



## **NOTICE & AGENDA**

### **LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT BOARD**

**Thursday, May 15, 2025, at 6:00 pm**

Lake County Solid Waste Management District Office

8695 Broadway, Merrillville, Indiana

(Enter through the white door at the east end of the building, meeting is on the main floor.)

#### **PRELIMINARY:**

Pledge of Allegiance

Moment of Silence

Roll Call

#### **CONSENT AGENDA:**

1. Approval of March 20, 2025 Board Meeting Minutes
2. Approval of Vouchers – Vouchers dated 3/20/2025-5/19/2025

**PUBLIC COMMENT:** We kindly ask that all comments be limited to 1 and ½ minutes per individual. Please keep your comments civil and constructive and related to agenda items.

#### **OLD BUSINESS:**

3. Board and Committee Reports:
  - a. Chairman
  - b. Executive Director
  - c. Citizens Advisory Committee
  - d. Grants & Finance Committee
  - e. Legal/Legislative

#### **NEW BUSINESS:**

4. Proposed 2026 Budget
5. Request for Proposals Electronic Recycling Program
6. Request for Proposals Household Hazardous Waste Collection Program
7. Invitation for Quotes Tire Recycling Program

#### **ANNOUNCEMENTS:**

8. The next Citizens Advisory Committee (CAC) meeting is to be determined.
9. The next Solid Waste Board meeting is scheduled for Thursday, July 17, 2025, at 6:00 pm. at the district office.

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Richard Long, Chairman, Lake County Solid Waste Management District



BOARD MEETING MINUTES  
March 20, 2025

**PRELIMINARY:**

Pledge of Allegiance

Moment of Silence

**Roll Call:**

Board Member	Present	Absent
Cedar Lake: Councilmember Nick Recupito (Robert Carnahan)	X	
Crown Point: Appointee Councilmember Robert Clemons	X	
Dyer: Councilmember Jenna Qgrizovich		X
East Chicago: Appointee- Monica Gonzalez	X	
East Chicago: Representative VACANT		X
Garv: Appointee Councilmember Lori Latham		X
Garv: Representative Michael Suggs	X	
Griffith: Councilmember Rick Ryfa	X	
Griffith: Councilmember Jim Marker		X
Hammond: Appointee-Councilmember Dan Spitale	X	
Hammond: Councilmember Bill Emerson	X	
Highland: Councilmember Tom Black	X	
Hobart: Appointee-Councilmember Mark Kopil	X	
Lake County: Commissioner Jerry Tippy		
Lake County: Councilmember Pete Lindemulder	X	
Lake County: Councilmember Christine Cid	X	
Lake Station: Appointee-Councilmember Rick Long	X	
Lowell: Councilmember Jon Yelkich		X
Merrillville: Councilmember Rhonda Neal	X	
Munster: Councilmember Dave Nellans	X	
Munster: Councilmember Chuck Gardiner		X
New Chicago: Councilmember Brenda Swallow	X	
St. John: Councilmember VACANT		X
Schererville: Councilmember Robin Arvanitis (Tom Schmitt)	X	
Schneider: Councilmember Kevin Gray	X	
Whiting: Appointee-Councilmember Tom Michniewicz	X	
Winfield: Councilmember Tim Clayton	X	

A quorum was established with 19 members.

## **PRELIMINARY:**

Pledge of Allegiance

Moment of silence

Roll Call

## **CONSENT AGENDA:**

1. Approval of January 16, 2025, Board Meeting Minutes. **MOTION** to approve January 16, 2025, Board Meeting Minutes by Councilmember Cid, Motion seconded. **Motion passes** by unanimous voice vote.
2. Approval of Vouchers -- Vouchers dated January 11, 2025 -- March 14, 2025. **MOTION** to approve vouchers by Councilmember Michniewicz, second by Councilmember Suggs. **Motion passes** by unanimous voice vote.

**PUBLIC COMMENT:** No public comments

## **OLD BUSINESS:**

### **3. Board and Committee Reports:**

- a. **Chairman** -- Chairman Long -- Welcome
- b. **Executive Director** -- Please see the attached report.  
**MOTION** to approve the January 16, 2025, Executive Director's report by Vice Chairperson Cid, second by Councilmember Nellans. **Motion passes** by unanimous voice vote.
- c. **Citizens Advisory Committee** -- Clair Hoeksema reported the CAC held a meeting on March 13, 2025. The 20 Year Plan and the proposed website re-design were discussed.
- d. **Grant and Finance Committee** -- Nothing to report.
- e. **Legislative and Legal Report** - Attorney Touchette discussed Resolution 2025-4 LCSWMD to sell District Hazardous Waste Storage Shed to the Town of Merrillville. The purchase price is \$1.00. The Merrillville Town Council passed a reciprocal resolution to purchase the shed. The sale was completed for \$10 on March 12, 2025.

## **NEW BUSINESS:**

8. District 20-year plan update - **MOTION** to approve District 20-year plan update with GT Environmental by Councilmember Gonzalez, second by Councilmember Spitale. **Motion passes** by unanimous voice vote.
9. Website Update/Redesign - **MOTION** to approve Website Update/Redesign with americaneagle.com by Councilmember Gonzalez, second by Nellans. **Motion passes** unanimously voice vote.

## **ANNOUNCEMENTS:**

10. The next Citizens Advisory Committee (CAC) meeting is scheduled for **Thursday, May 8, 2025, at 6:00 p.m.** at the District office.
11. The next Solid Waste Board meeting is scheduled for **Thursday, May 15, 2025, at 6:00 pm.** at the District office.

## **ADJOURNMENT:**

**Motion** to adjourn the meeting made by Councilmember Nellans and second by Councilmember Michniewicz. **Motion passes** by unanimous by voice vote.

Respectfully submitted by Dora Mantis, Office Administrator.



### Education

Registration for summer programs is now underway. Our educators will be hosting programs here as well as throughout the community.

Karen Darnell would like to introduce herself and give the rest of the Education department update.

Von Bilka will update the board on marketing efforts for HHW collections, paint recycling, residential compost, and education programs.

### Field Operations

Our first HHW collection of the year is this Saturday at the Lake County Fairgrounds from 9 am -1 pm. All collections will include shredding except for our Munster collection due to the unavailability of the shredding company.

We have scheduled a stand-alone paint recycling event for May 10<sup>th</sup> from 9 am -1 pm here at the District office. American Paint Recyclers will set up in our parking lot and will collect any latex paint, stains, or primers from residents. We would appreciate it if you would help us spread the word. It will be posted on our website and our Facebook page for anyone to share. We will also be handing out information at the HHW collections leading to the event. If we have a good participation, we would like to hold another collection in the fall.

We did receive the IDEM Tire Grant in the amount of \$10,000 which we will use for the collection of agricultural tires. The collection is scheduled for October 4 at the Lake County Highway Department in Lowell. Details on limits are still being worked out. We will be using Liberty Tire for this program.

1 cubic yard of free compost will be available to residents again this year. Many residents have already been out to collect for spring planting. We will be handing out information on this program at all HHW collections.

### Administrative Report -

As mentioned at the January meeting, one area that I would like to address in 2025 is updating our District plan that was developed in 1993. GT Environmental is a company that specializes in this type of work and is a member of the Association of Indiana Solid Waste Management Districts. They have provided a plan on how they would guide us through the update process. I would like to ask the board for a motion to approve their plan (which has been provided in your packet).

Our website is also in need of updating. We last updated in 2016 and the platform that is being used no longer adequately suits our needs. Our website company, americaneagle.com, has provided us with an estimate of what it would cost to update and redesign. That information is also included in your packet. I would also like to ask the board to approve this update.

RETRAC- All communities did complete their ReTrac reports and the District submitted all of its reports to the state on time. I don't think anyone will be surprised that overall numbers were

down this year, but hopefully we are on the upswing. I would like to have a Grants and Finance committee meeting in April to report further and to discuss ideas to encourage communities to spend their full amount of grant dollars.

We are increasing our advertising efforts this year for all our programs in hopes of increased participation, especially our HHW collections. We will continue to advertise through the Town Planner of NW Indiana but have added digital billboards and some paid, targeted social media ads.

# ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

Lake County Solid Waste Management Distric

GOVERNMENTAL UNIT

AGENCY

APV Register Batch - 5/15/2025 Board Meeting

Page 1 of 3 Pages

Installed by the Lake County Solid Waste Management Distric-2023

General Form No. 364 (1997) APVREGISTER\_SUM.FRX

NOTES:(1) Use both sides of the form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed.  
(2) The Memorandum is for entering action on accounts payable vouchers if disallowed in whole or in part, if continue to a later meeting of governing board, or for other pertinent information.

Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/Memorandum (See Note (2) Above)
03/20/2025	71	Cedar Lake Storage	GEN - Compost & Leaf Collections	400.00	400.00	12677	leaf vac storage-April
03/20/2025	48	Mavis Tire Supply	GEN - Other Services	29.99	29.99	12678	tire repair-black car
03/20/2025	32	Merrillville Conservancy District	GEN - Utilities	192.20	192.20	12679	waste water usage
03/20/2025	39	Pampalone Insurance	GEN - Property Casualty Insurance	45800.00	45800.00	12680	business personal property insurance
03/20/2025	29	Principal Life	GEN - Insurance	1007.69	1007.69	12681	life insurance premiums
03/20/2025	66	Working Well	GEN - Professional Services	544.00	544.00	12682	healthaccess program-January 2025
03/26/2025	1	Payroll Fund	GEN - Executive Director	23231.90	23231.90	12683	EXECUTIVE DIRECTOR
03/26/2025	102	Identity Links	GEN - Education	6938.20	6938.20	12684	promo items-reusable bags
03/26/2025	16	Pulse Technology	GEN - Other Supplies	179.80	179.80	12685	copy paper
03/26/2025	106	Secure Shred	GEN - Miscellaneous Recycling	600.00	600.00	12686	shredding-CP HHW
03/26/2025	67	Town Planner	GEN - Printing Advertising	12296.70	12296.70	12687	2026 Town Planner advertising
03/26/2025	154	FISH Window Cleaning	GEN - Other Services	260.00	260.00	12688	window cleaning
03/26/2025	9	Menard's Credit Card	GEN - Other Services	78.47	78.47	12689	Menard's Credit Card
03/26/2025	11	Chase Credit Card	GEN - Other Services	623.85	623.85	12690	Chase credit card
03/26/2025	123	INPRS	Payroll - INPRS	2529.58	2529.58	EFT1399	employee retirement
03/26/2025	124	IRS	Payroll - FICA/MED/FED	4359.37	4359.37	EFT1400	payroll taxes 3/28/25
03/26/2025	119	AFLAC	Payroll - AFLAC	342.72	342.72	EFT1401	supplemental insurance
03/28/2025	116	Net Wages	Payroll - Net Wages	15353.83	15353.83	EFT1398	Net DD Entry
04/03/2025	12	americaneagle.com	GEN - Professional Services	75.00	75.00	12691	monthly website hosting
04/03/2025	15	Anthem Blue Cross Blue Shield	GEN - Insurance	10283.47	10283.47	12692	health insurance premiums-May 2025
04/03/2025	117	Fulget Cleaning Company LLC	GEN - Professional Services	1420.00	1420.00	12693	office building cleaning-March
04/03/2025	155	Hanover Community School	GEN - Education	922.25	922.25	12694	Jane Ball Kdg field trip bus reimbursement
04/03/2025	10	Homewood Disposal	GEN - Utilities	129.00	129.00	12695	garbage service district office
04/03/2025	7	Indiana American Water	GEN - Utilities	181.91	181.91	12696	water service-district office
04/03/2025	27	Liberty Tire	GEN - Special Waste (E-Waste, Tires)	1869.00	1869.00	12697	tire recycling 3/20/25
04/03/2025	20	Service Sanitation	GEN - Compost & Leaf Collections	163.01	163.01	12698	service-compost site bathroom
04/03/2025	16	Pulse Technology	GEN - Other Supplies	65.34	65.34	12699	February copies
04/09/2025	1	Payroll Fund	GEN - Executive Director	23208.95	23208.95	12700	EXECUTIVE DIRECTOR
04/09/2025	1	Payroll Fund	GEN - Unemployment	422.25	422.25	12701	Quarter 1 2025 unemployment
04/09/2025	156	Matthew Serba	GEN - HHW	247.50	247.50	12702	police office-Munster HHW
04/09/2025	52	Adams Radio Group	GEN - Printing Advertising	2592.00	2592.00	12703	radio ads-HHW 2025
04/09/2025	8	Comcast	GEN - Utilities	358.82	358.82	12704	phone and internet
04/09/2025	17	Lake County Farm Bureau Co-op	GEN - Instruction/Travel/Collection Fuel	1071.34	1071.34	12705	fuel-compost site machinery
04/09/2025	60	Lake County Treasurer	GEN - Other Services	120.00	120.00	12706	County Property Tax (Stormwater Fee only)
04/09/2025	153	Lamar	GEN - Printing Advertising	980.00	980.00	12707	Munster HHW billboard

# ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

## Lake County Solid Waste Management District

GOVERNMENTAL UNIT

AGENCY

NOTES: (1) Use both sides of the form if needed. Signatures of governing board should appear only on the final page of each meeting in which accounts payable vouchers are allowed. (2) The Memorandum is for entering action on accounts payable vouchers if disallowed in whole or in part, if continue to a later meeting of governing board, or for other pertinent information.

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Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/Memorandum (See Note (2) Above)
04/09/2025	16	Pulse Technology	GEN - Other Supplies	252.00	252.00	12708	copies-March 2025
04/09/2025	157	Total Disposal	GEN - Compost & Leaf Collections	300.00	300.00	12709	spring leaf drop off
04/09/2025	22	Trust Tech	GEN - Professional Services	720.00	720.00	12710	monthly server monitoring
04/09/2025	26	Waste Management	GEN - Utilities	77.09	77.09	12711	garbage service-compost site
04/09/2025	123	INPRS	Payroll - INPRS	2529.58	2529.58	EFT1420	employee retirement
04/09/2025	124	IRS	Payroll - FICA/MED/FED	4276.47	4276.47	EFT1421	Fica/Med/Fed 4/11/25 payroll
04/09/2025	122	Indiana Department of Revenue	Payroll - STATE/LOCAL TAX	1624.56	1624.56	EFT1422	State/Cty taxes-March 2025
04/09/2025	61	Unemployment Dept. of	Payroll - DEPT OF WORKFORCE DEVELOPMENT	422.25	422.25	EFT1423	Quarter 1 2025 -DWD
04/10/2025	12	americaneagle.com	GEN - Professional Services	22550.00	22550.00	12712	Payment #1-website redesign
04/10/2025	14	Phil and Son, Inc.	GEN - Professional Services	122.40	122.40	12713	monthly security monitoring
04/10/2025	18	NIPSCO	GEN - Utilities	1756.86	1756.86	12714	utilities-district office
04/11/2025	116	Net Wages	Payroll - Net Wages	15126.99	15126.99	EFT1419	Net DD Entry
04/15/2025	128	Mike Anderson Chevrolet	GEN - Other Services	299.90	299.90	12715	repair-volt
04/15/2025	139	Minuteman Press	GEN - Printing Advertising	89.46	89.46	12716	paint collection advertising
04/15/2025	58	Modern Tech Equipment, LLC	GEN - Compost & Leaf Collections	1801.75	1801.75	12717	yearly service-loader
04/15/2025	152	Puritan Springs Water	GEN - Other Services	7.49	7.49	12718	water-district office
04/15/2025	66	Working Well	GEN - Professional Services	612.00	612.00	12719	healthaccess program-March 2025
04/23/2025	1	Payroll Fund	GEN - Executive Director	23231.90	23231.90	12720	EXECUTIVE DIRECTOR
04/23/2025	30	Green Wave Electronics	GEN - Special Waste (E-Waste, Tires)	681.93	681.93	12721	electronic recycling 3/24/2025
04/23/2025	30	Green Wave Electronics	GEN - Special Waste (E-Waste, Tires)	1530.44	1530.44	12722	electronic recycling 4/7/25
04/23/2025	30	Green Wave Electronics	GEN - Special Waste (E-Waste, Tires)	1752.01	1752.01	12723	electronic recycling 4/14/2025
04/23/2025	41	McCann Industries	GEN - Compost & Leaf Collections	1514.22	1514.22	12724	yearly service-case loader
04/23/2025	29	Principal Life	GEN - Insurance	1164.87	1164.87	12725	life insurance premiums
04/23/2025	157	Total Disposal	GEN - Compost & Leaf Collections	890.00	890.00	12726	leaf drop program
04/23/2025	51	William Touchette	GEN - Professional Services	5000.00	5000.00	12727	Legal Services (Jan, Feb, March, April 2025)
04/23/2025	123	INPRS	Payroll - INPRS	2529.58	2529.58	EFT1445	employee retirement-4/25/25 payroll
04/23/2025	124	IRS	Payroll - FICA/MED/FED	4359.37	4359.37	EFT1446	fica/med/fed-4/25/25 payroll
04/25/2025	116	Net Wages	Payroll - Net Wages	15353.83	15353.83	EFT1444	Net DD Entry
04/30/2025	12	americaneagle.com	GEN - Professional Services	75.00	75.00	12728	monthly website hosting
04/30/2025	9	Menard's Credit Card	GEN - Other Services	29.61	29.61	12729	Menard's credit card
04/30/2025	11	Chase Credit Card	GEN - Other Services	1714.58	1714.58	12730	Chase Credit Card
04/30/2025	7	Indiana American Water	GEN - Utilities	169.63	169.63	12731	waster service-district office
04/30/2025	139	Minuteman Press	GEN - Other Services	2347.97	2347.97	12732	District brochures

# ACCOUNTS PAYABLE VOUCHER REGISTER SUMMARY

Lake County Solid Waste Management Distric

GOVERNMENTAL UNIT

AGENCY

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Installed by the Lake County Solid Waste Management Distric-2023

General Form No. 364 (1997) APVREGISTER\_SUM.FRX

Check Date	Vendor	Name of Claimant	Office Department	Amount of Voucher	Amount Allowed	Warrant	Check/Memorandum (See Note (2) Above)
04/30/2025	158	School City of Hobart	GEN - Education	193.00	193.00	12733	bus reimbursement program
04/30/2025	157	Total Disposal	GEN - Compost & Leaf Collections	445.00	445.00	12734	2025 spring leaf drop program
04/30/2025	74	Tradebe	GEN - HHW	38675.40	38675.40	12735	Crown Point HHW 2025
04/30/2025	119	AFLAC	Payroll - AFLAC	342.72	342.72	EFT1454	supplemental insurance
05/07/2025	1	Payroll Fund	GEN - Executive Director	23208.95	23208.95	12736	EXECUTIVE DIRECTOR
05/07/2025	15	Anthem Blue Cross Blue Shield	GEN - Insurance	20319.13	20319.13	12737	health insurance premiums
05/07/2025	71	Cedar Lake Storage	GEN - Compost & Leaf Collections	400.00	400.00	12738	leaf vac storage
05/07/2025	117	Fulget Cleaning Company LLC	GEN - Professional Services	1080.00	1080.00	12739	office cleaning
05/07/2025	10	Homewood Disposal	GEN - Utilities	129.00	129.00	12740	garbage service-district office
05/07/2025	17	Lake County Farm Bureau Co-op	GEN - Instruction/Travel/Collection Fuel	88.48	88.48	12741	fuel-compost site machinery
05/07/2025	153	Lamar	GEN - Printing Advertising	184.00	184.00	12742	HHW advertising
05/07/2025	27	Liberty Tire	GEN - Special Waste (E-Waste, Tires)	1869.00	1869.00	12743	tire recycling 4/9/25
05/07/2025	139	Minuteman Press	GEN - Other Services	199.50	199.50	12744	table runner-district events
05/07/2025	152	Puritan Springs Water	GEN - Other Services	56.39	56.39	12745	water-district office
05/07/2025	20	Service Sanitation	GEN - Compost & Leaf Collections	162.58	162.58	12746	service-compost site bathroom
05/07/2025	74	Tradebe	GEN - HHW	21224.70	21224.70	12747	Hammond 2024 HHW
05/07/2025	22	Trust Tech	GEN - Professional Services	720.00	720.00	12748	monthly server monitoring
05/07/2025	122	Indiana Department of Revenue	Payroll - STATE/LOCAL TAX	1622.31	1622.31	EFT1465	state/county taxes April 2025
05/07/2025	124	IRS	Payroll - FICA/MED/FED	4276.47	4276.47	EFT1466	Fica/Med/Fed taxes 5/9/25 pay date
05/07/2025	123	INPRS	Payroll - INPRS	2529.58	2529.58	EFT1467	employee retirement 5/9/25 pay date
05/09/2025	116	Net Wages	Payroll - Net Wages	15126.99	15126.99	EFT1464	Net DD Entry
		Checks: 0 - 12748		406645.08	406645.08		



I hereby certify that each of the above listed vouchers and the invoices, or bills attached thereto, are true and correct and I have audited same in accordance with IC 5-11-10-1.6

\_\_\_\_\_

\_\_\_\_\_

Fiscal Officer

ALLOWANCE OF ACCOUNTS PAYABLE VOUCHERS

Lake County Solid Waste Management Distric

We have examined the Accounts Payable Vouchers listed on the foregoing Register of Accounts Payable Vouchers consisting of 3 pages and except for accounts payables not allowed as shown on the Register such accounts payables are hereby allowed in the total amount of \$ 406645.08.

