



Department of Purchasing

100 N. Main Street, 2nd Floor
Suffolk, VA 23434
(757) 925-6762 (757) 942-4333

March 4, 2022

To: Interested Parties

**Re: Informal Request for Proposals,
Provide Collection and Disposal of Chemicals and Hazardous Materials**

The Suffolk City School Board, hereafter called the "School Board", is requesting informal proposals from interested parties to provide collection and disposal of chemicals and hazardous materials for Suffolk Public Schools. This service is to be provided on an as needed basis for our facilities.

Interested parties shall submit a letter of interest marked "Provide Collection and Disposal of Chemicals and Hazardous Materials" to Anthony Hinds, CPPB, Department of Purchasing, Suffolk Public Schools, 100 N. Main Street, Second Floor, Suffolk, Virginia, 23434, faxed to (757) 942-4333 or emailed to anthonyhinds@spsk12.net and must be received on or before **2:00 p.m. on Tuesday March 22, 2022**. Informal/unsealed proposals may also be submitted through the EVA Portal.

This procurement is being conducted in accordance with School Board Policy. This resulting procurement can be offered to other public bodies under the Code of Virginia § 2.2-4304 titled "Joint and cooperative procurement" should the public body and the offeror agree to use the terms and conditions of the resulting award. Any such use of the contract will be between those parties and Suffolk Public Schools will only act as the contracting agent.

Scope of Services

The successful offeror shall provide the following minimum requirements of the IRFP:

1. Provide for the collection, identification, transporting, and disposal of chemicals and other hazardous materials located at the school and department sites identified on an as-needed basis.
2. Ensure that no deep-well ejection be used as a means of disposal.
3. Must be licensed for chemical collection and disposal.
4. Ensure that any and all vehicles used in the transport of materials have permits to carry hazardous waste.
5. Be responsible for ensuring that all Department of Transportation requirements for the transporting of hazardous waste are met.
6. Be responsible for adhering to all Environmental Protection Agency guidelines and requirements.
7. Provide a plan for the collection and disposition of batteries (nickel cadmium, lithium), light bulbs (green tips) as well as chemicals and any other hazardous materials that require special treatment for disposition.
8. Recycle all materials that can be recycled.
9. Generate the manifest for all hazardous materials and return it to Suffolk Public Schools immediately after disposal. (All chemicals shall be disposed of within 45 days of collection.)

Proposal Requirements

1. Letter of interest shall include the name of the company, a contact person, phone number, fax number and business address and e-mail address. The letter of interest shall be signed by an individual authorized to conduct business for the firm.
2. Provide a brief statement describing the offeror's qualifications to include years in business, current and former similar contracts, etc.

3. Provide detailed specifications on methods used for the collection, identification, transporting and disposal of chemicals and other hazardous chemicals. Include a list of potential disposal sites or companies.
4. Provide detailed specifications on methods used for the collection and disposition of chemicals, batteries (nickel cadmium, lithium), light bulbs (green tips) as well as any other hazardous materials that require special treatment as dictated by the EPA and any other local, state or federal agency governing the disposal of hazardous materials.
5. Provide timeline for the services you will provide after notification of need by Suffolk Public Schools.
6. Provide proof of any and all licenses that are required for chemical collection and disposition as well as any other documentation needed that allows you to perform the necessary services.
7. Describe in detail all phases of your services that relate to the requirements stated herein.
8. Provide the name and qualifications of the person(s) who will serve as the contact person(s) to Suffolk Public Schools. Provide proof of certification for each person listed.
9. Provide a list of any other resources available to you that will enhance your ability to perform the required services.
10. Provide a list of other schools/businesses that have used the services that you are proposing. Include a contact person, phone number and email address.
11. Include a detailed price proposal that shall include all expenses related to the job required.
12. Provide any other information that may improve the evaluation of the products required herein.

Evaluation Criteria

The evaluation of proposals will be based on the following criteria:

1. Methodology - Overall quality and thoroughness of the proposed methods for the collection, identification, transporting and disposal of chemicals and other hazardous materials, Timeframe in which services will be provided after notification of need by Suffolk Public Schools - 30 points
2. Capacity - Proof that licenses and certifications provided are current. Qualification of the firm and their ability to provide the required services. The quality of references will also be a part of this evaluation criteria - 30 points
3. The value and completeness of the price proposal – Proposers may propose time and materials or may provide their own pricing sheet for hazardous materials usually disposed of by school divisions. – 40 points

