



## **Agenda**

**Nashua Regional Solid Waste Management District Meeting  
November 21, 2019**

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### **Public Notice of Meeting**

**The Public is hereby advised that the Board of the Nashua Regional Solid Waste Management District will hold a regular meeting on November 21, 2019 at 10:00 AM. The meeting will be held at the Nashua Regional Planning Commission office, 30 Temple Street Suite 310, Nashua, New Hampshire.**

**Joining the meeting via conference call is an option use the information below:**

### **NRSWMD Quarterly Meeting**

**Thu, Nov 21, 2019 10:00 AM - 12:00 PM EST**

**Dial in using your phone.**

**United States: [+1 \(872\) 240-3412](tel:+18722403412)**

**Access Code: 860-243-533**

1. Call to order
2. Approval of September 5, 2019 meeting minutes
3. Financial Updates
4. Review of 2019 collection season
5. Review of the 2020 collection dates
6. Review of the revised RFP & discussion about timeline
7. Other Business



## Meeting Minutes

### Nashua Regional Solid Waste Management District Meeting

September 5, 2019

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#### Attendees:

Joan Cudworth	Town of Hollis
Sally Hyland	City of Nashua
Rhonda Martin	Town of Pelham
Jim Solinas	Town of Brookline
Mike Fimbel	Town of Mont Vernon
Steve Duomas	Town of Merrimack
Kris Perreault	Town of Merrimack
Todd Croteau	Town of Hollis
Mason Twombly	NRPC
Kate Lafond	NRPC
Jay Minkarah	NRPC
Cassie Mullen	NRPC

#### **I. Call to Order**

The meeting was called to order at 10:05 am by Hyland with introductions around the table.

This will be Steve Duomas' last meeting as he is retiring. Kris Perreault will be taking his place. Hyland thanked Duomas for all of his service to the District.

#### **II. Approval of June 2019 Draft Meeting Minutes**

Hyland referred to the draft minutes of June 11, 2019 and asked for comments and if accurate, a motion to approve of a draft approval.

***Cudworth motioned to approve the minutes of June 11, 2019 with a second from Fimbel. All were in favor.***

Hyland referred to the draft minutes of June 26, 2019 and asked for comments and if accurate, a motion to approve of a draft approval.

Croteau mentioned that Steve Duomas and Eric Hahn need to be added to the Attendee list.

***Solinas motioned to approve the minutes of June 26, 2019 as corrected with a second from Fimbel. All were in favor.***

### **III. Review of August Collection Events**

The August 3<sup>rd</sup> event had 233 cars. Social Media and the NRPC website were still the main methods that attendees found out about the collection. Materials collected have remained fairly consistent, with paint being the most common. About 18,000 pounds of waste were collected at this event.

Hyland stated that the amount of waste being collected this season is higher than usual, and that the district will surpass the usual 90,000-pound annual collection amount. Cudworth added that many people are moving or have moved during the month of August, which has had an impact on amount of waste collected.

Twombly is still crunching numbers for the August 24<sup>th</sup> Pelham event. There were around 200 cars, which was an increase from 2017. Martin stated that 1,920 pounds of waste were collected in the dumpster.

The next collection event will be at the Nashua Public Works Garage on Saturday, October 5<sup>th</sup>.

### **IV. Financial Updates/Quarterly Reports**

Lafond provided updates for all accounts. The current balance is \$209,876.15. The Grant payment to the Department of Environmental Services (DES) was \$50,243.00. \$100,000.00 was moved from the TD Bank money market account into NH PDIP. Unfortunately, the interest rate has been decreasing. Lafond is going to monitor the trend. Currently the interest is still higher than that of the money market account.

There has also been a net income of \$72,000.00 from all of the dues payments. The Profit and Loss Statement shows revenue from both August events as well as the dues payments, however the interest income only reflects July. There was a \$60,000.00 expense for the quarterly retainer to NRPC to cover bills.

### **V. FY21 Dues Proposal & Future Budget Projections (Action Item)**

The District has previously talked about raising dues 10% each year for three years and then leveling out the amount. Twombly noted that dues fluctuate year to year based on the number of events that fall into each fiscal year. The idea behind increasing dues is to maintain the \$100,000.00 reserve.

Fimble inquired what the timeline was for the current contract with Veolia. Twombly confirmed that we are currently in the second year of the three-year contract, which ends in December of 2020.

Hyland clarified that there are two parts of dues. The first part is a base fee of \$3,300.00 and the second part is a fee based off OSI population estimates. The dues values are the numbers that will need to be incorporated in Town Budgets.

Twombly reminded the group that NRPC's fiscal year is not the same as the calendar year.

***Fimble motioned to approve the 10% increase of dues, coming to a total of \$145,200.00 for FY21. Cudworth seconded. All in favor.***

#### **VI. RFP Committee (Set Meeting Date)**

A draft RFP will need to be ready by the next quarterly meeting on December 5<sup>th</sup>. Hyland explained that being on the RFP committee will involve drafting an RFP, monitoring responses, following up with DES regarding respondents, and coming up with a recommendation for the District.

Cudworth and Fimbel volunteered to be on the RFP committee.

The first RFP Committee meeting is scheduled for October 10<sup>th</sup> at 10:00am at the NRPC office.

#### **VII. Other Business**

- There are two more events this season.
- Twombly is going to reach out to Veolia for their pre-made educational materials about what they do with HHW. Hyland stated that the goal would be to have these materials for the October 5<sup>th</sup> collection event, and to distribute them to all attendees. Duomas added that it would be great to have the Veolia educational materials at the transfer station office as well since residents frequently make related inquiries.
- Twombly is going to work on re-issuing red HHW binders to all members of the District. These binders include emergency contacts, site layouts, evacuation plans, key protocols, etc. Dumas stated that it would be beneficial to keep the binders at the transfer station office as well. Fimbel added that the binders should include the District structure and all District agreements.
- Vickey Davis of Upper Valley Lake Sunapee Regional Planning Commission is looking to pull together Hazardous Waste Coordinators to meet. She is also a member of a national organization that has regional meetings that could be beneficial for District members to attend. Hyland will follow up with more information.

***Motion to adjourn came from Duomas with a second from Cudworth. The meeting ended at 11:05 pm.***

## Nashua Region Solid Waste Management District

11/07/19

## Profit &amp; Loss

Accrual Basis

July 1 through November 7, 2019

	Jul 1 - Nov 7, 19	Jul 1 - Nov 7, 18	% Change
Ordinary Income/Expense			
Income			
Revenue - SWD Dues	124,999.98	115,000.00	8.7%
Revenue - HHW Fees	16,031.00	9,598.00	67.0%
Interest Income	1,015.76	608.54	66.9%
Total Income	142,046.74	125,206.54	13.5%
Gross Profit	142,046.74	125,206.54	13.5%
Expense	120,740.00	120,689.60	0.0%
Net Ordinary Income	21,306.74	4,516.94	371.7%
Net Income	<b>21,306.74</b>	<b>4,516.94</b>	<b>371.7%</b>

	Budgeted	Expended as of 11/7/19	Remaining	% Expended
Fall 2019 Collections (4 events @ \$24,750)	\$99,000	\$99,000.00	\$0.00	100%
Spring 2020 Collections (3 events @ \$24,750)	\$74,250		\$74,250.00	0%
Police Detail Nashua (7 events @ \$259.92 per 4 hr event)	\$1,850	\$812.88	\$1,037.12	44%
NRPC Program Administration	\$60,000	\$23,448.96	\$36,551.04	39%
Printing & Signage				
Transfer Station #s	\$100		\$100.00	0%
No Latex Signs	\$100		\$100.00	0%
Educational Postcards at Events	\$500		\$500.00	0%
Hazardous Waste Coordinator Certification & Training	\$300		\$300.00	0%
Audit	\$4,100		\$4,100.00	0%
Maintenance				
Fire Suppression System	\$750		\$750.00	0%
Misc. Expenses				
Other expenses (misc. supplies, etc)	\$500		\$500.00	0%
<b>Total Expenses</b>	<b>\$241,450</b>	<b>\$123,261.84</b>	<b>\$118,188.16</b>	<b>51%</b>