Dated this \_\_\_\_\_ day of \_\_\_\_\_.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures of Governing Board

Lake County Solid Waste Management District 2026 Proposed Budget

CATEGORY	APP#	TITLE	2026 PROPOSED	2026 Actual	2025 ADOPTED
PERSONAL SERVICES	112	Executive Director - Controller	\$100,000	\$94,500	\$90,000
	113	Public Information Coordinator	\$60,000	\$52,500	\$44,100
	115	Office Administrator	\$60,000	\$52,500	\$44,100
	116	Field Operations Manager	\$80,000	\$76,821	\$73,163
	118	Driver/Operator	\$60,000	\$52,500	\$44,100
	119	Environmental Education & Outreach Coordinator	\$60,000	\$52,500	\$47,250
	120	Driver/Operator	\$60,000	\$52,500	\$47,250
	124	Environmental Education & Outreach Coordinator	\$60,000	\$52,500	\$47,250
	126	Environmental Education & Outreach Coordinator	\$60,000	\$52,500	\$47,250
	127	Education Admin. Assistant (PT)	\$0		\$0
	151	PERF	\$72,500		\$65,000
	153	Health/Life/Dental/ST & LT Disability & Vision Insurance	\$215,000		\$200,000
	154	Unemployment	\$4,200		\$4,200
	155	Overtime	\$2,000		\$2,000
	159	Social Security	\$50,000		\$47,204
	Subtotal			\$943,700	
SUPPLIES	210	Office Supplies	\$3,134		\$3,134
	240	Other Supplies	\$8,240		\$8,240
	321	Instruction/Travel/Collection Fuel	\$31,271		\$31,271
	322	Printing Advertising	\$30,000		\$30,000
	331	Property Casualty Insurance	\$65,000		\$60,000
	341	Utilities	\$50,000		\$50,000
	392	Dues & Subscriptions	\$7,210		\$7,210
Subtotal			\$194,855		
SERVICES & CHARGES	241	Education	\$133,532		\$133,532
	301	Professional Services	\$206,860		\$193,860
	303	Miscellaneous Recycling	\$229,000		\$229,000
	304	HHW	\$290,000		\$290,000
	305	Special Waste (E-Waste, Tires)	\$257,200		\$257,200
	306	Compost & Leaf Collections	\$300,000		\$300,000
	383	Other Services	\$200,000		\$200,000
	384	Recycling Grants	\$2,501,040		\$2,501,040
Subtotal			\$4,117,632		
	397	Debt Service (HHLF)	\$608,000		\$608,000
	Subtotal			\$608,000	
CAPITAL OUTLAYS	361	Vehicles	\$82,702		\$82,702
	442	Contingency	\$400,000		\$400,000
	443	Machinery and Equipment	\$100,000		\$100,000
	444	Building Maintenance	\$74,287		\$74,287
	Subtotal			\$656,989	
GRAND TOTAL			\$6,521,176		\$6,362,343

\$6,362,343  
1.025  
6521401.575

# REQUEST FOR PROPOSALS

## Collection, Processing, and Recycling of Electronic Waste



**RFP Pre-Bid**  
**June 17, 2025**  
**9:00 am CST**

**RFP DUE DATE**  
**July 11, 2025**  
**9:00 am CST**

**RFP OPENING**  
**July 11, 2025**  
**9:15 am CST**

**Lake County Solid Waste Management District**  
**8695 Broadway**  
**Merrillville, IN 46410**

## I. GENERAL TERMS AND CONDITIONS

The Lake, Porter, and LaPorte County Solid Waste Management Districts (“the Districts”) have issued this Request for Proposals (“RFP”) for the Collection, Processing, and Recycling of Electronic Waste throughout Lake, Porter, and LaPorte Counties through each District’s Electronic Waste Recycling Program.

### A. Pre-Bid Meeting

A pre-bid meeting will be held on:

June 17, 2025  
9:00 am CST  
Lake County Solid Waste Management District  
8695 Broadway  
Merrillville, IN 46410

Questions will be responded to at this meeting. This is not a mandatory pre-bid meeting.

### B. Proposal Submission Deadlines

Sealed proposals for the Electronic Waste Recycling Program must be received by 9:00 am CST on July 11, 2025. Submitted proposals must be enclosed in a sealed envelope bearing the name and address of the Proposer, as well as the title of the proposal as follows:

**REQUEST FOR PROPOSALS  
for the  
Collection, Processing, and Recycling of Electronic Waste**

The Proposals will be publicly read on July 11, 2025 at 9:15 am CST at the Lake County Solid Waste Management District Office, located at 8695 Broadway, Merrillville, Indiana. Three (3) original copies of these proposals should be submitted to the following:

Kiera Hagerman, Executive Director  
c/o Lake County Solid Waste Management District  
8695 Broadway  
Merrillville, Indiana 46410

**A complete set of each Proposer’s submission must also include a thumb-drive with a PDF of the Proposer’s response to this RFP. PROPOSALS RECEIVED AFTER THE ABOVE DATE AND TIME WILL NOT BE CONSIDERED.** Oral submission of proposals is not acceptable. The Districts reserve the right to waive any irregularities in the proposals and to reject any and all proposals. Proposals may be held up to ninety (90) days.

### C. Proposal Form/Envelope Requirements

Responses to this RFP must be submitted on the forms requested and/or provided. A standard non-collusion affidavit, as approved for use in the State of Indiana with respect to public projects, must be fully executed and provided with the proposal.

The successful Proposer shall provide the following documents ten (10) days before the full execution of the contract by each of the District's Board of Directors:

1. Workers' Compensation Insurance
2. Proof of Insurance, including each District listed as Co-Insured (see Insurance Requirements for limits).

### D. Proposal Withdrawals/Disclosures

No proposal can be withdrawn after the opening of the proposals without the consent of the Districts. Negligence on the part of the Proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. Upon opening the proposals, the entire contents will be placed in the public domain and will be open to inspection by all interested parties.

### E. Surety

1. Bid Bond - No Bid Bond required.
2. Performance Bond - The Proposer to whom an award is made shall furnish a performance bond issued by a corporate surety licensed to do business in the State of Indiana in the amount of Fifty-Thousand Dollars (\$50,000.00) as a guarantee for the faithful performance of the contract and the payment of expenses and damages incurred under the contract, including the payment of all suppliers, laborers, and subcontractors. Each District will determine the sufficiency of the surety.

### F. Insurance and Indemnification

#### **Indemnification**

The Work performed by the Contractor shall be at the risk of the Contractor exclusively. To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor's sole expense), and hold harmless the District, the Owner (if different from District), affiliated companies of the District, their partners, joint ventures, representatives,



members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death, or damage to property (including environmental impairment), demands, damages, actions, causes of action, suits, losses, judgments, obligations, and any liabilities, costs, and expenses (including, but not limited to, investigative and repair costs, attorneys' fees and costs, consultants' fees and costs, and environmental cleanup costs)("Claims") which arise or are in any way connected with work performed, materials furnished, or services provided under this Agreement by the Contractor or its agents. These indemnity and defense obligations shall apply to any acts, omissions, negligence, or willful misconduct of the Contractor, its employees, or its agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission, or negligence of the Indemnified Parties, whether active or passive. Contractor shall not be obligated to indemnify and defend the District or Owner for claims found to be due to the sole negligence or willful misconduct of the Indemnified Parties.

Contractor's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws.

### **Insurance**

Upon execution of this Agreement, and prior to the Contractor's commencing any work or services with regard to the Project, the Contractor shall carry commercial general liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the Contractor shall provide the District with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or a substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01(or substitute forms providing equivalent coverage) naming the District and the Owner as Additional Insureds thereunder. Contractor shall also carry Contractors Pollution Liability Coverage on a form acceptable to the District. Additional insured coverage shall apply as primary and non-contributory insurance with respect to any insurance afforded to Owner and District. The coverage available to the District and Owner, as Additional Insureds, shall not be less than \$1 million dollars Each Occurrence, \$3 million General Aggregate (subject to a per project general aggregate provision applicable to the project), \$3 million Products/Completed Operations Aggregate, and \$1 million Personal and Advertising Injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and

liability assumed under an insured contract (including the tort liability of another assumed in a business contract). There shall be no endorsement or modification of the Commercial General Liability form arising from pollution, explosion, collapse, underground property damage, or work performed by Contractors. All coverage shall be placed with an insurance company acceptable to District. All Contractor insurance carriers must maintain an AM Best rating of "A-" or better. Coverage shall be afforded to the Additional Insureds whether or not a claim is in litigation.

Contractor agrees to maintain the above insurance for the benefit of District and Owner for a period of two years after completion of work.

Each Certificate of Insurance shall provide that the insurer must give the District at least 30 days' prior written notice of cancellation and termination of the District's coverage thereunder. Not less than two weeks prior to the expiration, cancellation, or termination of any such policy, the Contractor shall supply the District with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of District and Owner as set forth above.

Additionally, and prior to commencement of the Work, the Contractor shall provide the District with a Certificate of Insurance showing liability insurance coverage for the Contractor and any employees, agents, or Sub-Contractors of the Contractor for any Workers' Compensation, Employer's Liability, and Automobile Liability. In the event any of these policies are terminated, Certificates of Insurance showing replacement coverage shall be provided to District. Coverages shall be no less than the following:

Workers' Compensation and Employers' Liability Insurance: As required by law and affording thirty (30) days written notice to District prior to cancellation or non-renewal, providing coverage of not less than \$1,000,000 for bodily injury caused by accident and \$1,000,000 for bodily injury by disease.

Business Auto Liability Insurance: Written in the amount of not less than \$1,000,000 each accident, and naming the District as additionally insured.

Waiver of Subrogation: Contractor shall obtain from each of its insurers a waiver of subrogation on Commercial General Liability, Contractors Pollution Liability, Auto Liability, and Workers Compensation in favor of District and Owner with respect to Losses arising out of or in connection with the Work.

Owner shall be defined as any of the involved counties and municipalities,

as well as the owner in fee simple of the real estate/collection site upon which the services are provided as described in the Contract.

A sample Certificate of Insurance is available from the District.

Additionally, the Contractor must be registered as an electronic waste processor with the Indiana Department of Environmental Management (IDEM) along with all other pertinent certifications and registrations, including but not limited to the RIOS, ISO, ORI and ISRI and indemnify and hold harmless the Indiana Department of Environmental Management and the Districts from damages relating to improper transportation and disposal of Electronic Waste. The Contractor must be a registered and certified waste hauler with the U.S. EPA and IDEM. Additionally, the Contractor is responsible to ensure all subcontractors the Contractor employs for services detailed in this RFP and the Proposers response have all required licenses and permits to perform the duties they are performing under this RFP.

