

**CITY OF AUSTIN  
PURCHASING STATEMENT OF WORK  
FOR SERVICES FOR  
SALE OF WASTE OIL AND DISPOSAL OF USED OIL/FUEL FILTERS  
AND USED FLOOR DRY**

**1. PURPOSE**

- 1.1 This Invitation for Bid (IFB) is to establish a Contract with a single qualified vendor able to provide services for the collection, transportation, and provision for the re-use/recycling of the City's used oil, and for the disposal of used filters for City of Austin ("City"). A Contract will be awarded to provide services for collection and recycling of the City's used oil, filters, and used floor dry as stipulated in this solicitation.
- 1.2 The Contract will be utilized by the Fleet Services Department and Austin Water Utility Department. The City reserves the right to allow other City Departments to utilize the Contract.
- 1.3 The City intends to solicit bids in response to this IFB and reserves the right to compare those bids to established cooperative purchasing organization contracts operating within the State of Texas and authorized by the Austin City Council. Examples of City authorized cooperative purchasing organizations include, but are not limited to, the following: U.S. Communities, Houston-Galveston Area Council of Governments (HGAC), Texas Procurement and Support Services, Texas Local Government Purchasing Cooperative (BuyBoard), and The Cooperative Purchasing Network (TCPN).
- 1.4 It is the City's preference to award a single contract for the used oil and filter collection, recycling and disposal needs of Fleet Services and Austin Water Utility. However, if the cooperative purchasing pricing offers better revenue than the bid prices received, the City reserves the right to reject all bids entirely and make multiple contract awards between a cooperative and the best-responsive and responsible bidder. Award may be based on individual or groups of specific line items, cost, convenience, or any criteria deemed by the City to be most advantageous. The City also reserves the right to refrain from awarding any lines or group of specific line items as a result of this solicitation and, instead, award the entire contract to a supplier available through a cooperative purchasing agreement.

**2. CONTRACTOR QUALIFICATIONS**

- 2.1. The Contractor shall comply with all Federal and State regulations relating to the pickup, transportation, and disposal of oil and filters. The Contractor shall have all necessary Federal, State and local permits as required: [http://www.tceq.texas.gov/permitting/business\\_permitting.html](http://www.tceq.texas.gov/permitting/business_permitting.html), [http://www.tceq.texas.gov/permitting/registration/used\\_oil/](http://www.tceq.texas.gov/permitting/registration/used_oil/), [http://www.tceq.texas.gov/permitting/registration/used\\_oil/handlers.html](http://www.tceq.texas.gov/permitting/registration/used_oil/handlers.html)
- 2.2. The Contractor shall submit with their bids written copies of proposed transporter's registrations and certifications with EPA and refiner's license for services to be provided to the City under the contract.
- 2.3. The Contractor shall furnish customer references as required in Section 0700 of the solicitation. In addition, the Contractor shall furnish a minimum of three (3) professional references from current customers. Professional references shall be on suppliers' letterhead and shall provide pertinent information regarding the relationship, such as the length of time the Contractor has worked with the supplier.

**3. CONTRACTOR'S RESPONSIBILITIES FOR SERVICES**

- 3.1. The Contractor shall pick up and transport used oil and used filters from any City location within two (2) working days of notification by the City. A State of Texas Uniform Hazardous Waste Manifest must be delivered to City personnel at the time of pick up.
- 3.2. The Contractor shall transport used oil and filters to a registered processor, storage facility, permitted disposal facility, or a refining, recycling facility for these products.

**CITY OF AUSTIN  
PURCHASING STATEMENT OF WORK  
FOR SERVICES FOR  
SALE OF WASTE OIL AND DISPOSAL OF USED OIL/FUEL FILTERS  
AND USED FLOOR DRY**

- 3.3. The Contractor shall furnish the City's Fleet Service Centers with clean, serviceable 55-gallon containers to collect and temporarily store oil and filters. Containers must comply with all applicable laws and regulation. The number of containers required shall be determined by the City's Service Center Managers.
- 3.4. The Contractor shall ensure that his/her vehicle operators or subcontracted transport's vehicle operators who pick up and transport used oil and filters from the City's locations have an appropriate Commercial Driver's License (CDL) in accordance with the laws of the State of Texas.
- 3.5. The Contractor will be responsible for any spills of waste oil or other fluids caused by the contractor's representative(s) when picking up oil and the contractor's representative shall clean up filter containers immediately. This includes spills or leakage from contractor-provided storage containers. The contractor's representative shall have the resources available on their vehicles to properly cleanup any spilled liquids.
- 3.6. The Contractor shall provide the City with copies of all required permits, licenses, etc. prior to beginning work under this contract. Work may not begin until this has been completed.

