



PROJECT NO.: B-140065

OPEN DATE: Tuesday March 11, 2014

AND TIME: 2:30 P.M.

PRE-BID DATE: N/A

LOCATION: 1825 Hendry Street, 3rd Floor
Fort Myers, FL 33902

REQUEST FOR BID

TITLE:

HOUSEHOLD CHEMICAL WASTE CENTER TRANSPORTATION & DISPOSAL SERVICES

Advertised Date: February 21, 2014

REQUESTER: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PROCUREMENT MANAGEMENT

ADDRESS

1825 Hendry St 3rd Floor
FORT MYERS, FL 33901

PROCUREMENT CONTACT:

NAME Amy Hofschneider
TITLE: Procurement Analyst
PHONE NO.: (239) 533-5899
EMAIL: ahofschneider@leegov.com

REQUEST FOR BIDS
FOR
Household Chemical Waste Center
Transportation & Disposal Services
B-140065

Request for bids regarding Household Chemical Waste Center Transportation & Disposal Services, will be received until 2:30 pm on Tuesday, March 25, 2014, by the Lee County Procurement Division Office located at 1825 Hendry Street, 3rd Floor, Fort Myers, FL 33901.

Description of Work

The Contractor will be responsible for the coordination and operation of up to two (2) annual collection events within the city limits of Cape Coral / Bonita Springs. The County does not warrant any minimum number of events and should conditions change and waives its requirement for collection events, this portion of the scope will not be required of the Contractor.

The Contractor will provide competent, qualified and trained personnel, trailers, generators, lab instruments, tents, communications equipment, emergency response kits, manifests, receiving services, packaging, transportation services, disposal services, and agency coordination in accordance with all applicable local, state, and federal ordinances, rules and regulations.

Solicitation Documents

Before submitting a Bid, the interested consultant must obtain a complete copy of the Request for Bids package for B140065, Household Chemical Waste Center Transportation & Disposal Services dated February 21, 2014 from Lee County Procurement Management. The Request for Proposals package may be downloaded from the Lee County website at www.lee-county.com/procurementmanagement (Project, open) or by contacting Amy Hofschneider of the Lee County Procurement Management Division at 239-533-5450.

This notice and the Solicitation documents may be made available upon request in alternative accessible formats to person with disabilities.

Affidavit Requested

GENERAL CONDITIONS

Sealed Bids will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until the time and date specified on the cover sheet of this “Request for Bid”, and opened immediately thereafter by the Director or designee.

Any question regarding this solicitation should be directed to the Procurement Division Contact listed on the cover page of this solicitation, or by calling the Division of Procurement Management at (239) 533-5450.

1. **SUBMISSION OF BID:**

- a. Bids must be sealed in an envelope, and the outside of the envelope must be marked with the following information:
 - 1. Marked with the words “Sealed Bid”
 - 2. Name of the firm submitting the bid
 - 3. Title of the bid
 - 4. Bid number

- b. The Bid must be submitted in duplicate as follows:
 - 1. The original consisting of the Lee County bid forms completed and signed, and where applicable corporate and/or notary seals attached.
 - 2. A copy of the original bid forms for the Director.

- c. The following must be submitted along with the bid in a separate envelope. This envelope must be marked as described above, but instead of marking the envelope as “Sealed Bid”, please indicate the contents; i.e., literature, drawings, submittals, etc. This information must be submitted in duplicate.
 - 1. Any information (either required or in addition to that asked for by the specifications) necessary to analyze your bid; i.e., required submittals, literature, technical data, financial statements.
 - 2. Warranties and guarantees against defective materials and workmanship.

- d. **BIDS RECEIVED LATE:** It is the bidder’s responsibility to ensure the bid is received by the Division of Procurement Management prior to the opening date and time specified. Any bid received after the opening date and time will be promptly returned to the bidder unopened. Lee County will not be responsible for bids received late because of delays by a third party delivery service; i.e., U.S. Mail, UPS, Federal Express, etc.

- e. **BID CALCULATION ERRORS:** In the event there is a discrepancy between the total quoted amount or the extended amounts and the unit prices quoted, the unit prices will prevail and the corrected sum will be considered the quoted price.

- f. **PAST PERFORMANCE:** All vendors will be evaluated on their past performance and prior dealings with Lee County (i.e., failure to meet specifications, poor workmanship,

late delivery, etc.). Poor or unacceptable past performance may result in bidder disqualification.

- g. **WITHDRAWAL OF BID:** No bid may be withdrawn for a period of 90 days after the scheduled time for receiving bids. A bid may be withdrawn prior to the bid-opening date and time. Such a request to withdraw must be made in writing to the Director, who will approve or disapprove of the request.
- h. **COUNTY RESERVES THE RIGHT:** The County reserves the right to exercise its discretion, to waive minor informalities in any bid; to reject any or all bids with or without cause; and/or to accept the bid that in its judgment will be in the best interest of the County of Lee.
- i. **EXECUTION OF BID:** All bids shall contain the signature of an authorized representative of the bidder in the space provided on the quote proposal form. All bids shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the bid shall be initialed.