**Retainer Balance as of 11/7/19\*                      \$54,004.34**

\*Oct & Nov expenses not yet deducted. Anticipate full draw down

## Nashua Region Solid Waste Management District

11/07/19

## Balance Sheet

Accrual Basis

As of November 7, 2019

	Nov 7, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
NOW Account	208,593.08
Total Checking/Savings	208,593.08
Total Current Assets	208,593.08
Other Assets	
PDIP Investment Pool	100,966.78
Total Other Assets	100,966.78
<b>TOTAL ASSETS</b>	<b>309,559.86</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Retained Earnings	288,253.12
Net Income	21,306.74
Total Equity	309,559.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>309,559.86</b>

## CALENDAR YEAR 2020 HHW COLLECTION SCHEDULE

FY	Date	Time	Address	City/Town
20	4/18/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
20	5/2/20	8:00AM-12:00PM	Milford Public Works, 289 South Street	Milford
20	6/4/20	3:00PM-7:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	8/1/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	10/3/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua
21	11/7/20	8:00AM-12:00PM	Nashua Public Works, 9 Stadium Drive	Nashua



## Introduction

This report highlights overall participation in the Nashua Region Solid Waste Management District's (NRSWMD) 2019 Household Hazardous Waste Program. This program was funded by municipal assessments, user fees, and a grant received by the Nashua Regional Planning Commission from the NH Dept. of Environmental Services. The following charts and figures reflect data from collection events held during the spring, summer, and fall of 2019.

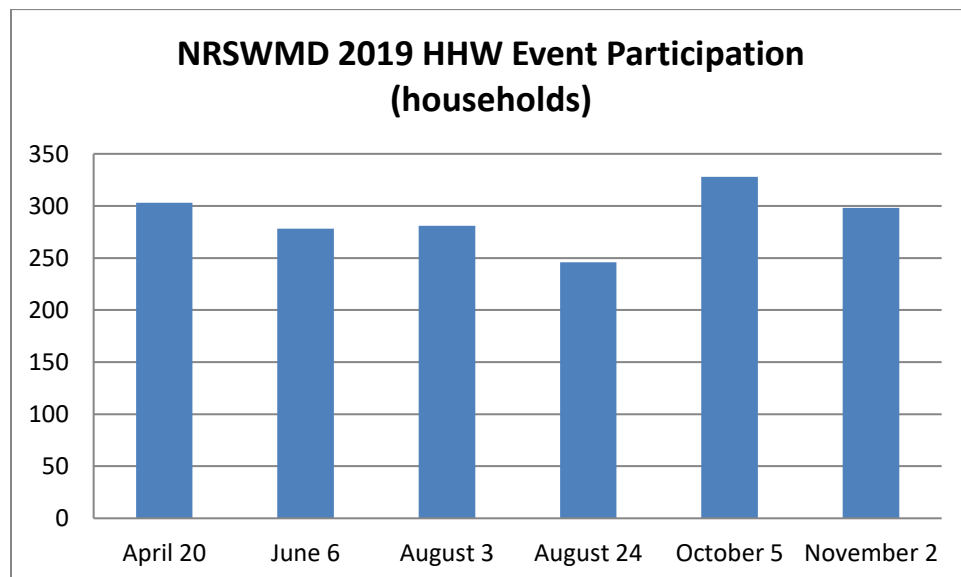
## 2019 Collection Overview

Six collections were held during the 2019 HHW season. Five of the events were located at the Nashua Public Works Garage and one satellite event was held in Pelham. Residents from any NRSWMD member municipality can participate in any event.

Saturday April 20, 8am-12pm, in Nashua	Saturday August 24, 8am-12pm, in Pelham
Thursday June 6, 3-7pm, in Nashua	Saturday October 5, 8am-12pm, in Nashua
Saturday August 3, 8am-12pm, in Nashua	Saturday November 2, 8am-12pm, in Nashua

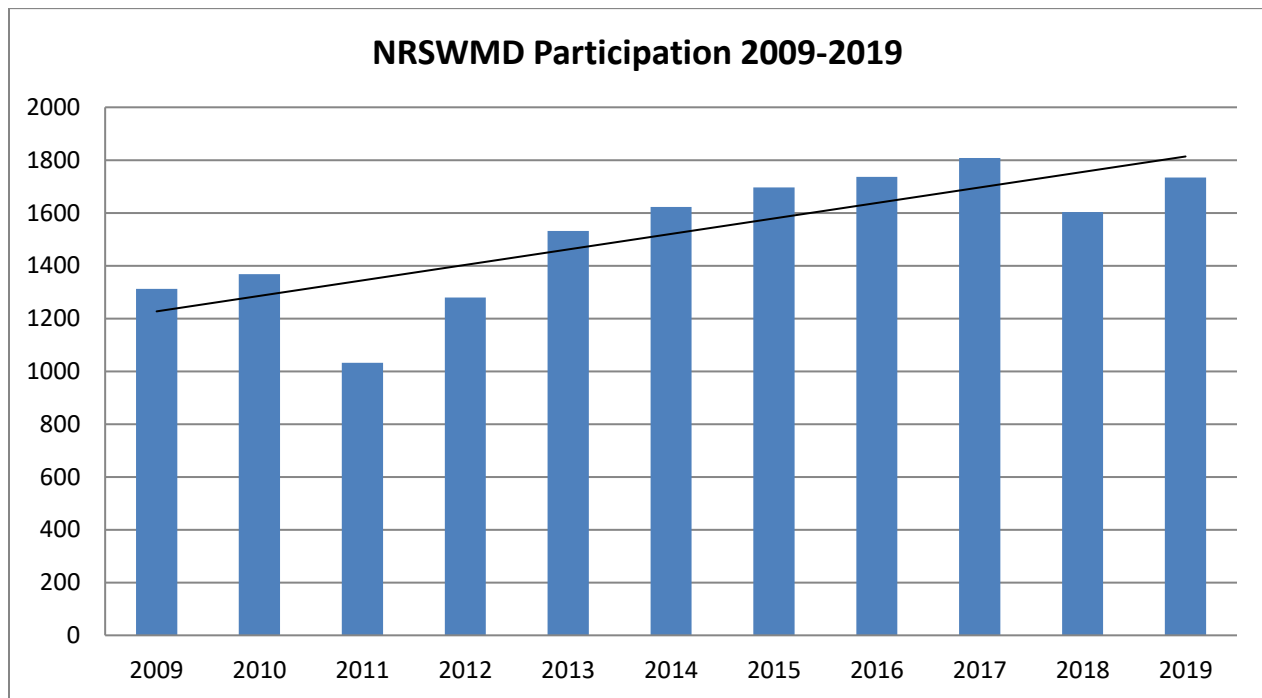
## 2019 Total Participation

In 2019, a total of 1,734 households participated in the HHW collections District-wide. 35% of District-wide participants were first time attendees.

