



Notice of meeting

Who: Nashua Region Solid Waste Management District (NRSWMD)
When: **Wednesday, March 18, 2026 at 10 am**
Where: NRPC Conference Room, 30 Temple Street, Suite 310, Nashua, NH, 03060. If you are unable to attend in-person, you may participate remotely through [Zoom](#):
Meeting ID: 891 9558 3612
Passcode: SolidWaste

Agenda

1. Call to Order and Introductions
2. HHW Program Status Update
3. Financial Update
4. Audit Briefing
5. Tradebe Contract Extension
6. Create 2027 RFP Subcommittee
7. Permanent Facility
8. Correspondence
9. Approval of Minutes: December 17, 2025 **(Action Item)**
10. Other Business
11. Adjourn

Next NRPC Nashua Region Solid Waste Management District Meeting:
Wednesday, June 17, 2026

Nashua Region Solid Waste Management District

03/05/26

Balance Sheet

Accrual Basis

As of February 28, 2026

	Feb 28, 26
ASSETS	
Current Assets	
Checking/Savings	
TD Bank Account	212,443.50
Total Checking/Savings	212,443.50
Accounts Receivable	
A/R - Solid Waste District	10,622.28
Total Accounts Receivable	10,622.28
Total Current Assets	223,065.78
Other Assets	
NH PDIP	117,137.79
Total Other Assets	117,137.79
TOTAL ASSETS	340,203.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
A/P - Solid Waste District	985.00
Total Accounts Payable	985.00
Total Current Liabilities	985.00
Total Liabilities	985.00
Equity	
Capital Reserve Funds	114,026.94
Retained Earnings	171,611.39
Net Income	53,580.24
Total Equity	339,218.57
TOTAL LIABILITIES & EQUITY	340,203.57

2:36 PM

03/11/26

Accrual Basis

Nashua Region Solid Waste Management District
Profit & Loss
July 2025 through February 2026

	Jul '25 - Feb 26
Ordinary Income/Expense	
Income	
Revenue - SWD Dues	149,663.96
Revenue - HHW Fees	18,766.50
Interest Income	4,119.90
Total Income	172,550.36
Gross Profit	172,550.36
Expense	
Audit	4,925.00
HHW Contractors	80,329.62
HHW Events-Police Detail	796.14
Miscellaneous	720.00
NRPC	31,799.36
Other	400.00
Total Expense	118,970.12
Net Ordinary Income	53,580.24
Net Income	53,580.24

8. Pricing Proposal

A. Fixed Rate per Event Pricing

Please provide a flat fee cost proposal for the NRSWMD HHW collection program in the 2024, 2025, and 2026 collection seasons. Cost estimates should be made on a per-event basis, based on project coordination, set-up, labor, transportation, handling, storage, and waste disposal. Costs should also include all other pertinent duties associated with the collection program, as described in Section 3 of this RFP. You may attach additional documentation to this form to explain cost budgeting, if desired.

Flat Fee per Event Pricing = \$26,776.54

B. Per Unit Pricing

Please indicate the disposal price per unit of each material. The cost should be inclusive of all services described in Section 3 of this RFP, including supplies, transportation, labeling, treatment, and disposal.

Item	Unit	Disposal Cost per Unit
Flammable Liquids	55 Gallon	\$76.00
Consolidated Paint (non-latex)	55 Gallon	\$255.00
Liquid Pesticides	55 Gallon	\$602.00
Solid Pesticides	55 Gallon	\$272.00
Inorganic Acid	30 Gallon	\$207.00
Organic Acid	30 Gallon	\$207.00
Corrosive Base	30 Gallon	\$207.00
Aerosols	55 Gallon	\$365.00
Poison Inhalation Hazards Lab Pack	Each	\$135.00
Lab Pack	5 Gallon	\$90.00
Lab Pack	14 Gallon	\$180.00
Lab Pack	30 Gallon	\$239.00
Poison Inhalation Hazards Reactive Lab Pack	Each	\$135.00
Reactive Lab Pack	5 Gallon	\$225.00
Reactive Lab Pack	14 Gallon	\$275.00
4 Foot Lamps	1	\$0.44/Ft (\$50.00 MIN)
8 Foot Lamps	1	\$0.44/Ft (\$50.00 MIN)
U-Tube Lamps	1	\$5.10 Each (\$50.00 MIN)
Compact Lamps	1	\$3.64 Each (\$50.00 MIN)
Alkaline Batteries	Per pound	\$1.69/lb. (\$50.00 MIN)
Ni-Cad Batteries	Per Pound	\$2.57/lb. (\$50.00 MIN)
Lead Acid Batteries	Per Pound	\$1.75/lb. (\$50.00 MIN)
Lithium Batteries	Per Pound	\$8.74/lb. (\$50.00 MIN)
Mercury Devices	5 Gallon	\$350.00
Labor (please note number of staff provided)	4 hours per event plus set-up/break down	\$3,360 / 8 person Crew
Transportation		\$1,209.00 / Event
Supplies		\$3,342 / Event
Additional Fees (please explain)		N/A

Attachment 2. Pricing Proposal

All applicants must provide **BOTH** a fixed rate per event price (A) and pricing per unit of material (B).

