

IOWA STATE UNIVERSITY

REQUEST FOR PROPOSAL NUMBER 63079

**TRANSPORTATION AND DISPOSAL OF NON-RADIOACTIVE CHEMICAL WASTE,
DISPOSAL OF COMPRESSED GAS CYLINDERS AND
STABILIZATION OF POTENTIALLY EXPLOSIVE AND REACTIVE COMPOUNDS**

FOR

IOWA STATE UNIVERSITY

UNIVERSITY OF NORTHERN

UNIVERSITY OF IOWA

IOWA DEPARTMENT OF TRANSPORTATION SERVICES

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES AND

IOWA DEPARTMENT OF NATURAL RESOURCES

SUBMITTED BY:

PURCHASING DEPARTMENT

IOWA STATE UNIVERSITY

3616 ADMINISTRATIVE SERVICES

AMES IOWA 50011-3616

ISSUED DATE: APRIL 28, 2015

DUE DATE: MAY 21, 2015 BY 5:00 PM CST

RFP No. 63079
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RFP No. 63079
SCHEDULE OF EVENTS

<u>Activity</u>	<u>Date</u>
Issuance of RFP	April 28, 2015
Vendors submit by email questions regarding bid	May 7, 2015
Clarifications to Vendor questions published	May 14, 2015
Proposals Due	May 21, 2015
Completion of Evaluation	June 9, 2015*
Award of Contract	June 16, 2015*
Contract Beginning Date	July 1, 2015

****Dates are tentative***

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SECTION I
PROPOSAL INFORMATION AND INSTRUCTIONS

1. **Introduction.** Iowa State University of Science and Technology (also referred to as Iowa State University or ISU) in Ames, Iowa, is soliciting proposals from qualified companies for removal, transportation and disposal of non-radioactive chemical waste, removal, transportation and disposal or recycling of compressed gas cylinders, stabilization of reactive and potentially explosive compounds, and removal of pit sludge materials for Iowa State University (ISU), The University of Iowa (UI), The University of Northern Iowa (UNI), The Iowa Department of Transportation (IDOT) the Iowa Department of Administrative Services (DAS), and the Iowa Department of Natural Resources (IDNR).

Iowa State University will be the lead agency for this RFP process and the contract administrator for any contract or contracts that result from this RFP. Any reference to Iowa State University or ISU in this RFP document and any contract(s) resulting from this RFP should be understood as pertaining equally to all the agencies listed in this RFP.

It is most desirable to the agencies to contract with one vendor for all of these services, the RFP review team will determine the most economically effective award of the contract, or contracts and will award separate contracts for each service or combination of services as fits the best interest of the agencies. At a maximum, only one contract will be awarded for each type of service.

The RFP will have four "Scope of Work" sections representing each type of service that is requested. Bidders may propose to provide any or all of the services in this RFP. Each service will be evaluated separately. The agencies concerned will evaluate if separate awards for each service or one provider offers the best value for all agencies.

The contract(s) will commence on July 1, 2015 and continue until June 30, 2018 with the option to renew two (2) additional one-year periods upon written mutual agreement. Bidders should read all bid materials carefully and note the due date. Special concerns of the agencies are addressed in the following sections.

RFP Representative. Any questions and comments related to this RFP should be directed to:

Kelly M. Freel, CPPB
Purchasing Agent IV
Iowa State University
3616 Administrative Services Building
Ames, Iowa 50011-3616
(515) 294-9918
kmfreel@iastate.edu

2. **Bidders Responsibility.** Each Bidder, by submitting a proposal, acknowledges its representative has:
- Read and completely understood the RFP Documents, which include the Proposal Information and Instructions, Terms and Conditions of the Contract, Scopes of Work, Proposal Document Summary, Form of Proposal and indicated Attachments.
 - Based the proposal upon the materials described (where provided in the proposal documents).

3. **Receipt and Opening of Proposals.** Proposals are to be submitted and labeled "RFP No. 63079 ISU Hazardous Waste". Your proposal must be received in the ISU Purchasing Department, 3616 Administrative Services Building, Ames, Iowa 50011-3616 by **5:00 PM, May 21, 2015**. Any proposal received after the time specified for the receipt of proposals may not be considered and may be returned unopened. All Bidders should submit one (1) original hard copy and one electronic copy of their proposal on thumb drive, CD or other electronic media to the ISU Purchasing Department in response to this RFP. **Alternatively, bid responses can be emailed to Quotedesk@iastate.edu.**

Proposals, which are delivered personally, are to be brought to the Purchasing Department reception desk located at the south entrance of the Administrative Services Building (ASB). The ASB is located at the southwest corner of the intersection of Stange Road and 13th Street.

4. **Addenda.** Any and all **material** interpretations, corrections, revisions, and amendments shall be issued by the ISU Purchasing Department to all holders of proposed contract documents in the form of written addenda. Except for addenda modifying the proposal due date or canceling the Request for Proposal, such addenda shall be issued so as to be received at least five (5) days prior to the time set for receipt of proposals. All addenda so issued shall become part of the RFP Documents (see Section I, Subsection 2.a) and shall be signed and acknowledged as received by the vendor.

5. **Qualification of Bidder.**

- ISU shall make such investigations as deemed necessary to determine the ability of Bidder to provide the expected services.
- ISU reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Bidder fails to satisfy ISU that said Bidder is properly qualified to carry out the obligations specified herein.

6. **Formation of Contract.** At its option, ISU may take either of the following actions (6.a or 6.b) in order to form a Contract between ISU and selected Bidder (or Bidders):

- Accept a proposal as written, by issuing a "Notice of Award" to selected Bidder that incorporates the RFP Documents by reference and accepts all or selected portions of Bidder's proposal. The "Notice of Award" will be in the form of a Contractual Agreement (also referred to as Contract or Agreement), which must be signed by both ISU and the awarded Bidder. Bidder shall be given twenty (20) days to sign such an Agreement. Delays in finalizing by Bidder may be viewed as lack of interest by Bidder in servicing the Agreement and would be grounds for rejecting the proposal. Each agency will initiate their own contract order or purchase order, referencing the contract document, to initiate service with the awarded vendor.
- Enter into negotiations with one or more Companies in an effort to reach a mutually satisfactory Contractual Agreement that will be executed by all agencies and Bidder and that

will be based on the Contract Documents, the proposal submitted by selected Bidder, any clarification(s) requested by ISU and submitted by Bidder, except as amended by mutual agreement through the associated negotiations. These negotiations will not include any changes to the pricing structure submitted in the proposal, unless the negotiations change the requirements. Should ISU and Bidder be unable to negotiate a mutually acceptable agreement within thirty (30) days of ISU's initiating negotiations, ISU shall have the right to reject the original selected Bidder's proposal and enter into negotiations with another Bidder, without penalty to ISU.

ISU, as administrator of this RFP, reserves the right to audit the primary destination facility or facilities, prior to awarding a contract to any bidder.

- c. Because ISU may use the alternative described in Subsection 6.a, each Bidder shall include in its written proposal all requirements, terms or conditions it may have, and shall not assume that an opportunity will exist to add such matters after the proposal has been submitted.
 - d. ISU reserves the right to award based on the proposal(s) determined to be in its best interest.
- 7. **Exceptions.** Bidders wishing to take exception to any terms and conditions of this RFP should do so on **Attachment A** of this RFP. Exceptions must be taken point-by-point. Taking blanket exception to the terms and conditions may cause ISU to consider your proposal as non-responsive and not eligible for award.
 - 8. **Preference Laws.** ISU will give preference to purchasing from Iowa based businesses if the proposals submitted are comparable in pricing and their ability to meet all other evaluation criteria, when compared with proposals submitted by other Companies.
 - 9. **Gratuities.** The laws of the State of Iowa provide that it is a criminal offense to offer, promise, or give anything of value or benefit to a state employee with the intent to influence that employee's acts, opinion, judgment or exercise of discretion with respect to that employee's duties.
 - 10. **Parties to the Contract.** Bidders must identify all parties who will be involved with performance of the contract. By submitting a proposal, the bidder warrants that all parties to the contract have received a copy of this RFP and that the bidders' response is acceptable to these parties.
 - 11. **Subcontractors.**
 - a. The bidder is specifically advised that any person, firm or other party to whom it is proposed to award a subcontract under this proposal must be acceptable to the Agencies.
 - b. The bidder shall list all firms, persons or other parties, on the **Form of Proposal**, which will be awarded a subcontract or will perform any part of the contract, should the bidder be selected to perform the contract.
 - c. All contracts performed for the Bidder by a subcontractor shall be pursuant to an appropriate agreement between the Bidder and the subcontractor (and where appropriate between subcontractors and sub-subcontractors).
 - 12. **Value of the Contract.** For bidding purposes, the value of the contract for the named agencies, is estimated at approximately \$1,000,000 +/- per year. This figure is based on past business, along with projections for the next five years, and is not guaranteed.

13. **Qualification of Bidders.**
- a. Bidders shall, upon request, submit audited financial statements for review and analysis. These documents, when requested, shall be considered and handled as proprietary information and not open to the public.
 - b. ISU, as administrator of this RFP process, may make such investigations as deemed necessary to determine the ability of the bidder to perform The Work, and the bidder shall furnish to the ISU all such information and data for these purposes as ISU may request. ISU reserves the right to reject any bid if the evidence submitted by, or investigation of a bidder, fails to satisfy ISU that the bidder is properly qualified to carry out the obligations of the Contract and to complete The Work contemplated therein.
 - c. At time of proposal, Bidder shall affirm that they are in compliance with all applicable environmental regulations. Ongoing instances of legal action, corrective action, or unsettled enforcement actions shall be documented in **Supplement 7** of the RFP.
14. **Vendor Database.** Bidders must have a current vendor registration on file in order to receive an award resulting from this RFP. Visit the vendor registration website (shown below) for instructions on the vendor registration process.
- <http://www.purchasing.iastate.edu/vendors/process.html#application>
15. **Electronic Copies of the Bid.** Vendors may request an editable version of the RFP by contacting Kelly Freel at kmfreel@iastate.edu.
16. **Evaluation.** The evaluation of proposals submitted will be based upon, but not limited to, the following criteria. (Criteria are not listed in any order of importance):
- a. Regulatory compliance record (fines, violations, etc.)
 - b. Demonstrated experience providing services to agencies similar to those in this RFP.
 - c. Exceptions to terms and conditions.
 - d. Staff profile.
 - e. Cost/Scenario pricing/Pricing schedules
 - f. Ability of bidder to provide all or most services.
 - g. Response times.
 - h. DOT security plan (outline).
 - i. Work plans
 - j. Demonstrated experience with proper handling, transportation, and disposal methods.

