 40-Hour OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) ➤ DOT 8-Hour ➤ CPR and First Aid
Joel King	HHW Program Manager	33	<ul style="list-style-type: none"> ➤ Bachelor of Science (BS) in Marine Sciences ➤ Certified Hazardous Materials Manager (CHMM) ➤ 40-Hour OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) ➤ DOT 8-Hour ➤ CPR and First Aid
Patrick Gillespie	Field Chemist	27	<ul style="list-style-type: none"> ➤ Bachelor of Science (BS) in Chemistry ➤ 40-Hour OSHA HAZWOPER ➤ DOT 8-Hour ➤ CPR and First Aid
Todd Nealey	Field Chemist	13	<ul style="list-style-type: none"> ➤ Bachelor of Science (BS) in Environmental Health ➤ 40-Hour OSHA HAZWOPER ➤ DOT 8-Hour ➤ CPR and First Aid
Tina Silmon	Field Chemist	18	<ul style="list-style-type: none"> ➤ 40 Hour OSHA HAZWOPER ➤ DOT 8-Hour ➤ CPR and First Aid
JD Silmon	Field Chemist	31	<ul style="list-style-type: none"> ➤ 40-Hour OSHA HAZWOPER ➤ DOT 8-Hour ➤ CPR and First Aid
Dmarius Lockett	Field Chemist	4	<ul style="list-style-type: none"> ➤ Bachelor of Science (BS) in Toxicology ➤ 40-Hour OSHA Hazardous Waste Operations and Emergency Response (HAZWOPER) ➤ DOT 8-Hour ➤ CPR and First Aid
LaChelle Green	Hazardous Waste Technician	2	<ul style="list-style-type: none"> ➤ 40-Hour OSHA HAZWOPER

Name	Title	Years of Waste Experience	Education and Certifications
Michael Meeks	Hazardous Waste Technician	29	➤ 40-Hour OSHA HAZWOPER
Michael Holmes	Hazardous Waste Technician	21	➤ 40-Hour OSHA HAZWOPER

Site Set Up

The site will be laid out according to the number of cars expected during the event, as well as any obstacles in the area. Ideally, sites are located in large, unused or blocked off parking lots where tents can be located, and traffic routed efficiently and safely. Smaller or narrow sites can create problems for traffic and forklifts. Sites without adequate room for cars to line up can cause traffic to back up onto thoroughfares and can cause accidents. These factors should be taken into account when determining a site set up. General site set up procedures are as follows:

- Lay double containment groundcover in unloading lanes and packaging areas,
- Insure proper placement of tents (if used),
- Line all sorting and packaging tables and solid waste drop boxes with visqueen,
- Place all tables in appropriate sorting and packaging areas,
- Stage all empty drums in appropriate packaging areas,
- Pre-label drums with preprinted hazardous waste labels,
- Set up and establish emergency eye wash and shower stations
- Set up a decontamination station and break area,
- Signage (no smoking, etc.) and spill response stations will be established,
- Traffic, unloading, and exclusion zones will be established and clearly marked.
- Bulking berms will be set up for material bulking areas,
- Vehicle ingress, egress and queuing will be established and marked with cones,
- A full drum staging area will be established and prepared,
- The site will be ready for operation a minimum of 1/2 hour prior to advertised time,

- A site safety meeting will be held prior to event opening for all collection event staff.

Vehicle Processing

- Traffic flow will be set up to minimize backups and vehicle congestion
- Vehicles will be queued into one or two lanes in front of the unloading areas
- Participants will be surveyed prior to entering the unloading lanes and educational materials handed out at this time
- The site will be opened early, if lines occur prior to scheduled opening,
- The vehicles will be queued into the unloading area one or two at a time

Unloading

CEI personnel will be responsible for the unloading of all wastes from the participants vehicles per the Invitation to Bid. All personnel unloading materials, prior to its removal from the vehicle, will visually screen all wastes for unidentified or unacceptable items. If there are any items, which cannot be identified, the participant should be asked to identify the items. All items that cannot be identified should be directed to the site chemist for unknown characterization. If items are unacceptable, look dangerous, have spilled, or are unsealed, the Site Supervisor should be called immediately to review the situation. Otherwise, if the wastes are easily identified they should be placed immediately onto the spark proof carts. The vehicle trunk/tailgate will be closed, and the participant directed out of the unloading area.

