

Western MASS Waste Advisory Committee

SOLID WASTE DISPOSAL SERVICES

REQUEST FOR QUOTES

OBJECTIVE:

The *Western MASS Waste Advisory Committee (WMWAC)*, on behalf of 13 municipalities (See Attachment A), is soliciting bid pricing to provide solid waste disposal services commencing on July 1, 2020. In order to allow for the consideration of a variety of alternatives while continuing to maintain a level playing field, selected vendors are being asked to consider submission of quotes based on disposal only.

The *WMWAC* estimates that the municipalities listed in Appendix A generate in total approximately 47,108 tons of municipal solid waste per year.

Vendors shall submit, in a sealed envelope, a cover letter describing the disposal location(s), as well as any conditions or exceptions to any requirements set forth in this Request for Quotes. In addition, prospective vendors are being asked to provide pricing on the attached cost forms in Attachment B.

The *WMWAC* is requesting pricing quotes for two, three, and five year terms (the five-year term being a three year contract, with renewal option at the sole discretion of each municipality for each of the final two annual terms). Vendors may submit more than one proposal if a different Delivery Point is specified. Vendors should include in the cover letter a description of what, if any, inflation factor will be used for the duration of the contract. If a vendor would prefer to submit exact pricing for the duration of the contract, please provide a per-ton cost for each year of the proposed contract term.

Of particular interest to the 13 communities composing the *WMWAC* is if aggregating tonnage by the municipalities listed in Attachment A would be a condition of a particular price quote. Vendors should indicate the financial benefit realized by this aggregation if that applies.

RFQ DOCUMENT:

Proposal documents may be obtained at no charge and are available online facilitated through the Town of Longmeadow purchasing department at www.longmeadow.org, select 'Government' from the website toolbar, then select 'Purchasing', then select the link labeled 'Bids and RFPs' to access proposal documents through the 'Bid & RFP Finder' link. Proposers are encouraged to contact Chad Thompson, Procurement Manager for the Town of Longmeadow, at 413-565-4185, cthompson@longmeadow.org, to get on the request for quote bid list. Vendors will be responsible for monitoring the website for the issuance of notices and addenda.

All updates and addenda will be posted to the Town of Longmeadow website no later than two days prior to the proposal deadline. Proposers are required to confirm and acknowledge if there are any RFQ updates prior to submitting their quote proposal. Proposers should acknowledge the receipt of all addenda on their quote submission forms.

Under Mass General Laws, Chapter 30 B, a contract for the disposal of solid waste is exempt from the public bid laws of Massachusetts. As such, municipalities participating in the *WMWAC*, at their discretion, will select the vendor that they believe is the most qualified with the most advantageous pricing. Because this service is exempt from bidding laws, the *WMWAC* municipalities reserve the right to negotiate with the selected vendor or

vendors they choose, in whatever manner they believe best suits the participating municipality's needs. All vendors responding to this Request for Quotes must clearly understand that this is not a formal bid process pursuant to M.G.L. Chapter 30B. The municipalities are utilizing this format in order for all interested vendors to provide a proposal based on equal footing so that a direct comparison can be made among all proposals.

QUESTIONS:

Prospective vendors are encouraged to submit any questions related to this Request for Quotes no later than Thursday, October 31, 2019 at 11AM to: Chad Thompson at cthompson@longmeadow.org.

No oral requests for interpretation will be accepted. A response to each question will be provided to all vendors and will also be posted online through the Town of Longmeadow website no later than two days prior to the proposal deadline. Based on questions raised, the *WMWAC* may choose to schedule a meeting with prospective vendors prior to submission of responses.

DELIVERY OF PROPOSALS:

Sealed envelopes containing proposals shall be clearly marked "**RFQ: SOLID WASTE DISPOSAL SERVICES**" and should be delivered to the Longmeadow Purchasing Department: Town of Longmeadow, Attn: Chad Thompson-Procurement Manager, 735 Longmeadow Street, Suite 101, Longmeadow, MA 01106 no later than **11:00AM on Wednesday, November 6, 2019.**

PROPOSAL CONTENT:

Minimum Requirements:

The *WMWAC* has established the following minimum Request for Quotes requirements.

