



Agenda

Nashua Regional Solid Waste Management District Meeting

September 5, 2019

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 September 5, 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, Sep 5, 2019 10:00 AM - 12:00 PM EDT

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 861-816-821

1. Call to order
2. Approval of June 2019 meeting minutes
3. Review of August Collection events
4. Financial Updates/ Quarterly Reports
5. FY21 Dues Proposal & Future Budget Projections (Action Item)
6. RFP Committee (set meeting date) last RFP is attached for reference
7. Other Business



Meeting Minutes

Nashua Regional Solid Waste Management District Meeting

June 11, 2019

Attendees:

| | | | |
|---------------|-------------------|------------------|------|
| Joan Cudworth | Town of Hollis | Jay Minkarah | NRPC |
| Sally Hyland | City of Nashua | Cassie Mullen | NRPC |
| Rhonda Martin | Town of Pelham | Sabrina Pedersen | NRPC |
| Jim Solinas | Town of Brookline | Mason Twombly | NRPC |
| Kate Lafond | NRPC | | |

I. Call to Order

This meeting was called to order at 10:10 am by Hyland with introductions.

II. Approval of March 20, 2019 Draft Meeting Minutes

Hyland referred to the draft minutes of March 20, 2019 and asked for comments and if accurate, a motion to approve of a draft approval.

Draft motion by Hyland to approve the minutes of March 20, 2019 with a second from Solinas.

III. Review April 20 and June 6 Events

Twombly reviewed the two collection events from June and April. A total of 263 surveys and 259 receipts were collected at the June event; a total of \$4,000 was collected in user fees, a greater number compared to the April event. Police were present for the April event, but not for the June event although they confirmed ahead of time. Hyland referred to Duty Solutions as an alternative for police detailing. Twombly concluded that 16,500 pounds was collected at the April event and no weight has been confirmed for the June event yet.

IV. Financial Updates FY19

Lafond presented 3 financial reports: balance sheet, profit and loss, and actual expenses.

Balance sheet: Lafond stated that they did not fully close out the month, just missing the monthly interest from the TD Bank account. And the monthly statement was received from PDIP.

Profit and loss statement: expenses were paid by NRPC. Expenses are the quarterly payments to NRPC. police fee will be removed. HHW fees are through the April event; # can be increased by \$4,000 for the June event. In addition, anticipated income includes \$50,243 grant from DES.

Actual expenses: the remaining \$42,308.01 will cover the June expenses. Reflected the retainer balance of \$42,548.21 which NRPC holds for the District. NRPC will pay back a balance to the District as of June 30th.

Hyland asked a question about educational material being present at the events, especially the 'No Latex' sign. Twombly responded that they are looking into renewing the sign. Hyland suggested that a postcard to hand out after the event to participants would be a great next step. Cudworth added that DEP has a lot of great educational information available on the web.

V. FY20 Budget Proposal

Twombly discussed the FY20 budget proposal. A total of 7 events are being planned for FY20. Hyland added that they have a contract with Veolia for another 1.5 years. During the next RFP, Hyland suggested that they bid out to others as costs are expected to increase, although Veolia has been a great partner. Hyland mentioned that the District will need some members to help with drafting, interviewing, and choosing a respondent in the RFP. Hyland concluded that a 10% increase in user fees may be the most appropriate way in decreasing the deficit.

Minkarah noted that a special meeting should take place before the end of the fiscal year to approve of the FY20 budget proposal. June 25, 26, and 27 were noted as possible days.

Draft motion

VI. FY21 Dues & Future Budget Projections

Hyland reviewed FY21 Dues & Future Budget Projections. Hyland discussed ways in which the District can increase assessments for towns in order to maintain the \$75,000 bottom line. The first option is to level off those percentages to 10% across the board. Members discussed if there is a limit to how many communities that the District can handle.

Account balances were discussed. Hyland asked if the \$75,000 bottom line was formally voted on. Minkarah stated that he was not sure of a formal vote, but it was to keep it there in case the DES grant goes away.

VII. FY20 District Elections

The District decided to hold off on decisions until the special meeting.

VIII. Annual Grant and Contract Authorization

The District decided to hold off on decisions until the special meeting.

IX. Exhibit 3 Responsibilities of Host Communities FY20

Hyland stated that the District will get all signatures from host communities.

X. Other Business

Twombly confirmed the next quarterly meeting to be September 10th, 2019. Cudworth concluded with concerns about people who are unable to transport themselves to the collection events; the idea of carpooling/ridesharing was discussed further.

Motion to adjourn came from Hyland with a second from Martin. The meeting ended at 12:03 pm.



Meeting Minutes

Nashua Regional Solid Waste Management District Meeting

June 26, 2019

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 |

| | |
|------------------|------|
| Kate Lafond | NRPC |
| Cassie Mullen | NRPC |
| Sabrina Pedersen | NRPC |
| Mason Twombly | NRPC |

I. Call to Order

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

II. Approval of March 20, 2019 Draft Meeting Minutes

Hyland referred to the draft minutes of March 20, 2019 and asked for comments and if accurate, a motion to approve of a draft approval.

Fimbel motioned to approve the minutes of March 20, 2019 with a second from Cudworth.