To unload or sort materials proper PPE and controls will be utilized to protect the workers and participants. For CEI personnel this includes safety glasses, Tyvek suit or aprons, nitrile gloves and safety shoes.

Waste Sorting

Once the wastes are brought into the receiving areas they will immediately be sorted by the Chemists and directed to the appropriate areas for packaging that include *Latex Paint, Oil Base Paint, Flammable Liquids, Automotive Liquids, Pesticides Liquids, Pesticides Solids, Aerosols, Fertilizers, Corrosives, Oxidizers, and Non-Hazardous Materials*. Chemists will oversee the packaging of all the collected materials.

Unknowns

When unknown/unlabeled containers are encountered these items will be directed to one of the onsite chemists. It is important for the unloaders to question the participant to possibly determine what the material is. If the participant does not know the chemist will complete a filed test to determine the hazards of the material. The test are pH, oxidizer, and flammability.

Material Packaging

All wastes will be packaged per DOT HM-181 guidelines. CEI recommends and prefers to package all materials as they are received. Storage and/or stockpiling of waste inside the packaging areas can create an unsafe work environment and can cause delays in closing up the site after the event. All staff packaging waste will be in the appropriate PPE as is determined by the site Health and Safety Plan.

The following table provides breaks down of how CEI packages different wastes and the type of recycling, treatment or disposal method used.

Waste Category	DOT Hazard Class	Packing Method	Treatment/ Disposal
Aerosols-flammable/non-pesticide	2.1	Loosepack	Fuel blend
Aerosols-corrosive, pesticide	2.1	Loosepack	Incinerate
Bulk flammable liquids (solvents, gasoline, etc.)	3	Bulk	Fuel blend
Paint related material (oil based paints, thinners, stains)	3	Bulk/ Loosepack	Fuel blend
Paint related material (tars, resins , adhesives, screw caps)	3	Loosepack	Fuel blend
Flammable liquids, toxic	3(6.1)	Bulk/Labpack	Fuel Blend/Incinerate
Flammable solids	4.1	Labpack	Fuel blend/Incinerate
Spontaneously combustible	4.2	Labpack	Incinerate
Water reactive	4.3	Labpack	Incinerate
Oxidizing substances	5.1	Labpack	Treatment/Incinerate
Organic peroxides	5.2	Labpack	Incinerate
Toxic (poisons)	6.1	Labpack	Incinerate
Toxic/flammable	6.1(3)	Labpack	Incinerate
Corrosives	8	Labpack	Treatment
Lead acid batteries	8	Palletized	Recycle
Household batteries	8	Loosepack	Recycle/Landfill
Environmentally hazardous substances	9	Labpack	Incinerate/Landfill
Latex paint-recyclable	Non-regulated	Bulk/Loosepack	Recycle/ Beneficial Reuse
Latex paint-non recyclable	Non-regulated	Bulk/ Loosepack	Waste to Energy
Automotive oil	Non-regulated	Bulk	Recycle/Fuel blend
Antifreeze	Non-regulated	Bulk	Recycle/Fuel Blend

Unacceptable Items

CEI is not permitted to accept the following items:

- TSCA regulated PCB's (shipped direct to the disposal facility)
- Radioactive Waste
- Infectious/ Biological Waste
- Regulated Dioxins
- Explosives

CEI will work with the City Environmental Manager to develop a plan for managing these items if they should be encountered. It is our experience that the local police and/ or fire department can be called upon to handle most explosives and the local health department or hospital can assist with or handle biological waste. Additionally, CEI maintains relationships with private companies that manage PCB, radioactive, and biological waste and can assist in arranging for appropriate handling of these items should they be encountered.