RFP No. 63079
SECTION II
TERMS AND CONDITIONS OF THE CONTRACT

The following definitions, terms and conditions, in modified form, will apply to any contract awarded as a result of this RFP

1. **Definitions.**

- a. **The Agency (Agencies).** The Agencies are defined as Iowa State University (ISU), The University of Iowa (UI), the University of Northern Iowa (UNI), The Iowa department of transportation (IDOT), The Department of Administrative Services (DAS), and The Iowa Department of Natural Resources (IDNR) or any state, county, city agency or Political Subdivision that is eligible for the services awarded as a result of this RFP. The term Agency means the Agency or the Agency's authorized representative.
- b. **The Agreement.** The Agreement (or Contract) is the Contractual Agreement entered in to between the Agencies and the Company for the services described herein. This Agreement will be signed by the Company and, at minimum, representatives from the ISU, UI, UNI, IDOT, DAS and IDNR.
- c. **The Company.** The Company is the person or organization to which ISU will enter into a contractual relationship for on behalf of the Agencies. Each Agency will issue a purchase order referencing The Agreement when award of this Request for Proposal is made. The term Company means the Company or the Company's authorized representative.
- d. **The Work.** The Work comprises the services required by the Contract Documents and includes all labor and supplies necessary to produce such services.
- e. **RFP Documents.** The RFP Documents shall be defined and consist of this RFP (Proposal Information and Conditions, Terms and Conditions of the Contract, Contract Information and Specifications, Proposal Content, Form of Proposal, Attachment A, and all Exhibits as well as any subsequent Addenda issued by ISU, and Company's response to this RFP.
- f. **Contract Documents.** The Contractual Agreement and RFP Documents that will govern the relationship between the Agencies and the Company.
- g. **Contract Costs.** The rates for labor, disposal and transportation that are provided for different categories of waste streams, cylinders stabilization, pit sludge removal or other services in this Contract.
- h. **Political/Governmental Subdivisions.** Department of Administrative Services (DAS) contracts follow Iowa Code 11—117.13(8A) which dictates the availability of the Master Agreements. **117.13(1)** *Contracts entered into by the department may be extended to, and made available for the use of, other governmental entities as defined in Iowa Code Supplement section 8A.101.* <http://coolice.legis.iowa.gov/Cool-ICE/default.asp?category=billinfo&service=IowaCode&input=8A.101>

2. **Term of the Contract(s).** The contract(s) will commence on July 1, 2015 and continue until June 30, 2018 with the option to renew two (2) additional one-year periods upon written mutual agreement.

3. **TSDF Ownership.** Bidders wishing to submit proposals on chemical waste and cylinder disposal must own and operate at least one Treatment Storage and Disposal Facility (TSDF) and must maintain ownership over Contract duration. Vendors wishing to bid on pit sludge service and/or explosive and reactive stabilization do not need to comply with this stipulation if those portions of the Contract are awarded separately.
4. **Permits.** The Company shall secure and pay for all permits, governmental fees and licenses necessary for the proper execution and completion of The Work.
5. **Assignment.** This Contract may not be assigned or transferred by either party to this contract without the prior written consent of the other party.
6. **Responsibility for Those Performing Work.**
 - a. The Company shall skillfully supervise and direct The Work and shall be solely responsible for all, methods, techniques, sequences, procedures and for coordinating all portions of The Work under the Contract.
 - b. The Company shall perform The Work so as to cause the minimum of inconvenience to and interruption of the Agency's operations. Company's failure to give the Agency timely notice of such intentions shall place the responsibility for any resulting delays or additional costs solely with the Company.
 - c. The Company shall at all times enforce strict discipline and good order among the Company's employees and shall not employ on The Work site any unfit person or anyone not skilled in the task assigned.
 - d. The Company shall be responsible for the acts and omissions of all the Company's employees and all subcontractors, employees, and all subcontractors, their agents and employees and all other persons performing any of The Work under a contract with the Company.
7. **Safety.** The Company shall take all necessary precautions for the safety of and shall provide all necessary protection to prevent damage, injury or loss to:
 - a. all employees on The Work and all other persons who may be affected thereby;
 - b. all The Work and all materials and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of the Company or any of the subcontractors or sub-subcontractors; and
 - c. other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities.
 - d. The Company shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority having jurisdiction for the safety of persons or property to protect them from damage, injury or loss and shall promulgate such safety regulations in the performance of The Work.
8. **Work on Agency's Premises.** Agency agrees to provide Company, its employees and subcontractors, a safe working environment for any work in performance of this Agreement, which must be undertaken on premises owned or controlled by the Agency. Company, its

employees and subcontractors shall comply with the Agency's safety procedures while on the Agency's premises, provided such procedures are conspicuously and legibly posted in the work area or have been delivered, in writing, to Company prior to the commencement of work on the Agency's premises.

9. **Agency's Right to Stop The Work.** If the Company fails to correct defective work or persistently fails to carry out The Work in accordance with the Contract Documents, the Agency may order the Company to stop The Work or any portion thereof until the cause for such order has been eliminated.
10. **Agency's Right to Carry Out The Work.** If the Company defaults or neglects to carry out The Work in accordance with the Contract Documents or fails within seven days after receipt of written notice from the Agency to commence and continue correction of such default or neglect with diligence and promptness, the Agency may, after seven days following receipt by the Company of a second notice from the Agency, and without prejudice to any other remedy, make good such deficiencies. In such case an appropriate Contract Change Order shall be issued deducting from the payments then or thereafter due the Company the cost of correcting such deficiencies, including compensation for additional services made necessary by such default, neglect or failure. If the payments then or thereafter due the Company are not sufficient to cover such amount, the Company shall pay the difference to the Agency.
11. **Termination of the Contract.** This Contract shall terminate upon expiration of the desired term; or if this Contract expressly and in writing provides for any option or options, and if any such option is exercised by the Company, then this Contract will terminate at the expiration of the option term or terms, unless any of the following termination rights are earlier exercised:
 - a. If the Company is adjudged bankrupt or makes a general assignment for the benefit of creditors or if a receiver is appointed on account of the Company's insolvency or if the Company persistently or repeatedly refuses or fails, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials or disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction or otherwise is guilty of a substantial violation of provision of the Contract Documents, then the Agency may, without prejudice to any right or remedy and after giving the Company and the Company's surety seven days' written notice, terminate the employment of the Company and may have The Work finished by the Agency's personnel or by another Company selected by the Agency. In such case the Company shall not be entitled to receive any further payment until the aforementioned parties have completed The Work.
 - b. if the Company fails to provide services, proper materials or disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction or otherwise is guilty of a substantial violation of provision of the Contract Documents, then the Agency may, without prejudice to any right or remedy and after giving the Company and the Company's surety ninety (90) days written notice, terminate the Contract.
 - c. The Agency may terminate the Contract upon ninety (90) days written notification, without penalty to the Agency, should the Company fail to carry out its provisions or fail to provide services acceptable to the Agency.
 - d. With the mutual agreement of both parties, upon receipt and acceptance of not less than ninety (90) days written notice, this agreement may be terminated without penalty to either party.

- e. Notwithstanding any other provisions of this contract, if funds anticipated for the continuing fulfillment of this contract are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the Federal government to provide funds, or the program under which funds were provided is altered, then Agency(s) shall have the right to terminate this contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding or program change. Should the contract be terminated due to lack of appropriations or funding and subsequently should an appropriation to cover the costs of this contract become available within sixty (60) days after the date of termination under this clause, Agency(s) agree to re-establish a contract with the Company whose contract was terminated under the same provisions, terms, conditions and pricing arrangements of the original contract.
12. **Acts of God.** Whenever a Company's place of business, mode of delivery or source of supply has been disrupted by strike, or act of God, it shall be the responsibility of the Company to promptly advise the purchasing department or contract administrator of each Agency. Any Agency may elect to use alternate sources of service until such time, if any, that Company is able to provide services again. If a reasonable time passes in which the Company is unable to resume normal operation, Agencies may elect to terminate their contract and contract with alternate suppliers as per sections II.9 and II.10.
13. **Indemnification.**
- a. The Contractor agrees to indemnify and hold harmless the State of Iowa and Agencies, its officers, employees and agents appointed and elected and volunteers from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, related to or arising from: any breach of this Contract; any negligent, intentional or wrongful act or omission of the Contractor or any agent or subcontractor utilized or employed by the Contractor; the Contractor's performance or attempted performance of this Contract, including any agent or subcontractor utilized or employed by the Contractor; any failure by the Contractor to comply with the Compliance with the Law provision of this Contract; any failure by the Contractor to make all reports, payments and withholdings required by federal and State law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State; any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or any failure by the Contractor to adhere to the confidentiality provisions of this Contract.
 - b. **Immunity from Liability.** Every person who is a party to the Contract is hereby notified and agrees that the State of Iowa, Agencies, and all of their employees, agents, successors, and assigns are immune from liability and suit for Contractor's and subcontractors' activities involving third parties arising from the Contract
 - c. **Self-Insurance by the State of Iowa.** Pursuant to Iowa Code chapter 669, Agencies and the State of Iowa are self-insured against all risks and hazards related to this Contract. No separate fund has been established to provide a self-insurance, and the State of Iowa is not obligated to establish any such fund during the term of this Contract.
14. **Insurance and Related Requirements.** The Contractor shall obtain and maintain the minimum insurance coverages set forth below. The Contractor shall assess its own risk and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverages. The Contractor is not relieved of any liability or other obligations assumed or pursuant to the Agreement by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Minimum insurance coverages and requirements are as follows:

Commercial General Liability

General Aggregate	\$2,000,000
Each Occurrence Limit	\$1,000,000

Automobile

\$1,000,000 combined single limit each accident to include owned, non-owned, hired, or rented vehicles.

Umbrella Liability

\$5,000,000 each occurrence/\$5,000,000 aggregate providing excess liability over the General Liability, Auto Liability and Employers Liability.

Worker's Compensation and Employer's Liability

Statutory Limits of \$100,000/\$500,000/\$100,000

Worker's Compensation Policy shall include a Waiver of Subrogation in favor of Iowa State University; Board of Regents, State of Iowa; and the State of Iowa. Endorsement form WC 00 03 13 shall be attached to the Certification of Insurance if waiver language is not stated on the actual certificate.

Workers Compensation coverage is required for all personnel working under this agreement for Iowa State University. All of the contractor's employees, partners, members, officers and sole proprietors must be included.

Pollution Liability

\$10,000,000 each occurrence/\$10,000,000 aggregate

Additional Requirements

- The company(ies) providing coverage must be at least A- Class VII rated by A.M. Best Company.
- The State of Iowa; the Board of Regents, State of Iowa; and Iowa State University must be named as additional insureds for General Liability, Excess Liability, and Pollution Liability. All legal entities referenced above must be individually listed on the certificate as an additional insured for liability coverage. Additional insured status shall be on a primary and non-contributory basis.

The Policy shall name Iowa State University; the Board of Regents, State of Iowa; and, the State of Iowa as additional insureds with respect to all operations and related work and shall provide that such insurance applies separately to each insured against whom claim is made or suit is brought. The additional insureds shall be added under CG 20 10 (7-04) endorsement or older edition dates and attached to the certificate of insurance.

- Iowa State University requires occurrence coverage. The certificates should be marked "occurrence." If there is no box marked "occurrence," we require the notation "occurrence form" in the Special Conditions box.
- Contractor must maintain insurance coverage throughout the term of the work. Failure to maintain insurance coverage throughout the term shall be considered a breach of contract.

- All policies must be written on a primary basis, non-contributory with any other insurance and/or any self-insured funds of Iowa State University; State of Iowa; and Board of Regents, State of Iowa.
- Contractor shall require all of its Subcontractors and their respective Sub-subcontractors to carry insurance coverage that meets these same insurance requirements or insure the activities of Subcontractors in the Contractor's own policy.
- All policies and endorsements may not be non-renewed, cancelled or materially changed or altered unless thirty (30) days' advance written notice via certified mail is provided to Iowa State University, Purchasing Department.