Award

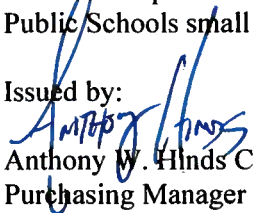
The proposal, as submitted, will be evaluated in accordance with the criteria described above. After such evaluation, should an interview be required, the offeror(s) will be contacted. The offeror who is deemed to be the most qualified will be awarded a term contract for such services. Any award resulting from this solicitation will be issued to the successful offeror in writing and will be posted on the Suffolk Public Schools Bid Board located at 100 N. Main Street, Second Floor, Suffolk, Virginia 23434 and on the Purchasing Department website. Term of the contract shall begin on the date of award and continue through June 30, 2023 and may be renewed each year for a period of up to 7 additional one-year periods. Cancellations must be submitted in writing by either party at least 30 days prior to July 31st of each year. The School Board may approve a price increase for each subsequent year based on the Consumer Price Index, All Urban Consumers South. Justification for such price increase shall be submitted to the Purchasing Manager 60 days prior to July 1 of each year. Due to the nature of the need for this service, this contract may be extended by mutual agreement during the re-solicitation process for up to three months after the expiration of all stated renewals.

The School Board reserves the right to:

1. Reject any or all proposals.
2. Use any cooperative contracts to meet this requirement and not award this procurement
3. Award a contract or contracts to meet the needs to the school division
4. Purchase goods or services to meet the intent of this IRFP
5. Purchase goods and services up to \$100,000 yearly using this contract.

Suffolk Public Schools will not be liable for any cost incurred in connection with the preparation and submittal for this Informal Request for Proposals. The purchase of the services described herein shall be conducted in accordance with Suffolk Public Schools small purchasing procedures for professional and non-professional services.

Issued by:


Anthony W. Hinds CPPB
Purchasing Manager

Terms and Conditions

Nondiscrimination

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. Suffolk Public Schools does not discriminate against faith-based organizations.

Drug Free Workplace

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, so that provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Contractor/Employee Background Certification

Upon award, the contractor and any employee who will have direct contact with students shall provide certification that (i) he has not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (ii) whether he has been convicted of a crime of moral turpitude. (See Attachment 1)

Any person making a materially false statement regarding such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services+

EXHIBIT 1

Sample list of Hazardous Materials to be disposed of with this agreement

Lead (11) iodide –
Lead metal
Silver ion
Manganese dioxide -
Povidone-Iodine solution
Sudan IV –
Indophenols
Starch Indicator Solution
Vitamin C Testing Solution
Di-t-butyl-4-methylphenol waste
K₂Zn₃{Fe(CN)₆}₂ waste 010g
Cloud chamber source (alpha particle)

Aluminum Metal Shot
Calcium chloride
Bolling Chips
Crystal Violet
Methyl Red
Phenolphthalein
Alzarin Red
Pepsin
Ammonium Oxalate
Ferrio Chloride
Kidney Simulation Kit (expired)
Methyl Orange
Lycopodium
Agar powder (expired)
Amylase (expired)
Granular Iodine
Synthesized Rose Extract (oil)
Lugol's Solution (expired)
Specimens in Formaldehyde –
Grantia Annolida
Common Jellyfish
Spongillia
Fluke
Dipylidium

This is not intended to be an all-inclusive list, this is just a sample list of items disposed of in the past. This agreement is designed to handle the disposal of hazardous materials as found in a school setting. The agreement will include all such materials that are deemed hazardous and require disposal.

Department of Purchasing

100 N. Main Street, 2nd Floor

Suffolk, VA 23434

(757) 925-6762 Fax (757) 942-4333

CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION

Pursuant to Virginia Code Section 22.1-296.1.C, prior to the award of a contract for the provision of services that require the contractor or any of its employees to have direct contact with students, the school board is required to have the contractor, and when relevant, any employee who will have direct contact with students, provide certification that (i) he has not been convicted of any violent felony as set forth in the definition of a barrier violent crime in Virginia Code 19.2-392.02, or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

The School Board may award a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any felony or violent crime of moral turpitude that is not set forth in the definition of barrier violent crime in subsection A of Virginia Code 19.2-392.02 and does not involve sexual molestation, physical or sexual abuse, or rape of a child, provided that in the case of a felony conviction, the Governor has restored the individual's civil rights.

So as not to place an undue burden or hardship on the day to day operation of the school division and remain in compliance with the aforementioned Code provision, any contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, is required to provide the certification listed below:

As a contractor providing services for Suffolk Public Schools, whose employees will have direct contact with students, I certify that neither the contractor nor any of its employees, whether current employees or those who will be employed in the future, have been (i) convicted of a felony as set forth in the definition of a barrier violent crime or any offense involving the sexual molestation or physical or sexual abuse or rape of a child and/or meet the terms as outlined above:

CONTRACTOR NAME _____

BUSINESS ADDRESS _____

PHONE NUMBER _____

CERTIFIED BY _____

PRINTED NAME _____

TITLE _____

DATE _____

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. School boards shall not be liable for materially false statements regarding the certifications required by this subsection. For the purposes of this subsection, "direct contact with students" means being in the presence of students during regular school hours or during school-sponsored activities