

**Form Two**  
**Sample Cost Manifest**

**NOTE: Form Two has a PART "A" and a PART "B".**

**The BIDDER is required to complete PART "A" only. PART "B" is optional.**

The Contractor shall provide cost figures to conduct a hypothetical HHW Event where participants dropped off the wastes in the quantities listed on the attached "SAMPLE DROP-OFF MANIFEST" worksheet. Please note the following:

1. The Site must be vacated and all waste removed within twenty-four (24) hours of the close of drop-off, but preferably by the end of the drop-off day (12 midnight).
2. Definitions of "actual weight", "number of drums" "management methods" and each "waste type" referred to on the SAMPLE DROP-OFF MANIFEST worksheet are those indicated by the DTSC/CIWMB in the "Instructions for Completing Form 303" (Exhibit B).
3. Please be certain to use the quantities and packaging and management methods provided and do not leave any of the shaded boxes blank. Do not attempt to use other units (such as weight in place of gallons or unit instead of drum) or other management options or alternative "Number of Bid Units" than those in the form as to do so may disqualify the bid from consideration. If you take exception to the information provided in Form Two, be sure to address your concern(s) during the Bidders' Conference. Optional: You may use the area marked Exceptions (Part B) at the bottom of Form Two to provide alternative figures/units for these calculations.
4. Use of other units (such as weight in place of gallons or unit instead of drum) or other management options than those in the form may disqualify the bid from consideration.
5. Column A, "WASTE TYPE" – This is a list of the various types of items which the Contractor may have to handle and for which the County requests data. You may refer to Exhibit B for definitions and detailed descriptions of the various waste types.
6. Column B, "AMOUNT OF ITEM COLLECTED" – Indicates a theoretical amount to be collected for each waste type. This information is based on data gleaned from previous County projects and other projects similar to the one proposed.
7. Column C, "MEASUREMENT UNIT" - Indicates the term used to describe the quantity of waste collected (e.g., gallons, drums, pounds), including units such as lamp, cylinder or linear foot.

8. Column D, "MO" (MANAGEMENT/DISPOSAL OPTION) – Indicates how the collected item will be managed (i.e., fuels blending, destructive incineration, landfill/Class I, landfill/Class III, recycling or treatment/neutralization). Refer to Form Four for a list and descriptions of the various management options. For example, the "MO" for used motor oil collected would be "recycled".
9. Column E, "PO" (PACKING OPTION) – Describes the packing method to be used for each waste stream, (i.e. lab pack, bulk, loose packed or palletized). For example, the "PO" for used motor oil placed in a drum would be "Bulk".
10. Column F, "BID UNIT" – Describes the specific size/type of packing unit upon which the bid is to be based.
11. Column G, "COST PER BID UNIT" - Indicates the cost of managing each BID Unit, including all costs associated with handling, packaging, transporting and disposal of each waste stream. Each Cost Per Bid Unit shall be all inclusive, including such CONTRACTOR expenses as drum or container costs, absorbent costs, labels/markings, transportation costs to the receiving facility, profiling changes and the cost for ultimate disposal or recycling. The Cost Per Bid Unit should also reflect any "minimum cost" requirements.
12. Column H, "TOTAL NUMBER OF BID UNITS" – Indicates how many of the Bid Units will be required to manage the amount of material collected as indicated in Column B (Amount of Waste Collected). For example, the 150 pounds of oil filters are projected to fill one 55-gallon drum. Please note that you need to use the numbers provided, even if your company could manage the item more efficiently or would choose a different Packing Option or Bid Unit.
13. Column J, "TOTAL COST" – The Excel formula in this column will multiply the "TOTAL NUMBER OF BID UNITS" (Column H) times the "COST PER BID UNIT" (Column G) to get the "TOTAL COST" (Column I).