A. Fixed Rate per Event Pricing

Please provide a flat fee cost proposal for the NRSWMD HHW collection program in the 2024, 2025, and 2026 collection seasons. Cost estimates should be made on a per-event basis, based on project coordination, set-up, labor, transportation, handling, storage, and waste disposal. Costs should also include all other pertinent duties associated with the collection program, as described in Section 3 of this RFP. You may attach additional documentation to this form to explain cost budgeting, if desired.

Flat Fee per Event Pricing = 2024 - \$43,890.00; 2025 - \$46,085.00 ; 2026 - \$48,388.00

B. Per Unit Pricing

Please indicate the disposal price per unit of each material. The cost should be inclusive of all services described in Section 3 of this RFP, including supplies, transportation, labeling, treatment, and disposal.

Item	Unit	Disposal Cost per Unit
Flammable Liquids	55 Gallon	\$225
Consolidated Paint (non-latex)	55 Gallon	\$400
Liquid Pesticides	55 Gallon	\$435
Solid Pesticides	55 Gallon	\$470
Inorganic Acid	30 Gallon	\$316
Organic Acid	30 Gallon	\$316
Corrosive Base	30 Gallon	\$316
Aerosols	55 Gallon	\$435
Poison Inhalation Hazards Lab Pack	Each	\$169
Lab Pack	5 Gallon	\$169
Lab Pack	14 Gallon	\$211
Lab Pack	30 Gallon	\$365
Poison Inhalation Hazards Reactive Lab Pack	Each	\$204
Reactive Lab Pack	5 Gallon	\$204
Reactive Lab Pack	14 Gallon	\$470
4 Foot Lamps	1	\$1.15
8 Foot Lamps	1	\$2.30
U-Tube Lamps	1	\$2.30
Compact Lamps	1	\$2.30
Alkaline Batteries	Per pound	\$2.95
Ni-Cad Batteries	Per Pound	\$2.95
Lead Acid Batteries	Per Pound	\$1.50
Lithium Batteries	Per Pound	\$12.30
Mercury Devices	5 Gallon	\$275
Labor (please note number of staff provided)	4 hours per event plus set-up/break down	\$15,600 for up to 18 people per event; Estimated event time/travel total 12 hours
Transportation	Note: Waste rates reflect container transportation	Truck Mobilization Fee - \$350
Supplies		See Attachment 2A
Additional Fees (please explain)		See Attachment 2A