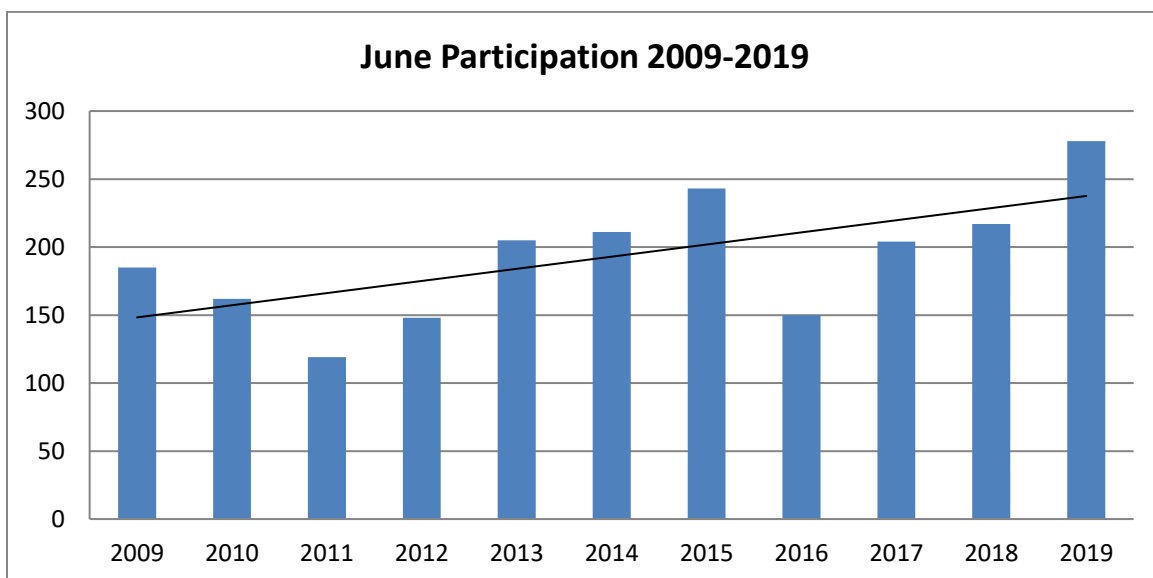
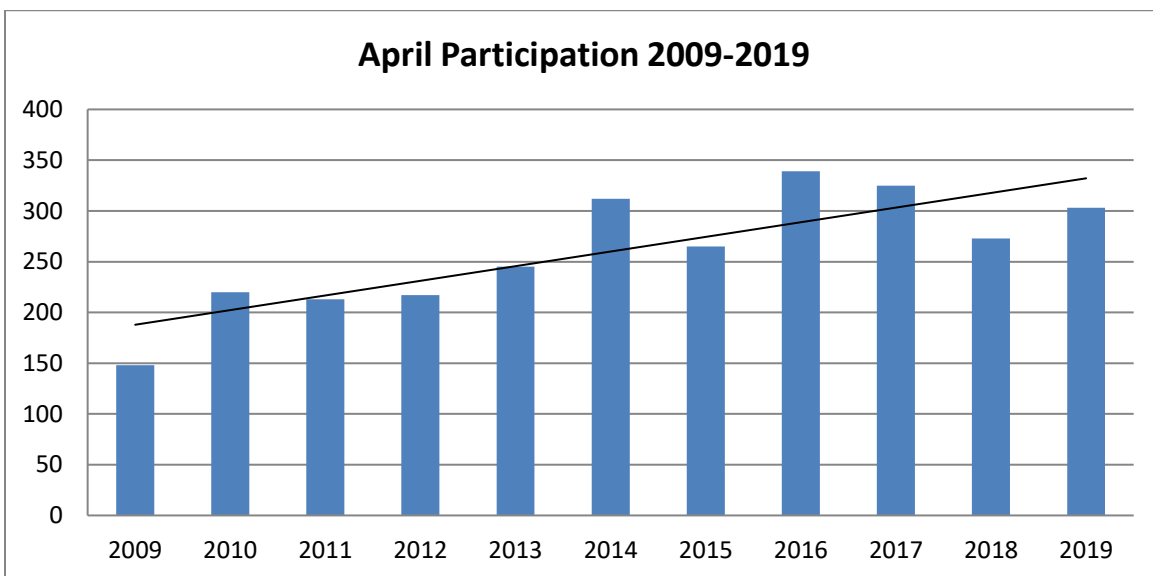


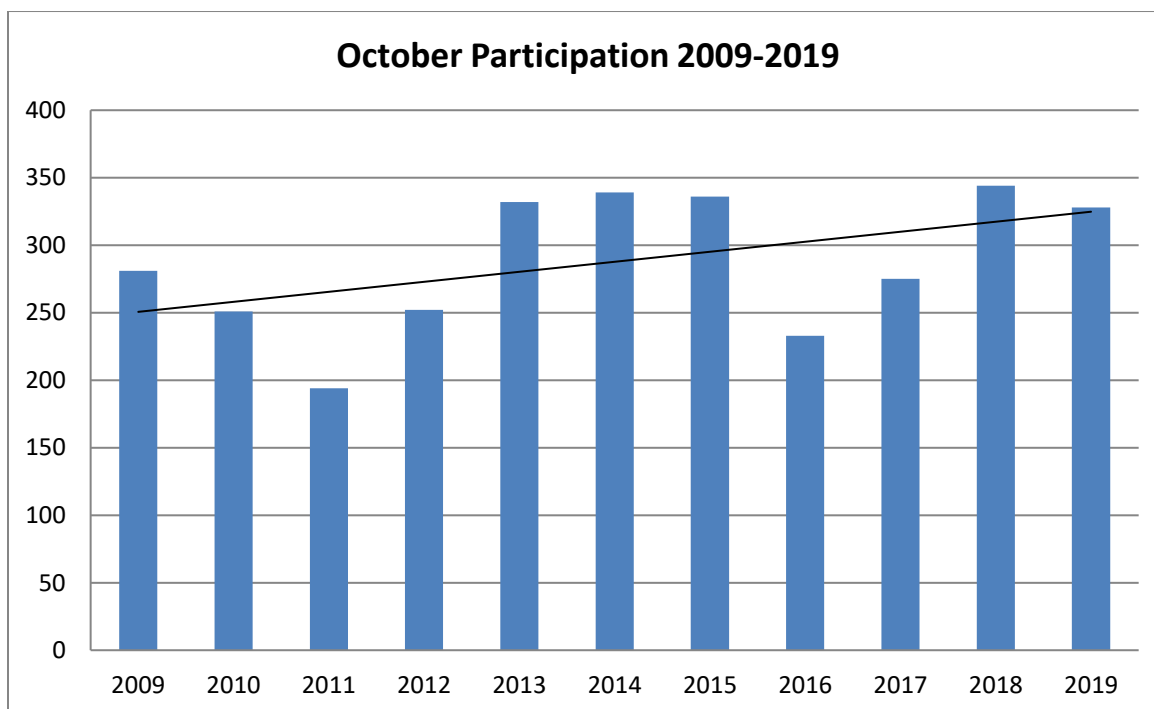
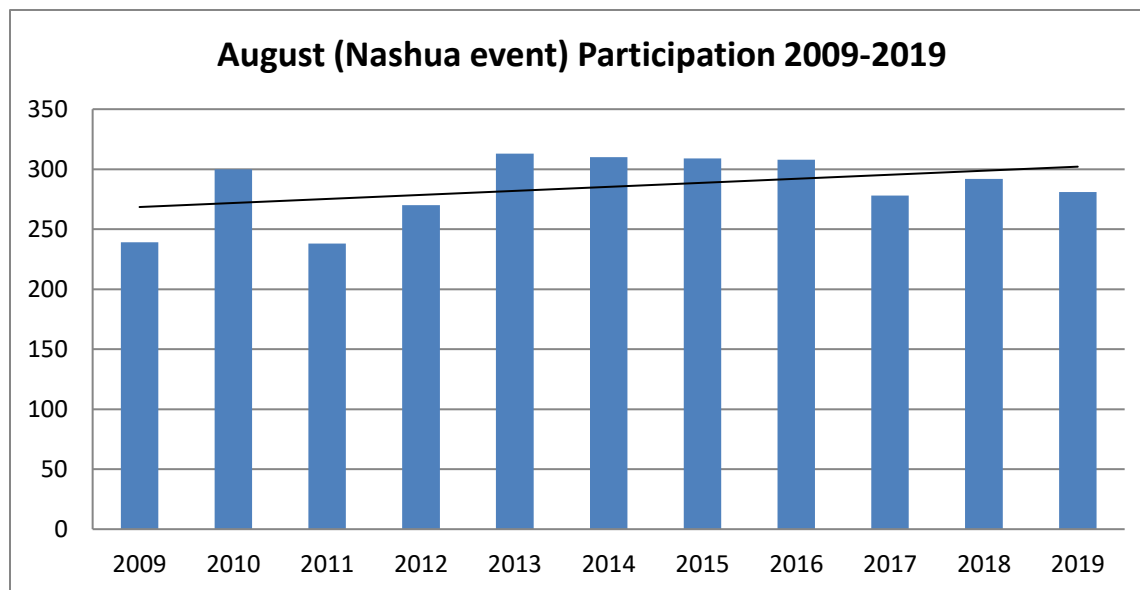
### Historic Participation Trends

