



**OFFICE OF WILL COUNTY EXECUTIVE**  
**LAWRENCE M. WALSH**

Will County Office Building – 302 N Chicago Street – Joliet, Illinois, 60432

**Rita Weiss**  
Purchasing Director

(815) 740-4605  
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[rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

March 22, 2019

To whom it may concern,

The Will County Land Use Department, Resource Recovery & Energy Division, Joliet, IL, invites you to submit your bid for the County of Will Household Hazardous Waste Collection Program. These events are to be scheduled between commencement of the contract on June 1, 2019 through May 31, 2022.

Specifications are attached hereto and are considered part of the bidding package.

**A \$5,000 Deposit, Bond or Cashier's check made payable to the Will County Treasurer must accompany your proposal, or it will not be considered. Money Orders or Company checks will not be accepted.**

Bids will be received in the Purchasing Department, 2nd Floor, Will County Office Building, 302 N. Chicago St., Joliet, IL 60432, due not later than, **"as so indicated by the time stamp clock of Will County 9:00 A.M. Friday, April 12, 2019"** **Bids received after this time will not be accepted.**

Bids will be opened publicly and read by the Will County Executive or his representative at **9:10 A.M. Friday, April 12, 2019** at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> fl., Joliet, IL. 60432.

The bidder acknowledges the right of the County of Will to reject any or all bids and to waive non-material informality or irregularity in any bid received in whole or part as may be specified in the solicitation.

All questions regarding this bid should be directed to Rita Weiss, Purchasing Director, via email at [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com).

We welcome your bid.

Sincerely,

*Rita Weiss*

Rita Weiss  
Purchasing Director

RW/kl

**ADVERTISEMENT OF BID**

**HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM**

**WILL COUNTY LAND USE DEPARTMENT, RESOURCE RECOVERY & ENERGY DIVISION**

SEALED BIDS FOR CONSUMER HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM FOR THE COUNTY OF WILL, LAND USE DEPARTMENT, RESOURCE RECOVERY & ENERGY DIVISION, JOLIET, IL, WILL BE RECEIVED AT THE WILL COUNTY PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL 60432, UNTIL THE HOUR OF 9:00 A.M., FRIDAY, APRIL 12, 2019

BIDS WILL BE PUBLICLY OPENED AND READ BY THE WILL COUNTY EXECUTIVE OR HIS REPRESENTATIVE AT 9:10 A.M., FRIDAY, APRIL 12, 2019 AT THE WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., 2ND FLOOR, JOLIET, IL 60432.

SPECIFICATIONS AND CONDITIONS OF THE BID ARE AVAILABLE AT [www.demandstar.com](http://www.demandstar.com) AND [www.willcountyillinois.com](http://www.willcountyillinois.com), AS WELL AS THE PURCHASING DEPARTMENT, WILL COUNTY OFFICE BUILDING, 302 N. CHICAGO ST., JOLIET, IL. 60432, (815) 740-4605 OR [purchasing@willcountyillinois.com](mailto:purchasing@willcountyillinois.com).

THE TENDERING OF A BID TO THE COUNTY SHALL BE CONSTRUED AS ACCEPTANCE OF THE SPECIFICATIONS. THE BIDDER ACKNOWLEDGES THE RIGHT OF THE COUNTY OF WILL TO REJECT ALL BIDS, AND TO WAIVE NON-MATERIAL INFORMALITY OR IRREGULARITY IN ANY BID RECEIVED IN WHOLE OR PART AS MAY BE SPECIFIED IN THE SOLICITATION.

BY ORDER OF THE WILL COUNTY EXECUTIVE, LAWRENCE M. WALSH.

**INSTRUCTIONS TO BIDDERS  
HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM  
WILL COUNTY LAND USE DEPARTMENT, RESOURCE RECOVERY & ENERGY DIVISION**

The Will County Land Use Department, Resource Recovery & Energy Division, Joliet, IL, invites you to submit your bid for the County of Will Household Hazardous Waste Collection Program. These events are to be scheduled between commencement of the contract on June 1, 2019 through May 31, 2022.

**BIDS:**

Bids will be received in the Purchasing Department, 2nd floor of the Will County Office Building located at 302 N. Chicago Street, Joliet, IL. 60432, not later than 9:00 A.M., “as so indicated by the time stamp clock of Will County” Friday, April 12, 2019. Bids received after this time will not be accepted.

Bids will be publicly opened and read aloud by the Will County Executive or his representative at 9:00 A.M., Friday, April 12, 2019 at the Will County Office Building, 302 N. Chicago Street, 2<sup>nd</sup> Fl., Joliet, IL. 60432,

The bidder acknowledges the right of the County of Will to reject all bids and to waive non-material informality or irregularity in any bid received.

**Bid forms shall be completely filled out either typewritten or in ink and shall not be detached from this binding. The complete set of Contract Documents shall be submitted with the bid. Project Grand Total pricing forms must be filled out completely.**

Bids shall be submitted on the forms furnished by the County of Will in a sealed envelope, plainly marked, with the Bidder's name and address and the notation:

**SEALED BID:                   HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM**

**TO BE DUE:                   FRIDAY, APRIL 12, 2019- 9:00 A.M.**

Bids shall be addressed to the Will County Purchasing Department, Will County Office Building, 302 N. Chicago Street, Joliet, IL. 60432.

**TAX EXEMPTION:**

The County of Will is exempt from Federal, State and Municipal Sales Tax.

**SIGNATURE OF BIDS:**

The signature on bid documents shall be that of an authorized representative of bidder. An officer or agent of the offering vendor who is empowered to bind the vendor in a contract shall sign the bid and any clarifications to that bid.

Each bidder, by making his bid, represents that he has read and understands the bidding documents. **Any bid not containing said signed documents shall be non-conforming and shall be rejected.**

## **BIDDING PROCEDURES:**

1. All bids must be prepared, by the Owner, on the **forms provided** and **One (1) Original & Three (3) complete copies** submitted in accordance with the Instructions to Bidders. Bids will be read aloud. Vendors not present at the bid opening requesting results at a later date will be given a copy of our bid tabulation sheet. This sheet will include what was read off the **Bid Worksheet**.
2. A bid is invalid if it has not been deposited at the designated location prior to the time and date for receipt of bids indicated in the Advertisement for Bids or prior to any extension thereof issued to the Bidders.
3. Unless otherwise provided in any supplement to the Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof for ninety (90) days after the time designated for the receipt of bids in the Advertisement for Bids.
4. Changes or correction may be made in the bid documents after they have been issued and before bids are received. In such cases, a written addendum describing the change or correction will be issued by the County of Will to all bidders recorded by the County of Will as having received the bidding documents and will be available for inspection wherever issued. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
5. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than seven (7) days prior to bid due date, notify the County of Will, who will, if necessary, send written addendum to all bidders. The County of Will will not be responsible for any oral instructions. All inquiries shall be directed to the Purchasing Director, [rweiss@willcountyvillinois.com](mailto:rweiss@willcountyvillinois.com). After bids are received, the Bidder will make no allowance for oversight.

## **NO BIDS:**

Those who wish not to bid this project please return your bid plainly marked "**NO BID**" or send email indicating "**NO BID**" to retain company name on bidders list. If you choose not to reply, company name will be removed and no future bids will be sent.

## **CONTRACT DURATION:**

Contract period for the Household Hazardous Waste Collection Program will be a between June 1, 2019 through May 31, 2022. Service will commence June 1, 2019, after County Board approval.

In the event the Will County Board fails to appropriate funds for this Agreement, the obligations of both the Contractor and the County will cease immediately without any penalty.

## **REJECTION OF BIDS:**

The bidder acknowledges the right of the County of Will to reject any or all bids, and to waive non-material informality or irregularity in any bid received in whole or part as may be specified in the solicitation.

### **BID SECURITY/PERFORMANCE BOND:**

A **\$5,000 Bid Bond or Cashiers Check** made payable to the Will County Treasurer, shall accompany each proposal, attached to the front cover, as a guarantee that if the proposal is accepted, the successful bidder will enter into a contract. **Money Orders or company checks will not be accepted.** The bid bond or cashier's check of the unsuccessful bidder will be returned after the contract has been awarded by the County Board.

The bid bond or cashier's check of the successful bidder **shall be returned** by the County of Will at such time as a **\$5,000 Performance Bond** is delivered to the County of Will which shall be held for the entire length of the contract.

The performance bond from the successful bidder will be returned upon satisfactory completion of contract.

### **DEFAULT:**

In case of default by the successful Bidder, the County of Will may procure the articles or services from other sources, and may deduct from the unpaid balance due the defaulting successful bidder, any additional costs incurred as a result of the default. The prices paid by the County of Will shall be considered the prevailing market price at the time such purchase is made.

### **NON-DISCRIMINATION:**

The Contractor shall at all times observe and comply with any law, statute, regulation or the like relating in any way to civil rights including but not limited to the Public Works Employment Discrimination Act, 775 ILCS 10\0.01 et seq.

### **PRIME CONTRACTOR CERTIFICATION:**

Included in this bid package is a prime contractor certification form. The Prime Certification form **MUST** be completely filled out and included with your bid package or it will be rejected.

### **ILLINOIS FREEDOM OF INFORMATION ACT:**

Any and all submissions to the County of Will become the property of the County of Will and these and any late submissions will not be returned. Your proposal will be open to the public under the Illinois Freedom of Information Act (FOIA) (5 ILCS 140/1, *et. seq.*) and other applicable laws and rules, unless you request in your proposal that we treat certain information as exempt. We will not honor requests to exempt entire proposals. You must show the specific grounds in FOIA or other law or rule that support exempt treatment. If you request exempt treatment, you must submit an additional copy of the proposal with exempt information deleted. This copy must tell the general nature of the material removed and shall retain as much of the proposal as possible. In the event the County of Will receives a request for a document submitted, the County of Will shall provide notice to contractor as soon as practicable. Regardless, contractor will be responsible for any costs or damages associated with defending your request for exempt treatment. Furthermore, contractor warrants that County of Will's responses to requests for a document submitted that is not requested to be exempt will not violate the rights of any third party.

Please be advised that if your proposal is accepted by the County of Will all related records maintained by, provided to, or required to be provided to the County of Will during the contract duration are subject to FOIA. In the event the County of Will receives a request for a document relating to contractor, its provision of services, or the arranging for the provision of services, the County of Will shall provide notice to contractor as soon as practicable and, within the period available under FOIA, contractor may then

identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment. Furthermore, contractor will warrant that County of Will's responses to requests for a document relating to contractor, its provision of services, or the arranging for the provision of services, will not violate the rights of any third party.

Please be advised also that FOIA provides that any record in the possession of a party with whom the County of Will has contracted to perform a governmental function on behalf of the County of Will, and that directly relates to the governmental function and is not otherwise exempt under FOIA is considered a public record of the County of Will for purposes of FOIA. 5 ILCS 140/7(2). As such, upon request by the County of Will (or any of its officers, agents, employees or officials), the contractor shall provide to the County of Will at no cost and within the timeframes of FOIA a copy of any "public record" as required by FOIA and in compliance with the provisions of FOIA. After request by the County of Will, contractor may then identify those records, or portions thereof, that it in good faith believes to be exempt from production and the justification for such exemption. Regardless, contractor will be responsible for any costs or damages associated with defending the request for exempt treatment.

### **PREVAILING WAGE:**

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://www.state.il.us/agency/idol/rates/rates.HTM>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, *including but not limited to*, all wage requirements and notice and record keeping duties.

### **CERTIFIED PAYROLL REQUIREMENTS:** ([Public Act 94-0515](#))

Effective August 10, 2005 Vendors and Subcontractors on public works projects must submit certified payroll records on a monthly basis to the public body in charge of the construction project, along with a statement affirming that such records are true and accurate, that the wages paid to each worker are not less than the required prevailing rate and that the Vendor is aware that filing records he or she knows to be false is a Class B misdemeanor.

The certified payroll records must include for every worker employed on the public works project the name, address, telephone number, social security number, job classification, hourly wages paid in each pay period, number of hours worked each day, and starting and ending time of work each day. These certified payroll records are considered public records and public bodies must make these records available to the public under the Freedom of Information Act, with the exception of the employee's address, telephone number, and social security number. Any Vendor who fails to submit a certified payroll or knowingly files a false certified payroll is guilty of a Class B misdemeanor.

### **INCREASED PENALTIES for PREVAILING WAGE VIOLATIONS:** ([Public Act 94-0488](#))

Effective January 1, 2006, penalties for violations of the Prevailing Wage Act will increase from 20% to 50% of the underpaid amounts for second or subsequent violations. An additional penalty of 5% of the underpayment penalty must be paid to workers for each month the wages remain unpaid (up from the current 2% penalty).

For violations that occur after January 1, 2006, the debarment period --during which Vendors are ineligible for public works contracts -increases from 2 years to 4 years if two notices of violation are issued/serious violations occur within a 5-year period. In addition, a new monetary penalty of \$5,000 may be assessed against Vendors who retaliate against employees who report violations or file complaints under the Prevailing Wage Act.

### **AWARDING OF BID:**

The bidder acknowledges the following: (a) this advertisement for bids may be canceled for good cause when in the best interests of the County, (b) the County Board retains the right to reject any and all bids in whole or in part for good cause when in the best interests of the County, and (c) the County Board retains the right to reject any and all bids in whole or in part not in compliance with the advertisement for bids, to waive any non-material informalities or irregularities for any bid received, to accept the lowest responsible, responsive bid after all bids have been examined and evaluated, and to determine not to proceed to contract on any particular bid. The bid is expected to be approved at the May 16, 2019 meeting of the Will County Board.

### **SUBMITTAL REQUIREMENTS:**

Each of the following Products shall be submitted by the bid time mentioned herein in order that the bid will be considered:

1. **\$5,000.00 Deposit**, in the form of a **Bid Bond** or **Cashier's Check**
2. **Signed** Copy of Prime Contractor Certification
3. **Signed** and completed Receipt of Addenda Form
4. **Signed** and completed Bid Form
5. General Information Sheet (**Attachment A**)
6. References (**Attachment B**)
7. Contractor Qualification Sheet (**Attachment C**)
8. Disposal Cost Sheet (**Attachment E**)
9. Destination Facilities (**Attachment F**)
10. Mobilization, Drum delivery and pickup, and Paint collection site cost sheet (**Attachment G**)
11. List of Available Dates for Mobile HHW Collection Events (**Attachment H**)
12. Example Site Safety Plan (**Attachment I**)
13. Description of Operations
14. Compliance History
15. Financial Information
16. **Signed** Agreement/Contract

**PRIME CONTRACTOR CERTIFICATION**

The undersigned hereby certifies that \_\_\_\_\_

Name of Bidder

is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or 33E-4 of the Criminal Code of 1961.

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: A person who makes a false certificate commits a Class 3 Felony.

Sections 33E-3 and 33E-4 provide as follows:

**33E-3. Bid-rigging.** A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid-rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

**33E-4 Bid rotating.** A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33 can be reported to the Office of the Will County State's Attorney at (815) 727-8453.



# **REQUEST FOR PROPOSALS**

## **HOUSEHOLD HAZARDOUS WASTE PROGRAM**

### **COUNTY OF WILL, ILLINOIS WILL COUNTY LAND USE DEPARTMENT, RESOURCE RECOVERY & ENERGY DIVISION FOR 2019 – 2022**

#### **GENERAL SPECIFICATIONS**

##### **1. Intent**

It is the intent of the County of Will, Illinois (“the County”) to consider proposals from qualified firms to primarily operate mobile household hazardous waste (HHW) drop off events. If needed, the County may also request Contractor to conduct a delivery of HHW related supplies or a pickup of HHW from County designated locations.