REQUEST FOR PROPOSAL

NASHUA REGION SOLID WASTE MANAGEMENT DISTRICT

HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENTS

DRAFT Issued— _____

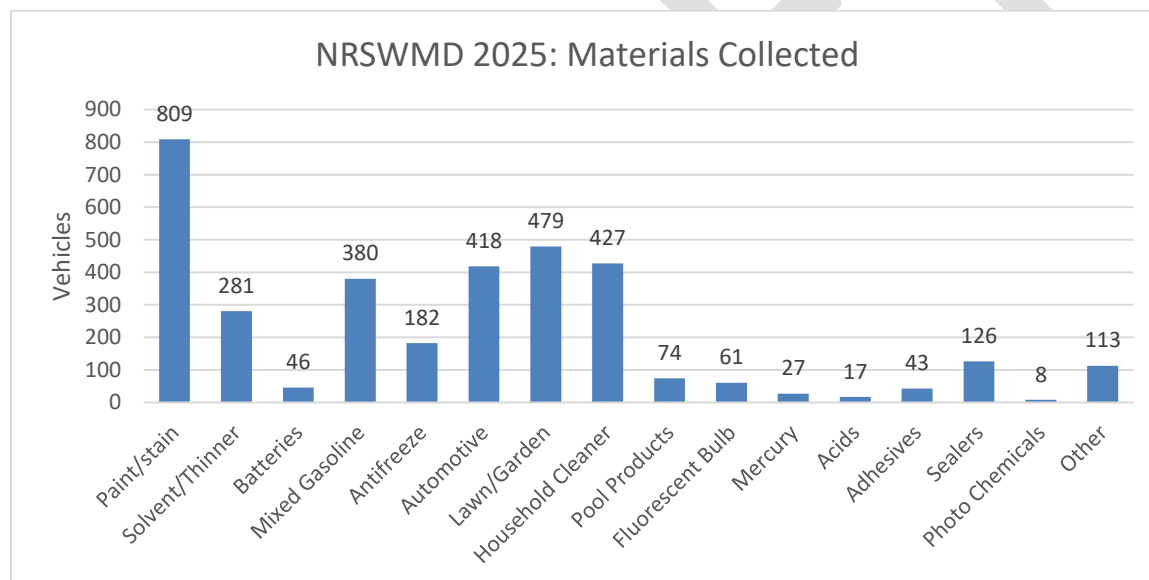
Section 1. Purpose

The Nashua Region Solid Waste Management District (NRSWMD) is accepting proposals to supply identification, handling, packaging, and disposal services for household hazardous wastes at 6 collection events per year during 2027, 2028, and 2029. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

Section 2. Background

The NRSWMD in conjunction with the Nashua Regional Planning Commission (NRPC) has been sponsoring household hazardous waste collection events for its member communities since the mid-1980s. The household hazardous waste (HHW) collection program allows residents from the following communities to bring HHW to regularly scheduled events: Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham New Hampshire.

The program has compiled data on participation and manifested materials, which may be helpful to applicants.



Number of Households Participating

Year	April (Nashua)	May (Milford)	June (Nashua)	Aug. (Nashua)	Aug. (Pelham)	Oct. (Nashua)	Nov. (Nashua)	Total Households
2025	295	189	257	190	N/A	377	357	1665
2024	325	175	281	355	N/A	302	322	1760
2023	307	N/A	189	278	220	385	338	1717
2022	253	145	198	263	N/A	280	277	1,416
2021	327	N/A	289	288	165	227	363	1,659
2020	N/A	(Aug) 174	N/A	423	N/A	372	289	1,258
2019	303	N/A	278	281	246	328	298	1,734
2018	273	170	217	292	N/A	344	307	1,603
2017	326	153	204	278	217	275	355	1,808
2016	339	170	150	308	201	233	335	1,736
2015	265	173	243	309	N/A	336	370	1,696

Amount of Waste

Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/22/2023	23,944	4,489	28,433
6/1/2023	13,475	2,415	13,719
8/5/2023	34,926	2,505	37,431
8/26/2023	23,583	1,390	24,973
10/7/2023	26,811	4,445	31,256
11/4/2023	18,539	2,076	20,615
Collection Event	Pounds Hazardous Material	Pounds Non-Hazardous Material	Total Pounds
4/20/2024	22,006	3,287	25,293
5/4/2024	9,974	1,750	11,724
6/6/2024	10,739	2,800	13,539
8/24/2024	14,637	12,276	26,913
10/5/2024	8,295	9,607	17,902
11/2/2024	14,717	14,366	29,083

The total region-wide population in NRSWMD communities is 226,314 (2020 US Census).

Six collection events will be scheduled from April – November, the collection season. Residents are permitted to bring identifiable household hazardous wastes to the collection events.

Our program objectives include:

- Provide convenient options for residents to safely and properly dispose of HHW.

- Utilize Contractor services in the most cost-effective manner possible.
- Maximize first-time participants and minimize repeat participants through education efforts.
- Accept a wide array of HHW while encouraging alternative disposal methods for universal wastes.
- Discourage actions that lead to unsafe disposal of HHW.

Section 3. Scope of Work

3.1 Screening and Collection of Waste

NRSWMD Responsibilities

The scope of this project is to provide 6 Household Hazardous Waste Collection events per calendar year to residents of our member communities (Amherst, Brookline, Hollis, Hudson, Litchfield, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Windham New Hampshire). The NRSWMD will provide all advertising, publicity, educational outreach, and general event setup such as traffic cones and signs (not related to disposal activities). NRPC, on behalf of the NRSWMD, will be the primary contact for municipal and residential questions related to the program or its administration. The NRSWMD will be responsible for coordinating the provision of an adequately sized dumpster or roll-off for the disposal of non-hazardous rubbish and containers collected during the waste day. The NRSWMD will also be responsible for the tipping fees or costs associated with disposal of these materials in an area landfill or local transfer station.