CEI will not let vehicles leave the site if they are carrying eminently dangerous unacceptable material in their vehicle that pose an immediate threat. The vehicle will be directed to a segregated area and the proper authorities contacted. CEI will secure the unacceptable materials as best as possible, store the material at a location that the City approves, and obtain a quotation for proper management and disposal.

In addition to the unacceptable items listed above, CEI will not accept business or suspected business waste at the collection event. Generally, business waste can be identified based on large quantities of materials or items that are not typical of household usage. If a participant delivers materials suspected to be business waste the site supervisor and the City Project Manager will be notified. The participant will be interviewed to determine the nature of the waste to determine if it is acceptable. If the material is determined to be acceptable, the participant will be asked to fill out and sign a Household Hazardous Waste Certification form for CEI's records. CEI can provide information for proper disposal to individuals attempting to deliver unacceptable business waste at the collection event.

City Sustainability Program

Kelby Neal has reviewed the initiatives of the program. Clean Earth will recycle as much material as possible from the collection event. Paint typically is 80% of the material that arrives at HHW collections and 60% of that will be latex paint. We will send this material for recycling. The oil base paint will be fuel blended at a cement kiln. We will send a small percentage of material for incineration and very little goes to a landfill.



Equipment List

CEI maintains various pieces of equipments to support the City in meeting their waste management efforts.

CEI Support Equipment	
6 – Diesel tractors	5 - Bulk tanker trailers
6 – 24’ Box trucks	20 – 48’ to 53’ Vans

If additional equipment is required, due to unusual spikes in volumes, CEI will pull resources from one of our neighboring facilities to meet the demand. CEI operates thousands of pieces of equipment across North America and will dedicate the resources to the City project as needed.

HHW Equipment List for Standard Event			
55 GALLON DRUMS	VISQUEEN ROLLS	FIRE EXTINGUISHERS	TAPE - ROLLS
PALLETS	CARTS	DECON POOL(in poly tub)	PALLET JACK
CYB'S WITH LINERS	TENTS - 20 X 30	DECON KIT(3 PAILS/SOAP)	LABELS - KITS
CLAY	OIL PADS - 100	FIRST AID KIT	UNKNOWN KIT
BUCKETS WITH LIDS	BLK PADS - 100	BLK GLOVES	ZIP BAGS
30 GALLON DRUMS	SHOVELS	NITRILE GLOVE M, XL	RAGS
85 GALLON OVERPACKS	BROOMS	LEATHER GLOVE	SPRAY PAINT
4' and 8' Light Bulb Box	TRASH BAGS	BOOT COVERS	ADHESIVE
VERMICULITE	DRUM LINERS	TYVEK - M,L, XL,2X	SHRINK WRAP
TOOLS	BOOMS	SIGNS	COOLER/CUPS
PAINT KEYS	FUNNEL	CARTRIDGES	TABLES
CONES	PAINT TREES	GLASSES	PAPER TOWELS
EYEWASH STATION	DRUM DOLLEY	SLEEVES	6 MIL VINYL APRONS

Site Safety and Contingency Plan

A Health and Safety Plan will be provided after the award of the program.

Transportation and Disposal Facilities Lists

CEA will use company owned transportation resources to service the HHW Program for the City.

CEA will ship the collected material direct to Clean Earth of Alabama, Inc which is a fully permitted TSDf and hazardous waste transporter located in Glencoe, AL (north of Birmingham). All materials collected and packaged by CEI at the City’s HHW collection event shall be manifested and transported to the CEI facility. General information for the disposal facilities is listed in the table below.