Hyland commented that the word "satellite" should be added after HHW for item 3. In addition, Hyland asked that the word "insisted" be changed to "suggested" for item 6.

Fimbel motioned to approve the minutes as corrected with a second from Cudworth. All were in favor. Fimbel abstained.

III. FY 20 District Elections

Cudworth motioned to elect Hyland as Chairman of the Nashua Regional Solid Waste Management District with a second from Dookran. All were in favor. Hyland abstained.

Hyland motioned to elect Cudworth as Treasurer of the Nashua Regional Solid Waste Management District with a second from Fimbel. All were in favor.

IV. FY 20 Budget

Twombly explained that the FY 20 dues were set last year at the June meeting. The cost per event for Veolia will be fixed until the end of the 2020 calendar year. The total cost per event is priced at \$24,750. A total of 7 events will happen in FY20, including the Milford and Pelham satellite events. Then in FY21, there will be just 5 events due to the cycle.

User fee projections are based on 10-year attendance averages and multiplied by \$15 user fee. Estimates are conservative in order to not over-project.

Fimbel shared his observation that the checking account balance is sufficient, recognizing that there will be a loss due to the 7 events with a bounce back in the next year. He expressed approval about the balance.

Hyland shared that she will be working on educational postcards with Cudworth, Twombly, and Pedersen. In addition, she asked for "fire suppression inspection" to be added for the maintenance line. Fimbel added that it would be great to have the latex signs at each event.

Lafond shared that the budget is fair and accurate, with the premonition that changes will occur due to user fee projections and the closure of the Veolia contract.

Fimbel shared that the audit seemed too high of a cost, asking if NRPC has thought about it. Lafond shared that NRPC has thought about going out to bid or switch companies, explaining that it is typical for a community to switch auditors every three years. In this budget, Lafond budgeted what the current company states for auditing.

Hyland stated that this is the second year of the Veolia contract, explaining that the District needs a committee to begin an RFP for a vendor. With the expected increase in costs, the District may need to address the number of events too. Cudworth and Solinas expressed interest in joining Hyland on this committee.

Cudworth motioned to approve the FY20 Budget as amended with a second from Dookran. All were in favor.

V. Annual Grant & Contract Authorization

Fimbel motioned to allow NRPC be authorized to file applications with federal, state, and local governmental units and other agencies to implement the fiscal year 2020 work program for the district and to execute agreements to receive funds for such purposes.

Solinas seconded. All were in favor.

Solinas asked about the dollar amount of grants out there. Twombly said they have the grant from the state and keep their eyes open for additional opportunities. Solinas offered to help with finding grants.

VI. Schedule a Scope of Work

Hyland acknowledged Item VI before Item V. Twombly shared that “2019” will be changed to “2020” in line 6. In addition, Twombly explained that the budget lines do not match up with the budget for FY20 and therefore he will amend this after the meeting.

Hyland asked that postcards be added to Task 1. Then, she explained how there is required training by the state as outlined in Task 9. Hyland is going to look into whether or not the whole \$300 needs to be spent on the review of that or the training needs to be done every year. If not, she suggested that a new person be trained. Lastly, Hyland asked that “suppression system” and “inspection” be added to Task 19.

Dookran motioned to approve the Scope of Work as amended for FY2020 with a second from Solinas. All were in favor.

VII. Exhibit 3 Responsibilities of Host Communities FY20

Hyland explained that Item VII is for NRPC and the Nashua, Pelham and Milford events in FY2020.

Fimbel asked about the postcards. Hyland explained that the postcards will be informational cards given to participants after giving their survey.

VIII. Other Business

Hyland highlighted that the next quarterly meeting is Thursday at 10:00 am on September 5th. This meeting will be especially important for members to vote on community assessments for FY2021. Hyland stated that they are anticipating a 10% increase in fees per community. Teleconferencing will be an option at this meeting.

Discussion carried on about NH DES’ “When Things Go Boom” presentation. Martin shared that NH DES is planning to do another presentation in the near future. Nashua and Pelham workers were able to attend the first presentation.

