

# WINSTON-SALEM / FORSYTH COUNTY UTILITIES

## Request for Letters of Interest for

## Household Hazardous Waste Management Services

LOI2614

*issue date: 8/28/2025*

Proposals shall be complete and comply with the requirements listed herein.

**SUBMISSION DEADLINE:** Submit proposals electronically in PDF format only by **12:00 pm, September 19, 2025** to the email address [bids@cityofws.org](mailto:bids@cityofws.org). Responses received after this date and time will not be considered.

Winston-Salem/Forsyth County Utilities (WSFCU) is seeking letters of interest for the operation of a household hazardous waste collection center, centrally located within the City of Winston-Salem, to provide the citizens of Forsyth County a facility where they can deliver residentially generated household hazardous and electronic waste.

These two pages comprise the complete document. For questions, contact Jessica Ferris-Irick at [jessicafi@cityofws.org](mailto:jessicafi@cityofws.org). Questions must be received in writing by the stated deadline, and answers will be shared with other responders.

This LOI will in no manner be construed as a commitment on the part of the City to award a contract. The City reserves the right to reject any or all applications; to waive minor irregularities in the LOI process or in the applications; to re-advertise this LOI; to postpone or cancel this process; select and procure parts of services; and to change or modify the LOI schedule at any time.

Jessica Ferris-Irick  
Purchasing

## **General Description of Scope of Services:**

WSFCU desires to continue the operation of a permanent household hazardous waste collection center, located in the City of Winston-Salem, to serve the citizens of Forsyth County. The purpose of the facility is to provide an environmentally sound and convenient option for managing residentially generated household hazardous waste (HHW), electronics and televisions (e-waste). This Request for Letters of Interest is intended to identify professional contractors that have the knowledge, desire, ability and experience to operate such a collection center under contract with WSFCU.

## **Background:**

The collection and diversion of HHW and e-waste is a practice that helps prevent surface and groundwater contamination, reduces the toxicity of the waste stream going into the landfill, and assists in compliance with landfill disposal bans. Hazardous and potentially toxic materials resulting from residential use, while not regulated as hazardous waste, can contain harmful constituents that should not be disposed in the household waste stream or dumped into drains or storm sewers. Examples of those materials include chemical cleaning products, paint and paint-related products, solvents, automotive fluids, garden herbicides and pesticides. A permanent, year-round HHW collection facility has been operated within the City limits of Winston-Salem since 1999, with e-waste added to the accepted materials in 2010.

## **Format for Submission of a Letter of Interest**

All Letters of Interest should be limited to eighteen (18) pages including any cover sheet but excluding any blank pages. As a sustainability practice, only electronic proposals in PDF format are to be submitted to [bids@cityofws.org](mailto:bids@cityofws.org) prior to the deadline of **12:00 pm, September 19, 2025**. Any questions about this request must be received in writing by **5:00 pm, September 11, 2025**.

### **Letters Should Include**

- Expression of firm's interest in executing the work;
- Summary of information contained within the full letter of interest, including an email address and telephone number for the company's primary contact person; and
- Any exceptions taken to project requirements and scope of services contained herein.

## **Scope of Service:**

A potential contractor responding to this Request should demonstrate the ability to operate a facility as described above. The contractor will provide the physical facility, permits, equipment, supplies and trained personnel for the acceptance and management of HHW and e-waste delivered to the facility by citizens of Forsyth County. Materials received at the facility will be accepted, screened, identified, stored, packaged, transported, recycled and/or disposed entirely by the contractor. The facility will be open to the public a minimum of four days per week: 6 hours per day.

Contractor is responsible for identifying appropriate management options for each type of waste to be accepted. The expectation is to reuse or recycle as much of the material as possible, while considering the practical need to keep costs at a reasonable level. Contractor is solely responsible for obtaining all required permits and complying with all pertinent environmental regulations, rules, statutes, and permit conditions. Performance bonds, indemnification and/or insurance/environmental liability coverage may be required to cover potential environmental incidents. Technical assistance, customer service and public relations messaging will be required to assist the public in determining the appropriate disposal methods for various waste types.

Potential responders to this Request should be able to demonstrate specific relevant experience providing similar services within North Carolina.