

**Date:** February 27, 2020  
**To:** Prospective Proposers  
**From:** City of Cleveland, Department of Port Control  
**Subject:** Addendum No. 1 to the Request for Proposal – Professional Waste Management and Disposal Services

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Please be advised that the City of Cleveland, through its Director of the Department of Port Control (“Department”), hereby publishes Addendum No. 1 to the Request for Proposal – Professional Waste Management and Disposal Services, dated February 12, 2020.

This Addendum includes the presentation and sign in sheets from the pre-proposal meeting held Friday, February 21, 2020.

**REQUEST FOR PROPOSAL DEADLINE: FRIDAY, MARCH 13, 2020**

WASTE MANAGEMENT AND DISPOSAL SERVICES  
 PRE-BID CONFERENCE  
 CLEVELAND HOPKINS INTERNATIONAL AIRPORT  
 FRIDAY, FEBRUARY 21, 2020 AT 10:00 AM

NAME	ORGANIZATION	PHONE NUMBER	E-MAIL
Barbara Yohey	DPC	216-265-2724	byohey@clevelandairport.com
David Zimmerman	Kimble	330-987-5561	dzimmerman@kimblecorporation.com
Carol Zimmerman	PPC	216-265-6012	CZimmerman@clevelandairport.com
Trisha Hester	DPC-Safety	216-265-6565	thester@clevelandairport.com
Jason Cozad	Rumpke	513-560-0030	jason.cozad@rumpke.com
Ron Owens	Regional Municipal Ops.	216-269-5657	RegMuniOps@gmail.com
Craig Melder	ARFF	216-265-6034	Cmelder@clevelandairport.com
Franz Paul	ARFF	216-265-6034	Paul@clevelandairport.com
Tony Baszackhi	Quanta Corp	440-823-0920	tbaszackhi@quantacorp.com
Michael Reilly	Environmental - DPE	216-265-4901	mreilly@clevelandairport.com
KATE MILK	CT ENVIRONMENTAL	330-687-3664	kmilk@ctenvironmental.com
Janet Beard	APC	216-265-6060	jbeard@clevelandairport.com
Don Jimmadi	DPC	5215	jimmadi@clevelandairport.com





**K820-20**

**Professional Waste Management and  
Disposal Services**

**Pre-Proposal Meeting  
February 21, 2020**

Robert Kennedy, Director  
Department of Port Control

# PRE-PROPOSAL MEETING AGENDA



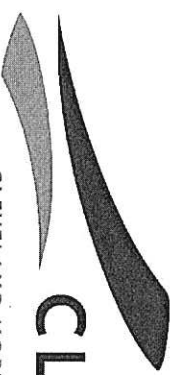
Introduction.....	Beau Williams
Project General Scope.....	Beau Williams
Safety .....	Tristian Hooten
Security .....	Anthony Bucco
Operations .....	Robert Fischietto
Environmental.....	Beau Williams
OEO Requirements .....	Jennifer Wiman
Questions and Answers	

Please send all future questions to:

**Barb Yohey**

**[byohey@clevelandairport.com](mailto:byohey@clevelandairport.com)**

# AUTHORIZING ORDINANCE



CLEVELAND HOPKINS  
INTERNATIONAL AIRPORT

# ORDINANCE No. 1208-15

# PROJECT DESCRIPTION



- The City of Cleveland's Department of Port Control (DPC) is seeking a full service environmental waste management company that is appropriately certified and licensed to assist DPC manage wastes generated at Cleveland Airport System (CLE and BKL).
- Management includes process and storage improvements, waste area inspections, audit preparation, annual reporting as needed, characterization, transportation, and disposal of various non-hazardous, bio-hazardous, hazardous, and universal wastes.
- The DPC is also inviting Proposals from qualified Consultants for sustainable waste management including, but not limited to, scrap steel/specialty metals, pallets/spools, deicers (road salt, sodium formate, sand), compostable materials such as food scraps and yard waste, construction debris, and street sweepings.

## SCOPE OF SERVICES



- The Successful Firm shall demonstrate in its Proposal its knowledge of waste management, reporting, and compliance strategies.
- Firms should include in their Proposal methods and approaches of collecting, segregating, tracking, optimizing reuse and recycling, and disposing wastes. Looking for Pollution Prevention methods and examples of your company recycling, reusing, and/or reducing landfilling wastes.
- Examples: yard waste composting, scrap metal and recyclables optimization and sales to offset contract costs, reuse of unused road tars, fuel blending solvent wastes, etc.