Optimally, the Contractor will conduct 4 to 6 mobile HHW Drop Off events per year for the length of the contract. The actual number of events conducted will depend upon available funding and program needs. Each event will most likely be held on a Saturday. The location and date of the events in cooperation with the Contractor will be determined by the County. The event operating hours are anticipated to be from 8:00 am to 3:00 p.m. not including setup/tear down time.

Also as needed, the Contractor will deliver HHW related supplies, such as drums, drum liners, pallets, cubic yard boxes, and labels to a County designated location(s). Additionally, as needed, the Contractor will load, transport, and dispose household hazardous waste from County designated locations within the County. The number of supply deliveries and HHW pickups from the County designated locations per year will vary depending on available funding, program needs, status of state agreements, and site development of designated locations.

##### **2. Scope of Work**

This contract shall include, but not be limited to, all labor, equipment, materials, supplies, transportation, and disposal costs for the following work:

###### Mobile Household Hazardous Waste (HHW) Drop Off Events

The Contractor shall plan, manage and operate mobile drop off events to collect (remove from participant’s vehicles), identify, classify, sort, containerize, lab pack, bulk, overpack, store, manifest, label, transport, and dispose of household hazardous wastes. Household hazardous wastes shall also include unused or expired residentially generated medication dropped off during mobile drop off events by local police departments. All household hazardous wastes collected in accordance with the terms of this contract shall be removed from the site by the end of the same day the event was conducted. All other wastes and materials shall be removed from the site by the end of the same day the drop off event was conducted unless otherwise allowed or arranged by the County. A basic cold lunch and bottled water shall be provided to the County staff and community volunteers, approximately three to ten people, staffing the drop off event for traffic control and participant surveys. The contractor shall be responsible for final disposition of household hazardous wastes at approved and properly permitted facilities.

### HHW Supply Delivery

Upon County request, the Contractor shall deliver and unload grade A or # 1 grade pallets, cubic yard boxes, empty DOT approved drums, cubic yard box or drum liners, and/or labels to a County designated location. The typical number of items delivered will be in units of ten. The County's designated location may not have a loading dock or pallet jack available. Therefore, contractor needs to utilize a truck with a hydraulic lift and provide a pallet jack for delivery. The number of pickups per year will vary from zero to approximately six depending on the available funding, program needs, state agreements, and site development. The contractor will have twenty-one (21) business days to conduct a delivery after the request has been received from the County unless a later date is agreed upon by the County.

### HHW Pick up

As needed, the Contractor will service County designated locations. Service at these locations include either packaging HHW into containers or cubic yard boxes and/or loading prepackaged HHW containers or cubic yard boxes into Contractor's truck, and will include labeling and paperwork for transport, and transport off-site for recycling or disposal as designated by County. Contractor will need to provide a truck with a hydraulic lift and a pallet jack for loading containers. The typical number of drums picked up per service request will be approximately twenty (20) drums or more depending on program need. The typical number of cubic yard boxes picked up per service request will be approximately ten (10) cubic yard boxes or more depending on program need. The contractor shall be responsible for final disposition of wastes at approved and properly permitted facilities. The contractor will have twenty-one (21) business days to conduct a service request after request has been received from the County unless a later date is agreed upon by the County.

## **3. Award**

The proposals received shall be assessed by the County staff within the Will County Land Use Department, Resource Recovery & Energy Division. The contract will be awarded to the Contractor whose proposal scores the highest based upon the following criteria:

- a. Proposal Content- Responsiveness to RFP (5 points).
- b. Service Abilities- Exhibit abilities and limitations, proximity of staff and equipment deployment location (10 points).
- c. Technical Requirements of Specifications – Indicate a plan to successfully provide the services required. This should include a description of your operations of the work described within the Scope of Work (5 points).
- d. Availability (5 points).
- e. Liability protection (5 points).
- f. Financial Responsibility & Compliance History of Contractor (5 Points)
- g. Disposal Cost for an average County event. Disposal Costs provided for County preferred disposition options. (35 points)
- h. Mobilization Costs (25 Points).
- i. References- Exhibit the experience to perform in accordance with the specifications (5 points).

The County reserves the right to award contracts to one or more Contractors. In addition, the County reserves the right to enter into two or more contracts with a single Contractor. The County reserves the right not to award a contract to any Contractor or to award a contract for less or more work that is not outlined in this RFP. The County reserves the right to reject any and all bids. No Contractor shall derive any right or expectancy from the submission of a bid under this RFP. Upon submission of a bid under this RFP the Contractor agrees to the terms of the Agreement. For Mobile HHW Drop Offs the County reserves the right to utilize a different contractor for any waste stream (for example, but not limited to, used oil, antifreeze, latex paint, lead acid batteries, fire extinguishers, gas cylinders, and/or rechargeable batteries) if determined to be financially beneficial to the County or more beneficial to the environment.

All costs incurred in response to the RFP, including preparation of the proposal, correspondence, reproduction costs, material review, etc. are not reimbursable by the County to either successful or unsuccessful proposers. All data and information furnished by the County or referred to in this RFP are furnished for the proposer's convenience. The County does not guarantee that such data and information are accurate and assumes no responsibility whatsoever as to their accuracy or interpretation. Proposers shall satisfy themselves as to the accuracy or interpretation of all such information or data. All proposals submitted in response to this RFP shall be deemed public record.

The County reserves the exclusive right to require the Contractor to participate in periods of further good faith negotiation or renegotiations of contract terms during the initial or any subsequent contract term, to address unforeseen conditions or substantial changes in circumstances which may arise during contract implementation, or for such other reasons as the County may determine are appropriate.

#### **4. Permits, Fees and Governmental Restrictions**

The Contractor shall comply with all applicable standards, federal, state and local laws and regulations with respect to all aspects of the work completed for the contract. The Contractor's staff conducting the work shall have current and proper certification according to applicable laws and regulations. The Contractor shall secure all statutory and regulatory authorizations, permits, approvals, certifications, licenses, and insurance necessary to provide the services described herein prior to the commencement of performing the services described herein. Including, but not limited to, staff certifications, licensed waste transporter permits, disposal authorizations and state and federal identification numbers per site location if required. The County will not pay any fuel or energy related surcharge fees imposed by the Contractor or submitted in any form of payment request by the Contractor.

#### **5. Supervision**

The Contractor shall be responsible for the supervision and direction of their workers, including subcontractors. The Contractor is solely responsible for all means, methods, techniques, sequences, and procedures, and for coordinating all portions of the work under the contract. The Contractor will be responsible for ensuring all of their workers abide requirements (i.e. no smoking on public school property) within facility use agreements secured by the County.

#### **6. Ineligible Participants at Mobile Household Hazardous Waste Drop Offs**

Household hazardous wastes collected at the mobile HHW events must be residentially generated. The Contractor shall reject all wastes delivered to the mobile Drop Off site that are not residentially generated, such as wastes generated by commercial or industrial entities.

#### **7. Waste Management Method Specifications**

The County strongly urges that, whenever technically and financially feasible, the wastes be recycled for reuse, or chemically, physically, and/or biologically treated so as to render the wastes non-hazardous as allowable by law. It is the County's desire to reuse, recycle, process, treat, minimize and consolidate as much waste as is possible prior to shipment for final disposal. Direct material reuse, recycling, beneficial reuse (energy recovery) and treatment are preferred methods of waste management.

Disposal of the wastes by landfilling shall only be considered acceptable for specific waste streams that do not have reasonably priced alternate disposal options. It shall be the Contractor's responsibility to notify the County whenever non-landfill disposal methods are unavailable for a particular waste and to further submit documentation of unavailability at the County's request at the time of billing. The County may, in its sole discretion, refuse to make

payment for the landfill disposal of any specific quantity of waste which is appropriate for recycling, treatment, or incineration unless the County has received the requested written documentation of the refusal of recycling, treatment, and incineration facilities to accept that waste.

Contractor shall not manage non-hazardous waste as hazardous waste. Non-hazardous waste shall be recycled or disposed of as non-hazardous waste.

The Contractor shall submit to the County the names and contact information of the facilities proposed by the Contractor to recycle, treat, store and dispose of wastes. This includes interim and final destination facilities. The County reserves the right to accept or reject the use of any such facility. All facilities listed by Contractor must be currently in compliance with all applicable regulations. Failure of the Contractor to use facilities designated in the Contractor's proposal may result in the County's refusal to pay for the recycling, treatment or disposal of the wastes. Designated facilities may not be changed without the prior written consent of the County. Any delay or additional costs which arise as the result of any County determination rejecting a particular facility or particular methodology designated by the Contractor shall be the sole and exclusive risk of the Contractor.

### **8. Site Provision**

For Mobile HHW Drop Off Events, the County will identify and schedule all sites for the events. The Contractor will be consulted prior to event date confirmation. County determined sites will generally be located on large paved and unobstructed parking lots accessible to the public. The County will schedule a pre-event meeting with the Contractor at the site location prior to the scheduled event to determine the traffic flow and equipment setup location(s). All sites will be available to the Contractor for setup at 6 am of the morning of the event. If the Contractor requires setup the afternoon or evening prior to an event, any site required or Contractor required or requested site security would be the responsibility of the Contractor. The Contractor shall provide and use chemical resistant, slip resistant impervious tarps or plastic film in the participant or vehicle unloading area and the contractors waste sorting and packaging area. The plastic liner/sheet or tarp must be of a thickness so that vehicle traffic does not cause rolling, tearing, or a breach in the liner or tarp. The Contractor shall clean up all spills and remove all oil dry or residuals from the site in an approved manner. At the end of the event the Contractor must sweep, remove, and dispose all debris from the parking lot in the vehicle unloading, waste sorting, packaging, and loading area. If Contractor cleanup methods are deemed to be ineffective or incomplete by the County, the Contractor shall provide a street sweeper to more thoroughly clean the site. The Contractor shall remove all litter, including blown litter, derived from the Drop Off event activities and dispose properly. The Contractor shall ensure that the physical condition of the site after the event is the same as the condition of the site before the event. The Contractor shall be responsible for damages to the site and County designated locations caused by the Contractor. The Contractor shall repair any and all damages to the buildings, grounds, or other physical structures caused by their operations or personnel at no expense to the County or site owner.

For HHW supply delivery or HHW Pick up from County designated locations, contractor shall be prepared to load and unload from Contractor's truck without a loading dock. Therefore, Contractor trucks shall be equipped with a hydraulic lift and pallet jack.

### **9. Safety**

The Contractor shall implement engineering controls and work practices, which reduce contamination of work areas or exposure to employees or persons and to minimize accidents. The Contractor shall take necessary precautions for the safety of its employees, and shall comply with all applicable provisions of federal, state and local safety laws. The County does not guarantee that any site is safe. The Contractor shall determine whether site conditions are

safe for Contractor personnel. The County supervisor on site shall be able to request changes or modifications to the site safety plan or operations in regards to improving safe practices while performing under this agreement.

#### **10. Safety and Health Plans/Emergency Response Plans**

The Contractor shall prepare and submit a complete outline of its Health and Safety Plan as well as its Emergency Response Plan for each individual mobile HHW Drop Off event (see an example in Attachment I). The County may provide copies of these completed plans to local public safety agencies prior to each event in case an emergency arises. Contractor agrees to cooperate with, assist, and answer questions posed by public safety agencies that would be involved in any emergency response. Both the Health and Safety Plan and Emergency Response Plans must be submitted to the County fourteen (14) days before a Mobile HHW Drop Off Event.

#### **11. Provision of Equipment and Supplies**

Contractor shall provide all equipment and supplies to complete and conduct the work described herein including, but not limited to, transport vehicles, personal protective gear, emergency gear, equipment, forklift, drum grabber attachment for forklift, pallet jack, pallets, cubic yard boxes, drums, overpack drums, other packaging materials, refuse dumpsters, tarp or plastic film, emergency eyewash and shower, safety equipment, traffic cones, decontamination material, spill prevention or cleanup supplies and equipment, portable toilets, tents, trucks with hydraulic lifts.

#### **12. Subcontractors**

Use of subcontractors must be clearly explained in the proposal. The Contractor will arrange for and manage any subcontractors necessary to provide any services or work described herein. The Contractor is responsible for ensuring that any subcontractors utilized under the contract adhere to the requirements of the contract and all applicable standards, laws, and regulations. All subcontractors to be used must be listed in the proposal. No more than 20% of workers at HHW drop off events may be subcontractors that are temporary day laborers with minimal to no hazardous waste or materials experience with remaining 80% being actual employees of contractor or hazardous waste or materials industry experienced subcontractors. Subcontractor with one year or more experience within hazardous waste or materials industry will be considered experienced for the purposes of this Agreement. All work to be completed by a subcontractor should be listed within the proposal.

#### **13. Generator Status Assumed by Contractor**

The Contractor shall assume generator status for all hazardous waste or waste materials collected, removed, or picked up during services or work described herein. The Contractor is solely responsible for the packaging, transportation, storage, treatment, disposal, and documentation of all waste material in strict compliance with applicable laws and regulations, and the terms and conditions of the County's contract with the Contractor.

#### **14. Manifest Preparation, Waste Profiles, and Waste Tracking Requirements and Reporting**

The Contractor shall complete any waste profiles, manifests, bills of lading, and other paperwork necessary for all materials or waste to satisfy requirements of the permitted transfer, storage, or disposal facilities receiving the materials or waste and/or all applicable regulatory authorities, such as, but may not be limited to the Illinois EPA, the U.S. Department of Transportation, and the U.S. EPA. The Contractor shall sign all manifests, upon review of their conformity with all federal and state rules and regulations prior to shipment. Bills of lading will be used when appropriate. Upon request of the County, the Contractor shall review all manifests and bills of lading with the County's representative on-site. The Contractor is required to submit proof of proper reuse, certificates of disposal, recycling, treatment, and destruction to the County. If waste is transferred from a Treatment, Storage, or Disposal Facility to another facility for final

disposal or destruction, a Certificate of Disposal or Destruction from the final disposal or destruction facility shall also be submitted to the County. Certificates of Disposal or Destruction from final disposal or destruction facilities shall be submitted to the County within six months after a Drop Off Event or HHW Pick up from a County designated location.

**15. Proposal Prices**

Each Contractor shall submit proposals on the appropriate forms for the mobilization costs, HHW supply delivery costs, HHW pick up costs, and Disposal Costs. Costs are firm for the length of the agreement.

Mobilization Costs: The Contractor shall propose the price for mobilization for each specified range of vehicles to be served and corresponding minimum number of vehicles Contractor is capable to unload at one time and minimum number of Contractor employees to be dispatched for a Mobile HHW Drop Off Event. Within 30 days prior to a scheduled Mobile HHW Drop Off Event the County will provide a Contractor Request Form to the Contractor, which specifies the expected range of vehicles and corresponding minimum number of vehicles Contractor is capable to unload at one time and minimum number of Contractor employees that the Contractor at a minimum shall plan for, provide, and be prepared to service on the day of the event. The County does not guarantee that any Mobile HHW Drop Off Event will have the actual number of vehicles specified in the range expected or designated by the County for an event. In an effort to minimize residents wait times the County will determine the expected range of vehicles based upon participation at previous events at the location and event advertising.