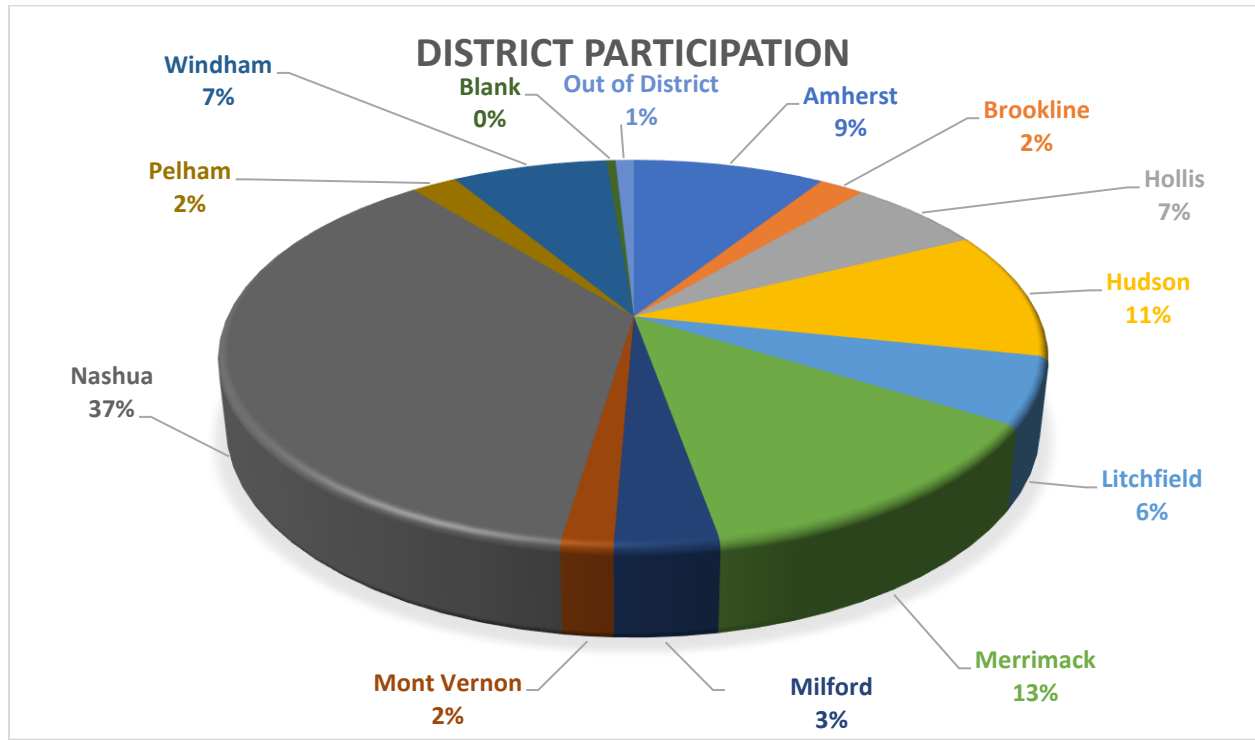
Twombly completed data entry for the last event and will share this data with the group. The next event is August 3rd in Nashua and the Pelham event will be August 24th.

Solinas motioned to adjourn the meeting with a second from Fimbel. The meeting ended at 10:40 am.

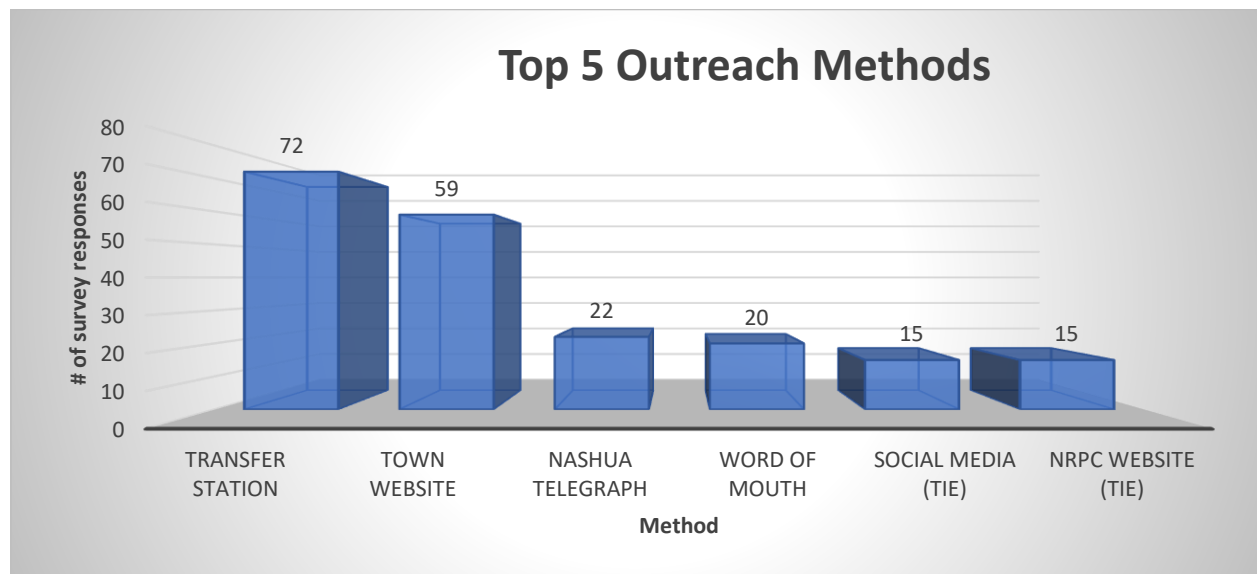


Saturday August 3rd, 2019 HHW Collection Event Highlights
9 Stadium Dr Nashua, NH

