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**Request for Proposal #2230  
Hazardous Waste Services  
Period of Performance July 1, 2021 through June 30, 2022**


**GENERAL MANAGER**  
Stephen J. Welch, P.E., S.E.

This Request for Proposal (RFP) dated April 5, 2021 is being issued to receive proposals by the Purchasing Officer, Brian K. Jackson, Contra Costa Water District (District), 1331 Concord Avenue, Concord, California, until **4:00 P.M., Friday, April 23, 2021** for qualified firms interested in providing general hazardous waste services. These services require that the firm have the capabilities and qualifications to remove and dispose of hazardous waste and provide emergency spill response services as needed from various locations throughout Contra Costa County including our maintenance facilities, water treatment plants, laboratories, and the Los Vaqueros Watershed for fiscal year 2022 (FY22) (Base Year), beginning on July 1, 2021 through June 30, 2022, and four (4) priced options for fiscal years (FY23-26): FY23 (Option 1) begins July 1, 2022 through June 30, 2023; FY24 (Option 2) begins July 1, 2023 through June 30, 2024; FY25 (Option 3) begins July 1, 2024 through June 30, 2025; FY26 (Option 4) begins July 1, 2025 through June 30, 2026; **to be exercised at the District's sole discretion.** Bid priced option sheet(s) must be included for all years for the bid package to be considered a complete submission. The District will evaluate all pricing and will determine what appears to provide the best value to the District.

The District is requesting proposals from qualified firms interested in providing general hazardous waste services. These services require that the firm have the capabilities and qualifications to remove and dispose of hazardous waste and provide emergency spill response services as needed from various locations throughout Contra Costa County including our maintenance facilities, water treatment plants, laboratories, and the Los Vaqueros Watershed.

Please note that these services do not include the quarterly Concord Yard oil/water separator services. The previously mentioned services will be selected through separate competitive selection processes.

**No faxed or email Proposals will be accepted. Proposers must submit three (3) hard copies in a sealed envelope marked "Proposal for Hazardous Waste Services", and one (1) electronic copy submitted on a USB flash drive containing all required documentation in Microsoft Word, Excel, or PDF format, Proposals received after this time and date will be returned unopened. The District encourages contracts with minority and women-owned and operated business enterprises.**

  
Brian K. Jackson  
Purchasing Officer  
Contra Costa Water District

Enclosed with this Request for Proposal are the following attachments:

Attachment A – Scope of Work

Attachment B – Proposal Format

Attachment C – Evaluation Criteria

Attachment D – Cost Information

Attachment E – Purchase Order Terms & Conditions

Attachment F – Proposal Guarantee

Attachment G – Bid/Proposal General Provisions

Attachment H – Insurance Sample

**Please note that Attachment B provides proposal format information. CCWD strongly encourages the submitted proposal follow the format.**

Payment for services will be on a time and material basis for future assigned and mutually agreed upon tasks as they are identified and completed throughout the respective fiscal year. These tasks are discussed in the Scope of Work (Attachment A).

This solicitation does not commit the District to pay any costs incurred in the preparation or presentation of submittals or to select any contractor who responds.

The District is an Equal Opportunity organization. Moreover, the District will require that the successful contractor pay prevailing wage rates to all contractor personnel performing work for which wage determinations have been made by the Director of Industrial Relations, pursuant to California Labor Code section 1770 et sequitur.

Any questions regarding this RFP must be submitted no later than April 12, 2021 at 10:00 A.M. to Contra Costa Water District's Purchasing Officer, Brian K. Jackson via email at [bjackson@ccwater.com](mailto:bjackson@ccwater.com).

Contra Costa Water District utilizes myCOI to track and verify Vendor's insurance coverage, so that Vendor do not have to spend time requesting, collecting or delivering a Certificate of Insurance (COI) to Contra Costa Water District. Upon Contra Costa Water District's receipt of this executed Agreement and approval as a vendor, Vendor will receive an email from [registration@mycoitracking.com](mailto:registration@mycoitracking.com). Vendor must follow the instructions contained in the email and complete the online registration. Upon completion of registration, myCOI will request proof of insurance directly from Vendor's insurance agent(s). In addition to other terms and conditions contained herein, Vendor shall not commence work and no payments shall be made to Vendor, unless Vendor is registered with myCOI and a compliant COI has been received.

**Prohibition of Discrimination, Harassment, Retaliation, and Abusive Conduct**

Per District Administrative Procedure XII-4 entitled *Equal Employment Opportunity; Prohibition of Discrimination, Harassment, Retaliation, and Abusive Conduct*, the District is an equal employment opportunity employer. As such, the District employs, recruits, retains, promotes, evaluates, terminates, and otherwise treats all employees, contractors, and job applicants on the basis of merit, qualification, and competence, and without regard to any Protected Category under the Equal Employment Opportunity Commission or the State of California Department of Fair Employment and Housing. The District does not tolerate discrimination, harassment, retaliation, or abusive conduct by or against employment applicants, employees, those not employed by but working on behalf of the District, and/or members of the public. Immediate and appropriate corrective action will be implemented as warranted for any and all such misconduct. Administrative Procedure XII-4 is applicable to all employees and agents of the District with whom an individual comes into contact in the workplace or a work-related situation. The District's policy can be found at the following web address: <https://www.ccwater.com/DocumentCenter/View/973/XII-4-Equal-Employment-Opportunity-PDF>

## **SCOPE OF WORK HAZARDOUS WASTE SERVICES**

### **INTRODUCTION**

The Contra Costa Water District (CCWD) is seeking the services of a qualified firm to provide hazardous waste contractor services. A qualified firm is one that possesses the licenses, personnel and equipment necessary to properly handle, transport and dispose of hazardous waste. The services will include planned non-emergency services (e.g., semi-annual disposal) and may include emergency spill response and homeless encampment cleanup.

