



Lorain County Solid Waste Management District

Proud Member of the Lorain County Growth Partnership

A Department Of

The Lorain County Board of Commissioners

226 Middle Avenue Elyria, OH 44035

Phone 440-329-5440 Fax 440-329-5777

www.loraincounty.us/solidwaste



November 14, 2014

Request for Proposal - Fluorescent Lamp & Ballast Collection and Recycling Program

I. Purpose of This RFP

To obtain a qualified contractor who will:

- A. Pick up truck/trailer loads of spent lamps and used ballasts at the District's Collection Center, where the material is received from the public.
- B. Transport the load to their facility, then sort, count, and/or weigh the items in order to provide accurate, detailed statements and statistics.
- C. Either process the items in such a manner as to provide the District with a guarantee that all components will be reused or recycled (except as specifically noted), or repackage the items and ship them to a permitted processing facility, where they will be processed as noted above.

II. Background Information

The District has collected spent mercury-bearing lamps and ballasts from residents and organizations since August of 2002. Collection days were previously held on a monthly basis. The majority of the users of this program have always been businesses, schools, and other organizations, along with a small number of individual residents.

The volume of materials received increased steadily, however, and threatened to become unmanageable within the one-day-a-month event format. To remedy that problem the District opened a fixed-site collection center in 2010. The facility is open for 21 working hours each week, spread over three days. This schedule operates throughout the year, interrupted by a minimal number of holidays.

III. Current Operation

The staff at the Center receives all material dropped off by the public, and refuses any that does not fall within the list of acceptable items. Acceptable items are taken from both individual residents and from schools, libraries, local governments, businesses, and other organizations.

Small numbers of loose lamps and ballasts are accepted, and packaged in boxes by the Center staff. Larger loads are accepted only if they are properly boxed. Very large loads are required to be boxed, palletized, and stretch-wrapped.

From the beginning, those participants who regularly bring large and very large loads have been instructed in the need for proper packaging. The Center also provides empty 4' and 8' boxes, pallets, and stretch wrap, upon request. As a result, most of the incoming material is adequately prepared for shipping.

The material is taken into a holding area where it is sorted and prepared for shipping as follows:

- Boxes of 4' lamps are stacked on 48 X 40 pallets to a height of approximately 60", and securely stretch-wrapped.
- Boxes of longer lamps (up to 12') are stacked on 48 X 80 pallets up to approximately 48" and stretch-wrapped.
- Loose HID lamps are placed in a double-wall 48 X 40 X 48 Gaylord box, on a pallet.
- CFL lamps, U-Tubes, and small or odd-shaped fluorescent lamps are packed into whatever boxes are available. These are stacked on a 48 X 40 pallet along with HID lamps that arrive in their original packages, to a height between 48" and 60" and stretch-wrapped.
- Ballasts suspected of containing PCB's are placed in an open head 55-gal steel drum. When full, it is sealed with a steel top and bolt clamp.
- Ballasts that are not suspected of PCB contamination are placed in a palletized Gaylord, up to maximum weight of 1,000 pounds - about half-full.
- Some lamps inevitably arrive broken, or are broken during the packaging process. The broken material is placed in an open head 55-gal steel drum. When full, it is sealed with a steel top and bolt clamp.

The District staff monitors the volume of incoming material to anticipate when enough loads will be accumulated. Normally, the contractor is notified about 14 days in advance of the need for a pick up. The current contractor picks up material with 53-foot trailer, during the Center's normal working hours. A member of the Center's staff, assisted by the contractor's driver, loads the truck. Every staff member at the Center is certified to operate the forklift truck and any other material handling equipment owned by the District. Loading normally takes approximately one hour.

Upon arrival at the contractor's facility, the material is weighed and/or counted as needed to provide the District with a detailed statement of fees/credits, which is also used to maintain the District's statistical reports on the Center's operations.

The contractor provides new 4' and 8' boxes, for use at the Center and for distribution to participants, as needed. They also provide the oversized 48 X 80 pallets for long tubes and the gaylord boxes, standard pallets, and steel drums, on an exchange basis. The District provides the stretch wrap and any other incidental packaging supplies.

