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Invitation for Bids

HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES

July 2025-June 2026, options to extend through June 2028

Issued September 3, 2024

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INFORMATION FOR BIDDERS

LEGAL NOTICES

The notice of this Invitation for Bids (“IFB”) was published in Massachusetts Goods and Services Bulletin on August 26, 2024.

The following Legal Advertisement appeared in the *Patriot Ledger* on August 23, 2024:

LEGAL NOTICE

The South Shore Recycling Cooperative (SSRC) invites sealed bids for household hazardous waste collection events. Contract term: 7/1/25 through 6/30/26, with two one-year options to extend. Proposals due by 1:00 pm 9/16/2024, and may be held for review for up to 60 days.

Draft proposal package available 8/28/2024 at <https://ssrcoop.info/documents/>, scroll to “Contracts”. Comment until 10 am on 9/3/2024. Final bid 9/5/2024. Email director@ssrcoop.info.

The SSRC is acting on behalf of its seventeen Member towns. The SSRC Board will award based on the lowest responsive and responsible bid.

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GENERAL

The South Shore Recycling Cooperative (“SSRC”), on behalf of its Member Communities Abington, Cohasset, Duxbury, East Bridgewater, Hanover, Hanson, Hingham, Hull, Kingston, Norwell, Pembroke, Plymouth, Rockland, Scituate, Weymouth and Whitman, is seeking a licensed, qualified, experienced firm (“Contractor”) to conduct household hazardous waste (“HHW”) collection events for current and future Member Communities (“Communities”). (Currently, the Member Town of Braintree has a Host Community Agreement with Clean Harbors.)

The mission of the SSRC, which serves 400,000 South Shore residents, is to provide cost effective assistance, contracts and cooperative efforts in solid and hazardous waste management to its Member Communities. Thus, the objectives of this Bid include:

1. economy of scale through cooperative procurement of services;
2. stable pricing with a two-year guarantee;
3. maximum access to all residents of Member Communities for the disposal of household hazardous wastes through our reciprocal agreement; and,
4. assistance to Member Communities through the preparation and award of this Bid and administration of the contract.

The SSRC has been coordinating, publicizing, and providing some staff for most of our Member Communities’ 10-12 HHW events/year for 26 years. Using our Reciprocity Policy, residents and small businesses of our Member Communities may attend all SSRC HHW events.

An individual Member Community may, but is not obligated to, enter into a contract with the awarded Contractor for a specific collection event. Historically, all Member Communities except Braintree have utilized the SSRC HHW Contract.

This Bid has similar, though not identical, terms to [State Contract FAC110](#), Cat 2 Event Per-Load.

SCOPE OF WORK SUMMARY

The awarded Contractor shall provide qualified staff and equipment to collect, sort, transport, properly process/dispose of, and invoice each participating Member Community for HHW collected from residents, small businesses and municipal departments of SSRC Member Communities at Saturday events.

Please refer to the [Master Contract](#) template, Sections 8-13 in *Appendix D*, for details.

PROCUREMENT SCHEDULE

Release of Draft IFB	August 28, 2024 at ssrcoop.info/documents/ , scroll to “Contracts”
Submit questions, comments	September 3, 2024, 10 am, director@ssrcoop.info
Release of final IFB	September 4, 2024, 12:00 pm, at ssrcoop.info/documents/ , scroll to “Contracts”
Electronic Proposals due (option)	September 13, 2024, 3:00 pm, to director@ssrcoop.info
Paper Proposals due (option)	September 16, 2024, 1:00 pm, David Tower, Weymouth DPW, 120 Winter St., Weymouth, MA 02188, Attn: SSRC HHW Bid
Public Bid opening	September 16, 2024, 1:05 pm at the Weymouth DPW, 120 Winter St., Weymouth, MA 02188

SUBMISSION REQUIREMENTS

Each bid package must include a completed:

- “Company Information, Acknowledgement of Terms” form (*Appendix A*),
- “Pricing Form” (*Appendix B*), and
- "Certification of Non-Collusion" and "Certification of Tax Compliance" form (*Appendix C*).

For bidders submitting paper copies, bids must be double sided, with one original and one copy of each bid package. A single digital pdf file on a thumb drive must also be submitted. Please note deadlines and the delivery address in the Procurement Schedule above.

Alternatively, the bid may be emailed as a single pdf attachment to Claire Galkowski, Executive Director, at director@ssrcoop.info no later than **Friday, September 13, 2024 at 3:00 pm**. She will print and bring it to the bid opening and will ensure that it is kept confidential and secure until the bid opening.

