

REQUEST FOR BIDS

C & D RECYCLING EQUIPMENT

NEW HANOVER COUNTY ENVIRONMENTAL MANAGEMENT

RFB # 15-0017



COUNTY COMMISSIONERS

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REQUEST FOR BIDS

C&D RECYCLING EQUIPMENT

NEW HANOVER COUNTY ENVIRONMENTAL MANAGEMENT

RFB # 15-0017

Sealed bids addressed to Lori Colon, Purchasing Agent, New Hanover County Finance Office, 230 Government Center Drive, Suite 165, Wilmington, North Carolina 28403 and marked **“C&D RECYCLING EQUIPMENT-RFB # 15-0017”** will be accepted until **2:00 P.M. EST, TUESDAY, April 7, 2015.**

The bids will be publicly opened and read immediately following the latest time for receipt of bids in the New Hanover County Finance Office, Suite 165, Conference Room 500, Wilmington, North Carolina 28403.

Instructions for submitting bids and complete requirements and information may be obtained by visiting the County's website at <http://www.nhcgov.com/business-nhc/bids/>

New Hanover County reserves the right to accept or reject any or all bids and to make the purchase which will be in the best interest of the County.

Lori Colon, Purchasing Agent

Section 2 Instructions and General Conditions

2.1 Schedule

Release Date	<i>Tuesday, February 3, 2015</i>
Deadline for Questions. All questions must be submitted in writing to Lori Colon, Purchasing Agent, lcolon@nhcgov.com).	<i>Tuesday, February 24, 2015 at 2:00 PM</i>
Questions will be answered via written addendum.	<i>Tuesday, March 3, 2015 by 5:00 PM</i>
Deadline for Receipt of Bids	<i>Tuesday, April 7, 2015 at 2:00 PM</i> New Hanover County Finance Department 230 Government Center Dr. Wilmington, NC 28403 (Opening to be held in Conference Room 500)
Proposed Date of Award	<i>By Monday, April 27, 2015</i>

2.2 Preparation of Bid Proposal

2.2.1 Completion of Bid Form: Bidders are directed to submit their bid on the bid proposal form contained in this bid package. Bidders are instructed to submit the original and two (2) hard copies, along with one (1) electronic copy on either a CD or a flash drive. All prices and notations shall be written in ink or typed. Discrepancies between words and numerals will be resolved in favor of words. Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Changes or corrections made on the Bid must be initialed by the individual signing the bid. No corrections will be permitted once bids have been received and opened. No telephone, electronic or facsimile proposals will be considered. Proposals received after the time and date for closing will not be considered. **BIDS NOT SIGNED WILL BE REJECTED.**

2.2.2 Deviations: New Hanover County reserves the right to allow or disallow minor deviations or technicalities should the County deem it to be to the best interest of the County. New Hanover County shall be the sole judge of what is to be considered a minor deviation or technicality.

2.2.3 Warranties: Bidder warrants that all goods furnished shall be free from all defects, and shall conform in all respects to the technical specifications established by the County.

If the County's specifications include a statement of the particular purpose for which the goods will be used, the goods offered by bidder shall be fit for this purpose.

2.2.4 After the bid issue date, all communications between the County and prospective bidders regarding this bid request shall be in writing. Any inquiries, requests for interpretation, technical questions, clarification, or additional information shall be directed to Lori Colon, Purchasing Agent, via email: lcolon@nhcgov.com. Questions and responses affecting the specifications of the bid will be provided by issuance of an Addendum. **All questions shall be received no later than 2:00 PM, EST, Tuesday, February 24, 2015.**

2.3 Submission of Bid Proposal

Submit one (1) original and two (2) hard copies along with one (1) electronic copy of the bid on either a CD or flash drive in a sealed envelope properly marked “**Construction and Demolition Recycling Equipment # 15-0017**” and addressed to:

New Hanover County Finance Department
Attn: Lori Colon, Purchasing Agent
230 Government Center Dr., Suite 165
Wilmington, NC 28403

2.4 Cost of Preparation of Response

Costs incurred by prospective Bidders in the preparation of the response to this Request for Bid are the responsibility of the responding Bidder and will not be reimbursed by the County.