If the community hosting an event experiences conditions out of their control, including but not limited to severe weather events, pandemics, etc., that could jeopardize the safety of the staff and participants attending the event, the NRSWMD may cancel the event without notice. The NRSWMD will bear no financial responsibility for cancellations as described above.

Contractor Responsibilities

The Contractor must be willing to provide services for collection events that operate primarily on Saturday mornings throughout the months of April through November. They must also be willing to provide services for one June event each year is held on Thursday afternoon/evening. Preferred collection dates, times, and locations for the 2024, 2025, and 2026 collection seasons are shown below.

2027 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 17, 2027	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua
Saturday	May 8, 2027	8:00 a.m. – 12:00 p.m.	289 South Street, Milford
Thursday	June 3, 2027	3:00 p.m. – 7:00 p.m.	25 Crown Street, Nashua
Saturday	August 21, 2027	8:00 a.m. – 12:00 p.m.	33 Newcomb Pwky, Pelham
Saturday	Sept. 25, 2027	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua
Saturday	November 6, 2027	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua

* Represents the time the event is open to the public. Applicants are responsible for determining how much additional time is required for event set-up and take-down. It is our policy to open events promptly at the advertised times and to allow the last car in line at the closing time to move through the collection process.

2028 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 15, 2028	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua
Saturday	May 6, 2028	8:00 a.m. – 12:00 p.m.	289 South Street, Milford
Thursday	June 1, 2028	3:00 p.m. – 7:00 p.m.	25 Crown Street, Nashua
Saturday	August 19, 2028	8:00 a.m. – 12:00 p.m.	33 Newcomb Pwky, Pelham
Saturday	Sept. 23, 2028	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua
Saturday	November 4, 2028	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua

2029 Collection Season

Day	Date	Time*	Location(s)
Saturday	April 19, 2029	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua
Saturday	May 9, 2029	8:00 a.m. – 12:00 p.m.	289 South Street, Milford
Thursday	June 7, 2029	3:00 p.m. – 7:00 p.m.	25 Crown Street, Nashua
Saturday	August 18, 2029	8:00 a.m. – 12:00 p.m.	33 Newcomb Pwky, Pelham
Saturday	Sept. 22, 2029	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua
Saturday	November 3, 2029	8:00 a.m. – 12:00 p.m.	25 Crown Street, Nashua

Contractor personnel will line floors and roll off and will set up sorting tables, safety equipment, and all other items related to HHW disposal. Contractor will be responsible for screening waste to ensure only acceptable items are collected. Excluded waste includes latex paint, used oil, auto batteries, explosives, radioactive materials, biologically active or infectious waste, medications, sharps, electronics, and asbestos. If excluded materials are delivered, effort must be made by the contractor to assist residents in the proper disposal of such materials. Contractor must attempt to identify and analyze unknown material on site where necessary to allow for its disposal. In general, it is the NRSWMD's desire to not simply turn away a participant and risk improper disposal of waste. Participants that must be refused will be offered assistance in seeking proper disposal options.

The NRSWMD also offers a Small Quantity Generator (SQG) Program to regional businesses. SQGs work directly with the Contractor in advance of a HHW collection event to arrange the separate manifesting of SQG wastes. It is the Contractor's responsibility to determine if the SQG can safely participate in the HHW program. When appropriate, SQGs bring the identified wastes to the collection event where they pay the Contractor directly for the disposal of these materials.

The on-site project manager from the successful Contractor will also be expected to attend a pre-event meeting with a NRPC representative, host community Division of Public Works staff, or other representatives to ensure that events run smoothly and that all parties have an opportunity to coordinate activities and responsibilities prior to the collection day. These meetings should last no longer than one hour and will occur within one week of a scheduled collection event.

3.2 Waste Identification and Packaging

Contractor personnel will perform waste identification of material for documentation and segregation according to Hazard Class and must bulk or package in containers approved by State and Federal regulations. Each container must be manifested, labeled, and coded in accordance with all pertinent

State and Federal regulations. The contractor shall be responsible for writing and fulfilling requirements of a Site Safety, Spill Response, and Emergency Evacuation Plan.

3.3 Temporary Storage

The NRSWMD formerly maintained a storage facility in Nashua designed for the short-term temporary storage of household hazardous wastes. This facility is not currently available for use and all waste must now be hauled off site the day of each event. Collection events in Nashua now take place at 25 Crown Street.

3.4 Transportation and Disposal

As needed, hazardous wastes are to be transported off site in vehicles permitted for such transportation, according to State and Federal regulations by drivers properly trained and licensed to transport hazardous wastes. NRSWMD recognizes the following disposal methods in order of preference: waste recycling, fuel recovery, chemical treatment, destructive incineration, and landfill.

