



**REQUEST FOR PROPOSALS (RFP)
MUNICIPAL SOLID WASTE, RECYCLING, BULK
TRASH COLLECTION AND DISPOSAL
ISSUE DATE: JANUARY 24, 2020
AMENDED: FEBRUARY 14, 2020**

**PROPOSALS MUST BE SUBMITTED IN A SEALED
ENVELOPE MARKED:**

**MUNICIPAL SOLID WASTER, RECYCLING, BULK TRASH
COLLECTION AND DISPOSAL**

**TOWN OF NORTH BEACH
ATTN: STACY MILOR, TOWN CLERK
PO BOX 99
8916 CHESAPEAKE AVENUE
NORTH BEACH, MD 20714**

**TOWN OF NORTH BEACH
KEY INFORMATION SUMMARY SHEET**

Request for Proposals	MUNICIPAL SOLID WASTE, RECYCLING, BULK TRASH COLLECTION AND DISPOSAL
RFP Issue Date:	January 24, 2020
RFP AMENDMENT DATE:	February 14, 2020
RFP Issuer/ Contact for Clarifications:	Stacy Milor, Town Clerk
RFP Issuer Contact Information:	northbeach@northbeachmd.org Town Hall: 8916 Chesapeake Avenue, North Beach, MD 20714
Proposal information available at:	Town Hall 8916 Chesapeake Avenue. North Beach MD 207314 From 8:30-4:40pm eMaryland Marketplace & northbeachmd.org
SEALED Proposals are to be sent to:	<i>ATTENTION Stacy Milor, Town Clerk 8916 Chesapeake Avenue, North Beach, MD 20732</i>
Mandatory Pre-Bid Conference:	February 11th at 10:00 AM 8916 Chesapeake Avenue, North Beach MD 20714.
Questions Due Date and Time	February 13th by 9:00 a.m. to northbeach@northbeachmd.org
SEALED Proposal Due (Closing) Date and Time:	March 2, 2020 10:00 AM
SEALED Proposal Public Opening	March 2, 2020 10:15 AM in Town Hall Chambers
Contract Type:	Fixed Lump Sum Annual Rate
Contract Duration:	Three (3) years with the option to renew one (1) year
Bid Pricing:	All bids received will be valid 90 – 120 days from bid opening day

1 Minimum Qualifications

1.1 Minimum Qualifications

1. To be considered reasonably qualified and as part of the submittal the bidder must document that, within the last (5) years the following minimum qualifications have been met:
 - a) Household refuse, recycling and bulk trash collection services for a municipality, local or State government.
 - b) Please provide three (3) references from the past five years that collectively can attest to the bidders required years of experience in providing refuse collection to a government entity or similar setting.

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2 Contractor Requirements: Scope of Work

2.1 Summary Statement

- 2.1.1 The Town of North Beach is issuing this Request for Proposals (RFP) in order to contract trash, recycling and bulk collection and disposal services throughout the municipality.
- 2.1.2 It is the Town's intention to obtain goods and services, as specified in this RFP, from a Contract between the selected Offeror and the Town.
- 2.1.3 The Town intends to make a single award as a result of this RFP.

2.2 Background and Purpose

On the Western Shore of the Chesapeake Bay, the Town of North Beach epitomizes "land of pleasant living." Its seven-block waterfront has a public fishing pier and a half-mile long boardwalk with accompanying bike path. The boardwalk is dotted with benches which residents and visitors may linger and watch the bay. The town encompasses a wildlife refuge in its tidal marshlands where native species make their homes and seasonal migrants find a welcome place to rest.

The Town is divided between owner-occupied homes and rental dwellings with approximate 845 single family units, which include two (2) townhome developments; Burnt Oaks Townhomes and San Francisco By the Bay. The Town services two (2) multiple family dwellings located at 1St and Bay Avenue and 2nd and Dayton Ave. In 2019 the average yearly solid waste tonnage was 70,000 thousand tons of trash and 10,000 thousand tons of recycling.

The Town is continually focused on ways to reduce waste and encourage recycling.

2.2.1 Project Goals and Waste Management Philosophy

Provide clean, reliable trash collection services to the Town of North Beach residents. The Town strives to create and maintain quality neighborhoods and encourages neighbor-to-neighbor assistance and preserving clean, healthy and safe communities. As part of its role in accomplishing these goals, the Town relies on a continuum of approach to remove solid waste at least twice a week per resident, support recycling and reuse of materials, improve education and community outreach efforts. This RFP seeks Contractors who have proven methods and the Town is open to new and innovative strategies to collect, dispose and recycle residential solid waste.

