

UTILITIES DEPARTMENT

SOLID WASTE DIVISION

- *Landfill*
- *Solid Waste Enforcement*
- *Scalehouse*
- *Recycling/Hazardous Waste*

2015

ALL HAZARDS PLAN

DEBRIS MANAGEMENT PLAN

DEBRIS CONTRACTOR AGREEMENTS

DEBRIS MONITOR CONTRACTS

WASTE HAULER DISASTER PLANS

CONTINUITY OF OPERATIONS PLAN (COOP)

INTER-LOCAL AGREEMENTS

Solid Waste Division

TABLE OF CONTENTS

| | |
|---|------------------|
| Solid Waste Division All Hazards Plan | Section 1 |
| Contact Information | |
| First Responder, Emergency & After Hours Contacts | Pg. 1 |
| Solid Waste Division Contacts | Pg. 2 |
| Outside Agency Contacts | Pg. 3 |
| Special Waste Contractors | Pgs. 4 - 5 |
| Waste Haulers Contacts | Pg. 6 |
| SWD Landfill 800 MHz List | Pg. 7 |
| SWD Employee – Home/Cell Phones | Pg. 8 |
| SWD – Telephone Roster | Pgs. 9 - 10 |
| Equipment List | |
| Landfill Equipment List | Pg. 11 |
| Emergency Operating Plan, Solid Waste Division | |
| Objectives | Pg. 12 |
| Scope of Involvement | Pg. 12 |
| Pre-Planning | Pgs. 12 - 13 |
| Shelter Information | Pg. 13 |
| Hurricane and/or Windstorm Classification Table | Pg. 14 |
| Prior to Actual Event | Pg. 15 |
| Hours Prior to Storm: 96 / 72 / 48 / 36 / 24 / 16 | Pgs. 15 - 16 |
| 39 MPH Gale Force Winds | Pg. 16 |
| Arrival of Hurricane Winds 74 + MPH | Pg. 16 |
| Early Recovery Period | Pg. 17 |
| Damage Reporting Procedures | Pgs. 17 - 18 |
| Scalehouse & Solid Waste Enforcement Hurricane Procedure | Section 2 |
| Emergency Pay Procedures | Section 3 |
| Lena Road Landfill Operations Plan | Section 4 |
| Household Hazardous Waste Collection Plan | Section 5 |
| Hurricane Tracking Chart | Section 6 |
| Debris Management Plan | Section 7 |

Solid Waste Division

| | |
|---|-------------------|
| Clean Harbors Environmental Services | Section 8 |
| Debris Contractors..... | Section 9 |
| Debris Monitors..... | Section 10 |
| Waste Hauler Disaster Plans..... | Section 11 |
| Continuity of Operations Plan (COOP)..... | Section 12 |
| Interlocal Agreements Post-Disaster Debris Mangt./Site Monitoring..... | Section 13 |

All Hazards Plan/Solid Waste Division

First Responders, Emergency and After Hours Contacts

Agency and/or Contact

Telephone Number

Ambulance

Emergency: 911

Bomb Squad

Emergency: 911

Fire Department

Emergency: 911

- Manatee County Fire Rescue
 - Battalion Captain Stacey Bailey
 - Chief Byron Teates
 - Administration Office
3200 Lakewood Ranch Blvd.
Bradenton, FL 34211
- First Responder: Station 2
 - 803 60th Street Court East
Bradenton, FL 34202

Non-Emergency: 941-751-5611

Materials Coordinator

Non-Emergency: 941-749-3500

Public Safety Hazardous

Emergency: 911

Sheriff

Emergency: 911

Non-Emergency: 941-747-3011

All Hazards Plan/Solid Waste Division

Solid Waste Division Contacts

| <u>Name</u> | <u>Job Title</u> | <u>Home/Cell Numbers</u> |
|----------------------|--|--|
| Gus DiFonzo | Deputy Director, Utilities | Cell: 941-313-0124 |
| Jeanne' Detweiler | Superintendent Solid Waste Enforcement | Cell: 941-812-4301 |
| Bryan White | Landfill Superintendent | Cell: 941-812-2455 County Cell: 941-779-7901 |
| Bob Bennett | Landfill Operations Disposal Supervisor | Home: 941-758-1741 Cell: 941-704-7855 |
| Anthony Detweiler | Landfill Operations Maintenance Supervisor | Cell: 941-812-8796 |
| Richard Jones | Solid Waste Maintenance Chief | Cell: 941-322-4104 |
| Eric Siegfried | Solid Waste Disposal Chief | Cell: 941-730-6554 |
| Keith Jones | Solid Waste Disposal Chief | Cell: 941-704-6640 |
| David Pickup | Manager, Special Waste | Cell: 941-962-7087 |
| Cari Walz | Household Hazardous Waste Technician | Cell: 941-920-9445 County Cell: 941-348-7123 |
| Barb Grunas | Solid Waste Collections Supervisor | Home: 941-355-0602 Cell: 941-538-8209 County Cell: 941-405-9817 |
| Debora Braziel-Jones | Solid Waste Collections Supervisor | Home: 941-350-9399 |

Outside Agency Contacts

Department of Environmental Protection (DEP)

- Steve Morgan Office: 813-470-5754

Special Waste Contractors

Household Hazardous Waste Collection and Disposal:

- Clean Harbors Environmental Service, Inc.
170 Bartow Municipal Airport
Bartow, FL 33830
 - Contact: John Poli, Project Manager
 - Cell: 863-441-4225

Lead Acid Batteries Collection and Removal:

- Interstate Batteries Systems of Sarasota
8241 Blaikie Court
Sarasota, FL 34240
 - Contact: Todd Rayber
 - Cell: 941-377-5068

Oil – Used:

- HowCo Environmental Services
3701 Central Ave.
St. Petersburg, FL 33713
 - Phone: 727-327-8467

Propane Tanks and Cylinders Collection and Removal:

- Par Gas Inc.
P.O. Box 1835
Bushnell, FL 33513
 - Contact: Pam Leigh
 - Office: 352-793-1982

Recycling and Demanufacturing of Electronics:

- A1 Assets, Inc.
1100 Charles Street
Longwood, FL 32750
 - Contact: Andrew Hoopper
 - Office: 407-339-7030, ext. 223
 - Cell: 407-948-5577

All Hazards Plan/Solid Waste Division

Special Waste Contractors (Continued)

Waste Tire Removal:

- Wheelabrator Ridge Energy Inc.
3131 K-Ville Ave.
Auburndale, FL 33823
 - Contact: Jerry Klepaczky
 - Office: 863-665-2255, ext. 116
 - Fax: 863-665-0400

White Goods and Scrap Metal Collection and Purchase:

- Transcor Recycling, LLC
1921 N. 53rd Street
Tampa, FL 33619
 - Contact: Candice Agosto, VP of Scrap & Aggregate Division
 - Phone: 813-579-1069
 - Cell: 813-245-8144
 - Email: CAgosto@transcorrecycling.com

Wood/Yard Waste Processing and Recycling:

- Consolidated Resource Recovery, Inc.
3025 Whitfield Avenue
Sarasota, FL 34243
 - Contact: Ed Lee
 - Phone: 941-756-0977
 - Fax: 941-751-6942
- Glen Purvis, Operation Manager
 - Office: 941-756-0977
- J.C. Eavey, Supervisor
 - Cell: 941-915-8686

Waste Haulers Contacts

Waste Management Inc.

6120 21st Street East
Bradenton, FL 34203

- Contact: Jason White, District Manager
- Phone: 941-751-7528
- Cell: 813-918-1593
- Fax: 941-755-4854
- Email: jwhite3@wm.com

Waste Pro of Florida, Inc.

P.O. Box 269
Tallest, FL 34270

- Contact: David Schneider, District Manager
- Phone: 941-355-9600, ext. 222
- Cell: 941-737-6469
- Fax: 941-355-9028
- Email: dschneider@wasteprousa.com

All Hazards Plan/Solid Waste Division

Manatee County Utilities Department

SOLID WASTE DIVISION

Landfill 800 MHz Radio Listings

| 4/3/2013 | ASSET # | LID |
|------------------|----------------|-----------------|
| BASE STATION | 00031690 | 2201 |
| ERICSSON LPE200 | 00040428 | 2502 BOB |
| ERICSSON LPE200 | 00040433 | 2509 ANTHONY |
| ERICSSON PRISMHP | 00042633 | 2397 BRYAN |
| ERICSSON LPE50 | 00042634 | 2520 |
| JAGUAR P7100IP | 00047928 | 2223 CARI |
| JAGUAR P7100IP | 00047922 | 2196 #8 |
| JAGUAR P7100IP | 00047923 | 2508 #9 |
| JAGUAR P7100IP | 00047925 | 2510 #10 |
| JAGUAR P7100IP | 00047926 | 2399 #11 |
| JAGUAR P7100IP | 00047921 | 2032 #12 |
| JAGUAR P7100IP | 00048958 | 12304 #13 |
| JAGUAR P7100IP | 00048964 | 12303 #14 |
| JAGUAR P7100IP | 00047924 | 2190 MIKE |
| JAGUAR P7100IP | 00047927 | 2191 GUS |
| JAGUAR P7100IP | 00048897 | 2002 SCALEHOUSE |
| JAGUAR P7100IP | 00047397 | 2104 SWE |
| JAGUAR P7100IP | 00048898 | 2095 SWE |
| JAGUAR P7100IP | 00047395 | 2206 SWE |
| JAGUAR P7100IP | 00047396 | 2124 SWE |
| JAGUAR P7100IP | 00047394 | 2371 SWE |

All Hazards Plan/Solid Waste Division

Solid Waste Division Telephone Roster

PHONE NUMBERS

Main Phone 941.748.5543
Landfill Standby 941.348.7124

BUILDING – ADDRESS NUMBERS

Community Drop Off - 3025
Landfill Administration - 3333
Fleet Garage - 3035
Operations - 3065
Restroom Facility - 3075
Scalehouse - 3035

| LAST NAME | FIRST NAME | EXT. | DIRECT DIAL | CELL NUMBER | SWD/JOB TITLE/SECTION |
|---------------|----------------|-------------|--------------|--------------|--|
| Bennett | Bob | 8015 | 941.798.6766 | 941.704.7855 | Landfill Operations Disposal Supervisor/Landfill |
| Bokish | Jim | 8003 | | | Fiscal Specialist |
| Braziel-Jones | Debora | 8004 | 941.798.6759 | | Solid Waste Collections Supervisor |
| Brown | Linda | 8034 | | | Landfill Scale Operator |
| Detweiler | Jeanne' | 8013 | 941.798.6760 | 941.812.4301 | Superintendent Solid Waste Enforcement |
| Detweiler | Anthony | 8016 | | 941.812.8796 | Landfill Operations Maintenance Supervisor |
| Ewaine | Larry | 8037 | | 941.405.9809 | * Solid Waste Enforcement Officer/SW Enforcement |
| Falkowski | Lynette | 8001 | | | Administrative Assistant |
| Grunas | Barb | 8036 | | 941.405.9817 | * Solid Waste Collections Supervisor |
| Harvey | Ashley | 8014 | | | Landfill Scale Operator |
| Jones | Keith | 8027 | | 941.704.6640 | Solid Waste Disposal Chief |
| Jones | Richard (MoJo) | 8011 | | | Solid Waste Maintenance Chief/Landfill |
| Kremps | Lesley | 8014 | | | Senior Landfill Scale Operator |
| Lavallee | Andy | 8038 | | 941.405.9828 | * Solid Waste Enforcement Officer/SW Enforcement |
| Malfese | Billy | 8048 | | | Recycling Program Coordinator/Recycling |
| Mays | Myron | 8009 | | | Senior Landfill Scale Operator |
| Pickup | David | 8049 | | 941.962.7087 | Manager - Special Waste |
| Siegfried | Eric | 8027 | | | Solid Waste Disposal Chief/Landfill |
| Tisone | Daniel | 8014 | | | Landfill Scale Operator |
| Walker | Jim | 8039 | | 941.405.9830 | * Solid Waste Enforcement Officer/SW Enforcement |
| Walz | Cari | 8010 | 941.798.6761 | 941.348.7123 | * Household Hazardous Waste Technician/Recycling |
| White | Bryan | 8008 | | 941.812.2455 | Landfill Superintendent/Landfill |
| | | | | 941 779.7901 | * |
| Wood | Scott | 8035 | | 941.405.9848 | * Solid Waste Enforcement Officer/SW Enforcement |
| TBD | | 8005 | | | Solid Waste Division Manager |

All Hazards Plan/Solid Waste Division

| | | | | |
|-------------------------------|---------------------------------|--|--|---|
| | | | | |
| <u>66th St West</u> | Main Phone: 941.792.8811 | | | MCUD – Emergency, After Hours 941-462-1094 |
| Gore | Mike | 5323 | 941.812.4531 941.405.9794 | * Director, Utilities |
| DiFonzo | Gus | 5473 | 941.313.0124 | Deputy Director, Utilities |
| | | | | |
| Admin (Public) | | 8040 | | Administration Bldg |
| Admin Breakroom | | 8007 | | Administration Bldg |
| | | | | |
| Admin Conference Room | 8002 | 941.798.6752 | Polycom Conference Phone Ext. 8042 | Administration Bldg |
| Admin File Room | 8019 | | | Administration Bldg |
| Admin Room 113 | 8018 | | | Administration Bldg |
| Fleet Landfill Garage | 8012 | | | Fleet Garage Bldg |
| Ops Breakroom | 8026 | | | Operations Bldg |
| Ops Garage Office | 8006 | | | Operations Bldg |
| Scalehouse | 8014 | | | Scalehouse Bldg |
| Scalehouse (Public) | 8043 | | | Scalehouse Bldg |
| Scalehouse (Public) | 8044 | | | Scalehouse Bldg |
| Scalehouse Breakroom | 8017 | | | Scalehouse Bldg |
| | | | | |
| <u>FAX NUMBERS</u> | | <u>SECTION - LOCATION</u> | | |
| Landfill | 941.708.5668 | | | |
| Recycling / HHW | 941.741.3396 | Recycling/Household Hazardous Waste (HHW) - Community Drop Off (CDO) Bldg | | |
| Scalehouse | 941.708.4910 | | | |
| SW Enforcement | 941.795.3484 | SW Enforcement Office - Scalehouse | | |

* County Issued Cell Phones

All Hazards Plan/Solid Waste Division

Landfill Equipment List

| | <u>Quantity</u> |
|------------------------------------|-----------------|
| Air Compressor, Sullair | 1 |
| Bulldozer, Caterpillar D7 | 4 |
| Bulldozer, Caterpillar D6 | 1 |
| Club Car | 1 |
| Compactor, Caterpillar 836H | 2 |
| Dump Truck, Caterpillar 740 | 3 |
| Excavator, Caterpillar 345BL | 1 |
| Excavator, Caterpillar 345CL | 1 |
| Forklift, Yale Veractor 60VX | 1 |
| Gator, John Deere | 1 |
| Generator - Admin & Ops Kohler | 2 |
| Generator - CDO, Caterpillar | 1 |
| Generator - Landfill 9021 | 1 |
| Generator - Scalehouse, Ram Power | 1 |
| Grader, Caterpillar 143H | 1 |
| Kawasaki Mule | 3 |
| Kubota RVT | 1 |
| Loader, Caterpillar 950 | 3 |
| Mowing Deck, 6' Finish Deck | 1 |
| Mowing Deck, 20' Flex Deck | 2 |
| Polaris Ranger | 1 |
| Pump, Thompson 6V-DPRT-1004CPU | 2 |
| Riding Lawnmower | 2 |
| Roll Off Containers | 8 |
| Roll Off Truck, International | 1 |
| Scraper, Caterpillar 623G | 1 |
| Street Sweeper, Tennant | 1 |
| Tarpomatic, 28T | 2 |
| Trailer, Crosley | 1 |
| Tractor, John Deere 7810 | 1 |
| Tractor, John Deere 7220 | 1 |
| Tractor, Massey Ferguson 6495 | 1 |
| Truck, International 4300 Refueler | 1 |
| Vibratory Roller, Saki | 1 |
| Water Wagon, Caterpillar 613C | 1 |
| Welder W/Plasma Cutter | 1 |

All Hazards Plan/Solid Waste Division

Emergency Operating Plan, Solid Waste Division

Objectives:

An Emergency Operating Plan is essential in maintaining Landfill Operations during times of emergency. Such conditions are those which pose immediate hazards to personnel, environment, or equipment. To ensure that the operations continue with minimum disruption, plans have been established in advance of their occurrence. Protective measures must be taken to assure the integrity of the Landfill and its infrastructure are maintained.

Scope of Involvement:

The Landfill Operations **will not** accept trash during a time of emergency.

The Landfill Operations section shall be responsible for performing the following tasks in no particular order of priority:

- Provide evaluation as to time line for Landfill Facility debris acceptance during the immediate response phase.
- Provide technical services for Landfill Facility, and damage assessment/debris disposal requirements immediately after event.
- Provide emergency repair and restoration of the Landfill Facility under the direction of the Utilities Department Director or Solid Waste Division Manager or designee, in cooperation with Manatee County Emergency Management. Prepare emergency debris sites for material acceptance, if necessary.

Pre-Planning:

The County's Lena Road Solid Waste Management Facility and its equipment must be maintained in the best possible condition to allow for rapid response in the event of a disaster. It is important that the Landfill Systems (i.e., storm water, etc.) and the equipment which would be the most vulnerable during an emergency be pinpointed so that consideration can be given to any alternate or emergency modes of operation available. In any system, certain units are more easily dispensed with than others. Special attention should be given to those items considered to be high on the priority list.

The following measures will be considered to reduce component and system vulnerability:

- Execution of an optimum preventative maintenance and testing program.
- Complete familiarity with alternate modes of system operation.

All Hazards Plan/Solid Waste Division

- Training of personnel in emergency operations and procedures.
- Maintenance of adequate operational supplies in stock.
- If equipment is not sufficient to maintain the excess volume of waste generated in an emergency, backup equipment will be rented from the County's approved bid list or from other County agencies or other vendors.
- During hurricane season (June 1 - November 30) additional precautions shall be taken to ensure general readiness in case of a substantial emergency event:
 - All portable generators shall be periodically checked for operational fitness and shall be stored in a readily available area.
 - All equipment will be equipped with all operational and safety needs.
 - Personnel items stored at the Lena Road Landfill Operations site shall include all operational and safety needs.

Solid Waste – Landfill Operations All Hazards Procedures Manual:

- Prior to the start of the Hurricane season, the Solid Waste Division will review the Solid Waste/Landfill Operations All Hazards Procedures Manual for needed updates and changes.
- Upon completion of the manual's review, the Landfill Superintendent will conduct a meeting with the Landfill Operations Supervisors, Superintendent Solid Waste Enforcement and Recycling Manager to discuss preparation, safety and employee/equipment duties.
- Prior to June 1, the Landfill Superintendent or the Landfill Operations Supervisors will review the revised Solid Waste/Landfill Operations All Hazards Manual with all employees.

Shelter Information:

- Emergency Management has designated **Braden River High School (6545 SR 70 East, Bradenton)** as a County employee and employee family shelter.
- When activated, the shelter will be run by County employees who have been trained as Shelter Managers.
- The shelter has been equipped with redundant communications systems including amateur radio so that on-duty personnel will be able to get messages and information on the status of their families while they are working.
- Also, there are two (2) FM broadcast stations that will be broadcasting information live from the EOC before, during and after storm events. The broadcast stations are 102.5 FM and 106.5 FM.

All Hazards Plan/Solid Waste Division

Hurricanes and/or Windstorms:

Following information provided by: www.nhc.noaa.gov/aboutsshs.shtml The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage. Category 1 and 2 storms are still dangerous, however, and require preventive measures. In the western North Pacific, the term "super typhoon" is used for tropical cyclones with sustained winds exceeding 150 mph.

CLASSIFICATION TABLE

| Category | Sustained Winds | Types of Damage Due to Hurricane Winds |
|--------------|---|---|
| 1 | 74 - 95 64 - 82 kt 119 -153 km/h | Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days. |
| 2 | 96 - 110 83 - 95 kt 154 -177 km/h | Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks. |
| 3 (major) | 111 – 129 mph 96 – 112 kt 178 – 209 km/h | Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes. |
| 4 (major) | 130 – 156 113 – 136 kt 209 – 251 km/h | Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possible months. Most of the area will be uninhabitable for weeks or months. |
| 5 (major) | 157 mph or higher 137 kt or higher 252 km/h or higher | Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months. |

The National Oceanographic and Atmospheric Administration (NOAA), from their Miami station, tracks hurricanes that form or that may present a threat. If a hurricane approaches the area, a hurricane **watch** will be issued. In the event of an impending or actual hurricane, the following procedures are to be implemented.

All Hazards Plan/Solid Waste Division

❖ **Prior to the Actual Event**

96 Hours Prior to Storm:

- Check to see if employees have updated their home and family plan.
- Begin preparation of employee lists for shifts to make home preparations and home protection (home and family preparations to begin between 48 & 36 hours).