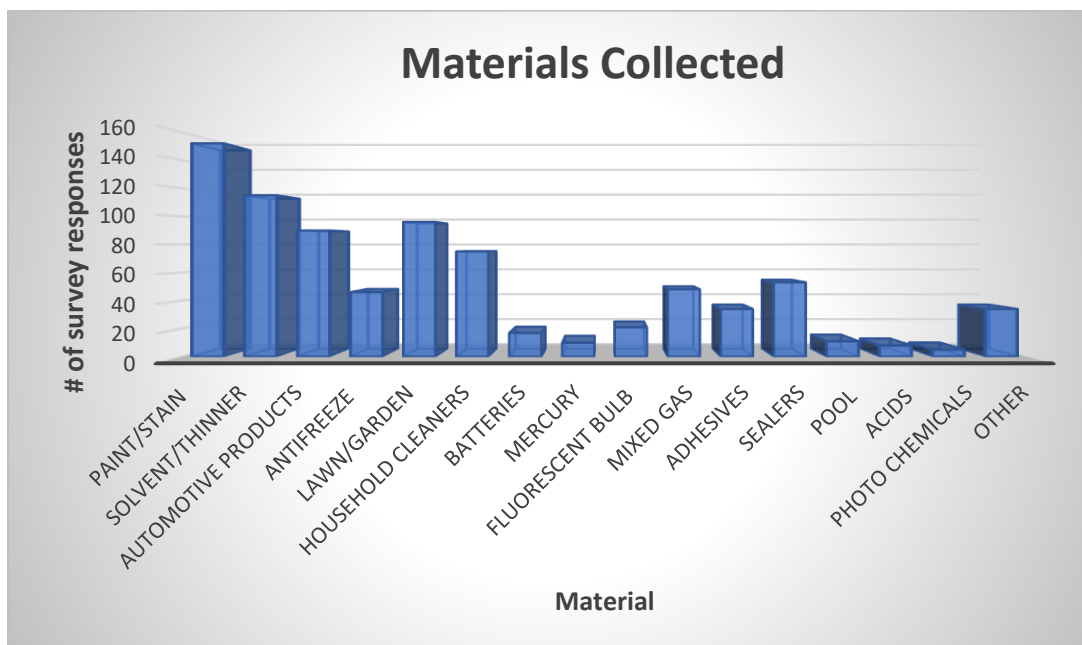
| Participation | | | | |
|----------------------|----------------------------|-----------------|--|-----------------|
| <i>Town</i> | <i># of surveys</i> | <i>%</i> | <i># of reported households</i> | <i>%</i> |
| Amherst | 21 | 9.01% | 23 | 8.19% |
| Brookline | 5 | 2.15% | 5 | 1.78% |
| Hollis | 15 | 6.44% | 24 | 8.54% |
| Hudson | 25 | 10.73% | 29 | 10.32% |
| Litchfield | 13 | 5.58% | 13 | 4.63% |
| Merrimack | 31 | 13.30% | 38 | 13.52% |
| Milford | 8 | 3.43% | 9 | 3.20% |
| Mont Vernon | 4 | 1.72% | 4 | 1.42% |
| Nashua | 86 | 36.91% | 107 | 38.08% |
| Pelham | 5 | 2.15% | 5 | 1.78% |
| Windham | 17 | 7.30% | 20 | 7.12% |
| Blank | 1 | 0.43% | 1 | 0.36% |
| Out of District | 2 | 0.86% | 3 | 1.07% |
| Total | 233 | 100.00% | 281 | 100.00% |



| Outreach Method | |
|-----------------------|------------------------------|
| <i>Method (top 5)</i> | <i># of survey responses</i> |
| Transfer Station | 72 |
| Town Website | 59 |
| Nashua Telegraph | 22 |
| Word of Mouth | 20 |
| Social Media (tie) | 15 |
| NRPC Website (tie) | 15 |



| Materials Collected | |
|----------------------------|-------------------------------------|
| <i>Material</i> | <i># of survey responses</i> |
| Paint/Stain | 152 |
| Solvent/Thinner | 115 |
| Automotive products | 90 |
| Antifreeze | 46 |
| Lawn/Garden | 96 |
| Household Cleaners | 75 |
| Batteries | 17 |
| Mercury | 10 |
| Fluorescent Bulb | 21 |
| Mixed Gas | 48 |
| Adhesives | 34 |
| Sealers | 53 |
| Pool | 11 |
| Acids | 8 |
| Photo chemicals | 5 |
| Other | 34 |





| Date | Location | State | Manifest Number | Haz | Non-Haz | TSDf |
|----------|----------|-------|-----------------|------|---------|-----------|
| 8/3/2019 | Nashua | NH | 001592309VES | 150 | 0 | Stablex |
| 8/3/2019 | Nashua | NH | 001592310VES | 185 | 60 | Flanders |
| 8/3/2019 | Nashua | NH | 001592311VES | 4800 | 800 | Middlesex |
| 8/3/2019 | Nashua | NH | 001592312VES | 3760 | 0 | CWD |
| 8/3/2019 | Nashua | NH | 001592313VES | 7600 | 0 | CWD |
| 8/3/2019 | Nashua | NH | ZZ00691486 | 0 | 160 | VMA |
| 8/3/2019 | Nashua | NH | ZZ00691487 | 0 | 400 | W Bridge |

| Totals in Pounds | |
|-----------------------|--------|
| Total Hazardous | 16,495 |
| Total Non-Hazardous | 1,420 |
| Total Waste Collected | 17,915 |