The SSRC takes no responsibility for emails that are not received and suggests that those submitting electronically confirm the receipt of any such request by calling 781-329-8318.

CONTRACT DURATION

Contractor's pricing for all participating Communities as stated in the Pricing Form shall be guaranteed from July 1, 2025 through June 30, 2026. Options to extend for two one-year periods shall be at the mutual agreement of the awarded Contractor and the SSRC Board, and at the same terms as the initial contract.

A price escalator of up to 3.0% will be allowed for the second extension, based on the most recently published Consumer Price Index, unless mutually agreed upon by both parties.

MINIMUM CRITERIA

The following minimum criteria shall be documented on the Company Information and Acknowledgement form (*Appendix A*).

- a. A legal entity incorporated in the U.S. for at least four years
- b. A minimum of four years of experience performing HHW collection events
- c. Performed a minimum of fifteen municipal household hazardous waste collection events in MA, RI and NH from July 2023-June of 2024
- d. Named references for four of the events listed in 1. c.
- e. Evidence of current insurance coverage with minimum specified limits.
- f. List of all receiving facilities to which Bidder delivers collected HHW.
- g. Evidence that Bidder and its handling facilities have all necessary federal and state licenses and permits to provide the services in this Bid. Documentation must include the dates and activities for which permits are valid, permit numbers. Actual copies of permits are NOT required to be submitted.
- h. Certification that all Supervisors/Safety Officers have current forty (40)-hour OSHA certification, in accordance with 29 CFR 19.10, and shall also have a minimum of twenty-four (24) hours of training in hazardous materials management that includes Li and Li Ion batteries.
- i. Certification that staffing will be at minimum specified levels.

BID FORMS

Please complete, using the separate [Bid Submission Form](#) (rather than this entire document):

- Company Information and Acknowledgement form, *Appendix A*,
- Pricing Form, *Appendix B*
 - Pricing may include a minimum charge, not to exceed \$7,000

- The setup fee shall be fixed at \$2,800, to enable the fair award of the contract based solely on the per-load rates.
- Certification of Non-Collusion and Tax Compliance, *Appendix C*.

Reference forms:

- Master Contract template, *Appendix D* , provided separately, and linked at <https://ssrcoop.info/wp-content/uploads/2024/08/HHW-Master-Contract-template-.pdf>
- List of acceptable/unacceptable materials, *Appendix E*
- Non-Applicability of Prevailing Wage, *Appendix F*
 - Prevailing Wage rates under the provisions of MGL Chapter 149, Sections 26-27F, do not apply to this contract. A copy of the Letter of Non-Applicability from the Mass. Dept. of Labor, Division of Occupational Safety is attached as Appendix F.
- Community Service Agreement template, *Appendix G*
 - It is rare for a town to elect a contract limit for an event
- Car counting sheet, *Appendix H*

MODIFICATION OF IFB

The SSRC reserves the right to correct errors and omissions in this IFB by addendum by September 4, 2024 at noon if necessary, based on questions and comments received. Please check ssrcoop.info/documents/ and scroll to “Contracts” at that time. Bidders that notify the Executive Director by email, at director@ssrcoop.info, will receive the final version by email.

The SSRC reserves the right to add mutually agreed upon items/services at any time during the life of the contract as long as all additions comply with all appropriate regulations and are within the scope of this IFB.

AWARD OF THE CONTRACT

Bids will be evaluated first to determine that Minimum Criteria have been met. The contract will be awarded to the lowest responsive and responsible bidder based on the Bid Value using the following formula, which is based on the ratio of actual deliveries, including multiple full load equivalents, in FY24:

$$(\text{small load rate} * 0.2) + (\text{half load rate} * 0.35) + (\text{full load rate} * 0.45) = \text{Bid Value}$$

Bids may be held for review by the South Shore Recycling Cooperative for a period not to exceed sixty days from the due date, although it is expected that the award will be voted at the September 16, 2024 Board meeting. If not awarded then, the following meeting will be on October 30, 2024.

A single Master Contract will be awarded at the discretion of the SSRC Board.

The SSRC Board reserves the right to reject any and all proposals, to waive any informality, and to make the award based on the responsive and responsible Bid that provides the lowest cost to participating Member Communities.

Incomplete proposals may be rejected as non-responsive.

Service Agreements based on the Master Contract for individual collection events signed pursuant to this Bid shall be between Contractor and the contracting Member Community.

MASTER CONTRACT, SERVICE AGREEMENTS

The Master Contract Template (*Appendix D*) is provided separately [here](#). The format of the Service Agreement with Member Community host towns (*Appendix G*) is included in this Bid.