### **SCOPE OF WORK**

Services will be provided under the management and direction of the Environmental Compliance Officer (ECO). The contractor will provide the personnel and resources necessary to complete assigned tasks. Prior to each task assignment the ECO and/or a CCWD designee and the contractor will review and discuss the task to determine the following elements: task objectives; means and needs to complete the objectives; estimated budget needs; and approximate completion date. Once the above elements have been identified and agreed upon, the contractor will proceed to complete the task. Payment will be based on a time and material basis and billable upon completion of the task.

Examples of tasks that may be assigned include:

- Flushing, cleaning and disposal hazardous wastes from chemical feed lines
- Cleaning and disposal of hazardous wastes from chemical storage tanks
- Non-emergency clean-up and disposal of spilled hazardous materials
- Non-emergency removal and disposal of abandoned hazardous waste
- Removal and disposal of water containing hydrocarbons from excavated sites
- Semi-annual removal and disposal of accumulated hazardous waste (typically in June and December) – in addition to disposal, services will include the delivery and replacement of certain hazardous waste storage containers and supplies that are removed from CCWD facilities
- Soil sampling for profiling
- Emergency Spill Response
- Homeless Encampment Cleanup

The contractor will be required to complete the Occupational Safety Council of America (OSCA) safety training course for CCWD.

- Name of training: CCWD Contractor Orientation Course Code - 19CCWDSO
- Location of training: OSCA facility at 1805 Arnold Drive, Martinez
- Duration of training: approximately one hour
- OSCA hours: 6 a.m. to 5 p.m.
- OSCA phone number: (925) 335-5026
- Costs of training: \$25/person

**PROPOSAL FORMAT  
HAZARDOUS WASTE SERVICES**

At minimum, the proposals to provide services should include the following:

- **Key Personnel and the roles of these persons**
- **Request for Proposals Evaluation Assignment (see below)**
- **Qualifications of the Firm**
- **Safety Record**
- **Cost Information (Refer to Attachment D)**
- **References**

Deviations from the above format may be made at the discretion of the submitting firm. However, the Contra Costa Water District (CCWD) strongly encourages a page limit of no more than 20 pages, excluding cover letter.

**Request for Proposals Evaluation Assignment**

For the purposes of this Request for Proposals, the Contra Costa Water District asks that the proposals include the submittal of a draft work plan for evaluation purposes only. The intent of this exercise is to demonstrate and distinguish a contractor's ability to prepare a work plan in an effort to complete an assigned task. Below is the evaluation scenario.

A water treatment plant operator, while conducting daily inspections, observes standing liquid in the sulfuric acid storage tank secondary containment basin. At the time of the observation, the 6,000 gallon capacity sulfuric acid tank contains about 1,200 gallons of product. Upon further investigation, the liquid in the secondary containment is determined to be acidic, and liquid is observed dripping from a flange connected to the sulfuric acid tank. CCWD cannot isolate the flange, and the leak continues. CCWD contacts a contractor requesting that the liquid be removed and the area cleaned such that repairs can be made.

Given the above information:

1. Prepare a workplan that includes the cleaning, removal and disposal of wastes generated during completion of the task to allow CCWD access to inspect and make the repairs.
2. List any questions in relative importance, and the reasons for these questions, which you believe should be answered in order to complete the task.
3. Identify any equipment or supplies not immediately available to contractor that must be acquired from third party provider.
4. List assumptions used in completing the workplan.

**EVALUATION CRITERIA  
HAZARDOUS WASTE SERVICES**

Proposals will be evaluated using the following weighted criteria:

<b>Criteria</b>	<b>Examples of Evaluation Criteria Questions<sup>1</sup></b>	<b>Weight of Criteria</b>
Key Personnel	Are qualified local personnel, including the Project Manager, experienced and identified?	15
Response to Proposal Evaluation Assignment	How completely does the response address the assignment?	10
Firm Qualifications	Does the firm demonstrate the experience and possess the licenses necessary to provide the services?	10
Safety Record	Has the firm provided information to demonstrate it has safe work practices?	10
References	Are references for similar services current, available, and favorable? Are there references for local public agencies that are favorable?	5
Rates for Services and Materials <sup>2</sup>	Are labor and other charge rates (e.g. supplies, overhead costs, etc.) presented and reasonable?	see notes
<p>Notes: 1 - The questions are examples of those that may be considered during the evaluation of the proposal. It is not intended to be a comprehensive list of all questions for consideration during the evaluation process.</p> <p>2 - Cost elements will not directly enter into evaluation as long as a firm's cost elements are in line with the other firms' submitted proposals.</p>		

**COST INFORMATION  
HAZARDOUS WASTE SERVICES**

Please provide cost information to the attached tables for Fiscal Year 22 (FY22) and Fiscal Year 23 (FY23 Option 1). The tables are as follows:

- Table 1: Labor Costs by position and hourly rates (standard, emergency, and premium) for FY22 and FY23 (Option 1)
- Table 2: Equipment Costs in dollars per unit for FY22 and F23
- Table 3: Material & Supply Costs in dollars per unit for FY22 and FY23
- Table 4: Typical list of accumulated hazardous wastes for semi-annual disposal
- **Use only forms provided to submit cost information**

**Table 1  
FY22 Hourly Labor Rates (Dollars per Hour)**

<b>Position/Title</b>	<b>Non-Emergency Labor Rate</b>	<b>Emergency Labor Rate</b>	<b>Premium Labor Rate (weekends, holidays, etc.)</b>
Senior Project Manager			
Superintendent			
Senior Chemist			
Field Chemist			
Field Supervisor			
Health & Safety Support Manager			
Certified Industrial Hygienist			
Site Foreman			
Senior Technician			
Technician			
Truck Driver (onsite)			
Truck Driver (offsite)			

**FY23 (Option 1) Hourly Labor Rates (Dollars per Hour)**

<b>Position/Title</b>	<b>Non-Emergency Labor Rate</b>	<b>Emergency Labor Rate</b>	<b>Premium Labor Rate (weekends, holidays, etc.)</b>
Senior Project Manager			
Superintendent			
Senior Chemist			
Field Chemist			
Field Supervisor			
Health & Safety Support Manager			
Certified Industrial Hygienist			
Site Foreman			
Senior Technician			
Technician			
Truck Driver (onsite)			
Truck Driver (offsite)			