3.5 Reporting and Documentation

The Contractor shall provide the NRSWMD with a copy of a manifest listing of all wastes packed for disposal prior to leaving the collection site after each event. The Contractor shall finalize and/or complete all manifest and shipping papers upon receipt of waste at Contractor's treatment, storage, and disposal facility, and shall provide a completed copy of the manifests to the NRSWMD within 30 days of the collection event. The Contractor will also need to comply with all NH Department of Environmental Services reporting requirements. The Contractor must also provide an itemized invoice of all charges to the NRSWMD for materials used at each collection event, waste disposal services, transportation, and labor. Finally, the Contractor must provide an annual report summarizing the wastes collected at each event, including a material profile, number of containers collected, weight of container, and container size.

Section 4. Additional Considerations

The NRSWMD welcomes opportunities to increase participation rates and improve customer service at its HHW collections. Contractors are welcome to provide alternative proposals for HHW services, provided they also respond to the current service format. This may include modified collection event scheduling, increased opportunities for reuse or recycling as opposed to disposal, and/or expanded collection hours for items such as oil-based paint.

Section 5. Generator

For record keeping and paperwork purposes, the Contractor shall be deemed to be the "Generator" of all wastes accepted by the contractor during the collection events from residents of the NRSWMD's service areas.

Section 6. Contract Terms

The term of the Contract shall be for a three (3) year period beginning on January 1, 2024 and terminating December 31, 2026, provided that:

1. Funds are authorized annually by the NRSWMD,
2. The NRSWMD and the Contractor mutually agree to alter the terms of the contract during the three year period, and
3. The contract is not otherwise terminated through provisions of another clause of the contract.

The NRSWMD has the option, upon mutual agreement with the Contractor, to extend the terms of the contract for up to two (2) one-year extensions.

NRSWMD will negotiate contract terms upon selection. All contracts are subject to review by NRSWMD's legal counsel. A project will be awarded upon signing of an agreement or contract that outlines terms, scope, budget, indemnification, insurance, and other necessary items.

Section 7. Insurance Requirements

The NRSWMD requires selected contractors and any subcontractors to obtain and maintain at their own expense all insurance required by state and federal law. If requested, the selected organization agrees to provide NRSWMD with evidence of required policies, certificates, and/or endorsements upon award of the contract. As a minimum, contractors and subcontractors are required to have the following coverages related to any contract work for the NRSWMD:

- Statutory workers' compensation and employees liability insurance for all employees engaged in the performance of this project
- Comprehensive public liability insurance against all claims of bodily injuries, death, or property damage, in amounts no less than \$2,000,000 for bodily injury or death in any one incident and \$500,000 for property damage in any one incident.

The NRSWMD shall be named as an additional insured on comprehensive liability coverage. Contractor shall furnish copies of all such policies and all renewals, terminations, and alterations to the NRSWMD on a current basis.

Section 8. Proposal Requirements

All proposals must include the items listed below and must be organized as follows:

1. **Proposal Summary**—this should include the highlights of the proposal, such as an overview of the vendor organization, most relevant experience, and summarized cost information.
2. **Vendor Information and Signature Form (Attachment 1)**—this form is provided as Attachment 1 of the RFP. The form should be completed and signed by the person with authority to approve contracts with the NRSWMD.
3. **Qualifications of Firm**—qualified applicants must have technical expertise in the operation of HHW facilities and the collection and disposal of hazardous waste. Applicants must possess a thorough knowledge and understanding of applicable State and Federal rules and regulations that may affect any and all aspects of the program. Applicants must provide information to demonstrate the firm's experience, including experience with other local government agencies. The selected Contractor must be licensed in the State of New Hampshire to handle, package, store, transport, and dispose of household hazardous wastes. The Contractor shall specify and

have present at the site a Project Manager / Safety Officer responsible for directing the Contractor's operation. This person shall coordinate the project's activities with the NRPC and District Representatives. The Contractor shall also have present at each site an employee trained in chemical identification of all hazardous and acutely hazardous wastes as defined in Env-Wm 400. The Contractor shall have present sufficient employees or agents based upon anticipated need to handle, containerize, label, load, store, and transport wastes safely for treatment or disposal at a permitted hazardous waste facility. Each of the above-specified persons shall be sufficiently experienced and trained to properly carry out the operation.

