



## REQUEST FOR PROPOSALS RECYCLING COLLECTION SERVICES

### I. INTRODUCTION

The City of Waterville (hereinafter City) is requesting proposals for the bi-weekly curbside collection of single stream recyclables for residential properties (4 units or less) and municipal facilities. It is the City's intent to contract for a one (1) year period for recycling collection, transportation and delivery to a designated resource recovery facility. There is a possibility for renewing the contract on an optional basis for an additional one (1) year period. Contract approval for these services will be dependent on further discussion with the successful bidder and subsequent approval by the City Council.

### II. SUBMISSION

Proposals (one (1) original and three (3) copies) must be received at Department of Public Works, 6 Wentworth Court, Waterville, Maine 04901, by 10:00 AM EST on Tuesday, April 4, 2017 at which time they will be publicly opened and read aloud. All proposals shall be submitted on the attached proposal form. Please notate on the outside of the envelope: **Bid – Recycling Collection Services**

Any questions regarding the terms, conditions or specifications associated with this request should be made by contacting Mark Turner, Director of Public Works, at 680-4744 or emailed to [mturner@waterville-me.gov](mailto:mturner@waterville-me.gov).

### III. SCOPE OF SERVICES

#### **Recycling Collection**

Since 2014, the City has contracted for the curbside collection of single stream recycling in conjunction with a Pay-As-You-Throw (PAYT) program for Municipal Solid Waste (MSW).

Currently, the City's recycling collection routes encompass approximately 40 miles per day (excluding disposal site miles) and operates 5 days a week. The collection routes average 850 - 950 stops with a collection of +/- 4 tons per day. ***Additional information is attached on the accompanying Fact Sheet – Appendix A.*** The bidder will invoice the City for collection services on a monthly basis. The City is tax exempt.

The work to be performed consists of recycling collection for residential (4 units or less) properties and municipal facilities on all of the established route areas in the City of Waterville. The City requests pricing for the collection of co-mingled recyclable materials that includes newspaper, glass, metals, plastics, cardboard, and paperboard, etc. The recyclables will be collected on a bi-weekly (26 weeks) schedule on the same day as MSW collection.

Materials shall be collected and transported to Ecomaine, 64 Blueberry Road, Portland, Maine. **Alternate pricing is requested for transport to the Waste Management – Crossroads facility in Norridgewock, Maine or to another facility of the contractor's choosing (please identify).**

#### **IV. ADDITIONAL REQUIREMENTS**

##### **Collection Schedule**

The City currently follows a five (5) day (Monday through Friday) collection schedule. The bidder will be required to adhere to this schedule but may also furnish detailed information as to any proposed alternative collection schedule. A collection day shall commence no earlier than 7:00 AM and shall conclude no later than 6:00 PM.

##### **Holidays**

No recycling will be picked up on the following holidays: Thanksgiving and Christmas. The bidder shall notate any other holidays that will alter their proposed collection schedule. If any holiday falls on a regularly scheduled collection day, collections shall be made the following weekday. No collections shall be permitted on Saturday or Sunday.

##### **Performance Bond**

Proposals shall be accompanied by a *Letter of Intent* to the bidder from a surety company licensed to do business in the State of Maine or other surety acceptable to the municipality indicating the bidder's approval to be issued the necessary Performance Bond. This binds the bidder to indemnify the community against all losses not to exceed the sum of the bond, if he/she fails to execute the terms of the agreement. Said bond shall be executed in the amount of one hundred percent (100%) of the total aggregate amount and shall cover the entire term of the contract.

##### **Callback/ Special Collections/Complaints**

The Contractor shall maintain an office with a responsive telephone agent to handle all complaints (from 7:00 AM until daily completion of the regular collection schedule) and shall designate a knowledgeable field representative capable of responding to calls from the City and rectifying said complaints. An answering service will not be acceptable in lieu of the above.

Adequate provisions shall be made by the Contractor to provide special collections when recycling has not been collected during the regularly scheduled trip due to negligence or omission by the Contractor. Special pickups for missed collections shall be made by the Contractor when ordered by the City at no cost to the City or the occupant.

##### **Collection Routes**

The contractor will establish and provide a standard route to be taken for curb side pick-up of recycling. An accurate route map will be provided to the City and to each truck driver detailing the start and stop point. Individual truck routes that indicate both the route and direction of the vehicle on each street shall be given to the drivers and kept in the collection vehicles at all times.

## **Charges and Penalties**

Any contract that the City enters into with a successful bidder may include penalties for failures to complete daily collection routes, damage to recycling containers, etc. Penalty assessed will be based on the City's cost for personnel, mileage and other resources necessary for the City to complete the work or answer damage claims.

## **VI. INSURANCE**

Minimum Coverage:

\$3,000,000.00	General Liability
\$1,000,000.00	Property Damages (Each Occurrence)
\$1,000,000.00	Personal Injury (Each Occurrence)

A Certificate of Insurance, with the City of Waterville named as additional insured, shall be furnished by the Contractor upon execution of a contract agreement.

The Contractor and their employees, either primary or subcontracted, shall indemnify and hold harmless the City of Waterville and their representatives for any acts considered to be outside the conveyance and associated parameters of this Agreement.

## **VII. PROPOSAL ACCEPTANCE**

The City reserves the right to award a contract based on factors other than or in addition to price. The City will have the right to select the offer(s) best able to provide the services required and will then contract based on all factors involved in the proposal.

The City will evaluate proposals based upon the following major criteria:

- a) Experience of Bidder: Measured in the number of years of acceptable service for municipalities of comparable size supported by letter(s) of recommendation from those communities and total number of similar operations, as applicable.
- b) Capability of Bidder: Measured in the number and size of inspected, registered and insured equipment. Number of employees currently employed (adequate staffing) may also be taken into account. The bidder should include a description and fact sheet profile of the company with their proposal.
- c) Cost: Measured as the total yearly cost of the services required or the total cost for the contracted services, if multi-year.

In evaluating the proposals, the City reserves the right to use any or all recommendations contained therein without limitation and to accept any part separate of an entire proposal in determining service provisions that are considered most advantageous to the City. All material(s) submitted becomes the property of the City. The evaluation of the proposals and award of a contract will be at the discretion of the City Council and their decision shall be final and without right of recourse by any bidder. The bidder may submit additional information to support their proposal relative to the general specifications and requirements of the Request for Proposals.

APPENDIX A

**CITY OF WATERVILLE  
RECYCLING COLLECTION FACT SHEET**

- **Five Day Collection Schedule**
- **850 – 950 Stops Per Day (+/- 4 tons)**
- **Residential Collection Only – Up to 4 Units**
- **Municipal Facilities**
  - City Hall – Front Street - Tuesday
  - Fire Department – Main Street - Tuesday
  - Parks & Recreation/Public Works – Wentworth Court - Tuesday
  - Police Department – Colby Circle - Tuesday
  - Public Library - Wednesday
- **Mobile Home Parks**
  - Countryside Park – West River Road – 118 Units - Tuesday
  - Punky Meadows – West River Road – 51 Units - Tuesday
  - Pooler’s Park Way – Grove Street – 30 Units – Friday
- **Condominiums**
  - Lincoln Woods – Lincoln Street – 16 Units – Thursday
  - Lincoln Green – Lincoln Street – 16 Units - Thursday

