

Bid Request
Town of New Windsor
Municipal Solid Waste and Recycling
Collection and Disposal Services
February 1, 2018

The Town of New Windsor is requesting sealed bids to provide municipal solid waste and recycling collection and disposal services within the corporate limits of the Town. Services are to be provided beginning July 1, 2018. The initial term is for three (3) years with two (2), two (2) year renewal options.

New Windsor provides once per week solid waste and recycling collection and disposal services for approximately 560 residents, municipal buildings and facilities throughout the Town. Service will include 12 Town convenience trash receptacles at various locations around the Town. Vendor will also provide one 2 cubic yard dumpster to be placed and serviced at the Town Public Works Department location. The Town is soliciting bids from qualified vendors to provide this service. Bids must be received at the Town Office, 211 High Street, P.O. Box 609, New Windsor, Maryland 21776, by March 5, 2018 at 10:00 a.m. The Town reserves the right to reject any or all bids or accept the bid that most clearly meets the Town's needs.

Bid requirements and specifications:

Service specifications:

Provide one time per week curbside solid waste and recycling collection and disposal services for residents, municipal buildings, parks and convenience trash receptacles in the Town of New Windsor.

Service shall include curbside recycling collection and disposal for co-mingled residential recycling consistent with Carroll County specifications.

Waste and recycling collection service shall be provided on the same day each week. The preferred collection day is Tuesday. Collection on an alternate day may be approved by the Town to accommodate holiday schedules and inclement weather.

The set-out time is 6:00 AM.

The contractor shall furnish at their own expense, all equipment and supplies necessary to provide the specified service.

Vendor at the start of the initial term shall offer each property owner a new recycling bin (minimum 24 gallon). Vendor shall provide the Town 20 replacement recycling bins per year. Vendor shall be responsible for the distribution of bins. Bins shall be provided at no additional or separate cost and shall be included in the per unit cost.

Disposal facility must be permitted by Maryland Department of the Environment to receive and transfer or dispose of Municipal Solid Waste.

Vendor shall provide one 2 cubic yard dumpster to be located at the Town's Public Works facility located on Geer Lane. Dumpster shall be emptied once a week when the vendor is collecting all other Town waste and recycling, using the same collection vehicle.

Bid Requirements:

Bids shall be stated on the form provided.

The bid shall state a single per unit per week collection cost for all services for each year of the initial term of the contract. The bid shall be based on a total of 560 units per week, 12 Town convenience trash receptacles, and one 2 cubic yard dumpster. The 12 convenience trash receptacles shall be bid as one price. The selected vendor and the Town shall review the number of units serviced and agree on the initial number of units for the term. The number of units may be adjusted during the term if units are added or removed from the service list.

The bid shall identify the disposal location for both waste and recycling. The bid shall state the current tipping fee per ton for waste and recycling. The tipping fee shall be directly billed to the Town. The Town reserves the right to select an alternate disposal location.

Vendor Qualifications:

Vendors shall provide documentation demonstrating a minimum five years experience providing collection and disposal services to similar size municipalities.

The selected vendor shall provide the Town a certificate of a minimum of \$1,000,000.00 general liability insurance coverage.

Appendix A
“Bid Form”
Town of New Windsor
Municipal Solid Waste and Recycling
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February 1, 2018

Per Week Collection & Disposal

<u>Year</u>	<u>Per Unit Per Week</u>	<u>Convenience Receptacles</u>	<u>Public Works Dumpster</u>
First	_____	_____	_____
Second	_____	_____	_____
Third	_____	_____	_____

Disposal Facility

Waste _____

Recycling _____

Tipping Fee Per Ton

Waste _____

Recycling _____

Bids must be received at the Town Office, 211 High Street, P.O. Box 609,
 New Windsor, Maryland 21776, by March 5, 2018 at 10:00 a.m.

Vendor Name _____

Authorized Signature _____ Date _____

Appendix B
“Waste Collection History
Town Convenience Trash Receptacle Locations”
Bid Request
Town of New Windsor
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March 1, 2018

1) The waste collection history is as follows:

	Waste/Tons	Recycling/Tons
FY15	474	141
FY16	497	106
FY17	483	106

Town Trash Cans (Lion's Club Provided)			
	Location	Location	# of Cans
1	Town Hall	211 High Street	1
2	Post Office	204 Maple Ave	2
3	Lion's Park Pavillion	312 Maple Ave	1
4	Lion's Park Storage Building	Lion's Park Lambert St. Entrance	1
5	New Windsor Liquor & Deli	409 High Street	1
6	New Windsor Museum	207 Main St	1
7	7-Eleven	2899 New Windsor Rd	1
8	Tennis Courts @ Sulphur Springs Park	Water Street	1
9	Town Skate Park	Meadow Lane, just off Old New Windsor Rd.	1
10	Atlee Ridge Tot Lot	1218 Overleigh Way	1
11	Atlee Ridge Pump Station	Atlee Ridge Road, just off Old New Windsor Rd.	1
		Total Cans	12

End of Bid Request