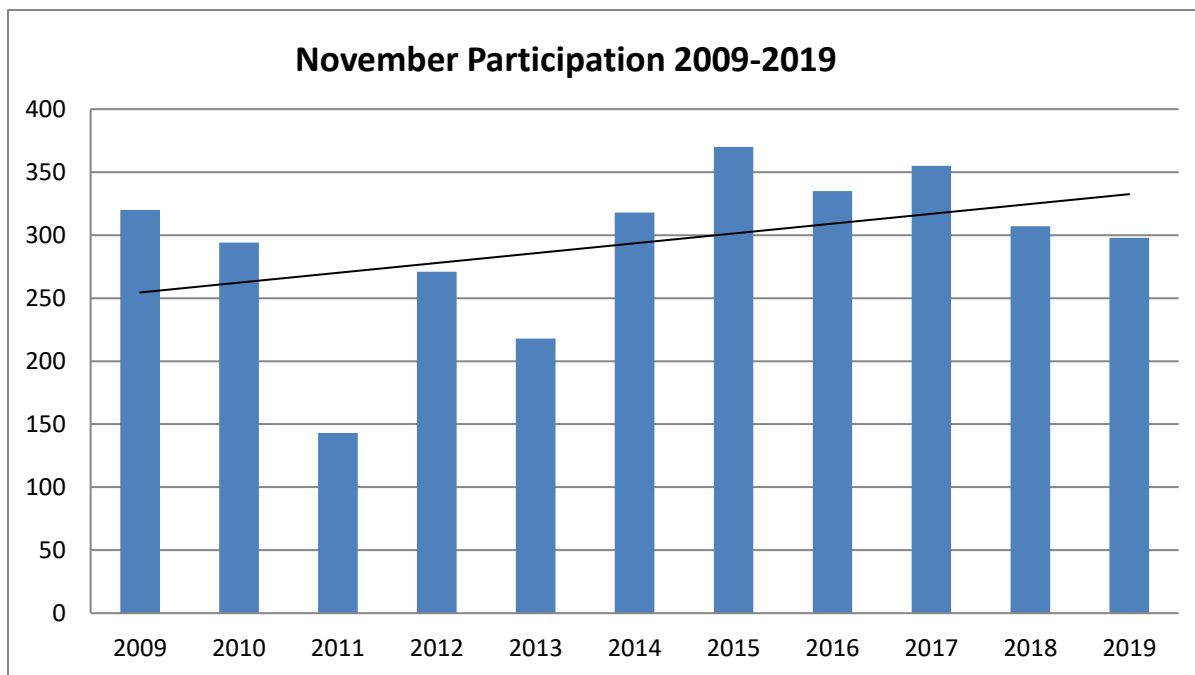
The Nashua Region Solid Waste Management District has charged a \$10 user fee per vehicle since 2008, which was raised to \$15 in the 2019 collection season. While participation rates have trended upward since 2009, they were down slightly District-wide in 2019 from the 2017 highs. That said, it is important to note that the District went from holding seven to six events starting in 2018.



Year	April (Nashua)	May (Milford)	June (Nashua)	Aug. (Nashua)	Aug. (Pelham)	Oct. (Nashua)	Nov. (Nashua)	Total Households
2019	303	N/A	278	281	246	328	298	1,734
2018	273	170	217	292	N/A	344	307	1,603
2017	326	153	204	278	217	275	355	1,808
2016	339	170	150	308	201	233	335	1,736
2015	265	173	243	309	N/A	336	370	1,696
2014	312	133	211	310	N/A	339	318	1,623
2013	245	219	205	313	N/A	332	218	1,532
2012	217	122	148	270	N/A	252	271	1,280
2011	213	125	119	238	N/A	194	143	1,032
2010	220	141	162	300	N/A	251	294	1,368
2009	148	139	185	239	N/A	281	320	1,312

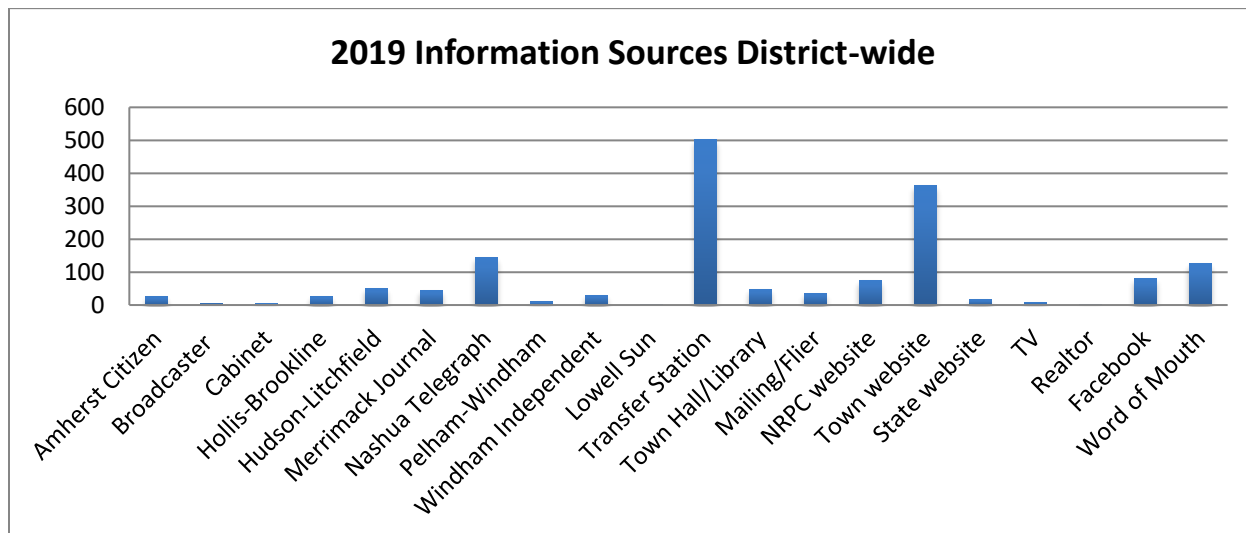






### Information Sources

Transfer Stations continued to provide the largest source of information to participants; 501 households reported learning about the collections through their transfer stations. 363 households reported learning about the collections from their municipal website, making it the second most used information source. The Nashua Telegraph was the third most used information source at 144 households. These three resources were also the most popular sources of information in 2018, 2017, 2016, 2015, 2014, and 2013.