The table below specifies the Minimum Number of Employees that must be dispatched to mobilize and work Mobile HHW Event per vehicle range and the minimum number of corresponding vehicles Contractor is capable to unload at one time per that range:

Vehicle Range	Minimum Number of Employees	Minimum Number of vehicles to be served at one time.
Under 250 vehicles	12	2
250 to 499 vehicles	15	4
500 to 749 vehicles	20	6
750 to 999 vehicles	25	8
1000 to 1249 vehicles	30	8
1250 to 1499 vehicles	40	10
1500 to 2000 vehicles	50	10

Contractor may propose an incremental price in ATTACHMENT G that adjusts the mobilization costs to account for an actual increase of vehicle participation in increments of each one percent of vehicles above the County specified expected vehicle range for an event. See the formula to be used within ATTACHMENT G.

Any Contractor costs associated with equipment, supplies, personnel, setup, operations, transportation, non-hazardous waste disposal (packaging, empty containers from participants, waste from event operations), non-contaminated cardboard recycling, food for County event workers and volunteers, dumpsters, portable toilet rental, forklift rental etc. for the event should be included in the mobilization costs. The Contractor shall also propose a new 30-gallon fiber drum cost for any new drums with liner and labels that may be provided to local police departments during the event. The Contractor shall also propose the price for overpacking

residentially generated 55-gallon drums received in poor condition with an 85-gallon drum at a Mobile HHW Drop Off Event.

HHW Supply Delivery Costs: The Contractor shall propose the price for labor, equipment, and transportation to conduct a delivery and unloading of HHW Supplies at a County designated location. The Contractor shall also propose the price for HHW supplies listed ATTACHMENT G.

HHW Pick Up Costs: The Contractor shall propose the price for loading and transporting containers of HHW from a County designated location. Any Contractor costs associated with labor, equipment, & transport should be included in the pickup costs. Disposal costs for wastes picked up will be included on the Disposal Cost Sheet.

Disposal Costs: The County shall pay Contractor disposal costs for wastes accepted at Mobile HHW Drop Off Events and picked up from County designated locations as provided by the Disposal Cost Sheet. The calculation of the disposal costs shall be based upon the actual number of containers and container size per waste stream removed by the Contractor. Contractor shall provide sufficient documentation regarding the container size and the recycling, treatment, and or destruction of wastes to enable the County to authenticate the Disposal Fees claimed pursuant to this Section. Such documentation shall include a detailed invoice, manifests, weight per line of manifest, Certificates of Tracking, Recycling, Destruction, Disposal and other documentation recognized by applicable regulatory authorities. The County reserves the right to verify disposal.

#### **16. Estimated Quantities for Mobile HHW Drop Off Events**

The quantities indicated are approximate amounts of waste disposed (Attachment D) during an average Mobile HHW Drop Off Event conducted in the County in the past year and are provided to assist the Contractor in determining waste disposal costs. The County does not guarantee any specific amount and shall not be held responsible for any deviation. In any event, the successful Contractor shall cover and satisfy the County's requirements whether more or less than the estimated amount is received.

#### **17. Performance Level at Mobile HHW Drop Off Events**

Contractor shall provide the minimum number of Contractor employees as listed per range of vehicles expected at event by County as listed within Section 15 within this RFP. The purpose of the minimum number of Contractor employees and vehicles to be served at one time is to reduce resident wait times and prevent long vehicle queue lines. Vehicle range and corresponding minimum number of vehicles to be served at one time per event will be determined by County. Minimum number of employees must be on site working event from one hour prior to scheduled event start time to and until event end time or last vehicle in line is served after event end time, whichever is later, unless County event manager grants permission for a reduction in number of employees during event. No more than 20% of workers at HHW drop off events may be subcontractors that are temporary day laborers with minimal to no hazardous waste or materials experience with remaining 80% being actual employees of contractor or hazardous waste or materials industry experienced subcontractors. Minimum number of employees may be at a reduced level for lunch or break purposes, but should be scheduled at staggered timeframes to reduce impact on service level. Minimum number of contractor employees and industry experienced subcontractors and maximum number of subcontractor temporary day laborers with minimal to no experience employees on site will be verified by County Site Manager inquiries of site workers, County provided sign in sheet, and head counts, and/or inquiries of subcontractors conducted by County throughout event. If County determines Contractor has less than minimum number of Contractor employees and industry experienced subcontractors or more than maximum number of subcontractor employees with minimal to no experience on site as required, the County will inform project

manager of Contractor prior to concluding that the minimum or maximum are not present or are present. Subcontractor with one year or more experience within hazardous waste or materials industry will be considered industry experienced for the purposes of this Agreement. A performance penalty of \$500 per employee below the minimum number of contractor employees and/or industry experienced subcontractors or above the maximum number of subcontractor temporary day laborers with minimal to no experience for event will be levied on the contractor at time of invoice payment. A performance penalty will be deducted from invoice amount upon payment by County, unless penalty is included on invoice by Contractor. A penalty will not be levied if County event manager grants permission for a modification in number of employees during the event.

## **18. Invoicing**

Contractor shall submit one invoice which includes all costs and penalties, if applicable, within thirty days after conducting each Mobile HHW Drop Off Event, HHW supply delivery, or HHW pick up from a County designated location. All invoices must be submitted to the Will County Land Use Dept., Resource Recovery & Energy Division, 58 E. Clinton St, Suite 100, Joliet, IL 60432.

Invoices must include relevant disposal backup information for each waste stream such as: weight in pounds, container size, quantity of containers, unit price, waste management method of disposal (recycled, burned for fuel, treated, incinerated, or landfilled). Waste stream listed on invoice must match waste stream billed under as listed on Disposal Cost Sheet, Attachment E, and Waste Management Method. Acronyms used on invoice must be defined on the invoice. Weight in pounds shall be included for each waste stream on invoice regardless if weight of waste is necessary to determine or verify disposal cost.

## **19. Payments**

Billing for each category must match the amount indicated on the respective cost sheets within the contract. Any deviations from the contract must have prior authorization from the County.

All pay-outs/payments will be made within sixty (60) days of invoicing following the completion and submittal of all required paperwork as stated in the contract documents after each event or service date. Payment shall be made pursuant to the Illinois Local Government Prompt Payment Act. In the event the Will County Board fails to appropriate funds for this Agreement, the obligations of both the Contractor and the County will cease immediately without any penalty, including but not limited to liquidated damages or any other payments.

## **20. Taxes**

Will County is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax and Federal Excise Tax. The Contractor shall pay workers compensation, unemployment, FICA and all other taxes imposed by Local, City, State and Federal Governments.

## **21. Additional Information**

For additional information about this request for proposals, contact Rita Weiss, Purchasing Director, via email at [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com). Any and all changes to these specifications are valid only if they are included by written Addendum to all Contractors.



**ATTACHMENT A  
GENERAL INFORMATION SHEET**

**AUTHORIZED REPRESENTATIVES:**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

**RECEIPT OF ADDENDA:** The receipt of the following addenda is hereby acknowledged:

Addendum No.: \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No.: \_\_\_\_\_ Dated \_\_\_\_\_

In submitting this proposal, it is understood that Will County reserves the right to reject any or all Bids, to accept an alternate Bid, and to waive any informality in any Bid.

**BUSINESS ORGANIZATION:** (check one only)

- Sole Proprietor: An individual whose signature is affixed to this proposal.
- Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.
- Corporation: State of incorporation: \_\_\_\_\_
- Limited Liability Company
- Non-profit Corporation
- 501c3 U.S. Internal Revenue Code organization

By signing this proposal document, the bidder hereby certifies that they are not barred from bidding on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Business Name: \_\_\_\_\_

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

Print or Type Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

**ATTACHMENT B**  
**REFERENCES**  
(ATTACH ADDITIONAL PAGES AS NEEDED)

List below other organizations (users of similar size, structure, and proximity to Will County preferred) for which these or other similar services have been provided:

Organization Name City, State Phone Number Contact Person Dates of Service	
Organization Name City, State Phone Number Contact Person Dates of Service	
Organization Name City, State Phone Number Contact Person Dates of Service	
Organization Name City, State Phone Number Contact Person Dates of Service	
Organization Name City, State Phone Number Contact Person Dates of Service	





## ATTACHMENT D

### APPROXIMATE AMOUNT OF WASTES RECEIVED DURING AN AVERAGE MOBILE HHW DROP OFF EVENT WITHIN WILL COUNTY\*

<b>Waste Type</b>	<b>Management Type</b>	<b>Waste Amount</b>
Aerosols Poison/Toxic LP	Incineration	one 30-gal drums /50 pounds
Aerosols Flammable LP	Fuel Blended	three CY Boxes/1,150 pounds
Antifreeze (Bulked in truck or drums)	Treated/Recycled	90 gallons/801 pounds
Batteries Lithium	Recycled	one 5-gal drum/ 20 pounds
Batteries Ni-Cad	Recycled	two 5-gal drum/ 35 pounds
Corrosive Acids LP	Treated	two 55-gal drums/250 pounds
Corrosive Caustics LP	Treated	two 55-gal drums/315 pounds
Cylinders, Propane- Handheld	Recycled/Reuse	70 handheld cylinders/140 pounds
Flammable Liquids/ Oil Based Paint LP	Fuel Blended	nine CY Boxes/7,450 pounds
Flammable Liquids/Paint LP	Fuel Blended	twelve 55-gal drums/3,060 pounds
Flammable Liquids/Solvents Bulked	Fuel Blended	six 55-gal drums/2140 pounds
Compact Fluorescent/Mercury Bulbs	Recycled	three 55-gal drums/335 pounds
Flourescent Lamps, 4ft boxes	Recycled	14 boxes/ 303 pounds
Flourescent Lamps, 8ft boxes	Recycled	4 boxes/ 76 pounds
Latex Paint LP	Recycled	twenty-three CY boxes/19,560 pounds
Lead-Acid Batteries	Recycled	one pallet/720 pounds
Lead-Acid Batteries	Recycled	two 30-gal dums/200 pounds
Medical Waste/Sharps	Autoclaved/Incinerated	one 5-gal drum/ 20 pounds
Mercury	Recycled	one 5-gal drum/30 pounds
Metallic Paint (Aluminum, Zinc) LP	Incinerated	one 15-gal drum/105 pounds
Oxidizers-Liquids LP	Treated	two 55-gal drums/310 pounds
Oil	Recycled/Fuel	450 gallons/3300 pounds
Reactives	Incinerated	three 5-gal drum/15 pounds
Toxic Liquids	Incinerated	twelve 55-gal drums/2,350 pounds
Toxic/Poison Solids LP	Incinerated	three CY Box/1700 pounds
Pharmaceuticals (non-controlled)	Incinerated	two 30-gal drums/175 pounds

*\*Approximates are based upon the average of the six Drop Off events with an average 460 attending vehicles held in 2018 through the Will County HHW program.*

*Not all possible waste categories represented.*

LP= Loose Packed in consumer packaging

**ATTACHMENT E  
DISPOSAL COST SHEET**

- The disposal cost sheet must be completed in its entirety. Provide a unit cost for each waste stream and waste management method. If a particular drum size and/or cubic yard box would not be used for a specific waste stream and/or waste management method then indicate "No Bid".
- An additional table is provided for Contractor to list and provide a cost for more environmentally responsible and/or economical waste management methods for specific waste streams that may be available and are not currently listed within Attachment E. The additional table is also for waste streams acceptable by the Contractor that are not listed within Attachment E.
- Any and all exceptions to these specifications must be clearly and completely indicated on this cost sheet.
- Gray scaled/shaded boxes are to remain empty.

Waste Stream & Waste Management Method	Unit Cost				
	5-Gal Drum	15-Gal Drum	30-Gal Drum	55-Gal Drum	Cubic Yard Box
<b>Aerosols, Flammable:</b>					
-Fuel Blended					
<b>Aerosols, Poisons:</b>					
-Incinerated					
<b>Asbestos:</b>					
- Landfilled					
<b>Asbestos-Roofing Tar Liquids:</b>					
- Landfilled					
<b>Batteries, Alkaline:</b>					
- Recycled					
<b>Batteries, Lithium:</b>					
- Recycled					
<b>Batteries, Mercury:</b>					
- Recycled					
<b>Batteries, Nickel-Cadmium:</b>					
-Recycled					
<b>Batteries, Other Rechargeable:</b>					
-Recycled					
<b>Corrosives:</b>					
Treated					
<b>Environmentally Hazardous Substance, n.o.s.:</b>					
- Treated					
- Incinerated					
<b>Flammable Liquids, bulked:</b>					
-Fuel Blended					

<b>Flammable Liquids, not suitable for bulking:</b>	<b>5-Gal Drum</b>	<b>15-Gal Drum</b>	<b>30-Gal Drum</b>	<b>55-Gal Drum</b>	<b>Cubic Yard Box</b>
-Fuel Blended					
-Incinerated					
<b>Flammable Liquids, Toxic:</b>					
-Fuel Blended					
-Incinerated					
<b>Mercury/Mercury Containing Items:</b>					
-Recycled					
<b>Metallic Paint (Aluminum, Zinc)</b>					
-Incinerated					
<b>Organic Peroxide Liquids:</b>					
Incinerated					
<b>Oxidizers:</b>					
Treated					
Incinerated					
<b>Oil Filters</b>					
Recycled					
<b>Old/Unused Medication (Non-DEA Controlled only)</b>					
Incineration					
<b>PCB Capacitors, Ballasts, &amp; Transformers:</b>					
Incinerated					
Recycled					
<b>PCB Contaminated Liquids:</b>					
Incinerated					
<b>Reactives</b>					
Incinerate					
<b>Toxic Liquids, n.o.s.:</b>					
Incinerated					
<b>Toxic Liquid, Penta-Reactive:</b>					
Incinerated					
<b>Toxic Solids:</b>					
Incinerated					

**ATTACHMENT E (Continued)  
DISPOSAL COST SHEET**

<b>Waste Stream &amp; Waste Management Method</b>	<b>Contractor Preferred Method for Waste Management ("X")</b>	<b>Minimum Truck Cost -if applicable</b>	<b>Unit Cost (30-gallon drum)</b>	<b>Unit Cost (55-gallon drums)</b>	<b>Unit Cost (per gallon)</b>
<b>Antifreeze:</b>					
-Bulked in Drums & Recycled					
-Bulked in Truck & Recycled					
<b>Waste Oils:</b>					
-Bulked in Drums & Burned for Fuels or Recycled					
-Bulked in Truck & Burned for Fuels or Recycled					



**ATTACHMENT E (Continued)  
DISPOSAL COST SHEET**

<b>Waste Stream &amp; Waste Management Method</b>	<b>Vendor Preferred Method (Mark "X")</b>	<b>Unit Cost (Cubic Yard Box)</b>	<b>Unit Cost (20 cubic yard roll-off dumpster)<sup>a</sup></b>	<b>Unit Cost (30 cubic yard roll-off dumpster)<sup>a</sup></b>
Latex Paints/Stains:				
-Loose packed & fuel blended				
-Loose packed & recycled <sup>b</sup>				
-Loose packed Solidified & Landfilled				
Oil-Based Paints/Stains:				
-Loose packed & fuel blended				
Commingled Oil and Latex Paints/Stains:				
-Loose packed & fuel blended				

- a. If roll-off dumpsters are utilized for loose packed paint the invoice cost for paint disposal will be pro-rated by percentage of paint in roll-off box at end of event. Percentage to be mutually agreed upon at the end of the event by representatives from Contractor and County.
- b. Recycling of Latex Paint is County preferred option.

<b>Waste &amp; Waste Management Method</b>	<b>Per Pound</b>
Bulbs/Lamps - Recycled:	
4 foot fluorescent bulbs	
8 foot fluorescent bulbs	
U-shaped fluorescent bulbs	
Compact fluorescent Bulbs	
HID Bulbs	
Halide Bulbs	

<b>Waste &amp; Waste Management Method</b>	<b>Unit Cost (Per pound)</b>
Lead Acid Batteries -Recycled	



**ATTACHMENT E (Continued)  
DISPOSAL COST SHEET**

Listed below are materials that the County may or may not accept at future events depending on disposal costs and available funding. If Contractor is unable to accept a waste stream indicate as “No Bid”. Gray scaled/shaded cells are to remain blank.