72 Hours Prior to Storm:

- Personnel will be alerted for possible duty.
- All leaves will be canceled.
- Check all perimeter storm water drainage ditches and clear, if necessary, in order to adequately accommodate large volumes of water.
- Check all vehicles for proper operation and servicing needs. If necessary, contact Fleet Services personnel and request an urgent effort to have all on site vehicles and equipment operational.
- Ensure all vehicle and motorized equipment fuel tanks are full.
- Check emergency power generators for proper operation and ready availability.
- Check supply list and personnel needs list and prepare for purchase of required items.

48 Hours Prior to Storm:

- Alert personnel for possible reporting for duty in 24 hours and begin making shift arrangements/assignments to begin preparation of home and family protection.
- Secure the Household Hazardous Waste Facility and locate all outside wastes to within a bermed containment or containment area to prevent contamination of surrounding ground and groundwater.
- Fuel all vehicles, if needed. Assess other equipment.

36 Hours Prior to Storm:

- Field operations supervisors report for duty.
- Check and fuel generators and if necessary, refuel all vehicles and equipment. Clean water coolers and fill.
- Review assignments to emergency debris and main landfill locations and assure adequate supplies for each.
- Prepare to man mobile radio check point.

All Hazards Plan/Solid Waste Division

24 Hours Prior to Storm:

- Issue identification tags to staging area units, if required.
- Transport assigned equipment to staging areas.
- Standby for evacuation orders from the Utilities Department Director or assigned designee through Emergency Operations Center/Emergency Management.
- All home and family preparations to be completed.
- All designated supervisors and operators report to the Landfill Operations facility or specified areas. Bring food, clothing, blankets, etc.
- Install storm shutters or set-up plywood protection for windows and secure all out buildings to prevent injury/damage.
- Verify location of all vehicles and equipment.
- Check fuel and oil in all vehicles.
- Secure anything (signs, lightweight equipment, etc.) that could be damaged or could cause damage by being propelled (projectile) by the wind.
- Check emergency methods or power communications.
- Stay alert for all Emergency Operations Command Center updates and/or commands from Utility Department or the EOC.

16 Hours Prior to Storm:

- Daily cover shall be applied to **all** exposed refuse.
- Re-inspect landfill, storm water, gas and leachate systems for proper operations.
- Preliminary evacuation orders carried out.
- Stay alert for further pull back orders.
- Report location to the EOC or the Utilities Department Director or designee.

❖ 39 MPH Gale Force Winds

- When wind speeds reach 40 mph sustained at the Landfill Operations Facility all outside work will cease and personnel are requested to seek shelter.
- If winds are less than 40 mph equipment not at staging areas and vehicles are to be pulled back to the Landfill Operations Yard or any natural wind screens such as earthen mounds or berms. Advise the Utilities Department Director or designee that all remaining on duty staff is now moving to protective locations.

❖ Arrival of Hurricane Winds 74 + MPH

- Period of self protection. Withdrawal to shelters.
- No personnel out of shelters unless better sheltering must be sought. (This is a last scenario.)
- If any staff assigned to other areas, report to Utilities Department Director or designee and the Landfill Superintendent.

All Hazards Plan/Solid Waste Division

❖ Early Recovery Period

- Under Solid Waste Management's direction, inspection of the entire facility, including Scalehouse, vehicles, supplies and equipment is to be conducted.
- Solid Waste Management will update EOC on entry road, structural and facility status.
- Record all damage and reports received from EOC on forms for handling by support staff.
- Remain alert for severe situations that could affect the Landfill facility, thereby requiring the need for alternative sites.
- Report location of all personnel.
 - Proceed with damage assessment, operational needs and repairs according to the priority list determined by Solid Waste Management staff.
 - Assist assessment of the Scalehouse viability and, if necessary, utilize scale procedures when scale and/or computer are inoperable.
 - If necessary, notify appropriate Special Waste Vendors to begin mobilization planning to emergency debris sites.

❖ Damage Reporting Procedures

Since we cannot predict in advance the type of damage we will experience, and what information various agencies will need, it is important to provide as much information as possible about any work Landfill Operations performs following a storm.

- **Time & Attendance:** Instructions regarding completion of time and attendance will be issued by the Utilities Department Personnel Section to Time Card Keeper. (See Section 2, FAQs for New Emergency Pay Procedures.)
- Segregate ALL **materials** utilized for emergency preparations, operations, and repairs, and identify as "Hurricane Operations". List all **locations** where materials were used.
- **Any equipment** utilized for the preparation, ongoing operation, and necessary repairs required as a result of a hurricane event must be identified, noting all hours that the equipment was used, meter numbers, asset numbers, location(s), etc. Autos, pickups, one ton trucks of normal variety are charged out on mileage, making it necessary to note your mileage. **PLEASE** report all equipment including generators and pumps.
- Segregate debris accepted at the Landfill from the Utilities Department various divisions/sections. Take pictures and include them with your report.
- Note all tickets with hurricane debris (as opposed to usual municipal solid waste) through the Landfill Scalehouse so they can be segregated to support your claims and the claims of other departments.
- If it is ordered to open the Landfill without charge, continue to keep a **record** of tonnage.
- Retain all notes, tapes and pictures. This information is the Landfill Operations support for claims to the Federal Government (FEMA) for reimbursement.
- Some counties have or are making visual records of assets as its pre-storm status

All Hazards Plan/Solid Waste Division

for proof of current status. Providing a visual record of after-storm damage supports the claim.

- **Financial Records:** Instructions regarding completion of required financial forms will be issued by the Utilities Department Fiscal Operations Division.
 - **Materials used:** Retain copies of warehouse ticket(s) purchase order(s), work order(s), credit card receipts, audit slips, etc., if any, backing up all work performed.
 - Do not throw away any information that might support your hurricane claims. It is required to have backup for the auditors. All information must be readily available for audit by the Federal Government (FEMA).
-

Emergency Pay Procedures

See Attached **FAQs for New Emergency Pay Procedures**, dated May 27, 2009.

**FOURTH AMENDMENT
TO
AGREEMENT FOR HOUSEHOLD HAZARDOUS WASTE
COLLECTION AND DISPOSAL SERVICES**

This FOURTH Amendment to this Agreement, is made and entered into by and between the **COUNTY OF MANATEE**, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the **"County,"** with a mailing address at 1112 Manatee Avenue West, Bradenton, FL 34205 and **Clean Harbors Environmental Services, Inc.**, hereinafter referred to as **"Contractor"**, with offices located at 42 Longwater Drive, Norwell, MA 02061.

WHEREAS, on November 19, 2012 the parties hereto entered into and the Board of County Commissioners approved an Agreement for Household Hazardous Waste Collection and Disposal Services for two years commencing November 6, 2012 and ending November 5, 2014 ; and

WHEREAS, on January 25, 2013 the parties hereto entered into the First Amendment for Household Hazardous Waste Collection and Disposal Services which added additional items; and

WHEREAS, on January 21, 2014 the parties hereto entered into the Second Amendment for Household Hazardous Waste Collection and Disposal Services which added additional items; and

WHEREAS, The Third Amendment extended the Household Hazardous Waste Collection and Disposal Services for an additional year commencing November 5, 2014; and

WHEREAS, the Agreement Article 3, paragraph C, allows the Contractor's Price List/Rate Schedule provided in Exhibit "B" to be adjusted on the anniversary date of the execution of this Agreement using the Bureau of Labor Statistics Consumer Price Index, USA 1982-84 equals 100; and

WHEREAS, the Agreement may be amended upon mutual consent of the County and Contractor as evidenced by execution of an amendment; and

WHEREAS, the County has reviewed and accepts the Contractor's price increase request of one-percent (1%) in accordance with the Agreement; and

NOW THERE, for and in consideration of the mutual benefits to be derived, the parties hereto agree as follows:

1. Replace the Agreement's Exhibit "B" Fee/Rate Schedule with the attached Fourth Amendment Exhibit "B" Fee/Rate Schedule increasing the unit cost by one-percent (1%).
2. All other terms and conditions of the Agreement shall remain in full force and effect. There are two renewal options remaining.

The parties hereto have caused this FOURTH Amendment to the Agreement for Household Hazardous Waste Collection and Disposal Services to be fully executed, in duplicate, by their authorized representatives.

**CLEAN HARBORS ENVIROMENTAL
SERVICES, INC.**

By:_____

Print Name:_____

Title:_____

Date:_____

COUNTY OF MANATEE

By:_____

Melissa M. Wendel, CPPO;
Purchasing Official

Date:_____

**EXHIBIT “B” FEE/RATE SCHEDULE
Fourth Amendment**



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Labor, Equipment and Materials

| Description | UOM | | Price (USD) |
|--|-----|-----------|-------------|
| FIELD PERSONNEL | | | |
| Field Technician | HR | | \$33.33 |
| Field Technician Overtime | HR | | \$33.33 |
| Chemist | HR | | \$37.37 |
| Chemist Overtime | HR | | \$37.37 |
| Equipment Operator | HR | | \$37.37 |
| Equipment Operator, Overtime | HR | | \$37.37 |
| Project Manager | HR | | \$40.40 |
| ADMINISTRATIVE/MANAGERIAL PERSONNEL | | | |
| Project Manager Overtime | HR | | \$40.40 |
| SUPPORT EQUIPMENT | | | |
| Box Truck | HR | no charge | \$0.00 |
| Pickup/Van/Car/Crew Cab | HR | no charge | \$0.00 |
| Rolloff Container with Tarp & Bows | DAY | | \$11.10 |
| SPECIALTY EQUIPMENT | | | |
| Forklift, 2,000Lb Capacity | DAY | | \$303.00 |
| DOT SHIPPING CONTAINERS | | | |
| 1L Capacity/PBI Box (4G Type) | EA | | \$18.18 |
| 20 Gal / 80 Litre Fiber Drum | EA | | \$22.22 |
| 20 Gal / 80 Litre Poly Drum (1H2/Y56/S) | EA | | \$40.40 |
| 30 Gal / 120 Litre Closed Poly Drum 1H1/Y1.8/100 | EA | | \$51.00 |
| 30 Gal / 120 Litre Fiber Drum 1G/X56/S | EA | | \$51.00 |
| 30 Gal / 120 Litre Poly Drum 1H2/Y142/S | EA | | \$51.00 |
| 5 Gal / 20 Litre Poly Drum 1H2/Y1.5/60 | EA | | \$18.18 |
| 5 Gal / 20 Litre Steel Drum 1A2/Y1.8/100 | EA | | \$18.18 |
| 55 G / 205 L Steel Drum, Reconditioned 1A2/Y1.2/100 (17-H) | EA | | \$35.35 |
| 55 Gal / 205 Litre Open Head Poly, Reconditioned Drum 1H2/Y2 | EA | | \$56.00 |
| 85 G / 320 L Steel Drum, Reconded 1A2/X400/S (Overpack) | EA | | \$110.00 |
| Flexbin, 1 Cubic Yard Flexbin 11G/Y/2022/1122 | EA | | \$136.00 |
| Lab pak box, 20 gal, UN4G/Y75/S HD poly linder included | EA | | \$22.22 |
| ABSORBENT MATERIALS | | | |
| Vermiculite 4 cuft | BAG | | \$35.35 |
| MISCELLANEOUS | | | |
| Rolloff Poly Liner | EA | | \$51.00 |
| Rolloff spot charge | EA | | \$333.00 |



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|---|--|------|-------------|
| A22K | LOW BTU ORGANIC LIQUID | 55DM | \$278.00 |
| A31 | SPECIFICATION OILS | 55DM | \$76.00 |
| A32 | SPECIFICATION OIL & WATER | 55DM | \$81.00 |
| B29O | CYANIDE AND SULFIDE SOLUTIONS FOR INCINERATION | 15DM | \$298.00 |
| B29O | CYANIDE AND SULFIDE SOLUTIONS FOR INCINERATION | 20DM | \$298.00 |
| B35 | GLYCOLS | 55DM | \$76.00 |
| CCC | ISOCYANATES | 55DM | \$556.00 |
| CCRC | CORROSIVE INCINERABLES | 55DM | \$253.00 |
| CCS | CHARACTERISTIC SOLIDS FOR STABILIZATION | 55DM | \$167.00 |
| CCSS | SEMI-SOLIDS FOR STABILIZATION | 05DM | \$61.00 |
| CCSS | SEMI-SOLIDS FOR STABILIZATION | 20DM | \$105.00 |
| CCSS | SEMI-SOLIDS FOR STABILIZATION | 30DM | \$131.00 |
| CCSS | SEMI-SOLIDS FOR STABILIZATION | 55DM | \$175.00 |
| CFL1 | MERCURY BULBS FOR RECLAMATION | LBS | \$1.67 |
| Minimum Price \$59.00 per 4 foot bulbs in a box | | | |
| Minimum Price \$59.00 per 8 foot bulbs in a box | | | |
| CFL2 | MISC. MERCURY BULBS FOR RECLAIM | LBS | \$3.33 |
| Minimum Price \$59.00 per 55 gallon drum | | | |
| CFL4 | MISC. MERCURY BULBS FOR RECLAIM | LBS | \$5.60 |
| Minimum Price \$59.00 per 55 gallon drum | | | |
| CFL5 | LOW PRESSURE SODIUM LAMPS FOR RECLAIM | LBS | \$29.00 |
| Minimum Price \$59.00 per 55 gallon drum | | | |
| CHBL | PCB BALLASTS OR CAPACITORS FOR LANDFILL | 30DM | \$153.00 |
| CHG-4 | MERCURY SALTS AND SOLUTIONS FOR RETORT | 05DM | \$556.00 |
| CHG-4 | MERCURY SALTS AND SOLUTIONS FOR RETORT | 20DM | \$1333.00 |
| CHG-4 | MERCURY SALTS AND SOLUTIONS FOR RETORT | 30DM | \$1667.00 |
| CHG-4 | MERCURY SALTS AND SOLUTIONS FOR RETORT | 55DM | \$2222.00 |
| CHSI | PCB SOLIDS FOR INCINERATION | 55DM | \$762.00 |
| CNO | NON HAZARDOUS SOLID | 55DM | \$81.00 |
| CNOS | NON HAZARDOUS SEMI-SOLIDS | 55DM | \$86.00 |
| CNOS | NON HAZARDOUS SEMI-SOLIDS | FBIN | \$300.00 |
| COF | OIL FILTERS FOR RECLAMATION | 55DM | \$146.00 |
| D92K | HIGHER TOXICITY SOLIDS FOR INCINERATION | 55DM | \$253.00 |
| EEE | EQUIPMENT FOR DISMANTLING | LBS | \$0.35 |
| Minimum Price \$126.00 per 55 gallon drum | | | |
| FB1 | LIQUID FOR FUEL | 55DM | \$76.00 |
| FB2 | LIQUID FUEL WITH SOLIDS | 55DM | \$106.00 |



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|--|--|------|-------------|
| FB3 | SEMI-LIQUID FOR FUEL | 55DM | \$126.00 |
| FB4 | ORGANIC SOLID FOR FUEL | 55DM | \$186.00 |
| FB5 | SOLID FUEL NOT PROCESS-ABLE (DEBRIS) | 55DM | \$214.00 |
| LBBGB | SMALL SEALED CELL BATTERIES AND PORTABLE ELECTRONICS FOR REC | LBS | \$10.10 |
| Minimum Price \$177.00 per 5 gallon pail | | | |
| LBD | MIXED BATTERIES FOR RECLAMATION | 05DM | \$61.00 |
| LBD1 | ALKALINE DRY CELL BATTERIES FOR RECLAMATION (MERCURY FREE) | 05DM | \$61.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 05DM | \$61.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 20DM | \$121.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 30DM | \$152.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 55DM | \$202.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 05DM | \$61.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 20DM | \$121.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 30DM | \$152.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 55DM | \$202.00 |
| LBRR | LITHIUM BATTERIES FOR RECLAMATION | LBS | \$10.10 |
| Minimum Price \$177.00 per 5 gallon pail | | | |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 05DM | \$81.00 |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 20DM | \$123.00 |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 30DM | \$154.00 |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 55DM | \$205.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 05DM | \$81.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 20DM | \$123.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 30DM | \$154.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 55DM | \$205.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 05DM | \$81.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 20DM | \$123.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 30DM | \$154.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 55DM | \$205.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 05DM | \$81.00 |



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|--|---|------|-------------|
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 20DM | \$123.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 30DM | \$154.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 55DM | \$205.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 05DM | \$81.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 20DM | \$123.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 30DM | \$154.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 55DM | \$205.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 05DM | \$81.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 20DM | \$123.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 30DM | \$154.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 55DM | \$205.00 |
| LCCRP | LABPACK DIOXINS AND DIOXIN PRECURSORS | 05DM | \$879.00 |
| LCCRQ | AEROSOLS FOR INCINERATION | 55DM | \$177.00 |
| LCHG1 | LABPACK MERCURY RELATED MATERIAL FOR STABILIZATION/LANDFILL | 05DM | \$146.00 |
| LCHG2 | LABPACK ELEMENTAL MERCURY FOR RETORT | 05DM | \$253.00 |
| LCHG4 | LABPACK MERCURY SALTS AND SOLUTIONS FOR RETORT | 05DM | \$253.00 |
| LCHG4 | LABPACK MERCURY SALTS AND SOLUTIONS FOR RETORT | 20DM | \$506.00 |
| LCHSI | LABPACK PCBS FOR INCINERATION | 05DM | \$197.00 |
| LCHSI | LABPACK PCBS FOR INCINERATION | 20DM | \$394.00 |
| LCHSI | LABPACK PCBS FOR INCINERATION | 30DM | \$492.00 |
| LCHSI | LABPACK PCBS FOR INCINERATION | 55DM | \$657.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 05DM | \$38.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 20DM | \$76.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 30DM | \$95.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 55DM | \$126.00 |
| LPTN | NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION | 55DM | \$187.00 |
| LPTN | NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION | FBIN | \$654.00 |
| LPTP | PAINT IN CANS, ROLLOFF BOX ONLY | LBS | \$0.40 |
| Minimum Price \$0.40 per 55 gallon drum | | | |
| LRCT | LABPACK REACTIVES FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$126.00 per 5 gallon pail | | | |
| LRCTA | LABPACK REACTIVE ACID & ACID COMPATIBLES FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$126.00 per 5 gallon pail | | | |

**Clean Harbors House Hold Hazardous Waste Pricing Schedule****Waste Code Disposal Pricing**

| Waste Code | Description | UOM | Price (USD) |
|--|---|-----|-------------|
| LRCTB | LABPACK REACTIVE BASIC & BASIC COMPATIBLES FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$126.00 per 5 gallon pail | | | |
| LRCTC | LABPACK REACTIVE ORGANICS FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$126.00 per 5 gallon pail | | | |
| LRCTD | LABPACK REACTIVE FLAMMABLES FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$126.00 per 5 gallon pail | | | |
| LRCTO | LABPACK REACTIVE OXIDIZERS FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$126.00 per 5 gallon pail | | | |
| LRCTQ | LABPACK REACTIVE COMPRESSED GAS CARTRIDGE FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$126.00 per 5 gallon pail | | | |

Profile Disposal Pricing

| Profile No | Waste Description | UOM | Price (USD) |
|--|---|------|-------------|
| BTCTR-034 | ALKALINE SOLUTION | 55DM | \$232.00 |
| BTCTR-036 | ADHESIVES/CAULKING/TAR COMPOUNDS - BULK | 55DM | \$206.00 |
| BTCTR-038 | MIXED ACIDS - BULK | 55DM | \$232.00 |
| BTCTR-039 | BULK AMMONIA SOLUTIONS | 55DM | \$253.00 |
| BTCTR-042 | DIESEL FUEL SPILL CLEAN UP | 55DM | \$206.00 |
| CH343693 | COMPACT FLUORESCENT LAMPS | LBS | \$5.60 |
| Minimum Price \$59.00 per 55 gallon drum | | | |



Clean Harbors House Hold Hazardous Waste Pricing Schedule

GENERAL CONDITIONS

1. ~~Prices firm for 30 days.~~
2. Terms: Net 45 Days
3. Interest to accrue at the rate of 1.5% per month or the maximum allowed by law after 15 days.
4. Applicable sales tax and state regulatory fees are not included in quoted prices.
5. Materials subject to additional charges if they do not conform to the listed specifications.
6. Waste material profile will be assessed at \$75.00 per profile.
7. A variable Recovery Fee (that fluctuates with the DOE national average diesel price), currently at 16.0%, is included in our quoted pricing.
8. ~~Pickups that require same day or next day service may be subject to additional charges.~~
9. Pickups cancelled within 72 hours of scheduling will be subject to cancellation charges.
10. ~~In the event that legal or other action is required to collect unpaid invoice balances, Customer agrees to pay all costs of collection, including reasonable attorneys' fees, and agrees to the jurisdiction of the Commonwealth of Massachusetts.~~
11. All drums for disposal must be in D.O.T. approved containers and in good condition.
12. All containers must be marked with the Clean Harbors' profile number.
13. Standard disposal conversions (excluding minimums) apply to containers other than 5 gallon drums unless otherwise quoted: 6-20g 60%, 21-30g 75%, 31-55g 100%, 56-85g 145%, FBIN 350%, TOTE 630%.
14. Compressed gas cylinders requiring special handling due to inoperable valves will be assessed an additional charge of \$400.00 per cylinder. This charge may be sent as a supplemental invoice.
15. Out of Service (OSD) for PCB incinerables should be clearly identified in Section J of the manifest. Prices for these items are only effective if received within 6 months of the OSD.
16. ~~Time over eight (8) hours in the normal workday and all day Saturday is considered overtime and will be billed at 1.5 times the applicable straight time rate for all billable personnel unless otherwise quoted. Sunday and Holidays are considered premium time and will be billed at 2.0 times the applicable straight time rate for all billable personnel unless otherwise quoted.~~

11/6/12 - 11/5/14
11/6/14 - 11/5/15
11/6/15 - 11/5/16
11/6/16 - 11/5/17

AGREEMENT #12-0915FL FOR
HOUSEHOLD HAZARDOUS WASTE COLLECTION AND DISPOSAL SERVICES
BETWEEN
MANATEE COUNTY GOVERNMENT
and
CLEAN HARBORS ENVIRONMENTAL SERVICES, INC.

