



TOWN OF CHESAPEAKE CITY

108 Bohemia Avenue
Chesapeake City, Maryland 21915
410.885.5298

TOWN OF CHESAPEAKE CITY MUNICIPAL WASTE COLLECTION RFP-TRASH2019

INTRODUCTION

The Town of Chesapeake City is soliciting bids to provide once a week curbside/alley residential collection, hauling and disposal of solid waste, recycling and yard waste for approximately 440 locations within the corporate limits of the town. Rates will be based on a per unit monthly rate. Contractor shall pay the tipping fees. However, the company may ask for relief once a year to adjust the cost if there is an increase by Cecil County (Solid Waste) Central Landfill. The town is Tax Exempt. No additional charges or fees including fuel surcharge shall be added.

SCOPE OF WORK

Type:

Municipal Waste - Contractor shall collect all refuse for collection including but not limited to the following: garbage, food containers, paper, cloth, floor covering, rubber, leather, toys, small appliances, and plastic (non-recyclable) which are placed in the containers provided by the contractor.

Yard Waste - Yard waste is a seasonal pick up (9 months) defined as vegetative matter found in and around the property such as, but not limited to, leaves, grass, brush, Christmas trees, tree trimmings and limbs not to exceed two (2) inches diameter and three (3) feet in length. Yard waste to be prepared for collection in paper bags, bundled, or placed on top of tarp or open container for dumping. Yard waste does NOT include tree removal as this is the responsibility of the property owner.

Recycling

Single Stream Recycling as specified by Cecil County Landfill, examples include:

- Food and Beverage Cartons
- Mixed paper: catalogs, magazines, newspapers, junk mail and envelopes
- Food boxes, toilet paper, and flattened cardboard boxes
- Plastic bottles, jugs, and containers, bulky plastic items
- Glass bottles and jars

Metal - Recyclable metal to be separated and collected independent of single stream recycling.

Special Item Pickup: Contractor to make available large item pick up as requested and paid for by home owner.

Location: Curbside/alley pickup within the corporate limits of the town. This includes BOTH the North and South side of town. (See map or <https://cecilmaps.ccgov.org/> for corporate limits)

Contract Time Period: Contract will become effective on July 1, 2019, and the first pickup is expected on July 1 2019. Bid is for one (1) year with extension/renewal option. Subject to the town's review of services, a right of renewal may be approved by the Town Council. The successful bidder shall not consider this right of renewal by the town to imply an obligation by the town to renew. If an extension is approved, then a contract addendum will be initiated.

Collection Days and Time:

Yard Waste - Monday

Municipal Waste - Tuesday

Recycling - Wednesday

Collections are once a week beginning after 7:00 a.m. and completion time no later than 5:00 p.m. except in cases of unusual delay, emergency or breakdown. Any deviations from these hours must be reported to the town.

Holidays – Alternate dates will be used for weekly pick up during holidays.

Newly Developed and Annexed Areas

The contractor will, within fourteen (14) days of written notification of the town, provide collection services of the same frequency and quality otherwise required of this contractor to newly developed and or newly annexed areas. As new residential units are constructed and occupied within the town, provide all services as required by the agreement on the next

scheduled day of collection following notification. The cost associated with new services shall be based upon the cost per unit bid price.

Residential/Multifamily Units in Town

The town estimates approximately 440 residential units for the North and South sides of town.

Special Locations – Free

The town also requests complimentary (free) pickup for the following Town sites:

LOCATION	ADDRESS	CONTAINER
<i>South Side</i>		
Ferry Slip Park	Ferry Slip Rd.	(2) – 30 gallon
South Docks	Bulk head	(5) – 30 gallon
Pell Gardens	Rees Warf Rd	(5) – 30 gallon
Pell Gardens	Rees Warf Rd	(3) – 96 gallon
Promenade	Becks Landing	(4) – 30 gallon
Town Hall	108 Bohemia Ave.	(2) – 64 gallon
South Garage	90 Third Street	(1) – 64 gallon
WW Treatment Plant	307 Charles St.	(1) – 64 gallon
Business/Tourist Areas	Town Streets	(9) – 30 gallon
<i>North Side</i>		
Head of Trail	End of Lock St.	(1) – 30 gallon
Public Works Garage	243 Biddle St.	(1) – 64 gallon
Helen Titter Park	Cecil St.	(3) – 30 gallon
Union Street Park	Union St.	(1) – 30 gallon
WW Treatment Plant	90 Boat Yard Rd.	(1) – 64 gallon