4. **References**—applicants must provide a list of projects within the last five (5) years that demonstrate the applicant's skills and capabilities with the type of services being requested. Please include the project name, location, client contact name and telephone number, and a brief description of the project.
5. **Project Management**—applicants must provide a proposed organizational chart for services to be provided to the NRSWMD. Include resumes of key professional staff anticipated to work on the project. Detailed information on the staff's experience on similar projects should be included. Provide information regarding the number of staff anticipated to work at each collection event and discuss the current workload for the key professional staff to address the applicant's ability to supply adequate staffing for the contract.
6. **Project Approach**—this section must include a description of the scope of service to be provided with a detailed description of how the work will be performed. This section should include any assistance or responsibilities requested from the NRSWMD.
7. **Storage, Disposal, and Recycling Facilities**—applicants must provide names, locations, and pertinent state and federal license/permit information for the contractor, hauler, storage facility, and disposal facility that might handle waste collected from the NRSWMD. Please include relevant safety records and listings of all warning notifications, violations, and/or citations, with details explaining each received from pertinent Federal and/or State agencies for the past two years, as well as any past or pending litigation.
8. **Pricing Proposal (Attachment 2)**—applicants must submit their pricing proposal using the enclosed HHW Pricing Proposal Sheet (Attachment 2). Applicants may attach explanations and/or elaborate on submitted pricing as deemed necessary by attaching additional pages to the provided form.
9. **Alternative Proposals (optional)**—if desired, applicants may provide alternative proposals for modified collection event scheduling, increased opportunities for reuse or recycling as opposed to disposal, and/or expanded collection for items such as oil-based paint. This section should include pricing for all modified or additional services.

Section 9. Submittal Instructions

This is an open and competitive process.

Proposals must be received by 4:00 p.m. on Monday June 5, 2023 in order to be considered. Proposals received after this time will not be considered. Proposals may be submitted electronically to Nick Principato at nickp@nashuarpc.org or mailed to:

Nick Principato
Nashua Regional Planning Commission
30 Temple Street, Suite 310
Nashua, NH 03060

Interviews, if requested, will be in person with a Zoom option only if necessary. Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Section 10. RFP Schedule

	Date	Time
Deadline for Contractor Questions	May 15, 2026	4:00 PM
Answers/clarifications posted	May 22, 2026	4:00 PM
Proposal submittal date	June 8, 2026	4:00 PM
Interviews (upon request)	Week of June 15, 2026	TBD
Contract Execution	No later than July 10, 2026	4:00 PM
Notification to all other candidates	No later than July 10, 2026	4:00 PM

Section 11. Review and Selection Process

The following criteria, in no order of priority, will be the basis on which firms will be selected for further consideration:

- Specialized or appropriate expertise in this particular type of project.
- Adequate staff and equipment for the project.
- Current workload.
- Previous experience with this type of project.
- Pricing
- Other factors that may be appropriate for the project.

Ultimately NRSWMD will make the decision in the best interest of the member communities.

Attachment 1. Vendor Information and Signature Form

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Business is a (check one):

☐

Corporation

☐

Limited Liability Company

☐

Partnership

☐

Individual

☐

Joint Venture

☐

Other

If your organization is a **CORPORATION**, please answer the following:

a. Date of Incorporation: _____

b. State: _____

c. President's Name: _____

d. Vice-President's Name: _____

e. Secretary's Name: _____

f. Treasurer's Name: _____

If your organization is a **PARTNERSHIP**, please answer the following:

a. Date of Organization: _____

b. Type of Partnership: _____

c. Names of general
Partners: _____

If your organization is **INDIVIDUALLY OWNED**, please answer the following:

- a. Date of Organization: _____
- b. Name of Owner: _____

If your organization is **any other form** of organization, please explain on an attached addendum to this form.

1. How many years has your organization been in business under its present business name?

2. What other names has your organization operated under (specify years)?

3. List the categories of work that your organization normally performs with its own workforce and equipment.

4. **Claims and Suits:** If the answer to any of the following questions below is yes, please attach details.

a. Has your organization ever failed to complete any work awarded to it?

☐ Yes

☐ No

b. Are there any judgments, claims, arbitration, proceedings, or suits pending or outstanding against your organization or its officers?

☐ Yes

☐ No

c. Has your organization filed any lawsuits or requested arbitration with regard to similar contracts within the last five years?

☐ Yes

☐ No

5. Please answer the following questions in relation to qualifications. For any "No" answer, please provide supplemental information explaining the reason for this answer and any remedies or special circumstances that should be considered.

