

**ADDENDUM No.1
for
REQUEST FOR PROPOSAL (RFP)**

Municipal Solid Waste and Recycling Services

**TOWN OF LONGMEADOW
MASSACHUSETTS**

February 20, 2020

This document serves as Addendum No.1 for the Request for Proposal (RFP) for Municipal Solid Waste and Recycling Services. This Addendum forms part of the RFP and modifies the original document. **Acknowledge the receipt of all addenda numbers issued on the RFP SUBMISSION FORM.** Failure to do so may subject the bidder to disqualification.

The following changes and/or additions are to be made to the original Request for Proposal document dated January 27, 2020:

1. REVISION TO CONTRACT TERM AND RENEWAL OPTIONS

Delete the last paragraph on page 9 of the RFP under 'Contract:'. In its place insert the following revised paragraph:

Contract:

The contract shall be for a period of up to five (5) years with an effective date for service to begin on Wednesday, July 1, 2020. Proposal pricing options are being required in two formats on the proposal submission forms which includes:

- 1) A five (5) year contract term being July 1, 2020 through June 30, 2025, and
- 2) A three (3) year contract term, with two (2) separate annual renewal options (up to five years). For the two separate annual renewal options, each party will have the option of mutual renewal for each of the two annual renewal options. If there is no objection for proceeding with the mutual renewal of an annual renewal term, then there will be an automatic renew unless either the Contractor, or the Town provides at minimum a 180 day (6 month) notice of intent for non-renewal of the upcoming annual renewal option term. The same applies for the final renewal option year (year five), if there is intent of non-renewal by either party, then a 180-day advanced notification shall also be supplied to the other party prior to the commencement of the fifth year of service. In the event that termination letters are not received with the required advanced notice, then the annual renewal option for the upcoming annual term will automatically renew for service to commence.

If at any time the Town fails to appropriate sufficient funds for performance of the Town's obligations under the contract, the obligations of the parties under the contract shall terminate as to any period of time for which sufficient funds have not been appropriated. The successful proposer will be required to complete a Town Contract. Refer to Appendix X which contains sample contract containing standard terms and conditions. The contract will be updated to contain negotiated specifications. The standard specifications of the standard contract should be reviewed and taken into consideration when preparing the Technical Proposal and Price Proposal.

2. CLARIFICATION AND REVISION TO OPTION 3

Option 3 on page 8 of the original RFP states: Alternate proposal for Option #2: Collection, Transportation and and disposal of solid waste and recyclables from Schools and Municipal Buildings. DELETE the words "AND DISPOSAL" from Option 3. Disposal is not part of Option No.3. Disposal is also deleted from the description of Option 3 of the proposal submission forms.

3. REVISED PROPOSAL SUBMISSION FORMS.

Revised Technical and Price Proposal forms are supplied with Addendum No.1. Do not use the proposal submission forms supplied with the original RFP document. Both Technical Proposal and Price Proposal submission forms are supplied in word document format so proposers can type their submitted responses.

4. REVISED PROPOSAL SUBMISSION DEADLINE

Delete reference to the proposal deadline of 11:00am on Tuesday, February 25, 2020 as presented in the original RFP document. In its place insert the **REVISED PROPOSAL DEADLINE of 11:00AM on Thursday, February 27, 2020.**

5. QUESTION & RESPONSE:

- A. **QUESTION:** Could you send out all the forms, appendixes and pricing docs in word format so that we may type the information in rather than writing?

RESPONSE: The proposal submission forms have been revised so be sure to utilize the proposal submission forms supplied with this addendum. Yes, the forms will be provided in word document format so the proposer's information can be typed in.

- B. **QUESTION:** We request that section 12.3.3 Contractor Event for Default located on Page 24 of RFP be revised as follows:
12.3.3. Remedies for Contractor Events of Default

Upon any Contractor Event of Default, the Town may, in addition to and not in derogation of any other right or remedy available to it under this Contract, at law or in equity (which rights and remedies shall be cumulative and shall not be deemed inconsistent with each other and which may be exercised at the same time to the greatest extent permitted by law), immediately terminate this Contract upon written notice thereof to the Contractor. At any time following a Contractor Event of Default, the Town may (but shall not be obligated to) cure any default by the Contractor hereunder, and all costs and expenses incurred by the Town, including attorneys' fees and expenses, in curing a default shall be paid by the Contractor to the Town on demand. The Town's right to cure a default specifically includes the right on the part of the Town to hire a contractor to perform the contractual obligations of the Contractor and to make a claim against the Contractor for any increased cost in hiring a new contractor to perform the Contractor's duties hereunder. **Except for third party claims arising from Contractor's performance of its obligations under this Agreement, in no event shall the Contractor be liable for any indirect, special or consequential damages incurred by the Town in the event of a Contractor default, provided, however, the Contractor shall be liable for damages incurred by the Town in curing Contractor's default as aforesaid.**

RESPONSE: The Sample contract provided in the bid document contains the conditions of our current contract. The Town will review and consider requests for change upon award taking into account the recommendation of the Town's legal counsel.