HISTORICAL DATA, PROGRAM PROJECTIONS

SSRC Member Communities host 10-11 HHW collections each year: 4-5 in fall, 6 in spring.

It is possible that a regional HHW Depot will open in winter of 2026. A separate, unit-based bid is anticipated for service to the Depot.

If the Depot comes to fruition, four Member Communities will continue hosting their own 4 events per year under the Contract resulting from this Bid (Hull, Kingston, Plymouth and Weymouth).

Therefore, this contract will likely be used for either 6 or 10 events during the first year of the contract, and 4-10 events thereafter, depending on the success and timing of the Depot project.

Historical participation information is provided below. In some cases, multiple towns co-host single collection events, i.e. Duxbury, Kingston and Pembroke alternate hosting each spring. About 40% of attendees come from non-host towns (“visitors”). Purple shading denotes spring collections.

TOWN	#CARS 21	#CARS 22	#CARS 23	#CARS 24 (spring only)
ABINGTON	E Br	97	Whitman	Hanson
DUXBURY	no coll	Pem	Kingston	206
E BRIDGEWATER	113	Abington	Whitman	Hanson
HANOVER	247	172	160	266
HANOVER	200	143	229	
HINGHAM	263	187	204	206
HULL	123	138	147	
KINGSTON	no coll	Pem	173	Duxbury
PEMBROKE	Hanover	292	Kingston	Duxbury
PLYMOUTH	193	235	225	253
PLYMOUTH	208	180	211	
SCITUATE	242	161	235	212
WEYMOUTH	198	214	136	215
WHITMAN	E Br	Abington	137	Hanson
TOTALS	1949	1908	1857	1358

APPENDIX A

COMPANY INFORMATION, ACKNOWLEDGEMENT FORM

Annual reports or other general publications will not be accepted in lieu of this form.

Bid of _____, hereinafter called the Bidder, organized and existing under the laws of the State of _____ and doing business as _____ (a corporation, a partnership or an individual) to the South Shore Recycling Cooperative, hereinafter called the SSRC:

The undersigned proposes to furnish all labor, supervision, material and equipment required to collect, transport and dispose of hazardous wastes from the Member Communities of the SSRC in accordance with the terms of this Bid and the HHW Master Contract Template.

If this Bid is awarded to Bidder within sixty (60) days of the due date, as evidenced by written notice delivered to the undersigned at the address given below, the undersigned shall:

- Execute a Master Contract with the SSRC, a template which is [provided](#) as Appendix D
- Schedule four Saturday HHW events between Sept. 5 and Nov. 22, 2025, and six Saturday HHW events between April 3 and June 20, 2026, and
- Sign Service Agreements referencing the Master Contract with the host and co-host Member Communities for those dates.
 - In the event that the South Shore HHW Depot is operational by April of 2026, only two one-day community events will take place during that and future springs. Contractor will be notified by December 31 of which events will take place.

Company Information

Mailing address: _____

Physical address(es) _____

Names and positions of persons authorized to conduct business on behalf of Contractor:

Name _____ Title _____

Direct phone number _____ Email address _____

Name _____ Title _____

Direct phone number _____ Email address _____

Date, type of incorporation _____ (must be prior to 8/31/2020)

Years experience doing municipal HHW Collection Events: _____ (minimum of 4)

Attach a list of all municipal HHW events conducted by Bidder in Massachusetts since 7/1/2023. If fewer than fifteen were in Mass., list those conducted in nearby states. (minimum of 15)

Please provide reference contact information for four of the events below.

Municipality	Date	Contact name, title	Phone#
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Onsite Staff Training (Minimum criterion)

The Supervisor(s) and Chemist(s) who will be on site for SSRC HHW events have current forty (40)-hour OSHA certification, in accordance with 29 CFR 19.10, and a minimum of twenty-four (24) hours of training in hazardous materials management that includes Li and Li Ion battery management. (required)

Yes/No _____

Licenses (Minimum criterion)

Indicate numbers or attach proof of:

- a. EPA identification number _____
- b. Massachusetts DEP license for hazardous waste transport _____
- c. DOT placards on all vehicles used for HHW transport
- d. All state and federal permits necessary for interstate transport

Insurance (Minimum criterion)

Attach proof of :

- a. Commercial general liability or equivalent corporate guarantee: one million (1,000,000.00) dollars per occurrence, and one million (\$1,000,000) dollars aggregate
- b. Pollution Liability: one million (1,000,000.00) dollars on site and one million (1,000,000.00) dollars off site per occurrence.
- c. Excess Liability Umbrella: Five million (5,000,000.00) dollars per occurrence
- d. MCS-90 Endorsement for Hazardous Materials Transportation: Five million (5,000,000.00) dollars total.

e. Worker's Compensation at an amount required by state law.

