



CITY OF DURHAM

Finance Department

101 CITY HALL PLAZA, ANNEX BLDG. | DURHAM, NC 27701

919.560.4132 | F 919.560.4325

www.durhamnc.gov

April 6, 2020

ADDENDUM NO. 2
HHW Collection Center Request for Proposal

Notice to: Prospective Bidders

This addendum containing the following additions, clarifications, and/or changes, is issued prior to receipt of bids and does hereby become part of the original specifications and documents and supersedes the original specifications and documents in case of conflict. Receipt of this addendum must be acknowledged by signing in the area indicated below.

This addendum must be signed and returned via e-mail with your bid. In the event your bid has been e-mailed prior to receiving this addendum, you may submit the addendum in a separate email as an addendum to be attached to **“HHW Collection Center Request for Proposal”**. This addendum and bid response must be received by **3:00pm**, on the **14th** day of **April 2020**. Failure to do so will result in the disqualification of the corresponding bid.

Question # 1: What are the hours of operation for the facility?

Response # 1: The hours of operation are Monday – Friday, 7:30am – 4pm and Saturday, 7:30am – Noon.

Question # 2: Is there a loading dock at the facility?

Response # 2: Yes, for loading purposes. However, a trailer cannot be stored there daily.

Question # 3: How many days per week or month is labor by the contractor required?

Response # 3: The HHW is open Monday-Friday 7:30-4:00 and Saturdays from 7:30 to 12:00. On-site staffing is required during that entire time with the exception of observed holidays.

Question # 4: Are there staff at the facility that will also be assisting (e.g. with the lead acid batteries and oil)?

Response # 4: The HHW facility is integrated into the larger fully staffed operation so there are opportunities for all to properly direct and instruct the public on proper disposal of materials. The batteries, motor oil, and used cooking oil collections are located in the HHW area; those these materials may not necessarily be managed directly by the HHW contractor. Other facility staff would help with the management of those materials.

Question # 5: On average, how many workers has the contractor supplied per day during the previous contract term?

Response # 5: 1 person per day, every day.

Question # 6: Please provide current prices, manifest and invoices for the past year.

Response # 6: Per the recommendation of our Purchasing department, a public record request will need to be submitted in order to grant access to copies of invoices from our current contractor, ECOFLO, Inc. This request can be submitted through the following website:

<https://durhamnc.gov/3910/Public-Records-Request>

We can provide the amount we spent on HHW collection in FY19, which totals \$253,634.

Question # 7: Please provide a pricing structure for your RFP.

Response # 7: We ask you to provide a cost estimate for all HHW waste to be processed, on a monthly basis and for an on-site attendant. Provide the monthly lump sum figure for the attendant to cover the work week (during the hours the facility is open). The unit price for the attendant should be based on 4 weeks per month. Also, provide a unit price per pound for the processing of HHW as shown in the chart below:

WASTE TYPE	POUNDS	UNIT PRICE	DISPOSAL METHOD	TOTAL AMOUNT
HHW Waste	20,000	\$0.75	Recycle, Fuel Blend Incineration, Treatment, Landfill	\$15,000.00
Monthly Attendant	1	\$600.00		\$2,400.00
Total Cost Estimate				\$17,400.00

All other specifications, terms and conditions remain as required in the initial Request for Bids.

I have read and acknowledge receipt of Addendum No. 2

Company: _____ Date: _____

Name: _____ Signature: _____