1. A vendor may not require a "guaranteed annual tonnage" or a "put-or-pay" requirement. The listed municipalities will accept a requirement that all solid waste owned or controlled by the municipality, except those materials diverted through recycling, will be committed to the vendor.
2. Vendors must guarantee disposal services for the term of the agreement and provide a back-up disposal service in the event of a force majeure event or any circumstance causing interruption of the ability of the facility to accept trash.
3. The bid must include, on a separate sheet of paper, and attached to the bid, the name and address of all transfer and disposal facilities to be used, their facility identification number, owner, and operator. Each end disposal facility that is listed must be permitted and licensed to operate in the state in which it is located. All non-compliance and violations from the past five (5) years must be clearly identified and remedial action listed. Any restrictions placed on waste composition that will be enforced by the end disposal facility must also be noted.

SUBMISSION REQUIREMENTS:

- Cover letter describing in detail the solid waste disposal services being offered. Identify the location of any intermediate transfer station(s) as well as two end disposal facilities.
- Completed Quote Form(s) in Attachment B (4 pages).
- Four (4) hard copies and a PDF version on disc or thumb drive.

Deadline for Submission: **11:00AM on Wednesday, November 6, 2019.**

Responses are to be delivered to:

Town of Longmeadow
Purchasing Department
Attn: Chad Thompson-Procurement Manager
735 Longmeadow Street, Suite 101
Longmeadow, MA 01106

The municipalities participating in the *WMWAC* fully comply with federal, state, and local laws and directives governing equal opportunity, affirmative action and non-discrimination in all county activities and actively solicit responses from MBE/WBE businesses in accordance with procurement policy.

Participating municipalities may require, as part of the contract negotiations, a performance bond, corporate parent guaranty, or similar security for performance.

Other customary and usual contract provisions such as insurances, references, performance bonds etc, will be negotiated with the successful vendor.

RULE OF AWARD:

There is no obligation on the part of the *WMWAC* municipalities to award a contract to the vendor submitting the lowest pricing. Selection for the requested services will be awarded to the most responsive and responsible bidder offering the best price and deemed to be in the best interest of participating municipalities for the contract term of *WMWAC*'s selection. The award may result in multiple awards. *WMWAC* will take into account the comparison of available contract term options, contract conditions, proposed benefits, location, contractor expenses, related expenses, experience, capacity and capability of the proposer, etc. Through this multiple municipality collaboration, there is anticipation that there may be an incentive to volume-based municipality collaboration with a single vendor. The award is not subject to M.G.L. 30B.

Attachment A

Western Mass Waste Advisory Committee

Table 1. Participating Municipalities

City / Town	FY 2013 Actual Tonnage
Agawam	6,325
Belchertown	1,186
East Longmeadow	3,944
Granby	1,000
Granville	191
Greenfield	3,562
Longmeadow	3,599
Ludlow	4,958
Shutesbury	312
Southwick	2,210
Westfield	12,000
West Springfield	7,170
Wilbraham	651
TOTAL	47,108

Attachment B

Western MASS Waste Advisory Committee

QUOTE SHEET 1 2-Year Term PRICE QUOTATION: SOLID WASTE DISPOSAL SERVICES

VENDOR NAME: _____

Interested vendors should submit quotations for the initial 2-year period of July 1, 2020 through June 30, 2022. Interested vendors may submit more than one proposal if a different Delivery Point is specified.

FOR THIS PROPOSAL, THE DELIVERY FACILITY WOULD BE:

Name & address of Facility: _____

Operator of Facility: _____

THE END DISPOSAL FACILITY WILL BE:

Name & address of Facility: _____

Operator of Facility: _____

PRICE PER TON (Tipping Fee): If using a variable escalator such as CPI, please indicate here.

\$_____ for Year 1 (anticipated to be July 1, 2020 through June 30, 2021)

\$_____ for Year 2 (anticipated to be July 1, 2021 through June 30, 2022)

VOLUME MUNICIPAL PARTICIPATION DISCOUNT:

Provide detail of additional price per ton discounts offered if several municipalities choose to contract with your organization and commit to deliver a potential aggregate of 20,000-40,000 tons annually.