# SCOPE OF SERVICES



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## Anticipated Work Assignments:

- Characterization (i.e., sample collection, process knowledge) of various wastes.
- Provide all packaging, labeling, and placarding necessary for storage, transportation, and disposal.
- Provide compliance support for reporting and audits.
- Provide consultation and installation of waste storage area improvements.
- Provide consultation for waste minimization and pollution prevention efforts such as reuse, reclamation, recycling, etc.
- Provide consultation for Toxic Substance Control Act (TSCA) as applicable.
- Perform related on-call services as needed.

# SAFETY



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## **Tristian Hooten, MPA**

Employee Safety Administrator

(216) 265-6965

[thooten@clevelandairport.com](mailto:thooten@clevelandairport.com)

- OSHA/FAA/DPC/Requirements



# SECURITY REQUIREMENTS

**Anthony Bucco, Airport Security**

**(216) 265-3343**

- The Firm must assume the cost of each Cleveland Hopkins Airport issued access media. The cost is \$65 non-refundable for the following :
  - Fingerprint based Criminal History Records Check (CHRC)
  - Security Threat Assessment (STA)
  - Training on Airport specific Security badge responsibilities
  - Payment to "Treasurer, City of Cleveland". Checks, Credit Cards or if authorized by finance it may be invoiced monthly
  - Expect 1-3 weeks to complete the process
- All vehicles operating outside of the VSR will require an escort. Vehicles operating in the VSR will require an escort if the operator does not have a SIDA badge and driving privileges. Vehicles must be properly marked and lighted. All vehicle movement must comply with the rules and regulations of the FAA and the Airport.
- Ramp hang tags to allow vehicle access may be attained provided all qualifications for insurance are met.
  - Current registration
  - Proper signage (2ft x 2ft company logo)
  - 10 million dollar policy
- The Firm can who are not need for the entirety of the project or if it is for specialty services. Escort procedures apply. ID applications are available from Security.
- No credentials will be issued until a Notice to Proceed is issued. Please allow 5-7 days<sup>8</sup>for processing after Fingerprint results are received.

# OPERATIONS REQUIREMENTS



**Bob Fischietto**

CLE Airport Operations Manager  
(216) 265-6161

**CLE Operations**

(216) 265-6090

- Emergency Phone contacts of personnel will be delivered to Airport Operations for contacts regarding project site and its activities
- Activity on the airport must comply with the requirements of FAA rules and regulations. Reference the construction Advisory Circular "Operational Safety on Airports During Construction," 150/5370-2, current version (E). This file may be downloaded from the FAA's website at <http://www.faa.gov>
- Incursions (unauthorized access into an area intended for the movement of aircraft) will not be dealt with lightly, especially a runway incursion. Any incident will most likely result in the removal of the subject individual, and possibly the supervisor, from the airfield permanently
- Site maintenance should be performed on a regular basis to include the sweeping of debris and collection of trash. This is for FOD / dust / wildlife control purposes

**MAYOR'S OFFICE OF EQUAL OPPORTUNITY**



**Jennifer Wiman**

**OEO Contract Compliance Officer**

**Phone (216)-664-2667 Fax (216)-664-3870**

**[JWiman1@city.cleveland.oh.us](mailto:JWiman1@city.cleveland.oh.us)**

**[http://portal.cleveland-](http://portal.cleveland-oh.gov/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity)**

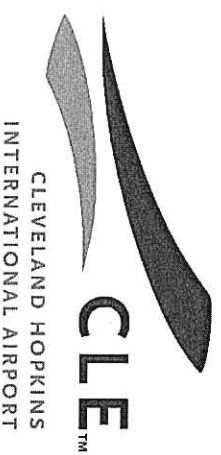
**[oh.gov/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity](http://portal.cleveland-oh.gov/CityofCleveland/Home/Government/CityAgencies/OfficeofEqualOpportunity)**

**Chapter 187 Subcontracting Requirements:**

→ **Utilization Goals**

**10 % Cleveland Small Business (CSB)**

Mayor's Office of Equal Opportunity  
Cleveland Small Business, Minority Business Enterprise and  
Female Business Enterprise



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## **BID SCHEDULES**

**SCHEDULE 1** "Project Contact Information Form "

**SCHEDULE 2** "Schedule of Subcontractor Participation"

**SCHEDULE 3** "Statement of Intent to Perform as a  
Subcontractor"

**SCHEDULE 4** "CSB/MBE/FBE Unavailability/Impracticality  
Certification"

# Mayor's Office of Equal Opportunity Cleveland Small Business, Minority Business Enterprise and Female Business Enterprise