2. **ACCEPTANCE**

The materials and/or services delivered under the bid **shall** remain the property of the seller until a physical inspection and actual usage of these materials and/or services is accepted by the County and is deemed to be in compliance with the terms herein, fully in accord with the specifications and of the highest quality. In the event the materials and/or services supplied to the County are found to be defective or do not conform to specifications, the County reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

3. **SUBSTITUTIONS**

Whenever in these specifications a brand name or make is mentioned, it is the intention of the County only to establish a grade or quality of materials and not to rule out other brands or makes of equal quality. However, if a product other than that specified is bid, it is the vendor's responsibility to name such product with his bid and to prove to the County that said product is equal to the product specified. Lee County **shall** be the sole judge as to whether a product being offered by the bidder is actually equivalent to the one being specified by the detailed specifications. (Note: This paragraph does not apply when it is determined that the technical requirements of this solicitation will require a specific product only, as stated in the detailed specifications.)

4. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES**

The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.

- a. Local Business Tax – Vendor shall submit within 10 calendar days after request.
- b. Specialty License(s) – Vendor shall possess at the time of the opening of the bid all necessary permits and/or licenses required for the sale of this product and/or service and upon the request of the County will provide copies of licenses and/or permits within 10 calendar days after request.

- c. The geographic preference established in the Local Vendor Preference ordinance is applicable to all Lee County procurement activities unless otherwise specifically noted in the solicitation package. Provided, however, the Local Vendor Preference ordinance is not applicable to procurement activity or solicitations involving Federal Transit Administration grant funds.
- d. Florida Statutes Section 607.1501 (1) states: A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.

5. **WARRANTY/GUARANTY** (unless otherwise specified)

All materials and/or services furnished under this bid shall be warranted by the vendor to be free from defects and fit for the intended use.

6. **PRE-BID CONFERENCE**

A pre-bid conference will be held at the location, date, and time specified on the cover of this solicitation. Pre-bid conferences are generally non-mandatory, but it is highly recommended that everyone planning to submit a bid attend.

In the event a pre-bid conference is classified as mandatory, it will be so specified on the cover of this solicitation and it will be the responsibility of the bidder to ensure that they are represented at the pre-bid. Only those bidders who attend the pre-bid conference will be allowed to bid on this project.

7. **LEE COUNTY PAYMENT PROCEDURES**

All vendors are requested to mail an original invoice to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this bid.

Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, or bidder for the preparation of these specifications.

Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or bidders should include in their bid all sales or use taxes, which they will pay when making purchases of material or subcontractor's services.

8. **LEE COUNTY BID PROTEST PROCEDURE**

Any contractor/vendor/firm that has submitted a formal bid/quote/proposal to Lee County, and who is adversely affected by an intended decision with respect to the award of the formal bid/quote/proposal, must file a written "Notice of Intent to File a Protest" with the Lee County Procurement Management Director not later than seventy-two (72) hours (excluding Saturdays,

Sundays and Legal Holidays) after receipt of the County's "Notice of Intended Decision" with respect to the proposed award of the formal bid/quote/proposal.

The "Notice of Intent to File a Protest" is one of two documents necessary to perfect Protest. The second document is the "Formal Written Protest", both documents are described below.

The "Notice of Intent to File a Protest" document must state all grounds claimed for the Protest, and clearly indicate it as the "Notice of Intent to File a Protest". Failure to clearly indicate the Intent to file the Protest shall constitute a waiver of all rights to seek any further remedies provided for under this Protest Procedure.

The "Notice of Intent to File a Protest" shall be received ("stamped in") by the Procurement Management Director or Public Works Director not later than Four o'clock (4:00) PM on the third working day following the day of receipt of the County's Notice of Intended Decision.

The affected party shall then file its Formal Written Protest within ten (10) calendar days after the time for the filing of the Notice of Intent to File a Protest has expired. Except as provided for in the paragraph below, upon filing of the Formal Written Protest, the contractor/vendor/firm shall post a bond, payable to the Lee County Board of County Commissioners in an amount equal to five percent (5%) of the total bid/quote/proposal, or Ten Thousand Dollars (\$10,000.00), whichever is less. Said bond shall be designated and held for payment of any costs that may be levied against the protesting contractor/vendor/firm by the Board of County Commissioners, as the result of a frivolous Protest.

A clean, Irrevocable Letter of Credit or other form of approved security, payable to the County, may be accepted. Failure to submit a bond, letter of credit, or other approved security simultaneously with the Formal Written Protest shall invalidate the protest, at which time the County may continue its procurement process as if the original "Notice of Intent to File a Protest" had never been filed.

Any contractor/vendor/firm submitting the County's standard bond form (CMO: 514), along with the bid/quote/proposal, shall not be required to submit an additional bond with the filing of the Formal Written Protest.

The Formal Written Protest shall contain the following:

- County bid/quote/proposal identification number and title.
- Name and address of the affected party, and the title or position of the person submitting the Protest.
- A statement of disputed issues of material fact. If there are no disputed material facts, the Formal Protest must so indicate.
- A concise statement of the facts alleged, and of the rules, regulations, statutes, or constitutional provisions, which entitle the affected party to relief.
- All information, documents, other materials, calculations, and any statutory or case law authority in support of the grounds for the Protest.
- A statement indicating the relief sought by the affected (protesting) party.

- Any other relevant information that the affected party deems to be material to Protest.