Waste Stream & Waste Management Method	Unit Cost				
	Per Cylinder/Canister	Per Pound	Loose packed in 30 gal drum	Loose packed in 55 gal drum	Loose packed in cubic yard box
<b>Compressed Gases (Recycled/Reuse):</b>					
Propane					
-Handheld					
-Small					
-Medium					
-Large					
Helium					
-Small					
-Medium					
MAPP Gas					
-Handheld					
-Small					
Oxygen					
-Small					
<b>Refrigerants:</b>					
-Handheld					
-Small					
-Medium					
<b>Fire Extinguishers:</b>					
-Small					
-Medium					
-Large					

Waste	5- gallon drum	15- gallon drum	20- gallon drum	30- gallon drum	55- gallon drum
Agricultural Chemicals and Fertilizers - incinerated:					
-solid					
-liquid					
Medical Waste – incinerated/autoclaved:					
-used & unused Sharps/needles					

**ATTACHMENT F  
DESTINATION FACILITIES**

(ATTACH ADDITIONAL PAGES AS NEEDED)

For each waste stream specified, indicate the proposed destination facility where the fuel blending, recycling, treatment, incineration, or landfilling will occur. If more than two facilities are to be used for one waste stream, provide additional information on attached sheets. If the same facility is used for more than one waste stream, only list full address, phone, contact, and EPA ID# for first time listed below.

<b>Waste Stream</b>	<b>Destination Facilities</b>	
Aerosols, Flammable -Fuel Blended	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Aerosols, Poisons -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Asbestos - Landfilled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Asbestos- Roofing Tar Liquids -Landfilled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Batteries, Alkaline -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Batteries, Lithium -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Batteries, Mercury	Name: Address:	Name: Address:

-Recycled	Phone: Contact: EPA ID#:	Phone: Contact: EPA ID#:
Batteries, NiCad -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Batteries, Other Rechargeable -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Corrosives -Treated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Environmentally Hazardous Substance, n.o.s. -Treated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Environmentally Hazardous Substance, n.o.s. -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Flammable Liquids, bulked -Fuel Blended	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Flammable Liquids, not suitable for bulking -Fuel Blended	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Flammable Liquids, not suitable for	Name: Address:	Name: Address:

bulking -Incinerated	Phone: Contact: EPA ID#:	Phone: Contact: EPA ID#:
Flammable Liquids, Toxic -Fuel Blended	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Flammable Liquids, Toxic -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Mercury/Mercury Containing Items -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Metallic Paint	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Organic Peroxide Liquids -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Oxidizers -Treated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Oxidizers -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Oil Filters -Recycled	Name: Address:	Name: Address:  Phone:

	Phone: Contact: EPA ID#:	Contact: EPA ID#:
Old/Unused Medication -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
PCB Capacitors, Ballasts, & Transformers -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
PCB Capacitors, Ballasts, & Transformers -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Non-PCB Ballasts -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
PCB Contaminated Liquids -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Reactives -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Toxic Liquids, Inorganic, n.o.s. -Treated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Toxic Liquids, Inorganic, n.o.s. -Incinerated	Name: Address:  Phone:	Name: Address:  Phone: Contact:

	Contact: EPA ID#:	EPA ID#:
Toxic Liquids, organic n.o.s. -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Toxic Liquid, Penta-Reactive -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Toxic Solids -Incinerated	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Antifreeze -Bulked in Drums and Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Antifreeze -Bulked in Truck and Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Waste Oil -Bulked in Drums and Burned for Fuels or Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Waste Oil -Bulked in Truck and Burned for fuels or Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Latex Paints/Stains -Fuel Blended	Name: Address:  Phone: Contact:	Name: Address:  Phone: Contact: EPA ID#:



	EPA ID#:	
Latex Paints/Stains -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Latex Paints/Stains -Solidified & Landfilled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Oil Based Paints and Stains -Fuel Blended	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Light Bulbs -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Lead Acid Batteries -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Propane Cylinders -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Helium Cylinders -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Refrigerants -Recycled	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:

Fire Extinguishers	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Agricultural Chemicals & Fertilizers (Solids)	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Agricultural Chemicals & Fertilizers (Liquids)	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Sharps/needles	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Other:	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Other:	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:
Other:	Name: Address:  Phone: Contact: EPA ID#:	Name: Address:  Phone: Contact: EPA ID#:

**ATTACHMENT G  
MOBILIZATION, HHW SUPPLY DELIVERY, HHW PICKUP SHEET**

**For Mobile HHW Drop Offs, HHW Supplies Delivery, and HHW Pick-ups from County Designated Locations Costs**

<b>Mobilization Cost for Mobile One-Day HHW Drop Offs<sup>a</sup></b>	<b>Unit Price</b>
Including all labor, material, equipment, forklift rental, portable toilet rental, cardboard recycling, dumpsters, and transportation necessary to plan, manage, operate, set up, tear down, and transport off-site an HHW mobile Drop Off event for the following expected range of participating vehicles predicted by County:	
Under 250 vehicles	
-250 to 499 vehicles	
-500 to 749 vehicles	
-750 to 999 vehicles	
-1000 to 1249 vehicles	
-1250 to 1499 vehicles	
-1500 to 2000 vehicles	
Optional incremental price increase in mobilization costs to account for an increase in increments of each 1% of vehicles above County expected vehicle range for event <sup>b</sup> .	
Include supply costs only for one (1) new thirty (30)-gallon fiber drum, one new plastic drum liner, and storage and transportation labels for one drum provided to police departments during drop off event.	
85-Gallon drum overpack cost	

<b>HHW Supply Delivery Costs<sup>a</sup></b>	<b>Unit Price</b>
Include all costs for labor, equipment, and transportation to conduct a drop off of supplies at a County designated location within the County. (Do not include supply costs here. Supply costs shall be indicated below.)	
Include supply costs only for ten (10) fifty-five (55)-gallon clean metal DOT approved drums, and storage labels, and transportation labels.	
Include supply costs only for ten (10) fifty-five (55)-gallon clean plastic DOT approved drums, and storage labels, and transportation labels.	
Include supply costs only for ten (10) new thirty (30) -gallon fiber drums with fiber lids, and ten (10) new plastic drum liners, storage labels, and transportation labels.	
Include supply costs only for ten (10) clean, five (5) - gallon plastic buckets/drums with a screw top lid and storage labels and transportation labels.	
Include supply costs only for ten (10) clean, DOT approved cubic-yard boxes with cubic-yard box liners and storage labels and transportation labels.	
Include supply costs only for ten (10) grade A wooden pallets	

**ATTACHMENT G (Continued)**

<b>HHW Pick Up Costs <sup>a</sup></b>	<b>Unit Price</b>
Include all costs for labor, equipment, and transportation to load full drums or cubic yard boxes of HHW into Contractor's truck at a County Designated Location within the County and then transported to Destination Facility listed by Contractor for each waste stream in Attachment F. (Do not include any disposal costs here. Disposal costs from Attachment E will be used.)	

Notes:

- a. Any and all exceptions to these specifications must be clearly and completely indicated on the bid sheet.
- b. For optional bid in increments of 1% above County expected vehicle range for event. For invoice purposes the following formula example should be used in the case of an increase in participation above expected vehicle range.

Example: Prior to event County requests Contractor to conduct event for an expected Vehicle Range of 750 to 999 vehicles.  
Actual number of vehicles attending event = 1100 vehicles  
Unit Price designated by CONTRACTOR for increase in vehicles for each 1% above vehicle range = \$20

$1100 \text{ vehicles} - 999 \text{ vehicles} = 101 \text{ vehicles} / 999 \text{ vehicles} = .10 \times 100 = 10(\%) \times \$20 = \$200$  increase in mobilization costs for event.

**ATTACHMENT H**  
**LIST OF AVAILABLE DATES**  
(ATTACH ADDITIONAL PAGES AS NEEDED)

Indicate with a “yes” or “no” the dates listed below within September, October, and November of 2019, which you are currently available to operate a Drop Off event. An updated list of unavailable dates for the remaining portion of the agreement will be confirmed with the successful Contractor at a later date:

<b>Date</b>	<b>Availability (yes/no)</b>
September 7, 2019	
September 14, 2019*	
September 21, 2019	
September 28, 2019	
October 5, 2019	
October 12, 2019	
October 19, 2019	
October 26, 2019	
November 2, 2019	
November 9, 2019	

\* Annual HHW Drop Off Event conducted every Second Saturday of September. Thirty employees traditionally requested for this event. Contractor required to be available on this Second Saturday of September each year of contract.

Additional available dates will be requested for the remaining portion of the contract at a later date.

**ATTACHMENT I  
EXAMPLE SITE SAFETY PLAN**

**INTRODUCTION**

The purpose of the site safety plan is to establish requirements for protecting the health and safety of employees of the Contractor, state and local government and the public during all activities conducted at the household hazardous waste Drop Off site.

The County supervisor on site shall be able to request changes or modifications to the site safety plan or operations in regards to improving safe practices at the Drop Off site.

The site safety plan has been written to avoid misinterpretation, ambiguity, and mistakes that verbal orders cause. The plan must be reviewed and approved by qualified personnel.

All organizations, which have an active role at the Drop Off site, must be familiar with the plan.

All workers involved at the Drop Off site must be familiar with the safety plan, or the parts that pertain to their specific activities. It is the responsibility of personnel involved at the site as workers to comply with the requirements in the plan.

All operations and equipment will comply with OSHA Regulations 29 CFR 1910.120 "Hazardous Waste Operations and Emergency Response" and applicable parts of OSHA 29 CFR 1910 and 1926.

**[A] Key Personnel**

Project Manager: \_\_\_\_\_ Cell Ph# \_\_\_\_\_

Safety Officer: \_\_\_\_\_ Cell Ph # \_\_\_\_\_

Alternate: \_\_\_\_\_ Cell Ph# \_\_\_\_\_

**[B] Employee Education and Training**

All operational employees participate in routine health and safety education and training programs. These programs directed by the Health and Safety Officer are designed to provide these employees with a thorough knowledge of hazardous materials, health and safety hazard potentials and compliance with federal OSHA 29 CFR 1910.120(e): 40 hours' initial instruction, 8 hours' refresher training, supervisor's additional 8 hours specialized training, and EPA requirements. As a minimum, this training includes the following:

- ◆ General Safety Rules
- ◆ Basics of Chemistry
- ◆ Basics of Toxicology/Physiology
- ◆ Hazardous Materials (types/characteristics)
- ◆ Hazard Communication Information
- ◆ Respiratory Protection
- ◆ Respirator Training
- ◆ Chemical Protective Clothing
- ◆ Decontamination Procedures/Personal Hygiene

- ◆ Fire Prevention/Protection
- ◆ First Aid/CPR
- ◆ Confined Space Work/Safety
- ◆ Atmospheric Testing/Sampling Procedures
- ◆ Emergency Response Procedures
- ◆ Electrical Hazard
- ◆ Federal and State Regulations

[C] Personal Protective Equipment

All Contractor and County personnel in the active work area will be required to wear Modified Level "D" equipment which will be at a minimum:

- ◆ Tyvek\* Disposable Coveralls
- ◆ Steel-toe Chemical Resistant Boots
- ◆ Goggles
- ◆ Latex Rubber Gloves - inner
- ◆ Chemical Resistant Gloves - outer

An alternate ensemble of personal protective equipment may be used by Contractor personnel when in the active work area in lieu of the above requirement, when ambient temperature and other ambient climatic conditions so warrant and are authorized in writing by the Agency PM or OSC. The alternate ensemble will consist of at least:

- ◆ Tyvek\* Disposable Pants
- ◆ A chemical resistant apron covering at least the chest and torso
- ◆ Chemical resistant sleeve protectors extending from the wrist to above the elbow
- ◆ A long-sleeve uniform or work shirt
- ◆ Steel-toe Chemical Resistant Boots
- ◆ Goggles
- ◆ Latex Rubber Gloves - inner
- ◆ Chemical Resistant Gloves - outer

In case of an accidental release of lab chemicals to the environment and the Site Safety Officer deems it necessary to go to Level "B", the following personal protective equipment will be required in addition to those items noted above:

- ◆ Latex Rubber Gloves
- ◆ Forearm Length Butyl Rubber Gloves
- ◆ Self-Contained Breathing Apparatus (SCBA)

[D] Medical Surveillance

All employees involved with this project work will participate in a health surveillance program under the direction of an Occupational Physician. This program will include a pre-project medical evaluation and a post-project follow-up examination (when required). The pre-project evaluation will consist of the following:

- ◆ Comprehensive Health and Exposure History
- ◆ Physical Evaluation
- ◆ Urinalysis
- ◆ SMAC 24 including total cholesterol and High Density Lipoproteins and GGTP
- ◆ Complete blood count (CBC), differential, hematocrit, and hemoglobin
- ◆ Chest X-ray
- ◆ Pulmonary Function Testing
- ◆ Audiometry
- ◆ Vision Testing (distant, near, color)

Additionally, each employee will be evaluated to determine if they are physically able to perform work while using respiratory protective equipment in compliance with 29 CFR Part 1910.134 and ANSI Z88.2 1980.

[E] Air Monitoring

Every team involved in this project will have an investigation kit containing the following equipment:

A Combustible Gas Monitor to detect: 1. percent LEL; 2. percent of oxygen; 3. hydrogen sulfide gas parts per million.

CLEAN-UP

Equipment contaminated with hazardous waste will be decontaminated on-site.

[F] Site Control

Physical access into the site shall be along \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Restricted site areas shall include, but not necessarily limited to the following:

- ◆ Exclusion (hot) zones - Note in detail.
- ◆ Contamination Reduction Corridors - Note in detail.
- ◆ Support Zone - Note in detail.

Attached is a map of the site with the above areas indicated. Access from the support zone will be such that entry must be made through the contamination reduction corridor in order to get to the exclusion zone. The exclusion zone will be clearly marked with fencing, rope, or barrier tape. Access to the contamination reduction corridor will also be clearly marked and the direction of entry shall be indicated with a sign.



[G] Personal Decontamination

LEVEL D (Modified)

- ◆ Remove chemical resistant outer gloves
- ◆ Remove Tyvek\* coveralls
- ◆ Remove hard hat, goggles/safety glasses
- ◆ Remove inner disposable latex gloves

LEVEL B

- ◆ Remove chemical resistant outer gloves
- ◆ Remove Tyvek\* coveralls
- ◆ Remove first pair of disposable latex gloves
- ◆ Remove SCBA
- ◆ Remove second pair of disposable latex gloves
- ◆ Clean respirator daily

[H] Decontamination Equipment

- ◆ Each employee will be trained in the use of decontamination equipment on site.
- ◆ Equipment will be provided so that each aspect of this site safety plan may be implemented.
- ◆ Equipment includes, but may not be limited to, an eyewash station and a portable shower with catch basin.
- ◆ Containers of decontamination water will be on site.
- ◆ Equipment will be easily accessible, outside of the hot zone, and all employees will be informed of the location of the equipment prior to event.

[I] Standard Operating Procedures

A. Personal Precautions

Eating, drinking, chewing gum or tobacco, smoking, or any practice that increases the probability of hand-to-mouth transfer and ingestion of material is prohibited in any area designated contaminated.

Hands and face must be thoroughly washed upon leaving the work area.

Whenever decontamination procedures for outer garments are in effect, the entire body should be thoroughly washed as soon as possible after the protective garment is removed.