C. QUESTION: As discussed at the Pre-Bid meeting. Five-year period effective July 1, 2020 through June 30, 2025. Pricing is also being requested for the alternative of a 3-year contract with two separate annual renewal options at the sole discretion of the Town for the fourth and fifth year of the contract. We request that Town change this from a Towns Sole Discretion Option, to a mutually agreed upon?

RESPONSE: See the revision as addressed in this addendum under Line 1- 'Revision to Contract Term and Renewal Option'.

D. QUESTION: We request the following Insurance revision to read as follows:

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty-day notice of cancellation of the policy, 10 days' notice if policy is cancelled for non-payment of premium, to the Town.

RESPONSE: A thirty-day notice is what is listed in the RFP document and that will remain the notice requested.

E. QUESTION: We request that the language of 'Contractor will assume responsibility and indemnify and hold the Town harmless for all illegal disposal of material collected' to read as follows:

Contractor will assume responsibility and indemnify and hold the Town harmless to the extent of contractors' obligations under this agreement for all illegal disposal of material collected.

RESPONSE: The Sample contract provided in the bid document has the same conditions as our current contract. The Town will review and take into consideration requests for change upon award taking into account the recommendation of legal counsel.

F. QUESTION: LIQUIDATED DAMAGES, PAGES 26 & 28 – See Page 28 (c) Failure to maintain customer service representatives to answer customers call every day collections occur including weekend and holidays, \$250.00 per occurrence. We request this to be limited to Saturdays. Please exclude Sundays and Holidays.

RESPONSE: A customer service representative should be available "every day collection occurs". It would be extremely rare, if ever, to have collection on a Sunday or Holiday. Sundays and holidays will not be excluded.

G. QUESTION: FORCE MAJEURE, PAGE 28 – QUESTION: We request that the Town consider adding the following sentence at the end of this section?
“Contractor shall be entitled to an equitable adjustment in price in the event of a Force Majeure event that increases cost of performing its obligations under this Agreement.”

RESPONSE: No, the Force Majeure Section will remain the same with no change as it is provided in the original RFP document.

H. QUESTION: Appendix I & II – We suggest revising to clearly reflect “Town owned” next to Town owned Roll Off Containers.

RESPONSE: None of the dumpsters or roll-off containers currently at municipal or public school locations are owned by the Town of Longmeadow. Appendix II, included with Addendum No. 1 is an update which lists all of the municipal and public school locations of collection service including: container sizes, collection frequency and schedule for both solid waste and recycling. Collection frequency may vary as indicated on Appendix II. Also, the Town does not own the roll-offs being serviced at the recycling and yard waste center, with the exception of the bulky rigid plastic roll-off.

I. QUESTION: Appendix II: Could you please clarify the service frequency on the 6-yard card board dumpsters for the municipal locations please?

RESPONSE: See Appendix II in the RFP. The 6 CY dumpster is for cardboard. The frequency of collection is reviewed and adjusted each year. Currently the frequency is as follows: Blueberry Hill and Williams once/week and Wolf Swamp, Center School, and Glenbrook schools are once every other week. See attached revisions.

J. QUESTION: Has the Town signed the CEP-Agawam Disposal contract? Would the Town consider looking at a collection bid with an alternative disposal site that would benefit the Town on collection costs?

RESPONSE: The Town has signed a contract with CEP and therefore is not in the position to consider an alternate proposal for disposal.

K. QUESTION: I have a follow up to one of the questions I asked at the pre bid conference regarding the enforcement of the Mandatory Recycling Regulation and how visible recyclables are to be handled when encountered on route. The RFP terms that include provisions regarding visible recycling are outlined below.