## City of Cleveland - Office of Equal Opportunity SCHEDULE 1: PROJECT CONTACT INFORMATION FORM



Project Name:	
Bidder/Proposer Name:	

### Part 1: Bidder Information

Contractor's Full Legal Name:	
Contractor's Address:	Federal Tax ID Number (EIN):
City:	State and Zip:
Contractor's Principal Officer Name:	Phone Number:
Contractor's Main Email Address:	
Contractor's Authorized OEO Representative Name:	Phone Number:
Authorized OEO Representative Email Address:	
Are You Certified with the Order of Equal Opportunity? Check all that apply:	<input type="checkbox"/> CSB <input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> SDBE <input type="checkbox"/> LPE <input type="checkbox"/> SFP

Signature: \_\_\_\_\_ Bidder/Proposer Representative Date: \_\_\_\_\_  
Title: \_\_\_\_\_

## City of Cleveland - Office of Equal Opportunity SCHEDULE 2: SCHEDULE OF SUBCONTRACTOR PARTICIPATION



Project Name:	
Bidder/Proposer Name:	

List ALL PROSPECTIVE SUBCONTRACTORS (Certified and non-certified) that will be participating on this contract. The Bidder or Proposer is responsible for verifying that each CSB, MBE and FBE Subcontractor listed is certified to perform the particular type of work they are expected to perform for the contract.

Subcontractor	Part 1: SPEC. MATERIALS/SUPPLIES	Part 2: TYPE OF WORK OR SERVICES	Part 3: SUBCONTRACT AMOUNT
Address:			\$
City, State, Zip:			\$
OEO Compliance Contact:			\$
Contact Email Address:			\$
Contact Phone:			\$
Company Type: CSB <input type="checkbox"/> MBE <input type="checkbox"/> FBE <input type="checkbox"/> Other <input type="checkbox"/>			\$
Non-Certified <input type="checkbox"/>			\$
Federal Tax ID#/EIN:			\$
TOTAL			\$

The prime contractor may not substitute subcontractors between the submission of bids and award of the contract. After the contract is awarded, the prime contractor may not substitute or omit subcontractors without written approval of the Director of OEO. When there are CSB, MBE and/or FBE goals established in the bid specifications, subcontractor substitutions must preserve the original amount of the contract. If the total contract amount increases, the contractor shall use its best efforts to preserve the original CSB, MBE and/or FBE participation percentages for that increased amount.

Authorized Representative:	
Signature:	Date:

# Mayor's Office of Equal Opportunity Cleveland Small Business, Minority Business Enterprise and Female Business Enterprise



## City of Cleveland - Office of Equal Opportunity SCHEDULE 3: STATEMENT OF INTENT TO PERFORM AS A SUBCONTRACTOR

Subcontractor Name:	
Bidder/Proposer Name:	
Project Name:	

Subcontractor is:  CSB  MBE  FBE  
 Have you (subcontractor) been notified by the Office of Equal Opportunity that you have met the above calendar year?  Yes  No

The undersigned prospective subcontractor intends to perform work or furnish supplies/materials in connection with the contract as a (check all that apply):  
 Individual  
 Corporation organized and existing under the laws of the State of \_\_\_\_\_  
 Partnership  
 Joint Venture consisting of \_\_\_\_\_

The CSB, MBE or FBE status of the undersigned contractor is confirmed in the Office of Equal Opportunity's registry of certified CSBs, MBEs and FBEs. The contractor is prepared to perform the following work items or parts thereof for the above contract:

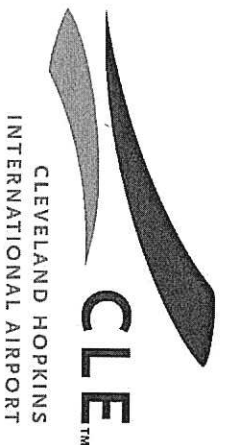
Part 1: SPEC ITEMS	Part 2: TYPE OF WORK OR SUPPLIES/MATERIALS	Part 3: TOTAL SUBCONTRACT AMOUNT IN DOLLARS
		\$

### RE-SUBCONTRACTING

The undersigned prospective subcontractor will re-subcontract work on this contract:  
 Yes (If Yes, fill out a "Blank" Schedule 2 and indicate the subcontractors being used as 2<sup>nd</sup> Tier subcontractors.)  
 No

The undersigned prospective subcontractor will enter into a written agreement with the Bidder or Proposer for the above work items after the award, but prior to the execution of the contract with the City of Cleveland.