No facial hair, which interferes with a satisfactory fit of the mask-to-face-seal, is allowed on personnel required to wear respirators.

Contact with contaminated or suspected contaminated surfaces should be avoided. Whenever possible, do not kneel on ground, lean, sit, or place equipment on drums, containers, or the ground.

Medicine and alcohol can potentate the effects from exposure to toxic chemicals. Personnel should not take prescribed drugs on response operations where the potential for absorption, inhalation, or ingestion of toxic substances exists unless specifically approved by a qualified physician. Alcoholic beverage intake should be avoided.

All personnel must be familiar with standard operating safety procedures and any additional instructions and information contained in the Site Safety Plan.

## B. Operations

- ◆ All personnel going on-site must be adequately trained and thoroughly briefed on anticipated hazards, equipment to be worn, safety practices to be followed, emergency procedures, and communications.
- ◆ All personnel going into areas designated for wearing protective equipment must wear respiratory protective devices and clothing.
- ◆ Personnel on-site must use the buddy system when wearing respiratory protective equipment. As a minimum, a third person, suitably equipped as a safety backup, is required during extremely hazardous situations.
- ◆ During operations, on-site workers act as safety backup to each other. Off-site personnel provide emergency assistance.
- ◆ Personnel should practice unfamiliar operations prior to doing the actual procedure.
- ◆ Entrance and exit locations must be designated and emergency escape routes delineated. Warning signals for site evacuation must be established.
- ◆ Communications using radios, hand signals, signs, or other means must be established before mobilization. Emergency communications should be prearranged in case of radio failure, necessity for evacuation of site, or other reasons.
- ◆ Wind indicators visible to all personnel should be strategically located throughout the site.
- ◆ Personnel and equipment in the contaminated area should be minimized, consistent with effective site operations.
- ◆ Work areas for various operational activities must be established.
- ◆ Procedures for leaving a contaminated area must be planned and implemented prior to going on-site. Work areas and decontamination procedures must be established based on expected site conditions.
- ◆ All fluids resulting from decontamination activities must be collected and properly disposed in accordance with regulations.

**Flammable liquid bulking area**—Proper bonding methods shall be utilized between all containers of flammable liquids being emptied and receiving drums. Proper grounding methods shall be utilized between bulking drums and the ground. The grounding wire(s) or cable(s) between the ground and drums shall be tested with an ohm meter. Acceptable ohm meter readings for the ground should be less than 25 ohms and usually at 1 ohm. A fire extinguisher should also be located in this area. Proper PPE to be worn in this area includes flame retardant aprons or smock, gloves, goggles, and at least a half mask air purifying respirator.

◆ [I] Contingency Plan

The hazard that is most likely to happen is an accidental spill of material. Although all precautions will be taken to prevent breakage of household chemical containers, the Contractor must be prepared as this type of accident is the most likely incident to occur. The Contractor must identify and assess the most vulnerable resources nearby or pathways that a contaminant may travel to vulnerable resources nearby, such as a storm drain within a parking lot. Such pathways shall be protected to prevent contamination and to minimize hazards. In order to prevent as many spill opportunities as possible plastic bins will be utilized at the Drop Off tables and the sorting tables.

Bags of oil dry shall be strategically placed within the site for quick access and spill mitigation.

INFORMATION

A red bulletin board will be placed in a conspicuous area. It will have the phrase "Emergency Information" in a contrasting color. Attached to the board will be:

Site Emergency Procedures:

- ◆ Listing names and emergency function of on-site personnel.
- ◆ Location of nearest telephones\_\_\_\_\_.
- ◆ Alternative means of emergency communication.

Copies of the following information will be collected for each site, posted in site trailers, kept in all site vehicles, and provided to responsible personnel in charge on-site.

The name, address, and telephone number for the local emergency services shall be compiled for this list. The following shall be included: ambulance, hospital, poison information center, fire department, police department, sheriff, airport, and state police.

## HOUSEHOLD HAZARDOUS WASTE DROP OFF PROGRAM AGREEMENT

THIS AGREEMENT TO PROVIDE HOUSEHOLD HAZARDOUS WASTE DROP OFF SERVICES, (hereinafter referred to as "Agreement") made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, in the year of 2019, is by and between Will County (hereinafter referred to as "COUNTY") and \_\_\_\_\_ (hereinafter referred to as "CONTRACTOR").

### WITNESSETH:

WHEREAS, the Illinois Solid Waste Planning & Recycling Act mandates counties to plan for the management of solid waste; and

WHEREAS, the COUNTY has adopted a solid waste management plan entitled the County of Will Solid Waste Management Plan in 1991, the Solid Waste Management Plan Updated in 1996, the Solid Waste Management Plan Updated in 2001 and amended in 2006, the Solid Waste Management Plan Updated in 2008 and the Solid Waste Management Plan Updated in 2017;

WHEREAS, in keeping with the County's Solid Waste Plan, Will County would like to provide for the safe drop off, appropriate management, transportation, and disposal or recycling of Household Hazardous Waste through Drop Off Events and County designated locations;

WHEREAS, \_\_\_\_\_ has been selected by the COUNTY to provide the required operational and support services.

NOW, THEREFORE in consideration of the premises and mutual covenants contained in this Agreement, the parties agree that:

### ARTICLE 1.0 DEFINITIONS

**Section 1.1 Definitions.** For the purposes of this Agreement, the following words and phrases shall be interpreted as follows:

"Act" means the [Illinois] Environmental Protection Act, 415 ILCS 5/1 et seq.

"Acceptable Waste" means the material described in Section 7.1 for which CONTRACTOR is licensed, permitted and otherwise authorized to pickup from County designated locations and to collect from Eligible Participants at Mobile HHW Drop Offs for processing, packaging, transportation, recycling, treatment, storage, and or disposal.

"Certificate of Destruction" means the document submitted by CONTRACTOR to COUNTY as evidence that materials collected, packaged and manifested for disposal by means of destructive incineration were in fact completely destroyed at a fully licensed and permitted incinerator.

"Certificate of Disposal" means the document submitted by CONTRACTOR to COUNTY as evidence that materials collected, packaged and manifested for disposal by means of landfilling at a fully licensed and permitted landfill.

"Certificate of Recycling" means the document submitted by CONTRACTOR to COUNTY as evidence that materials collected, packaged and manifested for disposal by means of recycling or reclamation or reuse at a fully licensed and permitted facility.

"Certificate of Tracking" means the document submitted by CONTRACTOR to COUNTY as evidence of the location of materials collected, packaged and manifested for disposal by means of destructive incineration but not yet completely destroyed at a licensed, permitted facility.

“Drop Off Day” means a day or any portion thereof during which CONTRACTOR conducts a Mobile HHW Drop Off at the direction of the COUNTY.

“Drop Off Event” means a Mobile HHW Drop Off conducted by the CONTRACTOR at the direction of the COUNTY.

“Drop Off Event Site” means the location provided by a Host Community or Host Business and used by the CONTRACTOR to conduct a Mobile HHW Drop Off.

“County Site Manager” means the delegated representative of the Will County Land Use Department, Resource Recovery & Energy Division.

“County Designated Location” means a location within Will County utilized by the County and/or in partnership with the County by another entity to accept HHW. County Designated Locations may include County Warehouse located at 806 Nicholson St, Joliet or County property located near 1240 Caton Farm Rd, Lockport or other location.

“De-mobilization” means the transportation of all personnel, equipment, supplies and incidentals required to perform the services described in this Agreement from the Drop Off Event Site.

“DOT” means the United States Department of Transportation.

“Eligible Participants” means a resident or a local government of Will County bringing residentially generated waste materials to a Drop Off event. Individuals attempting to deliver commercial, institutional, or other non-residential wastes are not Eligible Participants.

“EPA” means the United States Environmental Protection Agency and/or the Illinois Environmental Protection Agency.

“Facility” means a storage, treatment, and/or disposal facility owned, operated, or approved by CONTRACTOR, and which is permitted to accept waste materials under applicable laws and regulations.

“HHW” means household hazardous waste. Waste generated at residential locations. Latex paint, used oil & anti-freeze, and universal wastes are considered HHW for the purposes of this Agreement.

“HHW Drop Off Program” means the County operated program that provides Drop Off and proper disposal of Acceptable Wastes from County residents through Drop Off Events and County designated locations.

“Host Community” means a municipality, township or other public entity providing a site for a Drop Off Event.

“Host Entity” means a business, person or other private entity providing a site for a Drop Off Event.

“Mobile HHW Drop Off” means an operation where services are performed as described in this agreement to accept, prepare, and transport Acceptable Wastes from Eligible Participants to a Facility.

“Mobilization” means the transportation of all personnel, equipment (including dumpster(s) & portable toilet), supplies and incidentals required to perform the services described in this Agreement to and from the Drop Off Event Site.

“Profile Sheet” means a standard CONTRACTOR Generator’s Waste Profile Sheet executed by the Generator (as defined in 40 CFR 260.10).

“Range of Vehicles” means the expected number range of vehicles that the County has estimated to attend a scheduled mobile HHW Drop Off Event.

“Restricted Access Area” means any clearly designated, cordoned-off portions of a Drop Off Event Site location that are only open to authorized CONTRACTOR and COUNTY personnel wearing appropriate personal protective equipment.

“Segregation and Packaging Area” means a Restricted Area at a Drop Off Event Site used to further analyze, segregate, and package Acceptable Wastes.

“Services” means analytical, Drop Off, management, treatment, remediation, transportation, disposal and recycling services and such other services, which CONTRACTOR may perform from time to time with respect to COUNTY’S waste materials.

“Site Set-Up” means any unloading, assembly, or other preparation work required at the completion of Mobilization to establish a fully operational Mobile HHW Drop Off.

“Site Tear-Down” means any loading, disassembly, Drop Off Event Site cleanup, or other preparation work required at the completion of a Drop Off Event to ready CONTRACTOR’S personnel and equipment for De-mobilization.

“Technical Services Manager” means the individual employee of the CONTRACTOR responsible for the overall management and operation of work conducted under this agreement. The Technical Services Manager shall have sufficient knowledge, training, authority and discretion to make field decisions and commitments on behalf of CONTRACTOR.

“Unacceptable Waste” means material delivered to a Drop Off Event in an unmarked container or material that has physical characteristics inconsistent with a label on its container and is unidentifiable by the Contractor or which has physical characteristics which otherwise suggest, indicate or demonstrate that the container or material is not eligible for consideration under the terms and conditions of this agreement, or applicable and/or relevant Federal, State and/or local statute, law, rule, regulation or ordinance.

“Unknown Waste” means material delivered to a Drop Off Event in an unmarked container or material that has physical characteristics inconsistent with a label on its container and is unidentifiable by the Contractor.

“Waste Receipt Area” means the area at a Drop Off Event Site used to perform initial waste screening and unloading of vehicles belonging to Eligible Participants.

**Section 1.2 Undefined Terms.** Terms not specifically defined in Section 1.1 of this Agreement shall take on their generally accepted meanings.

## **ARTICLE 2.0 SCOPE OF AGREEMENT**

**Section 2.1 Cooperation.** The parties shall cooperate and use their best efforts, pursuant to the terms of this Agreement, to facilitate the operation of the HHW Drop Off Program. Accordingly, the parties agree in good faith to undertake the resolution of disputes, if any, in an equitable and timely manner.

**Section 2.2 General County Responsibilities.** COUNTY shall be responsible for the following activities during the term of this Agreement:

- (a) Identification and procurement of suitable locations for mobile HHW Drop Off events.
- (b) Coordination of communications between the CONTRACTOR and the communities, businesses, and/or property owners hosting Drop Off Events and/or County designated locations.

- (c) Publication of the times, dates and locations of Drop Off Events. The COUNTY shall also make a reasonable effort to educate Eligible Participants regarding acceptable HHW materials.
- (d) Provide directional signage to Drop Off event site on the day of Drop Off Events.
- (e) Traffic control, including queuing and staging of vehicles of Eligible Participants outside and inside the Drop Off Event Site, before they reach the Waste Receipt Area.
- (f) Provide event staff or volunteers to take survey data, direct traffic, and distribute educational materials.
- (g) Provide on a County generated form to the Contractor the expected range of vehicles prior to each event that the Contractor shall plan for and provide the specified minimum number of employees and minimum number of vehicles to be served at one time within Section 15 of the RFP.

**Section 2.3 General Contractor Responsibilities.** CONTRACTOR shall be responsible for the following activities during the term of this Agreement:

- a) Provide the services detailed in this Agreement and the contractor's response thereto, if any. In the event of a conflict between or among this Agreement or responses thereto it is agreed that the terms of this Agreement, to the extent of any conflict, are controlling.
- b) Provide all management, supervision, personnel, tools, materials, equipment, services, and supplies necessary to conduct the services detailed in this Agreement in accordance with the terms and provisions of this Agreement.
- c) Package, load, and safely transport all HHW accumulated, collected, or picked up during the performance of the services detailed in this Agreement to an appropriate recycling, treatment, storage and disposal facility in compliance with all applicable laws and regulations and in accordance with the terms and provisions of this Agreement.
- d) Store, recycle, treat, and or dispose all household hazardous wastes and non-hazardous wastes generated from the services conducted under this Agreement in compliance with all applicable laws and regulations and in accordance with the terms and provisions of this Agreement.
- e) Prepare and package containers to minimize space within the container and to minimize the number of containers requiring disposal and transportation from Mobile HHW Drop Off.
- f) Provide traffic control barriers and/or signs within the Drop Off Event Site area as required for traffic control to slow down and direct traffic into the vehicle unloading area and to restrict access to the Contractor sorting, packaging and loading areas.
- g) Provide at least the minimum number of employees and be capable to serve the minimum number of vehicles at one time at each Mobile Drop Off Event as designated by County per vehicle range within Section 15 within RFP to avoid penalty. CONTRACTOR shall take reasonable measures to minimize or alleviate the staging of vehicles within and outside the Drop Off Event Site to minimize wait times.
- h) Provide at least a cold lunch and bottled water to Drop Off Event staff and volunteers conducting traffic control, surveys, and distribution of County informational materials.
- i) Deliver HHW supplies to County designated locations upon County request within 21 business days.

- j) Pick-up and load containers of residentially generated HHW at County designated locations. Transport HHW to Contractors listed Destination Facility.
- k) Preparing and submitting all reports, invoices, and other documentation required for the fulfillment of the CONTRACTOR'S responsibilities under this Agreement.

**ARTICLE 3.0  
TERM OF AGREEMENT**

**Section 3.1 Term of this Agreement.** The term of this Agreement will be between July 1, 2019 through June 30, 2022. Service will commence July 1, 2019 after County Board approval.

