



**REQUEST FOR PROPOSALS #20-069**

**WAKE COUNTY, NORTH CAROLINA  
SOLID WASTE MANAGEMENT DIVISION**

Proposal Title: RFP – Litter, Bulky Waste, Material Collection, and Christmas Tree Recycling Program

Wake County is Requesting Proposals for litter collection and miscellaneous material removal from Wake County Solid Waste Management facilities. Also included in this proposal is Wake County’s annual Christmas Tree Chipping program. All labor, equipment and supplies necessary to meet the requirements of this Request for Proposal shall be included in this quote.

The purpose of this document is to specify the County’s needs and to solicit proposals from providers. Direct inquiries for information should be sent to: Tom Wester at twester@wakegov.com. **Sealed proposals will be accepted August 26, 2020, until 3:00 p.m. local time.**

Submit Proposals: BY MAIL, HAND DELIVERY OR EXPRESS CARRIER TO:

Wake County Procurement Services  
Wake County Justice Center - 2<sup>nd</sup> floor Room 2900  
301 S. McDowell Street  
Raleigh, NC 27601

INCLUDE THIS PAGE AS THE FIRST PAGE OF YOUR PROPOSAL RESPONSE

THIS PROPOSAL RESPONSE IS SUBMITTED BY:

Full Legal Name of Provider: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remittance Address (If Different) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fed ID or SS Number: \_\_\_\_\_

Date of Quote: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

(Applicable to Partnership/Corporation)

Print Name: \_\_\_\_\_

INDICATE THE TYPE OF BUSINESS:  
\_\_\_\_\_ Individual Trading in Own Name  
\_\_\_\_\_ Individual Trading Under Trade Name  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Corporation

CORPORATE SEAL:

## **Intent**

Wake County Solid Waste Management Division is seeking proposals from qualified providers to pick up litter around Solid Waste Facilities, collect and transport materials from/to Solid Waste Facilities and provide turnkey service to chip Christmas trees and transport mulch during our annual Christmas tree recycling program.

## **Background**

Wake County Solid Waste Management Division operates 16 drop off facilities that accept various materials. The locations and hours of operation are as follows:

Convenience Center Sites (7 days per week, 7 am to 7 pm):

- Convenience Center #1, 10505 Old Stage Road, Raleigh 27603
- Convenience Center #2, 6120 Old Smithfield Road, Apex 27539
- Convenience Center #3, 266 Aviation Parkway, Morrisville 27560
- Convenience Center #4, 3600 Yates Mill Pond Road, Raleigh 27606
- Convenience Center #5, 8401 Battle Bridge Road, Raleigh 27610
- Convenience Center #6, 3913 Lillie Liles Road, Wake Forest 27587
- Convenience Center #7, 9024 Deponie Drive, Raleigh 27614
- Convenience Center #8, 2001 Durham Road/Hwy. 98, Wake Forest 27587
- Convenience Center #9, 3337 New Hill-Holleman Road, New Hill 27562
- Convenience Center #10, 5216 Knightdale-Eagle Rock Road, Knightdale 27545
- Convenience Center #11, 5051 Wendell Blvd./Business 64, Wendell 27591

Multi-Material Recycling Facilities (Monday – Saturday, 8 am to 4 pm):

- North Wake Multi-Material Recycling Facility, 9029 Deponie Drive, Raleigh 27614
- South Wake Multi-Material Recycling Facility, 6130 Old Smithfield Road, Apex 27539
- East Wake Multi-Material Recycling Facility, 5051 Wendell Blvd./Business 64, Wendell 27591

Household Hazardous Waste Facilities (Monday – Saturday, 8 am to 4 pm):

- North Wake Household Hazardous Waste Facility, 9037 Deponie Drive, Raleigh 27614
- South Wake Household Hazardous Waste Facility, 6130 Old Smithfield Road, Apex 27539
- East Wake Household Hazardous Waste Facility, 5051 Wendell Blvd./Business 64, Wendell 27591

Over the past few years, Wake County has expanded the collection of several items at selected Convenience Centers. These items include; large appliances (Site 1) and oyster shells (all sites). In addition, citizens leave other materials at the Convenience Centers such as paint, used oil, grease, fire extinguishers, propane tanks, scrap tires, etc. that need to be transported to the proper facility to be managed. Additionally, Wake County provides litter collection outside the Convenience Center property on a monthly basis.

The Christmas tree chipping and removal service is a seasonal program. As part of the County's Happy Trails Program, Wake County accepts Christmas trees at 4 Convenience Center locations and 4 County parks starting the day after Christmas and continuing for four weeks. Wake County receives between 5,000 – 6,000 Christmas trees each year. The County seeks a qualified vendor to provide tree chipping services and to transport the mulch produced to various county parks. County staff and volunteers will spread the mulch.