The undersigned guarantees that policies cannot be amended or canceled by the Insurer in less than thirty (30) days after receipt of a written notice of cancellation or amendment by certified or registered mail.

All Receiving and Destination Facilities must have at least the amounts of insurance required under federal regulations 40 CFR 264 or 265 subpart G or H.

Reservation of Dates

Contractor agrees to notify the SSRC at least a week before scheduling events in subsequent seasons for municipalities outside the SSRC.

Date reservations will be confirmed by each contracting Community through the SSRC Contract Manager no later than November 30 for the following fall, and June 30 for the following spring.

The undersigned hereby warrants that the information represented herein is true and correct as of the date below, accepts the terms of service set forth within this Invitation for Bids and HHW Master Contract Template, and agrees to the prices submitted for the service period from July 1, 2025 through June 30, 2027.

Minimum staffing levels for collection events

Contractor agrees to provide the following staffing levels. The expected # of Vehicles shall be based on previous 3 year's attendance, to be provided by SSRC.

# of Vehicles	100-199	200-249	250-299	300-349
# of Supervisors	1	1	1	1
# of Chemists	1	1	2	2
# of Technicians	4	6	8	10

AUTHORIZED SIGNATURE: _____ DATE _____

PRINT NAME _____ TITLE _____

COMPANY _____

MAILING ADDRESS _____

PHYSICAL ADDRESS _____

PHONE _____ EMAIL _____

(SEAL)

APPENDIX B

PRICING FORM

HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES

July 2025-June 2027

Description (Agreement, Section 5)	Unit	Cost Per Unit
Cost/Load-equivalent	more than 10 and up to 25 gals. of liquid, or more than 20 and up to 50 lbs. of solid	\$
Cost/Half Load	more than 3 and up to 10 gal liquid, or more than 6 and up to 20 lbs. solid	\$
Cost/Small Load	0 to 3 gal liquid, or 0 to 6 lbs. solid	\$
Setup Fee	Collection event	\$ 2,800.00
Minimum Charge (up to \$7,000.00)	Collection event	\$

Pricing definitions:

“Load” or “load-equivalent”: each increment of acceptable hazardous material up to 25 pounds if solid or 25 gallons if liquid, excluding other items priced separately.

“Half-load”: each increment of acceptable hazardous material up to 10 pounds if solid or 10 gallons if liquid, excluding other items priced separately.

“Small-load”: each increment of acceptable hazardous material up to 3 pounds if solid or 3 gallons if liquid, excluding other items priced separately.

Liquid volumes are based on the volumes of each container which holds any quantity of hazardous liquid, except for gasoline, which shall be based on actual volume of liquid.

Multiple “load-equivalents” are a whole number based upon the total weight or volume of hazardous waste divided by 50 pounds or 25 gallons and rounded up.

“Unsorted household hazardous waste” shall include linear and other fluorescent light bulbs added to the weight of the other material using the following factors:

Product	Conversion Factor
Linear fluorescent	1 lb. per 4 linear ft
U-tube	1 lb. each
HID bulb	1 lb. each

Elemental mercury is counted as a solid.

Pricing may be adjusted by up to 3.0% during the second contract extension.

The undersigned hereby warrants that the information represented herein is true and correct as of the date below, and accepts the terms of service set forth within this Invitation for Bids:

AUTHORIZED SIGNATURE: _____ DATE _____

NAME _____ TITLE _____

COMPANY _____ ADDRESS _____

PHONE _____ FAX _____

EMAIL _____

(SEAL)

APPENDIX D

MASTER CONTRACT TEMPLATE

Separate document, see:

ssrcoop.info/wp-content/uploads/2024/08/HHW-Master-Contract-template-.pdf

APPENDIX F

Acceptable HHW materials

Consumer products that have chemical hazards must be accepted, excluding the Unacceptable materials at the bottom of the list.

acids and bases
adhesives
asbestos
automotive fluids
bleaches
driveway sealer
fertilizers (synthetic)
fiberglass resins
flammable liquids and aerosols
floor care products
furniture, floor and metal polishes
hazardous cleaners, degreasers and oils
lithium and Li Ion batteries
mercury, both elemental and in products
moth balls and crystals
motor oil mixtures
oil based paint, stains and coatings **
pesticides, herbicides, fungicides and insecticides
photography chemicals
poisons

pool chemicals
rug and upholstery cleaners
solvents
spray paint
varnish, shellac, paint strippers,
turpentine, paint thinner
wood preservatives

** at no cost to the community if paint product stewardship legislation is enacted

Unacceptable HHW materials

latex paints, stains and coatings **
radioactive materials (including smoke detectors)
pathological and medical waste
pressurized gas cylinders (accepted separately at some events)
explosives

It is the Contractor's responsibility to leave unacceptable materials brought by residents in their vehicles.