Upon receipt of a timely filed “Notice of Intent to File a Protest”, the Procurement Management Director or Public Works Director (as appropriate) may abate the award of the formal bid/quote/proposal as appropriate, until the Protest is heard pursuant to the informal hearing process as further outlined below, except and unless the County Manager shall find and set forth in writing, particular facts and circumstances that would require an immediate award of the formal bid/quote/proposal for the purpose of avoiding a danger to the public health, safety, or welfare. Upon such written finding by the County Manager, the County Manager may authorize an expedited Protest hearing procedure. The expedited Protest hearing shall be held within ninety-six (96) hours of the action giving rise to the contractor/vendor/firm’s Protest, or as soon as may be practicable for all parties. The “Notice of Intent to File a Protest” shall serve as the grounds for the affected party’s presentation and the requirements for the submittal of a formal, written Protest under these procedures, to include the requirement for a bond, shall not apply.

The Dispute Committee shall conduct an informal hearing with the protesting contractor/vendor/firm to attempt to resolve the Protest, within seven working days (excluding Saturdays, Sundays and legal holidays) from receipt of the Formal Written Protest. The Chairman of the Dispute Committee shall ensure that all affected parties may make presentations and rebuttals, subject to reasonable time limitations, as appropriate. The purpose of the informal hearing by the Dispute Committee, the protestor and other affected parties is to provide an opportunity: (1) to review the basis of the Protest; (2) to evaluate the facts and merits of the Protest; and (3) to make a determination whether to accept or reject the Protest.

Once a determination is made by the Dispute Committee with respect to the merits of the Protest, the Dispute Committee shall forward to the Board of County Commissioners its recommendations, which shall include relevant background information related to the procurement.

Upon receiving the recommendation from the Dispute Committee, the Board of County Commissioners shall conduct a hearing on the matter at a regularly scheduled meeting. Following presentations by the affected parties, the Board shall render its decision on the merits of the Protest.

If the Board’s decision upholds the recommendation by the Dispute Committee regarding the award, and further finds that the Protest was either frivolous and/or lacked merit, the Board, at its discretion, may assess costs, charges, or damages associated with any delay of the award, or any costs incurred with regard to the protest. These costs, charges or damages may be deducted from the security (bond or letter of credit) provided by the contractor/vendor/firm. Any costs, charges or damages assessed by the Board in excess of the security shall be paid by the protesting contractor/vendor/firm within thirty (30) calendar days of the Board’s final determination concerning the award.

All formal bid/quote/proposal solicitations shall set forth the following statement:

“FAILURE TO FOLLOW THE BID PROTEST PROCEDURE REQUIREMENTS WITHIN THE TIMEFRAMES AS PRESCRIBED HEREIN AND ESTABLISHED BY LEE COUNTY BOARD OF COUNTY COMMISSIONERS, FLORIDA, SHALL CONSTITUTE A WAIVER OF YOUR PROTEST AND ANY RESULTING CLAIMS.”

9. **PUBLIC ENTITY CRIME**

Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform works as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.

10. **QUALIFICATION OF BIDDERS** (unless otherwise noted)

Bids will be considered only from firms normally engaged in the sale and distribution or provision of the services as specified herein. Bidders shall have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient service to Lee County. The County reserves the right before recommending any award to inspect the facilities and organization; or to take any other action necessary to determine ability to perform is satisfactory, and reserves the right to reject bids where evidence submitted or investigation and evaluation indicates an inability of the bidder to perform.

11. **MATERIAL SAFETY DATA SHEETS**

In accordance with Chapter 443 of the Florida Statutes, it is the vendor's responsibility to provide Lee County with Materials Safety Data Sheets on bid materials, as may apply to this procurement.

12. **MISCELLANEOUS**

If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.

13. **WAIVER OF CLAIMS**

Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.

14. **AUTHORITY TO PIGGYBACK**

It is hereby made a precondition of any bid and a part of these specifications that the submission of any bid in response to this request constitutes a bid made under the same conditions, for the same price, and for the same effective period as this bid, to any other governmental entity.

15. **COUNTY RESERVES THE RIGHT**

a) **State Contract**

If applicable, the County reserves the right to purchase any of the items in this bid from State Contract Vendors if the prices are deemed lower on State Contract than the prices we receive in this quotation.

b) Any Single Large Project

The County, in its sole discretion, reserves the right to separately quote any project that is outside the scope of this bid, whether through size, complexity, or dollar value.

c) Disadvantaged Business Enterprises (DBE's)

The County, in its sole discretion, reserves the right to purchase any of the items in this bid from a Disadvantaged Business Enterprise vendor if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.

The County further reserves the right to purchase any of the items in this bid from DBE's to fulfill the County's stated policy toward DBE's.

d) Anti-Discrimination

The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:

In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap or marital status. The vendor will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.

Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.

Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.

In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.

Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.

The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.

The vendor will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

16. **AUDITABLE RECORDS**

The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

17. **DRUG FREE WORKPLACE**

Whenever two or more bids/proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

18. **REQUIRED SUBMITTALS**

Any submittals requested should be returned with the bid response. This information may be accepted after opening, but no later than 10 calendar days after request.

19. **TERMINATION**

Any agreement as a result of this bid may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

The Procurement Management Director may immediately terminate any agreement as a result of this bid for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

Any vendor who has voluntarily withdrawn from a formal bid/proposal without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

20. **CONFIDENTIALITY**

Vendors should be aware that all submittals (including financial statements) provided with a bid/proposal are subject to public disclosure and will **not** be afforded confidentiality.