**Table 2  
FY22 Equipment Costs  
(Dollars per Unit)**

<b>Equipment</b>	<b>Unit (specify either per hour or per day)</b>	<b>Cost per Unit (Dollars)</b>
Truck, Gear, 1 ton		
Truck, Box Van, 2 axle		
Guzzler/Air Mover		
Vacuum Truck, 35 – 70 bbl		
Vactor/Jetter – Combo Unit		
Vacuum Trailer, 120 – 130 bbl		
Vacuum Trailer, 120 – 130 bbl, Stainless Steel		
Van, Hazmat Emergency Response, up to 24'		
Roll-off Bin, 20 cubic yards		
Storage Tank, 2,500 – 4,500 gallons		
Pressure Washer, 2,000 psi, cold		

**FY23 (Option 1) Equipment Costs  
(Dollars per Unit)**

<b>Equipment</b>	<b>Unit (specify either per hour or per day)</b>	<b>Cost per Unit (Dollars)</b>
Truck, Gear, 1 ton		
Truck, Box Van, 2 axle		
Guzzler/Air Mover		
Vacuum Truck, 35 – 70 bbl		
Vactor/Jetter – Combo Unit		
Vacuum Trailer, 120 – 130 bbl		
Vacuum Trailer, 120 – 130 bbl, Stainless Steel		
Van, Hazmat Emergency Response, up to 24'		
Roll-off Bin, 20 cubic yards		
Storage Tank, 2,500 – 4,500 gallons		
Pressure Washer, 2,000 psi, cold		

**Table 3  
FY22 Material & Supply Costs  
(Dollars per Unit)**

<b>Material</b>	<b>Unit (e.g., each, pair, bag, etc.)</b>	<b>Cost per Unit (Dollars)</b>
Sorbent Boom 5"X10', 4 per Bale		
Sorbent Sheet 17" x 19", 100/Bale		
Vermiculite, 4 cu. Ft./Bag		
Tyvek Suit, Disposable		
Protective Gear, Level B		
Protective Gear, Level C		
HazCat Kit		
Acid Suit, 1 Piece		
5-Gallon, Poly Bucket with Lid		
55-Gallon, Open Top, Refurbished Poly Drum		
55-Gallon, Closed Top, Refurbished Poly Drum		
55-Gallon, Open Top, Refurbished Metal Drum		
55-Gallon, Closed Top, Refurbished Metal Drum		
85-Gallon, Overpack, Lined		
275-300 Gallon, Liquid Tote Reconditioned/New DOT Approved		
Triwall Box, Cubic Yard, DOT Approved		

**Table 3 (continued)  
FY23 (Option 1) Material Costs  
(Dollars per Unit)**

<b>Material</b>	<b>Unit (e.g., each, pair, bag, etc.)</b>	<b>Cost per Unit (Dollars)</b>
Sorbent Boom 5"X10', 4 per Bale		
Sorbent Sheet 17" x 19", 100/Bale		
Vermiculite, 4 cu. Ft./Bag		
Tyvek Suit, Disposable		
Protective Gear, Level B		
Protective Gear, Level C		
HazCat Kit		
Acid Suit, 1 Piece		
5-Gallon, Poly Bucket with Lid		
55-Gallon, Open Top, Refurbished Poly Drum		
55-Gallon, Closed Top, Refurbished Poly Drum		
55-Gallon, Open Top, Refurbished Metal Drum		
55-Gallon, Closed Top, Refurbished Metal Drum		
85-Gallon, Overpack, Lined		
275-300 Gallon, Liquid Tote Reconditioned/New DOT Approved		
Triwall Box, Cubic Yard, DOT Approved		

<b>Table 4 FY22 Typical Waste Stream (Dollars per Unit)</b>		
<b>Waste Stream</b>	<b>Container Type &amp; Size (where applicable)</b>	<b>Cost per Unit (Dollars)</b>
Waste household batteries (may need segregating)	55-gallon poly drum	
Old Paint	5-gallon bucket	
Oily rags	55-gallon poly drum	
Waste ammonia reagent	5- gallon poly drum	
Ozone Reagent (Mid Range) and Water (Accuvac samplers)	55-gallon poly drum	
Monochloramine reagent, free ammonia reagent	5-gallon poly carboy	
Open top metal drum-used oil	55-gallon metal drum	
Fluorescent Bulbs	1 - 51" H x 13" W Box	
Aerosol Cans	55-gallon drum	
Used dessicant	55-gallon drum	
E-Waste	1-Pallet	
<b>FY23 (Option 1) Typical Waste Stream (Dollars per Unit)</b>		
<b>Waste Stream</b>	<b>Container Type &amp; Size (where applicable)</b>	<b>Cost per Unit (Dollars)</b>
Waste household batteries (may need segregating)	55-gallon poly drum	
Old Paint	5-gallon bucket	
Oily rags	55-gallon poly drum	
Waste ammonia reagent	5- gallon poly drum	
Ozone Reagent (Mid Range) and Water (Accuvac samplers)	55-gallon poly drum	
Monochloramine reagent, free ammonia reagent and water	5-gallon poly carboy	
Open top metal drum-used oil	55-gallon metal drum	
Fluorescent Bulbs	1 - 51" H x 13" W Box	
Aerosol Cans	55-gallon drum	
Used dessicant	55-gallon drum	
E-Waste	1-Pallet	

## **Hazardous Waste Services Cost Information**

Please provide cost information to the attached tables for Fiscal Year 24 (FY24) and Fiscal Year 25 (FY25).  
The tables are as follows:

- Table 1: Labor Costs by position and hourly rates (standard, emergency, and premium) for FY24 and FY25 (Option 1)
- Table 2: Equipment Costs in dollars per unit for FY24 and F25
- Table 3: Material & Supply Costs in dollars per unit for FY24 and FY25
- Table 4: Typical list of accumulated hazardous wastes for semi-annual disposal
- **Use only forms provided to submit cost information**