## **Scope of Services**

Wake County desires the vendor to: (1) Pick-up litter within and near Convenience Center site property and provide on-call bulky waste removal; (2) Collect, process (remove refrigerants from large appliances), and transport materials to their proper destination; and (3) Chip collected Christmas trees and transport mulch during the annual Happy Trails Program. Wake County desires turn-key services by the provider. All labor, equipment and supplies necessary to meet the requirements of this Request for Proposal shall be included in this quote.

### **A. Litter Pick Up**

1. Collect litter/trash at Convenience Centers on a regular route schedule as specified below or an as needed basis (as specified by Wake County). Regular route collection charges shall be on a cost for service basis. Litter collected by the contractor at Convenience Centers may be disposed of at the Convenience Center at no cost to the contractor.
2. Areas and descriptions for litter collection at County facilities (Wake County Convenience Centers) are indicated below:
  - a) Convenience Center #1: Old Stage Road from Fanny Brown Road to Rock Service Station Road (both sides of the road – fifteen feet from the road edge)
  - b) Convenience Center #3: Aviation Parkway from Chapel Hill Road to Evans Road (both sides of the road – fifteen feet from the road edge)
  - c) Convenience Center #4: Yates Mill Pond Road from Lake Wheeler Road to Old South Road (both sides of the road – fifteen feet from the road edge)
  - d) Convenience Center #5: Battle Bridge Road from Auburn Knightdale Road to Brownfield Road (both side of the road – fifteen feet from the road edge)
  - e) Convenience Center #6: Lillie Liles Road from Forestville Road to Louisburg Road (both sides of the road – fifteen feet from the road edge)
  - f) Convenience Center #7: Deponie Drive (both sides of the road – fifteen feet from the road edge)
  - g) Convenience Center #8: Highway 98 from Stoney Hill Road to Camp Kanata Road (both sides of the road – fifteen feet from the road edge)
  - h) Convenience Center #9: New-Hill Holleman Road from Shearon Harris Road to Church Road (both sides of the road – fifteen feet from the road edge)
  - i) Convenience Center #10: Knightdale-Eagle Rock from Mailman Road to 264 Bypass Bridge (both sides of the road – fifteen feet from the road edge)

- j) Convenience Center #11: Wendell Boulevard from Raymond Drive to Black Cove Road (both sides of the road – fifteen feet from the road edge)
- 3. Collect litter/trash or bulky waste at any location in Wake County on an on-call or as needed basis requested by the contract manager. This waste can be disposed of at any Convenience Center at no cost.

**B. Collect, Process and Transport Materials from Convenience Centers to MMRF/HHW Facilities**

- 1. Collect oyster shells, household grease, and other materials (propane tanks, paint, scrap tires, scrap metal, batteries, bulbs etc.) from Convenience Centers on a regular weekly schedule or an as needed basis (as specified by Wake County). Contractor will be responsible for providing means of safe transportation of these items to their destination.
- 2. Regular route collection charges shall be on a cost per service basis.
- 3. Materials collected shall be disposed at locations described below:
  - a) Oyster Shells: Collected from all 11 Convenience Center sites and taken to the Oyster Shell Containment Area located just outside of the South Wake Transfer Station in Apex during regular operating hours. Provider is required to meet specified oyster shell requirements to include, obtaining a weight ticket for the oyster shells at the South Wake Landfill scale house prior to dumping.
  - b) Household Hazardous Waste: Collected from all 11 Convenience Center sites (to include; but not be limited to paint, fire extinguishers, etc.) and taken to the North Wake Household Hazardous Waste Facility located at 9037 Deponie Drive, Raleigh, NC 27614 (during regular operating hours) or the South Wake Household Hazardous Waste Facility located at 6130 Old Smithfield Road, Apex, NC 27539 (during regular operating hours).
  - c) Other Prohibited Materials: Scrap tires, large appliances (white goods), used oil, scrap metal and lead-acid batteries shall be taken to either the North Wake Multi-Material Recycling Facility located at 9029 Deponie Drive, Raleigh 27614 (during regular operating hours) or the South Wake Multi-Material Recycling Facility located at 6130 Old Smithfield Road, Apex 27539 (during regular operating hours) on an as needed basis.
  - d) Large items/other debris that cannot be disposed of at the Convenience Centers shall be taken to either the South Wake Landfill or the East Wake Transfer Station during regular operating hours (weight tickets are required and shall accompany invoices). The cost for the disposal shall be a pass-through cost to Wake County based on the published gate-rate charges for the South Wake Landfill or the East Wake Transfer Station and shall be identified as a separate line item on monthly statements. Provider shall submit South Wake Landfill or East Wake Transfer Station weight tickets with the monthly invoice.
- 4. Provider shall utilize an appropriate lifting device on a collection vehicle to collect and transport materials from County Convenience Centers. The collection vehicle must comply all federal, state and local laws and regulations.

