



# REQUEST FOR PROPOSAL

## Trash Collection Services

### Contents

|  |   |
|--|---|
| I. INTRODUCTION.....                   | 1 |
| II. SCOPE OF WORK.....                 | 1 |
| (A) Location of Collection Sites:..... | 2 |
| (B) Days of Collection:.....           | 2 |
| (C) Performance By Contractor:.....    | 2 |
| (D) Additional Collections: .....      | 3 |
| (E) Charges and Payments: .....        | 3 |
| III. SUBMITTAL REQUIREMENTS.....       | 5 |
| IV. PROPOSED BID TIMELINE .....        | 6 |
| V. MISCELLANEOUS INFORMATION .....     | 6 |

### I. INTRODUCTION

The Mayor and Commissioners of Emmitsburg, Maryland are requesting sealed bids from qualified contractors for the collection, hauling and disposal of residential refuse over a three (3) year term contract. The Town of Emmitsburg has approximately 1,090 +/- units in need of trash collection, hauling and disposal services on a weekly basis. Current services occur on Monday morning every week.

Curbside customers include town homes, single-family homes, apartment buildings and a limited number of small commercial enterprises throughout the boundary of the Town of Emmitsburg. All other commercial and industrial businesses contract for private collection and are not covered under this request for proposal (RFP). In addition to curbside pick-up, the Town would like the vendor to provide bulk and large item curbside pick-up three (3) times a year and a roll-off dumpster for yard waste/debris and discarded Christmas trees at a site determined by the Town. Further details under “Scope of Work.” **Questions regarding this bid can be directed to Terri Ray, Office Coordinator, at 301-600-6300 or Tray@emmitsburgmd.gov.**

### II. SCOPE OF WORK

All bids must meet and/or exceed the requirements contained herein. Contractor shall furnish all labor, equipment and supervision necessary for the efficient collection, hauling and disposal of garbage within the corporate limits of the Town of Emmitsburg over a three (3) year term contract. **Disposal of all collected garbage shall be at the Frederick County Reich's Ford Road landfill.** No disposal areas or transfer stations shall be permitted or utilized within the corporate limits of the Town of Emmitsburg.

Because Frederick County charges the Town a tipping fee based upon the weight of the materials disposed of at the Reich’s Ford Road landfill, the Contractor agrees to haul and dispose of garbage collected pursuant to the terms of this contract separately from garbage of other customers. No trash shall be collected and hauled by the Contractor at or from any location other than those locations set forth below.

**(A) Location of Collection Sites:** Contractor shall:

1. Collect Garbage from all Residential Units (defined as a dwelling within the corporate limits of the Town occupied by a person or group of persons comprising of not more than one or two families. A condominium dwelling, whether of single or multi-level construction, consisting of two or less contiguous or separate single-family dwelling units, shall be treated as a Residential Unit). A list with addresses will be provided by the Town upon bid approval.
2. Collect Garbage from the four (4) receptacles at the Town's center square.
3. Provide trash dumpsters, and collect the Garbage from those dumpsters on Monday each week, at the following locations:
  - i. the Town's Public Swimming Pool at 201 West Lincoln Avenue: 4 yards
  - ii. the Community Park Babe Ruth Field: 4 yards
  - iii. the Community Park Tennis Court: 4 yards
  - iv. the Memorial Park Little League Field: 4 yards
  - v. the Community Center at 300A South Seton Avenue: 4 yards
  - vi. the Town's Maintenance Garage at 22 East Main Street (dumpster in back): 4 yards
  - vii. the Creamery Road Wastewater Pumping Station at 17700 Creamery Road: 4 yards  
– **ONCE A MONTH**
  - viii. the Creamery Road Wastewater Treatment Plant at 16707 Creamery Road: 2-yard dumpster
  - ix. the Water Treatment Plant at 8585 Crystal Fountain Road: 4 yards
  - x. Lincoln on The Park Apartments 401 W. Lincoln Ave: (2) 6 yards

**(B) Days of Collection:**

Garbage collection from the required locations shall be done one (1) time each week on Monday during the term of this Contract. In the event that Monday is a national legal holiday, collection shall be on the Tuesday immediately following that Monday. Contractor shall immediately notify Town, in advance, of any anticipated inability to make the required collection on any of the days for the regular collection.