#### G. Term of Contract

The Districts are seeking proposals of a base bid for a one-year (1) contract with 2 (two), one-year (1) renewal options. The options may be exercised at the sole discretion of the Districts. The selection of the proposal will be contingent on which proposal provides each District the best pricing. Each District has the ability to review and accept proposals independent of the other two Districts.

## II. PROGRAM - GENERAL INFORMATION

#### A. Locations to be Serviced

Your proposal should include providing separate but similar service to the following locations:

County	Facility	Address	Municipality
Lake	Gary Compost Site	3499 Chase St.	Gary, IN
Porter	Valparaiso Compost Site	2150 W. Lincolnway	Valparaiso, IN
Porter	Boone Grove Compost Site	546 S. 400 West	Boone Grove, IN
Porter	Portage Street Dept.	2302 Hamstrom Rd	Portage, IN
Porter	Portage Compost Site	6451 US HWY 12	Portage, IN
LaPorte	Compost Facility	724 Zigler Road	LaPorte, IN

The Districts have established programs to provide for the collection of electronic waste from various sites throughout Lake, Porter, and LaPorte Counties. The mission of these programs and the services provided by the Contractor/Successful Proposer is to ensure that the collected electronic waste is recycled or reused and that regular reports are generated by the

Contractor/Successful Proposer to the Districts regarding the weights and types of electronic waste collected and processed. These reports shall be in accordance with Indiana Law.

For Porter and LaPorte County Solid Waste Management Districts, the proposal shall include, and the Contractor/Successful Proposer shall be responsible for, the collection of electronic waste from the various sites in those Districts as outlined herein, the subsequent transportation of that electronic waste from those sites to the Contractor's processing facility, and the subsequent processing, recycling, and any and all other handling and costs associated therewith.

For the Lake County Solid Waste Management District, the proposal shall include, and the Contractor/Successful Proposer shall be responsible for, supplying and delivering:

1. 2 to 3 Semi-Trailers located at the District's compost facility located at 3499 Chase Street (corner of 35<sup>th</sup> and Chase), Gary, Indiana. A schedule for switch-out of these trailers shall be made with the District staff, generally on a weekly basis. The Contractor shall be responsible for the transportation of the semi-trailers to and from the District's compost facility to the Contractor's processing facility, and the subsequent processing, recycling, and any and all other handling and costs associated therewith. The Proposer's response to this RFP shall include those transportation costs.

### **III. EVALUATION**

The experience of the Proposer in the Electronic Recycling field and details of sound health and safety practices during its role in the performance of its Electronic Recycling services are required in writing. The ability of the Proposer to financially and legally protect the Districts' communities is a critical element in the evaluation process.

All proposals for the Electronic Waste Recycling Program will be evaluated by the Districts. Proposals will be evaluated on their compliance with the RFP, compliance with federal, state, and local laws, administrative convenience to the Districts, price, services offered, recycling/disposal options, and other considerations deemed appropriate by the Districts.

In order to be eligible to be awarded a contract for the Electronic Waste Recycling Program, a Proposer must be able to provide the necessary equipment and services; must be registered to do business in the State of Indiana; must have reasonable and demonstrable experience in the field of Electronic Waste Recycling; and must demonstrate the capacity to assign qualified personnel to the Electronic Waste Recycling Programs to perform in a manner set forth in this RFP. Other projects being performed by the

Proposer will also be evaluated.

The Districts reserve the right to reject any and all proposals and award a contract that is in the best interests of the Districts without further negotiations. However, the Districts reserve the right to negotiate an acceptable contract with the selected Proposer(s). Failure or inability to meet any of the requirements set forth in these instructions and specifications will be sufficient reason to disqualify any Proposer. The Districts reserve the right to select a successful Proposer without discussion of the proposals with other Proposers. The proposals will become part of the Districts' official files. Retention of these proposals does not obligate the Districts to any action.

#### **IV. TECHNICAL PROPOSAL**

All Proposers are required to submit the following information:

- A. Standard operating procedures.
- B. Employee training (at a minimum, workers must have appropriate certification/licenses for hauling electronic waste).
- C. Related projects experience (Proposers are required to provide at least five (5) electronic waste recycling projects that were performed by their company. Preference will be given to Proposers that have demonstrated experience with electronic waste recycling programs. The list should include names, location, contact names, and telephone numbers of the contacts).
- D. Transportation and recycling facility list (Proposers are required to provide a complete list of storage/transfer/transportation and recycling/processing/disposal facilities which may be utilized throughout the course of the program. This list should include the names, location, contact names, and telephone numbers of the contacts).
- E. Qualifications: Proposers are required to provide all the information requested in Section VIII of this RFP.

#### **V. DUTIES/RESPONSIBILITIES OF THE DISTRICTS**

- A. Site Location: Each District currently has its Electronic Waste Recycling sites as described in Paragraph II.A. herein.
- B. Site Management

Each District is responsible for the management of its sites.



## **VI. DUTIES/RESPONSIBILITIES OF THE CONTRACTOR (SUCCESSFUL PROPOSER)**

Contractor Responsibilities: The Contractor responsibilities include, but are not limited to, the following:

- A. Contractor will provide proof of being registered as an electronic waste processor with the Indiana Department of Environmental Management (IDEM) along with all other pertinent certifications and registrations, including but not limited to the RIOS, ISO, ORI, and ISRI.
- B. Contractor will provide proof of liability insurance.
- C. Contractor will provide a list of end users after the electronics are de-manufactured.
- D. Contractor will provide a reference list of companies to which they provide similar services.
- E. Contractor will collect and process for recycling the following electronic waste (e-waste):
  - 1. Covered Electronic Device (CED) as defined by IDEM: a computer, fax machine, DVD player (including gaming systems that can play DVDs), video cassette recorder, digital photo frame, digital media player, MP3 player, camcorder, camera, DVR, portable GPS navigation system, video display device, or peripheral (including keyboards, mice, external hard drives, and printers) that is sold to a covered entity by means of retail, wholesale, or electronic commerce. An all-in-one printer/scanner/copier or a projector can be considered a peripheral if the item is designed exclusively for external use with a computer.
  - 2. Video Display Device (VDD) as defined by IDEM: a television or computer monitor, laptop computer, netbook, notebook, tablet computer, or e-reader, that contains a cathode ray tube or flat panel screen with a screen size that is greater than four (4) inches measured diagonally.
  - 3. E-waste will also include all forms of external media. Examples include but are not limited to VHS tapes, CDs, DVDs etc. Examples are computers, data processing equipment, communications equipment, integrated circuits, semiconductors, display devices, and other like products and their related peripherals, parts, and components.
  - 4. All e-waste that could be considered non-covered electronic devices (Non-CED) including anything with an electronic cord or which holds batteries, or which may be broken or partial in its makeup.

- F. Contractor will provide the District with monthly detailed reports listing total weight, in pounds, of e-waste collected, including all volumes sent for recycling, reuse, or landfilling. Reports shall comply with year-end report required by IDEM - *Indiana Electronic Waste Program Collector Annual Report, State Form 54481*.
- G. Contractor will provide the Districts with information regarding the repair or reuse of any electronics collected.
- H. Contractor will provide the Districts with a list of any e-waste materials that are landfilled.
- I. All appropriate pallets and gaylords (no undersized) necessary to collect e-waste will be provided by the Contractor at no cost and in good, usable condition.
- J. All manpower will be provided by Contractor for all aspects of collecting e-waste, as described more particularly in Paragraph II.A. hereinabove, including (as applicable), but not limited to, assuring the site is free and clear of e-waste from around the containers and loading of e-waste for transportation.
- K. Some collection sites require a routine schedule. For other on-call collection sites, Contractor is required to collect e-waste within one (1) to three (3) days after a call is made for collection.
- L. Contractor will verify all services provided by the company for the collection, transportation, demanufacturing, and recycling of e-waste which will be performed:
  - i. with a rebate to the District;
  - ii. without cost to the District; and
  - iii. at cost to the District.
- M. Contractor will begin providing services no later than January 1, 2026. The term of the contract shall be no less than one (1) year with 2 (two), one-year (1) renewal options, as further described herein.

## **VII. PRICING**

All Proposers who request or receive a set of RFP materials will be emailed a copy of the Pricing Spreadsheet for the Proposers to type in their responses to this RFP. The document has already been formatted so all the Proposer needs to do is type in its pricing.

With the proposal, the Proposer must submit a copy of the Pricing Spreadsheet (printed out on 11" x 17" paper), as well a copy included on the thumb-drive. Failure to submit pricing in both forms will result in rejection of the proposal.

If the Proposer has alternate pricing and suggestions for consideration, it should be presented in a separate document and placed immediately after the Pricing Spreadsheet. The additional information should be included on the thumb-drive and clearly captioned as "Additional Pricing Information".

## **VIII. QUALIFICATIONS**

The following information about the Proposer's company and any sub-contractor they plan on using for the Electronic Waste Recycling Program shall be submitted:

- A. List of Governmental Agencies/Communities/SWM Districts where similar or same work was performed. The information provided should include:
  - 1. Name of Community;
  - 2. Type of Services Provided & Materials Collected;
  - 3. Estimated Total Cost of Project;
  - 4. Length of Contract; and
  - 5. Key Contact Name, Phone Number and Email Address.
- B. History of Business
- C. Project Manager Name, Key Support Staff, Billing/Account Manager
- D. Letter of Interest and Brief Summary of the Proposer's experience in working with SWM Districts or Communities on Electronic Recycling Programs. The Letter of Interest should include:
  - 1. Statement of Interest;
  - 2. Experience of Implementation;
  - 3. Services Provided;
  - 4. Annual Quantities Collected; and
  - 5. Estimated Annual Costs.

## **I. ADDITIONAL DOCUMENTS**

**THE DOCUMENTS PROVIDED BELOW MUST BE SUBMITTED WITH THE PROPOSER'S RESPONSE TO THIS RFP. FAILURE TO SIGN AND SUBMIT ALL REQUIRED DOCUMENTS AND THUMB DRIVE WILL RESULT IN DISQUALIFICATION FROM THE RFP PROCESS.**

**DOCUMENTS TO BE SIGNED AND INCLUDED WITH THE PROPOSER'S RESPONSE ARE:**

- |                           |               |
|---------------------------|---------------|
| • BINDING SIGNATURE PAGE  | PAGE 12       |
| • NON-COLLUSION AFFIDAVIT | PAGE 13       |
| • E-VERIFY DOCUMENTS      | PAGES 14 - 15 |
| • PRICING SPREADSHEET     | PAGE 16       |

**BINDING SIGNATURE PAGE**

\_\_\_\_\_  
(NAME OF ORGANIZATION)  
AGREES TO THE TERMS AND CONDITIONS OF THIS RFP DOCUMENT AND SHALL, IN GOOD FAITH, ENTER INTO AN AGREEMENT WITH THE DISTRICT FOR THE SERVICES STATED HEREIN. THE SUCCESSFUL PROPOSER FURTHER AGREES TO SIGN AND EXECUTE THE AGREEMENT WITHIN FORTY-FIVE (45) DAYS OF BEING NOTIFIED OF THE AWARD OF THIS CONTRACT.

