



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (210) 761-7352

Request for Proposal (RFP)

HAZARDOUS SOLID WASTE COLLECTION EVENT

RFP Number: 2025-01
Submission Deadline: February 21, 2025
Contact Information: Susan Hutcherson
City of Bandera
511 Main Street / PO Box 896
Bandera, Texas 78003
susan.hutcherson@banderatx.gov

Introduction

The City of Bandera is soliciting proposals from qualified vendors to provide services for a one-day Hazardous Solid Waste Collection Event. This event is funded by a grant from the Alamo Area Council of Governments (AACOG) and aims to provide City residents with a safe and effective way to dispose of hazardous solid waste.

Scope of Work

1. **Event Management**
 - Collaborate with City staff to plan and execute the event.
 - Provide all necessary equipment, materials, and personnel to manage waste collection, handling, transportation, and disposal.
2. **Waste Collection**
 - Collect, sort, and safely handle various types of hazardous solid waste, including but not limited to:
 - Paints, solvents, and adhesives
 - Pesticides and herbicides
 - Household cleaners
 - Automotive fluids
 - Fuels
 - Florescent light bulbs
 - Pool chlorine and acid

3. **Transportation and Disposal**
 - Transport all collected waste to licensed and approved disposal facilities.
 - Ensure compliance with all local, state, and federal regulations.
 4. **Safety and Compliance**
 - Develop and implement a safety plan for the event.
 - Obtain all necessary permits and licenses for waste collection, transportation, and disposal.
 5. **Reporting**
 - Provide detailed post-event reports, including:
 - Total volume and types of waste collected.
 - Documentation of proper disposal methods.
 - Recommendations for future events.
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Eligible Providers

1. Proposers must have previous experience and technical knowledge of the Resource Conservation and Recovery Act and have staff that at a minimum are Certified Waste Management Professionals.
2. Proposers must have the technical competence, administrative capacity, management and administrative skills, program experience and expertise, fiscal management systems, the financial resources and stability to accomplish the work identified in this RFQ and meet high standards for public service and fiduciary responsibility.
3. The City of Bandera is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires Contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The Contractor must certify that to the best of its knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency.
4. Contractor certifies it maintains insurance coverage in accordance with statutory limits and these requirements.

Proposal Requirements

Proposals must include the following information:

1. **Company Information**
 - Legal name and address of the business.
 - Contact information for the primary point of contact.
 - Proof of licensing and insurance.
2. **Experience and Qualifications**
 - Description of prior experience conducting hazardous waste collection events.
 - References from at least three previous clients.
3. **Event Plan**
 - Detailed plan outlining the approach to the event, including staffing, equipment, and safety measures.

4. **Cost Proposal**
 - Itemized breakdown of all costs associated with the event.
 - Include any optional services and their associated costs.
 5. **Timeline**
 - Proposed schedule for planning, execution, and reporting.
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Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. **Experience and References (30%)**
 2. **Event Plan and Approach (30%)**
 3. **Cost Effectiveness (20%)**
 4. **Compliance with Requirements (20%)**
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Submission Instructions

Proposals must be submitted in a sealed envelope labeled "Hazardous Solid Waste Collection Event Proposal" and delivered to:

City of Bandera
Attn: Susan Hutcherson
511 Main Street
Bandera, TX 78003

Submission Deadline: February 28, 2025 at 5:00 pm CST.

Late submissions will not be considered. Electronic submissions may also be accepted at susan.hutcherson@banderatx.gov.

Terms and Conditions

1. The City of Bandera reserves the right to reject any or all proposals and to accept the proposal deemed most advantageous to the City.
2. All costs associated with the preparation and submission of a proposal are the responsibility of the vendor.
3. The selected vendor must sign a contract with the City, agreeing to the terms outlined in the proposal and any additional requirements specified by the City.