	YES	NO
Does the Bidder maintain a permanent place of business?	☐	☐

Does the bidder have adequate personnel and equipment to perform the work expeditiously?	☐	☐
Does the bidder have suitable financial status to meet obligations incidental to work?	☐	☐
Does the bidder have appropriate field technical experience in the class of work involved?	☐	☐
Is the bidder registered with the Secretary of State in New Hampshire to do business in New Hampshire?	☐	☐
Has the bidder performed satisfactorily on contracts of a similar nature?	☐	☐
Has the bidder completed prior contracts on time?	☐	☐
Does the bidder have a minimum of five (5) years of experience as a business?	☐	☐
Has the bidder completed the Hazardous Waste Coordinator (HWC) certification program required by the NH Department of Environmental Services?	☐	☐
Has the bidder completed a minimum of three (3) similar projects?	☐	☐
Does the bidder have previous experience with multi-site household hazardous waste collections?	☐	☐
Is the bidder able to provide a list of disposal methods and sites utilized by the bidder for each type of hazardous waste typically received at residential collections?	☐	☐
Has the bidder been able to satisfactorily and expeditiously address any citations issued during site inspections by the NH Department of Environmental Services or other regulatory agencies?	☐	☐

6. The following statements represent proposal conditions which must be satisfied and agreed to by the Bidder:

	YES	NO
The Bidder understands the District reserves the right to reject any or all Proposals and to waive any formalities in the proposal process for any reason the District determines to be in the best interest of the communities within its jurisdiction.	☐	☐
The Bidder agrees that the Proposal shall be valid and may not be withdrawn for a period of ninety (90) days, including Saturdays, Sundays, and holidays, after the scheduled opening day of the Proposal.	☐	☐
The Bidder understands that additional information related to compliance with the District operating plan, equal employment opportunities, insurance coverage, required permits, and indemnification will be required at the time of contract execution.	☐	☐
In the case this Proposal be accepted by the District and then undersigned shall fail to execute the Contract within fourteen (14) days from the date of Notice of Award, then the District may, at its option, determine that the undersigned has abandoned the Contract and, thereupon, this Proposal shall be null and void.	☐	☐

Dated this _____ day of _____ 2023.

Name of Organization: _____

Signed: _____

By: _____

Title: _____

DRAFT

Attachment 2. Pricing Proposal

All applicants must provide **BOTH** a fixed rate per event price (A) and pricing per unit of material (B).

A. Fixed Rate per Event Pricing

Please provide a flat fee cost proposal for the NRSWMD HHW collection program in the 2024, 2025, and 2026 collection seasons. Cost estimates should be made on a per-event basis, based on project coordination, set-up, labor, transportation, handling, storage, and waste disposal. Costs should also include all other pertinent duties associated with the collection program, as described in Section 3 of this RFP. You may attach additional documentation to this form to explain cost budgeting, if desired.

Flat Fee per Event Pricing = _____

B. Per Unit Pricing

Please indicate the disposal price per unit of each material. The cost should be inclusive of all services described in Section 3 of this RFP, including supplies, transportation, labeling, treatment, and disposal.

Item	Unit	Disposal Cost per Unit
Flammable Liquids	55 Gallon	
Consolidated Paint (non-latex)	55 Gallon	
Liquid Pesticides	55 Gallon	
Solid Pesticides	55 Gallon	
Inorganic Acid	30 Gallon	
Organic Acid	30 Gallon	
Corrosive Base	30 Gallon	
Aerosols	55 Gallon	
Poison Inhalation Hazards Lab Pack	Each	
Lab Pack	5 Gallon	
Lab Pack	14 Gallon	
Lab Pack	30 Gallon	
Poison Inhalation Hazards Reactive Lab Pack	Each	
Reactive Lab Pack	5 Gallon	
Reactive Lab Pack	14 Gallon	
4 Foot Lamps	1	
8 Foot Lamps	1	
U-Tube Lamps	1	
Compact Lamps	1	
Alkaline Batteries	Per pound	
Ni-Cad Batteries	Per Pound	
Lead Acid Batteries	Per Pound	
Lithium Batteries	Per Pound	
Mercury Devices	5 Gallon	
Labor (please note number of staff provided)	4 hours per event plus set-up/break down	
Transportation		
Supplies		
Additional Fees (please explain)		

Draft Minutes Nashua Region Solid Waste Management District (NRSWMD)

December 17, 2025, Public Meeting with Zoom Option

Attendees:

Scott Perkins, Chair, *Nashua*
Leo Lessard, *Milford*
Rhonda Whittier, Treasurer, *Pelham*
Pat Flynn, *Brookline*
Craig Durrett, *Amherst*
Joan Cudworth, *Hollis*
Michael Fimbel, *Mont Vernon*
Jay Twardosky, *Hudson*