THIS AGREEMENT is made and entered into by and between the COUNTY OF MANATEE, a political subdivision of the State of Florida, by and through its Board of County Commissioners hereinafter referred to as the "County", with offices located at 1112 Manatee Avenue West, Bradenton, Florida 34205 and CLEAN HARBORS ENVIRONMENTAL SERVICES, INC., a corporation organized in accordance with the laws of the State of Massachusetts, duly authorized to transact business in the State of Florida, hereinafter referred to as the "Contractor", with offices located 42 Longwater Drive, Norwell, MA 02061.

WHEREAS, the County has determined that it is necessary, expedient and in the best interest of the County to retain a Contractor to render and perform Household Hazardous Waste Collection Services.

WHEREAS, the County caused a public announcement to be made, distributed and published, requesting proposals (RFP #12-0915), for the hereinafter identified Household Hazardous Waste Collection Services, The Contractor submitted such a proposal, the County conducted a competitive selection procedure concerning said proposals, and this Agreement is entered into as a result of a competitive negotiation procedure instituted by the County conducted negotiations as appropriate as to price, terms concerning Contractor's Proposal and this Agreement is entered into in compliance with local Ordinance Procurement Code .

WHEREAS, pursuant to the County's Contract with the Department of Environmental Protection, the County must contract with a licensed, insured private company that will be responsible for collecting hazardous waste and assuring the delivery of that waste to permitted recycling, storage, treatment or disposal facilities.

WITNESSETH

Now therefore, in consideration of the foregoing, which is incorporated herein by reference, and the mutual covenants contained herein it is agreed by and between the parties as follows:

ARTICLE 1. SCOPE OF AGREEMENT

This Agreement sets forth the general terms and conditions pursuant to which County retains Contractor to provide Household Hazardous Waste Collection Services as more specifically detailed in Article 2. Incorporated herein for reference is the Request for Proposal for Household Hazardous Waste Collection Services (RFP #12-0915). ~~sole responsibility of the County.~~

ARTICLE 2. SCOPE OF SERVICES

Upon execution of this Agreement by both the County and the Contractor, the Contractor shall furnish the necessary personnel, materials, equipment, supplies, transportation, services and otherwise do all things necessary to perform the requirements stated in Exhibit "A".

ARTICLE 3. CONTRACTOR'S INVOICES AND PAYMENT

A. County agrees to pay Contractor for its services in accordance with the Price List/Rate Schedule set forth in Exhibit "B". Contractor shall provide County with an invoice for each temporary Collection Event and for each periodic servicing which shall itemize all charges and be based on allowable fees; and charges as provided for in Exhibit "B". Contractor's invoice shall be in a form acceptable to County and provide specific details with respect to actual work for each Collection Event.

B. County shall remit payment of each invoice within forty-five (45) days after the receipt of an acceptable invoice. In the event of a dispute between County and Contractor with respect to any inaccuracies in the invoice or dispute with respect to whether Contractor's invoice is based upon a fair and reasonable assessment of the work completed shall be resolved in accordance with the dispute resolution procedures provided under Article 7. County shall give Contractor prompt notice of any dispute with respect to Contractor's invoice. County shall, within the time established above, remit payment of the undisputed amount to Contractor.

The Contractor agrees to permit full and open inspection of payroll records and other expenditures in connection with all Collection Events upon the request of the County and to maintain all financial records related to this Contract for a period of five (5) years after termination or completion of the performance of this Contract.

C. If this Agreement is renewed or extended as authorized under Article 4, Contractor's Price List/Rate Schedule, provided in Exhibit "B" may be adjusted on the anniversary date of the execution of this Agreement using the Bureau of Labor Statistics Consumer Price Index (CPI-U), U.S.A. 1982-84 equals 100. The adjustment shall be calculated by dividing the Index on the anniversary date of the previous year's index and subtracting 1.00. If, on the anniversary date, the Index shows a change from the Index of

the previous year, this percentage, not to exceed four (4%) percent annually, will be used to adjust the rates found in Exhibit "B". This adjustment shall be applicable to Collection Events after the date of the rate adjustment, and shall not apply to Contractor's compensation for any previously agreed to Collection Events.

ARTICLE 4. DURATION AND TERMINATION

A. Unless renewed or extended as provided herein, this Agreement shall remain in full force and effect for two (2) years commencing November 6, 2012 and ending November 5, 2014 with respect to the rights and duties of County and Contractor to negotiate and authorize Collection Programs and with respect to all Collection Events authorized during the effective period of this Agreement, until all Collection Events have been completed.

B. This Agreement may be renewed for three (3) additional one (1) year period upon mutual agreement of County and Contractor as evidenced by execution of an addendum which shall also establish adjustments in Exhibit "B" as authorized by Article 3.

C. This Agreement may be terminated in its entirety by either of the parties hereto by giving sixty (60) days written notice to the other party. If the Agreement is duly terminated in its entirety by the County, the Contractor shall be entitled to compensation for all services rendered or performed pursuant to the provisions of this Agreement through the date of termination, together with all authorized costs and expenses incurred in connection therewith. If this Agreement is duly terminated in its entirety by the Contractor, the Contractor shall be entitled to compensation for only that work fully performed and completed as of the date of the termination, together with all authorized costs and expense incurred in connection with the completed work.

ARTICLE 5. COVENANTS BY THE COUNTY

The County hereby covenants and agrees:

A. That Solid Waste Division Manager, Utilities Department, is hereby appointed as the Contract Administrator with respect to the services to be performed by the Contractor pursuant to this Agreement. The Contract Administrator shall have the authority to transmit instructions, receive information, interpret and define the policy of the County and make decisions pertinent to services covered by this Agreement. The County's Contract Administrator shall have the right, from time to time, to designate such other employees of Manatee County as he desires to serve in his absence. The County reserves the right to designate a different Contract Administrator, provided that the Contractor is given written notice thereof.

B. To make available at no cost to the Contractor any existing records, reports, maps, graphics, fiscal data and all other existing records, reports, maps, graphics, fiscal data and all other existing data which may reasonably be required for work under this Agreement,

and to provide full information as to the County's requirements for any work authorized hereunder.

C. To make such facilities and properties as are reasonably necessary for the performance of this Agreement available and accessible to the Contractor during normal working hours and to guarantee access to and make all reasonable provisions for the Contractor to perform any Collection Event authorized under this Agreement. The County reserves the right to require diversion of any materials from the waste stream for County recycling or alternative disposal by the County. The County shall designate the permanent Hazardous Waste collection center(s), and shall open and close the center(s) during Collection Events.

D. To give prompt notice to the Contractor whenever the County observes or otherwise becomes aware of any defect in the performance of work under this Agreement.

ARTICLE 6. COVENANTS OF THE CONTRACTOR

Contractor hereby covenants and agrees:

A. That Tim Lester, Project Manager is hereby appointed as Contractor's Project Manager with respect to the services to be performed by the Contractor pursuant to this Agreement. The Contractor's Project Manager shall have the authority to receive information, and interpret and define the needs of Contractor and make decisions pertinent to services covered by the Agreement. Contractor's Project Manager shall have the right, from time to time, to designate such other employees of Contractor's as he desires to serve in his absence. Contractor reserves the right to designate a different Project Manager, provided that the County was given written notice whereof.

B. That all employees assigned to render services under this Agreement shall be duly qualified, registered, licensed or certified to provide the services required. All services shall comply with such reasonable supplemental written memoranda and directives provided by the Contract Manager, which are not in conflict with this Agreement.

C. Contractor shall not knowingly engage in any contractual or professional obligations that create an appearance of a conflict of interest with respect to the service provided pursuant to this Agreement and shall provide an Affidavit of No Conflict.

D. Contractor shall, if requested by the County, provide a representative to speak before public groups or the news media, or otherwise assist with publicizing and advertising the collection programs.

ARTICLE 7. DISPUTE RESOLUTION

A. Disputes shall be resolved as follows: through good faith negotiations by the designated agents of the parties, and if not resolved by such designated agents after twenty-one (21) days, the Contractor may submit its claim (with the basis for the dispute) in writing to the Manatee County Purchasing Director for a determination and handling in accordance with the provisions of the Manatee County Procurement Code. Any dispute resolution agreed to by the County's Contract Manager or the Manatee County Purchasing Director, constituting a material change in this Agreement will not be final until approved by the Board of County Commissioners. If such dispute involves compensation to be paid to the Contractor, the County shall, as promptly as reasonably possible after resolution of such dispute, forward payment to Contractor of any amount determined to be due and owing.

B. Any dispute not resolved after proceeding as set forth above in this Article 7 may be resolved by recourse to litigation in accordance with the laws of Florida, with venue in Manatee County.

ARTICLE 8: PROPERTY OF THE COUNTY

A. All reports, technical information, working data tabulations, background information, and information provided under Article 5 or obtained or prepared by the Contractor pursuant to this Agreement, are the property of the County without restriction or limitation on their use, and shall be made available upon request of the County at any reasonable time, including all finished and unfinished documents and other material prepared or obtained by the Contractor upon the termination of this Agreement in whole or in part under the provisions of this Agreement.

B. The County acknowledges that materials cited above which are provided by the Contractor are not intended for use in connection with any project or purpose other than that for which such materials were intended, without prior written consent by the Contractor. shall have no responsibility or liability therefor.

ARTICLE 9. INDEMNIFICATION

The Contractor hereby agrees to indemnify, defend, save and hold harmless the County from all costs, expenses, claims, demands, liabilities, judgments and suits of any nature whatsoever, arising out of, because of, or due to any negligent, error, omission, or act of professional malpractice by the Contractor, or due to the breach of this Agreement by the Contractor, his subcontractors, agents or employees. It is specifically understood and agreed that the provisions of this Article are not intended to cover or indemnify the County for its own negligence or breach of Contract.

ARTICLE 10. INSURANCE

The Contractor shall not commence work pursuant to this Agreement until Contractor has obtained all insurance under this Article and such insurance coverage as might be required by the County. The Contractor shall obtain at his expense the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy).

All insurance policies shall be with qualified insurers doing business in the State of Florida, approved by the County.

A. Workers' Compensation/Employers' Liability

Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by Florida Worker's Compensation Act, the Longshoremen's and Harbor Workers' Compensations Act or any other coverage required by the contract documents which are customarily insured under Part One of the standard Workers' Compensation Policy shall be:

Part Two - The minimum amount of coverage required by the contract documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

\$1,000,000 (Each Accident)
\$1,000,000 (Disease-Policy Limit)
\$1,000,000 (Disease-Each Employee)

B. Commercial General Liability

The limits are to be applicable only to work performed under this contract and shall be those that would be provided with the attachment of the Amendment of Limits of Insurance (designated project or premises) endorsement (ISO form CG 25 01) or to a Commercial General Liability Policy with the following minimum limits:

| | |
|---|--------------------|
| General Aggregate | |
| Products/Completed Operations Aggregate | <u>\$3,000,000</u> |
| Personal and Advertising Injury | <u>\$3,000,000</u> |
| Each Occurrence | <u>\$3,000,000</u> |
| Fire Damage (any one fire) | Nil |
| Medical Expense (any one person) | Nil |

C. Environmental Impairment Liability for sudden accidental occurrences for Contractor's Services Facility:

| | |
|------------------|--------------------|
| Each Occurrence | <u>\$1,000,000</u> |
| Annual Aggregate | <u>\$2,000,000</u> |

D. MCS-90 Endorsement

| | |
|------------------------------------|--------------------|
| Hazardous materials transportation | <u>\$5,000,000</u> |
|------------------------------------|--------------------|

E. Business Auto Policy

Each Occurrence Bodily Injury and Property

Damage Liability Combined

\$1,000,000

Annual Aggregate (if applicable). Three times each occurrence limit.

F. Certificates of Insurance and Copies of Policies - Certificates of Insurance in triplicate evidencing the insurance coverage specified in the six above paragraphs A, B, C, D, and E shall be filed with the Purchasing Director before operations are begun. The required certificates of insurance shall not only name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall remain in force at least one (1) year after completion and acceptance of the project by the County, insurance in the amounts and types as stated herein, coverage for all products and services completed under this contract.

ADDITIONAL INSURED: - The County of Manatee shall be specifically named as an additional insured for Commercial General Liability.

If the initial insurance expires prior to the completion of operations and or services by the Contractor, renewals certificates of insurance and required copies of policies shall be furnished by the Contractor and delivered to the Purchasing Director thirty (30) days prior to the date of their expiration.

ARTICLE 11. LEGAL RESTRAINTS AND LIMITATIONS

The Contractor acknowledges that the County, as a unit of local government and a political subdivision of the State of Florida, is subject to restraints, limitations, regulations and controls imposed or administered pursuant to numerous applicable laws, ordinances, rules and regulations of federal, state, regional and certain local governmental agencies or authorities. The Contractor agrees that all professional services rendered or performed by the Contractor pursuant to the provisions of this Agreement shall be in compliance therewith.

ARTICLE 12. TRANSFER OF WORK (SUCCESSORS AND ASSIGNS)

The Contractor shall not sublet, assign or transfer any interest or obligation under this Agreement without prior written approval from the County.

ARTICLE 13. QUALITY OF WORK

The services shall be performed by the Contractor to the reasonable satisfaction of the County, and all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution and fulfillment of the services hereunder and the character, quality, amount and value thereof, which cannot be settled by

mutual agreement of the parties, shall be settled by recourse to litigation under Florida law. Any such lawsuit shall be filed only in Manatee County, Florida.

ARTICLE 14. SOLICITATION OF CONTRACT

The Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement, and that it has not paid or agreed to pay any Company or person other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift, contingent fee, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to annul this Agreement without liability or at its discretion to deduct from the contract price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 15. NOTICES

All notices, requests and authorizations provided for herein shall be in writing and shall be delivered by hand or mailed through the U.S. Mail, addressed as follows:

To the County: Manatee County Government
 Utility Operations Department
 Solid Waste Division
 4410 66th Street West
 Bradenton, FL 34210

To the Contractor: Clean Harbors Environmental Services
 42 Longwater Drive
 Norwell, MA 02061

or addressed to either party at such other address as such party shall hereafter furnish to the other party in writing. If any such notice, request or authorization is delivered by hand, it shall be deemed to have been received when so delivered. If any such notice, request or authorization is delivered through the U.S. Mail, it shall be by registered or certified mail, postage paid and return receipt requested, and shall be deemed to have been received when deposited in the U.S. Mail, except,

A. Any Notice of Termination of this Agreement, if deposited in the U.S. Mail, shall be effective only when received; and

B. "Change Order" pursuant to the terms of this Agreement, if deposited in the U.S. Mail, shall be effective only when received.

ARTICLE 16. GOVERNING LAW

This Agreement shall be governed by the laws of the State of Florida. Any action filed regarding this Agreement will be filed only in Manatee County, Florida.

ARTICLE 17. SUBCONTRACTORS

It is expected that the Contractor shall have standard in-house capability to provide all the services required by this Agreement. However, should the Contractor find it necessary to utilize the services of a Subcontractor, the Contractor shall first obtain the written approval of the County. The Contractor shall also require each Subcontractor to adhere to applicable provisions of this Agreement. The utilization of any such Subcontractor by the Contractor shall not relieve the Contractor from any liability or responsibility to the County pursuant to the provisions of this Agreement or obligate the County to the payment of any compensation to the Subcontractor or additional compensation to the Contractor.

ARTICLE 18. NON-DISCRIMINATION PROCEDURES

During the performance of this Agreement, the Contractor agrees as follows:

A. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin or age, and will take affirmative action to insure that all employees or applicants are afforded equal employment opportunities without discrimination because of race, creed, sex, color, national origin or age. Such action will be taken with reference to, but shall not be limited to, recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination rates of training or retraining, (including apprenticeship and on-the-job training).

B. No person in the United States shall, on the grounds of race, creed, sex, color, national origin or age, be excluded from participation in, be denied the proceeds of, or be subject to discrimination in the performance of this Agreement.

ARTICLE 19. KEY PERSONNEL

The following Key Personnel are hereby assigned to the project by the Contractor and shall not be removed from the project until alternate personnel acceptable to the County are approved, in writing, by the County:

Tim Lester, Technical Services Account Manager

ARTICLE 20. ACCEPTANCE

When the services of the Contractor required for any phase or task are complete, the Contractor shall notify the County in writing. Thereupon the County, within thirty (30) days, shall either provide its written acceptance or give the Contractor written notice of any unfinished or improperly performed services to be finished or corrected; if such written notice of acceptance or exception is not given within such period of time, the services shall be deemed to have been accepted by the County. However, acceptance of the work performed by the Contractor shall not be construed to be an acceptance of latent improper, defective or deficient work.

ARTICLE 21. FORCE MAJEURE

Neither party shall be considered in default in performance of its obligations hereunder to the extent that performance of such obligations, or any of them, is delayed or prevented by Force Majeure. Force Majeure shall include, but not be limited to, hostility, revolution, civil commotion, strike, epidemic, accident, fire, flood, wind, earthquake, explosion, lack of or failure of transportation facilities, any law, proclamation, regulation, ordinance or other act of government, or any act of God or any cause whether of the same or different nature, existing or future; provided that the cause, whether or not enumerated in this Article, is beyond the control and without the fault or negligence of the party seeking relief under this Article.

ARTICLE 22. MISCELLANEOUS

A. The Contractor expressly agrees to keep confidential all data, findings, progress statements, conclusions or any other matters which are not otherwise public information, and not to divulge any material or information to anyone outside the employment of the County without the express written consent or direction of the County.

B. It is mutually agreed that should the Contractor be needed to appear in litigation or hearings on behalf of the County or required to prepare for such appearances, additional compensation shall be provided in accordance with the standard labor/man hour rate in Exhibit "B".

ARTICLE 23. CONTRACT DOCUMENTS

This Agreement includes the following documents:

Exhibit "A" Scope of Services
Exhibit "B" Fee/Rate Schedule
Exhibit "C" Affidavit of No Conflict
Exhibit "D" Certificate of Insurance

ARTICLE 24. AUTHORITY TO EXECUTE

Each of the parties hereto covenants to the other party that it has lawful authority to enter into this Agreement. That the governing or managing body of each of the parties has authorized the execution of this Agreement in the manner hereinafter set forth.

THE CONTRACTOR agrees to perform or render services in accordance with this Agreement for Household Hazardous Waste Collection Services according to the method of compensation as set forth within this Agreement, upon authorization by Manatee County.

**CLEAN HARBOR ENVIRONMENTAL
SERVICES, INC.**

By: William O'Connor

Print Name: William O'Connor

Title: Sr. Vice President

Date: 11/19/12

COUNTY OF MANATEE

By: Melissa M. Wendel

Melissa M. Wendel, CPPO
Purchasing Official

EXHIBIT "A": SCOPE OF SERVICES

A.01 GENERAL OVERVIEW:

Contract shall provide the collection, transportation and proper disposal of Household Hazardous Wastes generated from households, conditionally exempt small quantity generators (CESQG) and small quantity generators (SQG). The collection will be from the Lena Road Landfill, 3333 Lena Road (State Road 64 East), Bradenton, FL; Utilities Department Administration Complex, 4410 66th Street West, Bradenton, FL; Agriculture/Fairgrounds, 1303 17th Street West, Palmetto, other designated collection event sites, and various sites of CESQG and large quantity generators (LQG)/SQG on an as needed basis.

A.02 DEFINITIONS: For the purpose of this Scope of Service the following shall apply.

1. The County shall indicate Manatee County Government.
2. LQG shall indicate a Large Quantity Generator of hazardous waste: generates over 1,000 kg in one month.
3. SQG shall indicate a Small Quantity Generator of hazardous waste: generates between 100 kg and 1,000 kg in one month.
4. CESQG shall indicate a Conditionally Exempt Small Quantity Generator of hazardous waste: generates less than 100 kg in one month.
5. MILK RUN shall indicate an industry standard term for establishing a defined pickup schedule for businesses that generate compatible hazardous waste.
6. HOUSEHOLD shall indicate those generators of waste that are residential in purpose and does not include entities that are considered commercial, industrial, non-profit groups, or governmental agencies.
7. HOUSEHOLD HAZARDOUS WASTE (HHW) shall indicate those materials common to residential use that may be hazardous to the environment or more properly disposed/recycled/processed in a manner other than landfilling. Those items shall include, but not be limited to, paints, pesticides, herbicides, waste oil, waste fuel, etc.

HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY EVENTS shall indicate household and/or CESQG chemical collection day events duly advertised and staged at alternate sites throughout the County with the transporter on site for CESQG events.

8. HOUSEHOLD HAZARDOUS WASTE STORAGE FACILITY shall indicate the secured containment area located in the Manatee County Solid Waste Management Facility, Lena Road Landfill, 3333 Lena Road, Bradenton, Florida 34202.

A.03 SPECIFIC SCOPE OF SERVICES

1. Provide adequate and proper safety precautions for both the employees and all persons in and/or around the work area, and ensure/provide compliance with all local, State of Florida, and Federal statutes and licensing/permitting regulations.
2. Provide all services necessary to insure the proper identification, collection, handling, consolidation, packaging, transportation, treatment and disposal of HHW accepted by the County.
3. Provide all services necessary to insure the proper identification, collection, handling, consolidation, packaging, transportation, treatment, storage and of CESQG hazardous waste received from a regularly scheduled CESQG collection event and/or any CESQG hazardous waste received from the CESQG or at the HHW collection event. The CESQG shall pay all of the costs incurred for these services and shall be billed directly by the transporter.
4. Conduct at a minimum, two (2) HHW Collection Day events per County fiscal year (October 1 through September 30) and have the capacity to conduct at a minimum thirteen (13) additional events notwithstanding household and/or CESQG per fiscal year. The County shall coordinate the schedule of events with the transporter so that the transporter is aware of and agrees with the schedule at least one calendar month prior to the event being held.
5. Provide a representative, if requested by the County, to speak before public groups or the news media, or otherwise assist with publicizing and advertising the collection programs.
6. Set up and be completely operational at least thirty (30) minutes prior to the event being open. Be capable of providing collection capabilities on an on-call basis as necessary for the County, within

forty-eight (48) hours of notification. This response shall be for identification, collection, handling, consolidation, packaging, transportation, treatment, storage and disposal of hazardous waste received between HHW Collection Day Events, i.e., HHW storage shed clean out or other unforeseen needs.

7. Be capable of providing, at the request of the County, a fully trained crew sufficient to adequately bulk and remove paint at the secured containment area located at the Manatee County Solid Waste Management Facility, Lena Road Landfill, 3333 Lena Road, Bradenton, Florida 34202.
8. Provide a fully trained crew sufficient to adequately conduct the event including, if necessary, the handling of traffic control and removal of waste from vehicles. Contractor personnel requirements could be as great as sixty (60) individuals per event.
9. Contractor's crew shall include a Project Manager who shall be on-site at all times during the operation of the event. The Project Manager shall have received all the required training to conduct such an event; have at a minimum a four (4) year degree in chemistry or four (4) years in related field with experience in sorting and lab packing hazardous materials and, at a minimum, one (1) year of experience as a Project Manager for events similar in size to those held by the County. Individuals designated as field chemists/technicians for the event shall have received all required training to work such an event; have a minimum of two (2) year degree in chemistry or two (2) years experience handling hazardous materials in a related field and at least one (1) years field experience in hazardous waste collection events. All contractor personnel working an event shall be full time, paid employees of the contractor and be properly trained in the duties they will be assigned during the event.
10. Mobilize additional personnel, equipment and materials, as required at the direction of the County if participation rates exceed contractor capabilities to properly manage the collection event.
11. Provide all equipment and materials necessary for setting up and operating at the County's designated collection sites. This includes but is not limited to, a portable tent capable of adequately sheltering contractor personnel assigned to the identification, packaging and manifesting of the hazardous waste received for disposal and all safety equipment necessary to protect contractor personnel, i.e. safety glasses, eye wash units, etc. Contractor personnel shall utilize safety equipment at all times while on site.

12. Provide signs adequate to advise the general public that the contractor is on site at each location of an advertised collection event for the duration of the event. Comply with 40CFR, Chapter 62-730 F.A.C., and 49 CFR regulations concerning identification, collection, handling, consolidation, packaging, transportation, treatment, storage and disposal of all hazardous waste handled by the contractor for the County. All Federal, state and Local certifications and permits must be, and remain during the course of the contract, complete and up to date.
13. Prepare and maintain Uniform Hazardous Waste Manifests (USEPA Form 8700-22) in accordance with 40 CFR for all hazardous waste collected from the County. Completed copies of the manifest shall be provided to the County prior to the hazardous waste being moved off site. A final manifest shall be submitted to the County within fifteen (15) days calendar days of completion of the event certifying delivery to a certified, licensed disposal facility.
14. Provide the County with a Drum Summary breakdown sheet within fifteen (15) calendar days of completion of the event.
15. Provide the County with a worksheet (pre-invoice) for review by Landfill staff prior to sending final bill.
16. Provide the County with Certificates of Disposal for all hazardous waste collected per event. The certificates shall indicate the type of hazardous waste, quantity, method of disposal and the final destination of the waste. These certificates shall be provided to the County within one hundred eighty (180) calendar days of completion of the event.
17. Contractor, unless otherwise directed by the County, and in accordance with all applicable regulations shall dispose of all hazardous non-related County accepted waste at a USEPA permitted RCRA hazardous waste site facility. Any and all exceptions shall be pre-approved by the County prior to the waste being moved off site.
18. Contractor shall provide a milk run-for collection of LQGs/SQGs and CESQGs that generate hazardous waste within the County and that desire to use the County contractor as a disposal mechanism for their hazardous waste. Any costs to the contractor to provide these milk runs would be no greater than on-going operating costs incurred through normal business operations and all costs shall be in accordance with the contract. Contractor, in the event of a

natural or man-made disaster, tornado, explosion, shall be capable of responding within seventy-two (72) hours after being so requested by the County. This response shall be targeted to initiate and then, if requested by the County, provide identification, collection, handling, consolidation, packaging, transportation, treatment, storage and disposal activities for household hazardous waste at sites so designated by the County during normal business hours until such time as released by the County. Contractor shall also provide the same type of emergency services to LQGs, SQGs, and CESQGs as requested by the Environmental Management Department. The contractor shall provide the County with a twenty-four (24) hour, seven (7) day a week emergency activation number for notification.

19. In the event that hazardous waste shall remain on-site overnight during a HHW Collection event, the contractor shall provide adequate security to insure that the waste is not disturbed or tampered with.
20. Prior to completing the pickup of the abandoned drums from County roads, field crews will perform all health and safety related tasks as directed and any site specific regulations pertinent to our facility. An onsite safety meeting will be conducted and document. Crews will be in contact with County representatives and meet them at the location where the hazardous materials are located. After appropriate site safety evaluation has been completed, field crew will complete the following:
 - Visual inspection of the containers of hazardous waste for integrity and any identification
 - Over pack drum if not DOT shippable
 - Inspect area around the container for evidence of an release
 - Check containers for markings or identification that may enable the County to owners of illegally abandoned containers
 - Allow County representatives to take pictures of containers
 - Dig up and remove up to one drum of impacted soil about the drum.
 - Manifest and label waste
 - County representative will sign manifest
21. In the event of a natural or manmade disaster, such as a hurricane, tornado, explosion, etc., the Contractor shall be capable of responding within seventy-two hours after being requested by the County. This response shall be targeted to initiate collection and removal of all applicable household hazardous waste from debris

staging areas as designated by the County. The Contractor shall provide the County with a twenty-four (24) hour, seven days a week emergency activation number for notification.

EXHIBIT "B": FEE/RATE SCHEDULE**Report ID: 25255**

MANATEE13 - Manatee County HHW Contract

Clean Harbors House Hold Hazardous Waste Pricing Schedule**Labor, Equipment and Materials**

| Description | UOM | | Price (USD) |
|--|-----|-----------|-------------|
| FIELD PERSONNEL | | | |
| Equipment Operator | HR | | \$33.00 |
| Equipment Operator, Overtime | HR | | \$33.00 |
| Field Technician | HR | | \$33.00 |
| Field Technician Overtime | HR | | \$33.00 |
| Chemist | HR | | \$37.00 |
| Chemist Overtime | HR | | \$37.00 |
| Project Manager | HR | | \$40.00 |
| ADMINISTRATIVE/MANAGERIAL PERSONNEL | | | |
| Project Manager Overtime | HR | | \$40.00 |
| SUPPORT EQUIPMENT | | | |
| Box Truck | HR | no charge | \$0.00 |
| Pickup/Van/Car/Crew Cab | HR | no charge | \$0.00 |
| Rolloff Container with Tarp & Bows | DAY | | \$11.00 |
| SPECIALTY EQUIPMENT | | | |
| Forklift, 2,000Lb Capacity | HR | | \$35.00 |
| DOT SHIPPING CONTAINERS | | | |
| 1L Capacity/PBI Box (4G Type) | EA | | \$18.00 |
| 20 Gal / 80 Litre Fiber Drum | EA | | \$22.00 |
| 20 Gal / 80 Litre Poly Drum (1H2/Y56/S) | EA | | \$40.00 |
| 30 Gal / 120 Litre Poly Drum 1H2/Y142/S | EA | | \$50.00 |
| 5 Gal / 20 Litre Poly Drum 1H2/Y1.5/80 | EA | | \$18.00 |
| 5 Gal / 20 Litre Steel Drum 1A2/Y1.8/100 | EA | | \$18.00 |
| 55 G / 205 L Steel Drum, Reconditioned 1A2/Y1.2/100 (17-H) | EA | | \$35.00 |
| 55 Gal / 205 Litre Open Head Poly, Reconditioned Drum 1H2/Y2 | EA | | \$55.00 |
| 85 G / 320 L Steel Drum, Reconded 1A2/X400/S (Overpack) | EA | | \$109.00 |
| Flexbin, 1 Cubic Yard Flexbin 11G/Y/2022/1122 | EA | | \$135.00 |
| ABSORBENT MATERIALS | | | |
| Vermiculite 4 cuft / 3 cubic meter | BAG | | \$35.00 |
| MISCELLANEOUS | | | |
| Rolloff Poly Liner | EA | | \$50.00 |
| Rolloff spot charge | EA | | \$330.00 |

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|------------|--------------------|------|-------------|
| A31 | SPECIFICATION OILS | 55DM | \$75.00 |



Report ID: 25255

MANATEE13 - Manatee County HHW Contract

Clean Harbors House Hold Hazardous Waste Pricing Schedule

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|---|--|------|-------------|
| A32 | SPECIFICATION OIL & WATER | 55DM | \$80.00 |
| B35 | GLYCOLS | 55DM | \$75.00 |
| CCC | ISOCYANATES | 55DM | \$550.00 |
| CCS | CHARACTERISTIC SOLIDS/SEMI SOLIDS FOR STABILIZATION | 55DM | \$165.00 |
| CHBL | PCB BALLASTS OR CAPACITORS FOR LANDFILL | 30DM | \$151.00 |
| CHSI | PCB SOLIDS FOR INCINERATION | 55DM | \$754.00 |
| CNO | NON HAZARDOUS SOLID | 55DM | \$80.00 |
| CNOS | NON HAZARDOUS SEMI-SOLIDS | 55DM | \$85.00 |
| CNOS | NON HAZARDOUS SEMI-SOLIDS | FBIN | \$297.50 |
| COF | OIL FILTERS FOR RECLAMATION | 55DM | \$145.00 |
| D92K | HIGHER TOXICITY SOLIDS FOR INCINERATION | 55DM | \$250.00 |
| EEE | EQUIPMENT FOR DISMANTLING | LBS | \$0.35 |
| Minimum Price \$125.00 per 55 gallon drum | | | |
| FB1 | LIQUID FOR FUEL | 55DM | \$75.00 |
| FB2 | LIQUID FUEL WITH SOLIDS | 55DM | \$105.00 |
| FB3 | SEMI-LIQUID FOR FUEL | 55DM | \$125.00 |
| FB4 | ORGANIC SOLID FOR FUEL | 55DM | \$184.00 |
| FB5 | SOLID FUEL NOT PROCESS-ABLE (DEBRIS) | 55DM | \$212.00 |
| LBD | MIXED BATTERIES FOR RECLAMATION | 05DM | \$60.00 |
| LBD1 | ALKALINE DRY CELL BATTERIES FOR RECLAMATION (MERCURY FREE) | 05DM | \$60.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 05DM | \$60.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 20DM | \$120.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 30DM | \$150.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 55DM | \$200.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 05DM | \$60.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 20DM | \$120.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 30DM | \$150.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 55DM | \$200.00 |
| LBRR | LITHIUM BATTERIES FOR RECLAMATION | LBS | \$10.00 |
| Minimum Price \$175.00 per 5 gallon pail | | | |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 05DM | \$80.00 |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 20DM | \$121.80 |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 30DM | \$152.25 |



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|------------|---|------|-------------|
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 55DM | \$203.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 05DM | \$80.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 20DM | \$121.80 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 30DM | \$152.25 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 55DM | \$203.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 05DM | \$80.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 20DM | \$121.80 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 30DM | \$152.25 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 55DM | \$203.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 05DM | \$80.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 20DM | \$121.80 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 30DM | \$152.25 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 55DM | \$203.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 05DM | \$80.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 20DM | \$121.80 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 30DM | \$152.25 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 55DM | \$203.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 05DM | \$80.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 20DM | \$121.80 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 30DM | \$152.25 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 55DM | \$203.00 |
| LCCRP | LABPACK DIOXINS AND DIOXIN PRECURSORS | 05DM | \$870.00 |
| LCCRQ | AEROSOLS FOR INCINERATION | 55DM | \$175.00 |
| LCHG1 | LABPACK ELEMENTAL MERCURY FOR STABILIZATION/LANDFILL | 05DM | \$145.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 05DM | \$37.50 |
| LFB1 | LABPACK FOR FUELS BLENDING | 20DM | \$75.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 30DM | \$93.75 |
| LFB1 | LABPACK FOR FUELS BLENDING | 55DM | \$125.00 |
| LPTN | NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION | 55DM | \$185.00 |
| LPTN | NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION | FBIN | \$647.50 |



Report ID: 25255

MANATEE13 - Manatee County HHW Contract

Clean Harbors House Hold Hazardous Waste Pricing Schedule

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|---|--|-----|-------------|
| LPTP | PAINT IN CANS, ROLLOFF BOX ONLY | LBS | \$0.40 |
| Minimum Price \$2,250 per Rolloff container | | | |
| LRCTA | LABPACK REACTIVE ACID & ACID COMPATIBLES FOR INCINERATION | LBS | \$8.00 |
| Minimum Price \$125.00 per 5 gallon pail | | | |
| LRCTB | LABPACK REACTIVE BASIC & BASIC COMPATIBLES FOR INCINERATION | LBS | \$8.00 |
| Minimum Price \$125.00 per 5 gallon pail | | | |
| LRCTC | LABPACK REACTIVE ORGANICS FOR INCINERATION | LBS | \$8.00 |
| Minimum Price \$125.00 per 5 gallon pail | | | |
| LRCTD | LABPACK REACTIVE FLAMMABLES FOR INCINERATION | LBS | \$8.00 |
| Minimum Price \$125.00 per 5 gallon pail | | | |
| LRCTO | LABPACK REACTIVE OXIDIZERS FOR INCINERATION | LBS | \$8.00 |
| Minimum Price \$125.00 per 5 gallon pail | | | |

EXHIBIT "C"

AFFIDAVIT OF NO CONFLICT

Massachusetts
STATE OF ~~FLORIDA~~

COUNTY OF Plymouth

BEFORE ME, the undersigned authority, this day personally appeared William O'Connor, a principal with full authority to bind Clean Harbors Environmental Services, Inc., hereinafter the ("~~Consultant~~ Contractor"), who being first duly sworn, deposes and says:

(a) is not currently engaged or will not become engaged in any obligations, undertakings or contracts that will require the ~~Consultant~~ Contractor to maintain an adversarial role against the County or that will impair or influence the advice, recommendations or quality of work provided to the County; and

(b) has provided full disclosure of all potentially conflicting contractual relationships and full disclosure of contractual relationships deemed to raise a question of conflict(s); and

(c) has provided full disclosure of prior work history and qualifications that may be deemed to raise possible question of conflict(s).

Affiant makes this affidavit for the purpose of inducing Manatee County, a political subdivision of the State of Florida, to enter into this Agreement for

William O'Connor
Signature

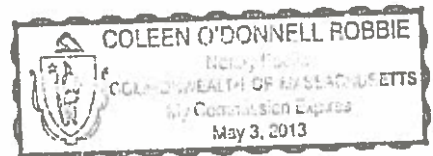
SUBSCRIBED to and sworn before me this 20th day of November, 2012

Coleen O'Donnell Robbie
Notary Public

My commission expires: 5.3.2013

Personally Known ☒ Or Produced Identification

Type of Identification Produced



**FIFTH AMENDMENT
TO
AGREEMENT FOR HOUSEHOLD HAZARDOUS WASTE
COLLECTION AND DISPOSAL SERVICES**

This Fifth Amendment to this Agreement, is made and entered into by and between the **COUNTY OF MANATEE**, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the “**County**,” with a mailing address at 1112 Manatee Avenue West, Bradenton, FL 34205 and **Clean Harbors Environmental Services, Inc.**, hereinafter referred to as “**Contractor**”, with offices located at 42 Longwater Drive, Norwell, MA 02061.

WHEREAS, on November 19, 2012, the parties hereto entered into and the Board of County Commissioners approved an Agreement for Household Hazardous Waste Collection and Disposal Services for two years commencing November 6, 2012 and ending November 5, 2014 ; and

WHEREAS, on January 25, 2013, the parties hereto entered into the First Amendment for Household Hazardous Waste Collection and Disposal Services which added additional items; and

WHEREAS, on January 21, 2014, the parties hereto entered into the Second Amendment for Household Hazardous Waste Collection and Disposal Services which added additional items; and

WHEREAS, on September 19, 2014, the parties hereto entered into the Third Amendment extended the Household Hazardous Waste Collection and Disposal Services which extended the term of the Agreement for a period of one year; and

WHEREAS, on December 16, 2014, the parties hereto entered into the Fourth Amendment for Household Hazardous Waste Collection and Disposal Services which amended the Fee/Rate Schedule; and

WHEREAS, Article 3, paragraph C of the Agreement allows the Contractor’s Price List/Rate Schedule provided in Exhibit “B” to be adjusted on the anniversary date of the execution of this Agreement using the Bureau of Labor Statistics Consumer Price Index, USA 1982-84 equals 100; and

WHEREAS, pursuant to Article 4 of the Agreement, the term of the Agreement shall remain in full force and effect for two (2) years, and may be extended for three additional one-year periods; and

WHEREAS, the County has determined a need for the services beyond the one year period ending November 5, 2015; and

WHEREAS, the Agreement may be amended upon mutual consent of the County and Contractor as evidenced by execution of an amendment; and


WHEREAS, the County has reviewed and accepts the Contractor's price increase request of .6% in accordance with the Agreement; and

NOW THEREFORE, for and in consideration of the mutual benefits to be derived, the parties hereto agree as follows:

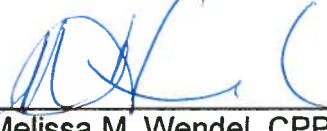
1. The duration of the Agreement shall be extended by one year commencing November 6, 2015 and ending November 5, 2016. There is one (1) renewal option remaining.
2. Replace the Agreement's Exhibit "B" Fee/Rate Schedule with the attached Fifth Amendment Exhibit "B" Fee/Rate Schedule increasing the unit cost by six-tenths of one percent (.6%).
3. All other terms and conditions of the Agreement shall remain in full force and effect. There are two renewal options remaining.

The parties hereto have caused this Fifth Amendment to the Agreement for Household Hazardous Waste Collection and Disposal Services to be fully executed, in duplicate, by their authorized representatives.