The certificate must be mailed or faxed to:

Iowa State University
Purchasing Department
Attn: Kelly M Freel
3616 Administrative Services Bldg., Ames, IA 50011-3616
Phone: 515-294-4860 Fax: 515-294-9606

15. **Laws.** Terms and provisions of this bid request and any contract resulting from this bid request shall be construed in accordance with the laws of the State of Iowa, and any and all litigation or actions commenced in connection with this bid request or contract resulting from this bid request shall be instituted in the appropriate courts in the State of Iowa.
16. **Code of Fair Practice.** The Company shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age, or physical or mental disability except where it relates to a bona fide occupational qualification. In the event of the Company's noncompliance with this clause or with any of aforesaid regulations, this contract may be canceled, terminated or suspended in whole or in part and the Company may be declared ineligible for further contracts with the Iowa Board of Regents.
17. **Contract Change Order.**
 - a. A Contract Change Order is a written order to the Company issued after the award of the Contract, authorizing a change in The Work or an adjustment in the Contract Costs. The Contract Costs may be changed only by Contract Change Order.
 - b. The cost or credit to the Company resulting from a change in The Work shall be determined in one or more of the following ways:
 - i. by mutual acceptance of a lump sum properly itemized and supported by sufficient substantial data to permit evaluation;
 - ii. by unit prices stated in the Contract Documents or subsequently agreed upon; or
 - iii. by cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee.
 - c. It shall be the responsibility of the Company before proceeding with any change to satisfy itself that the change has been properly authorized on behalf of the Agency. No charge for extra work or any other change in the Contract will be allowed unless the extra work or change has been authorized in writing by The Agency, and the

compensation or method thereof is stated in such written authority. Agencies may cover additional costs if a claim shall be recognized under the provisions of this section.

18. **Payments.** Payment shall be made upon receipt of invoice and accompanying Certificate of Destruction and/or Disposal. (Applies to chemical waste and cylinder disposal). Certificate should originate from the facility that takes title of the waste and not a process CD.

19. **Company Warranties.**

- a. Company warrants that: it understands the currently known hazards, which are presented to persons, property and the environment in the handling, transportation, storage and disposal of the described waste materials; it will transport, store, handle and dispose of such material in full compliance with all governmental laws, regulations, and others; it will provide properly trained employees for the safe handling, transport and disposal of described hazardous materials and assumes complete responsibility for the competency, judgment, and actions of said employees at all times; the storage, disposal, transport, and handling facilities used by Company are properly permitted and licensed under federal, state and local laws to conduct activities agreed to; it will not make assignment of services, duties, responsibilities, or liabilities to any other party without agreement and consent from the Agency; it will promptly notify Agency of any change or loss of permitted status in transportation, storage, or disposal facilities.
- b. The Company must make adequate arrangements to transport the Agency's waste during each scheduled pickup event. Company is expected to provide adequate personnel and transportation. If wastes are not collected during a regularly scheduled pickup due to fault of Company, it will become the Company's responsibility to absorb any additional costs necessary to remove the waste from the Agency's facility as soon as can be arranged. If removal is not done in a reasonable time frame, Agency reserves the right to contract for removal through another source at the expense of the Company.
- c. Company must arrive at Agency's facility with adequate supplies and materials (vermiculite, drums, etc.) to perform services.

20. **Agency Warranties.**

- a. Agency warrants that: description of waste materials is true and correct; waste materials to be transferred to Company will conform to such description; Agency holds clear title to all waste materials to be transferred hereunder; Agency is under no legal restraint of order which would prohibit transfer or possession or title to such materials to Company for transportation and storage or disposal; Agency has, and will, communicate to Company those hazards and risks known or learned by the Agency to be incident to the handling, transportation, storage disposal of the waste materials; if the waste materials are hazardous wastes as defined pursuant to section 3001 of the Resource Conservation and Recovery Act, the Agency has made the necessary notifications required by Section 3010 of that Act and the Agency will comply with pertinent regulatory requirements established pursuant to Section 3002 of that Act, including the manifest requirement; Agency will comply with the relevant requirements of 40 CFR, Part 761; if the waste materials are, or contain, hazardous substances as defined pursuant to Section 101 (14) of the Federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980, the Agency will advise Company, in writing, prior to tendering or delivering to Company any vehicular load of waste material containing a reportable quantity of any hazardous substance or substances

pursuant to Section 102 of said Act, specifying those hazardous substances present in reportable quantity.

21. **Inspections.** The Agency shall have the right to inspect and obtain copies of all applicable written licenses, permits, or approvals, issued by any governmental entity or agency to Company or its subcontractors, which are applicable to the performance of this Agreement. The Agency shall also have the right to inspect and test, at its own expense, transportation vehicles or vessels, containers, or disposal facilities identified by Company; and to inspect the handling, loading, transportation and storage or disposal operations conducted by Company in the performance of this Agreement.
22. **Estimates, Fees, and Billing.** Company **may** be asked to provide a written estimate on costs of services (based on contract rates) for the services described herein prior to leaving Agency's premises. Costs and fees shall be stated in total and itemized costs and shall be based on pricing contained in this Contract. All quotes shall include costs, which Company is required to pay to local, state, and federal agencies and governments by virtue of tax, tariff, fee, surcharge, or any other amount to legally transport, store, treat, or dispose of described waste materials.
23. **Payment.** Agencies must receive Certificates of Destruction or Disposal (CD's) prior to payment of invoices for disposal of chemical waste, gas cylinders and pit sludge (if applicable) by the agency. CD should come from the facility that receives (takes title to) the material and not a process CD. Each agency will provide a name of a person to receive CD's. Invoices must also contain the manifest document number.

Each agency is responsible for its own payments and hazardous waste disposal. No obligation is incurred by any other agency for another agency's waste.

24. **Company Meeting(s).** Agency's reserve the right to request monthly, or quarterly meetings to address issues, or concerns. Problems and concerns should be addressed via email during the month, or quarter as they arise. Discussions in these meeting will be documented in writing by purchasing. If there are no issues during the quarter, either party can request to postpone to the next monthly, or quarterly meeting by written mutual agreement. Agency's reserve the right to request to meet with Company prior to beginning services to review all site locations, expectations, and responsibilities during the contract term.

RFP No. 63079
SECTION III
SCOPE OF WORK - HAZARDOUS WASTE

1. **Scope of the Contract(s).** Awarded contract(s) will cover removal, transportation and disposal of chemical waste materials for Iowa State University (ISU) and the Iowa DOT at Ames, Iowa, The University of Iowa (UI) at Iowa City, The University of Northern Iowa (UNI) at Cedar Falls, Iowa, Iowa Department of Administrative Services (DAS), Iowa Department of Natural Resources (DNR), and any state agency in Iowa that is eligible to receive services from this RFP. Waste will normally be removed in truckload quantities from UI and ISU. The IDOT Ames office should be handled with shipments from ISU. UNI, DNR and other smaller agencies will be disposed of via a "milk-run". Specifications for each of the services are detailed in the following sections.
2. **Hazardous Waste Services.** It is desired that the vendor should, at a minimum, be able to handle each of the following hazardous waste streams:
 - a. Co-mingled organic liquids (halogenated and non-halogenated).
 - b. Heavy metal solutions—aqueous solutions, potentially acidic or alkali containing arsenic, barium, cadmium, chromium, lead, selenium, or silver.
 - c. Bulk and Lab-packs of:
 - Laboratory quantities of chemicals from academic research and teaching laboratories
 - Residential, farm and industrial mixtures from households, Conditionally Exempt Small Quantity Generators (CESQG), State Parks, and Fish Hatcheries

Chemicals include, but are not limited to the following:

- Toxic liquids
 - Toxic solids
 - Corrosive liquids
 - Flammable liquids
 - Pesticides
 - Organic peroxides
 - Explosives and potential explosives
 - Shock and heat sensitive substances
 - Reactive compounds (water and air)
 - Oxidizers
 - Peroxide formers
 - Universal Waste
 - HHW and CESQG Waste
 - Waste chlorophenol compounds "F027 Waste"
 - All U and P coded wastes
- d. Paints and paint sludges.
 - e. Sludges and slurries of heavy metals.
 - f. Lead wash solution.
 - g. Poly-Chlorinated Biphenyls (PCB's) – **Must be incinerated**
 - h. Contaminated Oil – Drummed. (Such as chlorinated solvents or emulsion oil cut w/diesel)

- i. Other regulated materials not otherwise specified
Bidders shall provide identification of unknowns as part of the hazardous waste service.

Bidders must specify in the **Supplement 12** of the RFP any and all wastes that they cannot handle or dispose of. Bidders should also detail how they will deal with these types of waste for agencies.

Bidders will be responsible for provision of transportation, crews, and equipment normally associated with hazardous material disposal. Larger agencies may assist in loading materials onto Company's trucks. Liquid hazardous material generally will be contained in 55-gallon drums or smaller pails. If necessary, leaking or damaged drums will be over-packed into 85-gallon salvage drums.

The Agency may provide the Company with containers and absorbent materials for lab-pack chemicals. However, the Agency reserves the option of buying from the Company such containers or absorbent material.

Vendor will indicate costs for each category on the Form of Proposal (page 24).

- 3. **Schedule of Waste Pick Up for Disposal.** ISU and the Iowa DOT will require waste disposal pick up quarterly. The U of I will require shipments scheduled every 60 days minimum. UNI will schedule "milk run" pickups every 180-270 days (Schedules for all parties will be agreed upon following award of contract). Company must pick up waste within 10 days of scheduled pickup. Agencies may request emergency waste pick up during the contract period. Company must respond within 10 days to emergency requests.

Because of potential costs and liabilities associated with non-collection of wastes specified for collection (i.e. Agency personnel hours to communicate with EPA, rescheduling, etc.), it is imperative that the Company provides adequate personnel and transportation to collect all wastes during the scheduled pickup event.

- 4. **Emergency Services.** The Agencies will contact the Company for waste pickup and disposal in a timely manner. Occasionally, situations arise which require the Agencies to respond in an expeditious manner. Bidders will indicate additional fees or cost for emergency service. Also, indicate earliest response time from the time of notification.
- 5. **Waste Materials.** Agencies will designate the amounts, items, and the chemical composition and physical characteristics of materials to be disposed of at the time a request for disposal is made. A composite sample of the waste material will be provided upon request.
- 6. **Company Services.** Company agrees to provide Agency the following services:
 - a. Packing and loading of described waste material onto Company's transportation vehicles at Agency's facilities. Company will assume all responsibility for waste once contact is made. In the event of a spill, leak, or discharge, on or off the Agency's premises, the Company will be responsible for cleanup, including all equipment, materials, and personnel. Company will assume all associated costs resulting from the incident.
 - b. Transportation in secure vehicles from Agency's facilities to Company's EPA permitted facilities in accordance with all applicable DOT regulations. **NOTE: Overpack barrels will only be provided or purchased from vendor by Agency if barrel(s) are identified as showing signs of leakage at time of pick-up.**

- c. Incineration of mixed chlorinated solvents in an EPA permitted facility, or fuel blending if appropriate and cost effective.
 - d. Incineration of Polychlorinated Biphenyls (PCB's) is required. A certificate of destruction must be provided prior to payment of invoice by Agency. No payment will be made for disposal of PCBs in any other manner.
 - e. Completion of all necessary paperwork and records including, but not limited to the Uniform Hazardous Waste Manifest, Land Disposal Restriction Notification Form, and Certificates of Destruction or Disposal.
 - f. If Agency requests, Company shall provide barrels, containers, and packing materials. (Bidders shall identify these costs in their bid.)
 - g. Items that cannot be transported at the time of waste shipment must be retrieved within 30 days of the discovery of non-transportable items. Company will absorb the cost of subsequent pickup(s) if Company has previously agreed to handle wastes as described in Section II.19.C.
7. **Transfer of Wastes and Title.** Agency's waste material, so described, will primarily be transferred to Company at the following places, times, frequencies and quantities. Waste removal from other locations throughout the State of Iowa will occur at that Agency's requested time and place. If company is unable to provide service for an Agency, the Agency reserves the right to contract for service with another vendor.

