



## **REQUEST FOR PROPOSALS**

RFP NUMBER: 20-01

ISSUE DATE: **24 July 2019**

CLOSING DATE: **19 September 2019**

CLOSING TIME: **2:00 PM**

OPENING DATE: **20 September 2019**

OPENING TIME: **10:00 AM**

### **PROCUREMENT FOR: Solid Waste Hauling and Disposal Service**

Subject to the conditions, provisions and the enclosed specifications, sealed proposals will be received at the locatin and time stated herein and will be publically opened and read. **Four (4) copies of the sealed proposal should be delivered by traceable means to the mailing address indicated. Responses are due no later than 2:00 PM on 19 September 2019.**

#### **MAILING ADDRESS:**

Hampton County Government  
Attn: Christine James, Fiance/HR Director  
200 Jackson Avenue East  
Hampton, SC 29924

#### **OPENING/STREET ADDRESS:**

Hampton County Administrative Building  
Conference Room  
200 Jackson Avenue East  
Hampton, SC 29924

OFFEROR NOTE:

#### **RFP NUMBER & TITLE MUST BE SHOWN ON OUTSIDE OF THE PACKAGE**

DIRECT INQUIRIES TO: Christine James, Finance/Human Resource Director  
Telephone: (803) 914-2110  
E-mail: cjames@hamptoncountysc.org

This solicitation does not commit the County of Hampton to award a contract, to pay any cost incurred in the preperation of the RFP, or to procure or contract for goods or services. It is the responsibility of each offeror to see that Hampton County receives the RFP on or before the closing date and time specified. No RFP will be accepted thereafter. The County assumes no responsibility for delivery of documents that are mailed. Hampton County reserves the right to reject any or all RFPs and to waive any infomalities and technicalities in the selection process.

# **REQUEST FOR PROPOSALS**

## **Hauling and Disposal Contract for the Hampton County, SC**

### **Solid Waste Convenience Centers and FEL Sites**

#### **1.0 INTRODUCTION**

Hampton County is requesting proposals from qualified contractors to provide hauling and disposal for all solid waste containers for the 10 county convenience centers, plus 10 additional FEL sites. The contractor will be required to supply all equipment, personnel, handling and transportation equipment required by Hampton County to service the convenience centers and FEL sites. The contractor shall comply with all applicable Federal, state and local regulations and ordinances. The contractor is responsible for obtaining any required inspections, licenses, and permits.

The Hampton County Solid Waste Director will be the Inspector for quality performance of the hauling and disposal services contract. The vehicles and equipment used by the contractor will be subject to continual inspection and approval by the Solid Waste Director.

#### **2.0 GENERAL INFORMATION AND CONDITIONS**

**2.1** Hampton County desires to contract with a provider for hauling and disposal services for all ten county convenience centers and ten FEL sites. County personnel operate the convenience centers. The initial contract will be for a five-year period with options to renew for five additional one-year periods. The initial contract period will be from October 1, 2019 until September 30, 2024. The contract may be modified or amended with mutual consent of the contractor and Hampton County.

Contractor shall not reassign or sublet any work pertaining to this contract without the approval of Hampton County.

**2.2** An annual rate adjustment equal to the appropriate regional Consumer Price Index (CPI) may be negotiated. The request for the adjustment must be made at least 60 days prior to the anniversary date of the contract each year.

**2.3** Hampton County Council shall retain the right to terminate the service contract in the event:

- (a) Contractor fails to perform services required as provided by contract or due to non-appropriation of funds for the service by Hampton County with 30 days written notice.

(b) Contactor becomes insolvent or files bankruptcy.

(c) Contactor sells its company stock purchase or otherwise.

**2.4** Hampton County reserves the right to reject any or all proposals and to award any or all sections of the bid. The contract award will be based on the most responsible proposal that is in the best interest of Hampton County.

**2.5** The contractor is responsible for the repair of damages to county property during the course of pulling, setting, and/or servicing the convenience centers and FELs. A joint inspection of each site will be conducted prior to the commencement of the contract.

**2.6** Hampton County will notify the contractor of each reported violation of the contract in writing. It is the duty of the contractor to remedy the complaint within 24 hours.

**2.7** The contractor must designate a contact person who can be reached at all times, including weekends and holidays. Contractor must furnish the solid Waste Director a current telephone roster of contractor supervisors who are designated and authorized to respond to emergency or corrective situations outside of routine business hours.

**2.8** The form for references must be completed with a minimum of four references where similar services are provided.

**2.9** The contractor shall deliver to Hampton County Council, upon execution of a contract for service, a performance bond in the amount of the annual bid, binding the contractor to Hampton County Council for the prompt and faithful performance of the contract for services and the obligations set forth therein.