**CLEAN HARBORS ENVIROMENTAL
SERVICES, INC.**

By: 
Print Name: Louis Pransky
Title: Vice President
Date: 10/30/15

COUNTY OF MANATEE

By: 
Melissa M. Wendel, CPPO;
Purchasing Official
Date: 11/17/2015

**EXHIBIT "B" FEE/RATE SCHEDULE
Fifth Amendment**



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Labor, Equipment and Materials

| Description | UOM | | Price (USD) |
|--|-----|-----------|-------------|
| FIELD PERSONNEL | | | |
| Field Technician | HR | | \$34.00 |
| Field Technician Overtime | HR | | \$34.00 |
| Chemist | HR | | \$38.00 |
| Chemist Overtime | HR | | \$38.00 |
| Equipment Operator | HR | | \$38.00 |
| Equipment Operator, Overtime | HR | | \$38.00 |
| Project Manager | HR | | \$41.00 |
| ADMINISTRATIVE/MANAGERIAL PERSONNEL | | | |
| Project Manager Overtime | HR | | \$41.00 |
| SUPPORT EQUIPMENT | | | |
| Box Truck | HR | no charge | \$0.00 |
| Pickup/Van/Car/Crew Cab | HR | no charge | \$0.00 |
| Rolloff Container with Tarp & Bows | DAY | | \$11.20 |
| SPECIALTY EQUIPMENT | | | |
| Forklift, 2,000Lb Capacity | DAY | | \$305.00 |
| DOT SHIPPING CONTAINERS | | | |
| 1L Capacity/PBI Box (4G Type) | EA | | \$18.50 |
| 20 Gal / 80 Litre Fiber Drum | EA | | \$22.50 |
| 20 Gal / 80 Litre Poly Drum (1H2/Y56/S) | EA | | \$41.00 |
| 30 Gal / 120 Litre Closed Poly Drum 1H1/Y1.8/100 | EA | | \$51.00 |
| 30 Gal / 120 Litre Fiber Drum 1G/X56/S | EA | | \$51.00 |
| 30 Gal / 120 Litre Poly Drum 1H2/Y142/S | EA | | \$51.00 |
| 5 Gal / 20 Litre Poly Drum 1H2/Y1.5/60 | EA | | \$18.50 |
| 5 Gal / 20 Litre Steel Drum 1A2/Y1.8/100 | EA | | \$18.50 |
| 55 G / 205 L Steel Drum, Reconditioned 1A2/Y1.2/100 (17-H) | EA | | \$36.00 |
| 55 Gal / 205 Litre Closed Poly Drum 1H1/Y1.8/150 | EA | | \$56.00 |
| 55 Gal / 205 Litre Open Head Poly, Reconditioned Drum 1H2/Y2 | EA | | \$56.00 |
| 85 G / 320 L Steel Drum, Reconded 1A2/X400/S (Overpack) | EA | | \$111.00 |
| Flexbin, 1 Cubic Yard Flexbin 11G/Y/2022/1122 | EA | | \$137.00 |
| Lab pak box, 20 gal, UN4G/Y75/S HD poly linder included | EA | | \$22.50 |
| ABSORBENT MATERIALS | | | |
| Vermiculite 4 cuft | BAG | | \$36.00 |
| MISCELLANEOUS | | | |
| Rolloff Poly Liner | EA | | \$51.00 |
| Rolloff spot charge | EA | | \$335.00 |



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Labor, Equipment and Materials

| Description | UOM | Price (USD) |
|-----------------------|-----|-------------|
| Saturday Mobilization | Day | \$1509.00 |

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|---|--|------|-------------|
| A22K | LOW BTU ORGANIC LIQUID | 55DM | \$280.00 |
| A31 | SPECIFICATION OILS | 55DM | \$76.00 |
| A32 | SPECIFICATION OIL & WATER | 55DM | \$81.00 |
| B29O | CYANIDE AND SULFIDE SOLUTIONS FOR INCINERATION | 15DM | \$300.00 |
| B29O | CYANIDE AND SULFIDE SOLUTIONS FOR INCINERATION | 20DM | \$300.00 |
| B35 | GLYCOLS | 55DM | \$76.00 |
| CCC | ISOCYANATES | 55DM | \$559.00 |
| CCRC | CORROSIVE INCINERABLES | 55DM | \$255.00 |
| CCS | CHARACTERISTIC SOLIDS FOR STABILIZATION | 55DM | \$168.00 |
| CCSS | SEMI-SOLIDS FOR STABILIZATION | 05DM | \$61.00 |
| CCSS | SEMI-SOLIDS FOR STABILIZATION | 20DM | \$106.00 |
| CCSS | SEMI-SOLIDS FOR STABILIZATION | 30DM | \$132.00 |
| CCSS | SEMI-SOLIDS FOR STABILIZATION | 55DM | \$176.00 |
| CFL1 | MERCURY BULBS FOR RECLAMATION | LBS | \$1.68 |
| Minimum Price \$59.00 per 4 foot bulbs in a box | | | |
| Minimum Price \$59.00 per 8 foot bulbs in a box | | | |
| CFL2 | MISC. MERCURY BULBS FOR RECLAIM | LBS | \$3.35 |
| Minimum Price \$59.00 per 55 gallon drum | | | |
| CFL4 | MISC. MERCURY BULBS FOR RECLAIM | LBS | \$5.60 |
| Minimum Price \$59.00 per 55 gallon drum | | | |
| CFL5 | LOW PRESSURE SODIUM LAMPS FOR RECLAIM | LBS | \$29.00 |
| Minimum Price \$59.00 per 55 gallon drum | | | |
| CHBL | PCB BALLASTS OR CAPACITORS FOR LANDFILL | 30DM | \$154.00 |
| CHG-4 | MERCURY SALTS AND SOLUTIONS FOR RETORT | 05DM | \$559.00 |
| CHG-4 | MERCURY SALTS AND SOLUTIONS FOR RETORT | 20DM | \$1341.00 |
| CHG-4 | MERCURY SALTS AND SOLUTIONS FOR RETORT | 30DM | \$1677.00 |
| CHG-4 | MERCURY SALTS AND SOLUTIONS FOR RETORT | 55DM | \$2235.00 |
| CHSI | PCB SOLIDS FOR INCINERATION | 55DM | \$767.00 |
| CNO | NON HAZARDOUS SOLID | 55DM | \$81.00 |
| CNOS | NON HAZARDOUS SEMI-SOLIDS | 55DM | \$87.00 |
| CNOS | NON HAZARDOUS SEMI-SOLIDS | FBIN | \$302.00 |
| COF | OIL FILTERS FOR RECLAMATION | 55DM | \$147.00 |
| D92K | HIGHER TOXICITY SOLIDS FOR INCINERATION | 55DM | \$255.00 |



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|---|--|------|-------------|
| EEE | EQUIPMENT FOR DISMANTLING | LBS | \$0.35 |
| Minimum Price \$127.00 per 55 gallon drum | | | |
| FB1 | LIQUID FOR FUEL | 55DM | \$76.00 |
| FB2 | LIQUID FUEL WITH SOLIDS | 55DM | \$107.00 |
| FB3 | SEMI-LIQUID FOR FUEL | 55DM | \$127.00 |
| FB4 | ORGANIC SOLID FOR FUEL | 55DM | \$187.00 |
| FB5 | SOLID FUEL NOT PROCESS-ABLE (CONTAINS DEBRIS) | 55DM | \$215.00 |
| LBBGB | SMALL SEALED CELL BATTERIES AND PORTABLE ELECTRONICS FOR REC | LBS | \$10.20 |
| Minimum Price \$178.00 per 5 gallon pail | | | |
| LBD | MIXED BATTERIES FOR RECLAMATION | 05DM | \$61.00 |
| LBD1 | ALKALINE DRY CELL BATTERIES FOR RECLAMATION (MERCURY FREE) | 05DM | \$61.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 05DM | \$61.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 20DM | \$122.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 30DM | \$153.00 |
| LBD2 | NI-CAD BATTERIES WET OR DRY FOR RECLAMATION | 55DM | \$203.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 05DM | \$61.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 20DM | \$122.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 30DM | \$153.00 |
| LBLA | LEAD ACID BATTERIES FOR RECLAMATION | 55DM | \$203.00 |
| LBRR | LITHIUM BATTERIES FOR RECLAMATION | LBS | \$10.20 |
| Minimum Price \$178.00 per 5 gallon pail | | | |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 05DM | \$81.00 |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 20DM | \$124.00 |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 30DM | \$155.00 |
| LCCRA | LABPACK ACID & ACID COMPATIBLES FOR INCINERATION | 55DM | \$206.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 05DM | \$81.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 20DM | \$124.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 30DM | \$155.00 |
| LCCRB | LABPACK BASIC & BASIC COMPATIBLES FOR INCINERATION | 55DM | \$206.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 05DM | \$81.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 20DM | \$124.00 |



Clean Harbors House Hold Hazardous Waste Pricing Schedule

Waste Code Disposal Pricing

| Waste Code | Description | UOM | Price (USD) |
|--|---|------|-------------|
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 30DM | \$155.00 |
| LCCRC | LABPACK ORGANICS FOR INCINERATION | 55DM | \$206.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 05DM | \$81.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 20DM | \$124.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 30DM | \$155.00 |
| LCCRD | LABPACK FLAMMABLES FOR INCINERATION | 55DM | \$206.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 05DM | \$81.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 20DM | \$124.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 30DM | \$155.00 |
| LCCRN | LABPACK NON-HAZARDOUS FOR INCINERATION | 55DM | \$206.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 05DM | \$81.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 20DM | \$124.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 30DM | \$155.00 |
| LCCRO | LABPACK OXIDIZERS FOR INCINERATION | 55DM | \$206.00 |
| LCCRP | LABPACK DIOXINS AND DIOXIN PRECURSORS | 05DM | \$884.00 |
| LCCRQ | AEROSOLS FOR INCINERATION | 55DM | \$178.00 |
| LCHG1 | LABPACK MERCURY RELATED MATERIAL FOR STABILIZATION/LANDFILL | 05DM | \$147.00 |
| LCHG2 | LABPACK ELEMENTAL MERCURY FOR RETORT | 05DM | \$255.00 |
| LCHG4 | LABPACK MERCURY SALTS AND SOLUTIONS FOR RETORT | 05DM | \$255.00 |
| LCHG4 | LABPACK MERCURY SALTS AND SOLUTIONS FOR RETORT | 20DM | \$509.00 |
| LCHSI | LABPACK PCBS FOR INCINERATION | 05DM | \$198.00 |
| LCHSI | LABPACK PCBS FOR INCINERATION | 20DM | \$396.00 |
| LCHSI | LABPACK PCBS FOR INCINERATION | 30DM | \$495.00 |
| LCHSI | LABPACK PCBS FOR INCINERATION | 55DM | \$661.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 05DM | \$38.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 20DM | \$76.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 30DM | \$96.00 |
| LFB1 | LABPACK FOR FUELS BLENDING | 55DM | \$127.00 |
| LPTN | NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION | 55DM | \$188.00 |
| LPTN | NON-PROCESSABLE PAINT & PAINT RELATED MTRL FOR INCINERATION | FBIN | \$658.00 |
| LPTP | PAINT IN CANS, ROLLOFF BOX ONLY | LBS | \$0.40 |
| Minimum Price \$0.40 per 55 gallon drum | | | |
| LRCT | LABPACK REACTIVES FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$127.00 per 5 gallon pail | | | |
| LRCTA | LABPACK REACTIVE ACID & ACID COMPATIBLES FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$127.00 per 5 gallon pail | | | |

**Clean Harbors House Hold Hazardous Waste Pricing Schedule****Waste Code Disposal Pricing**

| Waste Code | Description | UOM | Price (USD) |
|--|---|-----|-------------|
| LRCTB | LABPACK REACTIVE BASIC & BASIC COMPATIBLES FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$127.00 per 5 gallon pail | | | |
| LRCTC | LABPACK REACTIVE ORGANICS FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$127.00 per 5 gallon pail | | | |
| LRCTD | LABPACK REACTIVE FLAMMABLES FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$127.00 per 5 gallon pail | | | |
| LRCTO | LABPACK REACTIVE OXIDIZERS FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$127.00 per 5 gallon pail | | | |
| LRCTQ | LABPACK REACTIVE COMPRESSED GAS CARTRIDGE FOR INCINERATION | LBS | \$8.10 |
| Minimum Price \$127.00 per 5 gallon pail | | | |

Profile Disposal Pricing

| Profile No | Waste Description | UOM | Price (USD) |
|--|---|------|-------------|
| BTCTR-034 | ALKALINE SOLUTION | 55DM | \$233.00 |
| BTCTR-036 | ADHESIVES/CAULKING/TAR COMPOUNDS - BULK | 55DM | \$207.00 |
| BTCTR-038 | MIXED ACIDS - BULK | 55DM | \$233.00 |
| BTCTR-039 | BULK AMMONIA SOLUTIONS | 55DM | \$255.00 |
| BTCTR-042 | DIESEL FUEL SPILL CLEAN UP | 55DM | \$207.00 |
| CH343693 | COMPACT FLUORESCENT LAMPS | LBS | \$5.63 |
| Minimum Price \$59.00 per 55 gallon drum | | | |

November 17, 2015 - Regular Meeting
Agenda Item #12

Subject

Amendment 5 to Agreement 12-0915FL, Household Hazardous Waste Collection and Disposal Services

Briefings

None

Contact and/or Presenter Information

APPROVED in Open Session
November 17, 2015
Manatee County Board of County
Commissioners

Contact: Christine Pearson, Contracts Negotiator - Financial Management Department, Purchasing Division,
Ext. 3037

Presenter: Gus DiFonzo, Deputy Director - Utilities Department, Ext. 5473

Action Requested

Authorize the County Administrator or designee to execute Amendment 5 to Agreement No. 12-0915FL for Household Hazardous Waste Collection and Disposal Services with Clean Harbors Environmental Services, Inc., to provide for six-tenths of one percent (0.6%) increase in collection fees and to renew the term of the contract for one year.

Enabling/Regulating Authority

Manatee County Code of Laws

Background Discussion

Amendment 5 will extend the term of the Agreement for a period of one year and also allow for an increase in the collection fees of six-tenths of one percent (0.6%) pursuant to Article 3 Section C of the Agreement which provides for adjustments based on a formula which uses the Consumer Price Index as a basis of calculation, not to exceed 4%. The annual cost of collection is estimated to be \$316,000.00. This is the second of the three renewal options with one renewal option remaining.

Additional Background:

On November 19, 2012, Agreement No. 12-0915FL for Household Hazardous Waste Collection and Disposal Services was executed for an initial period of two years with three optional one year renewals commencing on November 6, 2012, and ending on November 5, 2014, for an estimated annual cost of \$380,000.00.

On January 25, 2013, Amendment 1 was executed to add additional collectible items to the Agreement along with the fees for their collection.

On January 21, 2014, Amendment 2 was executed to add additional collectible items to the Agreement along with the fees for their collection.

On September 19, 2014, Amendment 3 was executed to extend the term of the Agreement for a period of

Manatee County Government Administrative Center
Commission Chambers, First Floor
9:00 a.m. - November 17, 2015

one year commencing on November 6, 2014, and ending on November 5, 2015. This was the first of the three renewal options.

On December 16, 2014, Amendment 4 was executed to allow for an increase in the collection fees of 1% pursuant to Article 3 of the Agreement.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

Originals to Board Records.

Copies to:

Clean Harbors Environmental Services, Inc., Attn: Tim Lester lester.timothy@cleanharbors.com

Utilities Department, Attn: David Pickup david.pickup@mymanatee.org

Purchasing Division, Attn: Christine Pearson Christine.pearson@mymanatee.org

Cost and Funds Source Account Number and Name

\$300,000.00 from 4800011000-534000 (Recycling) and \$16,000.00 from 4010010200-534000 (SW Water Treatment Lab)

Amount and Frequency of Recurring Costs

N/A

Attachment: [Amendment 5 to Agreement 12-0915FL.pdf](#)

Attachment: [Departmental Memo-CleanHarborsRenewal.pdf](#)

MEMORANDUM

To: Purchasing Department
From: David Pickup
Date: **November 10, 2015**
Subject: Household Hazardous Waste Contract Renewal



The Solid Waste Division of the Utilities Department is requesting the current agreement with Clean Harbors Environmental Services be renewed for one additional year. The vendor has performed satisfactorily during the term of the contract. Additionally, the Solid Waste Division agrees with the .6% adjustment to the collection fees per the Agreement.

Regards,

David L. Pickup
Manager, Special Waste
Utilities Department
Manatee County Landfill

Department Name
Division Name
Mailing Address
Phone number: (941) XXX-XXXX

LARRY BUSTLE * CHARLES B. SMITH * JOHN R. CHAPPIE * ROBIN DiSABATINO * VANESSA BAUGH * CAROL WHITMORE * BETSY BENAC

District 1

District 2

District 3

District 4

District 5

District 6

District 7

Manatee County

Continuity of Operations Plan (COOP)

Utilities Department

March 13, 2015



TABLE OF CONTENTS

| | | |
|-------------|--|-----------|
| I. | Introduction | |
| | A. Purpose..... | 2 |
| | B. Applicability and Scope | 2 |
| | C. Objectives | 2 |
| | D. Planning Considerations | 3 |
| | E. Essential Functions | 3 |
| | F. Authorities and References..... | 4 |
| II. | Concept of Operations..... | 4 |
| | A. Phase I: Activation and Relocation | 4 |
| | 1. Overview | 4 |
| | 2. Decision Process | 4 |
| | 3. Alert, Notification, and Implementation Process | 4 |
| | 4. Direction and Control..... | 6 |
| | B. Phase II: Alternate Facility Operations | 6 |
| | 1. Overview | 7 |
| | 2. Vital Files, Records, and Databases | 7 |
| | 3. Alternate Location..... | 8 |
| | 4. Interoperable Communications | 8 |
| | C. Phase III: Reconstitution..... | 9 |
| | 1. Overview | 9 |
| | 2. Procedures | 9 |
| | 3. After-Action Review | 9 |
| III. | Test, Training, and Exercises..... | 9 |
| IV. | Program Management | 10 |
| | Annex A: Contact Roster, Delegation of authority by name and Phone Tree..... | A-1 |
| | Annex B: Operational Checklists | B-1 |
| | Annex C: Alternate Location/Facility Information | C-1 |
| | Annex D: Personal Preparedness and Drive Away Kits | D-1 |
| | Annex E: All Hazards Staffing..... | E-1 |

I. INTRODUCTION

A. PURPOSE

This Continuity of Operations Plan (COOP) establishes uniform guidance to support mission essential functions of the **Utilities Department** during an All-Hazards type emergency (Natural, Technological or Human caused) that may disrupt normal operations. Specifically, this plan is designed to provide policy guidance to prepare for, respond to, recover from and mitigate the emergency with the end result being a return to normal operating conditions.

B. APPLICABILITY AND SCOPE

This plan is applicable to all personnel in the office of the **Utilities Department**. It establishes fundamental policies, identifies mission essential functions, essential personnel, vital records, and alternate facilities. The plan:

1. Is flexible to allow any section to be utilized as needed.
2. Identifies staff roles, resource allocation, lines of authority, succession and responsibilities.
3. Addresses the prioritization of local resources.
4. Provides for the relocation from the primary operations facility to an alternate operations facility.
5. Provides for the resumption and return to normal operating conditions.

C. OBJECTIVES

The objective of the COOP is to support the Essential Functions of the **Utilities Department** across a wide range of emergencies in addition to ensuring the continuation of non-emergency functions. The objectives of the plan are to:

1. Support continuous operations by identifying mission essential functions.
2. Establish lines of succession by name of position.
3. Identify to whom authority should be delegated.
4. Identify the data and communication systems necessary to support mission essential functions.
5. Plan for the protection of records and critical equipment.
6. Plan for orderly response and recovery from an incident to re-establish normal operations.

D. PLANNING CONSIDERATIONS

1. Available COOP capability must be maintained at a high level of readiness and be operational (if moved to an alternate location) within 12 hours after activation. The COOP must have the capability to be activated outside of normal business hours and be capable of implementation with or without warning. It also must be capable of maintaining operations for up to 30 days.
2. A major emergency or disaster could happen at any time.
3. Adverse conditions could cause a larger than expected demand for services from the Utilities Department.
4. Systems supporting daily functions may not be available.
5. The health, safety, emotional well-being and preparedness of all county employees and their families must be addressed.

E. ESSENTIAL FUNCTIONS

The following functions have been deemed essential for the **Utilities Department** must be continued under all circumstances. Tasks not deemed essential should be deferred until additional staff and resources become available. Essential functions are identified and prioritized.

| | |
|----------|---|
| 1 | Utilities Command and Control (Administration) |
| 2 | Water Processing and Distribution Services |
| 3 | Wastewater Collection and Processing Services |
| 4 | Solid Waste Services (including Landfill Operations) |
| 5 | Financial Services (including Fiscal Services, Contracts, Business Services, Business Systems Support and Records) |
| | |

F. AUTHORITIES AND REFERENCES

1. Presidential Executive Order 12656, Issued 11/18/88
2. Presidential Decision Directive 67, Issued 10/21/98
3. Homeland Security Presidential Directive 8; Issued 12/17/03
4. Federal Preparedness Circular 65, June 15, 2004
5. Florida Statutes, Sections 252.35 (2) (k), 252.35 (2) (n)
6. Manatee County Comprehensive Emergency Management Plan
7. Manatee County Ordinance 05-29

II. CONCEPT OF OPERATIONS

A. PHASE I: ACTIVATION AND RELOCATION

1. Overview

This phase provides for the Utilities Department Director and staff to notify department personnel of the need to relocate operations to an alternate facility and to be functional within 12 hours.

2. Decision Process

The decision to activate the COOP may be required due to a number of circumstances that make the facility unusable, inaccessible, or due to credible threats that preclude use of the facility. The circumstances will determine the extent to which the plan will be activated. The decision to activate the plan may be made during duty or non-duty hours and with or without warning as outlined below:

a. With warning, during either duty hours or non-duty hours:

Key staff will evaluate the situation and determine the appropriate course of action. Advance notice will enable the full execution of this plan with a complete and orderly notification, activation, and deployment to the alternate location.

b. Without warning, during duty hours:

Activation of the plan may begin with an evacuation of the Utilities Administration Building and Complex. Personnel on duty will evacuate the building and complex according to the published evacuation plan and assemble at designated assembly area. When all personnel have been accounted for, the decision to activate the plan, or parts of the plan, will be made based on an assessment of conditions.

c. Without warning, during non-duty hours:

The first person learning of a possible incident will contact the **Utilities Department Director** or designee providing pertinent information that might warrant activation of this plan.

d. The Utilities Department Director or designated successor shall have authority to activate this plan.