AGENCY: Iowa State University

Place	Environmental Health and Safety Building, 2809 Daley Drive, Ames, Iowa, 50011
Time	During normal business hours, Monday through Friday, excluding legal holidays. Specific time and date to be prearranged by mutual agreement between Agency and Company.
Frequency	Every 90 days or less.
Quantity	See ISU's Waste Material Description Sheet (Attachment C).

Agency: The University of Iowa

Place	Environmental Management Facility, 2260 Old Farmstead Road, Coralville, IA, located on The University of Iowa Research Campus (previously known as the Oakdale Campus), approximately 8 miles northwest of Iowa City, Iowa.
Time	During normal business hours, Monday through Friday, excluding legal holidays. Specific time and date to be prearranged by mutual agreement between Agency and Company.
Frequency	Every 60 days
Quantity	See UI's Waste Material Description Sheet (Attachment C).

Agency: The University of Northern Iowa

Place	27th Street warehouse property in Cedar Falls.
Time	During normal business hours, Monday through Friday, excluding legal holidays. Specific time and date to be prearranged by mutual agreement between Agency and Company.
Frequency	Every 180 to 270 days
Quantity	See UNI's Waste Material Description Sheet (Attachment C).

Agency: Iowa Department of Transportation - Ames location

Place	800 Lincoln Way, Ames, Iowa 50010
Time	7:00 a.m. to 3:30 p.m., Monday through Friday, excluding legal holidays. Specific time and date to be prearranged by mutual agreement between Agency and Company.
Frequency	Quarterly.
Quantity	See DOT Waste Material Description Sheet (Attachment C).

Agency: Iowa Department of Transportation - Remote locations

Place	100 maintenance garages and 6 district material labs across the state
Time	7:00 a.m. to 3:00 p.m., Monday through Friday, excluding legal holidays. Specific time and date to be prearranged by mutual agreement between Agency and Company.
Frequency	As needed.
Quantity	See DOT Waste Material Description Sheet (Attachment C).

Agency: Ames Laboratory

Place	Spedding Hall, Room B55, Pammel Drive, Ames IA 50011
Time	During normal business hours, Monday—Friday, excluding legal holidays. Specific time and date to be prearranged by mutual agreement between Agency and Company.
Frequency	Every 180 days.
Quantity	See Ames Lab Waste Material Description Sheet (Attachment C).

Agency: Regional Collection Center (RCC) Facilities

Place	29 Main HHW facilities across the state
Time	7:00 a.m. to 3:00 p.m., Monday through Friday, excluding legal holidays. Specific time and date to be prearranged by mutual agreement between Agency and Company.
Frequency	As needed. (Normal pick-ups are twice annually during the months of May-June and Nov-Dec.)
Quantity	See RCC Waste Material Description Sheet (Attachment L).

Agency: Department of Natural Resources Parks Facilities

Place	64 Parks facilities across the state (Attachment M)
Time	7:00 a.m. to 3:00 p.m., Monday through Friday, excluding legal holidays. Specific time and date to be prearranged by mutual agreement between Agency and Company.
Frequency	As needed. (Normal pick-ups are once a month during peak season and every other month during the months of Nov-April.)
Quantity	See DNR Parks Waste Material Description Sheet (Attachment C) .

At the time Company takes possession of, and removes, waste materials from the Agency's place of transfer, title, risk of loss and all other incidents of ownership to the waste materials shall be transferred from Agency and vested in Company.

In the event waste materials are discovered to be nonconforming, the Company shall immediately notify Agency. Waste materials shall be considered nonconforming, for purposes of this Agreement: (i) if they are not in accordance with the descriptions, limitations or specifications stated in the attached Waste Material Description Sheet; or (ii) if they have constituents or components not specifically identified in the Waste Material Description Sheet which increase the nature or extent of the hazard and risk undertaken by Company in agreeing to handle, load, transport, store, treat, or dispose of the waste materials.

The Company shall fax test results to the Agency supporting the determination. The Company shall state exact additional costs for correcting the nonconforming waste material status condition. Upon approval from the Agency, the Company shall proceed with the re-packaging and disposal. No additional costs will be incurred by the Agency for errors of the Company in lab packing.

8. Conformance with Regulations.

- a. Company shall conduct all operations relating to Agency's waste materials in strict accordance with applicable EPA, DOT, and all other federal, state, and local regulations as a minimum requirement. All drums and article containers, if used, shall be properly sealed, marked, labeled, and dated. Vehicles used to transport waste materials shall be plainly marked in accordance with all applicable regulations and shall be licensed, as required, for the transportation of hazardous waste. Vehicle operators shall be licensed in accordance with all applicable laws and regulations. Company's employees and any subcontractors utilized by the Company shall be thoroughly trained and experienced in the regulations and procedures applicable to hazardous waste handling. At Agency's request, Company shall remove from The Work and not again utilize any person at Agency(s) sites who, in Agency's opinion, exhibit careless or unsafe habits, or any attitude or tendency prejudicial to The Work or the contract requirements.
- b. Company will comply with Agency's existing Spill Prevention Control and Countermeasures (SPCC) plan relating to the handling and disposal of materials.

RFP No. 63079
SECTION IV
SCOPE OF WORK - COMPRESSED GAS CYLINDERS

1. **Compressed Gas Cylinders Required Services.** The following services will be required for assessment and disposal of compressed gas cylinders:
 - a. Recycle cylinders whenever possible to ensure waste minimization and reduce costs.
 - b. Pickup and recycling/disposal of gases and cylinders at least twice per year or with hazardous waste shipments (if applicable).
 - c. Provide EPA hazardous waste codes for cylinders, when applicable.
 - d. Provide DOT descriptions, packaging and transportation procedures for cylinders.
 - e. Provide information on disposition (treatment technologies, recycling, end-use) of products.
 - f. Provide container labeling, paperwork and manifesting of materials.
 - g. Assessing and disposing of cylinders of unknown contents.
2. **Preferred Services.** The following services are desired, but not required:
 - a. Able to provide emergency response (i.e. valve replacement/repair, encapsulation, on-site treatment of non-transportable items).
 - b. Allow self-packing of cylinders by Agency (if desired).
 - c. Able to dispose/recycle all gas cylinders Agencies accumulate in own facility or through subcontractor.
3. **Additional Requirements.**
 - a. Company must provide the Agency with appropriate paperwork necessary to demonstrate compliance with all applicable federal, state and local regulations.
 - b. Company must provide notice of any violations of State or Federal environmental regulations occurring during the contract period.
 - c. The Agencies shall have the right to inspect and obtain copies of all written licenses, permits or approvals, issued by any governmental entity or agency, which are applicable to the performance of this work.
4. **Transfer of Cylinders and Title.** Agency's cylinders will primarily be transferred to Company at the areas identified in Section III.7 of this RFP. Cylinder removal from other locations throughout the State of Iowa will occur at that Agency's requested location. At the time Company takes possession of, and removes cylinders from the Agency's place of transfer, title, risk of loss and all other incidents of ownership to the cylinders shall be transferred from Agency and vested in Company.

RFP No. 63079
SECTION V
SCOPE OF WORK - POTENTIAL EXPLOSIVES AND REACTIVE STABILIZATION

1. Potentially Explosive and Reactive Compound Stabilization Scope of Services.

- a. Provide on-location stabilization, reducing the need to transport potentially explosive materials.
- b. Provide remote opening capabilities for materials, when needed, to reduce the potential hazard to technical and civilian personnel.
- c. Provide location specific contingency plans when servicing hazardous materials.
- d. Be available on short term notice (preferably less than five days) in the event dangerous materials are found on campus.
- e. Provide service for all materials Agency deems potentially explosive.
- f. Provide technical support for all stabilization procedures.

2. Additional Requirements.

- a. The Company must provide the Agency with appropriate paperwork necessary to demonstrate compliance with all applicable federal, state and local regulations.
- b. The Company must provide notice of any violations of State or Federal Regulations occurring during the contract period.
- c. The Agency shall have the right to inspect and obtain copies of all written licenses, permits or approvals, issued by any governmental entity or agency, which are applicable to the performance of this work
- d. Company shall check in with Agency representative upon arrival at a worksite prior to beginning any work.

RFP No. 63079
SECTION VI
PROPOSAL DOCUMENT SUMMARY

1. **Completed Form of Proposal (pages 24-34).** All bidders must complete the first section of general information. Then complete the sections for each type of service that you wish to offer.
2. **Exceptions.** Bidders wishing to take exception to any terms and conditions of this RFP should do so on **Attachment A** of this RFP. Exceptions must be taken point-by-point. Taking blanket exception to the terms and conditions may cause ISU to consider your proposal as non-responsive and not eligible for award.
3. **Scenarios.** Bidders wishing to provide any or all of the services should complete the scenario worksheets (**Attachments B, D, E, F, G, H, K, and N**) for the services they wish to provide.
4. **Waste Scenario.** Waste Scenarios are presented in **Attachment B** and **Attachment N** of this RFP for the UI, ISU, IDOT and UNI. Bidders should apply their pricing structure given in the **Form of Proposal** to these scenarios. It is desired that ISU and the IDOT both being located in Ames, Iowa can be picked up in the same time frame to minimize transportation and mobilization costs. Any other ideas that bidders have to aid the entities in this RFP in adding efficiency to the waste pickup are appreciated and will be considered as part of the award process.
5. **Stabilization Work Plan.** A detailed work plan for the stabilization scenarios should be included as **Supplement 1**.
6. **Permits.** Provide copies of applicable Department of transportation (IDOT), and U.S. Environmental Protection Agency (EPA) permits required for transport, treatment, storage, or disposal of hazardous waste or cylinders. The appropriate permit copies should be provided for each transporter or facility that will handle waste for the entities named and added to your proposal as **Supplement 2**.
7. **Pricing Schedule.** A pricing schedule should be included for all services requested in this RFP as well as the prices for supplies (drums, pails, vermiculite, etc.). Include pricing for supplied empty drums to include 6HA1 composite poly-lined steel closed head drums. Include pricing on how vendor will coordinate with smaller sites that require “milk runs” that will provide a cost effect price schedule to smaller collection sites. Pricing must be consistent for all Include as **Supplement 3**
8. **Stabilization Experience.** Bidder should provide a list of materials that they have experience stabilizing. This list should be included as **Supplement 4**.
9. **Company Profile.** Company should provide a brief company profile listing company history, state of business composition (proprietorship, partnership or incorporation), experience, organizational chart and key management personnel and any other pertinent information that can be used to evaluate the Company. Include as **Supplement 5**.
10. **Staff Profile.** Identify each of the individuals who would be directly involved in handling the Agencies accounts and include information about them that will indicate their expertise in meeting the needs of the Agencies. Include information about experience, certifications and training and length of employment with your firm. Detail if you perform background checks on your employees and which sources you check against.

