Town of Sidney

2986 Middle Road, Sidney, Maine 04330

Telephone (207) 547-3340 / (207) 547-3159

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**INVITATION TO BID**

**Town of Sidney Request for Bids**

**rECYCLING & SOILID WASTE OPTIONS, TRANSPORTATION, AND PROCESSING**

May 9, 2018

Greetings:

The Town of Sidney is currently seeking sealed bids for our Transfer Station **recycling and solid waste** operations. We currently collect MSW, Demo/Bulky Items, Metal, and Recyclables. We are seeking pricing for all options your company offers. We are currently operating our recyclables as the zero-sort system.

**Bids must be submitted on the enclosed bid form and returned to the Sidney Town Office in a sealed envelope marked “Recycling & Solid Waste Bid” by Tuesday, May 29, 2018 at 4:30 PM.** Bids will be opened and read publicly at the Selectmen Meeting on Tuesday, May 29, 2018 at 7:00 PM. The winning bid may be awarded during the Selectmen Meeting or the award may be postponed after careful evaluation of all bids received.

***IMPORTANT: Please complete and submit pages 3, 4, and 5***

***as your bid proposal. Feel free to submit additional information if needed.***

The mailing address for the Town Office is:

 Sidney Town Office

 Attn: Board of Selectmen

 2986 Middle Road

 Sidney, ME 04330

Questions may be directed to Angela Nelson, Administrative Assistant to the Board of Selectmen,

207-547-3159.

**Town of Sidney Request for Bids**

**rECYCLING & SOILD WASTE OPTIONS, TRANSPORTATION, AND PROCESSING**

**Scope of the Work:**

**RECYCLABLES -** The Town currently contracts with Casella for our recyclable materials.

The current process is as follows:

 a) Pick-up of roll-off containers upon notification by the Transfer Station Manager.

b) Delivery of recyclable material to recycling facility.

c) Delivery of empty roll-off container to the Sidney Transfer Station as a swap out container.

Award of the bid will be based on the following criteria:

1. Total cost of round trip

2. Response time upon notification of pickup.

3. Proper registration for recycling transport with DEP.

4. Ability to provide proof of liability insurance (min $400,000/$800,000 naming the town as additional named insured) upon receipt of bid award.

5. Provide quantity of materials recycled at the end of each fiscal year, as required on the State of Maine Department of Environmental Protection *Annual Solid Waste Management Report for Licenses Transfer Stations and Landfills.*

**SOILD WASTE** – The Town currently contracts with Waste Management, contract ends in 2020.

**SINGLE-STREAM -** The Town currently uses the single-stream system but would contemplate a cost-effective conversion. Please provide conversion and operation information here, if necessary:

**Bid Process:**

**Bids are due at the Sidney Town Office by Tuesday, May 29, 2018 at 4:30 PM**. ***Bids will be opened*** ***and read publicly at the Selectmen Meeting on Tuesday, May 29, 2018 at 7:00 PM***. The Town of Sidney Board of Selectmen reserves the right to accept or reject any or all proposals. Potential bidders may be requested to provide a list of business references. In addition, the Town may require a Performance Bond to assure uninterrupted service. If there are questions, call the Administrative Assistant Angela Nelosn at 207-547-3159.

**\*\*Please return this form as your bid proposal\*\***

**Bid Form – Solid Waste**

**Town of Sidney, Maine**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read the Request for Bid – Solid Waste specifications and my company submits the following bid prices for round trips or to provide a swap-out canister:

**Recyclables**:

 *Location of Recycling Facility:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price to transport RECYCLABLES to a Recycling Facility: $\_\_\_\_\_\_\_\_ per trip.

Price for supplying covered recycle containers: Qty.:\_\_\_\_\_ $\_\_\_\_\_\_\_\_

**Single-Stream**:

 *Location of Single-Stream Material Destination:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price of transporting Single-Stream Material $ \_\_\_\_\_\_\_\_\_\_ per trip.

Price of disposing Single-Stream Material $ \_\_\_\_\_\_\_\_\_\_ per ton.

Price of recycling Single-Stream Material $ \_\_\_\_\_\_\_\_\_\_ per ton.

Price for supplying container units for recyclable material Qty.:\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

Please provide additional information, if necessary, below or on additional sheet:

**\*\*Please return this form as your bid proposal\*\***

**Price**:

If my company is selected as the winning bidder, we can begin the transportation services within \_\_\_\_\_\_\_\_\_\_\_\_\_\_ days of notification of winning the bid. If I cannot continue to provide transportation services, I agree to give the town at least a 30-day notice. My company can provide written proof of liability and worker’s compensation insurance (if applicable) to the Town before the start of the work.

Description of my equipment available to conduct the work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explanation of notice requirement(s) for service (i.e. 24 hour notice, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to hold my price quoted above for \_\_\_\_\_\_\_\_\_\_\_\_\_days/years (indicate time frame) without an increase. Any future increases required will be requested annually for the Town’s budgeting purposes and will be based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I agree to transport the recyclables as specified with the following modifications (if any - attach separate sheet if necessary) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bids must be submitted on this bid form and returned to the Sidney Town Office in a sealed envelope marked “RECYCLING & SOLID WASTE BID” by Tuesday, May 29, 2018 at 4:30 PM.** Bids will be opened and read publicly at the Selectmen Meeting on Tuesday, May 29, 2018 at 7:00 PM. The winning bid will be awarded at a later time after evaluation of all bids received.

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