

SECTION E – SPECIFICATIONS/SCOPE OF WORK

The Montgomery County Department of Environmental Protection, Recycling and Resource Management Division (RRM), Resource Conversion Section, provides an area in the Upper Lot of the Shady Grove Road Processing Facility and Transfer Station (“Facility”), 16101 Frederick Rd., Derwood, Maryland, for residents to drop off used cooking oil of all types.

Cooking oil is brought in via individual containers and poured into one of two 500-gallon storage containers, which must be pumped by the contractor.

- In FY25, 26.58 tons of used cooking oil were received.

The County intends to enter into a contract with a single Contractor that must pick up, transport, and recycle, reuse, repurpose, or dispose of used cooking oil from the Facility to a processing facility or location approved by the County for recycling, reuse, repurposing, or disposal.

The Contractor must remove and recycle, reuse, repurpose, or dispose of used cooking oil generated from the used cooking oil location located in the Upper Lot of the Facility.

The Contractor must be able to collect 1-2 tons per collection 2-3 times per month to prevent accumulation of material.

- Removal must be scheduled with the Contract Administrator or designee, who will coordinate with site staff.

The Contractor must provide trucks suitable for transporting used cooking oil.

- All trucks carrying used cooking oil must be licensed for transportation in accordance with all federal, state, and local laws and regulations.

All drivers must be fully licensed for operation of the equipment and fully trained in safe handling of used cooking oil to avoid spillage or other issues.

The Contractor must be licensed to conduct business in the state of Maryland, be in good standing with the Maryland State Department of Assessment and Taxation (SDAT).

The Contractor must have sufficient equipment and capacity to collect the required types and quantities of used cooking oil in compliance with all applicable laws and regulations.

The Contractor must provide the necessary equipment and qualified personnel to provide used cooking oil collection and recycling/disposal.

The Contractor must obtain and maintain all licenses and permits required for collection, transporting, and recycling/disposal of used cooking oil.

All equipment used for transporting the oil must be in acceptable condition as determined by Montgomery County.

- The Contractor must provide valid inspection certificates for the trucks and containers used for this work within seven days if requested.

In addition to the regular collections, the Contractor may be required, at peak times, to provide extra collections. The County will provide the Contractor with a minimum of 24-hour notification if additional collections are required.

Upon entering the Transfer Station, the Contractor’s trucks must weigh in empty on the County scales for each load, and when leaving the facility, all material must be weighed out on the County scales, which operate Monday through Saturday, 7:00 AM to 5:00 PM.

Payments must be made based on the Montgomery County scale weight.

The Contractor may contest any weight discrepancies greater than 2 percent.

- If a discrepancy is claimed by the Contractor, the Contractor must provide verifiable documentation of the discrepancy within 24 hours of the date of shipment from the Montgomery County Transfer Station.
- If a discrepancy occurs over a non-working period, as approved and identified by the County, notification must be made on the next business day.

A report by tons of used cooking oil collected and recycled, reused, repurposed, or disposed of must be signed by the Contractor's Contract Administrator and submitted with each invoice.