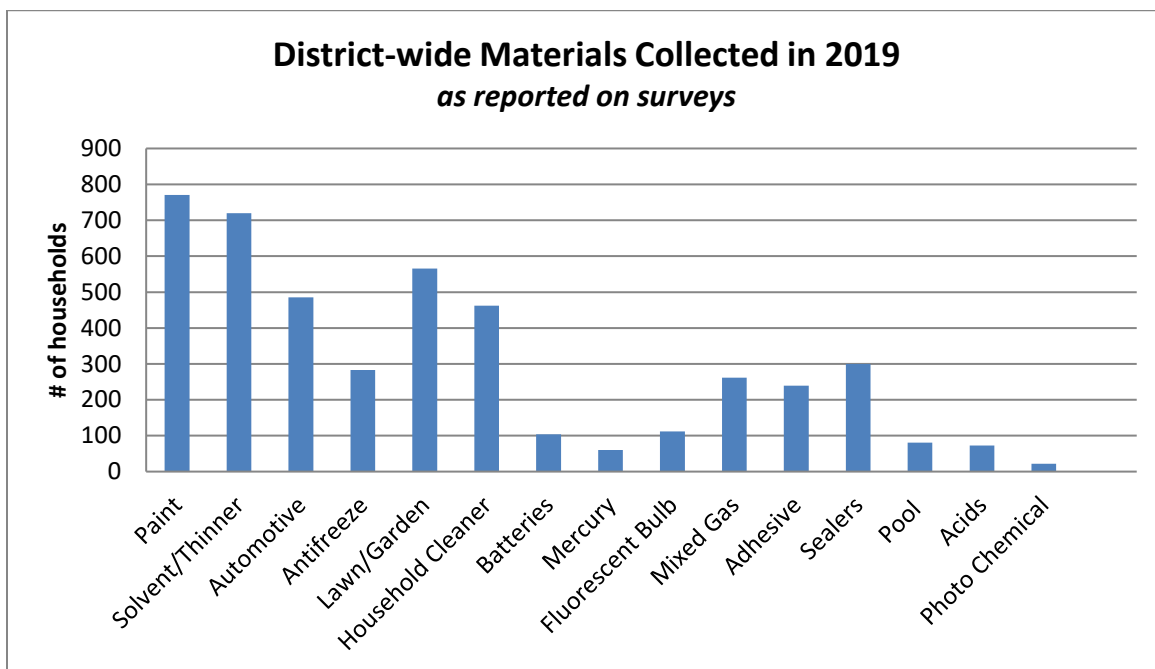
### Materials Collected

The Solid Waste District manifested a total of 95,801 pounds of waste during the 2019 collection season. Of this, 83,792 pounds were hazardous, and 12,009 pounds were universal wastes. This is an increase of 5,474 pounds from the 2018 total (90,327 total pounds of waste in 2018; 79,141 pounds hazardous and 11,186 pounds universal).

Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/20/2019	16,105	3,000	19,105
6/6/2019	12,080	1,055	13,135
8/3/2019	16,495	1,420	17,915
8/24/2019	8,285	1,215	9,500
10/5/2019	16,270	3,564	19,834
11/2/2019	14,557	1,755	16,312

Participant surveys provide more detailed information on the types of waste being collected from each municipality. This information can be used to target community-specific outreach and education efforts on the most prominent types of waste being collected. The composition of waste collected through the 2019 HHW events, as reported on participant surveys, is shown below. Paint continued to be the most common item received; 771 households District-wide (44.5%) brought paint to the 2019 collection events. This is lower than the percentage of households who brought paint in the previous two years. Solvents and thinners were the second most common item again in 2019, with 720 households (41.5%)

reporting to bring these materials. Lawn and garden products were the third most common item again in 2019, at 566 households (32.6%).





**REQUEST FOR PROPOSAL**

**NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT**

**HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENTS**

**Issued—** \_\_\_\_\_



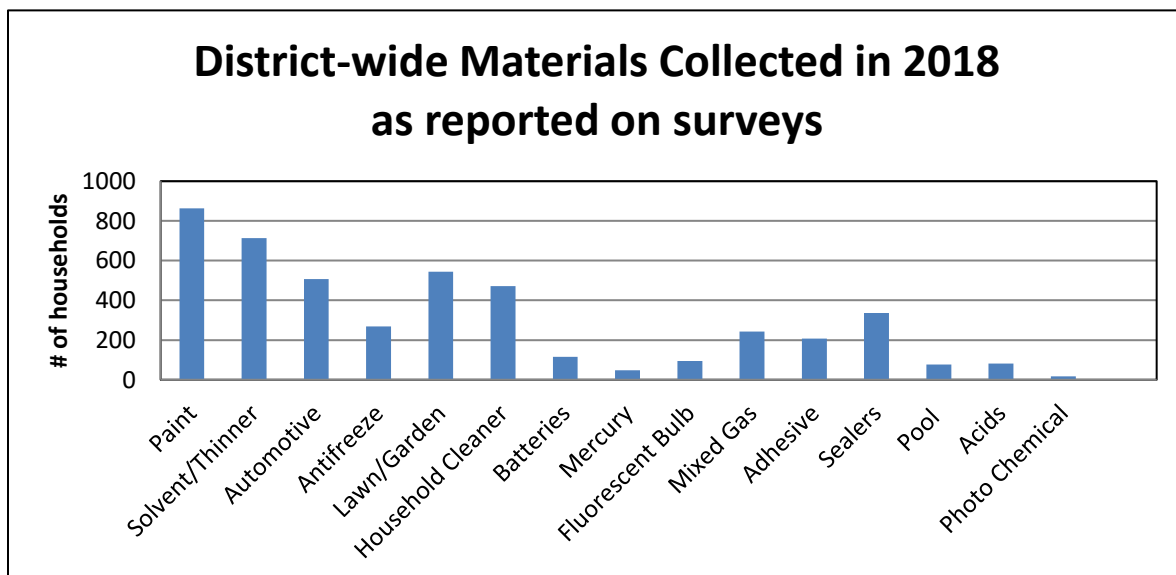
## Section 1. Purpose

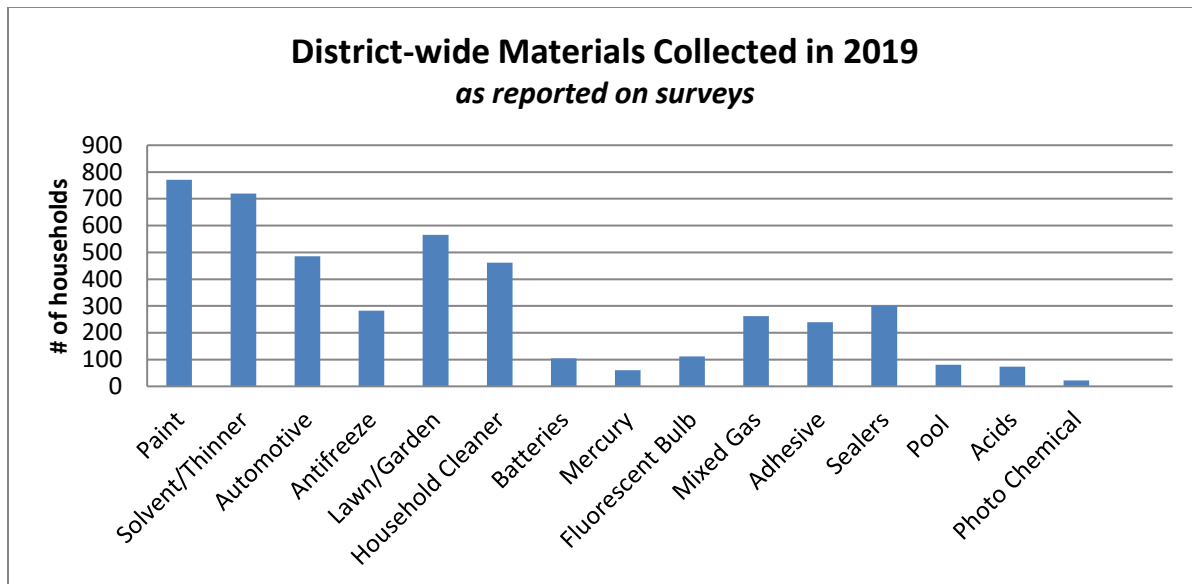
The Nashua Region Solid Waste Management District (NRSWMD) is accepting proposals to supply identification, handling, packaging, and disposal services for household hazardous wastes at 6 collection events per year during 2021, 2022, and 2023. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

## Section 2. Background

The NRSWMD in conjunction with the Nashua Regional Planning Commission (NRPC) has been sponsoring household hazardous waste collection events for its member communities since the mid-1980s. The household hazardous waste (HHW) collection program allows residents from the following communities to bring HHW to regularly scheduled events: Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham New Hampshire.