- Section 3.2 provides that the Contractor shall not pick up...“visible recyclables”.
- Section 6.5 provides that “Contractor to...assure that visible recyclables have been separated....Containers with unseparated materials ...are to be left and a written “SORRY” notice shall be left explaining why materials were not accepted.”
- Section 12.5, Paragraph 2(a) Liquidated Damages/Contaminated Recyclables provides that the Contractor will be fined \$50.00 per occurrence for “Failure to leave a rejection notice on material that is unacceptable due to contamination...”.

Our Question: If the Driver sees one cereal box at the top of the 35-gallon trash cart, is the cart to be stickered with a SORRY notice and the cart left behind without being dumped or is it to be dumped?

We asking for clarification up front to clearly understand the Town’s intentions and expectations as to what level these provisions will be interpreted and implemented with the contract.

RESPONSE: The sections in the RFP mentioned in this question all refer to enforcement, either of our mandatory recycling regulation or the waste reduction program.

Section 3.2 and Section 6.5 relate specifically to mandatory recycling. It clarifies that Recycling is mandatory in Longmeadow. As this relates to the hauler, it clearly states and expects that the hauler would sticker and leave behind any visible recycling that is in the trash. It is not meant to imply that the hauler is required to look into trash bags searching for recyclable materials.

Section 12.5 relates to the Towns expectation of enforcement by the hauler and relates specifically to enforcing contamination issues in the recycling container. The Town will provide a detailed list of materials that are considered contamination by the MRF operator. In addition, the Town will work closely with the hauler to determine expectations on enforcement such as when to leave the entire container or just a portion of it.

The fact is, contamination in recyclables can result in fines to the Town. It also might impact the town’s recycling processing fees. It is very important that the hauler and the Town work together to minimize contamination in recyclables.

If the driver sees one cereal box at the top of the 35-gallon trash cart, the Town would expect him or her to sticker the cereal box, leave it and empty the cart.

It is the intention of the Town to work very closely with the hauler on enforcement expectations before any liquidate damage are assessed.

L. QUESTION: I wanted to take another stab at explaining my question regarding the Fuel provision in Section 8.2.2. My understanding is that the RFP terms include a Base Price for Fuel for the life of the contract of \$2.39. The RFP provides that a fuel

adjustment to the amount invoiced to the Town is made with increases or decreases to the six month average if the DOT price is over or under by 25 cents. The Fuel Adjustment is calculated two times per year.

This means that the Fuel adjustment would be calculated two times a year and would only impact the invoice to the Town if the six month average was under or over the Base Price of \$2.39 by 25 cents. This means there would be a fuel adjustment only when the six month average fell to \$2.13 or below or increased to \$2.65 or above.

It is likely that we will build our financial modeling starting Fuel at \$2.64 ($\$2.39 + \0.25) per gallon and then project out for Fuel costs for the five year term; this would be 10.4% above the Base Price outlined in the RFP. Since there is no rate relief for an increase in fuel for up to the 25 cents, our costs projections for Fuel costs would start at the higher \$2.64 rate knowing we need to have our Collection Price cover fuel costs until it rises to that rate per gallon. The impact would be that the fuel projection will initially be 10.4% higher than the Fuel Base Line price and therefore increase our first year RFP Collection price. Our suggestion is that the Town drop the 25 cents Fuel adjustment benchmark.

Dropping the benchmark does not change the amount of paperwork that is required for the Fuel adjustment per year. It would not add any paperwork as the Fuel adjustment would still be calculated two times a year anyways per the RFP. The Fuel adjustment paperwork required by the RFP is not triggered by price changes, but rather is calculated every six months with potential adjustments up or down effective each January 1 and each July 1.

Removing the Fuel benchmark would likely get the Town a lower first year Collections price.

RESPONSE: The fuel adjustment formulation is the same as the current contract. There will be no revision to the fuel adjustment plan as proposed.

M. QUESTION: Option No.6 is for the collection of leaves in town with approved pre-paid bags to be brought to the leaf drop off site in Longmeadow. How many weeks will the hauler pickup up and what is the volume for hauling leaf collection?

RESPONSE: In the past, the Town has requested the hauler to pick up the bagged leaves on three different weeks or weekends. Typically, residents set out about 19,000 of the 33-gallon leaf bags for collection. That is the total number of bags spread out over the 6 week set out timetable.

N. QUESTION: Can you send a copy of the current waste management contract?

RESPONSE: The contract format is similar to the contract supplied with the RFP. The pricing from the current Waste Management contract is available upon request.

