



DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

Winner 2000- 2008 Achievement of Excellence in Procurement Award
National Purchasing Institute

Jerome Noble, Director



REQUEST FOR QUOTE NUMBER: 08CT65464YA
WILL BE RECEIVED UNTIL 12/16/2008 @ 2:00p.m. EST.
DESCRIPTION: Hazardous Waste Disposal, Department of Public Works
Effective September 1, 2008, the Department of Purchasing & Contract Compliance will only accept responses to quotes electronically using our on-line Vendor Self Service system.
ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW.
CONTACT NAME: Carolyn Towns, E-Mail Address: carolyn.towns@fultoncountyga.gov, Telephone Number: 404 612 4208
All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed.
Company Name:
Company Address:
City State Zip Code
Telephone Number: Fax Number: E-Mail Address:
RESPONSES MUST BE DELIVERED TO THE PURCHASING OFFICE BY THE DATE INDICATED.
Person submitting QUOTE: (Please Print) Date
Title
\*Signature of the person submitting QUOTE:
\*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell.

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 08CT65464YA**  
**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

**REQUEST FOR QUOTE**  
**GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote. Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By signature in the space provided for vendor in these documents, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions. The signed form must be submitted with your bid. Failure to do so may result in your bid being found non-responsive.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **SUBMISSION OF RESPONSES.** Responses may be submitted for quotes on the Vendor Self Service system at [www.fultonvendoreselfservice.co.ga.us](http://www.fultonvendoreselfservice.co.ga.us), fax, or in person. Responses must be delivered to the Purchasing Office by the date indicated on the Request for Quote cover sheet. Quotes will be received until 2:00 p.m. on the date indicated. Quotes should be submitted on the forms provided by the County. Quotes must be signed by an authorized employee, if submitting a hardcopy.
3. **AMENDMENTS TO THE REQUEST FOR QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
4. **NO BID.** Persons desiring not to submit a quote should return the acknowledgement marking it "No-Bid", not later than the stated submittal deadline.
5. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
6. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
7. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
8. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
9. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics

**REQUEST FOR QUOTE SPECIFICATIONS**

**Quote Number: 08CT65464YA**

**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.

- 10. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, it's directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with it's acceptance, of the performance, or nonperformance, of it's obligations under this agreements.
- 11. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
- 12. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
- 13. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
- 14. **INVOICES AND PAYMENT TERMS.** Invoices are to be mailed to the County department specified on the resulting purchase order or master agreement. All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received in the office specified on the purchase order.
- 15. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.
- 16. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
- 17. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.

**REQUEST FOR QUOTE SPECIFICATIONS**

**Quote Number: 08CT65464YA**

**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

- 18. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
  
- 19. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
  
- 20. **RIGHT TO PROTEST.** Any actual or prospective Bidder who is aggrieved in connection with a solicitation or award of a contract/purchase order must submit its protest in writing to the Director of Purchasing, 130 Peachtree St. S.W., Suite 1168, Atlanta, GA 30303. A protest must be submitted to the Director of Purchasing in writing within 14 days after such aggrieved entity knows or should have known of the solicitation, the award of contract/purchase order to another or other acts giving rise to a protest. An oral protest or a protest to an official, employee, user department, or other person apart from the Director of Purchasing does not comply with Fulton County Code Section 2-324 and does not toll the protest time period.

**SIGNATURE BELOW IS THAT OF A PERSON AUTHORIZED TO SIGN CONTRACTS FOR THE QUOTING COMPANY WHO HAS READ, UNDERSTANDS, AND AGREES TO COMPLY WITH THE ABOVE GENERAL TERMS AND CONDITIONS.**

**COMPANY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**THIS SIGNED FORM MUST BE SUBMITTED WITH YOUR BID. FAILURE TO DO SO MAY RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.**

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 08CT65464YA**  
**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

**Hazardous Waste Disposal**  
**Public Works Department**

**1. DESCRIPTION**

The Fulton County Purchasing Department is soliciting quotes from qualified vendors to provide **Hazardous Waste Disposal** for the Department of Public Works for twelve (12) months from issuance of a Purchase Order.

**2. CONTACT PERSON**

Please contact Carolyn Towns at (404) 612 4208 or by e-mail [carolyn.towns@fultoncountyga.gov](mailto:carolyn.towns@fultoncountyga.gov), with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

You must be registered in the County's AMS System in order for the Department of Purchasing & Contract Compliance to issue your company a Purchase Order or to receive payments. If you are not a registered vendor, you may access and complete the vendor application via the County's Vendor Registration website ([www.fultonvendorelfservice.co.fulton.ga.us](http://www.fultonvendorelfservice.co.fulton.ga.us)). You must provide a copy of your current Business License in order to complete the vendor registration process.

If your company is a registered vendor, you can respond to all quotes online and in real time on this website.

**3. PRODUCT/SERVICE SPECIFICATIONS**

**PRODUCT DESCRIPTION:**

**Scope of Work:** Vendors are required to dispose of chemical /reagents most used by labs of the Fulton County Department of Public Works for a twelve (12) month period from issuance of a Purchase Order.

