



# City of Nashua

**Central Purchasing**  
229 Main Street  
Nashua NH 03061-2019  
603-589-3330 Fax: 603-589-3344

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June 12, 2007

## **REQUEST FOR PROPOSALS - RFP0741-062607**

The City of Nashua, Division of Public Works, Solid Waste Department, is seeking proposals from qualified firms to process construction and demolition (C&D) waste and brush from the Four Hills municipal solid waste landfill. The C&D waste and brush will be processed to recover all recyclable, reusable, and compostible materials. The removal of "whole form" C&D waste from the landfill is expected to significantly increase landfill air space. Also, the City seeks to limit the amount of gypsum wallboard disposed in the landfill to reduce generation of hydrogen sulfide gas and associated odor. In addition to C&D and brush processing, requested bid alternates incorporate the purchase and recycling of scrap metal collected at the Four Hills facility, and the return of C&D fines for use as alternate daily cover in the landfill.

### **INSTRUCTIONS TO PARTICIPANTS:**

Proposals must be delivered **in duplicate** in sealed envelopes to the Central Purchasing Office, 229 Main Street, Nashua, NH 03060 before **2:00 p.m. on June 26, 2007**. Envelopes must be marked "**Proposal for Construction & Demolition Waste and Brush Processing**". Complete specifications are available on the Nashua web site, [www.gonashua.com](http://www.gonashua.com), reference document RFP0741-062607. Results will be available on the web site, within three (3) hours after the bid opening.

Copies of insurance certificates must be submitted with the bid. The successful bidder will be required to provide certificates with the City of Nashua named as an additional insured. Nashua requires \$1,000,000.00 General Liability per occurrence; \$2,000,000.00 aggregate; \$1,000,000 Automobile Liability; and proof of Workers' Compensation coverage in line with State of NH requirements. The City of Nashua must be named as an additional insured on certificates relating to this contract award.

Questions or coordination of site visits relating to this request may be directed to Kerry Converse or Jay Marcotte at 603-589-3410.

The City of Nashua reserves the right to discontinue the selection process at any time. All contracts and awards are subject to funding approval. There will be no reimbursement to any candidate if selection is terminated.

The City reserves the right to reject any and all proposals for due cause; to negotiate with any party; to waive informalities or defects in proposals; to require test proving of proposed equipment; or accept such proposals as it shall deem in the best interests of the City.

The contract period will be for the duration of fiscal year 2008 (July 1, 2007 to June 30, 2008), with up to five potential annual renewals at the City's discretion.

All terms and conditions noted in Section 800 of the City of Nashua Purchasing Manual shall apply. Information is available on the Nashua web site.

All proposals must remain in effect for a minimum of one hundred twenty (120) days after bid opening.

Pursuant to NRO 2-243 (f), the purchasing manager shall not solicit a bid/proposal from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this proposal request is void as to anyone who is in default on said payments.

Respectfully,

*Janice A. Tremblay, C.P.M.*  
Purchasing Manager

## **GENERAL SPECIFICATIONS**

The contract will include processing C&D waste and brush from the City of Nashua Four Hills municipal solid waste landfill. Approximately 12,000 tons per year of C&D wastes are brought to the landfill from residential and commercial sources in the City of Nashua. Approximately 550 tons per year of brush are deposited at the landfill from municipal and commercial sources, in addition to an unknown quantity of brush brought in by Nashua residents. The City; however, guarantees no minimum quantity of C&D or brush to be processed under this agreement. For the purpose of this proposal, C&D waste shall be defined as any used or discarded materials removed from a premise during construction or renovation, including waste materials generated during the construction, remodeling, repair, or demolition of any pavement, house, commercial building, or structure. These materials include, but are not limited to, wood, wall board, plaster, ceramics, grout, glass, plastics, concrete, asphalt, metal, fiberglass, foam, asphalt shingles, carpet, and paper. Any hazardous materials, pressure-treated or creosote treated wood, and asbestos containing materials will be segregated from the C&D waste and handled appropriately by the City. Brush is defined as tree trunks, stumps, limbs, branches, or bushes. Brush does not include yard waste such as leaves, pines needles, mulch or grass clippings.