**Table 1  
FY24 (Option 2) Hourly Labor Rates (Dollars per Hour)**

<b>Position/Title</b>	<b>Non-Emergency Labor Rate</b>	<b>Emergency Labor Rate</b>	<b>Premium Labor Rate (weekends, holidays, etc.)</b>
Senior Project Manager			
Superintendent			
Senior Chemist			
Field Chemist			
Field Supervisor			
Health & Safety Support Manager			
Certified Industrial Hygienist			
Site Foreman			
Senior Technician			
Technician			
Truck Driver (onsite)			
Truck Driver (offsite)			

**FY25 (Option 3) Hourly Labor Rates (Dollars per Hour)**

<b>Position/Title</b>	<b>Non-Emergency Labor Rate</b>	<b>Emergency Labor Rate</b>	<b>Premium Labor Rate (weekends, holidays, etc.)</b>
Senior Project Manager			
Superintendent			
Senior Chemist			
Field Chemist			
Field Supervisor			
Health & Safety Support Manager			
Certified Industrial Hygienist			
Site Foreman			
Senior Technician			
Technician			
Truck Driver (onsite)			
Truck Driver (offsite)			

**Table 2  
FY24 (Option 2) Equipment Costs  
(Dollars per Unit)**

<b>Equipment</b>	<b>Unit (specify either per hour or per day)</b>	<b>Cost per Unit (Dollars)</b>
Truck, Gear, 1 ton		
Truck, Box Van, 2 axle		
Guzzler/Air Mover		
Vacuum Truck, 35 – 70 bbl		
Vactor/Jetter – Combo Unit		
Vacuum Trailer, 120 – 130 bbl		
Vacuum Trailer, 120 – 130 bbl, Stainless Steel		
Van, Hazmat Emergency Response, up to 24'		
Roll-off Bin, 20 cubic yards		
Storage Tank, 2,500 – 4,500 gallons		
Pressure Washer, 2,000 psi, cold		

**FY25 (Option 3) Equipment Costs  
(Dollars per Unit)**

<b>Equipment</b>	<b>Unit (specify either per hour or per day)</b>	<b>Cost per Unit (Dollars)</b>
Truck, Gear, 1 ton		
Truck, Box Van, 2 axle		
Guzzler/Air Mover		
Vacuum Truck, 35 – 70 bbl		
Vactor/Jetter – Combo Unit		
Vacuum Trailer, 120 – 130 bbl		
Vacuum Trailer, 120 – 130 bbl, Stainless Steel		
Van, Hazmat Emergency Response, up to 24'		
Roll-off Bin, 20 cubic yards		
Storage Tank, 2,500 – 4,500 gallons		
Pressure Washer, 2,000 psi, cold		

**Table 3**  
**FY24 (Option 2) Material & Supply Costs**  
**(Dollars per Unit)**

Material	Unit (e.g., each, pair, bag, etc.)	Cost per Unit (Dollars)
Sorbent Boom 5"X10', 4 per Bale		
Sorbent Sheet 17" x 19", 100/Bale		
Vermiculite, 4 cu. Ft./Bag		
Tyvek Suit, Disposable		
Protective Gear, Level B		
Protective Gear, Level C		
HazCat Kit		
Acid Suit, 1 Piece		
5-Gallon, Poly Bucket with Lid		
55-Gallon, Open Top, Refurbished Poly Drum		
55-Gallon, Closed Top, Refurbished Poly Drum		
55-Gallon, Open Top, Refurbished Metal Drum		
55-Gallon, Closed Top, Refurbished Metal Drum		
85-Gallon, Overpack, Lined		
275-300 Gallon, Liquid Tote Reconditioned/New DOT Approved		
Triwall Box, Cubic Yard, DOT Approved		



**Table 3 (continued)  
FY25 (Option 3) Material Costs  
(Dollars per Unit)**

<b>Material</b>	<b>Unit (e.g., each, pair, bag, etc.)</b>	<b>Cost per Unit (Dollars)</b>
Sorbent Boom 5”X10’, 4 per Bale		
Sorbent Sheet 17” x 19”, 100/Bale		
Vermiculite, 4 cu. Ft./Bag		
Tyvek Suit, Disposable		
Protective Gear, Level B		
Protective Gear, Level C		
HazCat Kit		
Acid Suit, 1 Piece		
5-Gallon, Poly Bucket with Lid		
55-Gallon, Open Top, Refurbished Poly Drum		
55-Gallon, Closed Top, Refurbished Poly Drum		
55-Gallon, Open Top, Refurbished Metal Drum		
55-Gallon, Closed Top, Refurbished Metal Drum		
85-Gallon, Overpack, Lined		
275-300 Gallon, Liquid Tote Reconditioned/New DOT Approved		
Triwall Box, Cubic Yard, DOT Approved		

<b>Table 4 FY24 (Option 2) Typical Waste Stream (Dollars per Unit)</b>		
<b>Waste Stream</b>	<b>Container Type &amp; Size (where applicable)</b>	<b>Cost per Unit (Dollars)</b>
Waste household batteries (may need segregating)	55-gallon poly drum	
Old Paint	5-gallon bucket	
Oily rags	55-gallon poly drum	
Waste ammonia reagent	5- gallon poly drum	
Ozone Reagent (Mid Range) and Water (Accuvac samplers)	55-gallon poly drum	
Monochloramine reagent, free ammonia reagent	5-gallon poly carboy	
Open top metal drum-used oil	55-gallon metal drum	
Fluorescent Bulbs	1 - 51" H x 13" W Box	
Aerosol Cans	55-gallon drum	
Used dessicant	55-gallon drum	
E-Waste	1-Pallet	
<b>FY25 (Option 3) Typical Waste Stream (Dollars per Unit)</b>		
<b>Waste Stream</b>	<b>Container Type &amp; Size (where applicable)</b>	<b>Cost per Unit (Dollars)</b>
Waste household batteries (may need segregating)	55-gallon poly drum	
Old Paint	5-gallon bucket	
Oily rags	55-gallon poly drum	
Waste ammonia reagent	5- gallon poly drum	
Ozone Reagent (Mid Range) and Water (Accuvac samplers)	55-gallon poly drum	
Monochloramine reagent, free ammonia reagent and water	5-gallon poly carboy	
Open top metal drum-used oil	55-gallon metal drum	
Fluorescent Bulbs	1 - 51" H x 13" W Box	
Aerosol Cans	55-gallon drum	
Used dessicant	55-gallon drum	
E-Waste	1-Pallet	