THE PERSON SIGNING BELOW ATTESTS, UNDER PENALTY OF LAW, THEY ARE DULY AUTHORIZED BY THEIR ORGANIZATION, CORPORATION, LLC, OR OTHER AUTHORIZED BUSINESS TO SIGN AND BIND THE AFOREMENTIONED COMPANY TO THE INFORMATION SUBMITTED BY THE CONTRACTOR IN RESPONSE TO THIS RFP OR SUBSEQUENT ADDENDA.

\_\_\_\_\_  
NAME TITLE

\_\_\_\_\_  
DATE

### NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

### OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Title of Person Signing)

\_\_\_\_\_  
(Signature)

### ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_



Date: \_\_\_\_\_

Contractor/Vendor: \_\_\_\_\_

The Contractor/Vendor stated above is enrolled, or agrees to enroll, in the E-Verify Program and will verify the work eligibility of all its newly hired employees and has executed the attached Affidavit affirming that it does not knowingly employ unauthorized aliens.

## E-Verify Affidavit

**As required by Indiana Code 22-5-1.7-11 for certain contracts  
executed after June 20, 2011**

Pursuant to Indiana Code 22-5-1.7-11, the Contractor/Vendor entering into a contract with the \_\_\_\_\_ County Solid Waste Management District, hereinafter "District", is required to enroll in and verify the work eligibility of all of its newly hired employees through the E-Verify Program. The Contractor/Vendor is not required to verify the work eligibility status of all of its newly hired employees through the E-Verify Program if the E-Verify Program no longer exists.

The undersigned, on behalf of the Contractor/Vendor, being the first duly sworn, deposes and states that the Contractor/Vendor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the District, the undersigned Contractor/Vendor will enroll in and agrees to verify the work eligibility status of all of its newly hired employees through the E-Verify Program.

\_\_\_\_\_  
(Printed Name of Company, Contractor/Vendor or Consultant, indicate if d/b/a Name)

By: \_\_\_\_\_

(Signature)

# E-WASTE PRICING SHEET

Description	~Quantity	UOM	Pricing/LBS	Total
Add other descriptions if needed at end of list	bid Purposes Only		Charge/Credit (+/-)	Price/lbs x Quantity
ADAPTERS WITHOUT WIRE		LBS	\$0.00	\$0.00
BALLAST		LBS	\$0.00	\$0.00
BATTERIES (Define Below)				
Alkaline		LBS	\$0.00	\$0.00
Batteries-DDR		LBS	\$0.00	\$0.00
Lead Acid		LBS	\$0.00	\$0.00
Lithium-Button		LBS	\$0.00	\$0.00
Lithium-primary		LBS	\$0.00	\$0.00
Lithium-Ion-Lap Top		LBS	\$0.00	\$0.00
Nickel Cadmium		LBS	\$0.00	\$0.00
Nickel Metal Hydride		LBS	\$0.00	\$0.00
UPS Battery Back-Up		LBS	\$0.00	\$0.00
		LBS	\$0.00	\$0.00
CD/DVDS		LBS	\$0.00	\$0.00
CLEAN SHEET STEEL		LBS	\$0.00	\$0.00
Computer Units		LBS	\$0.00	\$0.00
CONTAMINATED ALUMINUM		LBS	\$0.00	\$0.00
CRT MONITOR		LBS	\$0.00	\$0.00
CRT TV		LBS	\$0.00	\$0.00
ELECTRONIC BREAKAGE		LBS	\$0.00	\$0.00
FAX/PRINTER		LBS	\$0.00	\$0.00
FLAT PANEL TV		LBS	\$0.00	\$0.00
HARD DRIVE		LBS	\$0.00	\$0.00
HOME/OFFICE PHONES		LBS	\$0.00	\$0.00
INK/TONER		LBS	\$0.00	\$0.00
KEYBOARDS		LBS	\$0.00	\$0.00
LAPTOP - PC		LBS	\$0.00	\$0.00
LARGE MOTORS		LBS	\$0.00	\$0.00
LCD MONITOR		LBS	\$0.00	\$0.00
LITHIUM-ION LAPTOP BATTERIES		LBS	\$0.00	\$0.00
MEDIA TAPES		LBS	\$0.00	\$0.00
MISC SHRED		LBS	\$0.00	\$0.00
MISC. ELECTRONICS		LBS	\$0.00	\$0.00
MIXED WIRE		LBS	\$0.00	\$0.00
NETWORK HARDWARE		LBS	\$0.00	\$0.00
NETWORK HARDWARE - PLASTIC		LBS	\$0.00	\$0.00
NETWORK HARDWARE - STEEL CASE		LBS	\$0.00	\$0.00
OPTICAL/FLOPPY DRIVES		LBS	\$0.00	\$0.00
PC		LBS	\$0.00	\$0.00
POWER SUPPLIES		LBS	\$0.00	\$0.00
PRE-BALED PLASTIC-DARK		LBS	\$0.00	\$0.00
PRE-BALED PLASTIC-WHITE		LBS	\$0.00	\$0.00
PRE-SHRED CELL PHONES		LBS	\$0.00	\$0.00
PRE-SHRED LOW GRADE BOARD		LBS	\$0.00	\$0.00
PROJECTION TV		LBS	\$0.00	\$0.00
RUBBISH		LBS	\$0.00	\$0.00

SERVER		LBS	\$0.00	\$0.00
SHEET IRON		LBS	\$0.00	\$0.00
SOLAR PANELS		LBS	\$0.00	\$0.00
TABLETS		LBS	\$0.00	\$0.00
TRANSFORMERS		LBS	\$0.00	\$0.00
<b>OTHER MATERIAL NOT LISTED ABOVE</b>				
		LBS	\$0.00	\$0.00
		LBS	\$0.00	\$0.00
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		LBS	\$0.00	\$0.00
<b>TOTALS</b>		LBS	\$0.00	\$0.00

# REQUEST FOR PROPOSALS

## Household Hazardous Waste Programs



**RFP Pre-Bid**  
**June 17, 2025**  
**11:00 am CST**

**RFP DUE DATE**  
**July 11, 2025**  
**10:00 am CST**

**RFP OPENING**  
**July 11, 2025**  
**10:15 am CST**

**Lake County Solid Waste Management District**  
**8695 Broadway**  
**Merrillville, IN 46410**



## I. GENERAL TERMS AND CONDITIONS

The Lake, Porter, and LaPorte County Solid Waste Management Districts ("the Districts") have issued this Request for Proposals ("RFP") for the transportation, collection, processing, and disposal of HHW throughout Lake, Porter, and LaPorte Counties through each District's Household Hazardous Waste Program ("HHWP").

### A. Pre-Bid Meeting

A pre-bid meeting will be held on:

June 17, 2025

10:00 am CST

Lake County Solid Waste Management District

8695 Broadway

Merrillville, IN 46410

Questions will be responded to at this meeting. This is not a mandatory pre-bid meeting.

### B. Proposal Submission Deadlines

Sealed proposals for the HHWP must be received by 10:00 am CST on July 11, 2025. Submitted proposals must be enclosed in a sealed envelope bearing the name and address of the Proposer, as well as the title of the proposal as follows:

**REQUEST FOR PROPOSALS  
for the  
Household Hazardous Waste Program  
Transportation/Collection/Processing/Disposal Events**

The Proposals will be publicly read on July 11, 2025, at 10:15 am CST at the Lake County Solid Waste Management District Office, located at 8695 Broadway, Merrillville, Indiana. One (1) original copy of these proposals should be submitted to the following:

Kiera Hagerman  
c/o Lake County Solid Waste Management District  
8695 Broadway  
Merrillville, Indiana 46410

**A complete set of each Proposer's submission must also include a thumb-drive with a PDF of the Proposer's response to this RFP. PROPOSALS RECEIVED AFTER THE ABOVE DATE AND TIME WILL NOT BE CONSIDERED.** Oral submission of proposals is not acceptable. The Districts reserve the right to waive any irregularities in the proposals and to reject any and all proposals. Proposals may be held up to ninety (90) days.

### C. Proposal Form/Envelope Requirements

Responses to this RFP must be submitted on the forms requested and/or provided. A standard non-collusion affidavit, as approved for use in the State of Indiana with respect to public projects, must be fully executed and provided with the proposal.

The successful Proposer shall provide the following documents ten (10) days before the full execution of the contract by each of the District's Board of Directors:

1. Workers' Compensation Insurance;
2. Proof of Insurance, including each District listed as Co-Insured (see Insurance Requirements for limits).

### D. Proposal Withdrawals/Disclosures

No proposal can be withdrawn after the opening of the proposals without the consent of the Districts. Negligence on the part of the Proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. Upon opening the proposals, the entire contents will be placed in the public domain and will be open to inspection by all interested parties.

### E. Surety

1. Bid Bond - No Bid Bond required.
2. Performance Bond - the Proposer to whom an award is made shall furnish a performance bond issued by a corporate surety licensed to do business in the State of Indiana in the amount of Fifty-Thousand Dollars (\$50,000.00) as a guarantee for the faithful performance of the contract and the payment of expenses and damages incurred under the contract, including the payment of all suppliers, laborers, and subcontractors. Each District will determine the sufficiency of the surety.

## F. Insurance and Indemnification

### Indemnification

The Work performed by the Contractor shall be at the risk of the Contractor exclusively. To the fullest extent permitted by law, Contractor shall indemnify, defend (at Contractor's sole expense), and hold harmless the District, the Owner (if different from District), affiliated companies of the District, their partners, joint ventures, representatives, members, designees, officers, directors, shareholders, employees, agents, successors, and assigns ("Indemnified Parties"), from and against any and all claims for bodily injury, death, or damage to property (including environmental impairment), demands, damages, actions, causes of action, suits, losses, judgments, obligations, and any liabilities, costs, and expenses (including, but not limited to, investigative and repair costs, attorneys' fees and costs, consultants' fees and costs, and environmental cleanup costs)("Claims") which arise or are in any way connected with work performed, materials furnished, or services provided under this Agreement by the Contractor or its agents. These indemnity and defense obligations shall apply to any acts, omissions, negligence, or willful misconduct of the Contractor, its employees, or its agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission, or negligence of the Indemnified Parties, whether active or passive. Contractor shall not be obligated to indemnify and defend the District or Owner for claims found to be due to the sole negligence or willful misconduct of the Indemnified Parties.

Contractor's indemnification and defense obligations hereunder shall extend to Claims occurring after this Agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against the Indemnified Parties for such matters which are indemnified hereunder are fully and finally barred by applicable Laws.