10:39 AM

08/28/19

Accrual Basis

Nashua Regional Solid Waste Management District

Balance Sheet

As of August 31, 2019

| | Aug 31, 19 |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| NOW Account | 209,876.15 |
| Total Checking/Savings | 209,876.15 |
| Accounts Receivable | |
| A/R - Solid Waste District | |
| A/R - NH DES | 50,243.00 |
| Total A/R - Solid Waste District | 50,243.00 |
| Total Accounts Receivable | 50,243.00 |
| Total Current Assets | 260,119.15 |
| Other Assets | |
| PDIP Investment Pool | 100,455.79 |
| Total Other Assets | 100,455.79 |
| TOTAL ASSETS | 360,574.94 |
| LIABILITIES & EQUITY | |
| Equity | |
| Retained Earnings | 288,253.12 |
| Net Income | 72,321.82 |
| Total Equity | 360,574.94 |
| TOTAL LIABILITIES & EQUITY | 360,574.94 |

10:40 AM

08/28/19

Accrual Basis

Nashua Regional Solid Waste Management District

Profit & Loss

July through August 2019

| | Jul - Aug 19 |
|--------------------------------|---------------------|
| Ordinary Income/Expense | |
| Income | |
| Revenue - SWD Dues | 124,999.98 |
| Revenue - HHW Fees | 7,432.00 |
| Interest Income | 252.34 |
| Total Income | 132,684.32 |
| Gross Profit | 132,684.32 |
| Expense | 60,362.50 |
| Net Ordinary Income | 72,321.82 |
| Net Income | 72,321.82 |

FY21 Dues Proposals

| FY20 NRSWMD Dues 10% increase from FY19 approved 6/12/18 | | | | | | |
|---|--------------------|-----------------|--------------------|--------------------------------|---------------------|---------------------|
| | 2016 Population | % of population | Base Fee | FY20 Dues Allocation by Pop | Host Offsets | FY20 Dues Invoiced |
| Amherst | 11,283 | 0.052 | \$3,000.00 | \$5,174.54 | \$0.00 | \$8,174.54 |
| Brookline | 5,219 | 0.024 | \$3,000.00 | \$2,393.50 | \$0.00 | \$5,393.50 |
| Hollis | 7,775 | 0.036 | \$3,000.00 | \$3,565.72 | \$0.00 | \$6,565.72 |
| Hudson | 24,888 | 0.115 | \$3,000.00 | \$11,413.98 | \$0.00 | \$14,413.98 |
| Litchfield | 8,415 | 0.039 | \$3,000.00 | \$3,859.23 | \$0.00 | \$6,859.23 |
| Merrimack | 25,396 | 0.118 | \$3,000.00 | \$11,646.95 | \$0.00 | \$14,646.95 |
| Milford | 15,238 | 0.071 | \$3,000.00 | \$6,988.35 | \$1,000.00 | \$8,988.35 |
| Mont Vernon | 2,485 | 0.012 | \$3,000.00 | \$1,139.65 | \$0.00 | \$4,139.65 |
| Nashua | 87,590 | 0.406 | \$3,000.00 | \$40,169.96 | \$5,000.00 | \$38,169.96 |
| Pelham | 13,221 | 0.061 | \$3,000.00 | \$6,063.33 | \$1,000.00 | \$8,063.33 |
| Windham | 14,358 | 0.067 | \$3,000.00 | \$6,584.77 | \$0.00 | \$9,584.77 |
| Total | 215868 | 1.000 | \$33,000.00 | \$99,000.00 | \$7,000.00 | \$125,000.00 |
| | | | | Total Dues | \$132,000.00 | |
| *Population calculated by 2016 OEP estimates | | | Base Fee % 25% | | | |

FY21 Dues Recommendations

| FY21 NRSWMD Dues (Recommended) 10% increase from FY20 | | | | | | |
|--|--------------------|-----------------|--------------------|--------------------------------|---------------------|---------------------|
| | 2017 Population | % of population | Base Fee | FY20 Dues Allocation by Pop | Host Offsets | FY20 Dues Invoiced |
| Amherst | 11,401 | 0.052 | \$3,300.00 | \$5,706.45 | \$0.00 | \$9,006.45 |
| Brookline | 5,275 | 0.024 | \$3,300.00 | \$2,640.25 | \$0.00 | \$5,940.25 |
| Hollis | 7,807 | 0.036 | \$3,300.00 | \$3,907.57 | \$0.00 | \$7,207.57 |
| Hudson | 25,103 | 0.115 | \$3,300.00 | \$12,564.60 | \$0.00 | \$15,864.60 |
| Litchfield | 8,458 | 0.039 | \$3,300.00 | \$4,233.41 | \$0.00 | \$7,533.41 |
| Merrimack | 25,529 | 0.117 | \$3,300.00 | \$12,777.82 | \$0.00 | \$16,077.82 |
| Milford | 15,366 | 0.071 | \$3,300.00 | \$7,691.02 | \$0.00 | \$10,991.02 |
| Mont Vernon | 2,501 | 0.011 | \$3,300.00 | \$1,251.80 | \$0.00 | \$4,551.80 |
| Nashua | 88,143 | 0.405 | \$3,300.00 | \$44,117.48 | \$5,000.00 | \$42,417.48 |
| Pelham | 13,500 | 0.062 | \$3,300.00 | \$6,757.04 | \$0.00 | \$10,057.04 |
| Windham | 14,490 | 0.067 | \$3,300.00 | \$7,252.56 | \$0.00 | \$10,552.56 |
| Total | 217573 | 1.000 | \$36,300.00 | \$108,900.00 | \$5,000.00 | \$140,200.00 |
| | | | | Total Dues | \$145,200.00 | \$145,200.00 |
| *Population calculated by 2017 OEP estimates | | | Base Fee % 25% | | | |