TONNAGE LIMIT:

Is there a tonnage limit for periodic delivery at your facility? If so, explain the delivery restriction and limit:

BILLING FOR ADDITIONAL SERVICES:

Provide a formula for billing to municipalities for:

- 1) Bulky waste/C&D:
- 2) Mattresses

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**QUOTE SHEET 2 3-Year Term
PRICE QUOTATION: SOLID WASTE DISPOSAL SERVICES**

VENDOR NAME: _____

Interested vendors should submit quotations for the initial 3-year period of July 1, 2020 through June 30, 2023. Interested vendors may submit more than one proposal if a different Delivery Point is specified.

FOR THIS PROPOSAL, THE DELIVERY FACILITY WOULD BE:

Name & address of Facility: _____

Operator of Facility: _____

THE END DISPOSAL FACILITY WILL BE:

Name & address of Facility: _____

Operator of Facility: _____

PRICE PER TON (Tipping Fee): If using a variable escalator such as CPI, please indicate here.

\$_____ for Year 1 (anticipated to be July 1, 2020 through June 30, 2021)

\$_____ for Year 2 (anticipated to be July 1, 2021 through June 30, 2022)

\$_____ for Year 3 (anticipated to be July 1, 2022 through June 30, 2023)

VOLUME MUNICIPAL PARTICIPATION DISCOUNT:

Provide detail of additional price per ton discounts offered if several municipalities choose to contract with your organization and commit to deliver a potential aggregate of 20,000-40,000 tons annually.

TONNAGE LIMIT:

Is there a tonnage limit for periodic delivery at your facility? If so, explain the delivery restriction and limit:

BILLING FOR ADDITIONAL SERVICES:

Provide a formula for billing to municipalities for:

- 3) Bulky waste/C&D:
- 4) Mattresses

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**QUOTE SHEET 3 Up to 5-Year Term
PRICE QUOTATION: SOLID WASTE DISPOSAL SERVICES**

VENDOR NAME: _____

Interested vendors should submit quotations for up to a 5-year period (A three-year contact term of July 1, 2020 through June 30, 2023, with up to two (2) additional annual one year terms at the sole discretion of the Awarding Authority. Interested vendors may submit more than one proposal if a different delivery point is specified.

FOR THIS PROPOSAL, THE DELIVERY FACILITY WOULD BE:

Name & address of Facility: _____

Operator of Facility: _____

THE END DISPOSAL FACILITY WILL BE:

Name & address of Facility: _____

Operator of Facility: _____

PRICE PER TON (Tipping Fee): If using a variable escalator such as CPI, please indicate here.

\$_____ for Year 1 (anticipated to be July 1, 2020 through June 30, 2021)

\$_____ for Year 2 (anticipated to be July 1, 2021 through June 30, 2022)

\$_____ for Year 3 (anticipated to be July 1, 2022 through June 30, 2023)

\$_____ for Year 4, Renewal option term (anticipated to be July 1, 2023 through June 30, 2024)

\$_____ for Year 5, Renewal option term (anticipated to be July 1, 2024 through June 30, 2025)

VOLUME MUNICIPAL PARTICIPATION DISCOUNT:

Provide detail of additional price per ton discounts offered if several municipalities choose to contract with your organization and commit to deliver a potential aggregate of 20,000-40,000 tons annually.

TONNAGE LIMIT:

Is there a tonnage limit for periodic delivery at your facility? If so, explain the delivery restriction and limit:

BILLING FOR ADDITIONAL SERVICES:

Provide a formula for billing to municipalities for:

5) Bulky waste/C&D:

6) Mattresses

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QUOTE SHEET 4

PRICE QUOTATION: SOLID WASTE DISPOSAL SERVICES

ADDENDA:

The bidder acknowledges receipt of the following addendum: _____, _____, _____

COMPANY/VENDOR INFORMATION:

Company Name: _____

Contact/Title: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Soc Sec/Federal ID No: _____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

(Signature of person signing bid or proposal)

(Name of Business)

(Date)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I, _____,

authorize signatory for _____ do hereby certify under the pains and penalties or perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

By: _____

(Signature of Authorized Representative)

Title: _____

Date: _____