### Insurance

Upon execution of this Agreement, and prior to the Contractor's commencing any work or services with regard to the Project, the Contractor shall carry commercial general liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the Contractor shall provide the District with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or a substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01(or substitute forms providing equivalent coverage) naming the District and the Owner as Additional Insureds thereunder. Contractor shall also carry Contractors Pollution

Liability Coverage on a form acceptable to the District. Additional insured coverage shall apply as primary and non-contributory insurance with respect to any insurance afforded to Owner and District. The coverage available to the District and Owner, as Additional Insureds, shall not be less than \$1 million dollars Each Occurrence, \$3 million General Aggregate (subject to a per project general aggregate provision applicable to the project), \$3 million Products/Completed Operations Aggregate, and \$1 million Personal and Advertising Injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). There shall be no endorsement or modification of the Commercial General Liability form arising from pollution, explosion, collapse, underground property damage, or work performed by Contractors. All coverage shall be placed with an insurance company acceptable to District. All Contractor insurance carriers must maintain an AM Best rating of "A-" or better. Coverage shall be afforded to the Additional Insureds whether or not a claim is in litigation.

Contractor agrees to maintain the above insurance for the benefit of District and Owner for a period of two years after completion of work.

Each Certificate of Insurance shall provide that the insurer must give the District at least 30 days' prior written notice of cancellation and termination of the District's coverage thereunder. Not less than two weeks prior to the expiration, cancellation, or termination of any such policy, the Contractor shall supply the District with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of District and Owner as set forth above.

Additionally, and prior to commencement of the Work, the Contractor shall provide the District with a Certificate of Insurance showing liability insurance coverage for the Contractor and any employees, agents, or Sub-Contractors of the Contractor for any Workers' Compensation, Employer's Liability, and Automobile Liability. In the event any of these policies are terminated, Certificates of Insurance showing replacement coverage shall be provided to District. Coverages shall be no less than the following:

Workers' Compensation and Employers' Liability Insurance: As required by law and affording thirty (30) days written notice to District prior to cancellation or non-renewal, providing coverage of not less than \$1,000,000 for bodily injury caused by accident and \$1,000,000 for bodily injury by disease.

Business Auto Liability Insurance: Written in the amount of not less than \$1,000,000 each accident, and naming the District as additionally insured.

Waiver of Subrogation: Contractor shall obtain from each of its insurers a waiver of subrogation on Commercial General Liability, Contractors Pollution Liability, Auto Liability, and Workers Compensation in favor of District and Owner with respect to Losses arising out of or in connection with the Work.

Owner shall be defined as any of the involved counties and municipalities, as well as the owner in fee simple of the real estate/collection site upon which the services are provided as described in the Contract.

A sample Certificate of Insurance is available from the District.

Additionally, the Contractor must assume Hazardous Waste transporter status and indemnify and hold harmless the Indiana Department of Environmental Management and the Districts from damages relating to improper transportation and disposal of Hazardous Waste. The Contractor must be a registered and certified waste hauler with the U.S. EPA and IDEM. Additionally, the Contractor is responsible to ensure all subcontractors the Contractor employs for services detailed in this RFP and the Proposers response have all required licenses and permits to perform the duties they are performing under this RFP.

#### **G. Term of Contract**

The Districts are seeking proposals of a base bid for a one-year (1) contract with 2 (two), one-year (1) renewal options. The options may be exercised at the sole discretion of the Districts. The selection of the proposal will be contingent on which proposal provides each District the best pricing. Each District has the ability to review and accept proposals independent of the other two Districts.

## **II. PROGRAM - GENERAL INFORMATION**

This RFP addresses transportation, collection, processing, and disposal of HHW from collection points in Lake, Porter, and LaPorte Counties in Indiana. TABLE 1 displays the demographics of the collection areas as of 2023.

**TABLE 1: PARTICIPATING DISTRICTS ESTIMATED DEMOGRAPHIC FIGURES**

COUNTY	POPULATION	OCCUPIED HOUSEHOLDS	LAND AREA (SQ. MILES)
LAKE	500,600	190,191	498.96
PORTER	173,340	98,187	418.15
LAPORTE	111,710	49,048	598.30

Information for this table was obtained from the United States Census Bureau website. The program will be advertised through local newspapers, flyers, public meetings, and/or radio. The purpose of the program is to ensure Northwest Indiana residents of safe disposal options for hazardous waste as well as educate them on ways to reduce their use of chemical products.

The Districts have established mobile HHW programs. The collection sites will be surfaced with an all-weather material and have ample vehicular space plus a clear space for semi-tractor hitching and unhitching. The waste material will be transported to collection sites by the individual residents. The collection process will use a drive-up system. Vehicles with material will be directed to sorting tables where they will be unloaded by the Contractor. This will be a total turnkey program for the purpose of this proposal.

It is anticipated that collections will take place on Saturdays or select days during the week and last between six (6) and eight (8) hours (7:30 am-3:30 pm CST on weekends and possibly 7:30 am-2:30 pm or 1 pm-8 pm for weekday collections depending on the county). The gates will open to the public at 9:00 am, 2 pm, or 3 pm depending on the collection times. The 2025 schedule for each District is provided on page 14.

### **III. EVALUATION**

The experience of the Proposer in the HHW field and details of sound health and safety practices during its role in the performance of a HHW collection event are required in writing. The ability of the Proposer to financially and legally protect the Districts' communities is a critical element in the evaluation process.

All proposals for the mobile HHW program will be evaluated by the Districts. Proposals will be evaluated on their compliance with the RFP, compliance with federal, state, and local laws, administrative convenience to the Districts, price, services offered, disposal options, and other considerations deemed appropriate by the Districts.



In order to be eligible to be awarded a contract for the HHW collection program, a Proposer must be able to provide the necessary equipment and services; must be registered to do business in the State of Indiana; must have reasonable and demonstrable experience in the field of HHW transportation and disposal; and must demonstrate the capacity to assign qualified personnel to the HHW collection programs to perform in a manner set forth in this RFP. Other projects being performed by the Proposer will also be evaluated.

The Districts reserve the right to reject any and all proposals and award a contract that is in the best interests of the Districts without further negotiations. However, the Districts reserve the right to negotiate an acceptable contract with the selected Proposer(s). Failure or inability to meet any of the requirements set forth in these instructions and specifications will be sufficient reason to disqualify any Proposer. The Districts reserve the right to select a successful Proposer without discussion of the proposals with other Proposers. The proposals will become part of the Districts' official files. Retention of these proposals does not obligate the Districts to any action.

#### **IV. TECHNICAL PROPOSAL**

All Proposers are required to submit the following information:

- A. Standard operating procedures (for packaging lab packs, bulking flammables/paints, etc.).
- B. Employee training (at a minimum, workers must have appropriate certification/licenses for hauling hazardous waste). A field chemist of an ACS approved Bachelor of Chemistry program shall be on site.
- C. Related projects experience (Proposers are required to provide at least five (5) HHW projects that were performed by their company. Preference will be given to Proposers that have demonstrated experience with mobile collection programs. The list should include names, contact names, and telephone numbers of the contacts).
- D. Transportation and disposal facility list (Proposers are required to provide a complete list of storage/transfer/transportation and disposal facilities, which may be utilized throughout the course of the program. The transportation and disposal facilities should list the location, contact, telephone, and Federal Identification Number of each facility).
- E. Qualifications: Proposers are required to provide all of the information requested in Section XI of this RFP.

## **V. DUTIES/RESPONSIBILITIES OF THE DISTRICTS**

- A. Site Location: Each District will prearrange the locations for each event and provide the contractor with notification of each location four (4) weeks prior to the event.
- B. Site Management

Each District must have a site manager available at each event. The site manager will be responsible for the following:

1. Signage around the site;
2. Ensuring availability of the site one (1) day prior to the event if the contractor needs to bring in equipment prior to the event beginning;
3. Traffic control during the event;
4. In the event a participant brings in a product that is not on the list, the contractor shall consult the site manager for final authorization to accept or reject the product for processing at the event; and
5. All educational materials provided to their residents prior to and during the event.

## **VI. DUTIES/RESPONSIBILITIES OF THE CONTRACTOR (SUCCESSFUL PROPOSER)**

Contractor Responsibilities - The Contractor responsibilities include, but are not limited to, the following:

- A. Contractor will provide each District with an emergency contact for each collection.
- B. Notifying the site manager of any special needs or conditions they have prior to the setup of equipment for the event. If the contractor needs to deliver any equipment one (1) day prior to the event, the contractor must notify the District one (1) week prior to the event.
- C. Providing ALL equipment, safety products (spill kits, PPE, fire extinguishers, etc.), personnel (chemist and lab-packer who will perform the necessary tests on unknown chemicals), and staff who will make sure all necessary paperwork (manifests, Lab Pack Inventories, etc.) is completed for each collection to safely and efficiently manage the operations of the event.

- D. Site setup at least one (1) hour prior to event beginning and site tear down, including removal of all equipment and materials collected (including trash), within two (2) hours of the event ending.
- E. Providing and placing spill protection material in staging areas where materials will be placed for separation and bulking.
- F. Resupplying empty containers and materials as necessary.
- G. Ensuring all sub-contractors the Proposer employs for services detailed in this RFP and the Proposer's Response carry Workers' Compensation Insurance and any other applicable insurances consistent with the requirements contained herein.
- H. Ensuring all sub-contractors the Proposer employs for services detailed in this RFP and the Proposer's Response have all required licenses and permits to perform the duties they are performing under this RFP.
- I. Billing the Districts in a timely manner and ensuring that all invoices are consistent with the pricing provided within their response to this RFP.
  - 1. Districts are exempt from:
    - a. Taxes; and
    - b. Late Fees.

## **VII. PROCESS EXPEDIENCY**

The Contractor will be notified a minimum of four (4) weeks in advance of the location and duration of each collection event. At each collection site all waste, equipment, and supplies must be removed from the site and/or property as soon as possible. The Contractor will be responsible for removal of all equipment (supplied by the Contractor) within two (2) hours after it has been released for transport by the District Site Manager. If there is an issue where some equipment will be at the site longer than what is specified, the Contractor shall coordinate this with the Districts and ensure that it will not pose an issue.

## **VIII. PROPOSAL CONDITIONS**

The preferred method of waste management is recycling and/or reuse. Preference will be given to Proposers/Contractors who can recycle and/or reuse as much of the various waste as possible. It is the responsibility of the Proposer/Contractor to ensure that utilized disposal facilities are in compliance with all federal, state, and local laws. **Any deviations or materials the Proposer/Contractor will not take MUST be clearly defined within the Proposer's submission.**

## IX. COST PROPOSAL

The Districts accept no obligation for costs incurred by the prospective Proposers in submitting a proposal or in anticipation of being awarded a contract. The Districts reserve the right to select a short list of Proposers, solicit additional information from them (including reduced pricing options), and enter into competitive contract negotiations with more than one of them. There will be approximately 20 collections per year. Participation rates at each collection are estimated to be between 100 and 800 vehicles.