2.5 Execution of Agreement

The successful Bidder will be required to enter into a formal agreement that is consistent with the bid package outlined within. The Bidder to whom the Contract is awarded by County shall within 5 days after notice of award and receipt of Agreement

forms from the County, sign and deliver to the County all required copies of said Agreement. (Sample of Agreement (Draft Contract) is attached in bid packet - specifics may change to comply with bid specifications)

2.6 Trade Secret Confidentiality

All bid proposals received and recorded at the bid opening are considered public record and available for public inspection. According to General Statutes 132 - 1.2, trade secrets contained in a bid may be kept confidential if the bidder, at the time the bid is submitted, designates the secret and requests that it be kept confidential. This right of privacy will be construed as narrowly as possible to protect the interests of the BIDDER while attempting to maximize the availability of information to the public.

2.7 Time for Opening Bids

Bids will be opened promptly and read at the time and date set forth in the advertisement. Bidders or their authorized agents are invited to be present. Any bids received after the scheduled closing time for the receipt of bids will not be accepted.

2.8 Withdrawal of Bids

Bidders may withdraw or withdraw and resubmit their bid at any time prior to the closing time for receipt of bids. NO bid may be withdrawn after the scheduled closing time for receipt of bids for a period of sixty (60) days.

2.9 Award of Contract

Award will be made to the responsible bidder submitting the lowest responsive bid, taking into consideration quality, performance and the time specified in the bidding document for the performance of the contract.

2.10 Taxes

New Hanover County is exempt from and will not pay Federal Excise Taxes or Transportation Taxes. The County is not exempt from Sales and Use Taxes. If bidder is required to charge North Carolina sales tax on bidder's sales, bidder shall not include it as part of the bid price. The County will pay North Carolina sales tax over and above bid prices when invoiced.

2.11 Responsibility of Compliance with Legal Requirements

The bidder's products, service and facilities shall be in full compliance with any and all applicable state, federal, local, environmental and safety laws, regulations, ordinances and standards or any standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in the bid documents.

2.12 Indemnity

Successful Bidder shall indemnify and hold the County, its agents and employees, harmless against any and all claims, demands, causes of action, or other liability, including attorney fees, on account of personal injuries or death or on account of property damages arising out of or relating to the work to be performed by the Successful Bidder hereunder, resulting from the negligence of or the willful act or omission of the Successful Bidder, his agents, employees and subcontractors.

2.13 Insurance

Successful Bidder shall maintain insurance from companies licensed to write business in North Carolina, with an A. M. Best rating of "A" or higher, and acceptable to New Hanover County, of the kinds and minimum amounts specified below:

2.14.1 Certificates and Notice of Cancellation.

2.14.1.1 Before commencing work under this contract, BIDDER shall furnish County with certificates of all insurance required below. Certificates shall indicate the type of insurance, amount, class of operations covered, effective date and expiration date of all policies, and shall contain the following statement:

"The insurance covered by this certificate will not be canceled or materially altered, except after thirty (30) days written notice has been received by County".

2.15.1.2 The Certificate of Insurance, naming New Hanover County as an additional insured, shall be further evidenced by an actual endorsement furnished to the County from the insurer within thirty (30) days of the signing of the contract between the BIDDER and the County.

2.15.2 Workers Compensation and Employers Liability Insurance.

Covering all of the Bidder's employees to be engaged in the work under this contract, providing the required statutory benefits under North Carolina Workers Compensation Law, and employer's liability insurance providing limits at least in

the amount of \$500,000/500,000/500,000 applicable to claims due to bodily injury by accident or disease.

2.15.3 Commercial General Liability.

Including coverage for independent contractor operations, contractual liability assumed under the provisions of this contract, products/completed operations liability and broad form property damage liability insurance coverage. Exclusions applicable to explosion, collapse and underground hazards are to be deleted when the work involves these exposures. The policy shall provide liability limits at least in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate, combined single limits, applicable to claims due to bodily injury, personal injury and/or property damage. New Hanover County shall be named as an additional insured under this policy.

2.15.4 Automobile Liability Insurance

Covering all owned, non-owned and hired vehicles, providing liability limits at least in the amount of \$1,000,000 per occurrence combined single limits applicable to claims due to bodily injury and/or property damage.

2.15.5 Installation Floater Insurance

Floater shall be in the amount equal to the value of equipment being installed.

2.16 Addendum

The bid package constitutes the entire set of bid instructions to the bidder. The County shall not be responsible for any other instructions, verbal or written, made by anyone. Any changes to the specifications will be in the form of an Addendum which will be mailed to all bidders who are listed with the Finance Office as having received the bid package.