2.2.2 Current Environment

- A. The Town of North Beach provides recycling containers to residents with residents providing their own trash receptacles except for the dumpsters that are outlined within the RFP. At these locations Dumpsters are to be provided by the Contractor and maintained by the Contractor at the Contractors sole expense.
- B. The Town currently contracts bulk trash services with collection taking place once a month for the entire Town.

- C. The Town is currently paying tipping fee via tickets for trash and recycling and would like to explore an all-inclusive cost for the total service.

2.2.3 Town Staff and Roles

A. Mayor

Provides oversight of contract terms, conditions, performance and approves all invoices.

B. Town Treasurer

Receives Contractors invoices and ensures costs are within the budget.

C. Town Public Works Director

Provides in the field review of services to ensure conditions of the contract are met.

E. Town Clerk

Receives contract bid and responsible for this RFP.

F. Town Receptionist

Receives all bulk request and will provide the list to the Contractor.

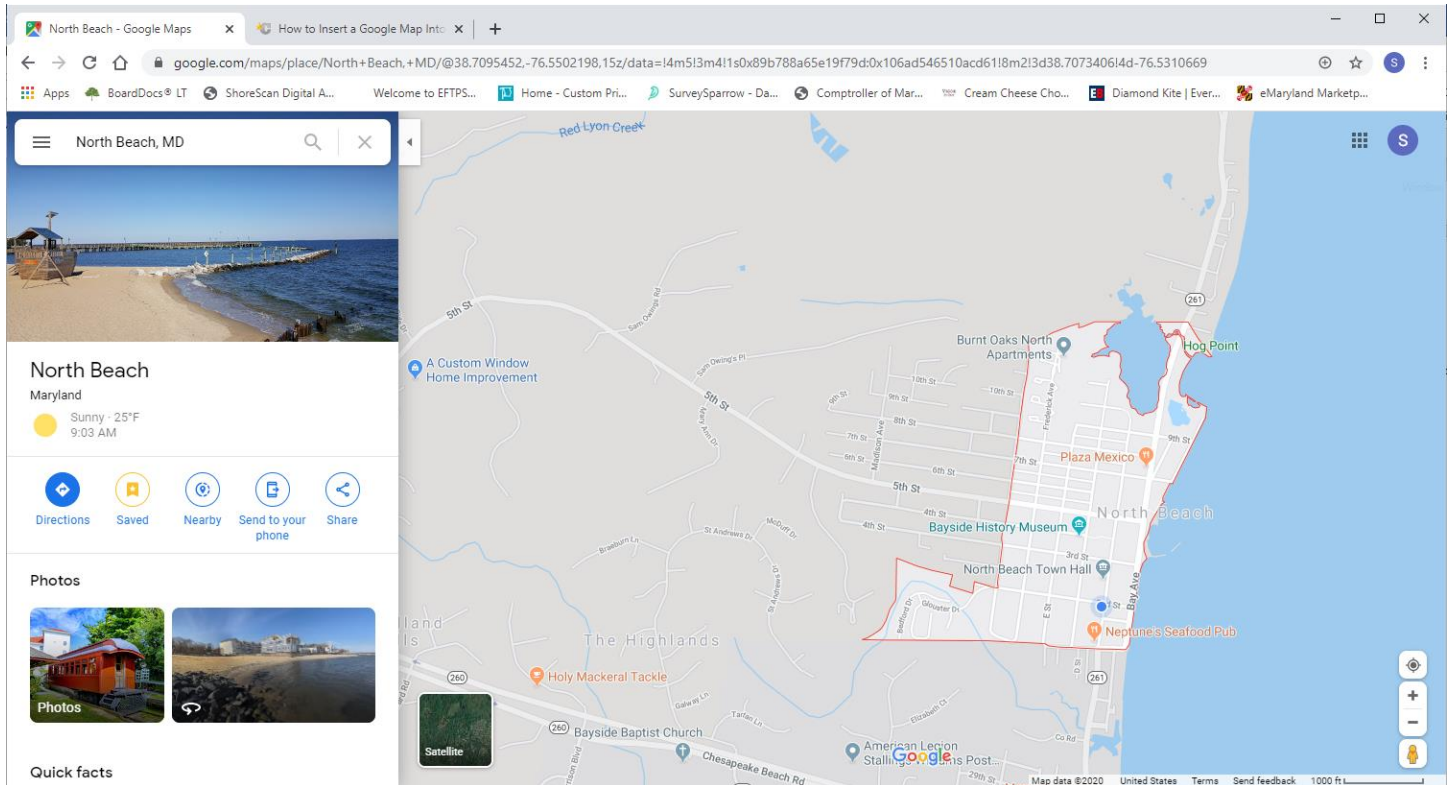
2.3 Responsibilities, Tasks, Scope of Work:

A viewable Municipal boundary map can be found here <https://goo.gl/maps/xQHUEVyrtnm8fLT06>. Small scale images of the maps are also available below.

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Municipal Solid Waste, Recycling, Bulk Trash Collection and Disposal

**Bid Due Date:
March 2, 2020
10:00 a.m.**



The Contractor shall furnish all labor, materials and equipment required for the collection, removal and disposal of all Municipal Solid Waste, Recyclable Materials, Bulk Trash and Yard Waste from all dwellings, buildings, structures and places of residence where, because of human habitation or occupation, refuse is generated within the Town of North Beach. Collection of commercial buildings are **not** included in this Contract. All dumpsters provided must remain clear of any holes where rodents can reside and must have working doors and lids.

Detailed Scope of Work:

- **Town of North Beach Residences:** There are approximately 845 residences (residences for collection per the schedule and Town Map); Collection currently is twice a week on Mondays and Fridays
- **Department of Public Works:** 8 Yard dumpster with a twice a week pick up on Mondays and Fridays and 30 Yard dumpster (pick up on an as needed basis and the Public Works Director will call to schedule pickup);
- **North Beach Waterfront:** Three (3) -6 Yard dumpster during the months of May -October (pick up twice a week on Mondays and Fridays);
- **Community Clean Up – Fall & Spring** – Weekend event date in April and September to be coordinated with the Contractor and Staff. Contractor to provide three (3) – 30-yard dumpsters and one (1) – 8-yard dumpster for tires. Dumpsters will need to be removed as they are filled and replaced with empty dumpster. This event is held on Saturdays and Sundays from 8:00 am to 4:00 pm.

- **Town Hall** – Contractor trash receptacle one (1) and one (1) recycling can- residential size);
- **Bayside Boys and Girls Club;** - Contractor trash receptacle (2) and one (1) recycling bin
- **Bayside History Museum;** - Contractor trash can one (1) and one (1) recycling bin
- **Mead House Condominiums** – 1st and Bay Avenue – Resident provided trash cans and Town provided Recycling Bins
- **2nd and Dayton Avenue (4-unit apartments)** – Contractor trash receptacles (4) and four (4) Town issued Recycling Bins

Exclusions to this contract the following locations

- Southwinds Condominium Complex – 3rd and Bay Avenue
- Burnt Oaks Apartment and Senior Apartments
- Crosswinds Apartment – 3rd and Dayton Avenue
- Town Center Apartment – 8933 Chesapeake Avenue
- North Beach Senior Building - 9010 Chesapeake Avenue
- Baywalk Condominiums – 9112 Bay Avenue
- Chesapeake Manor Apartments – 9019 Chesapeake Avenue
- All restaurants and commercial store front

Disposal requirements:

If the Town selects to pay the Contractor by tickets provided for the tipping, all Household refuse and bulk trash shall be transported to and deposited in the Calvert County Landfill in Lusby, Maryland or another site agreed to by the Town & Contractor. Trash shall not be deposited and billed to the Town at any location other than the Calvert County Landfill, without prior written approval from the Mayor and Town Treasurer.

If the Town elects to pay for services by tipping ticket, the Town will pay the tipping fee for the disposal of its household refuse by the Contractor on a ticket basis only. There will be no allowable upcharge by the Contractor for the disposal of trash or recycling. The Contractor's collection vehicles shall contain only household refuse from the Town when they are weighed at the Calvert County Landfill or another agreed site. The Town Treasurer shall be supplied a list of all vehicles servicing the Town within the Town limits. The vehicles shall be kept in good repair, appearance, and in a sanitary condition always. Each vehicle shall have clearly visible on each side, the name and phone number of the Contractor and truck number. Information regarding licensure of all drivers shall be provided at the Town's request. The Contractor will forward a copy of collection manifest for each load of waste collected hereunder within 48 hours (via email) to the Town Treasurer of the date of disposal of the waste. The Contractor must also forward a copy of the scale ticket from

the disposal facility for each load charged to the Town with the information listed in the Contract specifications. Tickets must have the truck number of the truck disposing on each of the tickets provided.