The SSRC does its best to inform residents, both in publicity and on-site, of what is and is not acceptable.

APPENDIX G

Contractor-Town service agreement template

Contractor Letterhead

Date

Town department

Address

Town, MA Zip

Attn:

Dear *Town contact*:

The South Shore Recycling Cooperative (“SSRC”) has notified *Contractor* (“Contractor”), of the following amended request by the Town of *Town* to conduct a household hazardous waste collection event.

Terms shall be in accordance with the SSRC-*Contractor* HHW Master Contract, dated *Month XX, 2024*.

The event date is *Date*

1. The event will be open to vehicles that arrive from 8:45 am to 1:00 pm
2. The event will be held at the *Location, Address*
3. The Town of *Town* will provide the solid waste dumpsters
4. (OPTIONAL) The Town of *Town* declares its election for a contract limit to be the following sum for services: \$ _____ (_____ dollars)
5. The Town of *Town* elects to co-host this event with the Towns of _____ and _____ (if applicable)
6. The Town of *Town* shall be responsible for \$XXXX.00 of the setup fee.

PRICING

Description	Unit	Cost Per Unit
Cost/Load-equivalent	> 10 up to 25 gallons liquid, or 10 to 25 lbs solid	\$ XX.XX
Cost/Half Load	> 3 up to 10 gallons of liquid, or >3 to 10 lbs solid	\$ XX.XX
Cost/Small Load	Up to 3 gallons, or up to 3 lbs of solid	\$ XX.XX
Setup Fee	Collection event	\$ 2,800.00
Minimum Charge	Collection event	\$ XXXX.XX

Pricing definitions:

“Load” or “load-equivalent”: each increment of acceptable hazardous material up to 50 pounds if solid or 25 gallons if liquid, excluding other items priced separately.

“Half-load”: each increment of acceptable hazardous material up to 20 pounds if solid or 10 gallons if liquid, excluding other items priced separately.

“Small-load”: each increment of acceptable hazardous material up to 6 pounds if solid or 3 gallons if liquid, excluding other items priced separately.

Liquid volumes are based on the volumes of each container which holds any quantity of hazardous liquid, except for gasoline, which shall be based on actual volume of liquid.

Multiple “load-equivalents” are a whole number based upon the total weight or volume of hazardous waste divided by 50 pounds or 25 gallons and rounded up.

“Unsorted household hazardous waste” shall include linear and other fluorescent light bulbs added to the weight of the other material using the following factors:

Product	Conversion Factor
Linear fluorescent	1 lb. per 4 linear ft
U-tube	1 lb. each
HID bulb	1 lb. each

Regards,

Signature
Contractor representative name
Contractor email

Date

Scope of work acceptance by Town of *Town*:

Signature
Date

Printed
Title

Please remit Service Agreement acceptance to Contractor representative at name@company.com
Copy Claire Galkowski at ssrcoopinfo@gmail.com

APPENDIX H

Sample Car Counting Sheet

DATE	Load assessor	Small Load	Half Load	Full Load	Multiple Full Load Equiv	Sum up at end in these columns			
		0-3 gal / 0-6 lbs	lbs	10-25 gal / 20-50 lbs		Car Count	Small Loads	Half Loads	Full Load Equivs
	Host Town	\$XX	\$XX	\$XX					
Vis Town	Abington								
Vis Town	Braintree								
Vis Town	Cohasset								
Vis Town	Duxbury								
Vis Town	E. Brgwtr								
Vis Town	Hanover								
Vis Town	Hanson								
Vis Town	Hingham								
Vis Town	Hull								
Vis Town	Kingston								
Vis Town	Norwell								
Vis Town	Pembroke								
Vis Town	Plymouth								
Vis Town	Rockland								
Vis Town	Scituate								
Vis Town	Weymouth								
Vis Town	Whitman								
	Unauthorized res, biz								
	TOTAL								
Community Coordinator _____					Contractor _____				
visitor authorization form required; usually limited to 1 FLE									
pay on site, check to SSRC. PayPal with surcharge, note P instead of hash. Cash if need be, note \$ instead of hash. Includes visitors above authorized limit									
Liquid assessments are based on container size, not contents									