**Hazardous Waste Services  
Cost Information**

Please provide cost information to the attached tables for Fiscal Year 26 (FY26). The tables are as follows:

- Table 1: Labor Costs by position and hourly rates (standard, emergency, and premium) for FY26 (Option 4)
- Table 2: Equipment Costs in dollars per unit for FY26 (Option4)
- Table 3: Material & Supply Costs in dollars per unit for FY26 (Option 4)
- Table 4: Typical list of accumulated hazardous wastes for semi-annual disposal
- **Use only forms provided to submit cost information**

<b>Table 1 FY26 (Option 4) Hourly Labor Rates (Dollars per Hour)</b>			
<b>Position/Title</b>	<b>Non-Emergency Labor Rate</b>	<b>Emergency Labor Rate</b>	<b>Premium Labor Rate (weekends, holidays, etc.)</b>
Senior Project Manager			
Superintendent			
Senior Chemist			
Field Chemist			
Field Supervisor			
Health & Safety Support Manager			
Certified Industrial Hygienist			
Site Foreman			
Senior Technician			
Technician			
Truck Driver (onsite)			
Truck Driver (offsite)			

**Table 2  
FY26 (Option 4) Equipment Costs  
(Dollars per Unit)**

Equipment	Unit (specify either per hour or per day)	Cost per Unit (Dollars)
Truck, Gear, 1 ton		
Truck, Box Van, 2 axle		
Guzzler/Air Mover		
Vacuum Truck, 35 – 70 bbl		
Vactor/Jetter – Combo Unit		
Vacuum Trailer, 120 – 130 bbl		
Vacuum Trailer, 120 – 130 bbl, Stainless Steel		
Van, Hazmat Emergency Response, up to 24'		
Roll-off Bin, 20 cubic yards		
Storage Tank, 2,500 – 4,500 gallons		
Pressure Washer, 2,000 psi, cold		

**Table 3  
FY26 (Option 4) Material & Supply Costs  
(Dollars per Unit)**

Material	Unit (e.g., each, pair, bag, etc.)	Cost per Unit (Dollars)
Sorbent Boom 5"X10', 4 per Bale		
Sorbent Sheet 17" x 19", 100/Bale		
Vermiculite, 4 cu. Ft./Bag		
Tyvek Suit, Disposable		
Protective Gear, Level B		
Protective Gear, Level C		
HazCat Kit		
Acid Suit, 1 Piece		

5-Gallon, Poly Bucket with Lid		
55-Gallon, Open Top, Refurbished Poly Drum		
55-Gallon, Closed Top, Refurbished Poly Drum		
55-Gallon, Open Top, Refurbished Metal Drum		
55-Gallon, Closed Top, Refurbished Metal Drum		
85-Gallon, Overpack, Lined		
275-300 Gallon, Liquid Tote Reconditioned/New DOT Approved		
Triwall Box, Cubic Yard, DOT Approved		

<b>Table 4</b> <b>FY26 (Option 4) Typical Waste Stream</b> <b>(Dollars per Unit)</b>		
<b>Waste Stream</b>	<b>Container Type &amp; Size (where applicable)</b>	<b>Cost per Unit (Dollars)</b>
Waste household batteries (may need segregating)	55-gallon poly drum	
Old Paint	5-gallon bucket	
Oily rags	55-gallon poly drum	
Waste ammonia reagent	5- gallon poly drum	
Ozone Reagent (Mid Range) and Water (Accuvac samplers)	55-gallon poly drum	
Monochloramine reagent, free ammonia reagent	5-gallon poly carboy	
Open top metal drum-used oil	55-gallon metal drum	
Fluorescent Bulbs	1 - 51" H x 13" W Box	
Aerosol Cans	55-gallon drum	
Used dessicant	55-gallon drum	
E-Waste	1-Pallet	

PROPOSAL GUARANTEE

TO THE CONTRA COSTA WATER DISTRICT, CONCORD, CALIFORNIA:

Pursuant to the foregoing notice to proposers, the undersigned proposer here with submits a proposal on the proposal sheet or sheets attached hereto and made a part hereof, and binds himself/herself on award by the Contra Costa Water District (District) under this proposal, to execute in accordance with such award a contract, of which this proposal and the said notice to proposers and the specifications attached to the notice to proposers shall be a part.

The proposer further agrees that should the proposer withdraw this proposal in a manner other than provided for in the specifications, or his/her default in executing the contract, {providing the necessary insurance and bonds}, or timely provision of {materials} {equipment} {services} under said contract in a manner satisfactory to District, the bidder/proposer shall pay any and all additional cost incurred by District in obtaining the {materials} {equipment} {services} from another firm.)

Signature: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Corporate Seal)

Nature of firm (corporation, partnership, etc.) and names of individual members of the firm, or names and titles of officers of the corporation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corporation organized under the laws of the state of:

\_\_\_\_\_

## Bid/Proposal General Provisions

### 1.1 Bid/Proposal Form

Bids/proposals must be submitted only upon the forms provided in the bid/proposal package, including but not limited to pricing sheets, addenda and bid/proposal guarantees, with all items properly filled out in non-erasable permanent ink. All bid/proposal documents must be signed and dated. The bid/proposal form may be rejected if it shows any omissions, alterations of form, a conditional bid/proposal or irregularities of any kind.

