



## Ogden City Corporation Request for Proposal

### Hazardous Waste Collection and Disposal Services

#### Q & A

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##### **Scope of Work Specifics:**

Could you provide more detailed information regarding the types and quantities of hazardous waste typically generated by the various city facilities? This information will help us tailor our waste collection and disposal strategies more effectively.

- Most of the hazardous waste generated by the city facilities relates to oil-water separators, parts washers, Oil/Used Oil Collection, Used Oil Filter Recycling, Used Coolant Collection and Parts Washers/Solvent Parts Washers. Drain, Sump and pit cleanout, pumping of underground holding tanks. Occasionally there is a need for spill cleanup.

##### **Compliance and Regulations:**

Are there specific local, state, or federal regulatory compliances that we should be particularly aware of for this project? Additionally, could you provide any city-specific environmental policies or standards that need to be adhered to?

- Ogden City defers to all State of Utah and Federal Government regulations concerning hazardous materials collection and disposal. The typical State of Utah contractor's license for hazardous waste material collection and disposal is an E-100, General Engineering Contractor's License. This will be required for any candidate bidding on these services.

**Safety Protocols:**

What are the city's expectations regarding safety protocols, especially considering the handling of hazardous materials? Are there any city-specific safety training or certification requirements for personnel involved in this service?

- Ogden City defers to all State of Utah and Federal Government regulations concerning hazardous materials collection and disposal. The provider of these services for the city must hold a minimum of an E-100 General Engineering Contractors license with the State of Utah Professional and Occupational Licensing Division.

**Emergency Response Expectations:**

In the event of an emergency related to hazardous waste (e.g., spillage), what are the specific response times and protocols expected by the city?

- If a hazardous materials spillage occurred that created a hazard for city employees, the city would require the contractor to respond in no less than 24 hours after being notified. The protocols expected by the City would be that the contractor arrives fully prepared to properly mitigate the hazardous environment as efficiently and safely as possible, complying with all required government regulations for hazardous waste removal.

**Equipment and Technology:**

Are there any specific equipment or technological solutions that the city prefers or requires for hazardous waste collection and disposal?

- Other than what is required by the State of Utah and the Federal Government, there are no specific requirements for equipment or technological solutions required by the City. The contractor must have the tools, equipment and technology to track volumes of materials removed/disposed and be able to invoice the city within 30 days of the services being provided.

**Contract Terms and Duration:**

The RFP mentions a contract period of three years. Is there a possibility for contract extension post this period, and if so, under what terms?

- Per Ogden City policy, the contract period will be three years.

**Insurance Requirements:**

Can you provide more details on the insurance requirements, especially regarding coverage for potential environmental liabilities?

- Please refer to the Request for Proposal, Section V., Insurance Requirements.

**Past Performance and References:**

Would the city be able to provide examples of past contractors' performances that met the city's expectations? This would help us understand the benchmarks for successful service delivery.

- Ogden City is unable to provide examples or information related to the previous contractor.

**Evaluation Criteria:**

Could you elaborate on the evaluation criteria, especially regarding the weightage given to different aspects like cost, experience, and emergency responsiveness?

- Please refer to Section IV. Evaluation of Proposals. There is no weightage provided as outlined in the RFP. The proposals will be reviewed and assigned as pass or fail per criteria. Also, it will be the goal of the selection committee to provide a recommendation of award via a consensus as to which proposal brings the best value and serves the best interests of Ogden City.

**Submission Logistics:**

For the submission of proposals, are there any specific formatting or document organization preferences that the city has?

- The City will accept proposals from contractors that are capable of providing all of the work described in the above Scope of Work including Attachments. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services.
  - A. Each Proposal must include, as a minimum, the following information:
    1. Name, address, email, and telephone number of company submitting the proposal.
      - a. Include the name and contact information of the person designated as the firm's representative.
    2. Three (3) current references
    3. Evidence of Insurability
    4. Exhibit B – Cost Proposal
    5. Exhibit C - Signed addendum acknowledgement, if applicable
  - B. Proposals are to be no longer than 10 pages. Double-sided pages count as two pages.
  - C. For City record keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
    - a. Submitted as loose leaf with binder clip
    - b. Submitted in a regular 3-ring binder
  - D. *Being selected and entering into an agreement does not guarantee the contractor will be extended any specific amount of work.*