The program has compiled data on participation and manifested materials, which may be helpful to applicants.





**Number of Households Participating**

Year	April (Nashua)	May (Milford)	June (Nashua)	Aug. (Nashua)	Aug. (Pelham)	Oct. (Nashua)	Nov. (Nashua)	Total Households
<b>2019</b>	303	N/A	277	281	246	328	298	<b>1,734</b>
<b>2018</b>	273	170	217	292	N/A	344	307	<b>1,603</b>
<b>2017</b>	326	153	204	278	217	275	355	<b>1,808</b>
<b>2016</b>	339	170	150	308	201	233	335	<b>1,736</b>
<b>2015</b>	265	173	243	309	N/A	336	370	<b>1,696</b>
<b>2014</b>	312	133	211	310	N/A	339	318	<b>1,623</b>
<b>2013</b>	245	219	205	313	N/A	332	218	<b>1,532</b>
<b>2012</b>	217	122	148	270	N/A	252	271	<b>1,280</b>
<b>2011</b>	213	125	119	238	N/A	194	143	<b>1,032</b>
<b>2010</b>	220	141	162	300	N/A	251	294	<b>1,368</b>
<b>2009</b>	148	139	185	239	N/A	281	320	<b>1,312</b>
<b>2008</b>	148	124	154	283	N/A	265	242	<b>1,216</b>

Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/21/2018	13,420	1,850	15,270
6/5/2018 (Milford)	7,990	1,580	9,570
6/7/2018	15,624	795	16,419
8/4/2018	13,702	2,545	16,247
(Pelham)	N/A	N/A	N/A
10/6/2018	16,725	1,191	17,916
11/3/2018	11,680	3,225	14,905
Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/20/2019	16,105	3,000	19,105
Milford	N/A	N/A	N/A
6/6/2019	12,080	1,055	13,135
8/3/2019	16,495	1,420	17,915
8/24/2019 (Pelham)	8,285	1,215	9,500
10/5/2019	16,270	3,564	19,834
11/2/2019	14,557	1,755	16,312

- Total region-wide population in NRSWMD communities = 220,288 (OSI 2018 Population Estimates)
- Total households in NRSWMD communities = 89,087 (OSI Current Estimates and Trends NH for NH housing supply 2018)

Between six collection events will be scheduled from April – November, the collection season. Residents are permitted to bring identifiable household hazardous wastes to the collection events.

Our program objectives include:

- Provide convenient options for residents to safely and properly dispose of HHW.
- Utilize Contractor services in the most cost-effective manner possible.
- Maximize first-time participants and minimize repeat participants through education efforts.
- Accept a wide array of HHW while encouraging alternative disposal methods for universal wastes.
- Discourage actions that lead to unsafe disposal of HHW.

## Section 3. Scope of Work

### 3.1 Screening and Collection of Waste

#### NRSWMD Responsibilities

The scope of this project is to provide between 6 and 7 Household Hazardous Waste Collection events per year to residents of our member communities (Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham New Hampshire). The NRSWMD will provide all advertising, publicity, educational outreach, and general event setup such as traffic cones

and signs (not related to disposal activities). NRPC, on behalf of the NRSWMD, will be the primary contact for municipal and residential questions related to the program or its administration. The NRSWMD will be responsible for coordinating the provision of an adequately sized dumpster or roll-off for the disposal of non-hazardous rubbish and containers collected during the waste day. The NRSWMD will also be responsible for the tipping fees or costs associated with disposal of these materials in an area landfill or local transfer station.

### Contractor Responsibilities

The Contractor must be willing to provide services for collection events that operate primarily on Saturday mornings throughout the months of April through November. Preferred collection dates and times for the 2021, 2022, and 2023 collection seasons are shown below.

#### 2021 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 17, 2021	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	N/A	8:00 a.m. – 12:00 p.m.	Milford Public Works Garage or Pelham Municipal Building
Thursday	June 3, 2021	3:00 p.m. – 7:00 p.m.	Nashua Public Works Garage
Saturday	August 7, 2021	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	August 28, 2021	8:00 a.m. – 12:00 p.m.	Pelham Municipal Building
Saturday	October 2, 2021	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	November 6, 2021	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage

*\* Represents the time the event is open to the public. Applicants are responsible for determining how much additional time is required for event set-up and take-down. It is our policy to open events promptly at the advertised times and to allow the last car in line at the closing time to move through the collection process.*

#### 2022 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 23, 2022	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	May 7, 2022	8:00 a.m. – 12:00 p.m.	Milford Public Works Garage
Thursday	June 9, 2022	3:00 p.m. – 7:00 p.m.	Nashua Public Works Garage
Saturday	August 6, 2022	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	N/A	8:00 a.m. – 12:00 p.m.	Pelham Municipal Building
Saturday	October 8, 2022	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	November 5, 2022	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage

### 2023 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 22, 2023	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	N/A	8:00 a.m. – 12:00 p.m.	Milford Public Works Garage or Pelham Municipal Building
Thursday	June 8, 2023	3:00 p.m. – 7:00 p.m.	Nashua Public Works Garage
Saturday	August 5, 2023	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	August 26, 2023	8:00 a.m. – 12:00 p.m.	Pelham Municipal Building
Saturday	October 7, 2023	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage
Saturday	November 4, 2023	8:00 a.m. – 12:00 p.m.	Nashua Public Works Garage

Contractor personnel will line floors and roll off and will set up sorting tables, safety equipment, and all other items related to HHW disposal. Contractor will be responsible for screening waste to ensure only acceptable items are collected. Excluded waste includes latex paint, used oil, auto batteries, explosives, radioactive materials, biologically active or infectious waste, medications, sharps, electronics, and asbestos. If excluded materials are delivered, effort must be made by the contractor to assist residents in the proper disposal of such materials. Contractor must attempt to identify and analyze unknown material on site where necessary to allow for its disposal. In general, it is the NRSWMD's desire to not simply turn away a participant and risk improper disposal of waste. Participants that must be refused will be offered assistance in seeking proper disposal options.

The NRSWMD also offers a Small Quantity Generator (SQG) Program to regional businesses. SQGs work directly with the Contractor in advance of a HHW collection event to arrange the separate manifesting of SQG wastes. It is the Contractor's responsibility to determine if the SQG can safely participate in the HHW program. When appropriate, SQGs bring the identified wastes to the collection event where they pay the Contractor directly for the disposal of these materials.

The on-site project manager from the successful Contractor will also be expected to attend a pre-event meeting with a NRPC representative, host community Division of Public Works staff, or other representatives to ensure that events run smoothly and that all parties have an opportunity to coordinate activities and responsibilities prior to the collection day. These meetings should last no longer than one hour and will occur within one week of a scheduled collection event.

