

Town of Poland



Single Sort Recycling Request for Proposals

The Town of Poland is seeking proposals for a single sort recycling provider. Companies submitting bids must submit them in sealed envelopes with **“Single Sort Recycling”** clearly printed on the exterior. Proposals must include company name, address, and phone number of contact person. Bids must include cost structure and what materials are accepted for recycling. The enclosed bid form must be used.

All inquiries regarding bids should be directed to Matthew Garside, Town Manager at 998-4601 email mgarside@polandtownoffice.org. Proposals must be delivered to Town Manager, Town of Poland, 1231 Maine Street, Poland, ME, 04274 or by email at mgarside@polandtownoffice.org no later than **11:00am, Thursday, March 14, 2019**, at which time they will be opened and read publicly in the Town Office conference room. The Board of Selectpersons will consider proposals on Tuesday, March 19 at 7:00pm in the Town Office conference room. The Town of Poland reserves the right to reject any or all bids.

Scope of Work

The Poland Transfer Station has one compactor dedicated to single source recycling. A 7 ton roll off container, owned by the Town, is transported as required to the single source recycling contractor’s facility by a third party contractor.

Over the past year, the monthly average weight of single source recycling material has been 27 tons.

The winning contractor must accept single source recycling material as required and delivered.

The successful contractor shall provide the Town with a monthly activity statement and any supporting documentation requested, of all recyclables

tonnage accepted, and a statement of account for revenue / costs. These monthly statements shall be provided to the Town by the end of the second week of each month for the previous month. A report shall be provided to the Town by February 1 annually, detailing the previous service year's activities.

Contract Period

Annual renewal of this contract shall be automatic, if both parties are in agreement. Either party may terminate this contract at any time with 30 days written notice.

Proof of Insurance

The Contractor shall provide the Town with proof of insurance on an annual basis.

- a. The Contractor shall at all times maintain the following minimum insurances: Automobile, General Liability, Umbrella policy, and Worker's Compensation. General liability and Umbrella coverages shall each be no less than 1 million dollars aggregated coverage for claims, and must be placed with firms rated A or better by AM Best, or comparable service.
- b. The Town of Poland shall be named as an additionally insured during the life of this contract and shall be indemnified and held harmless including the cost of defense of any claims and settlements arising out of any services or aspects contracted for and included in the RFP and the Contract.

TOWN OF POLAND
REQUEST FOR PROPOSALS FOR
SINGLE SOURCE RECYCLING

BID FORM - 2019

Company: _____

Primary Contact: _____

Primary Phone: _____

Address:

E Mail Address: _____

Description of Cost/Payment Structure:

Description of what materials are accepted for single source recycling:

Additional comments:

Name

Signature