6. REVISED APPENDIX II

Appendix II, included with Addendum No. 1 is an update which lists all of the municipal and public school locations of collection service including: container sizes, collection frequency and schedule for both solid waste and recycling. Collection frequency may vary as indicated on Appendix II. Note, the Town also does not own the roll-offs being serviced at the recycling and yard waste center, with the exception of the bulky rigid plastic roll off.

Appendix II
Municipal Collection Sites

LONGMEADOW PUBLIC SCHOOLS	SOLID WASTE CONTAINER SIZE	SOLID WASTE COLLECTION FREQUENCY	PICK – UP SCHEDULE	CARDBOARD DUMPSTERS	96 GALLON TOTERS (Bottles, Cans, etc.)	RECYCLING COLLECTION FREQUENCY
BLUEBERRY HILL ELEMENTARY SCHOOL	8 C.Y	Twice per week Tues / Thurs	After 2:00p.m but before 6:00p.m.	6 C.Y Pickup once a week	8	Every Other Week Paper* Every Other Week Bottles
CENTER ELEMENTARY SCHOOL	8 C.Y.	Twice per week Tues / Thurs	After 1:30p.m but before 6:00p.m.	6 C.Y Pickup one time every other week	8	Every Other Week Paper* Every Other Week Bottles
WOLF SWAMP ROAD SCHOOL	8 C.Y.	Twice per week Tues / Thurs	After 1:30p.m but before 6:00p.m.	6 C.Y. Pickup one time every other week	8	Every Other Week Paper* Every Other Week Bottles
GLENBROOK MIDDLE SCHOOL	8 C.Y.	Twice per week Tues / Thurs	After 2:15p.m but before 6:00p.m.	6 C.Y Pickup one time every other week	8	Every Other Week Paper* Every Other Week Bottles
WILLIAMS MIDDLE SCHOOL	8 C.Y.	Twice per week Tues / Thurs	After 2:00p.m but before 6:00p.m.	6 C.Y Pickup once a Week	8	Every Week Paper* Every Other Week Bottles
LONGMEADOW HIGH SCHOOL	2 @ 10 C.Y.	Once daily when in session, weekly when not in session	After 7:00a.m but before 7:45a.m <u>and</u> After 1:00p.m. but before 6:00p.m.	2 @ 6 C.Y Pickup once a week	12	Every Other Week Paper* Every Other Week Bottles

* Reduced recycling and trash pick-up schedule during school holidays and the summer months when school is not in session

Appendix II
Municipal Collection Sites

LONGMEADOW MUNICIPAL BUILDINGS	SIZE	SOLID WASTE COLLECTION FREQUENCY	PICK – UP SCHEDULE	CARDBOARD DUMPSTERS	96 GALLON TOTERS (Bottles, Cans, etc.)	RECYCLING COLLECTION FREQUENCY
GREENWOOD CENTER	8 C.Y.	Twice / week	Once per week	6 C.Y.	4	Every Week
COMMUNITY HOUSE	None.	None	Thursday	6 C.Y.	0	Every Other Week
POLICE / FIRE STATION and TOWN HALL	8 C.Y.	Once per week	N/A	N/A	1 for Bottles / Cans	Every Other Week
STORRS LIBRARY	Curbside Pickup	Once per week Curbside	Once per week Curbside	Curbside Pickup	N/A	Every Other Week
LEGION HALL	Curbside Pickup	Once per week Curbside	Once per week Curbside	Curbside Pickup	N/A	Every Other Week
TOWN YARD	10 C.Y.	Once per week	Curbside	Curbside	None	Every Other Week
RECYCLING AND YARD WASTE CENTER	None	None	Thursday	6 C.Y.	6	Every Other Week
40 Yard Roll-off containers are emptied on an as-needed basis, currently weekly April through December and less often January through March						

7. REVISED TECHNICAL PROPOSAL SUBMISSION FORMS, AND PRICE PROPOSAL SUBMISSION FORMS.

The proposal submission forms have been revised so be sure to utilize the proposal submission forms supplied with this addendum! These proposal submission documents are also available in word document format so proposer's can type in their information.

Email cthompson@longmeadow.org if you need to obtain the word document forms.

Appendix VII

PRICE PROPOSAL SUBMISSION FORMS

MUNICIPAL SOLID WASTE AND RECYCLING SERVICES

THIS COMPLETED DOCUMENT MUST BE PLACED IN THE SEPARATELY SEALED PRICE PROPOSAL ENVELOPE

The following prices shall include all costs, use of equipment, labor, all indirect and direct expenses associated with providing municipal solid waste and recyclable materials collection as detailed in the attached specification.