In addition, include a resume of the main account representative(s) for each Agency that would be involved in scheduling, problem resolution, or pricing inquiries. Include this as **Supplement 6**

11. **Compliance Record.** Bidder should include evidence of any local, state or federal violations or fines received in the last five years (June 1, 2010 to May 1, 2015) as **Supplement 7**.
12. **Certificate of Insurance.** Include a copy of your current certificate of insurance as **Supplement 8**.
13. **Evidence of DOT Security Plan.** Bidder should include evidence of their DOT security plan. A copy of the index and the first few pages should be sufficient. Include this as **Supplement 9**.
14. **Proprietary Information.** Information that the vendor wishes to claim as proprietary should be indicated by section and included as **Supplement 10**. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal. Pricing and financial arrangements are not considered proprietary.
15. **Chemical Exemptions.** Company's who wish to bid on the chemical waste portion of this RFP, must include an itemized list of chemicals or classes of chemicals, the Company cannot handle for the purpose of disposal. List should include chemical name, CAS number, and EPA waste code. Include this list as **Supplement 11**.
16. **Labpack Scenario Attachment N.** Review the attached list and designate how the materials will be packed and the pricing for the scenario. Include transportation, disposal, supply, per diem, etc. All costs should be included as if this was an actual contracted pickup based on the rates proposed in this RFP. Assume that this scenario takes place at Iowa State University. Attach the scenario pricing and, labpack breakdown as **Supplement 12**.
17. **Sample Invoice.** Provide a sample invoice with a minimum of the following criteria: Summary page document; line item details that include manifest number, line number on the manifest, disposal code and unit of measure as **Supplement 13**.
18. **Transition Method.** In the event of an award, provide details regarding Company's proposed method of ensuring a smooth transition to include the following: how supplier will become familiar with each Agency's protocols, profile transition to waste streams, and approval process for those waste streams transitions. It is preferred that any transition training be able to occur within thirty (30) day timeframe as **Supplement 14**.
19. **Licensing.** Each bidder should identify the various categories of waste that they are licensed for disposing in the **Form of Proposal**.
20. **Additional Services.** Vendors can indicate in the **Form of Proposal** any additional services that they provide that are not requested in this RFP.

RFP No. 63079
SECTION VIII
FORM OF PROPOSAL

The Form of Proposal is broken into seven sections; General Information, Hazardous Waste, Compressed Gas Cylinders, Explosive and Reactive Stabilization, Pit Sludge Removal, Additional Services, and Vendor Information. The general information and vendor information should be provided by all vendors regardless of which services they choose to propose.

1. GENERAL INFORMATION.

- a. Bidder will make pricing available to the following entities:

University of Iowa	[]
Iowa State University	[]
University of Northern Iowa	[]
Iowa D.O.T. Ames offices	[]
Iowa D.O.T. statewide remote locations	[]
Iowa Department of Administrative Services (Political Subdivisions)	[]
Iowa Department of Natural Resources	[]

- b. Bidder has provided all parties involved with a copy of the RFP?

Yes _____ **No** _____

- c. Bidder agrees to all Proposal Information and Instructions contained in Section I of this RFP?

Yes _____ **No** _____, **Note:** If No, list exceptions on Attachment A (p.36)

- d. Bidder agrees, if awarded, to all Terms and Conditions of the Contract contained in Section II?

Yes _____ **No** _____ **Note:** If No, list exceptions on Attachment A (p.36)

- e. Bidder will, if awarded a contract as a result of this RFP, agree to provide audited financial information for their last 2 fiscal years if requested?

Yes _____ **No** _____

- f. **Payment Terms:** _____

(Failure to indicate your terms will mean that if your bid is accepted, the universities will apply a five percent (5%) cash discount for payments made within 15 days of receipt of your invoice)

- g. **Additional Services.** What additional services do you offer that may be of benefit to ISU? _____

- h. All Parties to the any contract that would result from this RFP, including subcontractors, should be listed below including address along with name, phone number and email of contract person

for each party. Also list which contract they would be involved with, i.e. (hazardous waste, cylinders, explosive and reactive).

Company	Address	Contact Person and Email/Phone
1. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____
2. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____
3. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____

- i. **Price Stability.** For all services you are bidding on the prices should be the current rates at the time of this RFP. Prices should include all costs of providing the services. If you intend to apply fuel surcharges you must provide below how the escalation and de-escalation are calculated. No demurrage fees allowed.

This means that if fuel prices decrease from the price paid at the time of bid, you will have to provide a fuel discount to all invoices. You must also tell us the basis of your fuel cost calculation (diesel or unleaded).

Transportation fees. Will you have a fuel surcharge/discount on invoices?

Yes____ No____

If Yes, what fuel type you are basing surcharge on? _____

What price is your base point for this RFP? \$ _____

How will surcharges/discounts be calculated? Explain and show example such as cost plus. _____

NOTE: Other miscellaneous fees/charges (i.e. minimum pick-up charge, environmental fees, etc.) not listing on the Form of Proposal will not be allowed on the invoice, and will not be paid.

2. **HAZARDOUS WASTE**

- a. Bidder proposes to provide hazardous waste disposal services to the entities noted above?
Yes____ **No**_____
- b. Bidder agrees, if awarded a contract, to incinerate all Polychlorinated Biphenyls and to provide a Certificate of Destruction with invoices for disposal of PCB products?
Yes____ **No**_____
- c. Bidder agrees, if awarded a contract, to pick up waste within ten days of a pickup request by Agency and will respond within 10 days for emergency pickup?
Yes____ **No**_____
- d. Bidder can provide services on an emergency basis?
Yes____ **No**_____

Additional charges for emergency services:_____

Note: This may be listed as a percentage of the order or a flat fee.

- e. Bidder agrees, if awarded a contract, that they will provide a Certificate of Destruction prior to payment of invoices by Agency?
Yes____ **No**_____
- f. Bidder owns and operates at least one TSDF facility?
Yes____ **No**_____

Location_____ EPA ID#_____

- g. Bidder agrees to perform services as per the Hazardous Waste Specifications in Section III?
Yes____ **No**_____ **Note: If No, list exception on **Attachment A****

h. ***Schedule***

Pickup can be made _____ days after notification from Agency.

Disposal will be complete _____ days after pickup from Agency.

Emergency pickup can be made _____ days after notification from Agency.

Emergency disposal will be complete _____ days after pickup from Agency.

- i. Bidder shall identify which categories below they are licensed for, method of disposal, location of the disposal facility and the facilities EPA permit identification number(s)

Category	Licensed Yes/No	Disposal Method	Facility Location & Contact Phone Number	EPA Permit
Co-mingled Organic Liquids				
Heavy Metal Solutions				
Lab Packs				
Toxic Liquids				
Toxic Solids				
Corrosive Liquids				
Flammable liquids				
Pesticides				
Organic Peroxides				
Explosives and potential explosives (already stabilized)				
Shock and heat sensitive substances				
Reactive compound (water and air)				
Oxidizers				
Peroxide formers				
Universal Waste				
F027 Waste				
HHW and CESQG Waste				
All U and P coded wastes				
Chloral Hydrate				
Paints and Paint Sludges				
Sludges/Slurries of Heavy Metals				
Lead Wash Solution				
Poly-Chlorinated Biphenyls				
Contaminated Oil				
Other Regulated Materials				
Compressed Gases				
DEA Controlled Substances				

- j. **Pricing.** Indicate cost of services below. Additional cost documentation on tables should be attached to **Form of Proposal**. All fees must be included....

- i. **Transportation** \$_____
- One truck and crew round-trip from Company's facility to ISU.
- One truck and crew round-trip from Company's facility to UI.
- One truck and crew round-trip from Company's facility to IDOT -Ames.
- "Milk-run" from large Agency to UNI, Cedar Falls, Iowa \$_____/mile.
- "Milk-run" state agencies or DOT county facilities \$_____/mile.
- "Milk-run" state agencies or DNR Parks facilities \$_____/mile.
- "Milk-run" Regional Collection Center facilities \$_____/mile.

ii. **Labor.** \$ _____

Per man/per hour on site if not included in rates for disposal as identified below. Bidder shall clearly indicate if labor must be calculated as an additional cost. **Note:** All Regional Collection Center Facilities will lab pack their own materials providing inventory to contractor before pick up. Chemists are not expected to be needed for pick up, and bids should reflect this cost as an addition, not a routine charge.

iii. **Disposal cost.** State rates per waste category below and supply a price schedule for additional items, supplies and services as **Supplement 3**. Format is to reflect price per pound of material, per 55-gallon drum, or by an industry standard unit pricing schedule.

Category	\$/Pound	\$/55 Gal. Drum	\$/Unit
Co-mingled Organic Liquids	\$ _____	\$ _____	\$ _____ / _____
Heavy Metal Solutions	\$ _____	\$ _____	\$ _____ / _____
Lab Packs	\$ _____	\$ _____	\$ _____ / _____
Toxic Liquids	\$ _____	\$ _____	\$ _____ / _____
Toxic Solids	\$ _____	\$ _____	\$ _____ / _____
Corrosive Liquids	\$ _____	\$ _____	\$ _____ / _____
Flammable Liquids	\$ _____	\$ _____	\$ _____ / _____
Pesticides	\$ _____	\$ _____	\$ _____ / _____
Organic Peroxides	\$ _____	\$ _____	\$ _____ / _____
Explosives/potential explosives	\$ _____	\$ _____	\$ _____ / _____
Shock and heat sensitive	\$ _____	\$ _____	\$ _____ / _____
Reactive compound	\$ _____	\$ _____	\$ _____ / _____
Oxidizers	\$ _____	\$ _____	\$ _____ / _____
Peroxide Formers	\$ _____	\$ _____	\$ _____ / _____
Universal Waste	\$ _____	\$ _____	\$ _____ / _____
CESQG Waste*	\$ _____	\$ _____	\$ _____ / _____
HHW*	\$ _____	\$ _____	\$ _____ / _____
F027 Waste	\$ _____	\$ _____	\$ _____ / _____
All U and P coded Wastes	\$ _____	\$ _____	\$ _____ / _____
Paints and Paint Sludges	\$ _____	\$ _____	\$ _____ / _____
Sludges/Slurries of Heavy Metal	\$ _____	\$ _____	\$ _____ / _____
Lead Wash Solution	\$ _____	\$ _____	\$ _____ / _____
Poly-Chlorinated Biphenyls	\$ _____	\$ _____	\$ _____ / _____
Contaminated Oil	\$ _____	\$ _____	\$ _____ / _____
Other Regulated Material	\$ _____	\$ _____	\$ _____ / _____
Compressed Gasses	\$ _____	\$ _____	\$ _____ / _____
PCB Ballasts	\$ _____	\$ _____	\$ _____ / _____
PCB Contaminated Waste Streams	\$ _____	\$ _____	\$ _____ / _____
*As identified in Attachment J			

Identification of unknown materials \$ _____ / _____ (specify rate and unit)

These rates should be used to calculate the waste scenarios given as **Attachment B**.

Pricing is firm for the duration of the contract

Yes _____ No _____ (or) Pricing is firm for _____ years and will increase no more than _____ % per year.

- I. **References.** Provide the names of references for hazardous waste projects completed within the last three years.