| FY2021 NRSWMD Budget--5 Events 10% dues increase | | |
|---|------------------|-------------|
| FY 2021 Income and Expenses | | |
| INCOME | | % of income |
| FY21 Municipal Assessments | \$140,200 | 68% |
| User Fee (\$15) | \$19,500 | 10% |
| NH DES Grant | \$45,000 | 22% |
| Total Income | \$204,700 | |
| EXPENSES | | |
| Fall 2020 Collections (3events * \$24,750) | \$74,250 | |
| Spring 2021 Collections (2 events * \$25863.75) | \$51,728 | |
| Police Detail Nashua (7 events * \$259.92 per 4 hr event) | \$1,300 | |
| NRPC Program Administration | | |
| Outreach | \$10,000 | |
| HHW Collections | \$25,000 | |
| NRSWMD Management | \$25,000 | |
| Printing & Signage | | |
| Transfer Station #s | \$100 | |
| No Latex Signs | \$100 | |
| Educational Postcards at Events | \$500 | |
| Hazardous Waste Coordinator Certification & Training | \$300 | |
| Audit | \$4,100 | |
| Maintenance | | |
| Fire Suppression System | \$750 | |
| Misc. Expenses | | |
| Other expenses | \$500 | |
| Total Expenses | \$193,627 | |

*ASSUMES 4.5% Cost increase for Spring 2021 Collection events

FOR COMPARISON

FY21 NRSWMD Dues 7.5% increase from FY20

| | 2017 Population | | FY20 Dues Allocation | | | FY20 Dues Invoiced |
|--------------|--------------------|-----------------|-------------------------|---------------------|-------------------|---------------------|
| | n | % of population | Base Fee | by Pop | Host Offsets | |
| Amherst | 11,401 | 0.052 | \$3,225.00 | \$5,576.76 | \$0.00 | \$8,801.76 |
| Brookline | 5,275 | 0.024 | \$3,225.00 | \$2,580.25 | \$0.00 | \$5,805.25 |
| Hollis | 7,807 | 0.036 | \$3,225.00 | \$3,818.76 | \$0.00 | \$7,043.76 |
| Hudson | 25,103 | 0.115 | \$3,225.00 | \$12,279.04 | \$0.00 | \$15,504.04 |
| Litchfield | 8,458 | 0.039 | \$3,225.00 | \$4,137.20 | \$0.00 | \$7,362.20 |
| Merrimack | 25,529 | 0.117 | \$3,225.00 | \$12,487.41 | \$0.00 | \$15,712.41 |
| Milford | 15,366 | 0.071 | \$3,225.00 | \$7,516.22 | \$0.00 | \$10,741.22 |
| Mont Vern | 2,501 | 0.011 | \$3,225.00 | \$1,223.35 | \$0.00 | \$4,448.35 |
| Nashua | 88,143 | 0.405 | \$3,225.00 | \$43,114.81 | \$5,000.00 | \$41,339.81 |
| Pelham | 13,500 | 0.062 | \$3,225.00 | \$6,603.47 | \$0.00 | \$9,828.47 |
| Windham | 14,490 | 0.067 | \$3,225.00 | \$7,087.73 | \$0.00 | \$10,312.73 |
| Total | 217573 | 1.000 | \$35,475.00 | \$106,425.00 | \$5,000.00 | \$136,900.00 |

Total Dues \$141,900.00

*Population calculated by 2017 OEP estimate Base Fee % 25%

FY2021 NRSWMD Budget--5 Events

7.5% Dues increase

FY 2021 Income and Expenses

| INCOME | | % of income | |
|---|------------------|-------------|--|
| FY19 Municipal Assessments (adopted 6/12/18) | \$136,900 | 68% | |
| User Fee (\$15) | \$19,500 | 10% | |
| NH DES Grant | \$45,000 | 22% | |
| Total Income | \$201,400 | | |
| EXPENSES | | | |
| Fall 2020 Collections (3events * \$24,750) | \$74,250 | | |
| Spring 2021 Collections (2 events * \$25863.75) | \$51,728 | | |
| Police Detail Nashua (5 events * \$259.92 per 4 hr event) | \$1,300 | | |
| NRPC Program Administration | | | |
| Outreach | \$10,000 | | |
| HHW Collections | \$25,000 | | |
| NRSWMD Management | \$25,000 | | |
| Printing & Signage | | | |
| Transfer Station #s | \$100 | | |
| No Latex Signs | \$100 | | |
| Educational Postcards at Events | \$500 | | |
| Hazardous Waste Coordinator Certification & Training | \$300 | | |
| Audit | \$4,100 | | |
| Maintenance | | | |
| Fire Suppression System | \$750 | | |
| Misc. Expenses | | | |
| Other expenses | \$500 | | |
| Total Expenses | \$193,627 | | |