COMPANY NAME: _____

PROPOSAL PRICING ASSUMING A FIVE (5) YEAR CONTRACT

Option #1: Weekly collection and transportation of Municipal Solid Waste and Recyclable Materials from households. Municipal Solid Waste will be delivered to Community Eco Partners (CEP) on Route 5 in Agawam and recyclable materials will be delivered to the Springfield MRF on Birnie Avenue in Springfield. The Town’s mandatory waste reduction program sets a limit of one 35-gallon Town of Longmeadow cart, not to exceed 40 lbs. per household per week, plus any special Town approved Pay-as-you-Throw (PAYT) bags purchased by the residents. There is no limit to the quantity of material that may be recycled.

Year 1 (July 1, 2020 –June 30, 2021) \$ _____ total amount per year
Total amount per year written in words: _____

Year 2 (July 1, 2021 –June 30, 2022) \$ _____ total amount per year
Total amount per year written in words: _____

Year 3 (July 1, 2022 -June 30, 2023) \$ _____ total amount per year
Total amount per year written in words: _____

Year 4 (July 1, 2023 –June 30, 2024) \$ _____ total amount per year
Total amount per year written in words: _____

Year 5 (July 1, 2024 –June 30, 2025) \$ _____ total amount per year
Total amount per year written in words: _____

TOTAL AMOUNT FOR FIVE YEARS: \$ _____

Total amount for all five years written in words _____

Option #2: Collection and transportation of Municipal Solid Waste and Recyclable Materials from Municipal Facilities. Municipal Solid Waste is to be delivered to Community Eco Partners (CEP) on Route 5 in Agawam and Recyclable Materials is to be delivered to the Springfield MRF on Birnie Avenue in Springfield. (Fill in those sections for which you offer services. Put N/A in sections where you do not offer services. Please insert price in dollars per disposal.)

Size	Container Monthly Rental Rate	1X Ev Othr WK	July 2020-June 2021					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Size	Container Monthly Rental Rate	1X Ev OTHR WK	July 2021-June 2022					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Size	Container Monthly Rental Rate	1X Ev Othr WK	July 2022-June 2023					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Option #2 (Continued): Collection and transportation of Municipal Solid Waste and Recyclable Materials from Municipal Facilities. Municipal Solid Waste is to be delivered to Covanta Inc. on Route 5 in Agawam and Recyclable Materials is to be delivered to the Springfield MRF on Birnie Avenue in Springfield. (Fill in those sections for which you offer services. Put N/A in sections where you do not offer services. Please insert price in dollars per disposal.)

Size	Container Monthly Rental Rate	1X Ev Othr WK	July 2023 -June 2024					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Size	Container Monthly Rental Rate	1X Ev Othr WK	July 2024 -June 2025					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Option #3: Alternate Proposal for Option #2: Collection, transportation of solid waste and recyclables from Schools and Municipal Buildings. In this alternate proposal, the hauler will collect any recyclables and/or trash in toters from these facilities, with curbside trash and recycling as scheduled.

In addition, the hauler may co-mingle trash and any recyclables in dumpsters (such as cardboard) with their commercial trash and recycling collections. The town and the hauler will agree on per cubic yard or ton conversion factor which represents the CY/ton in an average weekly or daily pick up of each of the commodities. This conversion is used as the factor with which to compensate the town at both CEP (for trash) and the Springfield MRF (for recyclables) collected previously from town buildings on the hauler’s commercial routes. This process allows the town to fulfill its contractual obligations to both CEP and the MRF as well as get credit for all recycling. It also allows the Town to adjust costs if there are reduced pickups at any time during the life of this contract. Further it allows the hauler to maximize their routes and minimize time.

(Fill in those sections for which you offer services. Put N/A in sections where you do not offer services. Please insert price in dollars per disposal.)

Size	Container Monthly Rental Rate	1x Ev Othr WK	July 2020-June 2021					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Size	Container Monthly Rental Rate	1x Ev Othr WK	July 2021-June 2022					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Option #3 (Continued): Collection, transportation of Municipal Solid Waste and Recyclable Material from Municipal Facilities. (Fill in those sections for which you offer services. Put N/A in sections where you do not offer services. Please insert price in dollars per disposal.)