**4. CITY'S RESPONSIBILITIES**

- 4.1. The City employees shall drain all filters before placing them in contractor's storage and collection containers.
- 4.2. Unless informed otherwise, used filters will not be crushed at the time of pickup by the contractor.
- 4.3. The Waste oil shall be collected and stored by City facilities. To the best of the ability of the City, waste oil shall be free of other vehicle fluids such as antifreeze, water, and other non-petroleum based fluids and materials.
- 4.4. The following table shows the estimated numbers of barrels/containers of used filters and oil, and for used bulk quantities of used oil, which will be generated monthly by each City facility. These are approximate estimates only.

| City Facility               | Barrels of Used Filters<br>(55-Gallon Drums) | Number of Used Oil<br>(55-Gallon Drums) | Bulk Used Oil<br>(Gallons) |
|-----------------------------|--|---|----------------------------|
| Service CTR #1              | 11 Drums                                     |   | 1000                       |
| Service CTR #5              | 1 Drum                                       |   | 500                        |
| Service CTR #6              | 2 Drums                                      |   | 300                        |
| Service CTR #8              | 5 Drums                                      |   | 500                        |
| Service CTR #11             | 2 Drums                                      |   | 1000                       |
| Service CTR #12             | 4 Drums                                      |   | 800                        |
| Service CTR #13             | 2 Drums                                      |   | 75                         |
| Hornsby Bend                | 1 Drum                                       |   | 100                        |
| Ullrich Water TP            | 1 Drum                                       | 4 Drums                                 |                            |
| Davis Water TP              | 1 Drum                                       |   | 12                         |
| New Water TP #4             | 1 Drum                                       | 2 Drum                                  |                            |
| Walnut WW TP                | 2 Drums                                      | 14 Drums                                |                            |
| S. Austin Regional<br>WW TP | 1 Drum                                       |   | 2                          |
| Totals                      | 33 Drums                                     | 28 Drums                                | 4289                       |

**CITY OF AUSTIN  
PURCHASING STATEMENT OF WORK  
FOR SERVICES FOR  
SALE OF WASTE OIL AND DISPOSAL OF USED OIL/FUEL FILTERS  
AND USED FLOOR DRY**

4.5. Tank capacities for City locations are shown in the following table.

| City Facility               | Tank #1<br>(Gallons) | Tank #2<br>(Gallons) | Tank #3<br>(Gallons) | Tank #4<br>(Gallons) |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Service CTR #1              | 500                  | 500                  | 500                  | 500                  |
| Service CTR #5              | 500                  |                      |                      |                      |
| Service CTR #6              | 500                  |                      |                      |                      |
| Service CTR #8              | 500                  |                      |                      |                      |
| Service CTR #11             | 500                  | 500                  |                      |                      |
| Service CTR #12             | 400                  |                      |                      |                      |
| Service CTR #13             | 500                  | 250                  |                      |                      |
| Hornsby Bend                | 300                  |                      |                      |                      |
| Ullrich Water TP            | n/a                  | n/a                  | n/a                  | n/a                  |
| Davis Water TP              | 550                  |                      |                      |                      |
| New Water TP #4             | n/a                  | n/a                  | n/a                  | n/a                  |
| Walnut WW TP                | n/a                  | n/a                  | n/a                  | n/a                  |
| S. Austin Regional<br>WW TP | 300                  | 300                  |                      |                      |

4.6. Service Center managers or other City designated personnel will notify the contractor when filters and oil are ready for pickup.

**5. WORK HOURS**

The City will not pay off-shift rates. Off-shift hours are any hours other than Monday through Friday from 7:00 A.M. through 5:00 P.M. local time.

**6. MILEAGE**

Mileage is not reimbursable, and shall not be billed.