### 3.2 Waste Identification and Packaging

Contractor personnel will perform waste identification of material for documentation and segregation according to Hazard Class and must bulk or package in containers approved by State and Federal regulations. Each container must be manifested, labeled, and coded in accordance with all pertinent State and Federal regulations. The contractor shall be responsible for writing and fulfilling requirements of a Site Safety, Spill Response, and Emergency Evacuation Plan.

### **3.3 Temporary Storage and Inspections**

The NRSWMD maintains a permanent storage facility in Nashua designed specifically for the short-term temporary storage of household hazardous wastes. This facility will be made available to the Contractor to temporarily store materials collected at the District's HHW events in Nashua as needed. Please note that collection events in Milford or any location other than Nashua do not have access to this facility.

The Contractor will be responsible for performing weekly inspections of the building and materials during the collection season, regardless of whether materials are contained within or not, and reporting these inspections to the relevant state and federal permitting authorities.

The facility is owned by the City of Nashua and is located on City property at 9 Stadium Drive, Nashua, NH. It is currently used exclusively for the HHW program. As such, it only contains waste during the HHW collection season (April through November). The 3-bay facility was manufactured by Carlisle Building Systems, Inc. and includes a fire suppression system. Additional building specifications are available.

### **3.4 Transportation and Disposal**

As needed, hazardous wastes are to be transported off site in vehicles permitted for such transportation, according to State and Federal regulations by drivers properly trained and licensed to transport hazardous wastes. NRSWMD recognizes the following disposal methods in order of preference: waste recycling, fuel recovery, chemical treatment, destructive incineration, and landfill.

### **3.5 Reporting and Documentation**

The Contractor shall provide the NRSWMD with a copy of a manifest listing of all wastes packed for disposal prior to leaving the collection site after each event. The Contractor shall finalize and/or complete all manifest and shipping papers upon receipt of waste at Contractor's treatment, storage, and disposal facility, and shall provide a completed copy of the manifests to the NRSWMD within 30 days of the collection event. The Contractor must also provide an itemized invoice of all charges to the NRSWMD for materials used at each collection event, waste disposal services, transportation, and labor. Finally, the Contractor must provide an annual report summarizing the wastes collected at each event, including a material profile, number of containers collected, weight of container, and container size.

## **Section 4. Additional Considerations**

The NRSWMD welcomes opportunities to increase participation rates and improve customer service at its HHW collections. Contractors are welcome to provide alternative proposals for HHW services, provided they also respond to the current service format. This may include modified collection event scheduling, increased opportunities for reuse or recycling as opposed to disposal, and/or expanded collection hours for items such as oil-based paint.

## **Section 5. Generator**

For record keeping and paperwork purposes, the Contractor shall be deemed to be the "Generator" of all wastes accepted by the contractor during the collection events from residents of the NRSWMD's service areas.

## Section 6. Contract Terms

The term of the Contract shall be for a three (3) year period beginning on January 1, 2021 and terminating December 31, 2023, provided that:

1. Funds are authorized annually by the NRSWMD
2. Neither the NRSWMD nor the Contractor desires to alter the terms of the contract during the three year period, and
3. The contract is not otherwise terminated through provisions of another clause of the contract.

The NRSWMD has the option, upon mutual agreement with the Contractor, to extend the terms of the contract for up to two (2) one-year extensions.

NRSWMD will negotiate contract terms upon selection. All contracts are subject to review by NRSWMD's legal counsel. A project will be awarded upon signing of an agreement or contract that outlines terms, scope, budget, indemnification, insurance, and other necessary items.

## Section 7. Insurance Requirements

The NRSWMD requires selected contractors and any subcontractors to obtain and maintain at their own expense all insurance required by state and federal law. If requested, the selected organization agrees to provide NRSWMD with evidence of required policies, certificates, and/or endorsements upon the ward of the contract. As a minimum, contractors and subcontractors are required to have the following coverages related to any contract work for the NRSWMD:

- Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of this project
- Comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts no less than \$2,000,000 for bodily injury or death in any one incident and \$500,000 for property damage in any one incident.

The NRSWMD shall be named as an additional insured on comprehensive liability coverage. Contractor shall furnish copies of all such policies and all renewals, terminations, and alterations to the NRSWMD on a current basis.

## Section 8. Proposal Requirements

All proposals must include the items listed below and must be organized as follows:

1. **Proposal Summary**—this should include the highlights of the proposal, such as an overview of the vendor organization, most relevant experience, and summarized cost information.
2. **Vendor Information and Signature Form (Attachment 1)**—this form is provided as Attachment 1 of the RFP. The form should be completed and signed by the person with authority to approve contracts with the NRSWMD.
3. **Qualifications of Firm**—qualified applicants must have technical expertise in the operation of HHW facilities and the collection and disposal of hazardous waste. Applicants must possess a

thorough knowledge and understanding of applicable State and Federal rules and regulations that may affect any and all aspects of the program. Applicants must provide information to demonstrate the firm's experience, including experience with other local government agencies. The selected Contractor must be licensed in the State of New Hampshire to handle, package, store, transport, and dispose of household hazardous wastes. The Contractor shall specify and have present at the site a Project Manager / Safety Officer responsible for directing the Contractor's operation. This person shall coordinate the project's activities with the NRPC and District Representatives. The Contractor shall also have present at each site an employee trained in chemical identification of all hazardous and acutely hazardous wastes as defined in Env-Wm 400. The Contractor shall have present sufficient employees or agents based upon anticipated need to handle, containerize, label, load, store, and transport wastes safely for treatment or disposal at a permitted hazardous waste facility. Each of the above-specified persons shall be sufficiently experienced and trained to properly carry out the operation.

4. **References**—applicants must provide a list of projects within the last five (5) years that demonstrate the applicant's skills and capabilities with the type of services being requested. Please include the project name, location, client contact name and telephone number, and a brief description of the project.
5. **Project Management**—applicants must provide a proposed organizational chart for services to be provided to the NRSWMD. Include resumes of key professional staff anticipated to work on the project. Detailed information on the staff's experience on similar projects should be included. Provide information regarding the number of staff anticipated to work at each collection event and discuss the current workload for the key professional staff to address the applicant's ability to supply adequate staffing for the contract.
6. **Project Approach**—this section must include a description of the scope of service to be provided with a detailed description of how the work will be performed. This section should include any assistance or responsibilities requested from the NRSWMD.
7. **Storage, Disposal, and Recycling Facilities**—applicants must provide names, locations, and pertinent state and federal license/permit information for the contractor, hauler, storage facility, and disposal facility that might handle waste collected from the NRSWMD. Please include relevant safety records and listings of all warning notifications, violations, and/or citations, with details explaining each received from pertinent Federal and/or State agencies for the past two years, as well as any past or pending litigation.
8. **Pricing Proposal (Attachment 2)**—applicants must submit their pricing proposal using the enclosed HHW Pricing Proposal Sheet (Attachment 2). Applicants may attach explanations and/or elaborate on submitted pricing as deemed necessary by attaching additional pages to the provided form.
9. **HHW Storage Facility Insurance (Attachment 3)**- applicants must submit answers to the questions regarding HHW facility insurance in attachment 3.
10. **Alternative Proposals (optional)**—if desired, applicants may provide alternative proposals for modified collection event scheduling, increased opportunities for reuse or recycling as opposed to disposal, and/or expanded collection for items such as oil-based paint. This section should include pricing for all modified or additional services.

## Section 9. Submittal Instructions

This is an open and competitive process.