*ASSUMES 4.5% Cost increase for Spring 2021 Collection events

FY21 NRSWMD Dues
12.5% increase from FY20

| | 2017 | | FY20 Dues Allocation | | | FY20 Dues Invoiced |
|--------------|---------------|-----------------|----------------------|---------------------|-------------------|---------------------|
| | Population | % of population | Base Fee | by Pop | Host Offsets | |
| Amherst | 11,401 | 0.052 | \$3,375.00 | \$5,836.14 | \$0.00 | \$9,211.14 |
| Brookline | 5,275 | 0.024 | \$3,375.00 | \$2,700.26 | \$0.00 | \$6,075.26 |
| Hollis | 7,807 | 0.036 | \$3,375.00 | \$3,996.38 | \$0.00 | \$7,371.38 |
| Hudson | 25,103 | 0.115 | \$3,375.00 | \$12,850.15 | \$0.00 | \$16,225.15 |
| Litchfield | 8,458 | 0.039 | \$3,375.00 | \$4,329.63 | \$0.00 | \$7,704.63 |
| Merrimack | 25,529 | 0.117 | \$3,375.00 | \$13,068.22 | \$0.00 | \$16,443.22 |
| Milford | 15,366 | 0.071 | \$3,375.00 | \$7,865.81 | \$0.00 | \$11,240.81 |
| Mont Vern | 2,501 | 0.011 | \$3,375.00 | \$1,280.25 | \$0.00 | \$4,655.25 |
| Nashua | 88,143 | 0.405 | \$3,375.00 | \$45,120.15 | \$5,000.00 | \$43,495.15 |
| Pelham | 13,500 | 0.062 | \$3,375.00 | \$6,910.61 | \$0.00 | \$10,285.61 |
| Windham | 14,490 | 0.067 | \$3,375.00 | \$7,417.39 | \$0.00 | \$10,792.39 |
| Total | 217573 | 1.000 | \$37,125.00 | \$111,375.00 | \$5,000.00 | \$143,500.00 |
| | | | Total Dues | \$148,500.00 | | |
| | | | Base Fee % | 25% | | |

*Population calculated by 2017 OEP estimates

FY2021 NRSWMD Budget--5 Events
12.5% dues increase

FY 2021 Income and Expenses

| | | % of income | |
|---|------------------|-------------|--|
| INCOME | | | |
| FY21 Municipal Assessments | \$143,500 | 69% | |
| User Fee (\$15) | \$19,500 | 9% | |
| NH DES Grant | \$45,000 | 22% | |
| Total Income | \$208,000 | | |
| EXPENSES | | | |
| Fall 2020 Collections (3events * \$24,750) | \$74,250 | | |
| Spring 2021 Collections (2 events * \$25863.75) | \$51,728 | | |
| Police Detail Nashua (7 events * \$259.92 per 4 hr event) | \$1,300 | | |
| NRPC Program Administration | | | |
| Outreach | \$10,000 | | |
| HHW Collections | \$25,000 | | |
| NRSWMD Management | \$25,000 | | |
| Printing & Signage | | | |
| Transfer Station #s | \$100 | | |
| No Latex Signs | \$100 | | |
| Educational Postcards at Events | \$500 | | |
| Hazardous Waste Coordinator Certification & Training | \$300 | | |
| Audit | \$4,100 | | |
| Maintenance | | | |
| Fire Suppression System | \$750 | | |
| Misc. Expenses | | | |
| Other expenses | \$500 | | |
| Total Expenses | \$193,627 | | |

*ASSUMES 4.5% Cost increase for Spring 2021 Collection events



REQUEST FOR PROPOSAL

NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT

HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENTS

Originally Issued—MAY 1, 2017 (pages 1-14)

AMENDED—MAY 24, 2017 (pages 15-17 added)