IV. Anticipated Volume

In 2013, activity at the Collection Center in this area was characterized by the following:

- 9 trailer loads of lamps and ballasts were shipped from the Center.
- The longest time between shipments was 60 calendar days.
- The shortest time between shipments was 23 calendar days.
- The average number of calendar days between shipments was 39 days.

Following is a breakdown of the items included in those shipments:

Collections - - - - January 1, 2013 through December 31, 2013

Straight Tubes, up to 4'	49,600 lamps
Straight Tubes, over 4'	24,578 lamps
U-Tubes	2,788 lamps
Compact Fluorescents	5,493 lamps
HID Lamps	3,798 lamps
Neon	58 pounds
Other, Non-Fluorescent	557 lamps
Broken/Crushed Lamps	426 pounds
Ballasts, Non-PCB	7922 pounds
Ballasts, Suspected of PCB	15,977 pounds
UV Lamps (4' & 8')	4,810 lamps
Shielded Lamps (4' & 8')	179 lamps

Volume in all the categories has fluctuated up and down slightly through the years and 2013 was one of the lesser years. But overall growth in the program averages 5-10% each year. Potential contractors preparing proposals to cover the contract period of 2015/2016/2017 should assume a growth rate in that range.

V. Program Specifications

A. The following materials will be accepted:

- All sizes, shapes, and styles of fluorescent lamps (including all lengths of straight tubes, U-Tubes, circular lamps, and compact fluorescents)
- All sizes, shapes, and styles of High Intensity Discharge (HID) lamps (High-Pressure Sodium, Metal Halide, and Mercury Vapor Lamps)
- Neon Lights and Signs – tubing only
- Fluorescent lamp ballasts, all types, including those that may contain PCB's
- Material from lamps broken during transport or packaging

B. The goal of this program is to reduce the amount of mercury introduced into the environment. If a potential contractor chooses to propose alterations to the list of accepted items, those changes will be measured against how well they serve to attain that goal.

C. The District is generally satisfied with the operation of this program, as described in Section III "Current Operation". Potential contractors should not feel constrained by this, however. The District is prepared to alter any of the current procedures, if it will cause the operation to mesh more finely with the contractor's system.

D. The District has become concerned with the continued lack of recycling options for ballasts suspected of containing PCB's. The District would much prefer to have these items recycled, as opposed to placing them in a landfill, no matter how secure. Proposals that offer a recycling option for these will be given extra consideration.

E. The District would prefer to continue the practice of giving lamp boxes and other materials to participants, so that loads arrive already packed in boxes. The current set of packaging instructions provided to the public, however, can be changed as needed to accommodate any contractor's processing requirements. Proposals should specify under what circumstances these boxes will be provided to the District.

F. The District would especially prefer that the contractor provide all packaging containers and pallets. This would include gaylord boxes, 48X40 pallets, and sealable steel drums, in addition to the 4" and 8" tube boxes and 48X80 pallets now being supplied. The District will continue to purchase its own stretch wrap and other miscellaneous supplies. Proposals should specify under what circumstances these boxes will be provided to the District.

VI. Proposal Specifications

A. the best proposals will be those that most fully address the items in Section V, "Program Specifications", and that have a clear and consistent fee schedule (see next item.)

B. Proposals should specify a fees/credits schedule, on a "per pound" or a "per item" basis, that the contractor will charge or pay for each type of material collected. It should also specify any fixed fees/credits that may be assessed at any time.

A separate schedule should detail all fees/credits associated with the transport of material, and another should address all fees/credits relating to the provision of supplies, if applicable.

Finally, proposals should include any special costs associated with the handling and shipping of broken lamps.

NOTE: Any fee/credit not specifically disclosed in the proposal and contract will not be paid, and invoices containing them will be rejected.

Proposals should also contain copies of brochures, flyers, annual reports and/or other printed material describing the company and/or its services.

VII. Contract Specifications:

A. The contract will run for a period of one year from 1/1/2015 through 12/31/2015. It may be renewed for a second one-year period and then again for a third one-year period, each time by mutual consent. Modifications to the contract terms may be made at each point of renewal, by mutual agreement.