21. **ANTI-LOBBYING CLAUSE**

All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications, for this project are hereby placed on *formal notice* that they are **not** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.

22. **INSURANCE (AS APPLICABLE)**

Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.

23. **CONFLICT OF INTEREST**

All firms are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22:

The County is prohibited from soliciting a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.

And:

A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary contractor/consultant or a prominent member of the team, cannot be selected or retained, as the primary contractor/consultant or a named member of the contracting/consulting team, to perform project design, engineering, or construction services for subsequent phases or scopes of work for this project. Pursuant to FS. S. 287.057(17) the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.

Should your response be found in violation of the above stated provisions; the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the submittal from consideration for this project.

LEE COUNTY, FLORIDA
PROPOSAL QUOTE FORM
FOR
**Household Chemical Waste Center Transportation and Disposal Services
for the Lee County Household Chemical Waste Collection Center**

DATE SUBMITTED: _____

VENDOR NAME: _____

TO: The Board of County Commissioners
Lee County
Fort Myers, Florida

Having carefully examined the “General Conditions”, and the “Detailed Specifications”, all of which are contained herein, the Undersigned proposes to furnish the following which meet these specifications:

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY PROJECT ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

The undersigned acknowledges receipt of Addenda numbers: _____

SEE ATTACHED BID SCHEDULE

Are there any modifications to the bid or specifications?

YES _____ NO _____

Failure to clearly identify any modifications in the space below or on a separate page may be grounds for the bidder being declared nonresponsive or to have the award of the bid rescinded by the County.

MODIFICATIONS:

Bidder shall submit his/her bid on the County’s Proposal Quote Form, including the firm name and authorized signature. Any blank spaces on the Proposal Quote Form, qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County’s Form may result in the Bidder/Bid being declared non-responsive by the County.

Bid Schedule

B-140065

Household Chemical Waste Center Transportation & Disposal

Category Number	Category Title	Unit of Measure	Estimated Quantity	Unit Price Extended Price
1	Flammable Liquid, Bulk	Per Lb	40,000	
2	Flammable Liquid / Solid, Lab Pack	Per Lb	1,250	
3	Corrosives, Bulk - Base/Acid	Per Lb	500	
4	Corrosives, Lab Pack - Base/Acid	Per Lb	10,500	
5	Pesticides - Liquid/Solid	Per Lb	5,000	
6	Pesticides, Lab Pack - Liquid/Solid	Per Lb	20,000	
7	Non-Regulation - Liquid/Solid	Per Lb	5,000	
8	Hazardous Waste -Liquid/Solid	Per Lb	1,000	
9	Explosives/Reactive/Non-Routine Cyanides and Sulfides / Low Level, Amines and Isocyanates, Lab Pack	Per Lb	650	
10	Lead Paint Lab Pack	Per Lb	100	
11	Oxidizer - Solid/Liquid, Lab Pack	Per Lb	1,400	
12	PCB's Lab Pack	Per Lb	300	
13	Mercury, Lab Pack	Per Lb	400	
14	Oil Based Paint	Per Lb	60,000	
15	Aerosols	Per Lb	6,000	
16	Organic Peroxide	Per Lb	100	
17	Hydrofluoric Acid	Per Lb	100	
18	Self-Heating Solids, Lab Pack	Per Lb	100	
19	Sodium Hydrosulfite	Per Lb	100	
20	Flourescent Tubes	Per Lineal Ft	50,000	
21	Batteries: Single/Rechargeable	Per Lb	4,000	
22	Compact Flourescent Bulbs	each	4,000	
23	Latex Paint	Lbs	300,000	

MATERIAL SUPPLIES

1	55 Gallon Drum	Each	500	
2	30 Gallon Drum	Each	20	
3	5 Gallon Drum	Each	25	
4	Cubic Yard Box	Each	20	
OTHER				
5	Setup (Mobilization and Demobilization per household Event)	Each	2	

GRAND TOTAL

ANTI-COLLUSION STATEMENT

THE BELOW SIGNED BIDDER HAS NOT DIVULGED TO, DISCUSSED OR COMPARED HIS BID WITH OTHER BIDDERS AND HAS NOT COLLUDED WITH ANY OTHER BIDDER OR PARTIES TO A BID WHATSOEVER. NOTE: NO PREMIUMS, REBATES OR GRATUITIES TO ANY EMPLOYEE OR AGENT ARE PERMITTED EITHER WITH, PRIOR TO, OR AFTER ANY DELIVERY OF MATERIALS. ANY SUCH VIOLATION WILL RESULT IN THE CANCELLATION AND/OR RETURN OF MATERIAL (AS APPLICABLE).

FIRM NAME _____

BY (Printed): _____

BY (Signature): _____

TITLE: _____

FEDERAL ID # OR S.S.# _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

CELLULAR PHONE/PAGER NO.: _____

DUNS #: _____

LEE COUNTY LOCAL BUSINESS TAX ACCOUNT NUMBER:

E-MAIL ADDRESS: _____

DISADVANTAGED BUSINESS ENTERPRISE (DBE): _____ Yes _____ No

**LEE COUNTY, FLORIDA
DETAILED SPECIFICATIONS
FOR
HOUSEHOLD CHEMICAL WASTE CENTER
TRANSPORTATION AND DISPOSAL SERVICES**

SCOPE

The Contractor will be responsible for the coordination and operation of up to two (2) annual collection events within the city limits of Cape Coral / Bonita Springs. The County does not warrant any minimum number of events and should conditions change and waives its requirement for collection events, this portion of the scope will not be required of the Contractor.