Facility Address	EPA I.D. #	Phone #	Facility Description
Clean Earth of Alabama, Inc 402 Webster Chapel Road Glencoe, AL 35905	ALD981020894	256-492-8340 John Black, General Manager	RCRA Part B permitted Treatment, Storage and Disposal facility with a total storage capacity of 266,834 gallons (tanks and containers) 3,215 containers. This facility has the capabilities to solidify non-hazardous waste, fuel blending, bulk solid transfer, and shredding of pharmaceutical waste. Provides consolidation of both liquid and solid lab packs for treatment and incineration, consolidation of loose pack flammables, and bulking or consolidation of other wastes for further treatment or disposal.
Recycling Facility Address	EPA I.D. #	Phone #	Facility Description
Amazon Environmental, Inc. 1732 Terrace Dr. Roseville, MN 55113	MNR000070920	(651) 636-5486	Latex Paint Recycling
Aaron Oil Company, Inc 11 N. Water Street Ste 14250 Mobile, AL 36602	ALD983180233	(251) 479-1616 Facility Manager	Motor Oil and Antifreeze Recycling
LEI Hammond, Inc 46257 Morris Road Hammond, LA 70401	LA0000365668	(985) 345-4356 Facility Manager	PCB Ballasts, Mercury, Fluorescent Bulb, and battery Recycling
Sanders Lead Company, Inc 100 Sanders Road Troy, AL 36081	ALD046481032	(334) 566-1563 Facility Manager	Lead Acid Battery Recycling
Treatment Facility Address	EPA I.D. #	Phone #	Facility Description
AES Asset Acquisition Corp. a Clean Earth Company 1689 Shar-Cal Road Calvert City, KY 42029	KYD985073196	(270) 395-0504 Facility Manager	RCRA Part B permitted transfer, storage, and disposal facility that accepts hazardous and non-hazardous waste. This facility performs chemical fixation (or stabilization) of RCRA hazardous waste, solidification of non-hazardous waste, fuel blending, and bulk solid transfer
Fuel Blending Facility Address	EPA I.D. #	Phone #	Facility Description
Greencastle WDF 3301 South County Rd 150 West Greencastle, IN 46135	IND006419212	(765) 653-9766 Facility Manager	Cement Kiln
Lone Star Industries 2425 Sprigg Street Cape Girardeau, MO 63701	MOD981127319	(573) 335-2083 Facility Manager	Cement Kiln
Geocycle, LLC 2175 Gardner Blvd	SCD003368891	(803) 496-1471 Facility	Cement Kiln



Holly Hill, SC 29059		Manager	
RCRA Incineration Facility Address	EPA I.D. #	Phone #	Facility Description
Clean Harbors 309 American Circle El Dorado, AR 71602	ARD069748192	(870) 863-7173 Facility Manager	RCRA Incineration
Heritage-WTI Inc. 1250 Saint George St East Liverpool, OH 43920	OHD980613541	(330) 385-7337 Facility Manager	RCRA Incineration
Ross Incineration Services 36790 Giles Rd Grafton, OH 44044	OHD048415665	(440) 748-5800 Facility Manager	RCRA Incineration
Landfill Facility Address	EPA I.D. #	Phone #	Facility Description
US Ecology Texas, LP 3.5 mile South on Petronila Road Robstown, TX 78380	TXD069452340	(800) 242-3209	RCRA Landfill
US Ecology Michigan Disposal Waste Treatment 49350 N. I-94 Service Drive Belleville, MI 48111	MID000724831	(800) 592-5489	RCRA Landfill

Insurance

An example insurance certificate has been provided as Attachment “B”.

Advantages and Benefits of CEI Services

CEI offers many advantages and benefits to the City with our years of HHW experience, project management, maintain effective processing using the waste management hierarchy, technical expertise, and trained personnel. Some of the benefits that CEI can offer to the City participants are:

- Efficient packaging methods for various wastes
- Single point of contact, Project Manager (Kelby Neal)
- Additional layer of indemnification
 - CEI performs no end disposal onsite
 - CEI holds insurance coverage’s equal to that of most end disposal facility

Efficient Packaging Methods

CEI packaging protocols focus on consolidation of material by hazard classification and final treatment. For example, CEI does not require the separation of inorganic and organic, liquid and solid acids. All acids are shipped under the same waste profile. This packaging protocol applies to alkaline material as well.