**ARTICLE 4.0  
HHW DROP OFF EVENTS, HHW SUPPLY DELIVERY AND HHW PICKUP FROM COUNTY DESIGNATED LOCATIONS**

**Section 4.1 Planning of Drop Off Events.**

- (a) CONTRACTOR input will be requested regarding the calendar dates and times for the scheduling of Drop Off Events, however, the COUNTY shall have ultimate discretion over the dates, times, duration, and Drop Off site locations.
- (b) The COUNTY shall make available to CONTRACTOR all information it has regarding the waste materials to be collected and the surface of the Drop Off Event Site. The COUNTY'S responsibility to promptly disclose information pursuant to this Section shall be on-going.
- (c) The CONTRACTOR shall provide specific criteria, such as parking lot size or surface requirements, for the evaluation of potential Drop Off Event Sites. For the purposes of planning site setup and traffic routing at Drop Off Event Sites a walkthrough will be conducted by representatives of the CONTRACTOR and the COUNTY at least 7 days prior to the Drop Off Event.
- (d) Thirty days prior to a scheduled Drop Off Event the COUNTY will provide a completed form to the CONTRACTOR specifying the expected range of vehicles at the scheduled Drop Off Event by the COUNTY. The County does not guarantee that any Drop Off Event will have the actual number of vehicles specified in the range designated for an event.
- (e) The CONTRACTOR shall provide the minimum required staffing and adequate equipment, and supplies for each scheduled Drop Off Event so that the expected range of vehicles will be served and the minimum number of vehicles will be served in an efficient manner so that attendee wait times are minimized. The CONTRACTOR shall consider the commitments of this Agreement when undertaking other projects that may jeopardize the CONTRACTOR'S ability to commit additional personnel, equipment and supply reserves available to Drop Off Events in accordance with Section 4.7(b).
- (f) The CONTRACTOR shall prepare a Site Safety Plan with a Site Specific map that includes a traffic flow pattern diagram, a Drop Off Site layout diagram, and maps required to illustrate the Site Safety Plans. The Site Safety Plan shall provide for a contamination reduction zone separating the Waste Receipt Area from the Segregation and Packaging Area. To the degree applicable, any provision in a Site Safety Plan that conflicts with this Agreement, this Agreement shall control. Site Safety Plans shall at a minimum contain the information included in the example provided in Attachment I of the RFP.
- (g) The CONTRACTOR shall submit Site Safety Plans to the COUNTY at least 7 days before the date of a Drop Off Event. The CONTRACTOR will make a reasonable effort to modify or amend



a Site Safety Plan to address questions and concerns raised by the COUNTY or the respective Host Community or Host Entity.

- (h) The COUNTY shall work in conjunction with the respective Host Community or Host Entity to publicize each Drop Off Event. The COUNTY will take reasonable steps to keep the CONTRACTOR informed of the content and scope of its publicity efforts. The CONTRACTOR shall not perform any publicity or public education activities relating to the services rendered under this Agreement without prior authorization from the COUNTY.
- (i) The CONTRACTOR shall submit a certificate of insurance consistent with Article 9 of this Agreement and an indemnification agreement which identifies and holds the COUNTY harmless from any claims, demands, suits, or causes of action which may arise as a result of CONTRACTOR'S failure to comply with the provisions of this Agreement to the Host Community and Host Entity at least fourteen (14) days prior to the date of a Drop Off Event. Such certificate of Insurance shall list the COUNTY, the Host Community, and Host Entity as an additional insured. Such indemnification agreement shall designate the Host Community, Host Entity, and Eligible Participants as a party directly indemnified by CONTRACTOR. CONTRACTOR shall provide COUNTY with copies of the certificates and agreements issued pursuant to this Section.
- (j) COUNTY has all necessary authority to enter into this Agreement with respect to such waste materials;
- (k) COUNTY is under no legal restraint which prohibits the transfer of possession of such waste materials to CONTRACTOR; and
- (l) COUNTY shall comply with all applicable statutes, ordinances, laws, orders, rules and regulations.

#### **Section 4.2 Mobilization and Site Set-Up for Drop Off Events.**

- (a) The CONTRACTOR shall be responsible for all Mobilization and Site Set-Up operations required establishing each Drop Off Event Site. Mobilization and Site Set-Up operations shall be performed in accordance this Agreement.
- (b) The deadline for the CONTRACTOR'S completion of Mobilization and Site Set-up operations shall be one-half hour before the scheduled starting time determined by the County for the Drop Off Event. The absence of the COUNTY'S Site Manager shall not excuse CONTRACTOR from its responsibility for meeting deadlines for Mobilization and Site Set-up.
- (c) In no circumstances shall CONTRACTOR perform any act that will permanently alter, change or damage the Drop Off Event Site without prior permission from the COUNTY and the Host Community or Host Entity. CONTRACTOR shall submit any requests for permission to perform any act otherwise prohibited in this provision to the COUNTY. COUNTY and the Host Community or Host Entity may, at their sole discretion, grant or deny a request for permission. Permanent change, alteration or damage shall include the destruction, defacing, or modification of any surface, structure, real estate or other property at Drop Off Event Site beyond normal wear and tear. The CONTRACTOR shall provide a plastic liner/sheet, or an impervious tarp in the vehicle unloading area, and in the waste segregation and packaging areas. The plastic liner/sheet or tarp must be of a thickness so that vehicle and forklift traffic does not cause rolling, tearing, or a breach in the liner or tarp.

#### **Section 4.3 Drop Off Event Site Utilities.**

- (a) CONTRACTOR shall be solely responsible for the provision of adequate electricity, potable and non-potable water, portable human sanitation units, a hand wash station, and any other utilities required for the Contractor's operation of each Drop Off Event. At least one portable human

sanitation unit (i.e. portable toilet) must be provided by CONTRACTOR at each Drop Off Event Site during Drop Off Event, unless Host Community or Host Entity provides permission for CONTRACTOR to utilize a restroom or unit already on site.

- (b) The inability of a Host Community or Host Entity to provide access to utilities shall not constitute a sufficient cause for CONTRACTOR to exclude their location as a potential Drop Off Event Site, and if necessary, the CONTRACTOR may arrange for the provision of necessary utilities to a Host Community or Host Entity Site at CONTRACTOR'S own expense.

**Section 4.4 Drop Off Event Site Operations.** The CONTRACTOR shall be responsible for the operation of each Drop Off Event Site. Site operations shall include, but is not limited to, the provision of appropriate traffic control barriers once vehicles have passed County survey point, unloading of vehicles, protection of property or parking lot in unloading and packaging areas, screening of incoming waste, classification, segregation and temporary storage of incoming materials, identification of unknowns and temporary storage of incoming materials, loading of materials, transportation of all materials and waste off-site, and performed in accordance with this Agreement.

**Section 4.5 Traffic Control on Drop Off Event Site.**

- (a) CONTRACTOR shall provide traffic control barriers inside the Drop Off site area as required for traffic control, limiting access to restricted areas (i.e. Contractor loading and unloading area, areas of forklift operation), and any signage deemed necessary for efficient operation of the Drop Off site.
- (b) CONTRACTOR shall be responsible for traffic control, including queuing and staging of vehicles of Eligible Participants, once they have passed the COUNTY's survey point within the Drop Off Event Site. CONTRACTOR shall work efficiently and cooperate with COUNTY to minimize or alleviate the staging of vehicles and wait times for participants.
- (c) COUNTY shall be responsible for signage and traffic control at the Drop Off Event Site from the entrance to the COUNTY survey point and after the point where vehicles leave the waste unloading area.

**Section 4.6 Restricted Access Areas of Drop Off Event Site.**

- (a) CONTRACTOR shall establish and maintain clearly designated, cordoned-off or otherwise secure portions of each Drop Off Event Site that are only open to authorized CONTRACTOR and COUNTY personnel wearing appropriate personal protective equipment. Restricted Access Areas shall include, but may not be limited to, supply unloading areas, waste segregation, sorting, packaging, loading, and areas of forklift operation. CONTRACTOR shall indicate Restricted Access Areas of the Drop Off Event Site on Site Safety Plan.
- (b) CONTRACTOR shall be responsible for maintaining the security in Restricted Access Areas at all times.

**Section 4.7 Drop Off Event Site Personnel.**

- (a) CONTRACTOR shall provide all personnel required to operate the Drop Off Site and fulfill all other responsibilities pursuant to this Agreement. All personnel utilized by CONTRACTOR shall be fully trained and equipped in accordance with all applicable regulations. CONTRACTOR shall provide COUNTY with sufficient verification of compliance with this provision upon request.
- (b) CONTRACTOR staffing level at each Drop Off Event shall be maintained at the required minimum number of employees designated within Section 15 of the RFP. Minimum number of

employees shall be at Drop Off Event for at least an hour prior to event scheduled start time and until the latter of the event scheduled end time or the last vehicle in line has been served by CONTRACTOR. Number of CONTRACTOR employees onsite an hour before event start will be determined by a CONTRACTOR employee sign in sheet provided to the COUNTY by the end of the event and head counts conducted by the County. Within 30 days prior to an event the COUNTY will indicate on a form provided to the CONTRACTOR the expected range of vehicles for the event. Less than 30 days from a Drop Off Event the COUNTY may request CONTRACTOR to increase or decrease staffing level for Drop Off Event due to an increase or decrease in the expected range of vehicles. CONTRACTOR shall make every reasonable effort to accommodate COUNTY's request to modify Drop Off Event Site staffing level. To avoid a performance penalty, the CONTRACTOR'S minimum number of employees working Drop Off Event shall not deviate from the amount designated within Section 15 of the RFP without prior permission from the County's Site Manager.

- (c) Permission from the County's Site Manager to vary Drop Off Site staffing levels shall not excuse CONTRACTOR from any of its responsibilities pursuant to this Agreement including, but not limited to, the minimization of delays in vehicle unloading or timely Drop Off Site De-mobilization.
- (d) CONTRACTOR personnel shall adhere to any and all Drop Off Event Site requirements of the Host Community or Entity, such requirements may be, but not limited to, the prohibition of smoking within a specified area or property. Smoking and/or chewing tobacco on school property in Illinois is strictly prohibited.
- (e) CONTRACTOR personnel shall consist of no more than 20% of subcontractors and/or temporary day laborers at HHW drop off events with minimal to no industry experience. The remaining 80% of CONTRACTOR personnel shall be actual employees of contractor or hazardous waste or materials industry experienced subcontractors. All work to be completed by a subcontractor should be listed within the proposal. Subcontractor personnel with one year or more experience within hazardous waste or materials industry shall be considered industry experienced for the purposes of this Agreement.

#### **Section 4.8 Preliminary Waste Screening and Unloading of Vehicles at Drop Off Events.**

- (a) CONTRACTOR shall be responsible for unloading of the vehicles of Eligible Participants. CONTRACTOR personnel shall confirm that individuals are delivering Acceptable Wastes and are Eligible Participants as defined in Section 1.1. CONTRACTOR shall take reasonable measures to make sure that all participants remain in their vehicles at all times. Waste brought to Drop Off Event(s) by Ineligible Participants will not be accepted. Before unloading a vehicle, CONTRACTOR will perform a preliminary screening of the material to determine the presence of radioactive and other Unacceptable wastes as defined in Section 7.2.
- (b) Unacceptable Waste identified during the preliminary screening will not be unloaded. CONTRACTOR shall collect information regarding Unacceptable Waste as required pursuant to Section 6.2 (b)(ii). The COUNTY'S on-site representative shall be notified if a dispute arises regarding the acceptability of wastes brought by any Eligible Participant. CONTRACTOR may provide alternative disposal and storage information to Eligible Participants attempting to deliver Unacceptable Waste.
- (c) Materials delivered by Eligible Participants deemed to be Acceptable Wastes during the preliminary screening process shall be unloaded by CONTRACTOR personnel. Vehicle unloading operations shall be conducted in a safe, efficient manner. At all times, the CONTRACTOR shall maintain conditions in the Waste Receipt Area to minimize the potential for accidents, spills, and injuries.
- (d) The CONTRACTOR shall have equipment available during the event to remove bulk containers, such as drums up to 55-gallon in size, of Acceptable Waste from the vehicles of Eligible

Participants. Acceptable wastes within leaking drums or drums in poor condition brought to the event by Eligible Participants must be transferred to CONTRACTOR provided containers or if deemed necessary by CONTRACTOR, overpacked into another drum.

- (e) The CONTRACTOR shall accept containers of Acceptable Wastes, such as non-DEA controlled pharmaceuticals, medications, and personal care products, within drums that are delivered to the Mobile HHW Drop Off events by local governments that collect such wastes from County residents as County partners in the County's Household Hazardous Waste Drop Off Program. The CONTRACTOR shall provide a new 30-gallon fiber drum, drum liner, and labels for each container of Acceptable Wastes dropped off by the local government. The CONTRACTOR will be informed by COUNTY prior to event, the number of drums scheduled by COUNTY to be dropped off at Mobile HHW Drop Off event by local police departments. On average two to five drums are dropped off by local police departments per event. Police departments will be required to sign a form stating that the drums being dropped off do not contain DEA controlled items.

**Section 4.9 Secondary Waste Screening and Segregation of Acceptable Wastes at Drop Off Events.**

- (a) After unloading Acceptable Waste from the vehicles of Eligible Participants at Drop Off Events, the CONTRACTOR shall transfer the material to the Segregation and Packaging Area and perform a secondary screening. During the secondary screening process CONTRACTOR personnel shall perform appropriate tests necessary to further identify, classify and segregate incoming Acceptable Waste.
- (b) CONTRACTOR shall stage segregated wastes destined for recycling, treatment or disposal in a safe manner allowing for efficient bulking and packaging operations.

**Section 4.10 HHW Supply Delivery to County Designated Location.**

- (a) CONTRACTOR shall provide, deliver, and unload HHW Supplies, such as pallets, cubic yard boxes, drums, cubic yard box or drum liners, storage and transportation labels to a COUNTY Designated Location within 21 business days from a request received by the COUNTY unless a later date is agreed upon by the COUNTY.
- (b) CONTRACTOR shall provide a pallet jack and utilize a truck equipped with a hydraulic lift for delivery and loading at County Designated Locations.

**Section 4.11 HHW Pick up from County Designated Location.**

- (a) CONTRACTOR shall load containers, such as cubic yard boxes or drums, containing HHW from County Designated Location.
- (b) CONTRACTOR will prepare containers as required for transport and then transport containers to disposal facility.
- (c) CONTRACTOR shall conduct pickup at County Designated Location within 21 business days from the request received by the COUNTY unless a later date is agreed upon by the COUNTY.
- (d) CONTRACTOR shall provide a pallet jack and utilize a truck equipped with a hydraulic lift for delivery and loading at County Designated Locations.

**Section 4.12 Bulking and Packaging of Acceptable Wastes.**

- (a) CONTRACTOR shall bulk, loose pack in consumer packaging, or lab pack segregated Acceptable Wastes in accordance with DOT regulations. All bulking and packing must be performed in the Segregation and Packaging Area. Bulking will be the preferred method of packaging for compatible high volume liquids such as used oil, antifreeze, and most flammable

liquids, if it is deemed less costly for each particular waste stream and not excessively time consuming so as to hinder efficient Drop Off Event operation. When loose packing and lab packing is necessary, CONTRACTOR shall take appropriate steps to assure that containers and packing materials are used in a manner that will fully use the legal capacity of each container. CONTRACTOR shall not loose pack or lab pack non-hazardous wastes unless requested by COUNTY. Upon COUNTY request, the CONTRACTOR shall allow the COUNTY to view contents of a container to verify its capacity.

- (b) The COUNTY will package Acceptable Wastes in containers that are picked up by CONTRACTOR at COUNTY Warehouse in accordance with CONTRACTOR specified methods.
- (c) Bulking and packaging operations will be conducted in a manner that will minimize the potential for spills, fire, reaction, injury, and any other type of accident. CONTRACTOR shall provide for adequate spill containment and fire suppression capability in Segregation and Packaging Area at Mobile HHW Drop Offs.
- (d) CONTRACTOR personnel shall affix all required DOT and EPA labels to all drums or other containers containing Acceptable Waste at the time the waste is packaged at Mobile HHW Drop Off or before loading container into vehicle for off-site transport from COUNTY Designated Locations.