Containers: Vendor shall provide containers for municipal waste. Each residence served shall be limited to one sixty-four gallon (minimum size) cart with wheels - roll-off cart containers. Specialized locations shall be provided as noted above. All containers provided by the contractor shall be identified as to their use and in new or like new condition. *Note: The Town will entertain other sizes and containers for all three services.*

Should any container be found unacceptable to the town such as a broken lid, the container shall be removed and replaced within a week of notification to the contractor. No container will be added nor deducted from this contract without calling and providing written notification to the Clerk-Treasurer Val Walls.

Contractor shall empty containers completely and return them upright and neatly to the curbside or original location; shall not throw or toss containers in a location where they become obstructions.

Litter and Material Spill Cleanup: Contractor shall handle material such that none is littered from containers or vehicles, and shall collect contents that can be picked up. Each truck shall have necessary equipment to clean up the spill. Absorbent material shall be placed on the roadway by the contractor in the event of any liquid spills from the compaction process, or engine/hydraulic oil leakage from the vehicle as a result of hose breakage, etc. This material shall be cleaned up and removed by the contractor within two (2) hours. The contractor shall be responsible to abate any odors and stains resulting from liquid that spills from the rear of the truck during the compaction process.

Refusal to Collect: The contractor shall notify the town immediately with all pertinent information in the event the contractor leaves any material uncollected at any unit.

Missed Collections: When a service error is confirmed by the town, the town will direct the contractor to correct the error. Reports of missed or skipped collection service will be picked up by the contractor within four (4) business hours after notification.

Disposal Site: All compacted solid waste shall be disposed of at the Cecil County Central Landfill, RT. 7, North East, MD 21901.

Vehicle Identification: Each vehicle shall be identified, at a minimum, with successful bidder's name and phone number plainly visible on each side of the vehicle.

Permits & Licenses: Contractor shall comply with all applicable federal, state, county and municipal statues, ordinances, etc. Contractor shall maintain throughout the term of this contract all permits, licenses, and approvals necessary or required to perform the work and services.

Insurance: The successful bidder shall provide a Certificate of Insurance for commercial general liability insurance, business vehicle liability insurance, worker's compensation that meets the Maryland statutory limits and employer's liability insurance. Liability Insurance certificate shall be made out to the Town of Chesapeake City.

Commercial General Liability Insurance - for bodily injury, personal injury and property damage including loss of use, with minimum limits of the following:

*\$ 1,000,000 for each occurrence;
\$1,000,000 for personal and advertising injury;
\$1,000,000 for general aggregate; and
\$2,000,000 for products/completed operations aggregate*

Business Vehicle Liability Insurance – with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- *Liability arising out of the ownership, maintenance or use of any vehicle; and*
- *Vehicle contractual liability*

Workers Compensation Insurance - with statutory benefits as required by any state or Federal law; employer's liability insurance with minimum limits of:

\$100,000 for each accident for bodily injury by accident;
\$100,000 for each employee for bodily injury by disease; and
\$500,000 for policy limit for bodily injury by disease

Failure to continue in force insurances shall be deemed a material breach of the contract with immediate termination.

Indemnity: The successful bidder shall provide proof of indemnity, which shall to the fullest extent permitted by law, indemnify, defend and hold the TOWN OF CHESAPEAKE CITY, and their elected and appointed officials, employees, agents and authorized volunteers harmless from and against any and all claims, losses, damages, expenses, causes of action and liabilities (including without limitation, attorney's fees) arising out of or related to Contractor's services performed under this contract.