The Contractor will provide competent, qualified and trained personnel, tables, generators, lab instruments, tents, communications equipment, emergency response kits, manifests, receiving services, packaging, transportation services, disposal services, and agency coordination in accordance with all applicable local, state, and federal ordinances, rules and regulations including but not limited to Lee County Government, local Fire Marshal, Florida Department of Environmental Protection (FDEP), the Environmental Protection Agency (EPA), and the United States Department of Transportation (USDOT).

For each event a contractor must have a minimum of fifteen (15) qualified environmental workers which would consist of four (4) chemists, and four (4) 40 hour hazardous waste operator (Hazwoper) certified staff, and four (4) first responders and the others must have a minimum of 8 hour hazardous waste awareness training. These personnel will be required to unload approximately 250 cars per hour.

Bidder is required to indicate whether the Firm and/or any proposed sub-consultants are Disadvantaged Business Enterprises (DBE). Lee County encourages the utilization and participation of DBEs in procurements, and evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond.

BASIS OF AWARD

The basis of award will be the (grand total) lowest most responsive responsible qualified bidder meeting all specifications. Lee County unconditionally reserves the right to award to the vendor whose prices, in its sole judgment, is the most realistic in terms of provision of the best services. Additionally, Lee County reserves the right to reject any and all bidders at any time, unconditionally and without cause.

TERM OF AWARD

If awarded, the terms of this solicitation shall be in effect for three (3) years or until new quotes are taken and awarded. The County reserves the right to renew this quote (or any portion thereof) and to negotiate lower pricing as a condition for each renewal, for up to two additional one-year periods, upon mutual agreement of both parties and, except as to lower pricing, under the same terms and conditions.

MAJOR BREAKDOWNS/NATURAL DISASTERS

Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access twenty-four hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters.

Lee County reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency situation.

DESIGNATED CONTACT

The awarded vendor shall appoint a person or persons to act as a primary contact for all County departments. This person or back-up shall be readily available during normal work hours by phone or in person, and shall be knowledgeable of the terms and procedures involved.

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your solicitation package. It must be signed and notarized. Failure to include this affidavit with your response will delay the consideration and review of your submission; and could result in your response being disqualified.

PRICE ESCALATION/DE-ESCALATION

Offers are submitted with the understanding that no price increases will be authorized for 365 calendar days after the effective date of the contract. Upward price adjustments may be permitted only at the end of this period and only where verified to the satisfaction of the Division of Procurement as provided herein. **However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the County.**

The awarded contractor (s) shall not give less than 30 days advance written notice of a price increase to the Division of Procurement. Any approved price change will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. The contractor shall document the amount and proposed effective date of the change in price. The price change must affect all appropriately representative contractor accounts serviced by the contractor. Documentation shall be supplied with contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the County; and (2) verify the amount or percentage of increase which is being passed on to the contractor by others not under the control of the vendor. Failure by the contractor to supply the aforementioned verification with the request for price increase will result in delay of the effective date of such increase. The Division of Procurement may make such verification as deemed adequate. However, an increase, which the Division of Procurement determines is excessive, regardless of any documentation supplied by the contractor, may be cause for cancellation of the contract by the Division of Procurement. The Division of Procurement will notify using agencies and vendor in writing of the effective date of any increase, which is approved. However, the Contractor shall continue to fulfill all conditions of the contract prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that price decreases that affect the cost of materials, labor, and transportation are required to be passed on to the County immediately. Failure to do so will result in action to recoup such amounts.

LOCAL BIDDER'S PREFERENCE

Note: In order for your firm to be considered for the local vendor preference, you must complete and return the attached "Local Vendor Preference Questionnaire" with your quotation.

The Lee County Local Bidder's Preference Ordinance No. 08-26 is being included as part of the award process for this project. As such, Lee County at its sole discretion may choose to award a preference to any qualified "Local Contractor/Vendor" in an amount not to exceed 3 % of the total amount quoted by that firm.

"Local Contractor / Vendor" shall mean: a) any person, firm, partnership, company or corporation whose principal place of business in the sole opinion of the County, is located within the boundaries of Lee/Collier County, Florida; or b) any person, firm, partnership, company or corporation that has provided goods or services to Lee County on a regular basis for the preceding consecutive three (3) years, and that has the personnel, equipment and materials located within the boundaries of Lee/Collier County sufficient to constitute a present ability to perform the service or provide the goods.

The County reserves the exclusive right to compare, contrast and otherwise evaluate the qualifications, character, responsibility and fitness of all persons, firms, partnerships, companies or corporations submitting formal bids or formal quotes in any procurement for goods or services when making an award in the best interests of the County.

AGREEMENTS/CONTRACTS

The awarded vendor will be required to execute an Agreement/Contract as a condition of award. A sample of this document may be viewed on-line at <http://www.lee-county.com/gov/dept/ProcurementManagement/contracts/Pages/Forms.aspx> .