Proposals must be received by 4:00 p.m. on Thursday June 1, 2020 in order to be considered. Proposals received after this time will not be considered. Proposals may be submitted electronically to Mason Twombly at [masont@nashuarpc.org](mailto:masont@nashuarpc.org) or mailed to:

Mason D. Twombly  
Nashua Regional Planning Commission  
30 Temple Street, Suite 310  
Nashua, NH 03060

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

## Section 10. RFP Schedule

	Date	Time
Deadline for Contractor Questions	May 15, 2017	4:00 PM
Answers/clarifications posted	May 22, 2017	4:00 PM
Proposal submittal date	June 1, 2017	4:00 PM
Interviews (upon request)	June 8, 2017	TBD
Contract Execution	No later than June 23, 2017	4:00 PM
Notification to all other candidates	No later than June 26, 2017	4:00 PM

## Section 11. Review and Selection Process

The following criteria will be the basis on which firms will be selected for further consideration:

- Specialized or appropriate expertise in this particular type of project.
- Adequate staff and equipment for the project.
- Current workload.
- Previous experience with this type of project.
- Pricing
- Other factors that may be appropriate for the project.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

## Attachment 1. Vendor Information and Signature Form

Organization Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Business is a (check one):

☐

Corporation

☐

Limited Liability Company

☐

Partnership

☐

Individual

☐

Joint Venture

☐

Other

If your organization is a **CORPORATION**, please answer the following:

a. Date of Incorporation: \_\_\_\_\_

b. State: \_\_\_\_\_

c. President's Name: \_\_\_\_\_

d. Vice-President's Name: \_\_\_\_\_

e. Secretary's Name: \_\_\_\_\_

f. Treasurer's Name: \_\_\_\_\_

If your organization is a **PARTNERSHIP**, please answer the following:

a. Date of Organization: \_\_\_\_\_

b. Type of Partnership: \_\_\_\_\_

c. Names of general  
Partners: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your organization is **INDIVIDUALLY OWNED**, please answer the following:

- a. Date of Organization: \_\_\_\_\_
- b. Name of Owner: \_\_\_\_\_

If your organization is **any other form** of organization, please explain on an attached addendum to this form.

1. How many years has your organization been in business under its present business name?

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2. What other names has your organization operated under (specify years)?

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3. List the categories of work that your organization normally performs with its own workforce and equipment.

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4. **Claims and Suits:** If the answer to any of the following questions below is yes, please attach details.

- a. Has your organization ever failed to complete any work awarded to it?

☐ Yes

☐ No

- b. Are there any judgments, claims, arbitration, proceedings, or suits pending or outstanding against your organization or its officers?

☐ Yes

☐ No

- c. Has your organization filed any lawsuits or requested arbitration with regard to similar contracts within the last five years?

☐ Yes

☐ No

5. Please answer the following questions in relation to qualifications. For any "No" answer, please provide supplemental information explaining the reason for this answer and any remedies or special circumstances that should be considered.

	YES	NO
Does the Bidder maintain a permanent place of business?	<input type="checkbox"/>	<input type="checkbox"/>

Does the bidder have adequate personnel and equipment to perform the work expeditiously?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have suitable financial status to meet obligations incidental to work?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have appropriate field technical experience in the class of work involved?	<input type="checkbox"/>	<input type="checkbox"/>
Is the bidder registered with the Secretary of State in New Hampshire to do business in New Hampshire?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder performed satisfactorily on contracts of a similar nature?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed prior contracts on time?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have a minimum of five (5) years of experience as a business?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed the Hazardous Waste Coordinator (HWC) certification program required by the NH Department of Environmental Services?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder completed a minimum of three (3) similar projects?	<input type="checkbox"/>	<input type="checkbox"/>
Does the bidder have previous experience with multi-site household hazardous waste collections?	<input type="checkbox"/>	<input type="checkbox"/>
Is the bidder able to provide a list of disposal methods and sites utilized by the bidder for each type of hazardous waste typically received at residential collections?	<input type="checkbox"/>	<input type="checkbox"/>
Has the bidder been able to satisfactorily and expeditiously address any citations issued during site inspections by the NH Department of Environmental Services or other regulatory agencies?	<input type="checkbox"/>	<input type="checkbox"/>

**6. The following statements represent proposal conditions which must be satisfied and agreed to by the Bidder:**

	<b>YES</b>	<b>NO</b>
The Bidder understands the District reserves the right to reject any or all Proposals and to waive any formalities in the proposal process for any reason the District determines to be in the best interest of the communities within its jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
The Bidder agrees that the Proposal shall be valid and may not be withdrawn for a period of ninety (90) days, including Saturdays, Sundays, and holidays, after the scheduled opening day of the Proposal.	<input type="checkbox"/>	<input type="checkbox"/>
The Bidder understands that additional information related to compliance with the District operating plan, equal employment opportunities, insurance coverage, required permits, and indemnification will be required at the time of contract execution.	<input type="checkbox"/>	<input type="checkbox"/>
In the case this Proposal be accepted by the District and then undersigned shall fail to execute the Contract within fourteen (14) days from the date of Notice of Award, then the District may, at its option, determine that the undersigned has abandoned the Contract and, thereupon, this Proposal shall be null and void.	<input type="checkbox"/>	<input type="checkbox"/>

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Name of Organization: \_\_\_\_\_

Signed: \_\_\_\_\_

By: \_\_\_\_\_

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

## Attachment 2. Pricing Proposal

All applicants must provide **BOTH** a fixed rate per event price (A) and pricing per unit of material (B).

### A. Fixed Rate per Event Pricing

Please provide a flat fee cost proposal for the NRSWMD HHW collection program in the 2021, 2022, and 2023 collection seasons. Cost estimates should be made on a per-event basis, based on project coordination, set-up, labor, transportation, handling, storage, waste disposal, and storage facility inspections. Costs should also include all other pertinent duties associated with the collection program, as described in Section 3 of this RFP. You may attach additional documentation to this form to explain cost budgeting, if desired.

Flat Fee per Event Pricing = \_\_\_\_\_

### B. Per Unit Pricing

Please indicate the disposal price per unit of each material. The cost should be inclusive of all services described in Section 3 of this RFP, including supplies, transportation, labeling, treatment, and disposal.

Item	Unit	Disposal Cost per Unit
Flammable Liquids	55 Gallon	
Consolidated Paint (non-latex)	55 Gallon	
Liquid Pesticides	55 Gallon	
Solid Pesticides	55 Gallon	
Inorganic Acid	30 Gallon	
Organic Acid	30 Gallon	
Corrosive Base	30 Gallon	
Aerosols	55 Gallon	
Poison Inhalation Hazards Lab Pack	Each	
Lab Pack	5 Gallon	
Lab Pack	14 Gallon	
Lab Pack	30 Gallon	
Poison Inhalation Hazards Reactive Lab Pack	Each	
Reactive Lab Pack	5 Gallon	
Reactive Lab Pack	14 Gallon	
4 Foot Lamps	1	
8 Foot Lamps	1	
U-Tube Lamps	1	
Compact Lamps	1	
Alkaline Batteries	Per pound	
Ni-Cad Batteries	Per Pound	
Lead Acid Batteries	Per Pound	

Lithium Batteries	Per Pound	
Mercury Devices	5 Gallon	
Labor (please note number of staff provided)	4 hours per event plus set-up/break down	
Transportation		
Supplies		
Additional Fees (please explain)		

## Attachment 3. HHW Storage Facility Insurance

Instructions—please answer the following questions. You may attach extra pages if needed.

1. Are you willing and able to insure the HHW permanent storage facility located at 9 Stadium Drive, Nashua, NH on behalf of the Nashua Region Solid Waste Management District, the Nashua Regional Planning Commission, and the City of Nashua?
2. If yes, are there any conditions that must be met in order for you to provide insurance coverage (ex. the facility must undergo a bi-annual fire inspection, the facility may only be used by the vendor)?
3. Please provide a quote for the annual cost of insurance coverage that would be passed on to the Nashua Region Solid Waste Management District in calendar year 2021.
4. Please provide an estimate for the annual cost of insurance coverage in 2022 and 2023.