The contract shall include charges for all equipment, transportation and labor required to complete the processing. The processing shall take place off-site at the successful bidder's facility. A dedicated area will be established at the landfill for off-loading and loading of C&D wastes and brush. The City will provide loading of mixed whole form C&D waste materials and brush on a pre-established schedule to the successful bidder. As time and staffing allows, carpeting will be segregated from the C& D waste for disposal in the landfill, and limited segregation of metal, wood, and asphalt roof shingles from the waste will be performed. The City encourages creative approaches to the processing and disposal of its C&D wastes and will evaluate proposals based on which technique is in the City's best interest.

If the proposed specification deviates from those listed by the City, the proposal should highlight the difference and comment on the significance. Proposals should identify equipment to be utilized, end product specifications, New Hampshire Department of Environmental Services (DES) permits and approvals, transportation scheduling, quality control quality assurance (QA/QC) programs, related experience on similar projects, and sub-contractors as well as other specifications as listed below. Criteria and conditions assumed in establishing costs shall be clearly stated, as well as any limitations or exclusions.

In the selection process, consideration will be given to several factors including price, performance record, equipment compatibility, and experience with similar projects. A contract will be awarded for the proposal that is most advantageous to the City, with consideration given to the comprehensiveness and feasibility of the proposal, price, references, and the experience, qualifications, compliance and legal history of the Bidder and proposed subcontractors.

### **Proposal Alternate #1**

Proposal alternate #1 incorporates the return of C&D fines from the C&D recycling process for use as alternate daily cover on the landfill with C&D and brush processing. Any residual processed material proposed to be returned to the landfill for use as alternative daily cover shall be approved by the NH Department of Environmental Services. The finished product shall be small wood chips (2" diameter or smaller) and fines with a limited concentration of calcium sulfate. The material shall also not contain hazardous materials. Acceptance of residuals in the landfill from C&D waste processing will be solely at the City's discretion. The proposal shall indicate the maximum quantity of C&D fines the processor desires to return to the landfill.

### **Proposal Alternate #2**

Proposal alternate #2 incorporates the purchase, transport, and off-site recycling of scrap metal collected at the Four Hills facility with C&D and brush processing. Approximately 1500 tons of scrap metal from residential and commercial sources in Nashua is collected annually at the Four Hills facility. Scrap metal is defined by the City as all metal materials including, but not limited to items containing ferrous and non-ferrous metals and other incidental non-metal components such as household appliances, lawn mowers, wire, cable, metal furniture, etc. The City will provide loading service for scrap metal on a pre-established schedule similar to that of C&D and brush.

### Proposal Alternate #3

Proposal alternate #3 incorporates both the purchase, transport and off-site recycling of scrap metal collected at the Four Hills Landfill, and the return of C&D fines for use as daily cover with C&D and brush processing. As in alternate #1, residual processed C&D material returned to the landfill for use as alternate daily cover should be approved by the NHDES. The finished product shall be small wood chips (2" diameter or smaller) and fines with a limited concentration of calcium sulfate. The material shall also not contain hazardous materials. Acceptance of residuals in the landfill from C&D waste processing will be solely at the City's discretion. The proposal shall indicate the maximum quantity of C&D fines the processor desires to return to the landfill. Scrap metal, as defined in alternate #2, will also be loaded by the City on a pre-established schedule similar to that of C&D and brush.