Size	Container Monthly Rental Rate	1x		July 2022-June 2023					On Call
		Ev	Othr	Number of Hauls per Week					
		WK	1x	2x	3x	4x	5x		
2yd									
4yd									
6yd									
8yd									
10yd									
compactor									
95 gallon toter									
30yd roll-off									
40cy roll-off									

Size	Container Monthly Rental Rate	1x		July 2023-June 2024					On Call
		Ev	Othr	Number of Hauls per Week					
		WK	1x	2x	3x	4x	5x		
2yd									
4yd									
6yd									
8yd									
10yd									
compactor									
95 gallon toter									
30yd roll-off									
40cy roll-off									

Size	Container Monthly Rental Rate	1x		July 2024-June 2025					On Call
		Ev	Othr	Number of Hauls per Week					
		WK	1x	2x	3x	4x	5x		
2yd									
4yd									
6yd									
8yd									
10yd									
compactor									
95 gallon toter									
30yd roll-off									
40cy roll-off									

Option #4: Alternate proposals for the collection and transportation of Municipal Solid Waste and Recyclable Materials will be considered. Any proposal that would help reduce costs and provide efficient trash and recycling collection service will be considered.

Year 1 (July 1, 2020 –June 30, 2021) \$ _____ total amount per year
Total amount per year written in words : _____

Year 2 (July 1, 2021–June 30, 2022) \$ _____ total amount per year
Total amount per year written in words : _____

Year 3 (July 1, 2022 -June 30, 2023) \$ _____ total amount per year
Total amount per year written in words: _____

Year 4 (July 1, 2023 –June 30, 2024) \$ _____ total amount per year
Total amount per year written in words: _____

Year 5 (July 1, 2024 –June 30, 2025) \$ _____ total amount per year
Total amount per year written in words: _____

TOTAL AMOUNT FOR FIVE YEARS: \$ _____
Total amount for all five years written in words _____

Additional Services:

Option #5: State availability of collection and processing of white goods, bulky items, and cathode ray tubes (CRTs) via direct arrangement (scheduling pick up and payment) between the Contractor and the residents.

Checking the box at the end of this sentence indicates that you are willing to offer a service (to be direct billed to the household) whereby town residents can contact your firm for pick-up of white goods, bulky items, and cathode ray tubes.

Additional Services Continued:

Option #6: Collection of leaves in town approved pre-paid bags to be brought to the leaf drop off site in Longmeadow. Provide per day and per week quotation.

Each season leaf collections occur approximately beginning the first week of November extending through the first week of December. The schedule is established by how quickly the leaves fall and how many bags are placed to the curb as residents clean their yards as opposed to an established calendar.

Total amount written in words

Year 1, Fall 2020

\$ _____ per day

\$ _____ per week

Total amount written in words

Year 2, Fall 2021

\$ _____ per day

\$ _____ per week

Total amount written in words

Year 3, Fall 2022

(\$ _____ per day

\$ _____ per week

Total amount written in words

Year 4, Fall 2023

\$ _____ per day

\$ _____ per week

Total amount written in words

Year 5, Fall 2024

\$ _____ per day

\$ _____ per week

PRICING ASSUMING A THREE (3) YEAR CONTRACT (FY21 THROUGH FY23), WITH TWO (2) ANNUAL ONE YEAR RENEWAL OPTIONS FOR FISCAL YEAR FY24, AND FY25

ON THE FOLLOWING PAGES 47-54

PROPOSAL PRICING ASSUMING A THREE(3) YEAR CONTRACT,+ TWO (2) ANNUAL RENEWALS

Option #1: Weekly collection and transportation of Municipal Solid Waste and Recyclable Materials from households. Municipal Solid Waste will be delivered to Community Eco Partners (CEP) on Route 5 in Agawam and recyclable materials will be delivered to the Springfield MRF on Birnie Avenue in Springfield. The Town’s mandatory waste reduction program sets a limit of one 35-gallon Town of Longmeadow cart, not to exceed 40 lbs. per household per week, plus any special Town approved Pay-as-you-Throw (PAYT) bags purchased by the residents. There is no limit to the quantity of material that may be recycled.

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Total amount per year written in words: _____

TOTAL AMOUNT FOR FIVE YEARS: \$ _____
Total amount for all five years written in words _____

Option #2: Collection and transportation of Municipal Solid Waste and Recyclable Materials from Municipal Facilities. Municipal Solid Waste is to be delivered to Community Eco Partners (CEP) on Route 5 in Agawam and Recyclable Materials is to be delivered to the Springfield MRF on Birnie Avenue in Springfield. (Fill in those sections for which you offer services. Put N/A in sections where you do not offer services. Please insert price in dollars per disposal.)