NRPC Staff:

Emma Rearick, *Environmental Planner III*
Nicole Kingsbury, *Finance & Benefits Admin.*
Nick Principato, *Reg./Environmental Planner*
Salem Quinn, *Admin./Comm. Coordinator*
Jay Minkarah, *Executive Director*

1. **Call to order** Perkins called the meeting to order at 10:03 am.
2. **Approval of minutes** Approval of minutes in two separate motions.
 - **Motion by Cudworth: To approve June 18, 2025, NRSWMD meeting minutes, as presented.** Seconded by Twardosky.
 - **Motion adopted.** Lessard abstained.
 - **Motion by Fimbel: To approve September 17, 2025, NRSWMD meeting minutes, with the edit of removing Brundage, who was listed twice.** Seconded by Twardosky.
 - **Motion adopted.** Fimbel, Lessard, and Cudworth abstained.
3. **Staff Update** Rearick is stepping away from Environmental Planning and moving to Transportation Planning. The new Regional/Environmental Planner, Principato, will take on HHW. Perkins presented a suggested motion to thank Rearick. She helped with the transition between vendors, created signs, and so much more.
 - **Motion by Cudworth: That NRSWMD thank Rearick for all her service and wish her the best in her new endeavor.** Seconded by Twardosky.
 - **Motion adopted.**
4. **HHW Program Status Update & 2026 Schedule** Rearick provided the annual report, found in the meeting packet. Events were held at Milford and Pelham locations this year, in addition to Nashua, which caused an adjustment to numbers. There were 22 households in attendance from outside the district. More attendees found out about the events through the internet. Durrett asked for a non-hazardous waste definition, which Rearick will investigate. There are now officially 6 events annually. The 2026 schedule was reviewed and sent to Tradebe as a draft.
5. **Financial Update** Kingsbury gave a Financial Update through the end of November 2025. More information in meeting packet. NRPC will apply for the grant at the end of the calendar year, which is applied to income, after elections. \$42K grant is the total for the year.

6. Disposable Vapes Thanks to Whittier at Pelham for managing the vape container from Veolia. Whittier gave an update about how Tradebe won't take vapes. The district will want to ensure that the next vendor used will accept vapes. Veolia supplied containers and charged a reasonable amount for the 2 five-gallon buckets. Now that Pelham is a Very Small Quantity Generator, Whittier can hold vapes that are found as 'gifts' until they are ready to be collected. Confirmed with DES that Whittier can hold onto vapes for other communities. Going forward, Whittier will need another town or the district to pay the fee. Cudworth clarified that transfer stations are not allowed to collect hazardous waste. Hopefully the state will put more regulations on vape devices. Texas recently put in a ban against single use vapes because they are manufactured in China. Thanks to Whittier for all her work.

7. Styrofoam Recycling Event

Nashua is holding a Styrofoam Recycling Event on January 17, 2026. It is being put on by the Nashua Waste Reduction Committee. It will be held at 55 Lake St. in the parking lot behind the mill building from 8 – 11 am or when the truck is full. This event is open to anyone, not just Nashua residents. Whittier might have an event in Pelham. She will attend Nashua to help and see how it goes. Sherry is still looking for volunteers for the event. Traffic flow might be an issue with this location. Some other communities have done events like this. Will provide follow up on how event goes.

8. Permanent Facility

After Q&A from the state, finally was asked about types of MSW building has taken in or will take in. Also was asked to get a third party cost estimate. Then they called urgently asking to talk with the environmental engineer when they finally realized that 12/31 was approaching. Resubmitted that it will no longer be a functional facility. Now, waiting to hear back from them.

9. Streaming meetings

NRPC can offer the ability to live-stream meetings on YouTube and send Outlook Meeting Invites. Discussion around still being on Zoom and concluded that there's no need to live-stream on YouTube.

- **Motion by Cudworth: To not live-stream NRSWMD meetings on YouTube.** Seconded by Flynn.
 - **Motion adopted.**
- **Motion by Whittier: To start sending NRSWMD meeting invites from Outlook.** Seconded by Twardosky.
 - **Motion adopted.**

10. Correspondence

None received.

11. Other Business

None other than thanks to Rearick and there will be cake and treats to celebrate her.

Meeting adjourned at 11:00am.

The next meeting is Wednesday, March 18, 2026.

Respectfully submitted by Salem Quinn, Administrative/Communications Coordinator NRPC