**Section 4.13 Manifesting and Documentation.**

- (a) CONTRACTOR shall generate and maintain all documentation including, but not limited to, manifests and/or bill of lading required affecting the transportation of Acceptable Wastes in accordance with applicable regulations. All manifests and other documents shall designate the CONTRACTOR as generator.
- (b) The required documentation for each container of Acceptable Waste shall be completed before being loaded into a vehicle for off-site transport.
- (c) CONTRACTOR'S Technical Services Manager shall allow COUNTY's Site Manager or designee to review all completed manifests and other required documentation for each transport load of Acceptable Waste before its removal from the Drop Off Event Site or COUNTY Designated Location.

**Section 4.14 Interim Storage and Removal of Acceptable Wastes from Drop Off Events.**

- (a) CONTRACTOR shall provide for the safe interim storage of containerized Acceptable Waste before loading and removal from the Drop Off Event Site. Only Restricted Access Areas shall be used for interim storage purposes. Interim storage operations shall be conducted in accordance with this Agreement and all applicable regulations.
- (b) CONTRACTOR shall remove all Acceptable Wastes from Drop Off Event Site prior to end of day of Drop Off Event.

**Section 4.15 Drop Off Site Security.** If CONTRACTOR determines a need for site security at Drop Off Event Site, then CONTRACTOR shall be responsible for providing Drop Off Event Site security.

**Section 4.16 Site Tear-Down and De-mobilization.**

- (a) The CONTRACTOR shall be responsible for the Site Tear-Down and De-mobilization operations required to close down each Drop Off Event Site. Site Tear-Down and De-mobilization operations shall be performed in accordance with this Agreement.

- (b) The CONTRACTOR'S completion of Site Tear-Down and De-mobilization operations for each respective event shall be completed efficiently and in an expedient manner so that the CONTRACTOR is off site within two (2) to three (3) hours after Drop Off Event ends. In no event shall the completion of Site Tear-Down and Demobilization be later than 6 hours after the Drop Off Event closed without the COUNTY'S permission. CONTRACTOR shall provide and maintain adequate staffing level to meet the 6-hour timeline.
- (c) Site-tear down and De-mobilization shall include, but is not limited to, the clean-up of any spills, the removal of all of CONTRACTOR'S equipment and supplies, manual sweeping of the parking lot, removal of litter including blown litter resulting from event operations, and removal of all wastes generated during the Drop Off Event at the sole cost and expense of CONTRACTOR. CONTRACTOR shall provide a street sweeper or other necessary cleaning equipment within 48 hours after the scheduled end time of the event at the sole cost and expense of CONTRACTOR for additional cleanup of Drop Off Event Site if COUNTY or Host Community or Entity determines CONTRACTOR's clean-up actions have been inadequate. Site Tear-Down and De-mobilization shall not be deemed complete until the Drop Off Event Site is returned to its pre-event condition.

**ARTICLE 5.0  
HOUSEHOLD HAZARDOUS WASTE MANAGEMENT**

**Section 5.1 Transportation.**

- (a) The CONTRACTOR, or its subcontractors, shall be solely responsible for the transportation of all wastes accepted during each Drop Off Event or picked up from a County Designated Location. The CONTRACTOR vehicles used to transport hazardous wastes, special wastes, or general material to or from the Drop Off Event Site or County Designated Location shall be properly licensed and permitted to haul such wastes or material. Wastes shall only be transported to fully licensed and permitted recycling, treatment, storage, or disposal facilities for such wastes.
- (b) CONTRACTOR'S waste packaging and transportation operations shall comply with FMCSA, DOT, USEPA, Illinois EPA, and any other applicable statutes, laws and/or rules, regulations, and local ordinances. CONTRACTOR shall provide for review by COUNTY, upon request, all licenses, permits, and/or documentation required by such statutes, laws and/or rules, regulations, and local ordinances. All wastes shall be packaged, loaded, labeled and manifested in accordance with all applicable regulations before being transported from the Drop Off Event Site or County Designated Location(s).
- (c) CONTRACTOR shall provide for review by COUNTY or local authority, such as fire department/district personnel, all licenses, permits, and/or documentation required by such statutes, laws and/or rules, regulations, and local ordinances.
- (d) Removal of hazardous, special, or general refuse waste from the Drop Off Event Site or County Designated Location shall be performed in a manner that will minimize any disruptions of the Drop Off Event or Site as well as "minimize" the potential for accidents, injuries, and property damage.
- (e) CONTRACTOR shall provide appropriate documentation of the transportation of hazardous, special, or general refuse waste collected at each Drop Off Event or County Designated Location.

**Section 5.2 Recycling, Treatment, Storage, and Disposal.**

- (a) The CONTRACTOR, or its subcontractors, shall be solely responsible for recycling, treating, storing, and disposing of all wastes accepted during each Drop Off Event or picked up from County Designated Location. The County reserves the right to accept or reject the use of any such treatment, storage, or disposal facility.

- (b) CONTRACTOR shall use only fully licensed and permitted recycling, treatment, storage, or disposal facilities to manage, transfer, treat, recycle, incinerate, fuel blend, and/or dispose wastes.
- (c) If CONTRACTOR delivers a waste stream from a Drop Off Event to a recycling, treatment, or disposal facility, and the waste stream is found to be contaminated with polychlorinated biphenyl's (PCBs), the Contractor has the sole responsibility for all non-conforming waste including analytical test results verifying the PCB contamination and its subsequent management, transportation and disposal. These additional costs shall be included within initial event invoice, when possible. If a separate invoice is necessary, it must be submitted as soon as possible with supporting documentation including analytical test results.
- (d) CONTRACTOR shall consider recycling waste streams or waste materials as a first option. With treatment, fuel blending, and/or incineration to be considered next. Landfilling shall be considered as the disposal method of last resort. CONTRACTOR shall exhaust recycling, treatment and all other alternative treatment/disposal methods before landfilling wastes received from Drop Off Events. The COUNTY may direct CONTRACTOR to manage certain wastes using specific disposal methods listed by CONTRACTOR in Attachment E of this Agreement for program cost reduction purposes.
- (e) Recyclables (i.e. uncontaminated cardboard boxes) generated from each Drop Off Event must be hauled to a recycling facility and be recycled. CONTRACTOR shall be required to recycle all non-contaminated cardboard. Documentation confirming recycling shall be submitted to County with Drop Off Event Report.
- (f) The COUNTY shall not be responsible for any costs incurred as a result (directly or indirectly) of a reuse, recycling, treatment, storage, or a disposal facility's refusal to accept such wastes from CONTRACTOR. This includes the transport, re-packing and manifesting of such misdirected or rejected wastes including manifest discrepancies.
- (g) CONTRACTOR shall provide appropriate documentation confirming the recycling, treatment, storage, and/or disposal of hazardous, special, or general refuse waste from each Drop Off Event or County Designated Location to COUNTY in a timely manner. This documentation shall include, but is not limited to, appropriate certificates of tracking.

## **ARTICLE 6.0 REPORTING REQUIREMENTS**

### **Section 6.1 General Record Responsibilities.**

- (a) CONTRACTOR shall prepare and maintain proper, accurate and complete records and accounts of all transactions related to the HHW Drop Off Program.
- (b) CONTRACTOR hereby grants COUNTY or its agents, at COUNTY'S expense, the right to inspect all books, records, plans and other similar material of the CONTRACTOR, insofar as they relate to the operation of the HHW Drop Off Program as described in this Agreement, upon reasonable notice to CONTRACTOR and during normal business hours.

### **Section 6.2 Individual Drop Off Event Reports.**

- (a) CONTRACTOR shall submit an Individual Drop Off Event Report to the COUNTY with each invoice after the completion of each Drop Off Event.

- (b) The Individual Drop Off Event Report shall include, at a minimum:
  - i) Manifests for waste disposal, Weight and volume for each waste type disposed.
  - ii) Documentation that confirms non-contaminated cardboard was recycled at a recycling facility.
  - iii) CONTRACTOR personnel data including the names, job titles, and hours worked by CONTRACTOR employees during the Drop Off Event;
  - iv) Complete any spill, accident, and injury reports for all CONTRACTOR'S activities relating or stemming from the Drop Off Event; and
  - v) Specific recommendations, if any, regarding how the planning and/or operation of future events can be improved based upon the experienced gained during the Drop Off Event.

**Section 6.3 Waste Disposition Reports.**

- (a) CONTRACTOR shall submit Waste Disposition Reports to the COUNTY as information regarding the transportation, storage, recycling, treatment, and or destruction of all wastes, including the final destination facilities, accepted at each Drop Off Event or picked up at a County Designated Location. as it becomes available.
- (b) Waste Disposition Reports shall include Certificates of Tracking, Certificates of Recycling, Destruction, or Disposal and other documentation recognized by applicable regulatory authorities.
- (c) Notwithstanding Article 2.0 or any other provisions in this Agreement, CONTRACTOR'S responsibilities to the COUNTY pursuant to this Section shall continue until Waste Disposition Reports accounting for the recycling, treatment, disposal, and/or destruction of all of the wastes have been submitted in a form acceptable to the COUNTY.

**ARTICLE 7.0  
ACCEPTABLE AND UNACCEPTABLE WASTES**

**Section 7.1 Acceptable Wastes.**

- (a) The class of "Acceptable Wastes" that CONTRACTOR is authorized to collect from Eligible Participants shall include: anti-freeze, cleaning products, corrosives, oxidizers, flammable solvents, gasoline, waste solvents, oil based paints/stains, latex based paints/stains, poisonous solids, elemental mercury, mercury containing items, non-DEA controlled pharmaceuticals or medications, new/used sharps, medical waste, and epi-pens containing medication, personal care products, poisons and pesticides, used/unused cooking oil, used oil, used oil filters, pentachlorophenol-reactive toxic liquids, fluorescent bulbs/tubes, HID bulbs, PCB containing ballasts or items, batteries, lead-acid batteries, refrigerant gases, handheld and small compressed gas cylinders, fire extinguishers, environmentally hazardous substances, liquid or solids, not otherwise specified.
- (b) Acceptable Wastes shall also include drums of waste, consisting of non-DEA controlled pharmaceuticals, medications, or personal care products, collected from residents at local police department controlled sites within the County and then delivered to Mobile HHW Drop Off events.



The local police department will sign a COUNTY generated Drum Transfer Form indicating that no DEA Controlled substances are located within the drum.

- (c) The County has the discretion to add or remove wastes from the list of Acceptable Wastes. The Contractor will be notified prior to a Drop Off Event if the list of Acceptable Wastes has been changed.
- (d) The class of "Acceptable Wastes" shall NOT include any material which the CONTRACTOR is not fully licensed, permitted and otherwise authorized to process, package, transport, recycle, treat, store, and or dispose. The CONTRACTOR shall inform the COUNTY of any "Acceptable Wastes" that the CONTRACTOR is not fully licensed, permitted and otherwise authorized to process, package, transport, recycle, treat, store, and or dispose.

**Section 7.2 Unacceptable Wastes.**

- (a) The class of "Unacceptable Wastes" that CONTRACTOR is not authorized to collect from Eligible Participants shall include radioactive, household appliances, tires, empty containers, and un-identifiable wastes in bulk containers. In addition, explosives, reactivities requiring refrigeration, biological and medical waste, munitions, and large compressed gas cylinders will not be handled by the CONTRACTOR, unless the CONTRACTOR and the COUNTY mutually agree that the CONTRACTOR will handle the wastes and the COUNTY will be responsible for all costs associated with the proper disposal of such Unacceptable Wastes. Non-special, non-contaminated wastes, including trash and non-hazardous debris and materials described in Section 7.1(d) will not be accepted, except for packaging or containers used in transportation of Acceptable Wastes.
- (b) The class of "Unacceptable Wastes" shall include any material generated by any business, industrial or commercial facilities.
- (c) In the event any material which cannot be accepted as part of this Drop Off Program/ Event is abandoned by a participant/resident at or near the Drop Off Site on the day of the event, CONTRACTOR shall be obliged to accept that material for proper disposal so long as CONTRACTOR can legally accept said material and the COUNTY accepts responsibility to pay all reasonable costs associated with the proper disposal for the abandoned material.

**ARTICLE 8.0  
NON-CONFORMING WASTE**

**Section 8.1 Non-Conforming Waste.** If the waste materials do not conform to the descriptions and specifications stated in the corresponding Profile Sheet, CONTRACTOR and COUNTY shall, in good faith, attempt to amend the Profile Sheet and any other pertinent documents and /or correct any improper containerization, marking or labeling to enable CONTRACTOR to accept such non-conforming waste materials at a Facility. If the parties cannot, within a reasonable time after CONTRACTOR notifies COUNTY the waste materials are non-conforming, resolve the same as set forth above, CONTRACTOR shall make prompt arrangements for the removal of such non-conforming waste materials from the Facility at which they are located to another lawful place of disposition. COUNTY agrees to pay CONTRACTOR its reasonable expenses and charges incurred with respect to the non-conforming waste materials. COUNTY shall be notified in writing of any non-conforming waste prior to invoicing.

**ARTICLE 9.0  
INSURANCE**

**Section 9.1 Required Insurance.** The CONTRACTOR shall obtain and maintain for the duration of this Agreement, insurance in accordance with the provisions set forth herein.

**Section 9.2 Risk of Loss.** The Contractor shall assume all risks for loss or damages to materials whether stored on the site or elsewhere, or to tools or equipment owned or rented by the Contractor, and the Contractor shall maintain such insurance, as Contractor may deem necessary to protect self against such loss or damage.

**Section 9.3 Minimum Limits of Insurance.** The CONTRACTOR, at CONTRACTOR'S sole cost and expense, shall procure and maintain throughout the term of the Agreement, insurance with limits of at least two million dollars (\$2,000,000) per occurrence with an annual aggregate of at least two million dollars (\$2,000,000), (exclusive of legal defense costs), and appropriate umbrella liability coverage of fourteen million dollars (\$14,000,000) per occurrence, and automotive liability insurance with a combined single limit of at least two million (\$2,000,000) per accident, and worker's compensation insurance and employer's liability with minimum limits of at least one million (\$1,000,000) to protect it, its employees, agents, and subcontractors, the COUNTY, its employees, officers, officials and agents, Host Communities and Host Entities from any and all claims made against any of them that arise from, are the result of, or occur pursuant to the CONTRACTOR'S and/or any subcontractor's implementation of, or performance under this Agreement, and specifically encompassing actions or omissions of any of the aforementioned persons to be covered. Any coverage obtained shall acknowledge the insurer's duty to defend any insured against any and all claims arising from, resulting from, or occurring pursuant to the CONTRACTOR'S and/or any subcontractor's implementation of this Agreement. The insurer's duty to defend shall not terminate before the "per occurrence" or "annual aggregate" limits are exhausted by the obligation to pay claims under the policies.

**Section 9.4 Scope of Coverage.** The types of claims to be covered shall include, but are not limited to the following:

- (a) Claims under worker's compensation and other similar employee benefit act(s),
- (b) Claims for damages because of bodily injury, occupational illness or disease, or death of an employee,
- (c) Claims for damages because of bodily injury, occupational illness or disease, death or other pecuniary or non-pecuniary loss of any person or party other than an employee,
- (d) Claims for damages because of injury in any way relating to or destruction of property, including loss of use therefrom,
- (e) Claims for damages and/or clean-up costs resulting from spills or releases of wastes, fires, explosions, or other causes of environmental contamination that may occur during the conduct of any activity required by this Agreement;
- (f) Claims for legal expenses court costs and reasonable attorney's fees.

**Section 9.5. Protective liability insurance.** The Contractor shall protect the COUNTY or its assignee, if any, from contingent responsibility arising from any work, project or operation performed under this Contract by adding these parties as named insured as a rider to the general Contractor specified comprehensive general liability policy shall be: County of Will, 302 North Chicago Street, Joliet, Ill. 60432.

