

REQUEST FOR PROPOSALS (RFP)

Household Hazardous Waste (HHW) Collection, Transportation, and Disposal Services

Issued by: Floyd County, Indiana

RFP No.: [1]

Issue Date: September 16, 2025

Proposal Due Date: December 2, 2025, at 6:00pm at the Floyd County Commissioners meeting.

1. Introduction

Floyd County, Indiana is seeking sealed proposals from qualified contractors to provide for the safe collection, transportation, and disposal of Household Hazardous Waste (hereinafter "HHW") generated by residents of Floyd County, Indiana. Services shall be conducted in accordance with applicable federal, state, and local laws, including the Resource Conservation and Recovery Act (RCRA), U.S. DOT regulations, and Indiana Department of Environmental Management (IDEM) requirements.

2. Scope of Services

The selected contractor shall provide:

1. Collection Services at the Floyd County Highway Department
2. Transportation and Disposal
3. Training & Compliance
4. Reporting

3. Proposal Requirements

Proposals must include the following:

- Company qualifications and licenses (EPA ID, IDEM transporter registration, DOT number, etc.).
- Experience providing HHW services in Indiana or surrounding states.
- Staff qualifications, training, and certifications.
- Technical approach plans (collection methods, safety procedures, recycling/disposal methods/frequency of collection/disposal).
- Equipment that the bidder has available for the performance of the contract.
- References from at least three (3) municipal or county HHW programs.

- Cost proposal (see Attachment B – Cost Proposal Template Form). The Contractor shall charge the public utilizing the services the following: Mercury: Fluorescent Tubes \$0.25 per linear foot, Broken tubes \$1.00 per linear foot. Herbicide/Pesticide Liquids or Solids: \$5.00 per gallon. Aerosol Cans-household Cleaners, lamp Oil, spray Paints-Etc.: \$1.00 per gallon/item. Oil-Based Paints, Latex Paint: \$4.00 per gallon. The Contractor shall include any additional charges to be charged to Floyd County on Attachment B, by unit, by volume, by transportation, or by event.
- Floyd County does not require a certified check with the submitted proposal; however, Floyd County requires a current financial statement as evidence of financial responsibility.

4. Contract Term

Floyd County, Indiana anticipates awarding a contract for an initial period of [2] years, with the option to renew for up to two (2) additional one-year terms. Contractor shall collect HHW at a minimum frequency of one day a month for the months of April through October.

5. Evaluation Criteria

- Experience and qualifications (30%)
- Technical approach (25%)
- Compliance and safety record (15%)
- Cost proposal (25%)
- References (5%)

6. Submission Instructions

Deadline: Proposals must be received no later than December 2, 2025, at 6:00pm at the Floyd County Commissioners meeting.

Delivery: Submit [1 original, 4 copies, and 1 electronic copy] to:

Nick Creevy, Director Floyd County Department of Building & Development Services 2524
Corydon Pike, Suite 203
New Albany, IN 47150
(812) 948-5466

Late proposals will not be accepted.

7. Legal & Contractual Requirements

- The contractor must comply with all applicable laws, including local, federal and state. INDIANA LEGAL REQUIREMENTS. Each contractor shall submit under oath with its proposal a certified financial statement, a statement of its experience, its proposed plan for performing the contract, and the equipment which it has available for the performance of the contract. The statements shall be submitted on Indiana State

Board of Accounts "*Contractor's Bid for Public Work - Form 96*". The terms "public works project" in Form 96 shall be interpreted to mean the "collection, transportation, and disposal of solid waste".

- Insurance: Contractor must maintain general liability, auto liability, workers' compensation, and pollution liability insurance. Floyd County shall be named as an additional insured on said insurance policies.
- Indemnification: Contractor shall hold harmless Floyd County, Indiana from claims arising from contractor's performance.
- Floyd County, Indiana reserves the right to reject any or all proposals.

Discussions may be conducted with responsible offerors, who submit proposals determined to be reasonably susceptible to being selected for the award.

Pursuant to IC 5-3-1-2, this notice shall be published two times, at least one week apart, with the second publication at least seven days before the date the bids will be received. The second publication can be made in accordance with IC 5-3-5; and on the official website of the political subdivision.

Attachments

Attachment A – Sample Contract Terms

Attachment B – Cost Proposal Form

Attachment C – HHW Materials List

Attachment D – Reporting Form Template

Attachment A – Sample Contract Terms

This Contract is entered into by and between Floyd County, Indiana and [Contractor] (“Contractor”).

The proposed contract shall include but shall not be limited to these terms. Contractor shall also include all required statutory terms as well as any other negotiated terms to form the Contract.

1. Scope of Work: Contractor shall perform all services described in the RFP and Contractor’s proposal as determined in the contract.
2. Term: This Contract shall commence on April 1, 2026, and terminate on October 31, 2027, unless extended.
3. Compensation: Contractor shall be paid in accordance with Attachment B (Cost Proposal) or as otherwise agreed by the parties.
4. Insurance & Indemnification: Contractor shall maintain insurance as specified and indemnify Floyd County, Indiana.
5. Termination: Either party may terminate with [30] days written notice.
6. Governing Law: This Contract shall be governed by the laws of the State of Indiana. Venue shall be Floyd County, Indiana.

Attachment B – Cost Proposal Form

Service Description	Unit Cost	Notes
HHW Collection Event (per event)	\$____	
Transportation (per load)	\$____	
Disposal – Paints (per pound)	\$____	
Disposal – Pesticides (per pound)	\$____	
Disposal – Acids/Bases (per pound)	\$____	
Disposal – Aerosols (per pound)	\$____	
Disposal – Automotive Fluids (per gallon)	\$____	
Other (list)	\$____	

Contractor shall prepare the Cost Proposal in a format that breaks down the unit cost of collection, the anticipated volume of collection, the anticipated total cost of collection for each service, and the anticipated cost for the contract. The anticipated cost of the contract should also include a reduction for the anticipated cost of collection services paid by the public pursuant to the proposal's requirements herein. The Contractor should state the final anticipated cost based on the metrics of the volume of each service description collected with the County getting credit for volume under the anticipated amount and the County paying for any volume over the anticipated amount. In addition, the Contractor should also state the final contract number that the contractor would provide the HHW collection services as described herein regardless of the volume of HHW collected by the Contractor. The Contractor may also propose any other metric that the Contractor believes would be appropriate for this type of contract and would benefit the public. This includes collection of other solid waste not mentioned in this Request for Proposal.

Attachment C – HHW Materials List

Acceptable Household Hazardous Waste includes but is not limited to:

- Oil-based paints and solvents
- Pesticides and herbicides
- Automotive fluids and antifreeze
- Household cleaners and chemicals
- Acids and bases
- Aerosols
- Fluorescent bulbs and ballasts
- Household batteries
- Other compatible wastes as approved by Floyd County, IN

Unacceptable wastes include ammunition, explosives, medical/infectious waste, radioactive materials, and commercial/industrial wastes.

Attachment D – Reporting Form Template

Contractor shall provide the following information after each HHW collection event:

Waste Category	Quantity Collected	Unit (lbs/gal/units)	Final Disposal Method
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Paints

Pesticides

Automotive Fluids

Acids/Bases

Aerosols

Batteries

Other