**C. Christmas Tree Chipping and Removal**

- 1) Chip and transport Christmas trees collected at the following locations during the Happy Trails Christmas Tree recycling program (typically December 26<sup>th</sup> through January 31<sup>st</sup>):
  - a) Convenience Centers Locations Site #1, #2, #4, #11
  - b) Blue Jay Point County Park, Green Hills County Park, Harris Lake County Park, and Lake Crabtree County Park.
- 2) Remove all contaminants from Christmas trees prior to chipping (this would include lights, tinsel, ornaments, stands, nails, etc.).
- 3) Dispose of wreathes and garland containing metal (these can be thrown into the regular trash at the Convenience Centers).
- 4) Count and record the number of trees collected by date and location using a template provided by Wake County.
- 5) Dispose of tree chips at locations coordinating with each site manager noted for dump site and capacity. Provide at least one load of chips to each location noted.
- 6) Provide regular (route) collection/disposal service and on-call service (within 24 hours) as needed.
- 7) Chipping, hauling, and disposing of Christmas trees shall take place within facility operating hours.
- 8) Wood chip mulch should be maximum 2"x2" and not include long branches that would be a trip hazard when trails are mulched with chips.
- 9) Vendors are responsible for ensuring the safety of the public during chipping, transportation, and disposal of Christmas trees during all times.
- 10) The selected vendor shall submit an electronic invoice and tree count data (using the template provided by Wake County) by the tenth day of the month for the preceding month.

**General Information**

1. Provider shall include labor, equipment, materials, supplies, and vehicles in cost for service and cost per hour quotes in the Request for Proposal.
2. Provider shall provide trucks and other equipment to meet the service requirements of this contract.
3. The cost for the disposal of litter/trash and other debris collected from County Convenience Centers shall be a pass-through cost to Wake County based on the published gate-rate charges for the South Wake Landfill or the East Wake Transfer Station, and shall be identified as a separate line item on monthly statements. Provider shall submit South Wake Landfill or East Wake Transfer Station weight tickets with the monthly invoice.
4. Provider will be required to submit monthly invoices and data statements by the tenth business day of the month for work performed in the preceding month to Wake County Government. The monthly invoices shall be submitted in a digital template as provided by Wake County. Data statements shall accompany monthly invoices and shall include, but not be limited to, line item details, on a site-by-site basis, for quantities (units) of materials received, regular route collection charges, hourly service and disposal charges, etc.

5. Provider shall provide turnkey service for annual Christmas Tree Chipping Program which includes all labor and equipment for on-site tree chipping, hauling of chips to designated areas, and tree removal during six-week program.
6. Provider shall utilize an appropriate lifting device on a collection vehicle to collect and transport materials specified in the Request for Proposal. The collection vehicle must comply with all federal, state and local laws and regulations.
7. Provider shall become a registered licensed hauler with the Wake County Solid Waste Management Division. All loads must be secured during transport to prevent littering on roadways.
8. Provider shall abide by all local, state and federal laws regarding collection, transportation, disposal and recycling of materials collected and approved litter collection sponsors.
9. Provider shall comply with all Federal OSHA regulations and requirements regarding the collection, transportation, disposal and recycling of materials collected, and approved litter collection sponsors.
10. Provider shall prepare and submit to Wake County staff written documentation of materials collected at County facilities and approved roadside litter collection.
11. Provider shall contact Wake County staff regarding any other operational problems associated with the storage, collection, transportation, disposal or recycling of materials collected at County facilities and approved litter collection sponsors.
12. Provider shall adjust service levels, materials collected, frequency of collection and collection locations as required by budget constraints, County management requests, etc.
13. Provider shall follow all State and Federal requirements regarding the removal of Freon from large appliances on site prior to transport to selected Wake County facilities. It is the contractor's sole responsibility to safely recycle/dispose of Freon collected from the sites. The contractor will also submit monthly tonnages of Freon removed to the County via an electronic invoice.
14. Provider shall also be prepared to conduct any of these services listed at the Multi-Material and Household Hazardous Waste Facilities on an "as needed basis" or requested by Wake County staff.

## **Proposal Submission**

Submit proposal with the following information and attachments. Provide 3 copies of submittal. Failure to clearly and completely provide all information below, on forms provided and in order requested, may result in rejection as non-responsive.