**2.10** The contractor shall, throughout the term of the service contract, carry and maintain at his or her expense insurance at a minimum level as follows:

Worker's Comp	Statutory
Comprehensive General Liability	\$5,000,000
Comprehansive Automobile Libility	\$5,000,000

Certificates of insurance shall be provided to the County prior to commencing work. The County of Hampton, South Carolina shall be named as additional insured on all liability insurance policies.

**2.11** The contractor shall fully exonerate, indemnify, save and hold harmless Hampton County Council, its agents and employees from and against any and all loss, damage and liabilities for all claims and actions and all expenses, including attorney's fees incidental to the defense of such claims and actions based upon or arising out of damages or injuries including death to persons, or damage to property, including loss of use caused by or sustained by the performance of a service contract or by conditions created thereby and

the contractor shall assume, without expense to Hampton County Council, the defense of all such claims or actions.

**2.12** Bidders are encouraged to visit each site as deemed necessary during the bid submission process, as price adjustments will not be permitted due to a lack of site knowledge.

**2.13** Deviations from or clarifications of the requirements presented in the RFP must be presented on a separate, clearly labeled page(s).

**2.14** A pre-bid conference with Hampton County will be held in the Council Chambers, on **16 August 2019 at 10:00 AM** located at 200 Jackson Ave East, Hampton S.C. 29924

**3.0 SCOPE OF SERVICES**

**3.1** The convenience centers are open from 7 a.m. to 7 p.m. on Mondays, Wednesdays, Saturdays, and Holidays that fall on Mondays as established by Hampton County. The County may also close sites or alter operating hours during extreme adverse weather conditions or other unusual events.

**3.2** The following table presents the locations of all ten Hampton County convenience centers:

<b>Landfill</b> 2360 Hopewell Road	<b>Walking Tall</b> 376 Walking Tall Road
<b>Sandy Run</b> 1415 Sandy Run Road	<b>Two Sisters Ferry</b> 1190 Two Sisters Ferry Road
<b>Shirley</b> 2650 Daley Road	<b>Camp Branch</b> 2955 Stone and Patrick Road
<b>Ben Hazel</b> 544 Ben Hazel Road	<b>Early Branch</b> 1401 Mt. Olive Road
<b>Hickory Grove</b> 9320 Sandy Run Road	<b>Garnett</b> 360 Robertsville Road

**3.3 *Compactors:***

The contractor shall furnish and install at each convenience center a minimum of one appropriately sized stationary compactor unit for residential MSW. Single-phase power is available at all sites; three-phase power is not available.

Minimum specifications for compactors include the following:

- (1) Stationary compactor with a charge box capacity of at least 2 cubic yards

- (2) Electrical power source must be of single phase with quick disconnect
- (3) Full indicator to provide attendant an advance notice to call for a pull
- (4) 40 cubic yard roll off octagon compaction containers

Contractor shall maintain, repair as necessary, and regularly clean, and disinfect compactors.

Contractor shall have on hand, stationed at the Hampton County Landfill, one compactor that will be swapped out when pulling a full one from any site.

Contractor shall empty compactors on a regular schedule or within the same day of notification, to ensure a continuous collection of household garbage will be provided to Hampton County citizens.

Compactors which are inoperative or requiring repairs will be responded to within 8 working hours. Major repairs must be completed within 24 working hours from notification.

Contractor shall furnish sufficient boxes to accommodate waste disposal during downtime of any compactor.

MSW collected from the convenience center sites shall be disposed of by the contractor at a properly permitted landfill or transfer station.

**3.4 *Front End Load Containers (FEL):***

The contractor will also be responsible for collection and disposal of waste from ten (10) FEL sites located at County buildings. The contractor must also supply containers for each of these sites. The FEL sites and container sizes are presented below:

<b>FEL Site Location</b>	<b>Container size</b>
County Administration Building 200 Jackson Avenue East, Hampton	6 yards
Health Department 531 West Carolina Avenue, Varnville	6 yards
Council On Aging 108 Pine Street, Hampton	6 yards
Hampton County National Guard Armory 200 Airport Road, Varnville	6 yards

Hampton County Court House 1 Courthouse Square, Hampton	8 yards
Hampton County Law Complex 411 Cemetery Road, Varnville	8 yards
Hampton County Animal Shelter 424 Cemetery Rd, Varnville	4 yards
EMS Building 703 Second Street West, Hampton	6 yards
Hampton County Aging Center/Council on Aging 750 5 <sup>th</sup> Street, Estill	6 yards
Fire Dept 445 Industry Dr, Estill, SC	6 yards

MSW collected from the these locations shall be disposed of by the contractor at a properly permitted landfill or transfer station.

**3.5 Roll Off Containers:**

Hampton County owned roll off containers will be located at the convenience sites. Swap out containers will be located at the landfill.