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40cy roll-off								

Size	Container Monthly Rental Rate	1x Ev Othr WK	July 2022-June 2023					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Option #2 (Continued): Collection and transportation of Municipal Solid Waste and Recyclable Materials from Municipal Facilities. Municipal Solid Waste is to be delivered to Covanta Inc. on Route 5 in Agawam and Recyclable Materials is to be delivered to the Springfield MRF on Birnie Avenue in Springfield. (Fill in those sections for which you offer services. Put N/A in sections where you do not offer services. Please insert price in dollars per disposal.)

Size	Container Monthly Rental Rate	1x Ev Othr WK	July 2023 -June 2024					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Size	Container Monthly Rental Rate	1x Ev Othr WK	July 2024 -June 2025					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Option #3: Alternate Proposal for Option #2: Collection, transportation of solid waste and recyclables from Schools and Municipal Buildings. In this alternate proposal, the hauler will collect any recyclables and/or trash in toters from these facilities, with curbside trash and recycling as scheduled.

In addition, the hauler may co-mingle trash and any recyclables in dumpsters (such as cardboard) with their commercial trash and recycling collections. The town and the hauler will agree on per cubic yard or ton conversion factor which represents the CY/ton in an average weekly or daily pick up of each of the commodities. This conversion is used as the factor with which to compensate the town at both CEP (for trash) and the Springfield MRF (for recyclables) collected previously from town buildings on the hauler’s commercial routes. This process allows the town to fulfill its contractual obligations to both CEP and the MRF as well as get credit for all recycling. It also allows the Town to adjust costs if there are reduced pickups at any time during the life of this contract. Further it allows the hauler to maximize their routes and minimize time.

(Fill in those sections for which you offer services. Put N/A in sections where you do not offer services. Please insert price in dollars per disposal.)

Size	Container Monthly Rental Rate	1x Ev Othr WK	July 2020-June 2021					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Size	Container Monthly Rental Rate	1X Ev Othr WK	July 2021-June 2022					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Option #3 (Continued): Collection, transportation of Municipal Solid Waste and Recyclable Material from Municipal Facilities. (Fill in those sections for which you offer services. Put N/A in sections where you do not offer services. Please insert price in dollars per disposal.)

Size	Container Monthly Rental Rate	1x Ev Othr WK	July 2022-June 2023					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Size	Container Monthly Rental Rate	1x Ev Othr WK	July 2023-June 2024					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Size	Container Monthly Rental Rate	1X Ev Othr WK	July 2024-June 2025					On Call
			Number of Hauls per Week					
			1x	2x	3x	4x	5x	
2yd								
4yd								
6yd								
8yd								
10yd								
compactor								
95 gallon toter								
30yd roll-off								
40cy roll-off								

Option #4: Alternate proposals for the collection and transportation of Municipal Solid Waste and Recyclable Materials will be considered. Any proposal that would help reduce costs and provide efficient trash and recycling collection service will be considered.

Year 1 (July 1, 2020 –June 30, 2021) \$ _____ total amount per year
Total amount per year written in words : _____

Year 2 (July 1, 2021–June 30, 2022) \$ _____ total amount per year
Total amount per year written in words : _____

Year 3 (July 1, 2022 -June 30, 2023) \$ _____ total amount per year
Total amount per year written in words: _____

Year 4 (July 1, 2023 –June 30, 2024) \$ _____ total amount per year
Total amount per year written in words: _____

Year 5 (July 1, 2024 –June 30, 2025) \$ _____ total amount per year
Total amount per year written in words: _____

TOTAL AMOUNT FOR FIVE YEARS: \$ _____
Total amount for all five years written in words _____

Additional Services:

Option #5: State availability of collection and processing of white goods, bulky items, and cathode ray tubes (CRTs) via direct arrangement (scheduling pick up and payment) between the Contractor and the residents.

Checking the box at the end of this sentence indicates that you are willing to offer a service (to be direct billed to the household) whereby town residents can contact your firm for pick-up of white goods, bulky items, and cathode ray tubes.

Additional Services Continued:

Option #6: Collection of leaves in town approved pre-paid bags to be brought to the leaf drop off site in Longmeadow. Provide per day and per week quotation.

Each season leaf collections occur approximately beginning the first week of November extending through the first week of December. The schedule is established by how quickly the leaves fall and how many bags are placed to the curb as residents clean their yards as opposed to an established calendar.