2.17 Compliance with Bid Requirements

Failure to comply with these provisions or any other provisions of the General Statutes of North Carolina will result in rejection of bid.

2.18 Successful Bidder

The successful bidder who is not currently set up as a vendor in County's vendor file will be required to submit a completed W-9 and EFT form in order to be entered into the County's vendor database.

2.19 County Rights

New Hanover County reserves the following rights, which may be exercised at its sole discretion:

- to reject any or all bids or any part thereof, or to accept any bid, or any part thereof;
- to supplement, amend, substitute or otherwise modify this bid at any time;
- to cancel this bid with or without the substitution of another bid;
- to take any action affecting this bid, this bid process, or the services or facilities subject to this bid that would be in the best interests of the County;
- to issue additional requests for information;
- to require one or more bidders to supplement, clarify or provide additional information in order for the County to evaluate the bids submitted;
- to conduct investigations with respect to the qualifications and experience of each bidder;
- to waive any defect or irregularity in any bid received;
- to reject any or all bids;
- to award all, none, or any part of the items that is in the best interest of the County, with one or more of the bidders responding, which may be done with or without re-solicitation;
- to enter into any agreement deemed by the County to be in the best interest of the County, with one or more of the bidders responding.

2.20 The successful vendor is expected to enter into a contract with the County.

2.21 Unless specifically stated to the contrary, any manufacturer's names, trade names, brand names or catalog numbers used in the specifications of the Request for Bid are for the purpose of describing and/or establishing the quality, design and performance required. Any such reference is not intended to limit or restrict an offer by any bidder and is included in order to advise the potential bidder of the requirements for the County. Any offer which proposes quality, design, or performance, will be considered.

2.22 Any person, firm(s), corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications and/or scope of work.

2.23 All proposals and accompanying documentation will become the property of New Hanover County at the time the proposals are opened and as such will not be returned to the bidder.

2.24 The County is exempt from and will not pay Federal Excise Taxes or Transportation Taxes.

2.25 If the Vendor is required to charge North Carolina sales tax on bidder's sales, bidder shall not include it as part of the bid price. The County will pay North Carolina sales tax over and above bid prices when invoiced.

2.26 The bidder's products, service and facilities shall be in full compliance with any and all applicable state, federal, local, environmental and safety laws, regulations, ordinances and standards or any

standards adopted by nationally recognized testing facilities regardless of whether or not they are referred to in the bid documents.

2.27 E-Verify Requirements

Pursuant to N.C.G.S 147-33.95(g), New Hanover County shall not enter into a contract unless the Bidder and each of its sub-contractors comply with the E-Verify requirements of N.C.G.S. Chapter 64, Article 2. Bidders are directed to review the foregoing laws. The successful Bidder must submit a certification of compliance with E-Verify to the County, and on a periodic basis thereafter as may be required by the County.

2.28 Equal Opportunity

The non-discrimination clause contained in Section 202 (Federal) Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein. The CONTRACTOR agrees not to discriminate against any employees or applicant for employment because of physical or mental handicap in regard to any position for which the employees or applicant is qualified. The CONTRACTOR agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.

2.29 Minority Participation

Pursuant to N.C.G.S. 143-48, 143-128.4 and Executive Order #13, New Hanover County invites and encourages participation in this Request for Proposals by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled. Additional information may be found at www.doa.nc.gov/hub.

2.30 CONTRACTOR SAFETY REQUIREMENTS

2.30.1 Contractor shall comply with all local, state and federal safety rules and regulations and shall sign and return NHC Environmental Management Contractor Compliance Requirements document (attached to the contract).

2.30.2 The Contractor shall be solely responsible for maintaining safety at all work sites. The Contractor shall take all reasonable steps to insure safety for both workers and visitors to include traffic control.

2.30.3 The Contractor shall comply with all NC Department of Transportation requirements including, but not limited to, placards and training.

2.31 Statement of Assurances and Compliance The attached Statement of Assurances and Compliance must be completed and attached to the bid documents.

Section 3 Specifications

3.0 GENERAL INFORMATION

New Hanover County is requesting bids from qualified Contractors to sell and install Construction and Demolition Debris Recycling Equipment, including turn-key installation, on-site training in equipment operation and general maintenance, and maintenance support services, for the County's landfill located at 5210 HWY. 421 N, Wilmington, NC.

