

**TOWN OF ADDISON
REQUEST FOR PROPOSALS
MUNICIPAL SOLID WASTE AND RECYCLING COLLECTION SERVICES**

I. INTRODUCTION

The Town of Addison is requesting proposals for the disposal of residential and municipal solid waste and variable (see bid specs form) collection of residential and municipal recyclables.

It is the Town's intent to contract for a ten (10) year period for Municipal Solid Waste (MSW) Disposal and Recycling Services

II. SUBMISSION

Proposals (one (1) original and three (3) copies) must be received at 334 Water Street, Addison, Maine 04606, Attn: John Woodward, Administrative Assistant, by 10:00 AM EST on Monday, August 20, 2018. Proposals will be opened and read aloud at the Selectmen's meeting at 5:00 PM.

Any questions regarding the terms, conditions or specifications of this request should be emailed to townofaddison@myfairpoint.net.

III. SCOPE OF SERVICES

Solid Waste & Recycling Collection

The bidder will invoice the Town for collection services on a monthly basis.

The work to be performed consists of two primary elements -- residential MSW (Municipal Solid Waste) and recycling collection for all of the residents of Addison.

Performance Bond

Proposals shall be accompanied by a *Letter of Intent* to the proposer from a surety company licensed to do business in the State of Maine or other surety acceptable to the municipality indicating the proposer'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 annual amount proposed for the highest bid option and shall cover the entire term of the contract.

Callback /Complaints

The Contractor shall maintain an office with a responsive telephone agent to handle all complaints and shall designate a knowledgeable field representative capable of responding to calls from the Town and rectifying said complaints. An answering service will not be acceptable in lieu of the above.

IV. 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 Town of Addison 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 Town of Addison and their representatives for any acts considered to be outside the conveyance and associated parameters of this Agreement.

V. PROPOSAL ACCEPTANCE

The Town reserves the right to award one or more contracts based on factors in addition to price. The Town 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 Town will evaluate proposals based upon the following major criteria:

a) Experience of Proposer: 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 Proposer: 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 proposer 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 Town 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 Town. All material(s) submitted becomes the property of the Town. The evaluation of the proposals and award of a contract will be at the discretion of the Board of Selectmen and their decision shall be final and without right of recourse by any proposer.

For Recycling Collection, bidders should indicate and describe the type of recycling service (i.e. single stream, dual stream, sorted, etc.) being offered with their proposal.

**TOWN OF ADDISON
BID PROPOSAL
MSW AND/OR RECYCLING COLLECTION PROGRAM**

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 Town of Addison, Maine (hereinafter called "Owner"):

The bidder, in compliance with your request for proposals for Refuse and/or Recycling Collection Program having examined the specifications of the proposed work and being familiar with all of the conditions surrounding the requirement for a refuse and/or single stream or sorted recycling collection program, hereby proposes to furnish labor, materials, services and supplies to dispose of refuse and/or 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 Town of Addison or as otherwise agreed. ***Any bid differentials should be notated on a separate page.***