B. At the start of the contract, and at each point of renewal, the contractor will:

1. State, in writing, that they observe all federal, state, and local employment laws and regulations, and maintain status as an equal opportunity employer.

2. State, in writing, that they operate within all federal, state, and local legal and regulatory requirements concerning recycling facilities.

VIII. General Information and Stipulations

A. The District, as an equal Opportunity Employer, affirms that it does not discriminate against individual firms because of their race, color, marital status, religion, age, sex, national origin, handicap, creed, or sexual orientation.

B. The District strongly encourages minority and woman-owned business firms and community-based organizations to submit qualifications and proposals. Women-owned firms will be at least 51% owned and controlled by women and minority owned firms at least 51% owned and controlled by minority persons. A minority person will mean any ethnic person who is a resident of the United States or its territories, including Asian/Pacific Islanders, persons of African descent, Hispanics, and Native American/Alaskan natives. Minority Business Enterprise Forms to be completed by prospective contractors may be requested at the time the bid package is acquired.

C. All qualification statements and proposals submitted in response to this RFP become public information. They may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.

D. All costs presented to the District will remain valid for 180 days from the date of submittal.

E. In the event it becomes necessary to revise any part of this RFP, an addendum will be provided to all potential contractors who received the original RFP.

F. The District is not liable for any cost incurred by the potential contractor prior to entering into a contract.

G. The District reserves the right to reject any and all prospective proposals, and the right to waive any irregularities in the bid process. The District further reserves the right to develop a maximum expenditure limit for the program.

H. News releases pertaining to this RFP, or the program to which it relates, are not to be made without prior approval by the District.

IX. Obtaining an RFP Package

A. Copies of this RFP are available from:

Keith A. Bailey, Director
Lorain County Solid Waste Management District
Lorain County Administration Building
226 Middle Avenue
Elyria, OH 44035
Voice: 440-329-5442 Fax: 440-329-5777
Email: kbailey@loraincounty.us

X. Obtaining Further Information

A. A Pre-Proposal Meeting will be held:

Thursday, December 4, 2014 at 10:00 AM
5th Floor, Room 532
Lorain County Administration Building
226 Middle Avenue
Elyria, OH 44035

Please contact the Director, as noted below, if you plan to attend. This meeting is solely for the purpose of answering questions regarding the various sections of this Request for Proposals. Attendance is recommended, but not required.

B. Please direct all other inquiries concerning the details of this document to:

Keith A. Bailey, Director
Lorain County Solid Waste Management District
226 Middle Avenue
Elyria, OH 44035
Phone: 440-329-5442
Fax: 440-329-5777
Email: kbailey@loraincounty.us

Tours of the Collection Center are also available upon request.

XI. Submitting a Proposal

A. Two copies of the response to this RFP, with all specified attachments, along with a Proposal Guaranty in the sum of \$1,000.00, (see Section XII) must be submitted in a sealed envelope marked "Fluorescent Lamp & Ballast Proposal".

B. The proposal should be up to 25 pages in length, be on 8 ½ X 11 sheets, be typed double-spaced in not less than 12-point typeface, and be printed on both sides to conserve paper.

C. Lorain County requires all contractors submitting proposals to complete and submit all forms required by law and by county policy. They must all be completed and submitted at the time a contract is executed.

XII. Proposal Guaranty Specifications

A. Ohio Revised Code (ORC) Section 307.88 provides that any proposal for a county contract that is in excess of \$10,000 shall be accompanied by a bond or certified check, cashier's check, money order on a solvent bank or saving and loan association in a reasonable amount stated in the advertisement, which amount for this project shall be not less than (\$1,000.00), conditioned that the contractor shall, if its proposal is accepted, execute a contract in conformity to the invitation and the contractor's proposal. Consistent with the ORC Section 153.54, this proposal guaranty may be in the form of a bond, certified check, cashier's check, or letter of credit.

XIII. Deadline

A. Sealed proposals will be accepted by the Lorain County Solid Waste Management District, Room 543, Lorain County Administration Building, 226 Middle Avenue, Elyria, OH 44035 until 2:00 PM, local time, Tuesday, December 9, 2014.