Authorized Subcontractor Representative:	
Signature:	Date:



## City of Cleveland - Office of Equal Opportunity SCHEDULE 4: CSB/MBE/FBE SUBCONTRACTOR UNAVAILABILITY/IMPRACTICALITY CERTIFICATION



Project Name:	
Bidder/Proposer Name:	

Note: Prime contractors are expected to use good faith efforts in notifying CSBs, MBEs and FBEs as subcontractors whenever there are CSB, MBE and/or FBE participation goals established in the bid specifications. There may be instances, however, where Prime Contractors will not be able to achieve the prescribed CSB, MBE and/or FBE participation goals for a particular contract. This Schedule 4 allows Prime Contractors to demonstrate their good faith efforts in finding and soliciting CSBs, MBEs and FBEs to work on the contract. If the subcontracting goals for this contract are not met, failure to complete this schedule may and completely may impact the evaluation of this bid or proposal.

### Section A:

Please check one of the following:

- 1. Prime Contractor has submitted Schedules 1 and 2 indicating CSB/MBE/FBE Subcontractor participation MEETING OR EXCEEDING the goals set forth in the bid documents.
- 2. Prime Contractor has submitted Schedules 1 and 2 indicating CSB/MBE/FBE Subcontractor participation that DOES NOT MEET the goals set forth in the bid documents.

If Box 1 is checked, no further documentation is necessary. Where Box 2 is checked, the Prime Contractor must provide a detailed explanation in Section B.

### Section B:

If you checked Box 2 on Section A, you must check one of the following:

The Prime Contractor did not meet the CSB, MBE and/or FBE subcontractor participation goals for this contract because:

- 1. The Prime Contractor has made an honest, purposeful attempt to solicit CSB, MBE and/or FBE subcontractor participation, but was unable to find subcontractors to perform the work for the reasons noted below. Please use the unavailability letter codes found on the following page.

CONTACTED CONTRACTOR	PROPOSED WORK/SUPPLIES	REASON FOR UNAVAILABILITY	DATE OF CONTRACT	DATE RESPONSE RECEIVED
1				
2				
3				
4				

- 2. The Prime Contractor made an honest, purposeful attempt to solicit CSB, MBE and/or FBE subcontractor participation, but due to the nature of the work, service, or product contracted, additional subcontracting with CSBs, MBEs or FBEs is either impossible or impractical. The Prime Contractor has provided a detailed explanation of the nature of the work and the reasons that additional subcontracting is not possible on a separate attached page.

Authorized Representative:	
Signature:	Date:



# FEE SCHEDULE



	Description	Hourly Rate \$	Holiday Rate \$ / hr	Emergency Rate \$ / hr
1	Disposal*			
2	Transportation			
	Vans LTL Milkrun			
	Vans Full Load Dedicated			
	Tankers			
	Vacuum Trucks			
3	Technical Services (waste characterization, profiling, labeling, manifesting, sampling, shipment preparation, consolidation and other on-site services)			
	Field Services			
	Confined Space Entry			
	Project Manager			
	Professional Engineer			
	Field Technician			
	Field Chemist			
	Field Truck			
	Laboratory Services			
	24 Hour Emergency Response and Spill Cleanup			
	Training Services			
	Consultation and On-site Facility Auditing			

\* Please show Incineration and landfill costs, if available.

COMPANY NAME:

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

DATE: \_\_\_\_\_

# RFP SCHEDULE



## 2020 RFP SCHEDULE:

- Pre-Proposal meeting .....February 21, 2020@ 10:00 AM
- Pre-Proposal meeting Addendum ..... February 24, 2020
- Deadline for Questions.....February 28, 2020  
(please submit via email to [byohey@clevelandairport.com](mailto:byohey@clevelandairport.com))
- Addendum (if necessary)..... March 2, 2020
- Request for Proposals due .....**March 13, 2020@ 4:00PM**

# QUESTIONS AND ANSWERS



- Seals Proposals may be mailed to the address below and must be identified on the outside of the envelope(s) as: **Proposal – Professional Waste Management and Disposal Services.**

Cleveland Airport System  
Department of Port Control  
Administrative Offices  
5300 Riverside Drive  
P. O. Box 81009  
Cleveland, Ohio 44181-0009  
Attention: Barbara Yohey

- **Fee proposal must be in a separate, sealed envelope.**
- Firms may also elect to submit their Proposals electronically. Please send the electronic Proposal submission to [airportprocurement@clevelandairport.com](mailto:airportprocurement@clevelandairport.com). Electronic submission must be received no later than 4:00 p.m. local time on **Friday, March 13, 2020.**