All packaged waste should be priced on a "net pound" basis. The net pound is the actual weight of the waste material in its original container and excludes disposal costs for outer drum and inner absorbent.

Pricing should be based on a turnkey operation (i.e. Proposer shall provide ALL equipment, personnel, training, and safety equipment/training and perform all duties necessary to operate each District's HHW Program per the schedule provided, other than traffic control). In situations where not all disposal options listed apply to the entire waste category, the Proposer shall make it exceedingly clear which options are available for each part of a waste category. The Districts may elect to remove any item from the pricing list to reduce costs and to remove the responsibility of handling and transporting from the Proposer/Contractor. Included in the pricing shall be:

### A. Planning, Assistance, Implementation, Billing, and Reporting:

#### Transportation/Mobilization/Demobilization:

- Multiple Lake, Porter, and LaPorte County Sites
- See page 14 for dates and locations of events:
  - Lake County (9)
  - Porter County (7)
  - LaPorte County (6)

### B. On-Site labor (to manage the materials listed on the attached Pricing Spreadsheet):

- Equipment Operator (including but not limited to forklift, truck, etc.)
- Lab Packing Personnel
- Chemist
- Laborers to empty vehicles

### C. On-Site Equipment:

- Semi-Tractor(s) (if required by the Contractor)
- Semi-Trailer(s) (if required by the Contractor)

- Bobcat (if required by the Contractor or District)
  - Forklift (if required by the Contractor-some sites may have forklift available. Contractor should confirm)
  - Drums (per drum)
  - Dumpster
  - At a minimum, Contractor should provide all necessary equipment to handle the materials listed on the attached Pricing Spreadsheet and any other proposed materials.
- D. Analysis (either on-site or at the Contractor's base facility):
- Fuel Blend Analysis (per waste stream)
  - Full Analysis (per waste stream)
  - TCLP Analysis (per waste stream)
- E. Transportation/Recycling/Reuse/Disposal of Materials:
- The Contractor shall handle, transport, recycle, reuse, and/or dispose of all materials listed on the attached Pricing Spreadsheet.

## **X. PRICING**

All Proposers who request or receive a set of RFP materials will be emailed a copy of the Pricing Spreadsheet for the Proposers to type in their responses to this RFP. The document has already been formatted so all the Proposer needs to do is type in its pricing.

With the proposal, the Proposer must submit a copy of the Pricing Spreadsheet (printed out on 11" x 17" paper), as well a copy included on the thumb-drive. Failure to submit pricing in both forms will result in rejection of the proposal.

If the Proposer has alternate pricing and suggestions for consideration, it should be presented in a separate document and placed immediately after the Pricing Spreadsheet. The additional information should be included on the thumb-drive and clearly captioned as "Additional Pricing Information".

## **XI. QUALIFICATIONS**

The following information about the Proposer's company and any sub-contractor they plan on using for the HHW Program shall be submitted:

- A. List of Governmental Agencies/Communities/SWM Districts where similar or same work was performed. The information provided should include:
1. Name of Community;
  2. Type of Services Provided & Materials Collected;
  3. Estimated Total Cost of Project;
  4. Length of Contract; and
  5. Key Contact Name, Phone Number, and Email Address.

B. History of Business

C. Project Manager Name, Key Support Staff, Billing/Account Manager

D. Letter of Interest and Brief Summary of the Proposer's experience in working with SWM Districts or Communities on permanent HHW Facilities/Programs. The Letter should include:

1. Statement of Interest;
2. Experience of Implementation;
3. Services Provided;
4. Annual Quantities Collected; and
5. Estimated Annual Costs.

## **XII. ADDITIONAL DOCUMENTS**

THE DOCUMENTS PROVIDED BELOW MUST BE SUBMITTED WITH THE PROPOSER'S RESPONSE TO THIS RFP. **FAILURE TO SIGN AND SUBMIT ALL REQUIRED DOCUMENTS AND THUMB DRIVE WILL RESULT IN DISQUALIFICATION FROM THE RFP PROCESS.**

DOCUMENTS TO BE SIGNED AND INCLUDED WITH THE PROPOSER'S RESPONSE ARE:

- |                           |               |
|---------------------------|---------------|
| • BINDING SIGNATURE PAGE  | PAGE 15       |
| • NON-COLLUSION AFFIDAVIT | PAGE 16       |
| • E-VERIFY DOCUMENTS      | PAGES 17 - 18 |
| • PRICING SPREADSHEET     | PAGE 19       |



# 2025 COLLECTION SCHEDULES

## Lake

Sat March 22: Crown Point-Lake County Fairgrounds (9am-1pm)  
Sat April 12: Munster-Munster Public Works (9am-1pm)  
Wed May 14: Hobart -Hobart Public Works (3pm-7pm)  
Sat May 31: Gary-Hudson Campbell Center (9am-1pm)  
Wed June 18: Lowell-Lowell Middle School (2pm-6pm)  
Sat July 26: Highland-Highland Public Works (9am-1pm)  
Wed August 13: Whiting-Whiting Public Works (2pm-6pm)  
Sat September 20: Hammond-Hammond Public Works (9am-1pm)  
Sat October 18: Griffith-Griffith Public Works (9am-1pm)

## LaPorte

Sat May 17: LaPorte County Fairgrounds (8am-1pm)  
Sat June 14: LaPorte County Fairgrounds (9 am -2 pm)  
Sat July 12: Michigan City Marquette Mall (West Parking Lot) (9am-2pm)  
Sat Aug 16: Kankakee Valley REMC (9am-2pm)  
Sat Sept 13: LaPorte County Fairgrounds (8am-1pm)  
Sat Oct. 18: Michigan City Marquette Mall (West Parking Lot) (9am-2pm)

## Porter

Sat May 3: Porter County Expo (9am-2pm)  
Sat June 7: Portage High School (9am-2pm)  
Sat June 21: Chesterton High School (9am-2pm)  
Sat July 19: Boone Grove High School (9am-2pm)  
Sat Aug 9: Neighbors' Educational Opportunity (9am-2pm)  
Thurs Sept 4: Porter County Expo (9am-2pm)  
Sat Oct 11: Porter County Expo (9am-2pm)

**BINDING SIGNATURE PAGE**

\_\_\_\_\_ (NAME OF ORGANIZATION)  
AGREES TO THE TERMS AND CONDITIONS OF THIS RFP DOCUMENT AND SHALL, IN GOOD FAITH, ENTER INTO AN AGREEMENT WITH THE DISTRICT FOR THE SERVICES STATED HEREIN. THE SUCCESSFUL PROPOSER FURTHER AGREES TO SIGN AND EXECUTE THE AGREEMENT WITHIN FORTY-FIVE (45) DAYS OF BEING NOTIFIED OF THE AWARD OF THIS CONTRACT.

THE PERSON SIGNING BELOW ATTESTS, UNDER PENALTY OF LAW, THEY ARE DULY AUTHORIZED BY THEIR ORGANIZATION, CORPORATION, LLC, OR OTHER AUTHORIZED BUSINESS TO SIGN AND BIND THE AFOREMENTIONED COMPANY TO THE INFORMATION SUBMITTED BY THE CONTRACTOR IN RESPONSE TO THIS RFP OR SUBSEQUENT ADDENDA.

_____	_____
NAME	TITLE

\_\_\_\_\_  
DATE

### NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

### OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Title of Person Signing)

\_\_\_\_\_  
(Signature)

### ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ )  
 ) ss  
COUNTY OF \_\_\_\_\_ )

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor/Vendor: \_\_\_\_\_

The Contractor/Vendor stated above is enrolled, or agrees to enroll, in the E-Verify Program and will verify the work eligibility of all its newly hired employees and has executed the attached Affidavit affirming that it does not knowingly employ unauthorized aliens.

## E-Verify Affidavit

**As required by Indiana Code 22-5-1.7-11 for certain contracts executed after June 20, 2011 and as required by I.C. 5-22-16.5 for contracts executed after July 1, 2012**

Pursuant to Indiana Code 22-5-1.7-11, the Contractor/Vendor entering into a contract with the \_\_\_\_\_ County Solid Waste Management District, hereinafter "District", is required to enroll in and verify the work eligibility of all of its newly hired employees through the E-Verify Program. The Contractor/Vendor is not required to verify the work eligibility status of all of its newly hired employees through the E-Verify Program if the E-Verify Program no longer exists.

The undersigned, on behalf of the Contractor/Vendor, being the first duly sworn, deposes and states that the Contractor/Vendor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the District, the undersigned Contractor/Vendor will enroll in and agrees to verify the work eligibility status of all of its newly hired employees through the E-Verify Program.

Contractor/Vendor: \_\_\_\_\_

(PRINT Name of Company, Contractor/Vendor or Consultant, indicate if d/b/a Name)

By: \_\_\_\_\_

(Signature)

# 2025 HHW Pricing Sheet

Profile Name	Pricing per LB.
ACETYLENE	
Small	\$0.00
Medium	\$0.00
Large	\$0.00
ACID-LOOSE PACK	\$0.00
AEROSOLS	\$0.00
BATTERIES	\$0.00
Alkaline	\$0.00
DDR	\$0.00
Lead Acid	\$0.00
Lithium	\$0.00
Ni-Cad	\$0.00
NiMh (nickel-metal hydride)	\$0.00
Other	\$0.00
ANTIFREEZE	\$0.00
BASE-LOOSEPACK	\$0.00
CALIBRATION GAS CONTAINING <1% OF HYDROG	
Small	\$0.00
Medium	\$0.00
Large	\$0.00
CARTRIDGE SIZE CYLINDERS OF (NON RCRA) GASES	\$0.00
CFL	\$0.00
CYLINDERS OF FLAMMABLES, ACIDS, BASES	
Small	\$0.00
Medium	\$0.00
Large	\$0.00
CYLINDERS OF INERT GASSES	
Small	\$0.00
Medium	\$0.00
Large	\$0.00
DIOXINS	\$0.00
ELEMENTAL MERCURY & MERCURY DEVICES	\$0.00
EMPTY DRUMS	\$0.00
EMPTY GAS CANS	\$0.00
FLAM LIQUIDS LOOSEPACK	\$0.00
FLAMMABLE SOLIDS LAB PACK THAT ARE RCRA	\$0.00
FLUORESCENT LIGHT BULBS	\$0.00
FOAMING AEROSOLS FROM HHW	\$0.00
HAND HELD PROPANE CYLINDERS WITH NON-RCRA	\$0.00
INORGANIC OXIDIZERS FROM REPRESENTED GEN	\$0.00
LAB PACK QUANTITIES OF CYANIDES, HHW	\$0.00
LAB PACK QUANTITIES OF INCINERABLES, HHW	\$0.00
LAB PACK QUANTITIES OF LOW BTU MATERIALS	\$0.00
LAB PACK QUANTITIES OF MERCURY FOR RETORT	\$0.00
LAB PACKS OF ORGANIC PEROXIDES FROM HHW	\$0.00
LAP PACK QUANTITIES OF ISOCYANATES,HHW	\$0.00
LATEX PAINT	\$0.00
LATEX PAINT (listed as OIL on invoice)	\$0.00
LATEX PAINT IN CANS FOR LANDFILL	\$0.00
NON PCB BALLASTS	\$0.00
NON RCRA CHLOROFLUOROCARBON GASES IN CYL	
Small	\$0.00
Medium	\$0.00
Large	\$0.00
OIL	\$0.00
OUT-DATED MEDICATIONS	\$0.00
OXYGEN TANKS	\$0.00