All sealed bids and proposals to be considered for acceptance must be received by the District on or before the specified date and time for submittal. Bids/Proposals received after said date and time will be returned to the sender unopened, and will not be considered under any circumstances. Bids/Proposals postmarked but received after the bid opening will not be accepted. Bids/Proposals submitted electronically or by facsimile will not be accepted.

All bids will be publicly opened and read aloud to all in attendance at the District's headquarters at 1331 Concord Ave, Concord CA 94520 at the time and date specified. Bidders are invited, but not required, to attend the bid opening. Proposals will be evaluated based on stated evaluation criteria and results posted on the District's web site.

The Contra Costa Water District reserves the right to reject any and all bids/proposals and to waive informalities, irregularities or technical defect in the bids/proposals received. The District reserves the right to award a contract to other than the lowest responsible Bidder, if it is determined to be in the best interest of the District.

### 1.2 Estimated Quantity

Unless otherwise stated, the quantities and/or dollar estimates indicated are estimates of anticipated usage for the contract period and are given for informational purposes only. Nothing in these estimated contract period or annual quantities shall be construed as obligating the District to purchase specific quantities, as these quantities may vary depending on actual operating conditions and demands during the contract term. The District reserves the right to purchase any volume of products or services listed, at the contract price, regardless of stated estimates of quantities or dollar estimates. No price adjustments will be allowed as a result of an increase or a decrease in the quantity purchased.

### 1.3 Delivery Locations

The District's service area covers the eastern portion of Contra Costa County and has delivery locations in Concord, Oakley and Brentwood California. The Bidder/Proposer must take into consideration deliveries to any or all of these locations.

### 1.4 Bid/Proposal Pricing

### Bid/Proposal General Provisions

All bids/proposals submitted must include a stated unit price for the products or services listed. Units of measure can vary but will be described in the bid/proposal documents. The stated unit price must include all costs associated with providing and delivering the products or services including materials, labor, equipment, transportation, insurance, overhead, and profit. State sales tax, as well as any Federal, State, or Local excise taxes in effect at the time of delivery should not be included in the bid/proposal price unless specifically requested on the pricing sheet, but applicable taxes must be included on all invoices that correspond to deliveries of products or services.

Bids/Proposals qualified by additional or conditional charges such as Consumer Price Index calculators, fuel surcharges, or transportation charges between the supplier and the final delivery points will not be allowed unless otherwise stated. Bids/Proposals that do not include the unit prices will be considered irregular and, at the option of the District, may be eliminated from further consideration.

### 1.5 Bidder Qualifications

A qualified Bidder is one determined by the District to meet standards of business competence, reputation, financial ability, and product quality. A responsive Bidder is a firm/person who has submitted a bid that conforms in all material respects to the terms and conditions, the specifications of the product, and any other requirement of the bid instructions. A responsible Bidder is a firm/person who has the capability in all aspects to perform full contract requirements, and who has the integrity and reliability that will assure good faith and specific performance. Before submitting a bid, the Bidder must carefully examine and read all parts of the Bid Contract Documents, and be fully informed as to all existing conditions and limitations. It should be noted that the entire contents of the Bid Contract Documents will be part of the agreement upon selection and approval of the successful Bidder/Proposer.

### 1.6 Authorized Signatory of Bid/Proposal Contract Documents

The person signing the submitted bid/proposal must be fully authorized to represent and legally bind the bidding/proposing company regardless of their position within that firm.

### 1.7 References

Where specifically requested, the Bidder/Proposer must submit with the bid a list of a minimum of three references that have purchased similar products and/or services from the Bidder/Proposer. The Bidder/Proposer must provide the company or agency name, contact name, and telephone number for each reference.

### 1.8 Bid/Proposal Submittal

All bid/proposal submittals must be enclosed in a sealed envelope and clearly marked with a description of the products or services to be provided by the date and time specified. The original and any additional copies specified of the bid and all attachments must be submitted. Bids/proposals submitted electronically or by facsimile will not be accepted. It is the Bidder's/Proposer's responsibility to ensure that any bid/proposal that is submitted is received in the proper format, time, and place. The



### **Bid/Proposal General Provisions**

Bidder/Proposer is responsible for allowing adequate time for delivery of their bid/proposal by hand delivery, express delivery, US Mail, or by other means. Bids/Proposals received after the date and time specified will not be accepted and will be returned to the Bidder/Proposer unopened.

#### **1.9 Modification, Addenda, and Interpretations**

Any explanation desired by the Bidders/Proposers regarding the meaning or interpretation of the bid/proposal documents must be requested in writing, either by facsimile or mail, at least 7 days prior to the time set for the bid opening/proposal due date. Any and all such interpretations or modifications must be in the form of written request to the District and mailed to:

Brian K. Jackson  
Purchasing Officer  
Contra Costa Water District  
1331 Concord Ave.  
Concord CA 94520

Any changes made to the bid/proposal documents initiated by the District will be through written addenda and furnished to all bidders/proposers via US Mail, email or fax. Any written addendum issued before the date and time of the bid opening or proposal due date will become a part of the Bid/Proposal Contract Documents and must be signed and attached to the Bid/Proposal Form that each bidder/proposer submits. Failure to submit any and all the addendum(s) with a bid/proposal will be cause for rejection of the bid/proposal.

#### **1.10 Modification of Bids/Proposals**

A Bidder/Proposer may modify their bid/proposal by written communication provided such communication is received by the District prior to the date and time of the bid opening or proposal due date. The written communication should not reveal the bid price and should state the addition or subtraction or other modification so that the final prices or terms will not be known by the District until the sealed bids/proposals are opened.

#### **1.11 Withdrawal of Bids/Proposals**

Any bid/proposal may be withdrawn any time prior to the stated bid opening or proposal due date and time (opening time) only by a written request that is filed with the District requesting withdrawal of the bid/proposal. The withdrawal request must be executed by the bidder/proposer or a duly authorized representative. The withdrawal of the bid/proposal does not prejudice the right of the bidder/proposer to file a new bid/proposal prior to the bid/proposal closing time. No bids/proposals may be withdrawn after the opening date and time without the permission of the District.