**3.6 Hauls to Landfill:**

Contractor will pick up empty swap out container from landfill, travel to site, swap out empty for full and return to landfill, dump container and replace on landfill yard.

Contractor will be required to repair any and all containers damaged by driver.

Open top roll offs containing construction debris, scrap metal, yard debris, tires, glass, electronics and cardboard shall be hauled to the Hampton County landfill at 2310 Hopewell Road, Brunson, SC, for handling and disposal by Hampton County.

**3.7 Spare Containers:**

A sufficient number of roll offs, by size, located at the Landfill, and will be swapped out when a full one is pulled, to provide uninterrupted service to the convenience centers as specified in the RFP. Hampton County will provide storage space for spare units at the Hampton County Landfill property (2360 Hopewell Road).

**3.8** The contractor shall service each convenience center based upon the activity at each site. The contractor must haul the containers at a frequency that will prevent the storage capacity of the containers from being exceeded. However, no container shall be pulled unless it is at least 85% full. Empty containers shall replace full containers prior to off-site transport of the full

containers. The table below presents the average number of compactor and roll-off pulls per site per month.

**Estimated Average Monthly Number of pulls per month by site (1 January 2019 -30 June 2019) not a guaranteed maximum or minimum)**

<b>Site</b>	<b>Compactor Pulls</b>	<b>Roll Off Pulls</b>
Landfill	12	59
Walking Tall	18	50
Sandy Run	25	53
Two Sisters Ferry	22	50
Shirley	9	25
Camp Branch	13	41
Ben Hazel	19	69
Early Branch	15	47
Hickory Grove	6	22
Garnett	6	8

**3.9** The contractor will be required to service any container (compactor, open top roll off, or FEL container) within 2 hours of telephone notification by Hampton County that the container is full or is in need of service for other reasons.

Contractor shall maintain, repair as necessary and regularly clean, and disinfect compactors and FEL containers.

**4.0 Accounting and Invoicing**

**4.1** The contractor shall invoice Hampton County monthly for the contracted services. At a minimum, the invoice must include the number of pulls, tonnage for each type of container and waste type for each convenience center. The invoice must also include the number of pulls and tonnage for each FEL site. Bidders shall include a proposed invoice format with their proposals.

**4.2** Hampton County reserves the right to audit the contractor records associated with this contractor. The contractor must retain such records for a minimum of three years following final payment.

## BID SHEET

Please fill in the following table to show your proposed cost for the **MSW containers** (hauling and disposal):

Site	Price Per Pull	Disposal Price
Landfill		
Walking Tall		
Sandy Runn		
Two Sisters Ferry		
Shirley		
Camp Branch		
Ben Hazel		
Early Branch		
Hickory Grove		
Garnett		

Please fill in the following table to show your proposed cost for the **open top roll-off containers** (hauling to the Hampton County landfill property):

Site	Price Per Pull
Landfill	
Walking Tall	
Sandy Run	
Two Sisters Ferry	
Shirley	
Camp Branch	
Ben Hazel	
Early Branch	
Hickory Grove	
Garnett	



Please fill in the following table to show your **proposed cost for FEL sites**.

<b>FEL Site Location</b>	<b>Price Per Pull</b>
County Administration Building 200 Jackson Avenue East, Hampton	
Health Department 531 West Carolina Avenue, Varnville	
Council On Aging 108 Pine Street, Hampton	
Hampton County National Guard Armory 200 Airport Road, Varnville	
Hampton County Court House 1 Courthouse Square, Hampton	
Hampton County Law Complex 411 Cemetery Road, Varnville	
Hampton County Animal Shelter 424 Cemetary Rd, Varnville	
EMS Building 703 Second Street West, Hampton	
Hampton County Aging Center/Council on Aging 750 5 <sup>th</sup> Street, Estill	
Fire Dept 445 Industry Dr, Estill, SC	

# REFERENCE SHEET

Name of Entity

Contact Name/Title

Phone Number


## **ADDENDUM TO RFP**

REQUEST FOR PROPOSAL: Solid Waste Hauling and Disposal

ADDENDUM No. 1

To all Potential Vendors: This addendum is issued to clarify the requirements in RFP documents and given for informational purposes to be used in bidding process.

### **1.0 PURPOSE OF THIS ADDENDUM**

To clarify procedures for bidding section 3.0 Scope of Services.

### **2.0 CLARIFICATION OF RFP**

1. Subsection 3.3 Compactors and 3.4 Front End Load Containers (FEL) must be bid together as part 1 of bid.
2. Subsection 3.5 Roll Off Containers must be bid as part 2 of bid.

### **3.0 GENERAL INSTRUCTIONS**

This Addendum is and integral part of the RFP and is to be read in conjunction with the RFP. Except for this addendum, all other requirements and provisions of the RFP remain unchanged

**END OF THIS ADDENDUM**