### Requirements for the Contractor

1. The Contractor shall provide a detailed plan on how they will divert, separate and process various types of C&D waste, brush, and scrap metal at their facility. This shall include but is not limited to equipment used, labor required, transportation, and timing and scheduling of removal events.
2. The Contractor shall demonstrate that they have the capacity to handle the anticipated volume of C&D, brush, and scrap metal material from the City of Nashua.
3. C&D wastes, brush, and scrap metal removed from the landfill by the successful contractor shall be weighed by measurement on the landfill scales. Such scales shall be in compliance with all regulatory requirements for accuracy and maintenance. Weights obtained from the landfill scale will be reconciled with weights obtained at the processing facility. In the event of variances the landfill scales will be the basis for billing at agreed upon per ton unit rates.
4. The Contractor shall develop and adhere to a transportation and processing schedule that allows for minimal accumulation of C&D waste, brush, or scrap metal at the landfill. This schedule may be adjusted up or down throughout the year based on seasonal fluctuations in volumes generated. C&D wastes and brush will not accumulate for more than two weeks or as allowed by regulatory agencies. Scrap metal may be allowed to accumulate for up to one month.
5. The contractor shall process the C&D waste, brush, and scrap metal to recover all recyclable, reusable, or compostible materials.
6. For any processed residual material returned to the City for use as landfill cover, the Contractor will provide the City with QA/QC reports on a quarterly basis or as requested by the City, including laboratory analyses for asbestos, calcium sulfate, and total organic content.
7. If processed residual material from the Contractor is used as alternate daily landfill cover, the City would seek to limit the concentration of calcium sulfate in the material to reduce the potential generation of hydrogen sulfide gas. The Contractor shall describe and demonstrate efforts to separate gypsum wallboard from the C&D waste stream and process.
8. In each case efforts shall be made to separate materials where appropriate to achieve the City's goal of odor reduction. Separation efforts and disposal shall meet all established guidelines of the New Hampshire Department of Environmental Services.
9. All equipment used by the contractor shall be maintained in good working order and work place safety policies and procedures shall meet all applicable OSHA requirements.
10. Contractors and commercial haulers conducting business on the Four Hills Landfill property must comply with the landfill's Commercial Customer Safety Requirements plan.
11. All bids must meet local, state and federal requirements for safety and regulatory compliance.

12. Contractor shall be prepared to give complete demonstration of the merits of the equipment and process to be used as requested by the purchaser. The equipment and process so demonstrated shall be used as offered by the contractor in this proposal.
13. The Contractor shall submit a minimum of three references complete with contact name and telephone number.
14. Once awarded, the processing fee must remain the same for the duration of the annual contract. Thereafter, increase(s) shall not exceed 2.5 percent per year or the Consumer Price Index (CPI) for the previous twelve (12) months, whichever is lower. All increases in the processing fee shall be requested on an annual basis.
15. If alternate #2 is awarded, the purchase price for scrap metal will be evaluated on a quarterly basis and adjusted up or down according to market conditions.

## **PROPOSAL SUMMARY SHEET**

### **Proposal for Construction & Demolition Waste and Brush Processing from the Four Hills Municipal Solid Waste Landfill, Nashua, New Hampshire**

Total per ton cost to be paid by the City for transportation and processing of C&D waste and brush at Contractor's facility:

\$\_\_\_\_\_per Ton

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#### **Proposal Alternate #1**

Total per ton cost to be paid by the City for transportation and processing of C&D waste and brush at Contractor's facility:

\$\_\_\_\_\_per Ton

Total per ton cost to be paid to the City for residual processed material (C&D fines) returned to the landfill for use as alternate daily cover:

\$\_\_\_\_\_per Ton

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#### **Proposal Alternate #2**

Total per ton cost to be paid by the City for transportation and processing of C&D waste and brush at Contractor's facility:

\$\_\_\_\_\_per Ton

Total per ton cost to be paid to the City for the purchase and recycling of scrap metal at Contractor's facility:

\$\_\_\_\_\_per Ton

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#### **Proposal Alternate #3**

Total per ton cost to be paid by the City for transportation and processing of C&D waste and brush at Contractor's facility:

\$\_\_\_\_\_per Ton

Total per ton cost to be paid to the City for residual processed material (C&D fines) returned to the landfill for use as alternate daily cover:

\$\_\_\_\_\_per Ton

Total per ton cost to be paid to the City for the purchase and recycling of scrap metal at Contractor's facility:

\$\_\_\_\_\_per Ton

Note: Attach documentation regarding equipment to be used, references, and experience with similar projects and proof of required insurance.

Contractor Name & Address: \_\_\_\_\_  
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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)

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(Date)

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(Printed/Typed Name & Title)