References' Company Name or Owner	Address	Contact Person and Phone/Email
1. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____
2. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____
3. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____

3. **CYLINDER DISPOSAL**

- a. Bidder agrees, if awarded a contract, that they will provide a Certificate of Disposal/Destruction with all invoices?
Yes _____ No _____
- b. Bidder owns and operates at least one TSD facility?
Yes _____ No _____
- Location _____ EPA ID# _____
- c. **Schedule of pick-up.** Bidder proposes to pick-up cylinders with hazardous waste shipments (if applicable)?
Yes _____ No _____ (one transportation charge for hazardous waste and cylinders)

4. **CYLINDERS ONLY**

- a. Bidder proposes to pick-up cylinders _____ (please describe)
- b. Bidder will provide hazardous waste codes for cylinders?
Yes _____ No _____
- c. Bidder will provide DOT descriptions for cylinders?
Yes _____ No _____
- d. Bidder will provide container labeling, paperwork and manifesting of materials?
Yes _____ No _____
- e. Bidder can assess and dispose of cylinders of unknown contents?
Yes _____ No _____

f. Bidder is able to provide emergency response for valve replacement, encapsulation, etc.?

Yes _____ No _____

g. Bidder allows self-packing of the material?

Yes _____ No _____

What requirements are there for self-packing? _____

Are there any reasons that we may not want to self-pack? _____

h. Bidder agrees to provide notice of any state or federal violations that occur during the contract period?

Yes _____ No _____

i. Bidder agrees to provide University copies of all written licenses, permits or approvals if requested?

Yes _____ No _____

j. **References.** Provide the names of references for cylinder disposal projects or contracts completed or in force during the last five years.

References' Company Name or Owner	Address	Contact Person and Phone Number
1. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____
2. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____
3. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____

k. **Pricing.** Indicate cost of services below. Additional cost documentation or rate cards/tables should be attached as **Supplement 3.**

i. **Transportation.** (If you would be picking up cylinders at the same time as hazardous waste this cost can be shown to be \$0.00)

One truck and crew round-trip from Disposer's facility to ISU	\$ _____
One truck and crew round-trip from Disposer's facility to UI	\$ _____
One truck and crew round-trip from Disposer's facility to UNI	\$ _____
One truck and crew round-trip from Disposer's facility to IDOT	\$ _____
Milk run to DOT county locations or state agencies	\$ _____/mile

ii. **Labor.** \$ _____/hour
Per man/per hour on site if not included in rates for disposal. Bidder shall clearly indicate if labor must be calculated as an additional cost.

iii. **Pricing, EPA waste codes, DOT descriptions, disposition, and pricing** are to be provided for the scenario listed in **Attachment B.** Provide pricing with the assumption that entity will pre-pack (if allowed) and add in price for bidder packing in the appropriate space. Scenarios will be given for each entity and one remote DOT location.

Pricing is firm for the duration of the contract

Yes _____ **No** _____ (or) Pricing is firm for _____ years and will increase no more than _____% per year.

I. Describe any items your firm is not authorized/permitted to accept or treat on-site. Describe alternate disposal methods for these items including possible sub-contractors or designated facilities not owned or operated by your company.

Item list _____

Alternate methods/Smaller (milk-run) Collection Facilities _____

m. Does your firm provide treatment of compressed gases on-site?
Yes _____ **No** _____

If Yes, generally describe the treatment processes, including possible regulatory/permitting concerns. (Iowa does not have a state EPA program) _____

n. Can Iowa State ship unknown cylinders as samples to your facility for analysis and disposal?
Yes _____ **No** _____

If Yes, describe the procedure. _____

5. **EXPLOSIVE AND REACTIVE STABILIZATION**

a. **Response time**

What is your normal response time for stabilization _____ business days?

Do you provide emergency response service? **Yes** _____ **No** _____

What is the response time for this service? _____

b. **Rates.** What are your rates for the following:

Normal Work Hours. (__:__ to __:__ CST) \$_____/hour/_____(person/team)

Off hours. (*outside normal hours*) \$_____/hour/_____(person/team)

Emergency Response \$_____/hour/_____(person/team)

c. **Mobilization Rates.**

Iowa State University \$_____/_____

University of Iowa \$_____/_____

University of Northern Iowa \$_____/_____

Iowa Department of Transportation Ames \$_____/_____

IDOT and/or IDNR remote locations \$_____/_____

d. Pricing is firm for the duration of the contract?

Yes _____ **No** _____ (or) Pricing is firm for _____ years and will increase no more than _____ %/year

e. **References.** Provide the names of references for stabilization projects or contracts completed or in force during the last five years.

References' Company Name or Owner	Address	Contact Person and Phone Number
1. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____
2. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____
3. _____ _____ _____	_____ _____ _____	_____ _____ PH: _____

BID COMPLIANCE FORM

NOTE: Your bid will be considered incomplete unless the following are included with your offer. Indicate compliance by placing a check mark in the space provided: All Documents should be included IN THE ORDER PROVIDED BELOW.

Compliance

- ☐ **Request For Proposal Form signed by your company's authorized official.**
- ☐ **Form of Proposal** (pages 24 through 34) completed and signed by your company's authorized official.
- ☐ **Attachment A** (Exceptions)
- ☐ **Attachment B** (Waste Scenarios)
- ☐ **Attachment D** (Cylinder Scenarios)
- ☐ **Attachment E** (Remediation Scenarios)
- ☐ **Attachment F** (Mercury Scenarios)
- ☐ **Attachment G** (Explosive/Reactive Scenarios)
- ☐ **Attachment H** (Pit Sludge Scenario)
- ☐ **Attachment K** (RCC Scenario)
- ☐ **Attachment N** (Lab Pack Scenario)
- ☐ **Supplement 1** (Stabilization Work Plan)
- ☐ **Supplement 2** (DOT/EPA Permit evidence)
- ☐ **Supplement 3** (Hazardous Waste Pricing Schedule)
- ☐ **Supplement 4** (Stabilization Experience)
- ☐ **Supplement 5** (Company Profile)
- ☐ **Supplement 6** (Staff Profile)
- ☐ **Supplement 7** (Violations and Fines)
- ☐ **Supplement 8** (Certificate of Insurance)
- ☐ **Supplement 9** (DOT Security Plan)
- ☐ **Supplement 10** (Proprietary Information)
- ☐ **Supplement 11** (Chemical Exemptions)
- ☐ **Supplement 12** (Attachment M Scenario)
- ☐ **Supplement 13** (Sample Invoice)
- ☐ **Supplement 14** (Transition Method)

The Exhibits below DO NOT have to be returned at this time, but are part of RFP 63079 and apply to Ames Laboratory upon formation of agreement.

- ☐ **Exhibit I** All Terms and Conditions and SCA Wage Determination
- ☐ **Exhibit II** Ames Laboratory Pre-Award Information
- ☐ **Exhibit III** Workplace Substance Abuse Programs at DOE Sites Certification of Compliance

**RFP No. 63079
ATTACHMENT A
EXCEPTIONS**

List any and all exceptions to this RFP in this section. Include page number, section and reason for exception:
(Make additional copies if necessary)

Check one of the following:

- ☐ We have no exceptions to this RFP
☐ We have the following exceptions to this RFP

	<u>Page Number</u>	<u>Section</u>	<u>Exception</u>
1.	_____	_____	_____ _____ _____
2.	_____	_____	_____ _____ _____
3.	_____	_____	_____ _____ _____
4.	_____	_____	_____ _____ _____
5.	_____	_____	_____ _____ _____
6.	_____	_____	_____ _____ _____
7.	_____	_____	_____ _____ _____
8.	_____	_____	_____ _____ _____
9.	_____	_____	_____ _____ _____
10.	_____	_____	_____ _____ _____
11.	_____	_____	_____ _____ _____
12.	_____	_____	_____ _____ _____
13.	_____	_____	_____ _____ _____
14.	_____	_____	_____ _____ _____

RFP No. 63079
ATTACHMENT B (Separate Document in Excel Format)
WASTE SCENARIOS

**RFP No. 63079
ATTACHMENT C
WASTE ESTIMATES**

Iowa State University Waste Material - Annual Estimate

A. Labpack Containers (ranging from 5 to 55 gallon drums)	112 Containers
B. Non-Halogenated Organic Liquid	55 Drums
C. Various Metal Solutions and Sludges	41 Drums
D. Halogenated Organic Liquid	17 Drums

University of Iowa Waste Material - Annual Estimate

A.	Toxics and irritants (organic).	150 drums
B.	Toxics and irritants (inorganic) with RCRA metals	15 drums
C.	Toxics and irritants (inorganic) with no RCRA metals.	15 drums
D.	Flammable liquids, toxic.	50 drums
E.	Oxidizers.	20 drums
F.	Reactives.	25 drums
G.	Flammable solids (non-reactive).	10 drums
H.	Flammable liquids contaminated with mercury and mercury salts.	10drums
I.	Soil contaminated with TCLP constituents.	10 drums

The following are available in drum quantities:

A	Asbestos (Contaminated Debris)	4
B	Class 1 (Ignitable solvents/reagents)	52
C	Class 1 (Non-Halogenated solvents/reagents)	50
D	Class 2 (Halogenated solvents/reagents)	28
E	Copper Electroplating Solution (aqueous)	4
F	Corrosive Metal Contaminated Solvent	4
G	Corrosive Solvents	6
H	Cytotoxic Drugs (1 to 5 gallon buckets packed in cubic yard boxes)	12
I	Dental Suction (Filters-Contaminated with Mercury)	4
J	Dental Suction (Waste Water-Contaminated with Mercury)	4
K	Formaldehyde and Formalin Solutions	12
L	Heavy Metal Solutions (corrosive)	4
M	Latex Paint (no EPA codes in cubic yard boxes)	4
N	Lead Aprons	2
O	Mercury Containing Devices (barometers, sphygomanometers, thermometers, etc.)	4
P	Mercury Contaminated Debris (spill clean-ups)	4
Q	Metal Contaminated Solvents	4
R	Nitric Acid Metal Waste	4
S	Non-Hazardous Liquids	8
T	Non-Hazardous Vials from Pharmacy	15
U	Non-Latex Paint (paints with EPA codes in cubic yard boxes)	4
V	Oil Dry Contaminated with Oil	4
W	Oily Rags	16
X	Oxidizer Solutions (corrosive and oxidizing)	5
Y	Paint Rags	8

X	Paint Solvents	4
AA	Photographic Fixers	15
BB	Printing Inks (cans packed in drums)	1
CC	PVA Vials (reagent in glass and plastic vials)	4
DD	Silver/Formaldehyde Solutions	4
EE	U-Listed Wastes	4
FF	Used Chromatography Packing	10
GG	X-Ray Equipment	4

University of Northern Iowa Waste Material - Annual Estimate

A.	Organic Liquids, Paint Waste, Flammable Liquids, PCBs	34 drums
B.	5 Gallon Labpacks	22 containers
C.	20 Gallon Labpacks	30 containers
D.	30 Gallon Labpacks	8 containers
E.	Flammable liquids/solvents	2 yard boxes
F.	Pit sludge removal (twice annually)	unknown

Iowa Department of Transportation - Ames and Remote Locations - Annual Estimate

E.	Organic Liquids, Paint Waste, Flammable Liquids, PCBs	60 Drums
F.	5 Gallon Labpacks	40 Containers
G.	20 Gallon Labpacks	60 Containers
H.	Waste Paint Related Material	8 Drums
I.	Diesel Fuel, Combustible Liquid	40 Drums

Ames Laboratory - Annual Estimate

A.	5 Gallon Labpack	39 Containers
B.	4 Gallon Labpack	4 Containers
C.	20 Gallon Labpacks	6 Containers
D.	30 Gallon Labpacks	4 Containers
E.	55 Gallon Labpacks	12 Containers
F.	55 Gallon Flammable Liquids	3 Containers