Payment Invoice: The successful bidder shall prepare and file, with the Clerk-Treasurer an invoice to cover each month's payment in sufficient time to permit proper review. Payment terms shall be net thirty (30) days.

Adjustment for New or Discontinued Service: Clerk-Treasurer will call and email/fax the new or discontinued information to the contractor. Monthly or quarterly, the Clerk Treasurer shall verify this information with the contractor.

Change of Ownership: In the event that the successful bidder's business is sold, the town maintains the right to hold the original owner solely liable. The new owner is required to honor the terms of the contract. However, the town has the right to accept or reject the services by the new owner.

Termination: If the contractor fails to fulfill its obligation under this contract properly and on time or otherwise violates any provision of the contract, the town may terminate the contract by written notice to the contractor within 30 days of notification.

PROPOSAL COST FORMAT

Bid Sheet:

Proposal shall be submitted on the **ENCLOSED** bid sheet in a SEALED envelope.

- Unit Cost Per Month Per Unit - Monthly rate for one time per week residential garbage service for municipal waste and recycling using contractor-owned 64 gallon roll-carts. Price is per unit per month for collection, hauling, and disposal. Contractor shall pay the tipping fees for disposal at the Cecil County Landfill. However, the company may ask for relief once a year to adjust the cost if there is an increase by Cecil County (Solid Waste) Central Landfill.
- Monthly fee for yard waste removal. Bidder shall provide description of how service will be provided on questionnaire.

QUESTIONNAIRE

Each Bidder shall provide the following on the enclosed Questionnaire Sheet.

- Equipment List shall be provided on the enclosed sheet. Equipment shall be fully enclosed, watertight, as excepted by Cecil County Landfill and constructed by the original manufacturer exclusively for collection of curbside residential trash. Equipment shall be in good working and operating condition both with respect to safety and sanitation. Equipment shall not be overloaded so that refuse may spill or drop in the road. Truck hopper plugs shall be in place at all times. Drivers and equipment used shall be in compliance with all existing and future federal, state, county, and municipal regulations.
- Contact List – The contractor must provide a cell phone of a central point of contact person(s) to ensure coordination of each service as well as individuals that have the necessary expertise to “trouble shoot” the provided solution.
- Provide references of town or similar services in size and scope. Include contact name, position, phone number, and active email address.
- Provide description of yard waste removal.

BID TIMETABLE

Bid Submittal Deadline:

SEALED BID shall be submitted on the enclosed BID SHEET. The proposal shall be delivered before 1:00 p.m. on May 17, 2019, to:

Town of Chesapeake City
Attn: Clerk-Treasurer Val Walls
108 Bohemia Ave
Chesapeake City, MD 21915

The town will not accept any proposal received after the date/time stated herein.

Bid Questions: The Town understands that prospective Bidders may have questions; all questions should be in written form mailed or emailed and received before May 6, 2019. Questions should be submitted to the Town of Chesapeake City, Attn: Val Walls, Clerk-Treasurer, 108 Bohemia Avenue, Chesapeake City, Maryland 21915. Any needed Addendums will be issued on May 10, 2019. Email: v.walls@chesapeakecity-md.gov

Bid Opening: Bids will be opened at Town Hall on May 17, 2019 at 1:00 p.m.

Acceptance of Proposal:

The town shall accept all proposals that are submitted properly. However, the town reserves the right to request clarifications or corrections to proposals which shall be in writing. Said requests shall not alter the bidder's pricing information contained in its proposal.

Rejection of Proposal:

The Mayor & Council of the Town of Chesapeake City reserve the right to accept or reject any and all bids.

Bid Review/Award: The Mayor and Council will review and accept/reject the bids on, May 28, 2019. The town meeting is held at 108 Bohemia Ave. and begins at 6:30 p.m.

Acceptance and Rejection Letter: Notification letters will be sent within 5 days of the bid award.

Collection Route: Contractor shall provide the town with a copy of the collection route and start time by June 10, 2019.

Certificate of Insurances: Contractor shall provide the town with a Certificate of Insurance by June 10, 2019.