#### **1.12 Proposed Deviations from the Specifications by the Bidder/Proposer**

### **Bid/Proposal General Provisions**

Any deviation from the specifications described herein or in a written addendum that is proposed by a bidder/proposer must be noted in detail on the bid/proposal form, and a copy of the proposed specification must be attached to the bid/proposal form at the time of submission. The absence of a proposed change in the specifications will hold the bidder/proposer strictly accountable to the specifications as described herein. If proposed deviations from the specifications are submitted, the bidder's/proposer's name should be clearly shown on each document. The District will be responsible for accepting or rejecting any proposed deviations/substitutions from the described specifications.

#### **1.13 Competency of Bidders/Proposer**

Before any contract is awarded the bidder/proposer may be required to furnish a complete statement of financial ability and experience in performing the proposed services. In accordance with the provisions of the California Business and Professions Code and other regulations, the bidder/proposer must have and maintain current any and all necessary licenses or certificates.

#### **1.14 Rejection of Bids/Proposals**

The District reserves the right to reject any and all bids/proposals, and reserves the right to waive and/or reject a bid/proposal for any of the following reasons: informalities, nonconforming, non-responsive or conditional bids/proposals, bids/proposals showing any alterations of form or erasures or irregularities of any kind, additions not called for, incomplete bids/proposals, or bids/proposals not conforming with the written instructions in any way. The District does not obligate itself to accept the lowest cost bid or proposal or any particular bid or proposal and specifically reserves the right to reject any or all bids or proposals, to make any rejections in what it alone considers to be in the best interest of the District.

#### **1.15 Opening Bids**

After the closing time deadline, all bids received will be publicly opened and read, as set forth in the Invitation to Bid documents. Bidders or their representative and other interested persons may be present at the opening and reading of the bids. Following the bid opening, a bid tabulation will be circulated to all of the responsive bidders, even if their representative was not present at the bid opening.

Proposals will be evaluated based on stated evaluation criteria and scored. Highest ranking proposal will be selected for award. The District reserves the right to interview highest ranking firms for final selection.

#### **1.16 Method of Award**

Bids may be awarded by the District to the lowest, responsive, and responsible bidder meeting the specifications. The District has the right to delete terms or options from the Bid Contract Documents, and reserves the right to reject any and all bids and to waive irregularities in said bids. The following is a non-inclusive list of criteria that must be used in Award of the Bid.

- a. Unit cost of the product
- b. Product specifications

**Bid/Proposal General Provisions**

- c. Guaranteed warranties or standards of quality
- d. Capabilities to deliver product within District schedule or throughout the contract term
- e. Bidder's reputation, competency, and previous customer service record
- f. Fully executed non-collusion affidavit

**1.17 Disqualification of Duplicate or Collusive Bidders/Proposers**

More than one bid/proposal from an individual, a firm or partnership, a corporation or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder/Proposer with financial interest in more than one bid/proposal for the bid/proposal contemplated will cause rejection of all bids/proposals in which such bidder/proposer is interested. If there is reason for believing that collusion exists among the bidders/proposers, any and all bids/proposals may be rejected.

**1.18 Identical Bids**

In the case of tied or identical bids corresponding to the proposed unit costs, the District reserves the right to award the bid based on the factors outlined in paragraph 1.16, Method of Award.

**1.19 Bid/Proposal Summary**

Bid/Proposals will be summarized and reviewed following the bid opening or proposal due date. Bid/Proposal summaries or tabulations will also be provided to the responsive bidders/proposers within ten (10) business days following the bid opening or proposal due date on the District's web site, [www.ccwater.com](http://www.ccwater.com).

**1.20 Material Safety Data Sheet (MSDS)**

Where appropriate, bidders/proposers must submit an MSDS sheet for all applicable products offered with the bid/proposal. The successful bidder/proposer must also provide an MSDS sheet for those products with each delivery.

**1.21 Legislative Impacts**

In the event that the District Board of Directors fails to appropriate funds for the purchase of these products or services, the District may terminate such contract without penalty and thereupon be released of further obligation.

**1.22 Subcontracting**

No portion of the bid/proposal award may be subcontracted to another vendor or supplier without the prior written approval of the District. All proposed subcontractors must be listed and identified on any provided Proposed Subcontractors Sheet.

## Bid/Proposal General Provisions

### 1.23 Insurance

Insurance to be provided at levels as stated on the District contract documents provided. Prior to commencement of any performance under this contract, the successful Bidder/Proposer must provide an original Certificate of Insurance, and copies of information or declaration pages for the insurance required with respect to evidence of commercial general liability and automobile liability insurance coverage endorsements. All policies and/or certificates of insurance must be endorsed to name the District, its elected officials, officers, employees, agents, and volunteers as additional insured parties.

The successful bidder/proposer hereby agrees to waive subrogation which any insurer of Contractor may acquire from vendor by virtue of the payment of any loss. Contractor agrees to obtain and provide to the District any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the District for all work performed by the Contractor, its employees, agents and subcontractors.

The successful bidder/proposer must maintain the required insurance at all times while this contract is in effect, and must replace any certificate, policy or endorsement which will expire prior to that date. All policies must be endorsed to provide that the required insurance must not be suspended, voided, reduced, canceled, or allowed to expire except on thirty (30) days prior written notice to the District. The Certificate of Insurance must have a cancellation statement worded as follows: *"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate holder named to the left."*

### 1.24 Indemnification

As stated on District contract forms provided.

### 1.25 Equal Opportunity

The successful bidder/proposer must agree not to refuse the hire, discharge, promote, or to otherwise discriminate in the matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical handicap or sexual orientation. It must be a condition that any company firm or corporation supplying goods or services, must be in compliance with the appropriate areas of the Americans with Disabilities (ADA) Act of 1990. A certificate stating compliance with the ADA may be required, upon request.

### 1.26 Common Language

Unless otherwise specified in this document, all words must have a common language unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

### 1.27 Proprietary Information

### Bid/Proposal General Provisions

All information included in any bid/proposal that is of a propriety nature must be clearly marked as such. The District must be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm.

