

Request for Proposal

Household Hazardous Waste (HHW) Collection Events – 2026

Issued by: Texoma Council of Governments (TCOG)

Program: Municipal Solid Waste Grant Program

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Issue Date: November 17, 2025

Proposal Due Date: December 17, 2025

1. Introduction

Texoma Council of Governments (TCOG) is seeking proposals from qualified and experienced contractors to provide Household Hazardous Waste (HHW) collection and disposal services for two regional events scheduled for 2026. These events serve residents across Grayson, Fannin, and Cooke Counties, providing safe, environmentally responsible disposal options for household hazardous materials. The goal is to prevent illegal dumping, protect local waterways, and increase waste diversion in alignment with TCOG's regional solid waste management objectives.

2. Event Overview

Event	Location	County	Tentative Date	Estimated Households	Estimated Waste Volume
1	Texoma Council of Governments, 1117 Gallagher Drive, Sherman, TX	Grayson County	May 2, 2026	150-225	25,000-30,000 lbs
2	Fannin County Multi-Purpose Complex, 700 FM 87, Bonham, TX 75418	Fannin County	June 6, 2026	100-150	15,000 – 20,000 lbs

Vendors are encouraged to provide pricing for both events, with the option to include cost savings if awarded as a combined two-event contract.

3. Scope of Work

The selected contractor will be responsible for all aspects of event planning, collection, handling, transportation, and proper disposal of eligible materials.

- A. Household Hazardous Waste Management
 - Collection, packaging, transportation, and disposal of oil-based paints, pesticides, solvents, automotive fluids, and other materials.
 - Provide all materials: drums, liners, pallets, absorbents, and spill kits.
 - Staff each event with trained and certified hazardous-materials personnel.
 - Transport and dispose of materials at permitted facilities in accordance with TCEQ, EPA, and DOT regulations.
 - Maintain manifests and provide final waste summary reports.
- B. Latex Paint Management (Separate Pricing Required)
 - Provide separate per-gallon, per-drum, or per-pound pricing for latex paint.
 - Describe management method (recycling, consolidation, or solidification and disposal).
 - Include any minimum volume or mobilization fees specific to latex paint.
- C. Safety and Compliance
 - Maintain site safety, PPE, and traffic control.
 - Follow all TCEQ, EPA, and DOT requirements.
 - Provide emergency-response and spill-prevention procedures.

Note: These events will not include tires or bulk waste.

4. Proposal Requirements

Proposals must include: company profile, technical approach, cost proposal for both events, references, and proof of insurance/licensing.

5. Evaluation Criteria

Evaluation Factor	Weight
Experience and qualifications	30%
Technical approach and logistics	25%
Safety record and compliance	20%
References and performance history	15%
Value-added services (e.g., paint recycling, efficiency savings)	10%
Total:	100%

6. Submission Instructions

Submit proposals electronically in PDF format to ataylorbaker@texoma.cog.tx.us with subject line 'HHW 2026 Events Proposal – [Company Name]'. Late or incomplete submissions will not be considered.

7. Terms and Conditions

TCOG reserves the right to reject any or all proposals, negotiate terms, award based on best overall value, or cancel this RFP at any time.

8. Proposed Timeline

Activity	Date
RFP Issued	November 17, 2025
Proposals Due	December 17, 2025
Contractor Notification	January 20, 2026
HHW Event #1 (Sherman)	May 2, 2026
HHW Event #2 (Bonham)	June 6, 2026

Vendor Certification & Signature

I certify that the information provided in this proposal is true and correct to the best of my knowledge, and that all services will be performed in compliance with applicable TCEQ, EPA, and DOT regulations. I understand that submission of this proposal does not guarantee award and that final selection will be based on TCOG's evaluation criteria.

Company Name: _____

Authorized Representative: _____

Title: _____

Phone: _____

Email: _____

Signature: _____ Date: _____