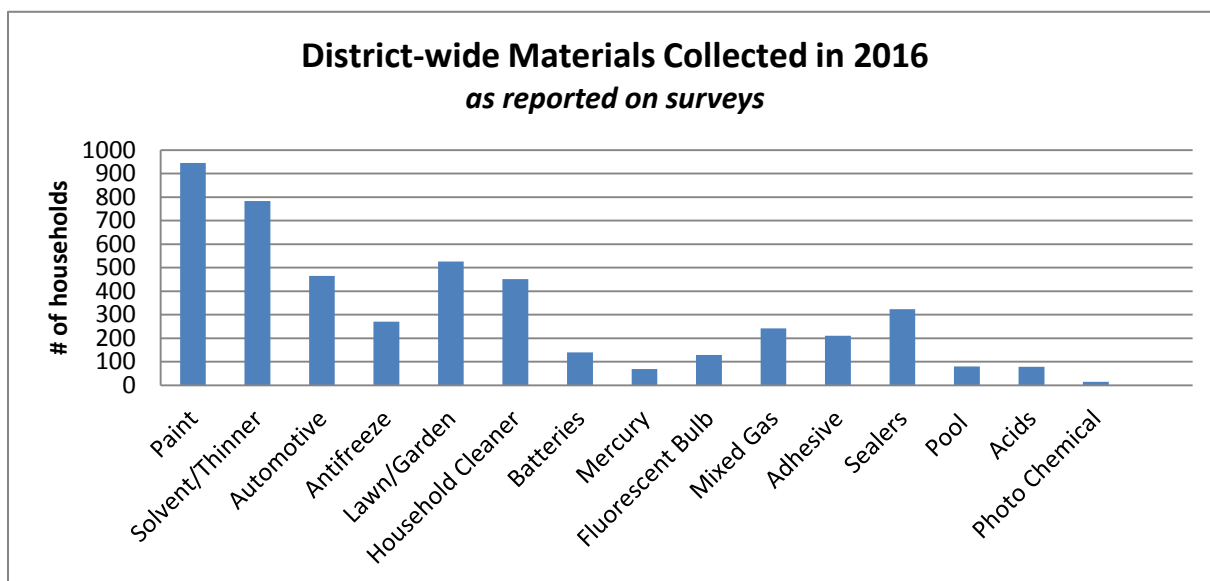
Section 1. Purpose

The Nashua Region Solid Waste Management District (NRSWMD) is accepting proposals to supply identification, handling, packaging, and disposal services for household hazardous wastes at 6-7 collection events per year during 2018, 2019, and 2020. 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 |
|------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------|
| 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 |
| 2008 | 148 | 124 | 154 | 283 | N/A | 265 | 242 | 1,216 |

| Collection Event | Pounds Hazardous Material | Pounds Non-Hazardous Material | Total Pounds |
|--------------------------|----------------------------------|--------------------------------------|---------------------|
| April 23, 2016 | 14,475 | 2,460 | 16,935 |
| May 7, 2016 (Milford) | 6,820 | 845 | 7,665 |
| June 2, 2016 | 7,790 | 945 | 8,735 |
| August 6, 2016 | 16,700 | 2,933 | 19,633 |
| August 27, 2016 (Pelham) | 9,210 | 760 | 9,970 |
| October 1, 2016 | 10,905 | 1,510 | 12,415 |
| November 5, 2016 | 16,337 | 1,695 | 18,032 |

- Total region-wide population in NRSWMD communities = 205,765
- Total households in NRSWMD communities = 80,628 (2010 Census)

Between six and seven 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 2018 collection season are shown below. Preferred collection dates for the 2019 and 2020 seasons will be similar in timing to the 2018 dates and times.

| Day | Date | Time* | Location(s) |
|----------|------------------|------------------------|--|
| Saturday | April 21, 2018 | 8:00 a.m. – 12:00 p.m. | Nashua Public Works Garage |
| Saturday | May 5, 2018 | 8:00 a.m. – 12:00 p.m. | Milford Public Works Garage or Pelham Municipal Building |
| Thursday | June 7, 2018 | 3:00 p.m. – 7:00 p.m. | Nashua Public Works Garage |
| Saturday | August 4, 2018 | 8:00 a.m. – 12:00 p.m. | Nashua Public Works Garage |
| Saturday | October 6, 2018 | 8:00 a.m. – 12:00 p.m. | Nashua Public Works Garage |
| Saturday | November 3, 2018 | 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.*

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.

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, 2018 and terminating December 31, 2020, 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 award 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. **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, 2017 in order to be considered. Proposals received after this time will not be considered. Proposals may be submitted electronically to Jill Longval at jilll@nashuarpc.org or mailed to:

Jill Longval
Nashua Regional Planning Commission
9 Executive Park Drive, Suite 201
Merrimack, NH 03054

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 10, 2017 | 4:00 PM |
| Answers/clarifications posted | May 15, 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?

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

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

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:

| | YES | NO |
|---|--------------------------|--------------------------|
| 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 _____ 2017.

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 2018, 2019, and 2020 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) | | |



REQUEST FOR PROPOSAL—AMENDMENT

NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT

HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENTS

MAY 24, 2017

Amendment—May 24, 2017

The Nashua Region Solid Waste Management District (NRSWMD) utilizes a permanent household hazardous waste storage facility, which is discussed in Section 3.3 of the RFP issued on May 1, 2017. 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 attached.

The selected vendor will be deemed the generator of all residential waste accepted and stored in the facility, as outlined in Section 5 of the RFP issued on May 1, 2017. The NRSWMD is exploring the option of having the selected vendor hold insurance for the storage facility as part of its generator status. As such, we are amending the RFP issued on May 1, 2017 to include questions related to insuring the facility. These questions can be found in Attachment 3 below.

In order to allow every vendor time to complete Attachment 3, we are extending the deadline for proposals to be submitted. Proposals must be received by 4:00 p.m. on Friday July 7, 2017 in order to be considered. Proposals received after this time will not be considered. Proposals may be submitted electronically to Jill Longval at jillL@nashuarpc.org or mailed to:

Jill Longval
Nashua Regional Planning Commission
9 Executive Park Drive, Suite 201
Merrimack, NH 03054

If you have already submitted your proposal prior to receiving this amendment, you may simply submit Attachment 3. You do not need to resubmit your entire proposal.

The new timeline is as follows:

| | Date | Time |
|--|------------------------------|---------|
| Deadline for Contractor Questions related to Amendment | June 7, 2017 | 4:00 PM |
| Answers/clarifications related to Amendment posted | No later than June 14, 2017 | 4:00 PM |
| Proposal submittal date | July 7, 2017 | 4:00 PM |
| Interviews (upon request) | July 20, 2017 | TBD |
| Contract Execution | No later than August 4, 2017 | 4:00 PM |
| Notification to all other candidates | No later than August 7, 2017 | 4:00 PM |

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 2018.
4. Please provide an estimate for the annual cost of insurance coverage in 2019 and 2020.