#### 1.28 Patent Guarantee

The bidder/proposer must, with respect to any bidder/proposer's standard manufacture, indemnify and hold harmless the District, its employees and agents, from costs and damages as finally determined by any court of competent jurisdiction for infringement of any United States Letters & Patent by reason of the sale or normal use of such product, provided that the Bidder/Proposer is promptly notified of all such actual or potential infringement suits, and is given an opportunity to participate in the defense thereof by the District.

#### 1.29 Term of Contract

The typical term of District maintenance, repair and service contracts will be twelve (12) months, normally commencing on July 1st, and expiring on June 30th, unless otherwise stated.

#### 1.30 Termination for Cause

In the event of a breach of any term or provision of this contract by the bidder/proposer, the District may terminate this contract by providing the bidder/proposer with written notice of such termination, and specifying the effective date thereof, at least ten (10) days before the effective date.

#### 1.31 Other Cities/Agencies

Other Cities and/or Public Agencies may be interested in purchasing goods and services under the same arrangement as an existing contract, also called "piggy-backing", subject to the same price, terms and conditions offered to the District. Other parties utilizing the contract will place orders with, and make payments directly to the successful Bidder. Agreement with "piggy-backing" or declining to participate in "piggy-back" contracts with other Cities and/or public agencies will not be used by the District to determine an award for the bid/proposal invitation, unless more than one bidder were to submit identical bid prices and terms. Please state if your company would agree to extend the same price, terms and conditions to other Cities and/or Public Agencies.

Yes  We would agree to extend the same price, terms and conditions.

No  We would not agree to extend the same price, terms and conditions.

Bid/Proposal General Provisions

BIDDER/PROPOSER INFORMATION

1. Legal Name of Bidder: \_\_\_\_\_  
\_\_\_\_\_
2. Bidder's Street Address: \_\_\_\_\_  
\_\_\_\_\_
3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
4. Business Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_
5. Type of Supplier:  
 Sole Proprietor                       Partnership                       Corporation  
 If Corporation, indicate State where incorporated: \_\_\_\_\_
6. Business License Number issued by the City where the Supplier's principal place of business is located.  
 Number: \_\_\_\_\_ Issuing City: \_\_\_\_\_
7. Supplier Federal Tax Identification Number: \_\_\_\_\_
8. Emergency Contact:    Name: \_\_\_\_\_  
    Phone Number: \_\_\_\_\_
9. Order Contact:            Name: \_\_\_\_\_  
    Address: \_\_\_\_\_  
    Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
    Email: \_\_\_\_\_
10. References:
 

<u>Company/Agency Name</u>	<u>Contact Name</u>	<u>Phone Number</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

# CONTRACTUAL INSURANCE REQUIREMENTS

The information contained herein is to describe the contractual requirements that Contra Costa Water District has indicated to myCOI. These contractual requirements should NOT be used to provide inaccurate information regarding current insurance policies. Questions regarding interpretation of this document can be directed to our support team at 317-759-9426.

<b>INSURED</b>	<b>CARRIER REQUIREMENTS</b> <b>A- or higher, VIII</b>
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POLICY LINE		POLICY LIMITS	
<b>GENERAL LIABILITY</b>	<input type="checkbox"/>	CLAIMS MADE	EACH OCCURRENCE \$ <b>2,000,000</b>
	<input checked="" type="checkbox"/>	OCCUR	DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	GEN'L AGGREGATE LIMIT APPLIES PER		MED EXP (Any one person) \$
	<input type="checkbox"/>	POLICY	PERSONAL & ADV INJURY \$
	<input type="checkbox"/>	PROJECT	GENERAL AGGREGATE \$ <b>2,000,000</b>
	<input type="checkbox"/>	LOCATION	PRODUCTS - COM/POP AGG \$
<b>AUTO LIABILITY</b>	<input checked="" type="checkbox"/>	ANY AUTO	COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>
	<input type="checkbox"/>	ALL OWNED AUTOS	BODILY INJURY (Per person) \$
	<input type="checkbox"/>	SCHEDULED AUTOS	BODILY INJURY (Per accident) \$
	<input type="checkbox"/>	HIRED AUTOS	PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/>	NON-OWNED AUTOS	
<b>UMBRELLA / EXCESS LIABILITY</b>	<input type="checkbox"/>	OCCUR	EACH OCCURRENCE \$
	<input type="checkbox"/>	Claims Made	AGGREGATE \$
<b>WORKERS COMP / EMPLOYEE LIABILITY</b>	<input checked="" type="checkbox"/>		WC STATUTORY LIMITS
	<input type="checkbox"/>		OTHER
			E.L. EACH ACCIDENT \$ <b>1,000,000</b>
			E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
		E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>	
<b>Property</b>	<input type="checkbox"/>	Property Causes of Loss	Deductibles
	<input type="checkbox"/>	Basic	Building
	<input type="checkbox"/>	Broad	Contents
	<input type="checkbox"/>	Special	
	<input type="checkbox"/>	Earthquake	Building \$
	<input type="checkbox"/>	Wind	Personal Property \$
	<input type="checkbox"/>	Flood	Business Income \$
			Extra Expense \$
			Rental Value \$
			Blanket Building \$
<b>Boiler and Machine</b>	<input type="checkbox"/>	Boiler & Machinery / Equipment Break Down	Blanket Pers Prop \$
			Blanket BLDG & PP \$
			\$
			\$

**Certification Holder**

Contra Costa Water District C/O: myCOI 1075 Broad Ripple Ave, Suite 313 Indianapolis, IN 46220

**ADDITIONAL REQUIREMENTS**

Division Name: All Vendors.  
 "30 Days Notice of Cancellation Required.

**General Liability**

"A physical copy of the additional insured endorsement is required.  
 "Additional Insured applies to General Liability.  
 "Additional Insured Names: Contra Costa Water District, its directors, officers, and employees,

**Automobile Liability**

"Any Auto OR all Owned, Hired, & Non-owned will be accepted.