# **Town of Poland**

# **B&W SEAL 2012 NEW.jpg**

# **Waste Transportation**

# **Request for Proposals**

The Town of Poland is accepting bids to transport municipal solid waste and recyclable materials to the Maine Waste to Energy facility in Auburn, Maine.

The enclosed bid form must be used. Companies submitting bids must submit them in sealed envelopes with **“Waste Transportation Bid”** clearly printed on the exterior. All bids must be delivered to the town office **no later than: December 16, 2021 - 11:00 AM,** at which time they will be opened and read publicly in the Town Office Conference room. The Board of Selectmen will consider proposals on, December 21, 2021 at 7:00 PM in the Town Office conference room. Any questions regarding specifications should be directed to Marvin Larrabee, Transfer Station Director, at 998-4688 or by email at mlarrabee@polandtownoffice.org. The Town of Poland reserves the right to reject any or all bids.

The Town of Poland shipped 1,676 tons of MSW, 60 tons of OBW and 313 tons of recycling last fiscal year. The Town desires to contract with a firm that can provide solid waste and recycling hauling services. The term of the contract will be for one (1) year with an automatic renewal clause commencing on July 1st.

* MSW is to be transported to the MWTE facility in Auburn.
* Single Sort Recycling to be transported to Casella in Lewiston.
* OBW to be transported to the MWTE facility in Auburn.
* In the event the Town requires transportation services to other locations a separate rate will be agreed to.
* The Town will be billed directly for the disposal or processing fee at the point of delivery. The contractor shall provide the Town with a copy of each work order at the time of transport. The contractor shall also submit invoices to the Town on a monthly basis which shall include the date of pick-up at the transfer station, the date of delivery to each location and scale ticket number. The Town shall pay each invoice within 30 days of the date received.
* The Town does not guarantee a minimum number of hauls during the life of the contract. If the contractor is unable to perform the services required, the Town shall be free to negotiate with another waste hauler to accomplish the work.
* The Town reserves the right to close the transfer station during extreme or adverse weather condition.
* The contractor shall designate a contact person or persons and provide a telephone or cell number where the contact person can be reached at all times, including holidays and weekends. The contact person must have the authority to review weekly progress and to provide extra transport vehicles on busy waste days and to report any type of complaint.
* The contractor must be equipped and ready to initiate the solid waste hauling and disposal upon execution of the contract with the Town.
* In the event that MWTE or Casella or other delivery location refuses to accept a load of solid waste or recyclable material, the contractor shall contact the Town which will determine what alternate delivery arrangements are to be made. If MWTE or Casella are closed at the time of delivery, the Town will negotiate with the contractor regarding arrangements for delivery to another facility.
* The contractor shall not sublet or assign the contract in whole or part without the written authorization by the Town.

The Town Shall:

a. Furnish and maintain, during the term of the contract, operational stationary compactors suitable for loading municipal solid waste and recycling at the Poland Transfer Station.

b. Maintain concrete pads, suitable for the placement of the compactors and provide an operator at the transfer station as well as sufficient utilities to operate the equipment.

c. Maintain in effect adequate workman’s compensation insurance covering its transfer station employees.

d. Provide access for the public and contractor to the compactors and waste containers.

e. Obtain and keep in force all required permits for the operation of the facility.

f. Notify the contractor in a reasonable time in advance of the need for services as required in this RFP.

g. Provide the contractor with a key to the transfer station gate.

The Contractor Shall:

 a. Provide competent employees and adequate equipment to perform the services

 required by this RFP in a competent manner.

 b. Provide hauling services within a reasonable time (not exceed 8 business hours)

 of being advised of the need for hauling services.

 c. After entering the transfer station facility during times when not open to the public,

 ensure no other person entered the facility before locking the gate.

d. Obtain and maintain in effect single limit liability insurance covering its waste disposal operations including vehicular coverage of not less than $2,000,000 on which policies the Town of Poland shall be named as an additional insured. The contractor shall also obtain and maintain in effect during the term of the contract workman’s compensation insurance covering its employees as required by Maine law.

e. Indemnify the Town against any claims which may be made against it resulting from the contractor’s performance of the services provide in accordance with this RFP.

f. Pick up and return roll-off containers such that at least one empty container is available at the Transfer Station.

**TOWN OF POLAND**

**REQUEST FOR PROPOSALS FOR**

**WASTE TRANSPORTATION**

**BID FORM - 2021**

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

Primary Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price Per Trip MWTE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Price Per Trip Casella:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requirements:

Contractor is authorized to temporarily hold one of the Town’s roll-off containers at its facility as an exchange container; except when all roll-off containers are needed for waste, and no empty containers are available.

Municipal solid waste and OBW will be delivered to Maine Waste to Energy in Auburn.

Recycling will be delivered to Casella in Lewiston.

The Town will be billed directly for the disposal fee. The contractor shall provide the Town with a copy of each work order at the time of transport.

Invoices shall be submitted on a monthly basis.

Contractor will pick up and return roll-off containers such that at least one empty container is available at the Transfer Station.