A. **Municipal Solid Waste:** Garbage, rubbish, trash, etc. generated from the normal activities of a household which is properly placed at curb or roadside in suitable containers or bags for pick up by the Contractor.

Not included in the definition of household refuse are the following types of items:

- Appliances such as stoves, refrigerators and washing machines, etc.
- Furniture
- Construction or remodeling debris
- Mattresses and beds
- Hazardous waste such as motor oil, paint products and anti-freeze
- Scrap metal
- Tires and auto batteries
- Medical waste
- Carpet and rugs
- Miscellaneous items

B. **Bulk includes, but are not limited to:**

- Appliances such as stoves, refrigerators and washing machines
- Grills
- Furniture
- Mattresses and beds
- Rugs

Items NOT included in the definition of Bulk Trash:

- Anything that was not included in the request provided by Town Hall
- Pianos, pool tables and assembled play equipment
- Heat pumps
- Carpeting
- Construction or remodeling debris
- Hazardous waste such as motor oil, paint products and anti-freeze
- Scrap metal
- Medical waste
- Tires and auto batteries
- Grass clippings, leaves, limbs and branches (yard debris)

The Town collects bulk items on the 3rd Wednesday of the month on a scheduled basis.

At any time that the Contractor does not pick up an item that is placed for pick up; the Town shall be notified of the issue before the close of business on the day the items are to be collected. A picture should be taken to document any reasoning such as “item not being placed in the proper location for collection”, so that Town Hall can effectively communicate to residents for future reference and understanding.

C. Recyclable Materials:

Recyclable materials shall include the following items which will be placed at the curb or roadside by the resident of the Town:

All recyclables must be in an appropriate Recycle Bin. The Town encourages recycling of all materials.

- Glass jars and bottles (Rinsed)
- Metal cans
- Plastic bottles, # (PET) and #2 (HDPE)
- Newspapers
- Office papers
- Mailings/junk mail
- Cardboard (broken down)

Recyclable materials do not include light bulbs, drinking glasses, window glasses, ceramic pottery, paint cans, aerosol cans, scrap metal, plastic bags, motor oil and anti-freeze bottles. The Town residents will place all recyclable materials at the curbside. Please refer to the Town of North Beach Recycle Guide.

<https://www.northbeachmd.org/departments-public-works/pages/recycling-guide>

D. Lawn Debris

Lawn Debris shall include the following items which will be placed at the curb or roadside by the residents of the Town:

Sticks, tree limbs and branches must be cut in 3-foot sections, bundled and tied. They must be placed in a trash can.

- Grass Clippings - Bagged
- Christmas Trees
- Leaves - Bagged

E. Contract Terms:

The Contractor shall perform the services herein specified for a one (1) initial term or three (3) years on July 1, 2020 and ending on July 1, 2024. At the sole option of the Town of North Beach, the contract can be extended for an additional one (1) year term at the option of the Town. The Town will notify the Contractor a minimum of 90 days prior to the expiration of the initial one (1) year term if it intends to cancel. Residents may be added to the contract immediately with written notification from the Town. The Contract shall include a per household daily rate for this action. A minimum yearly review of the services between the Contractor and the Town will be conducted.

Payment for the work under this Contract shall be made on a monthly basis in response to the contractors' billings which shall be 1/12 of the yearly **LUMP SUM PRICE**. Payment for services will be made by the Town approximately 30 days after the receipt of invoice.

F. Collection Schedule Refuse and Recycling:

Collections may not begin before 7:00 am and must be completed by 7:00 pm. Recycling should be collected at a minimum of once a week year-round. No Sunday work will be permitted in any event. The Contractor will collect the MSW, bulk, lawn debris and recyclables placed at the curbside. Collections will not be made on the following observed holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas. Collections which would normally occur on such holidays, shall be rescheduled depending on what date the Federal Holiday is observed (i.e.: if the Federal Holiday is on a Friday, the trash is picked up on the prior Thursday and if the Federal Holiday is a Monday, the trash will be picked up on Tuesday.) In cases in inclement weather and collection schedule needs to be modified/adjusted this will be done with the approval of the Mayor and the Public Works Director.

