



**Request for Proposals (RFP) for San Miguel County
Household Hazardous Waste Disposal Event**

Request for proposal issued: Tuesday, January 6, 2026

Responses due: Tuesday, February 3, 2026

333 W. Colorado Avenue

P.O. Box 1170

Telluride, CO 81435

Request for Proposal

San Miguel County, Colorado (“County”) is seeking proposals from qualified vendors (“Contractor”) to provide annual household hazardous waste (HHW) disposal services in San Miguel County, Colorado for up to a five year contract.

The successful bidder must be able to provide services on May 16 in Telluride, Colorado. Vendors are invited to submit proposals by **4:00 PM MST, on Tuesday, February 3, 2026.**

Background

San Miguel County serves approximately 8,000 citizens and encompasses a diverse region ranging from the rugged mountain resort communities of Telluride and Mountain Village to the ranching communities of the County’s west end, Norwood and Egnar. The County is approximately 1,288 square miles, stretching from the San Juan Mountains in the east to the Utah border to the west. The incorporated towns in the County consist of Telluride (County seat), Mountain Village, Ophir, Sawpit, and Norwood. Other communities include Placerville and Egnar.

San Miguel County has worked with local towns and municipalities for residents to have an outlet to properly dispose common household hazardous materials with an event called the “Spring Clean Up”. This event typically occurs the weekend before Memorial Day Weekend and is hosted in Telluride and Norwood, CO. For HHW, the County provides these services annually in Telluride and every three years in Norwood. In 2026, HHW will be at Telluride only on May 16, with services available from 10a-2p.

Residents are subject to some fees from the County for this service and the Contractor will be compensated directly by the County. The continuation of this program requires that these products are properly disposed of by trained and licensed disposal personnel.

Scope of Work and Deliverables

San Miguel County requests proposals to provide annual household hazardous waste disposal services for San Miguel County. Location will be secured by the County and will be easily accessible to the public.

The Contractor shall provide all services and products necessary to conduct this collection service, including, but not limited to: collection, sorting, transporting, and disposing of all waste and refuse collected the day of the event. The contractor shall dispose of the HHW products in accordance with local, state, and federal laws. This includes the transportation and disposal of these materials as per the following specifications:

1. The Contractor will provide the proper transportation and disposal of all HHW products utilizing licensed hauling storage equipment to a designated, licensed disposal site pursuant to any and all local, state, or federal laws and regulations.
2. The Contractor shall provide the County with a cost estimate of HHW materials to be disposed of and the amounts and unit sizes of each material based on historical collection data provided by the County (SEE EXHIBIT A).
3. The Contractor shall provide the Paintcare program for eligible items to minimize cost to participants.
4. The Contractor must provide adequate staffing that is trained and experienced in the identification of hazardous waste, as defined by federal, state and local laws or regulations, and to collect and package HHW and provide technical assistance at all of the scheduled HHW collections.
5. County personnel will support the event for sorting and removal of products from cars. Training in sorting and safety protocol will be provided to the County personnel by the Contractor.
6. All Bids must contain and include all necessary packing equipment and supplies including US DOT approved drums, boxes, packing material (vermiculite, etc.) labels, manifests, and motor vehicles for transport as required by law.
7. The Contractor must provide a list of all items that will not be allowed for collection as required by the contractor, or by local, State or federal laws and regulations.
8. The Contractor is not allowed under any circumstances to subcontract any part of the work outlined in this proposal, except for that of final disposal. The Contractor must have the appropriate methods of transport for all states through which the waste will be transported.
9. Contractor will remove, any contaminated equipment and/or supplies (i.e. plastic, PPE, etc.) from the collection site.
10. Contractor shall provide written documentation to the total quantity and types of wastes received prior to leaving the collection facility.
11. Contractor shall provide an Emergency Response Plan in the event of an incident while loading materials onto Contractor's vehicle.
12. Contractor shall provide a Certificate of Disposal within 60 days of receipt of wastes from the collection event and provide a detailed invoice to the Counties within 60 days of receipt of wastes. Payment will be withheld until Certificate of Disposal is received.

As part of the project, the Contractor will collect and dispose of materials including but not limited to:

Motor oil	Pesticides, herbicides, fungicides	Grease and lubricants
Oil based paint, paint thinners, stains	Antifreeze	Fluorescent tubes
Latex Paint	Aerosol cans	Acids and bases
Poisons	Fuel	

Exhibit A demonstrates the amount of HHW collected in 2024. Please note, we previously collected batteries, but have a different vendor providing this service now.

Proposed Schedule

The proposed schedule for the Contractor selection is as follows:

Milestone Proposed Dates

- RFP Issued January 6, 2026
- Inquiry and Question Deadline January 14, 5:00 PM Mountain Time
- Inquiry and Question Response deadline, January 16, 2026, 5:00 PM Mountain Time
- Proposal Due February 3, 2026, 4:00 PM Mountain Time
- Notification of Selection (Tentative) February 18, 2026, 5:00 PM Mountain Time
- Contract (Tentative) March 18, 2026
- Project Date May 16, 2026
- Project completion (final manifest and billing) (TBD) No later than July 31, 2026

All dates are subject to change at the discretion of the County.