New Hanover County's Department of Environmental Management employs 31 personnel and is comprised of four (4) divisions: Landfill, Recycling, Household Hazardous Waste, and Administration. The County owns and operates all of the facilities and equipment associated with the Department.

The New Hanover County Secure Landfill operates in accordance with the North Carolina Department of Environment and Natural Resources (NCDENR) Solid Waste Permit No. 65-04, as originally issued on August 24, 1981. The facility services the surrounding municipalities and unincorporated area of New Hanover County and is the sole municipal solid waste landfill within the County. The landfill is located at 5210 U.S. Highway 421 North, Wilmington, NC. It employs 18 personnel. The landfill includes the working cells where waste is disposed, buffer zones, natural wetlands, constructed wetlands for natural treatment of leachate, a wastewater treatment plant, and a construction and demolition (C&D) recycling pad.

The construction and demolition (C&D) recycling pad is used to manually separate scrap lumber, gypsum wallboard, cardboard, asphalt shingles, carpet, yard debris, white goods, and scrap metals. This diversion process separates the material for recycling, and diverts approximately 6,000 tons of C&D waste from the county landfill annually.

In order to further enhance the preservation of landfill capacity through recycling and diversion, the Department is seeking a significant expansion of the current C&D recycling operation. Based on a waste composition study completed in 2012, approximately 60,000 tons of waste annually can be diverted to the C&D recycling operation, including industrial and commercial compactor loads that contain a high percentage of cardboard (OCC).

This RFP consists of solicitation for Construction and Demolition Debris recycling equipment, including turn-key installation, on-site training in equipment operation and general maintenance, and maintenance support services. The Bidder shall submit cost information for the services outlined in the following section.

3.1 C&D RECYCLING EQUIPMENT

- 3.1.1. The Bidder shall be responsible for the complete turn-key system design, engineering, manufacture, and delivery of C&D Recycling Equipment to the County.
- 3.1.2. **Bidder shall submit proposal based on supplying “A” line C&D processing equipment, with the ability to expand the system in the future to accommodate a “B” line and a “C” line. The “A” line will consist of, at a minimum, the following components:**
- Feed hopper/Infeed conveyor with a minimum 60” wide variable-speed conveyor belt.
 - Sorting platform with a minimum of (4) four picking stations with drop chutes; minimum 60” (inches) wide variable-speed conveyor belt, a minimum of 60’ (feet) in length.
 - Vibratory screen with 1 ½ to 2” screen deck for fines removal.
 - Cross-belt or in-line ferrous metals self-cleaning magnet.
 - Sorting platform canopy.
 - Demonstrated minimum design throughput of 100-150 cubic yards per hour
- 3.1.3. C&D Recycling Equipment shall be of a design that is optimized for the diversion of scrap lumber (including wooden pallets), scrap metal, gypsum wallboard, carpet, asphalt shingles, and cardboard (OCC).
- 3.1.4. C&D Recycling Equipment picking stations shall be configured with drop chutes to direct material into County-provided 40 cubic yard rolloff containers.
- 3.1.5. C&D Recycling Equipment shall be of sufficiently modular design to facilitate the ability to be expanded or upgraded in the future as needed.
- 3.1.6. The C&D Recycling Equipment will be installed on a concrete pad outdoors. The concrete pad will be expanded by approximately 25,000 square feet (under a separate contract) as part of this project. Non-potable water is available at the site, with nearby access to a potable water supply line. 110V electrical power is available at the site. As part of the installation scope of work (Section 3.2, below), the Bidder shall include the cost(s) associated with upgrading the power supply (by Bidder or its subcontractors) to 3-phase if needed.

3.2 EQUIPMENT INSTALLATION

- 3.2.1. The Bidder shall provide all personnel, training, transportation, equipment, tools, supplies, fuel, and insurance to complete the scope of work.
- 3.2.2. The Bidder shall be responsible for the complete turn-key system design, engineering, and installation of the C&D Recycling Equipment, including quality assurance, supervision, and securing any necessary construction or trades permits.
- 3.2.3. If a system requiring 3-phase power is proposed, the Bidder shall include the cost of equipment and installation (to be completed by Bidder or their subcontractor) in their Proposal.