- Proposal Response Submitted By Form (Page 1 of this RFP)
- Attachment A – Quote Sheet
- Attachment B – References
- Certificate of Insurance

## Schedule

The following schedule should be considered:

1. August 14, 2020 – 5 pm deadline for submitting questions to [twester@wakegov.com](mailto:twester@wakegov.com)
2. August 26, 2020 – Proposals Due – BEFORE 3:00pm
3. ASAP – Proposal selected, and contract process initiated
4. September 1<sup>st</sup>, 2020 - Selected provider begins services

## Method of Award

Following receipt of complete proposal package, the Solid Waste Management Division will establish an RFP evaluation committee. Following evaluation of the quote as submitted, the field of vendors may be narrowed to a select few. The selected vendors may be contacted and further discussion, clarification and negotiations, if necessary. The County may then select the vendor that it feels can best meet its needs and may enter into a contract for services from that vendor. The Contract will be awarded for services for one (1) year beginning October 1, 2020 through September 30, 2021 with an option to extend services for two (2) one-year periods. The vendor's performance for the contract period will be continually monitored for compliance with the terms and requirements of the contract.

Late responses, regardless of delivery means, will not be accepted. This includes, but is not limited to, any courier service. Ingress and egress from Wake County buildings are monitored and/or controlled by security personnel. Gaining access therefore may be delayed and respondents should plan accordingly. This applies to courier services also. Furthermore, access to elevators will be limited if the delivery courier is using any type carts or hand trucks. This may cause delay as well.

To ensure compliance with all federal, state and local regulations, permits, laws and codes, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with all related requirements and regulations and as of the date of this submittal, has no outstanding or pending litigation or violation actions of any kind.

SPECIAL ATTENTION – To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

By signing this agreement or acceptance of this contract/purchase order or by submission of any bid, proposal, etc., vendors, contractors certify that as of the date of execution of this agreement or date of receipt of the purchase order, contractor/vendor and/or subcontractors affirm they are not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-6e, Iran Divestment Act Certification. Contractor/vendor shall not utilize any subcontractor that is identified on the list.

## Confidential Information:

### INFORMATION SUBMITTED IN RESPONSE TO REQUESTS FOR BIDS, PROPOSALS, AND OTHER PROCUREMENT METHODS SUBJECT TO PUBLIC RECORDS LAW

Wake County is subject to North Carolina's Public Records Act located in Chapter 132 of the North Carolina General Statutes. As a result, information submitted to and received by Wake County in response to a Request for Proposal/Request For Bid/Request For Quote/Request for Qualifications, or any other procurement method (collectively "Procurement Process"), is considered public record and may be released for public inspection after the contract award, or as otherwise permitted under NCGS § 143, without further notice to the proposer. The County does not intend to elicit confidential or trade secret information in response to a Procurement Process and assumes no responsibility for the submission of such information. Wake County reserves the right to share any information submitted in response to a Procurement Process with any person(s) or firm(s) involved in the review and evaluation phase of the Procurement Process.

### CONFIDENTIAL OR TRADE SECRET INFORMATION

If a proposer nonetheless submits information in a bid proposal or other response to a Procurement Process and it considers such information to be confidential, then all four requirements of [NCGS 132-1.2](#) "Confidential Information" must be met for the County to consider withholding the information from public inspection in response to a public records request. **Among other legal requirements, information deemed to be "confidential" or "trade secret" by proposer must be clearly marked as such on the face of the document(s) at the time of the initial disclosure/submittal of RFP.** In addition, although not required by law, Wake County requests that any proposer who submits a proposal or response containing any such designation of confidentiality also submit a second copy of the proposal or response with the respective page(s) or section(s) redacted. The County will not agree to withhold an entire proposal or response from public inspection, thus proposers should refrain from including blanket restrictions on disclosure or all-encompassing claims of confidentiality.

When a public records request is made for information contained in or attached to a proposal or response that has been clearly marked as "trade secret" or "confidential" upon its submission, Wake County may, in its discretion and without further notice, release the redacted copy of the proposal or response to the requester if one has been previously submitted. Otherwise, the proposer will be notified of the request and given an opportunity to provide within a reasonable period a written explanation of the basis for claiming protection under N.C.G.S. 66-152 and N.C.G.S. 132-1 and/or a redacted proposal or response. The County shall make the final determination on release of the information. Should any civil action be brought against the County in an effort to compel or prevent the disclosure of information contained in a proposal or response that is deemed confidential by a proposer, the proposer may participate at its own expense; and by deeming any information in a proposal or response confidential, proposer further agrees to indemnify and hold harmless the County for and against any costs incurred by the County as a result of such litigation, including but not limited to fees or expenses arising out of N.C.G.S. 66-153 and N.C.G.S. 132-9.

## Attachment B: References

Vendor shall identify at least three references below. References shall be customers for which the vendor has provided services during the past two (2) years.

### Reference 1

Firm Name:			
Mailing Address:	City:	ST:	Zip:
Contact Person:		Title:	
Direct Phone Number:	Email Address:		

### Reference 2

Firm Name:			
Mailing Address:	City:	ST:	Zip:
Contact Person:		Title:	
Direct Phone Number:	Email Address:		

### Reference 3

Firm Name:			
Mailing Address:	City:	ST:	Zip:
Contact Person:		Title:	
Direct Phone Number:	Email Address:		