



DEPARTMENT OF PUBLIC WORKS

6 Wentworth Court
Waterville, Maine 04901-4892
TEL (207) 680-4744

REQUEST FOR PROPOSALS RECYCLING PROGRAM

DATE: May 1, 2013

INSTRUCTIONS TO BIDDERS

- 1. GENERAL:** The City of Waterville is accepting bids for a **Single Stream or Sorted Material Recycling Program** meeting the specifications accompanying this document. The contract for this program will run from July 1, 2013 through June 30, 2014.
- 2. BID SUBMITTAL:** **Sealed bids** will be accepted by the Office of the Director of Public Works, 6 Wentworth Court, Waterville, Maine 04901 up to and including **10:00 am local time, Tuesday, May 14, 2013** at which time they will be publicly opened and read. All bids will be placed in a sealed envelope clearly marked "**Bid –Recycling Program**" in the center with the bidder's name and address in the upper left hand corner. Bids not dated and time stamped by the Office of the Director of Public Works prior to the specified date and time stated above will be returned unopened. **Facsimile bids** will **not** be accepted.
- 3. WITHDRAWAL OR REVISION OF BID:** A bidder may withdraw or revise a bid after it has been received by the Office of the Director of Public Works, provided the request is made in writing or in person before the time set for bid opening.
- 4. BID AWARD:** Bid award, if the City determines to award, will be made within thirty (30) calendar days after bid opening, to the lowest responsible bidder whose bid fully complies with all requirements specified contingent upon approval by the City Council. The City reserves the right to reject any and/or all bids without absorbing any liability against the City.
- 5. INTERPRETATION OF ADDENDA:** It shall be the bidder's responsibility to make inquiry as to any interpretation of the specifications or requirements of the participants. Any changes in the specifications shall be by written addenda.
- 6. INVOICES AND PAYMENT:** Invoices shall be transmitted to the City of Waterville, 6 Wentworth Court, Waterville, Maine 04901-6699. It is the practice of the City of Waterville to pay invoices within thirty (30) days of receipt. The City is exempt from State of Maine Sales Tax.
- 7. EXCEPTIONS TO SPECIFICATIONS:** These instructions to Bidders and General Paragraphs are an integral part of the Specifications for **Recycling Program** and will be binding on the Bidder. Bidders are advised that they shall be bound to the requirements of the Specifications, Instructions to Bidders and General Paragraphs unless exceptions are otherwise clearly noted in the Proposal. Any exceptions shall be considered, however, in determining the most acceptable proposal.
- 8. INQUIRIES:** Any questions concerning this bid request should be directed to Robert Gilchrist, Department of Public Works, 6 Wentworth Court, Waterville, Maine 04901. Telephone inquiries can be made by calling (207) 680-4741 between the hours of 7:00 AM & 5:00 PM Monday thru Friday.

**BID SPECIFICATIONS
CITY OF WATERVILLE
RECYCLING PROGRAM**

GENERAL - It is the intent and purpose of these specifications to describe the work, equipment, and materials necessary to provide a residential **single stream** or **sorted material** recycling drop off facility for the citizens of Waterville, the location of which has yet to be determined, but will be within the City limits of Waterville. The Contractor shall provide transportation, processing and placement of appropriate weather tight container(s) at a set fee in accordance with the laws governing solid waste. It is expected that the residents of Waterville will deposit approximately 400 tons of recyclable material at the facility on an annual basis. This is a residential drop-off facility. Therefore, containers must be safe and easily accessible. The Contractor shall supply information appropriate for City furnished signage delineating what can and can not be deposited in the container and in what manner. The City will install the signage and monitor the site on a daily basis. Initially, the City will notify the Contractor when the container needs to be emptied until such time a regular schedule is determined.

1. Receipt of Amendments:
Each Bidder is required to acknowledge receipt of all amendments to this Request for Proposals Form in the space provided. Failure to acknowledge all amendments may be cause for rejection of the bid.
2. Commencement, Prosecution and Completion of the Work:
The duration of the Contract shall run from 12:00:01 AM 1 July, to 11:59:59 PM 30 June as per the duration of the chosen contract time frame. ****Note – Requested Contract Proposal is for One (1) Year.** Bidders may submit supplemental information and pricing options for a multi-year service agreement. However, initial bid selection will be based on one year proposals.
3. City Furnished Material and Equipment:
City to provide secure site, on pavement with necessary power supply
4. Miscellaneous:
The Contractor shall take all necessary precautions for the security and protection of the work site and the safety of the public and of City employees, as required, for the duration of the work.
5. Insurance Requirements:
The Contractor shall furnish a certificate of insurance for the following minimum coverage/amounts:

Property:	\$ 500,000.00
Personal Injury:	\$ 500,000.00 per Individual
	\$1,000,000.00 per Incident

**BID PROPOSAL
RECYCLING PROGRAM
WATERVILLE, MAINE**

Proposal of _____ (hereinafter called "Bidder"),
a corporation, organized under the laws of the State of Maine, a partnership* or an individual* doing business as:

(Company Name)

(Address)

(Telephone Number)

(Tax ID Number)

To the City of Waterville, Maine (hereinafter called "Owner"):

The bidder, in compliance with your request for proposals for Recycling Program, Waterville, Maine having examined the specifications of the proposed work and being familiar with all of the conditions surrounding the requirement for a single stream or sorted recycling program, hereby proposes to furnish labor, materials, services and supplies to pick up and process recycling products in accordance with the Contract Documents and specifications within the time set forth therein, and at the per unit price stated below. This price is to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part. Bidder hereby agrees to commence work under this Contract within fourteen (14) calendar days of notification by the City of Waterville. **Any bid alternates should be notated on a separate page.**

Sorted Materials

ITEM I –

Lease multiple or single compartmentalized containers \$ _____. ____ Per Month

Single Stream Materials

ITEM II –

Lease 30 yard open top container with roll top cover \$ _____. ____ Per Month

ITEM III -

Lease 40 yard closed top container with compaction unit. \$ _____. ____ Per Month

ITEM IV –

Lease 40 yard closed top container with automatic compactor \$ _____. ____ Per Month

ITEM V –

Bid price transport to tipping facility \$ _____. ____ Per Haul

ITEM VI -

Bid price per ton for tipping/processing recyclable materials \$ _____. ____ Per Ton

BY: _____ SIGNATURE: _____
TITLE: _____ DATE: _____