Major Insurance Requirements

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$1,000,000 products and completed operations
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL)

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease – policy limit

- d. **Pollution Liability** - Covering property loss and liability arising from pollution-related damages, for sites that have been inspected and found uncontaminated. Transporter moving hazardous products or waste as cargo aboard the transporter's truck:

\$1,000,000 bodily injury / property damage/ cleanup, including wrongful delivery.

**The required minimum limit of liability shown in a. or b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*



Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:
 - a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902**
 - b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.***
 - c. Lee County will be given notice prior to cancellation or modification of any stipulated insurance. Such notification will be in writing by registered mail, return receipt requested and addressed to the Risk Manager (P.O. BOX 398 Ft. Myers, FL 33902).

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

ATTACHMENT A
LOCAL VENDOR PREFERENCE QUESTIONNAIRE
(LEE COUNTY ORDINANCE NO. 08-26)

Instructions: Please complete either Part A or B whichever is applicable to your firm

PART A: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS LOCATED WITHIN LEE/COLLIER COUNTY (Only complete Part A if your principal place of business is located within the boundaries of Lee/Collier County)

- 1. What is the physical location of your principal place of business that is located within the boundaries of Lee/Collier County, Florida?**

- 2. What is the size of this facility (i.e. sales area size, warehouse, storage yard, etc.)**

PART B: VENDOR'S PRINCIPAL PLACE OF BUSINESS IS NOT LOCATED WITHIN LEE/COLLIER COUNTY OR DOES NOT HAVE A PHYSICAL LOCATION WITHIN LEE/COLLIER COUNTY (Please complete this section.)

- 1. How many employees are available to service this contract? _____**

- 2. Describe the types, amount and location of equipment you have available to service this contract.**

LOCAL VENDOR PREFERENCE QUESTIONNAIRE CONTINUED

3. Describe the types, amount and location of material stock that you have available to service this contract.

4. Have you provided goods or services to Lee County on a regular basis for the preceding, consecutive three years?

Yes _____ No _____

If yes, please provide your contractual history with Lee County for the past three, consecutive years. Attach additional pages if necessary.



Lee County Ordinance No. 08-26
Local Bidder's Preference

AFFIDAVIT
PRINCIPAL PLACE OF BUSINESS

Principal place of business is located within the boundaries of Lee County.

Company Name: _____

Signature _____ Date _____

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____, 20____, by _____ who has produced

(Print or Type Name) _____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

SOLICITATION NO.: _____ PROJECT NAME: _____

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____ 20____, by _____ who has produced _____ (Print or Type Name) _____ as identification. (Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

TECHNICAL REQUIREMENTS

Introduction

The purpose of these specifications is to describe the requirements of Lee County relative to the transportation and disposal of chemical waste materials from the County's collection center and collection events to an Environmental Protection Agency (EPA) permitted Transportation/Storage/Disposal Facility (TSDF) and subsequent disposal of these materials in a manner permitted by all applicable laws and regulations. The chemical waste materials generated will come from homeowners, small businesses, schools and governmental agencies within Lee County.

Scope of Services

Household Chemical Waste Collection Events

The Contractor will be responsible for the coordination and operation of up to two (2) annual collection events within the city limits of Cape Coral / Bonita Springs. The County does not warrant any minimum number of events and should conditions change and waives its requirement for collection events, this portion of the scope will not be required of the Contractor.

The Contractor will provide competent, qualified and trained personnel, tools, generators, lab instruments, tents, communications equipment, emergency response kits, manifests, receiving services, packaging, transportation services, disposal services, and agency coordination in accordance with all applicable local, state, and federal ordinances, rules and regulations including but not limited to Lee County Government, local Fire Marshal, Florida Department of Environmental Protection (FDEP), the Environmental Protection Agency (EPA), and the United States Department of Transportation (USDOT).

For each event a contractor must have a minimum of fifteen (15) qualified environmental workers which would consist of four (4) chemists, and four (4) 40 hour hazardous waste operator (Hazwoper) certified staff, and four (4) first responders and the others must have a minimum of 8 hour hazardous waste awareness training. These personnel will be required to unload approximately 250 cars per hour.

HCW

The Contractor will receive this material at the County's Collection Center or at other alternate sites as designated by the Solid Waste Division.

Receipt of material from citizens are anticipated to be one day only per event between the hours of 8am and 2pm but may be extended as necessary. However, all set up and packaging is considered a part of the event cost given the site's time restrictions.

Contractor shall provide supervision, materials, equipment, supplies and sufficient trained personnel capable of accepting, classifying, weighing, packaging, removing and properly disposing of household chemical wastes collected during the collection event. Staffing, material, equipment and supplies shall be adequate for a 1,500-customer collection and shall include shelter; a roll-off for oil based paint, managing latex paint, drums, and other packaging material, drinking water for contractor and County staff, spill cleanup materials, and other required safety equipment. The County will be responsible for off-site traffic control and customer relations. Contractor shall be responsible for unloading vehicles, sorting, segregating, classifying, packaging, bulking, weighing, and manifesting received materials. There will be a minimum of fifteen (15) qualified environmental workers which would consist of four (4) chemists, and four (4) 40 hour hazardous waste operator (Hazwoper) certified staff, and four (4) first responders and the others must have a minimum of 8 hour hazardous waste awareness training. These personnel will be required to unload approximately 250 cars per hour.