**Section 9.6. Proof Of Carriage Of Insurance.**

- (a) The Contractor shall furnish the COUNTY at the time of bidding, with certificates showing the type, amount, class or operations covered, effective dates and dates of expiration of policies, which policies shall specifically refer to the indemnity agreement. Such certificates shall also contain substantially the following statement: "The Insurance covered by this Certificate will not be canceled or materially altered except after 30 days' written notice has been received by all named insured."

Coverage shall be maintained for at least sixty (60) days beyond the completion of all the CONTRACTOR'S duties under this Agreement as acknowledged by the COUNTY or the termination of the Agreement, whichever date is later. Any bid not containing said proof of insurance shall be nonconforming and shall be rejected.

- (b) All policies shall substitute the word "Occurrence" for "accident" for both bodily and property damage. "Occurrence" shall be defined to mean an event or series of events or continuous or repeated exposure to conditions, which unexpectedly cause injury or damage during the policy period.
- (c) The Contractor shall provide a certificate of insurance which meets the minimum limits of insurance described herein and required by Host Entity and lists the host entity of each Mobile Drop Off Event as certificate holder and as additional insured.
- (d) Insurance Companies shall maintain a financial strength rating and shall provide all insurance coverage and claims paying ability rating no lower than "A" minus "VIII" as rated by the most current AM Best's Insurance rating.
- (e) County shall consider canceling this Agreement with Contractor if it has not fully discharged its responsibilities for each Drop Off Event, HHW Supply drop off at or HHW pickup from County Designated Location under the term of this contract including, but not limited to, submission of all documentation verifying proper disposal, reuse, recycling, treatment and/or destruction within nine (9) months after an HHW Drop Off Event, HHW Supply drop off at or HHW pickup at a County Designated Location.

**Section 9.7 CONTRACTOR'S Failure to Maintain Required Insurance.** The failure of the CONTRACTOR to obtain or maintain the insurance coverage required by this Agreement throughout the period specified above shall be sufficient cause for the COUNTY to terminate this Agreement, at its sole discretion.

## **ARTICLE 10.0 INDEMNIFICATION**

### **Section 10.1 Indemnification.**

The Contractor agrees to indemnify, save harmless and defend the County, its agents, host entities, representatives, officers, officials, employees, and eligible participants, from any and all lawsuits, claims, demands, liabilities, losses, expenses, and actions, including court costs and reasonable attorney's fees, for or on account of any injury to any person, or death at any time resulting from such injury, or any damage to property or the environment, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the sole willful and wanton conduct of the County of Will, its agents, servants, or employees or any other person indemnified hereunder. In no event shall either party be responsible to the other for consequential, incidental, indirect, special or punitive damages.

The acceptance by the County of Will, or its respective representatives, of certifications of insurance provided for other or different coverage than therein provided to be furnished shall in no event be deemed to be a waiver of any of the provisions of this indemnity agreement.

## **ARTICLE 11.0 SUBCONTRACTORS**

### **Section 11.1 Responsibility for Subcontractors.**

- (a) The CONTRACTOR shall assume responsibility for all services provided for in the Agreement, even if performed by a subcontractor. Furthermore, the CONTRACTOR shall be the point of

contact with the COUNTY concerning issues associated with the Agreement, including but not limited to, all issues of subcontracted work.

- (b) The CONTRACTOR shall be completely responsible for the subcontractor's adherence to all provisions of the contract, and for any claims or damages that may arise as a result of acts or omissions on the part of the subcontractor.

**Section 11.2 Approval or Dismissal of Subcontractors.**

- (a) The COUNTY reserves the right to approve any and all subcontractors. Any delay or standby costs, which arise because the CONTRACTOR provided a subcontractor unacceptable to the COUNTY, shall be at the CONTRACTOR'S sole risk.
- (b) The COUNTY reserves the right to dismiss or remove a subcontractor from the event due to CONTRACTOR's inaction upon verbal notice by COUNTY to CONTRACTOR requesting dismissal of subcontractor due to actions that display carelessness, lack of initiative or motivation to work, and/or lack of respect or inappropriate behavior towards attendees or other workers on site.
- (c) The COUNTY reserves the right to hire any and all subcontractors to supplement or replace certain services provided by CONTRACTOR. The CONTRACTOR shall have no responsibility for the actions or inactions of any subcontractors hired by the COUNTY. However, the CONTRACTOR must cooperate with the subcontractor to the extent necessary and practical.

**ARTICLE 12.0  
TERMINATION**

**Section 12.1 Termination of Agreement.**

- a) Either party may terminate this Agreement upon sixty (60) days written notice to the other pursuant to the notice requirements in Section 14.3 of this Agreement.
- b) Upon termination of this Agreement pursuant to this Section, CONTRACTOR shall not commence any further work on behalf of the COUNTY. CONTRACTOR shall complete all tasks required for the fulfillment of its contractual responsibilities relating to work commenced before the date of termination. COUNTY shall only compensate CONTRACTOR for prior services satisfactorily rendered and the completion of work in progress on the date of termination.

**ARTICLE 13.0  
INVOICING AND PAYMENTS**

**Section 13.1 Invoicing.**

- a) Contractor shall submit one (1) invoice per Drop Off event for Mobilization Cost and Disposal Costs, one (1) invoice per HHW Supply Delivery at County Designated Location, one (1) invoice per HHW Pick Up service at County Designated Location and disposal to: Will County Land Use Department, Resource Recovery & Energy Division, 58 E. Clinton St., Suite 100, Joliet, IL 60432, within thirty (30) days of each event or service date.
- b) Each invoice must include name of event or service location, individual waste stream weight in pounds, container type and size, container quantity for each waste stream, unit price, waste stream name, packaging method (i.e. bulked, loose packed, lab packed), method of disposal, disposal site, and manifest number. Waste stream name on invoice must match waste stream names listed within Disposal Cost Sheet (Attachment E within RFP).
- c) Accompanying each invoice shall include copies of manifest(s), Lap pack drum inventories, Cylinder identification sheet/packing list(s) and the Individual Drop Off Event Report described in

Section 6.2 of this Agreement.

- d) Each invoice for Mobile Drop Off Events shall indicate the Mobilization Cost that corresponds with the range of vehicles expected for event as specified by COUNTY to Contractor prior to the event. Mobilization Cost for event shall equal amount specified within Attachment G within RFP for the range of vehicles specified by COUNTY prior to event. Each invoice must include a performance penalty of \$500 for each CONTRACTOR employee not working Drop Off Event below the number specified within Section 15 within RFP. COUNTY will subtract performance penalty from invoice if omitted by CONTRACTOR.
- e) If applicable, invoice shall include the optional incremental increase in mobilization costs to account for an increase in increments of each 1% of vehicles above County specified vehicle range for event.
- f) No fuel or energy surcharges will be allowed for any service provided under this Agreement.

**Section 13.2 Payments.**

- a) Billing for each category (Mobilization, HHW Supply Delivery, HHW Pick up, and Disposal Costs) must match the amount indicated on the respective bid sheets. Any deviations from the bid sheets must have prior authorization from the COUNTY.
- b) After County approval of mobilization cost, performance penalty (if any), disposal costs, HHW Supply, HHW pick up costs from County Designated Location, and disposal costs on Contractor invoice, COUNTY shall verify the payment due CONTRACTOR by totaling the Costs.
- c) All pay-outs/payments to the CONTRACTOR will be made within sixty (60) days of invoicing following the completion and submittal of all required paperwork as stated in the contract documents after each event or service date. Payment shall be made in accordance with Illinois Local Government Prompt Payment Act. In the event the Will County Board fails to appropriate funds for this Agreement, the obligations of both the Contractor and the County will cease immediately without any penalty of liquidated damages or any other payments.

**ARTICLE 14.0  
MISCELLANEOUS**

**Section 14.1 Number of HHW Supply Deliveries, HHW Pick Ups, Drop Off Events, Event Participation Levels, and Waste Quantities.** COUNTY makes no representations whatsoever regarding minimum number of service requests for HHW Supply Delivery, HHW Pickups from County Designated Location, or minimum number of Drop Off Events per year, level of public participation in the COUNTY'S HHW Drop Off Program, or quantities of waste to be collected pursuant to this Agreement.

**Section 14.2 Assignment.** This Agreement shall be binding on CONTRACTOR and its successors and assigns. Neither party to the Agreement shall assign the Agreement nor any document or instrument executed in connection therewith without the written consent of the other, which shall not be unreasonably withheld.

**Section 14.3 Notices.** All notices, requests and other communications hereunder shall be deemed sufficient and properly given if in writing and delivered in person to the following addresses or sent by certified or registered mail, postage prepaid with return receipt requested, at such addresses; provided, if such notices, demands request, or other communications are sent by mail, they shall be deemed as given on the third day following such mailing which is not a Saturday, Sunday, or day on which United States Mail is not delivered:

- (a) If to COUNTY: Will County Land Use Department

Resource Recovery & Energy Division  
58. E. Clinton Street, Suite 100  
Joliet, IL 60432

(b) If to CONTRACTOR: CONTRACTOR  
Attention: (name)  
(Address)  
(City), IL (zip)

Any party may, by like notice, designate any further or different addresses to which subsequent notices shall be sent. Any notice hereunder signed on behalf of the notifying party by a duly authorized attorney at law shall be valid and effective to the same extent as if signed on behalf of such party by a duly authorized officer or employee.

**Section 14.4 Relationship of the Parties.** Neither party to this Agreement shall have any responsibility to perform services for or to assume contractual obligations which are the obligation of the other party; nothing herein shall render either party a County designated, agent or representative of the other party or create any fiduciary relationship between the parties.

**Section 14.5 Waiver.** Unless otherwise specifically provided by the terms of this Agreement, no delay or failure to exercise a right resulting from any breach of this Agreement shall impair such right or be construed to be a waiver thereof, so that such right may be exercised from time to time and as may be deemed expedient. Any waiver shall be in writing and signed by the party granting such waiver. If either party breaches any provision, responsibility, warranty, or covenant contained in this Agreement or thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other breach under this Agreement.

**Section 14.6 Amendment.** This document may not be amended except by written agreement signed by the authorized representatives of all parties hereto.

**Section 14.7 Authorized Representatives.** Each party shall identify an authorized representative to be primarily responsible for the interests of that party. County Site Manager shall be COUNTY'S representative under this Agreement. CONTRACTOR shall assign a representative. COUNTY and CONTRACTOR shall give notice to the other if either elects to change its authorized representative.

**Section 14.8 Agreement Governed by Illinois Law.** The laws of the State of Illinois shall govern this Agreement. The venue for any dispute relating to this agreement shall be in the Twelfth Judicial Circuit in Will County, Illinois.

**Section 14.9 No Other Agreement.** All negotiations, proposals and agreements prior to the date of this Agreement are superseded hereby, there being no agreements or understandings other than those written or specified herein, unless otherwise provided. This Agreement hereto constitutes the entire agreement between COUNTY and CONTRACTOR with respect to the operation of the COUNTY'S HHW Drop Off Program. In the event of a conflict between the terms set forth herein and any supplemental contract documents, the terms set forth herein shall govern. The preprinted terms and conditions appearing on any County's purchase order or other form order documents shall be null and void.

**Section 14.10 Successors and Assigns.** This Agreement shall be binding upon inure to the benefit of the respective successors, assigns, administrators, and trustees of COUNTY and CONTRACTOR.

**Section 14.11 Execution of Documents.** This Agreement may be executed in any number of duplicate originals, any of which shall be regarded for all purposes as an original and all of which shall constitute but the same instrument.

**Section 14.12 Severability.** In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the parties hereto shall negotiate in good faith and agree to such amendments, modifications or supplements of or to this Agreement or such other appropriate actions as shall, to the maximum extent practicable in light of the determination, implement and give effect to the intentions of the parties as reflected herein. All other terms of this Agreement, how they shall be amended, modified, supplemented or otherwise affected by such action, shall remain in full force and effect.

IN WITNESS WHEREOF, the COUNTY and the CONTRACTOR have caused this Agreement to be executed in their respective names, have caused their respective corporate seals to be hereto affixed, and have caused this Agreement to be attested, all by their duly authorized officers, or representatives and CONTRACTOR and COUNTY have cause this Agreement to be dated as of the date and year first written above.

COUNTY OF WILL

CONTRACTOR

By: \_\_\_\_\_  
Lawrence M. Walsh,  
Will County Executive

\_\_\_\_\_  
\_\_\_\_\_  
By: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

CONTRACTOR

\_\_\_\_\_  
\_\_\_\_\_  
By: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

Attest:

By: \_\_\_\_\_  
Lauren Staley Ferry  
County Clerk

By: \_\_\_\_\_  
Name/Title

**BID FORM  
SUBMIT FORMS TO:**

**Date Mailed:** 3-22-19  
**Due:** 4-12-19, 9:00 A.M.  
**Open:** 4-12-19, 9:10 A.M.

**PURCHASING DEPARTMENT  
COUNTY OF WILL  
302 N. CHICAGO ST  
JOLIET, IL. 60432**

**CONTRACT FOR  
H.H. WASTE COLLECTION  
BID #2019-24**

The Contractor proposes to provide the **Products and/or services** in accordance with the specifications attached herein

COMPANY NAME \_\_\_\_\_ FEIN # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ or Soc Sec # \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
E-MAIL \_\_\_\_\_

***THIS IS NOT AN ORDER***

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**Agency Name:** WILL COUNTY LAND USE DEPT, RESOURCE RECOVERY & ENERGY DIVISION

**Delivery Address:** 58 E CLINTON, JOLIET, IL. 60432

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**For additional**

**Information contact:** RITA WEISS, PURCHASING [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

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**Signed By:** \_\_\_\_\_  
Representative of Company

\_\_\_\_\_ Title

**Approved by:** \_\_\_\_\_  
Will County

\_\_\_\_\_ Title



Receipt of Addenda Form

Date Mailed: 3-22-19  
Due: 4-12-19, 9:00 A.M.  
Open: 4-12-19, 9:10 A.M.

PURCHASING DEPARTMENT  
COUNTY OF WILL  
302 N. CHICAGO ST  
JOLIET, IL. 60432

CONTRACT FOR  
H.H. WASTE COLLECTION  
BID #2019-24

COMPANY NAME \_\_\_\_\_ FEIN # \_\_\_\_\_  
ADDRESS \_\_\_\_\_ or Soc Sec # \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
E-MAIL \_\_\_\_\_

Agency Name and Delivery Address: WILL COUNTY LAND USE DEPT, RESOURCE RECOVERY & ENERGY DIVISION  
58 E CLINTON, JOLIET, IL. 60432

For additional Information contact: RITA WEISS, PURCHASING [rweiss@willcountyllinois.com](mailto:rweiss@willcountyllinois.com)

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

ADDENDUM RECEIPT: Receipt of the following Addendum to the Bidding Documents is hereby acknowledged:

No. \_\_\_\_\_, dated \_\_\_\_\_, signed \_\_\_\_\_

**LATE BIDS CANNOT BE ACCEPTED!**

<b><u>SEALED BID DOCUMENT</u></b>	
<b><u>Vendor Return Address:</u></b>  	
<b><u>BID #:</u></b>	2019-24
<b><u>DUE DATE:</u></b>	4/12/19
<b><u>DUE:</u></b>	9:00 AM
<b><u>DESCRIPTION:</u></b>	HHW Collection Bid
<b>DATED MATERIAL-DELIVER IMMEDIATELY TO:</b>  <b>WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2<sup>ND</sup> FLOOR JOLIET, IL 60432</b>	

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO HELP ENSURE PROPER DELIVERY!

**LATE BIDS CANNOT BE ACCEPTED!**