G. Missed Pick-Ups:

In the case of a missed pickup reported by the Town or a resident, the Contractor shall collect the MSW, bulk trash, lawn debris or recyclables from such resident or complex within twenty-four (24) hours of notification. All calls relating to missed pickups shall be logged by the Contractor and such log shall be available for inspection by the Town. If after inspection by the Town, the MSW and/or recyclables have not been collected by the Contractor, the Town will dispatch personnel to collect/dispose of MSW, bulk trash, lawn debris and/or recyclables and will deduct \$100.00 for each pickup missed from the Contractors monthly collection bill.

Weekly Collection Schedule:

- Monday's & Friday's – Municipal Solid Waste (Year-Round)
- Recycling – Every Wednesday (Year-Round)
- Bagged Yard Waste – Monday's and Friday's
- Bulk Trash – 3rd Wednesday of the month – scheduled only (Year-Round)
- Christmas Trees – December 26th – January 31st

H. Bulk Collection:

Collections may not begin before 7:00 am and must be completed by 7:00 pm, unless agreed upon by the Mayor.

Town residents will contact Town Hall to schedule their pick-up of bulk items and Town staff will list the items for collection. A list of items collected shall be provided to the Town Clerk after each pick up. The list should provide the address of pick up, items collected and status of collection.

BULK COLLECTION CURRENT PICK UP SCHEDULE:

Entire Town collected on the third Wednesday of the month

Town staff will collect requests for collection and provide that approved list a minimum of two (2) days prior to collection. Contractor must provide one single point of contact for coordination between the Town and Contractor for the bulk trash schedule.

If the Contractor proposes an alternate schedule that works for the Town, it will be considered.

I. Area of Collection:

The Contractor shall provide residential collection services within the Town boundaries, and within any area hereinafter annexed by the Town of North Beach, during the term of this contract.

New residential routes shall be established when a new street is added, or a street is annexed into the Town of North Beach, and new stops are required on the street. The adjustment in compensation for such new residential routes will be calculated when the service is added and payment will be made on a per-home, per-month basis. Payment will be pro-rated if service is only required for a partial month on a per unit basis.

J. Contractor's Personnel:

The Contractor shall assign a qualified person or persons to oversee this operation in the Town and identification of this individual or individuals will be filed with the Town.

- Information regarding experience shall be furnished and reviewed by the Town, if requested;
- The Town has the right to require that the Contractor's employees wear clean uniforms or appropriate clothing;
- The Town may require the dismissal of any employee of the Contractor who violates any provision of common behavior or who is negligent, or discourteous in the performance of his duties;
- Contractor will assign an employee and phone number for citizens to call regarding their questions and concerns about the trash;
- The Town has the right to request information related to employees operating vehicles while conducting service in Town to include, but not limited to, their licensure and any screenings that are required to provide they are fit for the job.

K. Spillage and Litter:

The Contractor shall not litter public ways or private property in the process of making collections. During hauling and handling all refuse shall be contained in the vehicle and there will be no leaking, spillage, or blowing of debris. In the event of spillage by the Contractor, the Contractor shall promptly clean up the litter and if this is not accomplished the Town will provide the cleanup and bill the Contractor accordingly. Trash receptacles should be handled in an appropriate manner.

L. Collection Equipment:

The Contractor shall have on hand always, in good working order, such equipment as shall permit the Contractor adequately and efficiently, to perform its duties under this contract. The collection equipment shall be of the enclosed load packer-type and all equipment shall be kept in good repair, appearance and in sanitary clean condition always. The Contractor shall have available to it always to reserve equipment which can be put into service and operation within two (2) hours of any breakdown. Such reserve equipment shall substantially correspond in size and capability to the equipment used by the Contractor perform its regular duties under this contract. The equipment to be utilized shall be fully described (tag number, identification number, style, make, serial number, tech.) and submitted to the Town.

M. Annual Business Recycling Report:

The Contractor must supply the required information needed to complete the “Annual Business Recycling Report Survey” for the Calvert County Solid Waste and Recycling Division.