**(C) Performance by Contractor:**

1. **DAMAGE TO PROPERTY:** The Contractor shall be liable to any owner for damage to any container or other property due to negligence of its employees or agents in the collection and removal of Garbage pursuant to this Contract. Contractor shall exercise due care and diligence in the collection of garbage so as not to damage the trash containers, receptacles or other property other than normal wear and tear. In the event of a complaint to Contractor or Town by any owner, resident or customer regarding damage to a container or other property, Contractor shall promptly notify the Town of such claim with twenty-four (24) hours, or by the next business day. Contractor shall replace all covers on the containers when they are returned to the curb or street side. All materials collected shall be removed without spilling, and any spillage shall be immediately cleaned up by the Contractor. Contractor shall remove garbage with a minimum of noise and traffic delay.
2. **NOTICE OF COMPLAINTS:** The Town will receive complaints from residents regarding trash services and relay the complaints to the Contractor. In the event the Contractor receives notice of a complaint regarding its collection services or failure to make a required collection at any one or more locations, then the Contractor shall immediately and personally respond within twenty-four hours (24) of receiving that

notice by returning to the missed location, responding to the complaint or collecting the garbage; provided, however, that if notice of a complaint or a missed collection is received after 4:00 pm, the response to the complaint or the collection shall be completed no later than 10:00 am of the morning following receipt of the notice. In addition, the Contractor must notify the Town at (301) 600-6300 of the proposed complaint resolution within two (2) hours of receiving the complaint.

3. MISCELLANEOUS: Town and/or Contractor shall make reasonable efforts to inform the public and residential customers that garbage cans and/or bags shall be placed either at the curb line or edge of the street for collection, that all cans should be securely covered, and bags should be tightly tied.

**(D) Additional Collections:**

1. YARD WASTE PICKUP: Town shall collect grass clippings, brush, yard waste/debris and other vegetative matter on the first and third Saturday of each month of each year during the term of this contract. Contractor shall provide a 30 yard open-top dumpster for such purposes at a location to be identified by the Town. Collection of this dumpster will occur at the request of the Town (approximately once per month).
  - i. *Christmas Tree Pick-up*: During the first and third Saturday of January of each year, the Town will collect discarded Christmas trees using the same dumpster as the yard waste.
2. RECYCLING PICKUP: Throughout the year the Town collects recycling from residents on the first and third Saturday of each month. Contractor shall provide an "A" frame 30 yard enclosed container and collect the recyclables therefrom, at the Town's sewer plant at 16707 Creamery Road Emmitsburg Maryland. Collection of this dumpster will occur at the request of the Town (approximately twice per year).
3. BULK AND LARGE ITEM CURBSIDE PICKUP: Contractor shall provide for the collection of bulk and large items which are too large for weekly collection, such as stoves, refrigerators (with all CFC removed), water tanks, washing machines, furniture and other similar items, three (3) times a year on Saturdays. Such collections shall be at curbside and shall be on a date mutually agreed upon between Town and Contractor. Pickup dates for the next calendar year shall be determined yearly in November during the term of the contract. The Contractor shall provide a list of the accepted items to the Town upon request by the Town.

**(E) Charges and Payments:**

Charges for services rendered by Contractor shall be invoiced on a fixed basis during the three (3) year term of the contract. Charges should be broken down into the following in the sealed bid:

1. Cost for weekly collection at all residential units based on 1,090 +/- units. Any adjustment in the number of residential units shall be made at the close of each month.
2. Cost for collection of Yard Waste, approximately once a month, which will include discarded Christmas trees during the month of January:
  - a. \$\_\_\_\_\_ for each delivery of the receptacle or dumpster.
  - b. \$\_\_\_\_\_ for each required collection from the site location. Collection will occur at the request of the Town.

3. Cost for collection of recycling dumpster twice per year.
  - a. \$\_\_\_\_\_ for each delivery of the receptacle or dumpster.
  - b. \$\_\_\_\_\_ for each required collection from the site location. Collection will occur at the request of the Town.
  
4. For curbside collection of bulk and large items three (3) times per a year.
  - a. \$\_\_\_\_\_ per residential unit for each year of this Contract for an unlimited number of items to be collected.