The Collection events are held at facilities that utilize a “one way” traffic pattern that allows participants to deliver their waste without exiting their vehicles. Contractor is to provide appropriate signage to assure safe and smooth traffic flow and to ensure efficient collection of materials.

All collected hazardous materials must be properly secured and rendered inaccessible to the public.

The Contractor must have a spill contingency plan for preventing and containing spills. The Contractor must clean up all spills that occur during any collection event, in compliance with the spill contingency plan and to the satisfaction of the County. Contractor shall coordinate with local emergency response personnel to develop a site contingency plan and train all site personnel including volunteers on Site and Safety procedures such as evacuation signals and rules.

In the case where participation rates exceed the Contractor’s capability to properly manage a collection, the Contractor shall mobilize additional personnel, equipment and materials as required, at the direction of the County.

The Contractor shall provide on-site identification of all hazardous materials received at the collection event. Identification shall be sufficient to properly package all hazardous materials pursuant to USDOT requirements and to ensure acceptance at an EPA permitted TSDF. The Contractor shall comply with pre-transport requirements of 40 CFR Part 262, Sub-part C. Only state and federally approved containers and packing materials shall be utilized for the packaging and transport of hazardous materials.

The Contractor shall make provisions to consolidate compatible hazardous wastes in order to minimize per unit disposal costs. Additionally, the Contractor will make provisions to bulk flammable materials or other compatible wastes if such options are available.

The Contractor shall not, unless directed by the Solid Waste Division, package non-hazardous materials or empty containers formerly containing hazardous substances. The Solid Waste Division reserves the right to give the Contractor a list of products/substances that are to be retained by the Division. The Contractor will be notified prior to the start of the collection event as to what materials will be handled by the Division. Materials that the Contractor shall not package include; antifreeze, Used Oil, Rechargeable Batteries, Gasoline, Kerosene, Lantern Stove Fuel, and Diesel Fuel.

The Contractor shall prepare and maintain Uniform Chemical Waste Manifests (EPA Form 8700-22) in accordance with 40 CFR Part 262, Sub-part B, for all hazardous waste collected during these events and transported from the County. Further, the Contractor shall provide copies of all Uniform Hazardous Waste manifests prepared for the Household Chemical Waste task to the County within a mutually agreed upon time period. The final manifest shall be submitted to the County within 90 working days.

The Contractor shall provide the County with a Drum Summary Breakdown sheet indicating manifest number and container content sheet numbers for each drum of chemical waste collected during this project within a mutually agreed upon time period. Contractor shall provide a record of all contents of each lab packed drum, such as a container contents sheet.

Conditionally Exempt Small Quantity Generator

The current disposal cost and to provide the business community of Lee County that generate less than 100 kilograms/ 220 lbs a month with CESQG collection events at our Household Chemical Waste facility located on Topaz Ct on a once per month basis at no charge to Lee County. The event will be held on agreed upon date once per month basis pending participation by businesses whereas EQ will set up, screen, collect, classify, weigh, package, label, manifest, transport, and properly dispose of all chemical wastes accepted by the contractor.

All Electronic Waste will be handled and processed by Lee County HCW staff. Cost of disposal services provided by the contractor will be paid directly to the contractor by businesses. Manifests for chemical waste collected during the event shall identify the contractor as the generator of the waste. On each of the scheduled CESQG collection events the County shall allow the contractor's personnel the use of the designated assigned area, utilities, and sanitation services.

The county will assist in providing signage and traffic control during the collection event. The contractor will provide a minimum of two (2) Chemists and (2) Forty Hour Hazwoper trained personnel for the events. The contractor shall provide such personnel, equipment, and supplies as necessary to remove all waste accepted by the contractor at the county's HCW facility by 5:00p.m. on the day of the collection event.

Events to open at 9:00am and end at 2:00p.m.

Small Quantity Generator Services (SQGs)

The Contractor shall establish collection route services for small quantity generators (those businesses generating between 100 and 1,000 kg of hazardous wastes per month). The Contractor shall identify, consolidate, package manifest and assume responsibility for all SQG wastes accepted by the Contractor. All collected hazardous waste from participating generators will be transported directly to a permitted TSDF.

Transportation and Disposal Services for the HCW Collection Center and Collection Events

The County's HCW Collection Center is located at 6441 Topaz Ct., Ft. Myers, FL. Materials received from this facility are limited to household generated wastes. The County staff will segregate, sort, and store materials received according to labeled hazard classifications. The Contractor shall bi-monthly or within two (2) working days after receipt of notification from the County, arrive at the Collection facility to remove any and all waste as directed by the County.

Title to all waste accepted by the Contractor from the County, and CESQG's for transport and disposal by the Contractor shall pass directly from the County or CESQG to the Contractor upon manifest completion by the Contractor.

The Contractor will receive material at the County's Collection Center or at other alternate sites as designated by the Solid Waste Division. The Contractor and subcontractor(s) shall comply with all applicable requirements of 40 CFR and 49 CFR as determined by the County regarding the lawful transportation and disposal of hazardous wastes.

All prices for services presented in this Contract shall be charged by the Contractor to all Lee County governmental departments, as well as all other governmental agencies, Small Quantity Generators (SQGs) and Conditionally Exempt Small Quantity Generators (CESQGs) within Lee County.