Regional Collection Center Facilities Annual Estimate (See attachment K & L)

Iowa Department of Natural Resources Parks

A.	Paint in Cans	Range from 10 gallons to 100 gallons
B.	Chemicals (pesticides, herbicides,)	Range from 10 gallons to 100 gallons
C.	Oil, Oil Filters	Range from 10 gallons to 100 gallons
D.	Cleaning Products	Range from 10 gallons to 100 gallons

RFP No. 63079
ATTACHMENT D
CYLINDER SCENARIOS

Scenario 1. Assume for this scenario that the entity is Iowa State University. Apply the applicable rates and labor needed to complete this scenario. As unit pricing and labor should be the same for all entities the only difference in calculating the scenario cost for each entity should be in substituting the appropriate transportation cost. If this is not correct, note at the bottom of the scenario. Pricing structures for this scenario should be given as if Agency personnel were pre-packing cylinders. A charge for vendor packing will be asked for as an additional cost, if Vendor does not allow pre-packing, or Agency chooses not to pre-pack. ***Assume location is Iowa State University.***

CODES AND DESCRIPTIONS

Item	Qty	Size	Material	EPA Code	DOT Description
1	2	Lecture	Nickel Carbonyl		
2	4	Lecture	Hydrogen Chloride		
3	2	Lecture	Hydrogen Chloride		
4	2	Lecture	Nitrogen Dioxide		
5	1	Lecture	Ammonia		
6	1	20"H x 12"D	Ethylene Oxide/Freon Mixture		
7	4	Lecture	Unknown		
8	1	Flat bottom Cylinder (15"Hx3"D)	1,3-Butadiene		
9	1	Lecture	Hydrogen Bromide		

PRICING

Item	Qty	Size	Material	Valve	Price	Ext
1	2	Lecture	Nickel Carbonyl	Functional		
2	4	Lecture	Hydrogen Chloride	Functional		
3	2	Lecture	Hydrogen Chloride	Non-functional		
4	2	Lecture	Nitrogen Dioxide	Functional		
5	1	Lecture	Ammonia	Functional		
6	1	20"H x 12"D	Ethylene Oxide/Freon Mixture	Functional		
7	4	Lecture	Unknown	Functional		
8	1	Flat bottom Cylinder (15"Hx3"D)	1,3-Butadiene	Functional		
9	1	Lecture	Hydrogen Bromide	Functional		
		Cost	How Calculated	Cylinder Total		
		Number of Men x Hours		Labor		
		Number of Men x Per Diem		Per Diem		
		Round Trip		Transportation		
				Total		
		Charge for Vendor to Pack		Pack Charge		
				Grand Total		

DISPOSITION OF MATERIAL

Item	Qty	Size	Material	Disposition
1	2	Lecture	Nickel Carbonyl	
2	4	Lecture	Hydrogen Chloride	
3	2	Lecture	Hydrogen Chloride	
4	2	Lecture	Nitrogen Dioxide	
5	1	Lecture	Ammonia	
6	1	20"H x 12"D	Ethylene Oxide/Freon Mixture	
7	4	Lecture	Unknown	
8	1	Flat bottom Cylinder (15"Hx3"D)	1,3-Butadiene	
9	1	Lecture	Hydrogen Bromide	

Comments: _____

Scenario 2. Remediation of a leaking full-size cylinder of Hydrogen located at The University of Iowa.
 Indicate the cost of encapsulation as well as other remediation methods available.

Cost of Encapsulation (to include supplies, materials, etc.)	\$ _____
Labor (if additional)	\$ _____
Transport (mobilization and removal)	\$ _____
Other Costs (i.e. per die, etc.) _____	\$ _____
Total	\$ _____

Describe in detail the encapsulation procedure (or provide pictures/diagrams) _____

What alternate method of remediation could you use in place of encapsulation for the cylinder in this scenario? Describe briefly below. _____

RFP No. 63079
ATTACHMENT E
REMEDIATION SCENARIOS

Scenario 1. Remediation and/or field services, if available for the following examples:
(Assume the location is The University of Iowa.)

Cleanup of mercury contamination resulting from broken mercury-containing equipment in the laboratory.

Cost of Encapsulation (to include supplies, materials, etc.)	\$ _____
Labor (if additional)	\$ _____
Transport (mobilization and removal)	\$ _____
Other Costs (be specific.) _____	\$ _____
Total	\$ _____

Scenario 2. Remediation and/or field services, if available for the following examples:
(Assume the location is The University of Iowa.)

Cleanup of a leak of 500 gallons of sulfuric acid in a mechanical room.

Cost of Encapsulation (to include supplies, materials, etc.)	\$ _____
Labor (if additional)	\$ _____
Transport (mobilization and removal)	\$ _____
Other Costs (be specific.) _____	\$ _____
Total	\$ _____

RFP No. 63079
ATTACHMENT F
MERCURY SCENARIOS

1. **Mercury Disposal Pricing.** Vendors can enter a set charge per drum, gallon, pound, etc. Indicate below your pricing schedule, and **include all transportation charges, fuel surcharges, hazardous waste fees and any or all other fees included in the cost of disposal.**

Mercury contaminated debris* \$ _____

Mercury contaminated debris/asbestos* \$ _____

Mercury contained in manufactured articles (thermometers, barometers) \$ _____

Mercury compounds \$ _____

Elemental mercury \$ _____

Mercury contaminated equipment (incubator, refrigerator) \$ _____

2. **Mercury Disposal Pricing Scenario.** Assume one pick-up location, and apply the pricing to the fictitious disposal inventory listed below:

5x55DM-mercury contaminated debris
-weight is 75 pounds per drum** @ \$ _____ / _____

2x55DM-merc. cont. debris/asbestos
-weight is 75 pounds per drum** @ \$ _____ / _____

2 pounds-thermometers @ \$ _____ / _____

17 pounds-mercury compounds @ \$ _____ / _____

10 pounds-elemental mercury @ \$ _____ / _____

1x mercury contaminated incubator
length-14" width-14" depth-14" @ \$ _____ / _____

1x mercury contaminated refrigerator
height-36" width-24" depth 24" @ \$ _____ / _____

Removal labor:
2 hours @ \$ _____ / _____

Travel time:
4 hours @ \$ _____ / _____

Transportation cost (if additional) @ \$ _____ / _____

Other charges @ \$ _____ / _____

@ \$ _____ / _____

@ \$ _____ / _____

Total charge \$ _____

*Mercury contaminated debris may consist of, but not be limited to, PPE, rags, drain traps, and wood that has been contaminated by mercury.

**For this scenario asbestos will be contained in mercury contaminated floor tiles.

RFP No. 63079
ATTACHMENT G
EXPLOSIVE AND REACTIVE SCENARIO

Stabilization Scenario. In order to evaluate the responses, the following fictitious scenarios are presented. Each vendor submitting a proposal shall submit a work plan and price quote based on this scenario. (*Note: this is not an actual stabilization request*).

A detailed work plan for the following request should be included as Supplement 1. Assume all three items are handled in one mobilization and are located at Iowa State University.

Scenario 1. 100 grams Picric Acid, solid, dry in a student laboratory in Building A (stabilization must be done after hours when lab is empty).

Scenario 2. Two one-liter brown glass bottles Isopropyl ether, partially full, One 500 gram jar 3,5-Dinitrosalicylic acid, dry, One 100 gram Trinitrotoluene in metal can all in laboratory in Building B, approximately two blocks from Building A.

Scenario 3. Three metal one-liter cans Diethyl ether, anhydrous under fume hood in laboratory in Building C. Building C is next to Building B.

The work plan is for remote opening and stabilization only. Assume agency will transport and dispose of resulting stabilized hazardous wastes.

Normal Work Hours	_____ hours (x) \$ _____	=	\$ _____
Off hours	_____ hours (x) \$ _____	=	\$ _____
Mobilization/Demobilization			\$ _____
Other Costs			
_____			\$ _____
_____			\$ _____
_____			\$ _____

Scenario 4. Reactive Disposal Pricing Scenario. Assume one pick-up location, and apply the pricing to the fictitious disposal inventory listed below:

May the materials listed below be loaded with other hazardous waste on the same truck? Y or N

If not, how is your policy currently written to haul these waste materials over the road?

1 x 0.5L Butyllithium in Hexane	@ \$_____ / _____
1 x 0.2 kg Lithium Aluminum Hydride	@ \$_____ / _____
1 x 0.25 kg Lithium Borohydride	@ \$_____ / _____
1 x 50 ml Ethylmagnesium Bromide in THF	@ \$_____ / _____
1 x 50 ml Methyl lithium in Diethyl Ether	@ \$_____ / _____
1 x 0.3 kg Sodium Hydride	@ \$_____ / _____
1 x 0.5 kg Potassium metal under oil	@ \$_____ / _____
Removal labor:	
1 hour	@ \$_____ / _____
Travel time:	
4 hours	@ \$_____ / _____
Transportation cost (if additional stop is required)	@ \$_____ / _____
Other charges	@ \$_____ / _____
	@ \$_____ / _____
	@ \$_____ / _____
Total charge	\$_____

RFP No. 63079
ATTACHMENT J
REGIONAL COLLECTION CENTER MAIN FACILITY LOCATIONS

County Served	Main Facility Name	Address	Contact	Phone
Bremer Co.	Bremer Co. RCC	415 East Bremer Ave. Waverly, IA 50677	Bret Bienemann	319-352-4574
Buchanan Co.	Buchanan Co.	1640 Kentucky Avenue, Independence, IA 50644	Dennis Bowers	319-440-1080 319-334-6312
Butler Co.	Butler Co. RCC	25251 Hwy 3 East Allison, IA 50602	Tom Cain	319-267-2070
Cass Co.	Cass Co. RCC	65928 Jackson Road, Atlantic, IA 50022	Wendy Wittrock	712-243-1991
Cherokee Co.	Cherokee Co. RCC	1805 Linden Street, Cherokee, IA 51012	Brent Kach	712-225-3749
Clinton Co.	Clinton Co. SWA RCC	4292 220th Street, Clinton, IA 52732	Brad Seward	563-243-4749
Pottawattamie Co.	Council Bluffs RCC	4441 Gifford Road, Council Bluffs, IA 51501	Tony Fiala	877-366-9812 712-328-4985
Dickinson Co.	Dickinson Co. RCC	1924 240th St., Milford, IA 51351	Sawyer Marco	712-338-2549
Dubuque Co.	Dubuque Co. RCC	Call for Appointment	Ken Miller	563-557-8220
Howard Co.	Floyd Mitchell Chickasaw Co. RCC	3354 330th St ma, IA 50628	Jimmy Geerts	877-982-4288
Fremont Co.	Fremont Co. RCC	2879 250th St, Sidney, IA 51652	Dustin VanRenan	712-374-3087
Lee Co.	Great River Regional Waste Authority RCC	2092 303rd Ave, Fort Madison, IA 52627	Wade Hamm, Carla Smith, Dan Hermes	319-372-6140
Hamilton Co.	Hamilton County RCC	2605 McMurray Ave, Webster City, IA 50595	Terry Klaver	515-539-4420
Des Moines Co.	HazChem Center of Southeast Iowa	13758 Washington Road, West Burlington, IA 52655	Elyn Holton-Dean	319-753-8758 877-429-2436
Johnson Co.	Iowa City RCC	3900 Hebl Ave SW, Iowa City, IA 52246	For Appointment call: Brooke Butler or Jennifer Jordan	319-356-5185 319-887-6113 319-887-6160
Cerro Gordo Co.	Landfill of North Iowa RCC	15942 Killdeer Ave., Clear Lake, IA 50428	Bill Rowland (Ext.11) Mike Lietz (Ext 17)	641-357-5452
Monona Co.	Monona Co. RCC	31342 Hwy 37, Turin, IA 51040	Dave Carlson	712-353-6300