3. Alert, Notification, and Implementation Process

a. Once the decision is made to activate the plan, all employees must be alerted in accordance with Annex A. The alert will normally be by telephone (cellular and landline), however, the following methods may also be used.

- Text Message
- Cellular 2-Way Push-to-Talk Individual and Group Calls
- Manatee County Information Line
- Announcements through local media
- E-Mail

- b. Employees should remain at their office or home until specific guidance is received.
- c. Notification of the **Utilities Department COOP** activation must be provided via COOP Activation Memo (**See Attachment 1**) to:
 - County Administrator or designee
 - County Warning Point (Emergency Communications Center) 941.749.3500 extension 1550
 - State Warning Point
 - Other Departments, as appropriate
 - Municipalities, Constitutional Officers, Health Department, School Board and Port Manatee
 - Vendors/Contractors
 - Clients
 - Chairperson of the COOP Oversight Committee
- d. The **Utilities Department Administrative staff** will coordinate with the County Information Outreach Manager (Public Information Officer) through the Utilities Public Affairs Liaison to disseminate the location and telephone number information for the alternate location to County Departments and Citizens.
- e. All employees shall be assigned a COOP function and shall be able to deploy and be operational within 12 hours after notification.
- f. Employees shall be prepared to support continuing operations for up to 30 days. Additional resources may be required.
 - (1) The Department of Human Resources shall support personnel requirements.
 - (2) The Department of Financial Services shall support additional expendable supplies.
 - (3) The County Attorney shall provide legal advice and services as may be necessary.

4. Direction and Control

- a. **Orders of Succession**
To enable the performance of essential functions under any conditions the following line of succession is established. Temporary succession will take place whenever the preceding position is unable, for whatever reason, to assume management of the situation. Temporary succession will terminate when the preceding position is able to resume normal duties.

| Successors |
|--|
| Director, Utilities Department |
| Deputy Director, Utilities Department |
| Water Division Manager, Utilities Department |
| Wastewater Division Manager, Utilities Department |
| Financial Services Manager, Utilities Department |

b. Delegations of Authority

- Delegations of authority will take effect when normal channels of direction are disrupted and terminate when these channels are resumed.
- The Utilities Department Director may provide direct assignment of authority.
- Deputy Director or designated successor shall have authority with signature authority as authorized per the succession listing.
- Managers may be assigned oversight responsibilities for departmental divisions as necessary for reporting purposes

B. PHASE II: ALTERNATE FACILITY OPERATIONS

1. Overview

- Hours of operation at the alternate facility may be situational dependent. Normal hours of operation will be standard unless the event requires 24/7 operation of the alternate facility.
- Access and security at an alternate facility will be predicated on the type of event that has caused the COOP to be activated. The **Utilities Communications/Safety Manager** or designated successor in conjunction with the Utilities Department Director will consult and coordinate with the Manatee County Sheriff to determine the proper level of desired security.

2. Vital Files, Records, and Databases

| Vital File, Record, or Database | Form of Record (e.g., hardcopy, electronic) | Pre-positioned at Alternate Facility | Hand Carried to Alternate Facility | Backed up at Third Location |
|---|---|--------------------------------------|------------------------------------|-----------------------------|
| Staff Roster with contact information | Hard Copy and Electronic | | X | X |
| Department Director Contact Information | Hardcopy and Electronic | | X | X |
| Matrix of County Departments primary and Alternate Locations | Electronic | | X | X |
| Legal Authority Lists and Resolutions | Electronic | | X | X |
| COOP | Hardcopy and Electronic | | X | X |
| Customer Service Information System | Database System | X | | X |

C. Alternate Location/Facility Information (See Annex C)

- The Alternate COOP location is situational dependant.
- Notification for COOP will include location site. (See Annex C)

C. INTEROPERABLE COMMUNICATIONS

- Interoperable communication is the ability of two or more public agencies to exchange information, when and where it is needed, even when different communication/ information systems are involved. It encompasses the ability to exchange information among fixed facilities, mobile platforms, and portable (personal) devices for effective and efficient coordination, communication, and sharing of information.
- The **Utilities Department** requires communications at alternate facilities to obtain and share information with essential personnel, citizens of Manatee County, Manatee County Departments, jurisdictions within Manatee County, adjacent jurisdictions and State and Federal agencies to accomplish essential functions.

- c. The following chart of Communications Systems and Alternate Facilities provides known connectivity when systems are operable.

| Communications System | Alternate Facility #1 | Alternate Facility #2 | Alternate Facility #3 |
|--|-----------------------|-----------------------|-----------------------|
| Commercial Telephone | X | X | X |
| Cell Phone Capable | X | X | X |
| Internal Telephone | X | X | X |
| Secure Data County Server | X | X | X |
| IntraNet | X | X | X |
| Internet | X | X | X |
| 800 MHz Radio | X | X | X |
| VHF Radio | X | X | X |
| Satellite Radio/Telephone | X | X | X |
| Cellular 2-Way Push-to-Talk Individual and Group Calls | X | X | X |

C. PHASE III: RECONSTITUTION

1. Overview

As soon as possible after relocation to an alternate facility, the Utilities Department Administrative staff will begin to develop plans and initiate actions to:

- salvage, restore, and recover the impacted facility;
- sustain operations at the alternate facility for an indefinite period of time;
- or to acquire a new facility.

2. Procedures

The Utilities Department Administrative staff will coordinate a schedule to provide an orderly transition of operations from the alternate facility to the new or restored primary facility. The schedule will include notification of employees returning to work, vendors, and other agencies.

C. After-Action Review

Prior to the cessation of operations at the alternate facility, the Utilities Department Administrative staff will initiate an information collection process in order to conduct an "After Action Review" (AAR). The information will, at a minimum, include information from employees working during the COOP activation and a review of lessons learned to include processes that were effective and less than effective. The AAR should include recommended actions to improve areas found deficient. Recommendations for changes will be incorporated into the COOP Annual Review.

III. Test, Training, and Exercises

A. Training and exercise schedule designed to test and evaluate the COOP will be maintained. The department will consider the following:

- Exercises to test individual essential elements, interrelated elements or entire plan(s).
- Tests and training to demonstrate viability and interoperability of the COOP .
- Training for department COOP staffs to verify knowledge of responsibilities and integration of skills necessary to implement the COOP and execute essential functions.
- Testing of alert and notification procedures.
- Orientation for COOP staffs arriving at an alternate operating facility.
- COOP exercises for a full deployment to the alternate site.

B. Tests, training and exercises focus on the Standard Operating Procedures (SOPs) and data required by the various COOP personnel and teams needed to perform their designated roles.

C. Exercises will be conducted when a major revision to the plan has been completed, when additional department work/production systems are implemented, when significant changes in systems, applications and/or data communications have occurred, and when the preparedness level of continuity teams must be verified.

- Exercises may include structured walk-through, tactical exercises, live production exercises, simulations and announced/unannounced exercises.

D. Employees are trained on the following:

- COOP responsibilities.
- Employee responsibilities.
- Equipment, supplies available.
- Family preparedness (**Annex D**).
- CPR, First Aid and disaster response (as available).

E. An After Action Review (AAR) and Plan Update will be conducted following every test and/or exercise. A review of lessons learned to include processes that were effective and less than effective will be included. The AAR should include recommended actions to improve areas found deficient. Recommendation for changes will be incorporated into the COOP Annual Review.

V. PROGRAM MANAGEMENT PLAN

A. The program management plan is a critical component of the coop and serves to assist department and county management and policy makers to define short and long-range goals and objectives.

B. The **Utilities Department Director** will annually review the COOP essential elements and examine the following key areas:

- Define short and long term goals and objectives to resolve capability analysis shortfalls.
- Forecast budgetary requirements.
- Anticipate and address any issues; identify potential obstacles; and create opportunities for cost savings by avoiding duplication or sharing capabilities.

C. The following table defines program management requirements.

| Responsibility | Frequency | Responsibility |
|--|---------------|---|
| Update Department COOP | Annually | Utilities Communications/Safety Manager |
| Update telephone rosters | Quarterly | Utilities Department Administration |
| Review status of vital files, records, and databases | Quarterly | Utilities Department Administration |
| Conduct alert and notification tests | Semi-Annually | Utilities Communications/Safety Manager |
| Plan COOP exercises. | Annually | Utilities Communications/Safety Manager |

Attachments:

Attachment 1 – COOP Activation Memo

Annexes:

Annex A: Contact list

Annex B: Operational Guides and Checklists

Annex C: Alternate Location/Facility Information

Annex D: Personal Preparedness and Drive Away Kits.

Annex E: Staffing Plan

MEMORANDUM



Public Safety Department
Emergency Management
2101 47th Terrace East
Bradenton, FL 34203

MANATEE COUNTY
FLORIDA

Phone: 941.749.3500
Fax: 941.749.3576
www.mymanatee.org

To:
From:
Date:
Subject: COOP Activation

The Manatee County (insert Dept/Div name) has initiated their Continuity of Operations Plan (COOP).

Reason: (insert reason)

Start of Mission Critical Functions - Date/Time: (insert date/time)

Projected return to normal operations (if known) - Date/Time: (insert date/time)

Our temporary address: (insert temporary address)

Our temporary phone #: (insert temporary phone #)

SAMPLE – USE DEPARTMENT MEMO

CC:
911/ECC
HR
ITD
Mailroom
Etc.

COOP Manatee County (Utilities Department)

ANNEX A: CONTACT LIST

Detailed contact lists are maintained separately and are available through the InfoRad Text Message System (activated through the WEB), County Warning Point (ECC), or the CodeRed Phone Notification System.

1. Upon learning of the possible need to implement the Utilities Department COOP the **Utilities Communication/Safety Manager or designee** will contact the following, in order, for the decision to implement the plan.

| Name/Position | Work | Home | Cell | Cellular Push-to-Talk |
|--|--------------------------------|--------------|---------------------------------|-----------------------|
| Mike Gore, Director | 941-792-3460 | 941-322-8094 | 941-405-9794 or 941-812-4531 | Verizon: 9414059794 |
| Gus DiFonzo, Deputy Director | 941-795-3473 | 941-751-3522 | 941-313-0124 | Verizon: 9412098181 |
| Mark Simpson, Water Division Manager | 941-792-8811 Extension 5258 | 941-794-5261 | 941-301-9896 or 941-840-2518 | Verizon: 9418402518 |
| Jeff Goodwin, Wastewater Division Manager | 941-792-8811 Extension 5235 | 941-704-0878 | 941-704-0878 | Verizon: 9412099589 |
| Heather Dilldine, Financial Services Manager | 941-792-8811 Extension 4966 | 941-776-9015 | 336-880-2171 | NONE |
| | | | | |

2. Once the decision is made to implement the plan, the **Utilities Communications/Safety Manager or designee** is responsible for the notification of the following using the most expeditious means available.

a. The designated COOP ADVANCE TEAM (CAT)

| Name/Position | Work | Home | Cell | Cellular Push-to-Talk |
|---|--------------------------------|--------------|--------------|---|
| Candie Schwartz, Communications/Safety Division Manager | 941-795-3425 | 301-399-7595 | 941-720-0056 | Verizon: 9417200056 |
| VACANT Solid Waste Division Manager | | | | |
| Michelle Balais, Fiscal Services Manager | 941-792-8811 Extension 5429 | 941-792-8604 | 941-374-3140 | Verizon: 9413743560 (AD Fiscal Svcs) |
| Robert Shankle, Underground Maintenance Manager | 941-792-8811 Extension 5275 | 941-448-3635 | 941-720-0575 | Verizon: 9417200575 |
| Gwen DeTone, Business Services Manager | 941-792-8811 Extension 5336 | 941-748-7145 | 941-448-8122 | None |
| Marilyn Lyons, Utilities Employee Services Manager | 941-792-8811 Extension 5295 | 941-322-0279 | 941-725-1047 | Verizon: 9419325663 |
| Amy Pilson, Public Affairs Liaison | 941-798-6745 | 941-753-6399 | 941-807-2262 | None |
| Eileen Hansen, Utility Business System Support Manager | 941-792-8811 Extension 5246 | 941-752-9595 | 941-518-4920 | None |
| Tina Fletcher, Budgeting and Fiscal Control | 941-792-8811 Extension 5076 | None | 941-209-9129 | Verizon: 9412092523 |
| Olga Rosier, Utilities Records Division Manager | 941-792-8811 Extension 5059 | 941-792-0513 | 941-812-6394 | None |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

COOP Manatee County (Utilities Department)

b. Additional agencies and parties.

| Agency | Notes | Telephone |
|---|--|---|
| Karen Windon, Deputy County Administrator | COOP Oversight Committee Chairman | Office – 941-745-3799 Cell – 941-720-3035 |
| Manatee County Public Works Department | Fuel, maintenance, generator and vehicle support | Fuel Services – 941-708-7513 Fleet Services – 941-708-7458 |
| Manatee County ITD/IT and Applications | Computer and network support | 941-749-3075 |
| Manatee County Public Safety/Radio Division | Radio communication systems support | 941-742-5966 |
| Manatee County ITD/Telecom Division | Telephone systems support | 941-749-3075 |

c. In the event the COOP is implemented during a time of actual or potential EOC activation all Emergency Support Function lead agencies will be notified via InfoRad Group 4 or CodeRed.

3. The following is a list of vendors and clients used by the Utilities Department:

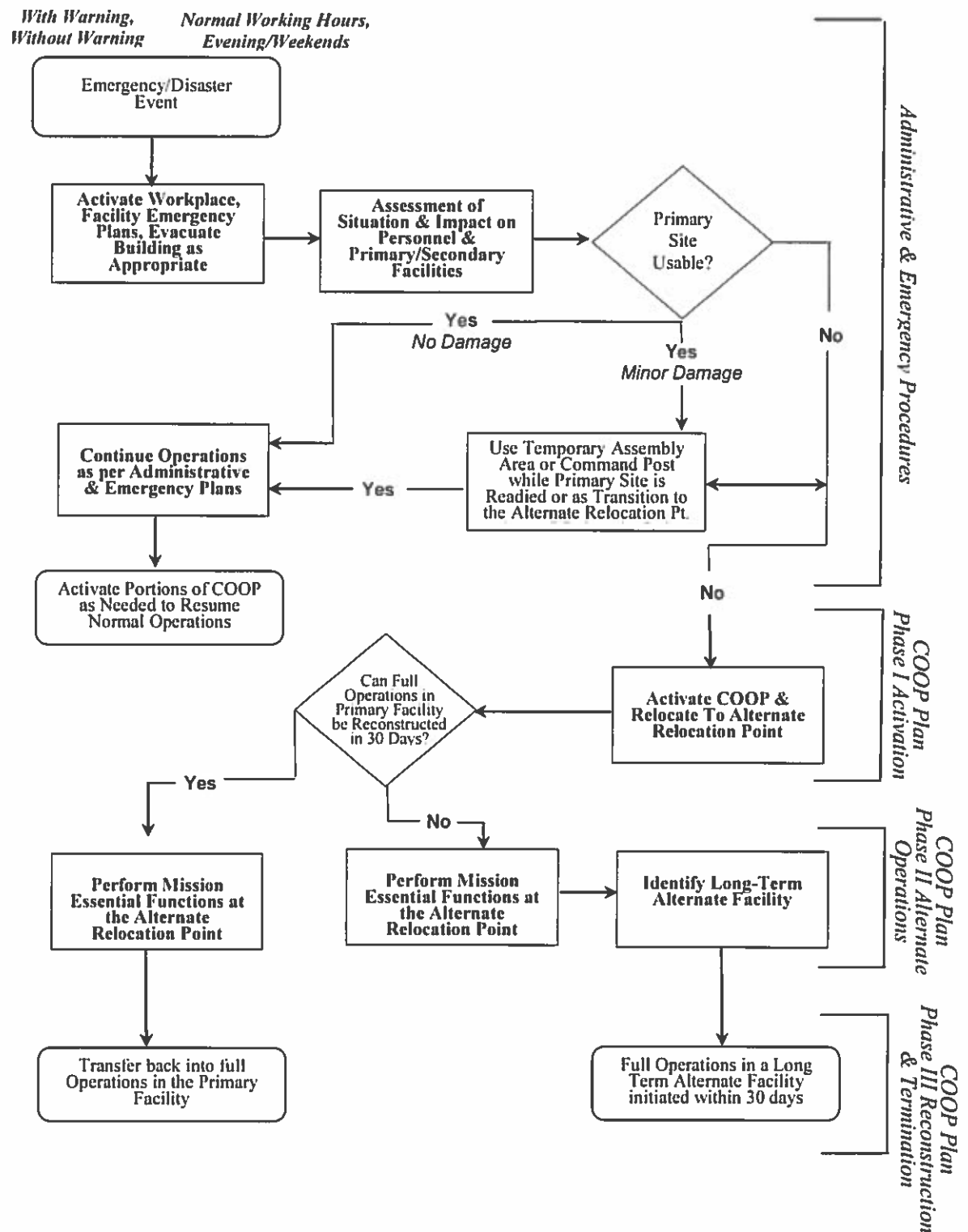
Vendors/Contractors: Maintained by Each Division/Section

Alternative vendors: Maintained by Each Division/Section

Clients: Citizens of Manatee County

ANNEX B: COOP DECISION FLOW CHART and OPERATIONAL CHECKLISTS

COOP Process Flow Chart



COOP Re-Location Checklist

- ☐ Notify Property Management, Public Works, and Public Safety of pending move, with approximate time of arrival, as necessary
- ☐ Move equipment according to re-location guidelines
 - Laptops, spare batteries, chargers
 - Cellular phones, Cellular Push-to-Talk Units, 800MHz portable radios and chargers
 - Office Supplies:
 - Legal pads
 - Pens, pencils
 - Staplers
 - Paper clips
 - Post-Its
 - Printer/copier paper
 - Flash drives - preloaded
- ☐ Advise County Warning Point (ext 1550) pending move and geographical coordinates of new location.
- ☐ Notify all agencies and departments of move.
- ☐ Notify municipal Public Works officials of move.
- ☐ Notify all State, Area, and local agencies of new contact numbers (voice, fax, cell)
- ☐ Activate emergency communications systems.
- ☐ Obtain assistance from ITD in setting up computers at alternate locations.
- ☐ Assign phone numbers and extensions via ITD
- ☐ Assure staffing levels for defined operational periods.
- ☐ Press release of land-line numbers for CIC, Switchboard, Special Needs, etc.
- ☐ Obtain appropriate access to alternate sites (keys, access cards etc)

MISSION OUTLINE and ESSENTIAL FUNCTIONS CHECKLIST

A. Departmental Mission Components:

- The Manatee County Water Treatment Plant processes and distributes over forty four (44) million gallons of potable water per day through five (5) booster (water) pumping stations, six (6) elevated storage tanks (water towers) and over fourteen hundred (1400) miles of potable water lines. The Water Treatment Plant and the county wide water distribution systems are unable to be relocated or operated from remote locations. If damaged or inoperable, the Water Treatment Plant and/or the water distribution systems/lines are down until repaired or the damaged components replaced. Continuity of Operations is dependent upon mitigation and incident management measures taken in attempt to prevent or lessen impact damages/outages and/or to rapidly restore water processing and distribution services to the public.

- The three (3) Manatee County Regional Water Reclamation Facilities receives and processes over twenty two (22) million gallons of raw sewage daily through twelve (12) Master Lift Stations, over five hundred (500) Lift Stations and over eight hundred (800) miles of sewage lines throughout the County. The three (3) Regional Water Reclamation Facilities and county wide sewage collection systems are unable to be relocated or operated from remote locations. If damaged or inoperable, the regional WRF plants and/or the sewage collection systems are down until repaired or the damaged components replaced. Continuity of Operations is dependent upon mitigation and incident management measures taken in attempt to prevent or lessen impact damages/outages and/or to rapidly restore wastewater collection and regional plant processing services to the public.
- The Manatee County Landfill receives and processes over two hundred seventy-five thousand (275,000) tons of solid waste per year. The Landfill is unable to be relocated or managed off-site. If damaged or inoperable, the collection and handling of normal solid waste is halted until the Landfill is again made operational. Continuity of Operations is dependent upon mitigation and incident management measures taken in attempt to prevent or lessen impact damages/outages and/or to rapidly restore landfill operation services to the public. Debris caused by a major County-wide event will be managed separately at temporary debris staging sites thought out the County and managed by contractors through the Solid Waste Division, so as not to impact the Landfill.
- Utilities Department Business Services provides Customer Service (Call center, cashiering and customer information systems), and Billing/Collections (Billing, financial reconciliation and collections).
- The Utilities Department Records Division provides data on locations of water and wastewater systems throughout Manatee County.
- The Utilities Department Management staff is comprised of the Director, Deputy Director, Financial Services Manager, Water Division Manager, Wastewater Division Manager, Solid Waste Division Manager, Underground Maintenance Division Manager, Communications/Safety Division Manager, Employee Services Manager, Fiscal Services Manager, Utilities Records Division Manager, Business Services Manager, Utilities Contracts Manager, Business Systems Support Manager and the Public Affairs Liaison. As required, the U.D. Management staff will relocate from the 4410 - 66th Street West complex to the department's Incident Command Center at

COOP Manatee County Utilities Department

the Utilities Maintenance Building and to the County EOC (as ESF3 and RSF 5 Liaisons). The administration staff will coordinate incident command/control functions of the department's critical facilities & infrastructures before, during and after county-wide events.