Transportation of Waste

The Contractor shall transport all wastes which are approved by the County to approved hazardous waste facilities using transporters meeting the minimum insurance requirements, licensing requirements as identified herein, and the standards applicable to transporters of hazardous waste as defined in FAC 62-730.170 and all applicable USDOT requirements for transportation of hazardous materials. The Contractor shall be responsible for all activities relating to the transportation of hazardous materials or wastes.

It is the sole responsibility of the Contractor to ensure that, should subcontractor(s) be used by the Contractor for any portion of the work, these subcontractor(s) shall meet or exceed the same requirements as the Contractor.

Disposal of Household Chemical Wastes

The Contractor shall ensure that any materials received from the County are prohibited from disposal in non-hazardous waste landfills as identified in Subtitle D of 40 CFR 264, or delivered to non-hazardous waste incinerators or any such facility which is not licensed to conduct Treatment, Storage, or disposal of hazardous wastes as identified in 40 CFR 264. The Contractor shall supply the County with a certificate of destruction for wastes removed by the Contractor. The certificate of destruction shall be supplied no later than 90 days from the removal of the waste from the County's site and it shall contain the following information: Date of event/collection, location of collection, Inbound Manifest number, document number, Inbound container number, Inbound manifest page/line, Inbound weight, Inbound manifest Department of Transportation (DOT) description, Outbound facility, treatment description, outbound manifest number, outbound ship date, outbound manifest page/line. The County reserves the right to withhold a percentage of the awarded contract amount until the receipt by the County of the certificate of destruction. The manifested description and hazard classification may not be changed without prior written approval by the County.

Damages, penalties and or fines imposed on or incurred by the County or Contractor for failure to obtain and keep current any required licenses or permits, or to comply with any law, ordinance, rule, regulation or special condition applicable to the contract or directly or indirectly relating to or resulting from handling, transportation, or disposal of all materials handled or managed by the Contractor shall be borne by the Contractor. The Contractor shall manage universal waste in accordance to F.A.C. 62-730-185.

The Contractor is solely responsible for conforming to all requirements mandated by any Permitted Recycling, Treatment, Storage or Disposal Facility regarding transportation of the waste, to ensure its acceptance at the final disposal facility.

No additional or alternate Disposal sites and/or subcontractors may be used by the Contractor for services within the scope of this Contract without written authorization from the County.

Contractor will reimburse the County for actual expenses to annually audit the TSDf used by the Contractor for final handling of collected materials. This audit will be limited to two (2) County employees.

Training

Contractor shall provide all personnel, equipment, supplies, and material necessary to conduct two (2) training classes for County personnel per each twelve (12) month contract period. Each class shall be for a period of not less than four (4) hours and for a maximum of ten (10) designated County personnel per class. The instruction shall at a minimum address safe and proper screening, collecting, handling, and storing of household chemical wastes, and shall include information concerning chemical compatibility, and education on safely managing unknowns and chemical spills. The first training class will be held at the County's collection center within thirty (30) days after execution of the Contract agreement. The County reserves the right to schedule up to two (2) classes during each twelve (12) month Contract period. Instructors may be qualified Contractor personnel or qualified contract instructors. Instructors and class curriculum must be acceptable and pre-approved by the County prior to class instruction. Failure of the Contractor to provide the County with acceptable instructors and an approved curriculum shall be grounds for contract termination.

LEE COUNTY PROCUREMENT MANAGEMENT - BIDDERS CHECK LIST

IMPORTANT: Please check off each of the following items as the necessary action is completed:

- _____ 1. The Solicitation has been signed and with corporate seal (if applicable).
- _____ 2. The Solicitation prices offered have been reviewed (if applicable).
- _____ 3. The price extensions and totals have been checked (if applicable).
- _____ 4. Substantial and final completion days inserted (if applicable).
- _____ 5. The original (must be manually signed) and 1 hard copy original and others as specified of the Solicitation has been submitted.
- _____ 6. Two (2) identical sets of descriptive literature, brochures and/or data (if required) have been submitted under separate cover.
- _____ 7. All modifications have been acknowledged in the space provided.
- _____ 8. All addendums issued, if any, have been acknowledged in the space provided.
- _____ 9. Licenses (if applicable) have been inserted.
- _____ 10. Erasures or other changes made to the Solicitation document have been initialed by the person signing the Solicitation.
- _____ 11. Contractor's Qualification Questionnaire and Lee County Contractor History (if applicable).
- _____ 12. DBE Participation form completed and/or signed or good faith documentation.
- _____ 13. Bid Bond and/or certified Check, (if required) have been submitted with the Solicitation in amounts indicated.
- _____ 14. Any Delivery information required is included.
- _____ 15. Affidavit Certification Immigration Signed and Notarized
- _____ 16. Local Bidder Preference Affidavit (if applicable)
- _____ 17. The mailing envelope has been addressed to:

Lee County Procurement Mgmt.
1825 Hendry St 3rd Floor
Ft. Myers, FL 33901
- _____ 18. The mailing envelope **MUST** be sealed and marked with:
Solicitation Number
Opening Date and/or Receiving Date
- _____ 19. The Solicitation will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise Solicitation cannot be considered or accepted.)

****This form is not required to be returned with your solicitation, but used as a tool when responding to the solicitation.**