County Served	Main Facility Name	Address	Contact	Phone
Clay Co. - Unincorporated areas and City of Spencer	Northern Plains Regional Collection Center	3101 W 18th St, Spencer, Iowa, 51301	Denny Henrich, Kent Herbold	712-580-7277
O'Brien Co.	Northwest Iowa Area Solid Waste Agency RCC	4540 360th Street, Sheldon, IA 51201	Larry Oldenkamp	712-324-4026
Wapello Co.	Ottumwa Wapello RCC	2415 Emma St., Ottumwa, IA 52501	Janice Bain	641-683-0685
Plymouth Co.	Plymouth Co. SWA RCC	34898 150th Street, Lemars Iowa 51031	For Appointment Call Mark Kunkel Dave Tentinger	712-546-6071
Union Co.	Prairie Solid Waste RCC	1774 Lark Ave., Creston, IA 50801	Amy Schultes	866-282-8787 641-347-5022
Appanoose Co.	Rathbun Area RCC	3020 McCarty St, Centerville, IA 52544	Jennifer Frampton Rodger Kaster	641-437-7279
Woodbury Co. Sioux City ONLY	Sioux City RCC	5800 28th Street, Sioux City, IA 51105	Jim Gill	402-632-9273 712.279.6349
Woodbury Co. Excluding Sioux City	Woodbury Co. RCC	2210 Ida Ave, Merville, IA 50139	Jerry Sailer	712-873-3837

RFP No. 63079
ATTACHMENT K
Regional Collection Center Scenario Cost for Each
HHW and CESQG

Hazard Class or Division	FY 14 Totals	Cost per lb	Alternate Cost (55DM/CF, Gaylord) each
2.1 Flammable Gas, Bulk	7,461		
2.2 Non-flammable Gas, Bulk	20		
3.0 Flammable Liquid, Bulk	127,677		
2.1 Flammable Gas	33,241		
2.2 Non-flammable Gas	11,438		
3.0 Flammable Liquid	148,754		
4.1 Flammable Solid	1,134		
4.2 Spontaneously Combustible	110		
4.3 Dangerous When Wet	378		
5.1 Oxidizer	5,336		
5.2 Organic Peroxide	46		
6.1 Poison	144,686		
8.0 Corrosive	58,193		
9.0 Class 9	10,292		
Bulk Oil Based Paint	129,385		
Oil Based Paint in Cans	112,761		
Used Oil Filters	7,798		
Bulk Used Oil	16,644		
Antifreeze	24,116		
Lithium Batteries	2,390		
Sorted NiCd batteries	806		
PCB Ballasts	138,936		
Oily Debris	653		
Total Lbs that may go through contractor	982,254		
Total Cost \$			

RFP No. 63079**Attachment L****Regional Collection Center Waste Estimates in Lbs.**

This is the total lbs. taken in by the RCC and the lbs. sent to a Haz waste Contractor for disposal. Some RCC,s may take items such as Lead Acid Batteries, Oil, Anti-Freeze that they can take care of locally, and do not send those materials through a Haz Waste Contractor.

Regional Collection Center (RCC)	Total lbs. FY14	Lbs. Contracted for Disposal FY14
Bremer County Citizens Convenience Center	3,706	3,706
Buchanan County HHM	15,322	2,195
Butler County Transfer Station	207,643	11,193
Cass County Sanitary Landfill	16,373	6,833
Cherokee County Separation Recycling Facility	26,612	23,112
City of Iowa City Sanitary Landfill	688,077	70,522
City of Sioux City Sanitary Landfill	42,532	9,732
City of Spencer Transfer Station	23,899	18,074
Clinton County Sanitary Landfill HHM	332,691	30,309
Council Bluffs HHM/CESQG RCC	165,071	55,718
Des Moines County Regional Sanitary Landfill	16,163	17,671
Dickinson Recycling Facility	3,040	4,283
Dubuque Metropolitan Sanitary Landfill	134,864	70,388
Floyd-Mitchell-Chickasaw Counties Sanitary Landfill	56,130	44,704
Fremont County Sanitary Landfill	4,666	3,916
Great River Regional Waste Authority Sanitary Landfill	0	6,067
Hamilton County Transfer Station	10,584	10,884
Landfill of North Iowa	431,276	125,400
Monona Co. RCC (New Facility)	0	0
Northwest Iowa Area Solid Waste Agency HHM RCC	30,996	19,949
Ottumwa Recycling Center	339,721	14,878
Plymouth Co. RCC (New Facility)	0	0
Rathbun Area Solid Waste	16,612	3,888
Union County Transfer Station	11,978	10,429

RFP No. 63079
Attachment L cont'd
Regional Collection Center Waste Estimates in Lbs.

Regional Collection Center (RCC)	Total lbs. FY14	Lbs. Contracted for Disposal FY14
Woodbury County Transfer Station	14,823	1,688
Totals	2,592,780	565,540

NOTE: *The Department of Natural Resources (DNR) provides disposal cost reimbursement funding to Regional Collection Centers (RCC's) as directed by Iowa Code 455E.11 (2) 2.d. As RCC's are reimbursed by the DNR, it is in the DNR's best interest to procure the most cost efficient means of disposal for RCC facilities. RCC's are independent government entities and may choose to use the pricing obtained within this contract at their own discretion.*

RFP No. 63079
Attachment M
DNR Parks Locations

PARK	ADDRESS	CITY	ZIP	PHONE
Backbone	1282 120 th St.	Strawberry Point	52076	(563) 924-2000
Backbone Shop	1347-129 th Street	Dundee	52038	(563) 924-2527 Shop
Beed's Lake	1422 165 th St.	Hampton	50441	(641) 456-2047
Bellevue	24668 Highway 52	Bellevue	52031	(563) 872-4019
Big Creek	8794 NW 125 th Ave.	Polk City	50226	(515) 984-6473
Black Hawk	227 S Blossom St.	Lake View	51450	(712) 657-8712
Brushy Creek	2802 Brushy Creek Road (Office) 3175 290 th St. (Residence)	Lehigh	50557	(515) 543-8298
Cedar Rock	2611 Quasqueton Diagonal Blvd	Independence	50644	(319) 934-3572
Clear Lake	2730 S Lakeview Drive	Clear Lake	50428	(641) 357-4212
Dolliver Memorial	2757 Dolliver Park Ave	Lehigh	50557	(515) 359-2539
Elk Rock	811 146 th Ave	Knoxville	50138	(641) 842-6008
Geode	3249 Racine Ave	Danville	52623	(319) 392-4601
George Wyth	3659 Wyth Rd	Waterloo	50703	(319) 232-5505
Green Valley	1480 130 th St	Creston	50801	(641) 782-5131
Gull Point Elinor Bedell	1500 Harpen St	Milford	51351	(712) 337-3211
Honey Creek Park	12194 Honey Creek Pl	Moravia	52571	(641) 724-3739
Honey Creek Resort	12633 Resort Drive	Moravia	52571	(877) 677-3344
Lacey-Keosauqua	PO Box 398, 22895 Lacey Trail	Keosauqua	52565	(319) 293-3502
Lake Ahquabi	16510 118 th Ave	Indianola	50125	(515) 961-7101
Lake Anita	55111 750 th St	Anita	50020	(712) 762-3564
Lake Darling	111 Lake Darling Rd	Brighton	52540	(319) 694-2323
Lake Keomah	2720 Keomah Lane	Oskaloosa	52577	(641) 673-6975
Lake Macbride	3525 Hwy 382 NE	Solon	52333	(319) 624-2200
Lake Manawa	1100 S Shore Dr	Council Bluffs	51501	(712) 366-0220
Lake of 3 Fires	2303 Lake Road	Bedford	50833	(712) 523-2700
Lake Wapello	15248 Campground Rd	Drakesville	52552	(641) 722-3371
Ledges	1515 P Avenue	Madrid	50156	(515) 432-1852
Lewis & Clark	21914 Park Loop	Onawa	51040	(712) 423-2829
McIntosh Woods	1200 E Lake St	Ventura	50482	(641) 829-3847

PARK	ADDRESS	CITY	ZIP	PHONE
Maquoketa Caves	10970 98th St	Maquoketa	52060	(563) 652-5833
Mines of Spain	8991 Bellevue Hgts	Dubuque	52003-9214	(563) 556-0620
Nine Eagles	23678 Dale Miller Road	Davis City	50065	(641) 442-2855
Palisades-Kepler	700 Kepler Dr	Mt. Vernon	52314	(319) 895-6039
Pikes Peak	15316 Great River Rd	McGregor	52157	(563) 873-2341
Pilot Knob	2148 340th St	Forest City	50436	(641) 581-4835
Pine Lake	22620 Co Hwy S-56	Eldora	50627	(641) 858-5832
Pleasant Creek	4530 McClintock Rd	Palo	52324	(319) 436-7716
Prairie Rose	680 Road M-47	Harlan	51537	(712) 773-2701
Red Haw State Park/ Stephens Forest Campground	24550 US Highway 34	Chariton	50049	(641) 774-5632
Rock Creek	5627 Rock Creek East	Kellogg	50135	(641) 236-3722
Shimek - CAMP	33653 Route J56	Farmington	52626	(319) 878-3811
Springbrook	2437 160th Rd	Guthrie Center	50115	(641) 747-3591
Stephens Forest Campground/Red Haw State Park	24550 US Highway 34	Chariton	50049	(641) 747-8383 x25 (641) 774-5632
Stone	5001 Talbot Rd	Sioux City	51103	(712) 255-4698
Union Grove	1215 220th St	Gladbrook	50635	(641) 473-2556
Viking Lake	2780 Viking Lake Rd	Stanton	51573	(712) 829-2235
Volga River	10225 Ivy Rd	Fayette	52142	(563) 425-4161
Walnut Woods	3155 Walnut Woods Dr	West Des Moines	50265	(515) 285-4502
Wapsipinicon	21301 Co Road E34	Anamosa	52205	(319) 462-2761
Waubonsie	2585 Waubonsie Park Rd	Hamburg	51640	(712) 382-2786
Wildcat Den	1884 Wildcat Rd	Muscatine	52761	(563) 263-4337
Wilson Island	32801 Campground Lane	Missouri Valley	51555	(712) 642-2069
Yellow River State Forest	729 State Forest Road	Harpers Ferry	52146	(563) 586-2254
Central Shop	3810 Cottage R Rd NE	Solon	52333	(319) 624-3429
District I	122 252 Avenue	Spirit Lake	51360	(712) 336-1840
District 1 satellite	PO Box 619, 116 S State Road	Lake View	51450	(712) 657-2638
District II	1282 120th St	Strawberry Point	52076	
District III	Wallace, 502 E 9th	Des Moines	50319	(515) 281-5972
District IV	110 Lake Darling Rd	Brighton	52540	(319) 694-2430
District V	State Forest Nursery, 2404 S Duff Ave.	Ames	50010	(515) 233-1131

**RFP No. 63079
ATTACHMENT N
LAB PACK SCENARIO**

(Separate Document in Excel Format)