- Redundant and interoperable communication systems (Satellite radio/telephones, County 800MHz radios, Nextel direct connect & off-network radio) have all been installed at all U.D. plants and are provided to management & field forces for coordination of emergency operations. VHF base station radios available for communications with Municipal Public Works Agencies.
- The Utilities Department Field Forces are comprised of the Underground Maintenance Division, Meter Services Section, Water Distribution Section, Sewage Collections Section and Lift Stations Section. As required, Utilities Department Field Forces (personnel, equipment and materials) will relocate to the U.D. facilities throughout county and manage the restoration of water/sewer lines and water distribution/sewage collection systems.
- The Utilities Department supports the municipalities (through their Public Works Departments) for their emergency water and wastewater services. Utilities Department Managers will coordinate emergency operations and repairs with Municipal Public Works management for County wide restoration of water and wastewater services. This includes City of Palmetto, Longboat Key, City of Bradenton and Island Communities.
- The Utilities Department will assist Manatee County emergency response agencies, as able.

B. Essential COOP Incident Management Functions:

- ☐ Under the authority of the Director and Deputy Director, the Division Managers (or their designees) oversees preparedness efforts and protective measures of their respective divisions (personnel, facilities and infrastructure) prior to known events.
- ☐ The Director (or his designee) will activate the **Utilities Department Command Center**. Department wide command/control functions will be established, as outlined by NIMS directives. Incident Action Plans will be developed and implemented for the response, management and recovery of all department operations.

COOP Manatee County Utilities Department

- ☐ The Water Treatment Plant, the three (3) Regional Water Reclamation Facilities and the Landfill (if needed) will activate their respective Incident Operation Centers for 24/7 emergency operations, as coordinated through the **MCUD Command Center**.
- ☐ The Director (or designee) will determine Business Services functional needs with the Financial Services Manager and the Deputy Director. Essential functions will be identified and relocated, as needed.
- ☐ As needed, ESF3 and RSF 5 Liaisons will be assigned to the EOC
- ☐ As needed, Field Forces will stage resources (generators, materials, supplies etc.) at U.D. facilities – the Water Treatment Plant, Southwest Wastewater Plant, Southeast Wastewater Plant, North County Wastewater Plant, the Master (sewage) Lift Stations, the Water Towers and the (water) Booster pumping stations.
- ☐ As needed, Field Forces personnel and vehicles will relocate to the Water Treatment Plant and the three (3) regional Wastewater Plants for emergency operations.
- ☐ As needed, Utilities Records will provide necessary records to field forces and maintain WebEOC database, as a component of ESF 3 and RSF 5 operations.
- ☐ Assure food and water supplies are available for staff at the plants and field forces.
- ☐ Attempt to lessen impact of critical systems and infrastructures by reducing system loads and/or taking all non-essential systems off-line.
- ☐ Assure adequate fuel supplies and reserves for generators at all plants, master lift stations, booster pumping stations, remote sites, transportable generators and vehicles.
- ☐ Assure mechanical readiness of all department generators and vehicles. Coordinate repairs, as needed.
- ☐ Coordinate departmental press releases through the County PIO, ESF 3, RSF 5 and the Manatee County Health Department. This includes boil water, water/sewer systems outages, do not drink notices, sewage spills/contamination etc.

COOP Manatee County Utilities Department

- ☐ Coordinate water contamination and sewage spill laboratory testing with the Manatee County Health Department.
- ☐ Track and document all expenditures for protective and restoration measures.
- ☐ During storm events, Field Forces will cease all services and take shelter at assigned locations prior to arrival of sustained 40 MPH winds. Plant personnel shall take shelter within protected areas of the plants. During cessation of services, the plants will continue to monitor systems and take appropriate protective measures, as necessary. Immediately report serious injuries and other critical life & safety emergencies to U.D. Command and ESF 3 or RSF 5 for coordination of emergency service response, when those agencies are able to respond.
- ☐ MCUD ESF 3 and RSF5 liaisons (at the EOC) will track and coordinate reports of water & sewer outages and line breaks with the **MCUD Command Center**. The **Department Command Center** will manage emergency repairs & County-wide restoration of services (either directly or via the appropriate Incident Operations Center). Utilities Records will maintain database and status report records.
- ☐ Plants and field forces to rapidly assess facilities and infrastructure following events. Plants and field forces will provide operational status of all facilities & systems, report infrastructure damages, request emergency needs and Mutual Aid assistance requirements to the **MCUD Command Center**. The **Department Command Center** will compile information, evaluate emergency needs and coordinate with ESF 3 and RSF5 at the EOC.
- ☐ Continue shift operations and utilization of MCUD staff, as needed. The **Department Command Center** will report shortfalls to ESF 3 and RSF 5 for coordination with the EOC for additional staffing needs.
- ☐ Perform temporary emergency repairs to primary systems & infrastructure, as needed. Utilize field forces, emergency contractors and other available resources to get primary systems and infrastructures back on line.
- ☐ Assure regular or as needed fuel deliveries to all plants, the Landfill, master lift stations, booster pumping stations, remote sites and transportable generators, as needed.
- ☐ Address fuel and mechanical repair needs for vehicles and generators.

COOP Manatee County Utilities Department

- ☐ Manage, track and document all resources, expenditures and mutual aid assistance for Federal reimbursement.
- ☐ Assist all municipalities with emergency water and wastewater needs, as coordinated thru the Department Command Center with Municipal Public Works liaisons.
- ☐ Develop and implement County-wide contingency plans for replacement of systems & infrastructures that cannot be repaired.
- ☐ After temporary emergency repairs are made, begin permanent repairs to primary and secondary systems.
- ☐ Restore normal water, sewer and landfill services, when able.

4. COOP/COG IMPLEMENTATION

A. Phase I - Activation and Relocation (0-12 hours)

- ☐ Notify alternate facility manager(s) of impending activation and actual relocation requirements
- ☐ Notify the County Emergency Management Office (941) 749-3505 and other appropriate agencies of the decision to relocate and the time of execution or activation of call-down procedures
- ☐ Activate plans, procedures and schedules to transfer activities, personnel, records and equipment to alternate operating facility(ies)
- ☐ Notify initial COOP/COG contingency staff to relocate
- ☐ Instruct all other emergency and non-emergency personnel on what they are to do
- ☐ Assemble necessary documents and equipment required to continue performance of essential operations at alternate operating facility(ies)
- ☐ Order equipment and supplies if not already in place
- ☐ Transport documents and designated communications, automated data processing and other equipment to the alternate operating facility(ies) if applicable
- ☐ Secure the normal operating facility physical plant and non-moveable equipment and records to the extent possible

- ☐ Continue essential operations at the normal operating facility if available until alternate facility(ies) is/are operational
- ☐ Advise alternate operating facility manager(s) on the status of follow-on personnel.
- ☐ Coordinate water and wastewater operations with Municipal Public Works Departments.

B. Phase II – Alternate Facility Operations (12 hours – termination)

- ☐ Provide amplifying guidance to other key staff and non-emergency employees
- ☐ Identify replacements for missing personnel and request augmentation as necessary
- ☐ Commence full execution of essential operations at alternate operating facility(ies)
- ☐ Notify County Emergency Management and all other appropriate agencies immediately of the agency's alternate location, operational and communications status and anticipated duration of relocation if known
- ☐ Develop plans and schedules to phase down alternate facility (ies) operations and return activities, personnel, records and equipment to the primary facility when appropriate.

C. Phase III – Reconstitution (termination and return to normal operations)

- ☐ Inform all personnel that the threat of or actual emergency no longer exists and provide instructions for resumption of normal operations
- ☐ Supervise an orderly return to the normal operating facility or movement to other temporary or permanent facility(ies)
- ☐ Report status of relocation to County Emergency Management and other agencies if applicable
- ☐ Conduct an after-action review of COOP/COG operations and effectiveness of plans and procedures as soon as possible, identify areas for correction and develop a remedial action plan.

ANNEX C: ALTERNATE LOCATIONS/ FACILITY INFORMATION

***** Alternate Locations will be utilized only if the Utilities Department Administration Complex at 4410 – 66th Street West, Bradenton, is non-operational.**

***** One or more of the Utilities Department alternate facilities (Incident Operations Centers) may be activated to manage department-wide operations, as coordinated through the [Department Command Center](#).**

I. PRIMARY ALTERNATE FACILITY ([Department Command Center](#))

- A. Utilities Maintenance Building (Conference Room) – Incident Operations Center
4520 66th Street West
Bradenton, Florida 34210
- B. Supplies and equipment
Office Supplies on-site – additional supplies to be relocated from Utilities Administration, if needed
Folding chairs and tables to be relocated from Utilities Administration, if needed
Ten (10)- Centranet lines and telephones
Two (2) – Fax Machines (relocate additional machines from Utilities Administration, if needed)
Two (2) – Copiers (relocate additional machines from Utilities Administration, if needed)
One (1) – Network computer and three (3) network ports for additional network computers
Radio bases stations – Satellite Radio/Telephone, 800MHz and VHF
- C. Capabilities
County-wide Utilities dispatch capable
Commercial and Generator power with 5+ day fuel supply
Full Kitchen

II. SECONDARY ALTERNATE FACILITY (**Incident Operations Center**)

- A. Southwest Regional Water Reclamation Facility (Conference Room) – Incident Operations Center
5101 65th Street West
Bradenton, Florida 34210
- B. Supplies and equipment
Office Supplies on-site – additional supplies to be relocated from Utilities Administration, if needed
Folding chairs and tables to be relocated from Utilities Administration, if needed
Eight (8) - Centranet lines and telephones
Two (2) – Fax Machines (relocate additional machines from Utilities Administration, if needed)
Two (2) – Copiers
One (1) – Network computer and three (3) network ports for additional network computers
Radio bases stations – Satellite Radio/Telephone, 800MHz and VHF
- C. Capabilities
County-wide Utilities dispatch capable
Commercial and Generator power with five (5) + day fuel supply
Full Kitchen

III. ALTERNATE FACILITY (Incident Operations Center)

- A. Water Treatment Plant (Conference Room) – Incident Command Center
17915 Waterline Road
Bradenton, Florida 34212
- B. Supplies and equipment:
 - Office Supplies on-site
 - Eleven (11) - Folding tables and twenty (20) chairs
 - Sixteen (16) – Telephones
 - Six (6) – Network Computers plus twelve (12) ports for additional network computers
 - Three (3) – Copiers
 - Three (3) – Fax machines
 - Radio bases stations – Satellite Radio/Telephone, 800MHz and VHF
- C. Capabilities
 - County-wide Utilities dispatch center
 - Commercial and Generator power with five (5) + day fuel supply
 - On-site water supply
 - Full Kitchen

IV. ALTERNATE FACILITY (Incident Operations Center)

- A. Landfill Administration (Conference Room and Adjacent Property)
3333 Lena Road
Bradenton, Florida 34211
- B. Supplies and equipment
 - Office Supplies on-site – additional supplies to be relocated from Utilities Administration, if needed
 - Conference room chairs and table
 - Office telephone lines (optional Centranet lines are being considered for installation)
 - Optional portable office trailers and satellite internet/VoIP phone systems available through the primary debris contractor.
 - Fax Machines (relocate additional machines from Utilities Administration, if needed)
 - Office Copiers
 - Office Network computers and workstations (currently thru Bright House fiber)
 - Radio bases stations – Satellite Radio/Telephone and 800MHz
- C. Capabilities
 - County-wide Utilities dispatch capable (via 800MHz base, VHF Base and Satellite radio/telephone)
 - Commercial and Generator power with five (5) + day fuel supply
 - Kitchen

V. ALTERNATE FACILITY (Incident Operations Center)

- A. Southeast Regional Water Reclamation Facility – Incident Operations Center
3331 Lena Road
Bradenton, Florida 34211
- B. Supplies and equipment
Office Supplies on-site – additional supplies to be relocated from Utilities Administration, if needed
Folding chairs and tables to be relocated from Utilities Administration, if needed
Eight (8)- Centranet lines and telephones
Two (2) – Fax Machines (relocate additional machines from Utilities Administration, if needed)
Two (2) – Copiers
One (1) – Network computer and three (3) network ports for additional network computers
Radio bases stations – Satellite Radio/Telephone, 800MHz and VHF
- C. Capabilities
County-wide Utilities dispatch capable
Commercial and Generator power with 5+ day fuel supply
Full Kitchen

VI. ALTERNATE FACILITY (Incident Operations Center)

- A. North County Regional Water Reclamation Facility – Incident Operations Center
8500 69th Street East
Palmetto, Florida 34221
- B. Supplies and equipment
Office Supplies on-site – additional supplies to be relocated from Utilities Administration, if needed
Folding chairs and tables to be relocated from Utilities Administration, if needed
Five (5) - Centranet lines and telephones
Two (2) – Fax Machines (relocate additional machines from Utilities Administration, if needed)
Two (2) – Copiers
One (1) – Network computer and three (3) network ports for additional network computers
Radio bases stations – Satellite Radio/Telephone, 800MHz and VHF
- C. Capabilities
County-wide Utilities dispatch capable
Commercial and Generator power with five (5) + day fuel supply
Full Kitchen

DIRECTIONS TO THE ALTERNATE LOCATIONS

Utilities Department Administration to Utilities Maintenance Building

START – 4410 66th Street West, Bradenton Florida 34210

- A. Go South on 66th Street West for 0.2 miles
- B. 4520 66th Street West is on the right

END – 4520 66th Street West, Bradenton, Florida 34210





Total Travel Estimate: 23 seconds - Total Distance: 0.16 miles



COOP Manatee County Utilities Department

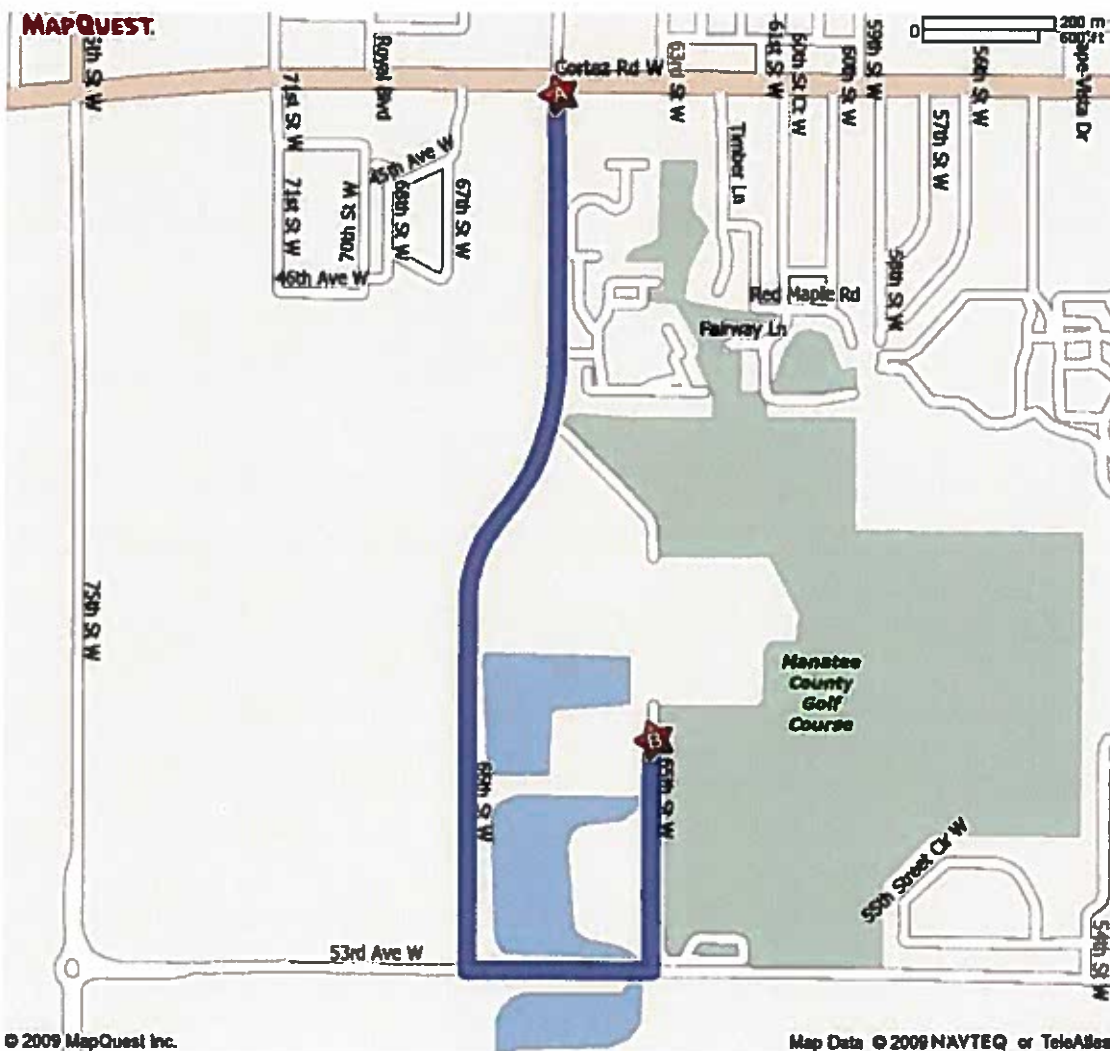
Utilities Department Administration to Southwest Regional Wastewater Plant

START - 4410 66th St W, Bradenton, FL 34210-2606

- | | | |
|---|--|--------|
|  | 1: Start out going SOUTH on 66TH ST W toward SPRINGS AT PALMA SOLA APARTMENTS. | 1.0 mi |
|  | 2: Turn LEFT onto 53RD AVE W. | 0.2 mi |
|  | 3: Turn LEFT onto 65TH ST W (Gate access required). | 0.3 mi |
|  | 4: 5101 65TH ST W is on the RIGHT. | 0.0 mi |








END - 5101 65th St W, Bradenton, FL 34210-2628

Total Travel Estimate: 4 minutes - Total Distance: 1.53 miles



UTILITIES DEPARTMENT ADMINISTRATION TO WATER TREATMENT PLANT

START - 4410 66th St W, Bradenton, FL 34210-2606

- | | | |
|---|--|--------|
|  | 1: Start out going NORTH on 66TH ST W toward CORTEZ RD W/FL-684 E. | 0.0 mi |
|  | 2: Turn RIGHT onto CORTEZ RD W/FL-684 E. | 3.8 mi |
|  | 3: Stay STRAIGHT to go onto US-41 N/TAMIAMI TRL. | 2.3 mi |
|  | 4: Turn RIGHT onto 6TH AVE E/FL-64 E. Continue to follow FL-64 E. | 9.9 mi |
|  | 5: Turn LEFT onto RYE RD E. | 0.7 mi |
|  | 6: Turn RIGHT onto WATERLINE RD. | 2.2 mi |
|  | 7: 17915 WATERLINE RD is on the LEFT. | 0.0 mi |

END - 17915 Waterline Rd, Bradenton, FL 34212-9160

Total Travel Estimate: 29 minutes - Total Distance: 18.92 miles



Utilities Department Administration to Landfill Administration Building

START – 4410 66th Street West, Bradenton, Florida 34210



1. Start out going north on 66th St W toward Cortez Rd W/SR-684 E. 0.0 mi



2. Turn right onto Cortez Rd W/SR-684 E. 3.8 mi



3. Stay straight to go onto US-41 N. 2.3 mi



4. Turn right onto 6th Ave E/SR-64 E. Continue to follow SR-64 E. 6.7 mi



5. Turn right onto Lena Rd. 0.9 mi



6. Turn right onto Powell Johnson Rd. 0.1 mi



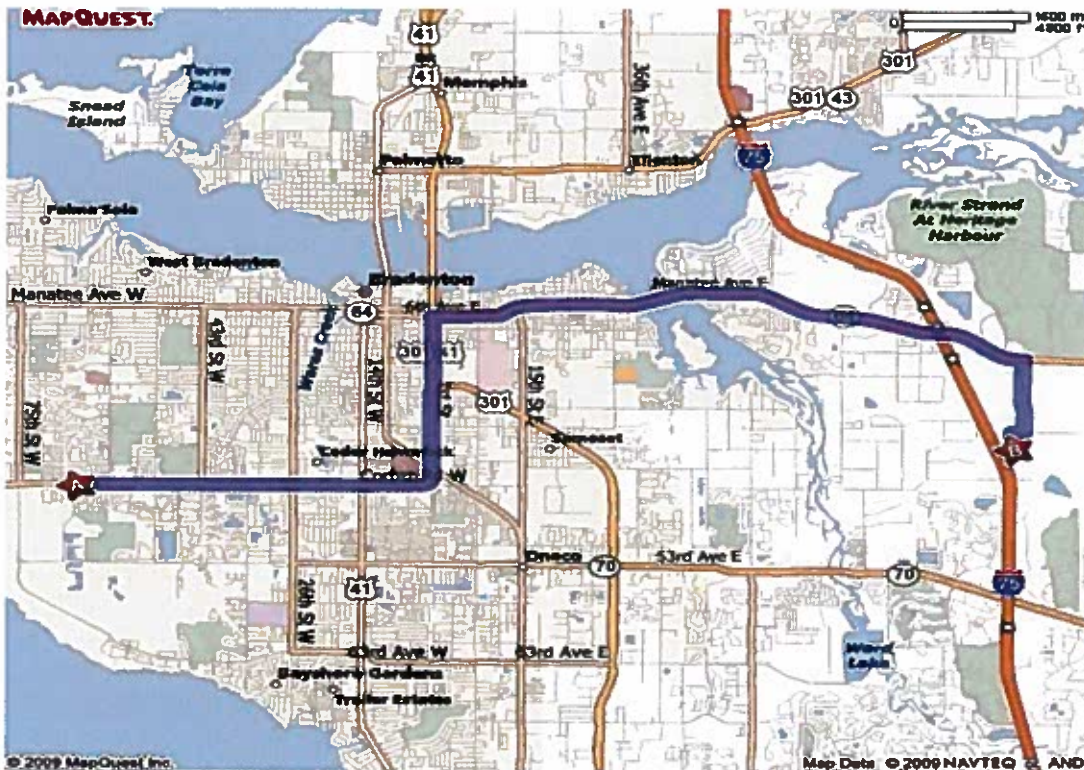
7. Turn left onto Lena Rd. 0.2 mi



8. 3333 LENA RD is on the left.