Inquiries

Inquiries or questions on the contents and requirements of the RFP will be accepted in written electronic form only. Inquiries can be emailed to the attention of: Grace Franklin to gracef@sanmiguelcountyco.gov using the subject line 'RFP Inquiry for HHW Disposal Event'. The deadline for inquiries is Wednesday, January 14 at 5:00 PM Mountain Standard Time, after which no further inquiries will be address.

Substantive requests for information received may be responded to in writing by the County in the form of an addendum to this RFP and sent to all recipients of the RFP.

Proposal Requirements

Proposals must include clear descriptions of the contractor's capabilities to perform the requirements of the RFP, including the following:

1. **Transmittal Letter.** This short letter should outline the Contractor's ability to provide the scope of services requested. Please describe the company, including: name, address, number of years in business, and primary contact. This letter must be signed by an officer who is authorized to bind the Contractor and state that the proposal is binding for 90 days from the submission deadline for proposals.
2. **Exceptions.** Please include a statement regarding exceptions. If no exceptions are included, the County expects the Contractor will be able to sign the County's contract and provide the required insurance and indemnification.

3. **Fee Estimate.** Please submit a fee estimate for the total project cost for requested Scope of Work and Deliverables, including each of the tasks outlined in the scope of work and the total number of hours expected. The agreement may be extended up to 5 years with submission of updated fee pricing provided to the county annually by January 15th.
4. **Signatory Requirements.** The Transmittal Letter must be signed by the Contractor's representative who is empowered with signatory authority for the company. The form may be accompanied by a Corporate Resolution.

Proposal Submission

The proposals must be submitted by February 3, 2026, 4:00 PM Mountain Time. Late proposals will not be accepted. It is the Contractor's responsibility to see that the Proposal is received at the proper time. The County is not responsible for delayed deliveries due to connectivity problems. The time the proposal is logged as received in the County's email system shall determine the official time received.

Please submit an electronic copy of the proposal to the attention of: Grace Franklin to gracef@sanmiguelcountyco.gov, with subject heading "2026 RFP Response for HHW Disposal Event.

Agreement for Services

The contractor shall review and execute the Independent Contractor Agreement contract prior to beginning work. Upon award, this contract will define the project, the term and services to be performed. This is a legal-binding document between the contractor and San Miguel County. A draft Independent Contractor Agreement is attached for your review (SEE EXHIBIT B).

Selection Procedure and Evaluation Criteria

The County will have a Selection Committee for the evaluation and ranking of proposals. The County may conduct interviews if determined necessary after review of the proposals. The top three (3) ranked companies based upon the proposals (and interviews if held) will be given the opportunity to execute a professional services agreement with the County. If an agreement regarding scope and fee is not reached within a reasonable period, the County may pursue negotiations with the next-ranked firm or reissue the RFP altogether. The Proposals will be evaluated and rated based on the factors listed below.

Evaluation Criteria

Awards will be made on the determination of value and in the best interest of San Miguel County, based on evaluation of defined criteria by staff. In reviewing the proposals, the County reserves the right to reject, for any reason whatsoever, any and all proposals, and to waive any informality or irregularity in a proposal. The action to award an Agreement, in whole or in part is subject to approval by the Board of County Commissioners (BOCC), based upon the

recommendation of staff. The submission of a proposal does not in any way commit the County to enter into an agreement with that proposer and the advertisement of this RFP does not obligate the County to award a contract for this project to any proposer. The awards will be made according to the selection of qualified contractors who can provide HHW disposal services within San Miguel County, as determined by staff and approved by the BOCC. Selection will be based on the following criteria:

- Cost: Fee schedule
- Product suitability

The County may select and enter into agreements with more than one contractor in order to ensure the County has access to all areas of expertise and to allow for potential conflicts of interest. In evaluating proposals, the County may conduct investigations as necessary to establish the proposer's responsibility and qualifications to perform the work in accordance with the Agreement. The County may make a selection on the basis of the proposals received or may select several finalists for further review, which may be conducted via Zoom.

Bidding Documents

RFP packages may be obtained by accessing the details on the San Miguel County website <https://www.sanmiguelcountyco.gov/Bids.aspx> or contacting Grace Franklin at the Public Health Department in Telluride.

San Miguel County Contact Information

Please contact for any questions
Grace Franklin, Public Health Director
San Miguel County
333 West Colorado Avenue, #315
Telluride, CO 81435
gracef@sanmiguelcountyco.gov

Exhibits

- A. 2024 invoice from Telluride HHW event.
- B. San Miguel County Sample Independent Contractor Agreement