**Bid Questions?** Please contact Terri Ray, Office Coordinator, at [Tray@emmitsburgmd.gov](mailto:Tray@emmitsburgmd.gov) or 301-600-6300. Any questions/answers will be posted on the Town website.

### III. SUBMITTAL REQUIREMENTS

Please submit three (3) hard copies of your bid to Town of Emmitsburg, Attn: Town Manager, 300A South Seton Avenue Emmitsburg MD 21727 by Thursday, April 8, 2021 at 2:30 p.m. No email submittals will be accepted. Please note on bids, **“Trash Bid, Do Not Open.”** Due to COVID-19, the town office is not open to the public; however, contractors can either mail submittals or place submittals in the black drop box labeled “Town of Emmitsburg” at the rear of the Emmitsburg Community Center (300A South Seton Ave.). If a submittal receipt is requested, please email Tray@emmitsburgmd.gov or call 301-600-6300.

**A.) Letter of Transmittal**

The letter of transmittal must contain the following information:

1. Name, title, address, e-mail address, and telephone number of the person(s) whom correspondence should be directed regarding the bid and any questions.
2. Federal and state taxpayer identification numbers of your organization.
3. Briefly summarize your customer service response time when dealing with complaints. Response time must meet at a minimum the response time outlined under “Performance of Contractor” under the Scope of Service section.
4. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the Town of Emmitsburg”.

**B.) Table of Contents**

List the documents included with your bid in the order they are organized in.

**C.) Detailed Cost Statement**

Please note tipping fees will be billed directly to the Town of Emmitsburg by Frederick County Reich's Ford Road landfill. Use the below template to list your cost:

|  |    |
|--|----|
| Cost per unit, per month, for weekly curbside pickup (estimated 1,090 ± units).  | \$ |
| <b>Yard Waste:</b> Cost for each dumpster delivery.  | \$ |
| <b>Yard Waste:</b> Cost for each requested collection from site per Town (usually once per month).                             | \$ |
| <b>Recycling:</b> Cost for each dumpster delivery.   | \$ |
| <b>Recycling:</b> Cost for each requested collection from site per Town (usually twice per year).                              | \$ |
| <b>Curbside Bulk Trash:</b> Cost per residential unit for an unlimited number of items to be collected (three times per year). | \$ |

**D.) References**

Please provide the name, phone number and email of at least three (3) client references for similar work completed within the past three (3) years. Please provide the organization, name, email, address and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed.

**E.) Proof of Insurance**

The successful proposer must have and maintain current worker’s compensation insurance, comprehensive general liability and automobile insurance for bodily injury, death or loss of or damage to property of third persons in the minimum amount of \$1,000,000 per occurrence with the Town of Emmitsburg as an additional name insured. Please submit proof of insurance. Policy number, insurance company, and expiration date must be provided at a minimum for bids.

**IV. PROPOSED BID TIMELINE**

|                                |   |
|--------------------------------|---|
| Thursday, March 11, 2021       | RFP available on the Town of Emmitsburg’s website.                  |
| March 11 & March 12, 2021      | RFP advertised in the Frederick News Post.                          |
| <b>Thursday, April 8, 2021</b> | <b>DEADLINE: Bids due by 2:30 p.m.</b>                              |
| Monday, May 3, 2021            | <i>Tentative:</i> Bid review/approval by the Board of Commissioners |
| Wednesday, May 5, 2021         | Announcement of winning bidder made.                                |

**V. MISCELLANEOUS INFORMATION**

- *The Town of Emmitsburg reserves the right to accept or reject any and/or all bids and to waive any informalities or irregularities in the bidding process.*
- *The RFP creates no obligation on the part of the Town to award a contract or to compensate the proposer for any costs incurred during the proposal presentation, response, submission, presentation, or oral interviews (if requested/held). The Town reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.*
- *The Town further reserves the right to make investigations as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this proposal as the Town may request.*
- *Proposers must specifically identify any portion of their submittals deemed to contain confidential or proprietary information.*
- *The Town of Emmitsburg does not discriminate based on race, color, national origin, sex, sexual orientation, religion, age and disability in employment or the provision of services.*

###