END – 3333 Lena Road, Bradenton, Florida 34211

Total Travel Estimate: 24 minutes - Total Distance: 14.10 miles



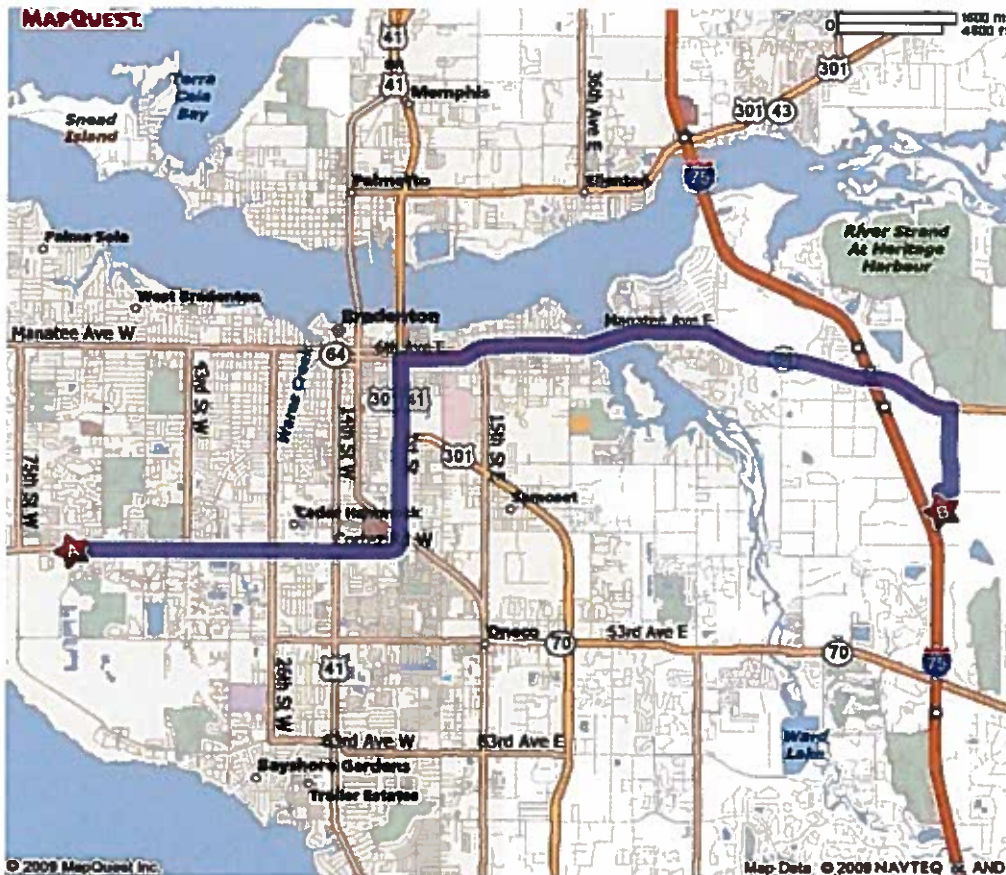
Utilities Department Administration to Southeast Regional Wastewater Plant

START - 4410 66th St W, Bradenton, FL 34210-2606

- | | | |
|---|--|--------|
|  | 1: Start out going NORTH on 66TH ST W toward CORTEZ RD W/FL-684 E. | 0.0 mi |
|  | 2: Turn RIGHT onto CORTEZ RD W/FL-684 E. | 3.8 mi |
|  | 3: Stay STRAIGHT to go onto US-41 N/TAMIAMI TRL. | 2.3 mi |
|  | 4: Turn RIGHT onto 6TH AVE E/FL-64 E. Continue to follow FL-64 E. | 6.7 mi |
|  | 5: Turn RIGHT onto LENA RD. | 0.9 mi |
|  | 6: Turn RIGHT onto POWELL JOHNSON RD. | 0.1 mi |
|  | 7: POWELL JOHNSON RD becomes LENA RD. | 0.2 mi |
|  | 8: 3331 LENA RD is on the LEFT. | 0.0 mi |








END - 3331 Lena Rd, Bradenton, FL 34211-9458

Total Travel Estimate: 24 minutes - Total Distance: 14.10 miles



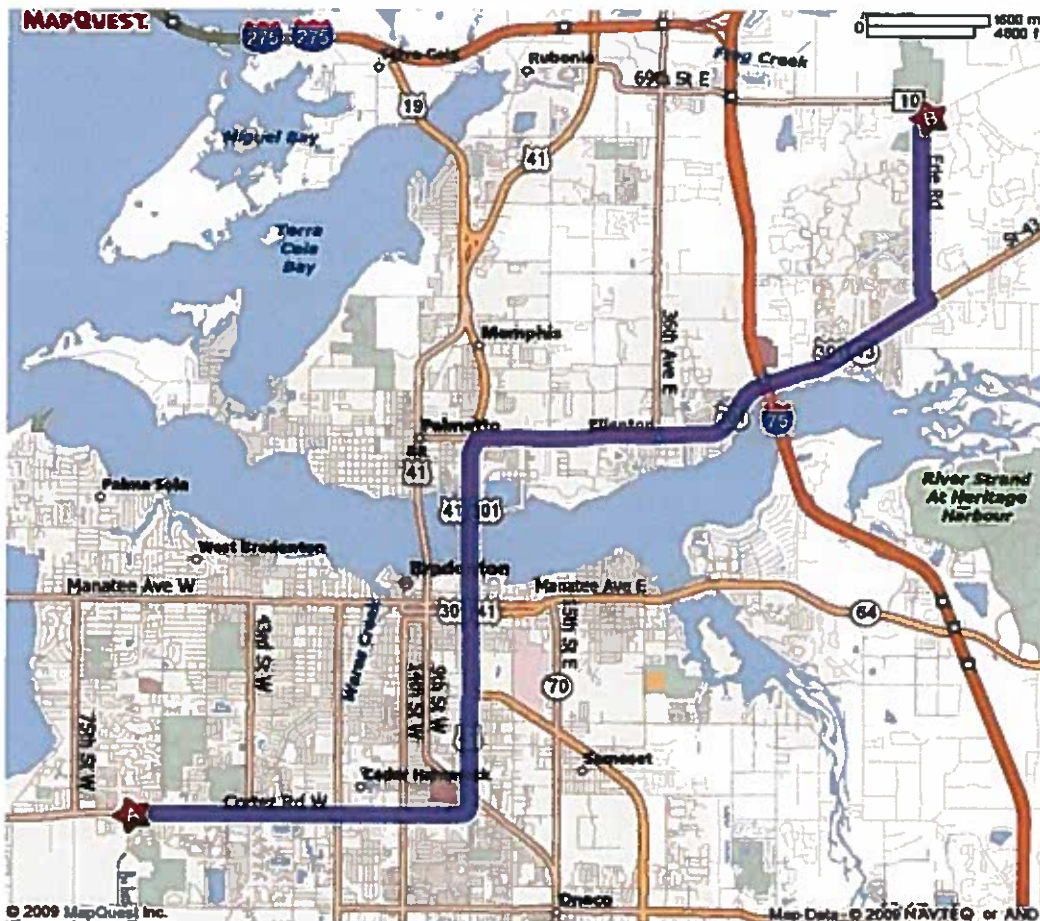
Utilities Department Administration to North County Regional Wastewater Plant

START - 4410 66th St W, Bradenton, FL 34210-2606

- | | | |
|---|--|--------|
|  | 1: Start out going NORTH on 66TH ST W toward CORTEZ RD W/FL-684 E. | 0.0 mi |
|  | 2: Turn RIGHT onto CORTEZ RD W/FL-684 E. | 3.8 mi |
|  | 3: Stay STRAIGHT to go onto US-41 N/TAMIAMI TRL. | 3.9 mi |
|  | 4: Merge onto US-301 N toward I-75/ELLENTON. | 5.9 mi |
|  | 5: Turn LEFT onto ERIE RD/CR-10. | 2.0 mi |
|  | 6: Turn LEFT onto 69TH ST E/CR-10. | 0.0 mi |
|  | 7: 8500 69TH ST E. | 0.0 mi |

END - 8500 69th St E, Palmetto, FL 34221-9064

Total Time: 26 minutes - Total Distance: 15.64 miles



EQUIPMENT MATRIX

| Equipment/ Supply | Primary Have (Enter #'s) | Primary Need (Enter #'s) | Relocate Y/N | Alternate Have (Enter #'s) | Alternate Need (Enter #'s) | | |
|--|---|-----------------------------|--|--|-------------------------------|--|--|
| COMMUNICATIONS | | | | | | | |
| Radios/Systems: | | | | | | | |
| • 800 MHz, VHF and Satellite Base Stations | Installed at site | | | Installed at all alternate sites | | | |
| WARNING | | | | | | | |
| Public Warning System | Access via Web | | | Access via Web | | | |
| DTN (weather warning system) | | | | 1 | | | |
| INFORMATION TECHNOLOGY | | | | | | | |
| Computers, desktop | 1 – Installed at site. Multiple network jacks available | | Relocate as needed from 66 th St. W. | 1 ea – Installed at sites. Multiple network jacks available. | | | |
| Computers, laptop | Assigned to command staff | | | Assigned to command staff | | | |
| Printers | 1 – Installed at site. | | Relocate as needed from 66 th St. W. | 1 ea – installed at sites. | | | |
| Data Bases: | On site | | | On site | | | |
| Telephone Units | At Site | | | At Sites | | | |
| | | | | | | | |
| OTHER EQUIPMENT | | | | | | | |
| Photocopier | 1 – Installed at site | | Relocate as needed from 66 th St. W. | 1 ea – installed at sites | | | |
| Fax Machines | Installed at site | | Relocate as needed from 66 th St. W. | Installed at sites | | | |
| DOCUMENTS | | | | | | | |
| Plans (operational plans, SOPs and resource staffing lists): | | | Hard copy and electronic – hand carry to alternate locations | | | | |

ANNEX D: PERSONAL PREPAREDNESS AND DRIVE AWAY KITS

I. PURPOSE

Each person assigned to a COOP team must prepare to be deployed upon short notice and for an extended period of time. This preparation will include a Family Care Plan to provide all family members an understanding of their responsibilities and the actions needed to be taken in the event of the County employee's absence from his/her family. It will also include a pre-assembled Personal Drive Away Kit containing those supplies necessary for the County employee to perform their duties while deployed.

II. FAMILY CARE PLAN

A. Depending on circumstances, employees may be required to work extended hours, perhaps seven days a week, with limited communications and with the possibility of not being able to leave the relocation site. Facing this challenge requires you to ensure your personal matters and family needs are met while you are away.

B. It is extremely important for you to address and prepare for all non-work related matters that could affect or distract you from your ability to function effectively while you are deployed. To assist with your planning, here are some thoughts to consider:

- Are you a single parent? How will your children be provided for?
- Do you have any physical limitations or medical problems?
- If you are taking prescribed medications, can you provide a back up supply?
- Do you have special dietary requirements?
- Can you work twelve hour shifts?
- What special requirements at home need your attention?
- Are you a caregiver for a special needs person?

C. Here are a few of the possibilities that you should consider and plan for. It would be prudent to prepare a written plan addressing the following issues:

I. Medical and Health

- Where are health records maintained for each family member?
- Who should be contacted for medical assistance?
- Where are your medical insurance policies?
- Do family members know how to file a claim?
- Does your caregiver or other family member know who to contact in a medical emergency?

2. Finances

- Will there be money available on a continuing basis during your absence?
- Will your direct deposit provide for the necessities?
- Do you have a safe deposit box and where is the key?
- Are all credit card numbers written down and in a safe place? What are the company addresses and numbers in case of loss?
- Is your spouse prepared to take complete control of family finances?
- What payments are to be made, when, to whom?

3. Home

- Are windows and doors protected from severe weather?
- Does the family have a duplicate set of house keys?

4. Transportation/ Automobile

- Is your spouse familiar with the maintenance and other responsibilities of the automobile?
- Where is the vehicle title?
- Are registration and insurance card in the vehicle?
- Are there duplicate keys?
- Who can be called for emergency transportation?

5. Legal/ Administrative

- Does your spouse have a power of attorney, full or limited?
- Are all important documents safeguarded?
- Does your spouse know your social security number?
- If you are a single parent, have you provided your caregiver a power of attorney to authorize medical treatment of your child in your absence if you cannot be contacted?

III. Personal Drive Away Kit

A. Each person assigned to a COOP team should have a personal kit prepared and stored in an accessible location. The kit should contain clothing, toiletries, medications and necessary professional equipment in amounts adequate to support an extended deployment.

B. Contents should be packed in a suitably sized suitcase or duffel bag. The following are suggested items:

I. Clothing

- Several changes of clothing including work and leisure (laundry facilities may be non-existent).
- Business dress (if involved with other agencies or media)

- Seasonal Outerwear (rain gear, hat, boots).
- 2. Useful Items
 - Laundry supplies
 - Personal reading
 - Worship or Devotional Materials
 - Trash Bags
 - Favorite packaged snacks or candy
 - Personal Address Book
 - Personal Radio/CD player
- 3. Essentials
 - Laptop, cell phone, Push-to-Talk units, text message device, 2-way radio or other communications devices and their chargers
 - Personal Identification and County ID
 - Credit/Debit Card, Checks, Cash
 - Flashlight and spare batteries
 - Toilet Kit
 - Medications

Pre-deployment Checklist

- ☐ County Photo ID Badge
- ☐ Professional Equipment – Laptop, 800Mhz Radio, Cellular phone, Cellular Air Card, Cellular Push-to-Talk devices and their chargers
- ☐ Government Credit Card, if authorized
- ☐ Personal Credit Card
- ☐ Check Book
- ☐ Cash
- ☐ Credentials and Professional Licenses, if required
- ☐ Driver's License
- ☐ Personal Drive Away Kit
- ☐ Functional Checklist for your area of responsibility.

NOTE: DO NOT BRING ALCOHOL OR WEAPONS WITH YOU AND DO NOT KEEP THESE ITEMS IN YOUR VEHICLE.

ANNEX E – All-Hazards Staffing

I. INTRODUCTION

Purpose

The purpose of this annex is to build on existing department Continuity of Operations (COOP) plans to ensure that Manatee County and its executive body, departments and services are prepared to respond to and mitigate the effects of a reduction of workforce or loss of workforce due to large personnel absenteeism. The focus of COOP planning for large personnel absenteeism is on effective and efficient human capital management to ensure the continued performance of essential functions and services. This annex has applications for any event that results in workforce reductions for extended periods of time (Mass Casualty, Pandemic, Work sick-outs, Reduction in Force, etc).

Assumptions

General Assumptions

- **Manatee County Utilities Department** has an up-to-date, comprehensive COOP plan that has been maintained and exercised on a regular basis.
- **Mass Casualty**
 1. Incident could happen at any time during work hours
 2. May cause extreme panic in workforce (situation dependent)
 3. Institutional knowledge may be lost
- **Pandemic**
 1. Susceptibility to a pandemic will be universal, impacting Manatee County employees at the same rate as the general population. Managers and supervisors may be among those who are absent from work due to illness or family care needs.
 2. Pre-event planning is critical to ensure a prompt and effective response to a pandemic as its spread will be rapid, reoccurring (in multiple waves), and difficult to stop once it begins.
 3. Workforce absenteeism may rise as high as 40 percent at the height of a given pandemic wave for periods of about two weeks.
 4. Additional resources that may be accessed through mutual aid agreements, contracts, and the emergency management WebEOC system including state and federal resources will not be available for a widespread event.
 5. Telecommunications connectivity may be limited.

6. Individuals that recover from a pandemic virus, with or without treatment, will likely have a significant degree of immunity and can serve in key positions for response.
 7. To control the spread of disease, measures such as isolation, quarantine, and social distancing, may be implemented which will impact Manatee County and its agencies ability to conduct business activities.
 8. Schools, child care and adult day care centers may be closed.
- Reduction in Force
 1. Fewer employees on hand to provide the established level of service
 2. Top heavy organizations
 3. Higher stress levels may cause significant sick-time use
 - Work sick-outs
 1. Exempt employees may be the only personnel at work
 2. Sympathy for non-exempt employees by some exempt employees may cause friction in work locations

Department-Specific Assumptions

- ***The Utilities Department will prioritize essential functions and services.***
- ***Management will then determine the number of staff needed to ensure the continued performance of essential functions and services.***
- ***The following resources will be utilized to ensure staffing needs are fulfilled:***
 1. ***Existing staff within the department***
 2. ***Contractors***
 3. ***Staff within Manatee County Government, if available***
 4. ***Temporary employment agencies. Inclusive of the County blanket purchase order for heavy equipment with operators***
 5. ***Mutual aid through the County EOC***
- ***HR will assist each department with reassignment procedures***
- ***Department employees will be expected to perform functions outside their normal work duties***

II. CONCEPT OF OPERATION

The Utilities Department will apply the following alternative work arrangements to ensure the continued performance of essential functions and services.

Telecommuting

Manatee County Utilities Department follows policies and procedures as defined by the Manatee County Department of Human Resource (Personnel Policy, Rules and Procedures Manual, approved 1/13/09, effective 2/1/09, and revised 3/24/09) and the ITD policies (Resolution 07-183, Effective 2/1/08).

The Utilities Department Director may authorize adoption of 12 hour shifts and/or changes in work schedules to ensure continued performance of essential functions and services. Utilities Management staff may be relocated to alternate work sites or perform duties from residence, as needed, to manage essential functions and services.

Utilities Management staff working off site will have the following equipment available for use: Laptop computer with keyfob and cellular air card, Tablet, Cellular Android, I-Phone and/or Cellular Push-to-Talk unit, 800MHz radio, County issued cellular phone or cellular allowance and County issued credit card.

Closure of Service Locations

In the event of significant loss of workforce, similar services that are provided at more than one location may be consolidated resulting in closure of service locations. When a service location is closed, notify employees and customers of the closure and re-direct them to a location that is still open.

Please note the Utilities Department Administration Complex at 4410 66th Street West, Bradenton will remain open, as determined by the Utilities Department Director.

Alternate Work Schedules

Alternate work schedules for staff will be determined by management and approved by the Utilities Director. This may vary depending on event circumstances.

Vendors

Manatee County Utilities Department has several essential services provided by vendors, other departments, and contractors. **Manatee County Utilities Department** has taken steps to ensure that these providers of services have their own Continuity of Operations Plan (COOP). In addition, **Manatee County Utilities Department** has identified other potential sources for services in the event the primary vendor or contractor cannot provide essential services.

Human Capital Management

Cross-training

In order to maximize human resources, **Manatee County Utilities Department** will ensure that its workforce plan addresses staff development and cross-training needs for significant reductions in workforce for extended periods of time. The Utilities Department will ensure that cross-training needs are met.

Infection Control and Workforce Protection

Manatee County Utilities Department will implement the following strategies to support social distancing:

- Avoid face-to-face meetings if possible. Meet via phone, internet, or some combination of the two;
- Train employees on cough etiquette and proper hand washing techniques;
- Implement alternate work schedules;
- Implement pre-established telecommuting agreements; and
- Provide sanitation supplies so employees can clean frequently touched surfaces such as phones and computers, and be able to appropriately wash hands.
- It is expected that ill employees will stay home.

Implementation

This annex may be implemented in part or in whole, by Utilities Management under the authorization of the department Director based on circumstances.

Employees will be notified per ~~Annex~~ A (Contact List).

III. CHECKLIST

The Utilities Department will follow steps outlined in Annex A (Contact List) and Annex B (COOP Flowchart and Operational Checklists) upon activation of this annex.