- Ammonia Molybdate
- Phosphate Standard, 500 ppm
- Phosphate Standard, 1000 pm
- Antimony Potassium Tartrate
- Alkaline-Iodide Azide Reagent
- Ammonia pH Adjusting ISA
- Acid Potassium Phthalate
- Sodium Sulfite
- L(+)Glutamic Acid
- Potassium Hydrogen Phthalate
- Potassium Iodide
- Potassium Dichromate
- Polyseed
- COD Vials and Hexane

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 08CT65464YA**  
**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

Delivery Locations:

Big Creek Water Reclamation Plant  
Camp Creek Water Reclamation Plant  
(North Laboratory)  
1030 Marietta Hwy.  
Roswell, GA 30075  
Contact: Rekha Desai - 7-640-3061 x124  
306-3156

(South Laboratory)  
7400 Cochran Road  
College Park, GA 30349  
Contact: Bekele Tsegaselassie -7-  
306-3156

South Fulton Construction  
5601 Stonewall Tell Road  
College Park, GA 30349  
Contact: Victor Robinson – 770-306-3105

**Note: There is no current history of quantities or estimates and waste is generated daily.**

**4. PRICING SHEETS**

**Waste Disposal**

1. Waste Disposal Total price: \$ \_\_\_\_\_  
For all necessary equipment and personnel to properly package, manifest, label, transport and dispose of Waste Chemicals on inventory for Fulton County Department of Public Works @ Big Creek Water Reclamation Plant (North Laboratory)
  
2. Waste Disposal Total Price: \$ \_\_\_\_\_  
For all necessary equipment and personnel to properly package, manifest, label, transport and dispose of Waste Chemicals on inventory for Fulton County Department of Public Works Camp Creek Water Reclamation Plant (South Laboratory)
  
3. Waste Disposal Total Price: \$ \_\_\_\_\_  
For all necessary equipment and personnel to properly package, manifest, label, transport and dispose of Waste Chemicals on inventory for Fulton County Department of Public Works South Fulton Construction (Stonewall Tell)

**5. SPECIAL CONDITIONS/INSTRUCTIONS**

The supplier of this service must comply with the following:

1. Have a license issued by the State of Georgia giving the authorization to transport hazardous wastes.
2. Have a State of Georgia License to dispose of hazardous wastes.
3. Be able to transport twice a year if needed.

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 08CT65464YA**  
**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

4. Provide all containers, labels, tags, stickers and forms needed to accompany containers of wastes.
5. Must issue (at time of pick up) document that show the means used for disposal of the waste?
6. Have the capabilities to handle up to 1000 pounds of hazardous wastes.
7. Meet OSHA standards and adhere to them.
8. Adhere to all applicable EPA and DOT regulations.
9. Have the resources to analyze for unknowns, if applicable.
10. Pack all hazardous material for transport and pick up from two (2) locations.
11. The vendor will be required to dispose of chemical / reagents twice a year.
12. The vendor will have one (1) week response time after they are contacted to dispose of the hazardous waste.
13. Must generate manifest to be used to prove compliant disposal of hazardous waste and return completed originals to waste generator.

**Note:** Please contact each location for the various types of hazardous chemicals that will be disposed.

All hazardous material transported should be listed by manifest with multiple copies for "Cradle to Grave: Information by generator, hauler, and disposal facility.

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 08CT65464YA**  
**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

**6. INSURANCE & RISK MANAGEMENT PROVISIONS**

**Insurance and Risk Management Provisions**  
**Refuse Collection/Disposal Services**

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Description must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. All Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

**Accordingly, the Respondent shall provide a certificate evidencing the following:**

**1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT - EACH ACCIDENT	\$ 500,000.
Employer's Liability Insurance	BY DISEASE - POLICY LIMIT	\$ 500,000.
Employer's Liability Insurance	BY DISEASE - EACH EMPLOYEE	\$ 100,000.

**2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence	-
	\$1,000,000	
(Other than Products/Completed Operations) General Aggregate -		\$2,000,000
**To include Designated per Project/Location Endorsement #CG2503/CG2504**		
Products\Completed Operations	Aggregate Limit -	\$2,000,000
Personal and Advertising Injury	Limits	- \$1,000,000
Fire Damage	Limits	- \$

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 08CT65464YA**  
**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

100,000

3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**  
**Combined Single Limits**                      Each Occurrence                      -                      \$1,000,000  
(Including operation of non-owned, owned, and hired automobiles).  
\*\*Include Broadened Pollution – Endorsement # CG9948 and MCS 90\*\*
  
4. **UMBRELLA LIABILITY**  
(In excess of Auto GL and Employers Liability) Each Occurrence                      -                      \$1,000,000
  
5. **CONTRACTOR’S POLLUTION LIABILITY**                      Each Occurrence  
\$1,000,000  
(To include three (3) years of extended Completed Operations coverage or a three (3) year extended reporting period. To include Non-owned Waste Disposal Site Endorsement

\*\*If Broadened Pollution on Auto is not included, to be included by evidence of Transit Coverage under the Pollution Policy\*\*

**Certificates:**

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions.

The Contractor agrees to name the Owner and all other parties required of the Contractor/Vendor shall be included as insured's on the CGL, using ISO Additional Insured Endorsement forms CG 2010 11/85 or its equivalent coverage to the additional insured's. This insurance for the additional insured's shall be as broad as the coverage provided for the named insured Subcontractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided to the Additional Insured's.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices shall be sent to:

Fulton County Government - Department of Purchasing & Contract Compliance  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459

**Important:**

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 08CT65464YA**  
**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

**USE OF PREMISES**

Contractor/Vendor shall confine its apparatus; the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

**PROTECTION OF PROPERTY**

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, or the performance, or nonperformance, of its obligations under this agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor's obligation to protect, defend, indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

**REQUEST FOR QUOTE SPECIFICATIONS**  
**Quote Number: 08CT65464YA**  
**Opening Date: 12/16/2008 @ 2:00p.m. EST.**

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_