3.3 TRAINING

- 3.3.1 The Bidder shall provide all personnel, materials, equipment, and tools necessary to complete the scope of work.
- 3.3.2 The Bidder shall submit a fixed-cost proposal for providing on-site training to County personnel in the safe and efficient operation of the C&D Recycling Equipment, including (but not limited to) controls, field adjustments to equipment, troubleshooting, general maintenance and housekeeping, service schedules, etc.
- 3.3.3 The fixed-cost proposal shall be inclusive of any reimbursements for airfare, car rental, per diem, meals, materials, etc. and shall be expressed as a cost per day.
- 3.3.4 The Bidder shall provide the County with copies of any maintenance or operations manuals, including parts lists, lubrication schedules, and the like.

3.4 MAINTENANCE SUPPORT SERVICES

- 3.4.1 The Bidder shall include in their proposal a detailed narrative on maintenance support services available to the County that are included in the equipment purchase price. The narrative should include (as applicable) such services as warranty provided, off-site technical support, remote trouble-shooting support, replacement parts availability, access to online support services, and any other support services provided.
- 3.4.2 The Bidder shall provide a pricing schedule for supplying emergency on-site repairs to the C&D Recycling Equipment. Such pricing shall be exclusive of the cost of replacement parts and/or components. In addition, the Bidder may elect to provide an alternate pricing schedule for scheduled maintenance support.

Section 4 – Bid Form/Price Sheet

RFB # 15-0017

CONSTRUCTION AND DEMOLITION RECYCLING EQUIPMENT

Deadline for Receipt of Bids: 2:00 p.m. EST, Tuesday, April 7, 2015

Item	Description	Price	Freight	Installation Cost	Total Price (excluding taxes)
1.	Equipment cost (excluding taxes) (lump sum)				
2.	Training Cost (per day – specify recommended number of days for effective training)				
3.	Emergency repairs (hourly rate/ specify any minimums) (attach fee schedule)				
4.	Specify warranty period included in price. (attach description)				
4a.	Specify Optional Extended Warranty (attach description)				
5.	ALTERNATE: Scheduled Maintenance (specify unit: hour/day/annual, etc.)(attach fee schedule)				
6.	Optional equipment cost (per item– list each item separately)				
	a.				
	b.				
	c.				
	d.				
	e.				

(Bidder shall write in words the amount of the Total bid here)

Dollars (\$ _____)

**NEW HANOVER COUNTY
RFB #15-0017
Construction and Demolition Recycling Equipment**

STATEMENT OF ASSURANCES AND COMPLIANCE

The undersigned, as bidder certifies that the General Conditions and Instructions to Bidders, the Scope of Work and the Price Sheet/Bid Form found in the bidding documents have been read and understood.

The bidder hereby provides assurance that the firm represented in this bid, as indicated below:

- 1) Will comply with all requirements, stipulations, terms, and conditions as stated in the bid document:
- 2) Currently complies with all applicable State and Federal Laws:
- 3) Is not guilty of collusion with the vendors possibly interested in this bid or in determining prices to be submitted: and
- 4) Such agent as indicated below is officially authorized to represent the firm in whose name this bid is submitted.

Name of Firm

Name of Firm Representative

Title

Address of Firm

Telephone Number

Date

State of Incorporation

Notice to Proceed

The undersigned, if awarded the bid, hereby agrees to execute a contract with New Hanover County in the form specified after the award and to begin the process of providing the **Construction and Demolition Recycling Equipment** as specified in this bid upon receipt of a Purchase Order issued by New Hanover County and the fully executed contract.

Addenda

Receipt of the following Addendum is acknowledged:

Addendum No. _____ Date _____, 2015

Addendum No. _____ Date _____, 2015

Bidder Information

Please check as appropriate and complete the items below.

The Bidder is:

<input type="checkbox"/>	An Individual
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<input type="checkbox"/>	A Partnership between: _____
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<input type="checkbox"/>	A Joint Venture consisting of: _____
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<input type="checkbox"/>	A Corporation organized under the laws of the State of _____ <i>(List name of state appearing on the corporate seal and affix seal below where indicated.)</i>
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Signature/Date:	
NAME/ TITLE:	
COMPANY:	
ADDRESS:	
TELEPHONE:	

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**Contractor Compliance
Requirements**

Introduction

The safety and health of all contractors, customers, and employees of the New Hanover County Department of Environmental Management is of primary importance. As a result, the prevention of occupationally induced injuries and illnesses will be given precedence over operating productivity whenever necessary.