Many waste streams may be packaged by loose packing as opposed to labpacking. The term "loose packing" refers to packing chemicals in their original containers by placing them directly into a drum. Unlike a labpack drum, a loose pack drum does not require absorbent, has no spacing restriction, and does not require a written inventory. Paint cans are a typical example of a loose pack waste stream. The cans are sturdy, can be packed densely, are uniform in composition, and are by definition the original container. A loose pack drum typically contains a larger volume of waste than a labpack drum. CEI will help the City consolidate the waste material to the fullest possible extent and utilize the most efficient shipping container.

Single Point of Contact

CEI feels that effective and streamlined communications are vital to a successful program for the City. CEI has dedicated Kelby Neal, CEI Contract Manager, to handle the day-to-day activities of the City's collection event. All routine requests and questions from both the City and CEI will go through Kelby. Kelby can be contacted at his office at (318) 396-5584, on his mobile at (318) 557-7739, or by email at kneal@harsco.com. This will provide the City of Alpharetta the responsiveness required to keep communication lines open and get quick resolution to any questions or other issues that may arise. Although, it is difficult to put a dollar amount on the cost savings that this will provide the benefits will be seen from contract initiation to the end of the contract term.

Attachment "A" - Completed Quote

ATTACHMENT A

Item	Waste Description	**Primary Method of Disposal	***Quantity (lbs.)	Price Per/ Pound	\$Total Price
1	Base Oil based paint, stains, thinners and paint strippers, solvents and varnishes, wood preservatives	Fuel Blend	4,686	\$0.75	\$3,514.50
2	Aerosol/spray paint	Fuel Blend	911	\$1.30	\$1,184.30
3	Latex and water based paints	Waste to Energy	20,844	\$0.55	\$11,464.20
4	Mercury Mercury salts and elemental mercury, thermometers, thermostats, and other mercury containing items	Recycle	10	\$25.00	\$250.00
5	Fluorescent bulbs and ballasts	Recycle	396	\$1.00	\$396.00
6	Lawn care products Poisons, insecticides, weed killer and pesticides, Aerosol/spray pesticides	Incineration	4,116	\$1.20	\$4939.20
7	Automotive Products Antifreeze, Engine Degreaser, Brake Fluid, Transmission Fluid, motor oil, etc.	Fuel Blend	238	\$0.55	\$130.90
8	Cleaner, Corrosives, and Oxidizers Cleaners, Spot Removers , Acids and Bases	Treatment Oxidizers	846	\$1.50 \$5.50	\$1269.00
9	Propane Gas Cylinders	Recycle	279 32 each	\$6.00 each	\$192.00
10	Flammables Lighter Fluid and Waste Fuels (Kerosene, Gasoline, Diesel, etc.)	Fuel Blend	3,242	\$0.55	\$1783.10
11	Batteries Household, automotive, and rechargeable	Recycle Lithium Ion \$4.25	926	\$1.25	\$1157.50
12	Fire Extinguishers	Recycle	66 15 each	\$40.00 each	\$600.00
13	Pharmaceuticals/Labpacks	Incineration	5	\$1.20	\$6.00
14	****Mobilization charges, including all labor, equipment, supplies, labor, insurance and/or any additional charges. Clean Earth will have 16 to 22 staff on site for the events.	N/A	N/A		\$4500.00
	Total Price				\$31,386.70

There will be a container minimum charge of \$75 per container excluding bulbs.

** Primary method of disposal. Refer to RFP for preference hierarchy.

***Estimated quantity based on 2022 collection numbers for a population around 50,000.

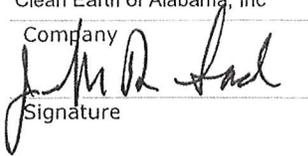
**** Provide one separate sheet with cost breakdown for mobilization charges proposed for the scope of this project.

If there are additional services offered, provide the pricing and description for those services on the same sheet (not counted against 10 page maximum).

Clean Earth of Alabama, Inc

Company

Signature



Jeff Saal, Vice President of Sales-Haz

Name and Title of Person to authorized to sign

Date

1-30-23

Attachment "B" - Example of CEI Insurance Certificate