PCB Transformer	\$0.00
PESTICIDE LIQUIDS	\$0.00
PESTICIDE SOLID	\$0.00
REACTIVE LAB PACK MATERIAL NOT INCLUDING	\$0.00
SHARPS	\$0.00
SMOKE DETECTORS	\$0.00
VAPE PENS	\$0.00
<b>ADDITIONAL ITEMS/PRICING TO CONSIDER</b>	
Fork lift (if needed)	\$0.00
Minimum per container	\$0.00
Vermiculite per 20# bag	\$0.00
PIH Combination Packaging Bag	\$0.00
<b>Grand Total</b>	



Does Your Company Have Any Deviations from the Bid Specifications? (If "Yes" List Those Below)	
Deviation 1	
Deviation 2	
Deviation 3	
Deviation 4	
Deviation 5	
Deviation 6	
Deviation 7	
Deviation 8	
Deviation 9	
Deviation 10	

# INVITATION FOR QUOTES



**LAKE COUNTY**  
SOLID WASTE MANAGEMENT DISTRICT  
*Join the Journey*

## Tire Transportation & Recycling

### Submit Quotes to:

Lake County Solid Waste Management District  
8695 Broadway  
Merrillville, IN 46410  
Attention: Kiera Hagerman

### Quotes Due By:

July 11, 2025  
11:00 a.m. CST

## GENERAL INFORMATION

The Lake County Solid Waste Management District, hereinafter “District”, is issuing this Invitation for Quotes from qualified applicants interested in providing services to continue to operate the Lake County Solid Waste Management District (“District”) Tire Recycling Program. Pursuant to Indiana Code, including but not limited to IC 5-22-6 et. seq., and/or IC 5-22-8 et. seq., this Notice and Invitation for Quotes is hereby mailed/emailed/faxed on June 2, 2025, to at least 3 persons known to deal in this class of work, **and sealed responses must be received at the Lake County Solid Waste Management District office, 8695 Broadway, Merrillville, IN, on or before July 11, 2025, at 11:00 am** which is not less than 7 days after the e-mailing of this Notice. **The sealed responses will be opened and read out loud at that time. This meeting is open to the public.** Quotes are to be delivered in a clearly marked sealed envelope which indicates the following: Tire Transportation and Recycling, delivered to Lake County Solid Waste Management District, 8695 Broadway, Merrillville, Indiana 46410, Attention: Kiera Hagerman.

The Lake County Solid Waste Management District Board, hereinafter District Board, will consider those responses at the September 18, 2025, District Board meeting at 6:00 pm CST. The Board meeting will be held at the District office located at 8695 Broadway, Merrillville, IN. Questions can be directed to: Kiera Hagerman - email: [khagerman@lcswmd.com](mailto:khagerman@lcswmd.com) or by calling 219-853-2420.

At the Board meeting, the contract will be awarded to the lowest responsive and responsible quoter, or the District Board may reject any or all responses. The District Board reserves the right to waive any irregularities.

## GENERAL SPECIFICATIONS

### Program Goals

The District's Tire Transportation and Recycling Program (Program) provides a comprehensive and centralized collection and recycling operation in Northwest Indiana. The specific goals of the Program are to: a) provide a convenient mechanism to the residential (single and multi-family) and municipal sectors for the collection and recycling of tires; b) ensure that the tires collected in the Program are being managed, transported, and recycled in accordance with federal, state, and local laws; c) ensure the tire recycling process used by the vendor meets the requirements of the State of Indiana and Indiana Department of Environmental Managements guidance for being counted as recycled and not merely beneficial use; and d) reduce the illegal dumping of tires in Lake County, IN.

### Program Operational Description

The District shall collect the tires using a 26' box truck and haul them to one location where the successful quoter shall provide a 53' trailer for the District personnel to load. Based on previous volumes (825,000 lb. annually), the District anticipates that the District will fill two to three 53' trailers per month. The quoter shall provide a drop and hook method. The District shall provide the quoter a minimum of 3-day notice for the exchange of trailers. The District's personnel shall do their best to lace tires in accordance with the requirements of the vendor. The quoter shall provide District personnel with one train-the-trainer session on how to lace the tires to maximize the trailer's capacity.



### Contract Term

The contract period will be for one-year with the District reserving the right at its sole discretion to renew for two additional one-year terms, with any payments pursuant thereto to be made monthly. The District anticipates the contract for the first year shall begin January 1, 2026, and run through December 31, 2026. The Term for year-two (if exercised by the District) shall begin January 1, 2027, and run through December 31, 2027. The Term for year-three shall begin on January 1, 2028, and run through December 31, 2028.

### Cost Proposal Guidelines

Each submission, in addition to complying with all the conditions contained herein, will contain the following:

- A. Cost of services to supply a 53' trailer (drop-hook and transport), process and ensure tires are being used in recycling applications in compliance with State of Indiana and Indiana Department of Environmental Management guidance for being counted as recycled and not merely beneficial use.

This cost proposal will include the frequency of service for the sites. The centers will be monitored by the communities and District and emptied as use dictates to prevent the dumping of materials around the centers. The vendor will provide all labor and equipment required to perform and meet the program goals. All trailers provided by the vendor will be secured, kept clean and in good repair, and meet the regulations for tire transporters in accordance with federal, state, and local laws. The trailer shall be located at 3499 Chase Street, Gary, Indiana.

- B. A description of the location where the tires shall be processed as well as a brief overview and copies, as applicable, of the following:

1. Project staffing and number of 53' trailers dedicated to the project;
  2. All applicable federal, state, and local licenses, registrations, certifications, permits, and other required documentation necessary to fulfill the scope of service;
- C. Security provisions or requirements by the vendor;
- D. A list of end-users or qualified brokers that will receive the recyclables collected from the center. The Proposer shall be responsible for transporting and marketing all recyclable materials;
- E. No recyclable materials collected shall be disposed of or taken to a landfill or final disposal facility, or any other similar type of location.
- F. A list of the firm's prior similar experience, especially in Northwest Indiana or where you are servicing similar governmental agencies, including contact persons with phone numbers, and beginning and ending dates for each referenced job.
- G. A list of any and all subcontractors to be used and the specific function to be performed by same.
- H. Liability (with all financial coverage amounts) & Workers Compensation Certificate will need to be provided by the successful proposer to meet statutory requirements.
- I. The quoter shall also provide the District at least monthly detailing the tonnages of tires collected.
- J. Performance Bond by an incorporated surety company in good standing and qualified to do business in the State of Indiana, or other financial security to be agreed by the District, to insure performance and compliance with the terms of

the contract in the amount of 100% of the estimated annual amount of the contract.

- K. Bond or other financial security to be agreed by the District to repair damage to the site(s) or surrounding areas caused by the successful quoter in the performance of the contract.

#### Criteria for Proposal/Quote Evaluation

Proposals will be reviewed and evaluated on various factors, including but not limited to the following:

- A. Location of the firm
- B. Similar experience
- C. Qualifications of key individuals
- D. Type and location of the centers to be used
- E. Site maintenance procedures
- F. Net cost or net revenues
- G. Type and amount of material to be recycled
- H. Additional factors including but not limited to the following (if applicable):
  - 1. Technical evaluation of the facility design
  - 2. Net energy efficiency
  - 3. Environmental protection
  - 4. Overall system reliability
  - 5. Financial condition of the proposer

Quotes will be reviewed by the Executive Director and staff and a recommendation will be provided to the Board of Directors. All quotes submitted will be valid for a period of 120 days. The Lake County Solid Waste Management District reserves the right to waive



informalities, award the contract to the lowest responsive and responsible quoter or to reject all proposals. The contract award will follow the procedures outlined in Indiana Code 13-21, Indiana Code 5-22 and/or any other applicable statutes.

Prior to the execution of the contract, the successful quoter will be required to furnish a Performance Bond in an amount equal to 100% of the total annual cost under the contract, which will subsequently be calculated and renewed 90 days before the beginning of each year of the contract, and shall be executed by an incorporated surety company in good standing and qualified to do business in the State of Indiana or such other instrument or security agreed to by the District.

Each quoter must ensure that all employees and applicants for employment employed in the performance of work under this proposal, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment are not discriminated against because of race, religion, color, sex, sexual orientation, gender identification, disability, national origin or ancestry.

To the maximum extent permitted by law, preference will be given to quoters who are, employ and/or contract with local companies, businesses and citizens, and/or do not outsource services to companies, businesses and/or persons outside of the United States of America.

All questions regarding this Invitation for Quotes should be addressed to Kiera Hagerman, Executive Director, Lake County Solid Waste Management District, 8695 Broadway, Merrillville, IN 46320, (219) 853-2420 [khagerman@lcswmd.com](mailto:khagerman@lcswmd.com).



PRICING INFORMATION			
A. Location of the firm:			
B. Similar experience:			
C. Qualifications of key individuals:			
D. Type and location of the centers to be used:			
E. Site maintenance procedures:			
	Year 1	Option Year 2	Option Year Three
F. Price Per 53' Trailer:	\$	\$	\$
1. Tire Pricing if tires is larger than 54" price per tire	\$	\$	\$
2. Price for Initial Trailer Drop (if applicable)	\$	\$	\$
3. Additional Pricing Considerations (Provide Description)			
a.	\$	\$	\$
b.	\$	\$	\$
c.	\$	\$	\$
d.	\$	\$	\$
e.	\$	\$	\$
G. Describe briefly what recycling method is used for the tires:			
H. Additional factors including but not limited to the following:			
1. Technical evaluation of the facility design			
2. Net energy efficiency			
3. Environmental protection			
4 Overall system reliability			
5 Financial condition of the proposer			

Provide additional Information that will apply to this program but not requested in the specifications (on separate page).

## DEVIATION DETAIL SHEET

Deviation Details 1

Deviation Details 2

Deviation Details 3

Deviation Details 4

Deviation Details 5

Deviation Details 6

Deviation Details 7

Deviation Details 8

Deviation Details 9

Deviation Details 10

Deviation Details 11

Deviation Details 12

Deviation Details 13

Deviation Details 14

Deviation Details 15

Company Name

Authorized Signature

Title

Date