Our goal is to maintain a safety and health program conforming to all applicable OSHA standards and to lead in safety program management within our industry. To be successful will require contractor cooperation in all safety and health matters.

As a contractor you will be required, as part of your contract, to take an active role in the Department of Environmental Management safety and health program. The following contractor safety and health requirements, when adhered to, will ensure safety for contractors, customers, and County employees. Additionally, potential damage to equipment and property will be avoided. It is impossible to document all possible situations or to provide precise guidance for every contingency a contractor may encounter in the course of their work. However, adherence to the rules as written and the desire to apply safe work practices will result in the highest level of safety.

General Requirements

1. All contractor employees shall abide by the Department of Environmental Management safety and health rules and regulations at all times. The DEM Safety Manual is available for copy or review in each of the Department's offices.
2. The contractor and all contracted employees are required to follow the procedures for signing in and out. Procedures may differ depending on the section of the department the contractor is working in; they will be explained fully before the work begins.
3. The contractor shall have a competent individual in charge at the job site to supervise the job, conduct an adequate accident prevention program, and ensure compliance to OSHA and DEM rules.
4. All accidents or injuries shall be reported immediately to the DEM Project Manager or Safety Manager.
5. Contractor employees are not allowed to enter areas other than the work site, unless it is required for the performance of their job.
6. The contractor shall inform the Project Manager of any known hazardous conditions that exist, due to the contract work being done, in areas where Departmental employees may be exposed to the known hazards.
7. The contractor shall provide Material Safety Data Sheets for all containers of hazardous substances brought onto DEM property.
8. The contractor shall sign the "Contractor Hold Harmless" waiver form in order to use any Department equipment.
9. Periodic job site inspections will be conducted by the DEM Project Manager or Safety Manager to ensure that the job is proceeding safely in accordance with safety rules.
10. Violation of these rules is grounds for immediate termination of contract work.

Standards of Conduct

The Department of Environmental Management has established standards to ensure the smooth, safe, and efficient operations of the Department. Violation of these standards is considered serious and may lead to termination of the contract. The following are prohibited:

1. Willful damage to any Departmental property, customer property, or the property of Department employees.
2. Possession, use, or distribution of alcohol, narcotics, or illegal drugs on Department property.
3. Possession of firearms, ammunition, concealed weapons, or explosives (unless properly authorized).
4. Abusive or threatening language, harassment, disrespectful behavior, workplace violence, or interfering with the work of Department employees.
5. Theft or attempted theft from the Department or Department employees.
6. Refusal to perform contracted work or refusal to obey instructions.
7. Sleeping on the job.
8. Negligence or conduct which could result in injury or damage to property.
9. Falsification of documents.

Contractor Safety Training

Please place a check by each of the following categories in which one or more of your employees has been trained. It is understood that not all contractors will have employees who are trained in all of the areas listed.

- Personal Protective Equipment
- First Aid and CPR
- Lockout/Tagout
- Confined Space Entry
- Respiratory Protection
- Hazardous Communication
- Material Safety Data Sheets
- Fire Prevention and Protection
- Fall Protection
- Scaffolding
- Heavy Equipment Training/Certification (includes bulldozer, loader, forklift, excavator, grader, roller, back-hoe, bobcat)
- Welding, Cutting, and Brazing
- Electrical Safety
- Trenching/Excavation

___ Other _____

___ Other _____

* If the contracting company has ten (10) or more employees, they will be required to present OSHA 300 Logs, at a minimum for the past three calendar years, along with their bid.

The Department of Environmental Management reserves the right to ask for any training records from the categories that were checked above. The County reserves the right to reject the bid of any firm that cannot document proper safety training as it relates to conducting the work included in the contract.

Contractor Agreement to Comply

I, _____, a representative of _____ do hereby acknowledge that my company has received a copy of the guidelines governing contract work being performed on New Hanover County Department of Environmental Management property. It is agreed that as part of the contract my company and its employees will comply with these guidelines and all the written programs which apply to the work being performed.

Signed _____

Date _____

(Contractor)

Please return this signed page to the designated Department of Environmental Management Project Manager. A copy of the signed form will be kept in the Safety Officer's files.