Total amount written in words

Year 1, Fall 2020

\$ _____ per day

\$ _____ per week

Total amount written in words

Year 2, Fall 2021

\$ _____ per day

\$ _____ per week

Total amount written in words

Year 3, Fall 2022

(\$ _____ per day

\$ _____ per week

Total amount written in words

Year 4, Fall 2023

\$ _____ per day

\$ _____ per week

Total amount written in words

Year 5, Fall 2024

\$ _____ per day

\$ _____ per week

PRICE PROPOSAL SUBMISSION INFORMATION:

This Bid will be considered subject to appropriations. The right is reserved to reject any and all bids. Unit prices to remain firm throughout the contract term.

Company Name:
Name of Proposer:
Address:
Town, State / Zip:
Telephone / Fax:
Email:
Signature:
Print Name and Title:
Date:

PRICE PROPOSAL CONTENT:

Have you provided the Price Proposal information as requested? **YES**_____, **NO**_____

Price Proposal Content:

One (1) copies shall be provided in a sealed envelope labeled “RFP: SOLID WASTE & RECYCLING, PRICE PROPOSAL”

Each envelope shall contain:

1. Evidence of ability to obtain a performance bond.
2. Bank Reference
3. Financial Statements
4. Completed and signed Price Proposal Submission Forms

APPENDIX VIII
TECHNICAL PROPOSAL SUBMISSION FORMS

MUNICIPAL SOLID WASTE AND RECYCLING SERVICES
TOWN OF LONGMEADOW, MASSACHUSETTS

TECHNICAL PROPOSAL CONTENT:

Have you provided the Technical Proposal information as requested? **YES**_____, **NO**_____

Technical Proposal content: Seven (7) paper copies and one electronic copy shall be provided in a sealed envelope labeled ‘RFP: SOLID WASTE & RECYCLING, TECHNICAL PROPOSAL’

1. Bid Deposit in the amount of \$30,000
2. The completed Technical Proposal Submission Forms (Appendix VIII)
3. Contractor Qualification and Program Description Questionnaire (Appendix IX)
4. Evidence of Insurance

ACKNOWLEDGEMENT OF ADDENDA:

The Bidder acknowledges the receipt of the following addenda (if any):

1

_____, _____, _____, _____, _____,

OTHER BIDDER INFORMATION REQUIREMENTS:

Company Name:
Name of Proposer:
Address:
Town, State / Zip:
Telephone:
Fax:
Email:
Signature:
Print Name and Title:
Date:

CERTIFICATE OF NON-COLLUSION: MANDATORY FORM

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

Signature of person submitting proposal/contract

Date

Name of Business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or

Federal Identification Number

Signature of Individual or

Corporate Name

Corporate Officer
(if applicable)

APPENDIX IX
 (To be submitted with the Technical Proposal)
**CONTRACTOR QUALIFICATION AND
 PROGRAM DESCRIPTION QUESTIONNAIRE**

CONTRACTOR: _____

ADDRESS: _____

TELEPHONE CONTACT: _____

E-MAIL CONTACT: _____ WEB SITE: _____

Please complete all questions below. Expand the space provided for answers as necessary. If separate pages are attached, please indicate the question number prior to the information.

A. COMPANY INFORMATION

A1. Where is your company headquartered (City and State)? _____

A2. Please list the officers and principles of your company

Name	Title	Principle State of Residence

A3. Have any of the principles of your company held positions at any other rubbish hauling company within the past five years? _____

If so, who, for what company, and what position? _____

A4. What is the experience of the key individuals in your organization that will be doing the collection and removal of rubbish and recycling in the Municipality? Include Dispatcher, Operations Manager, Division Manager, Financial Staff, and others as necessary.

NAME	POSITION or OFFICE	YEARS' EXPERIENCE

A5. In what other lines of business do you have a financial interest? _____

B. WORK HISTORY

B1. How many years experience in Rubbish and Recycling Collection has your organization had?

- a. As a General Contractor _____
- b. As a Sub-Contractor _____

B2. List the municipal rubbish and recycling collection contracts your organization has in effect as of this date.

Client	Location	Class of Work	Percent Complete	Contract Amount

B3. List municipal rubbish and recycling contracts your organization has completed in the past three years.

Client	Location	Class of Work	When Completed	Contract Amount

B4. With reference to questions B2 and B3 above, have you ever failed to complete any work awarded to you?

If the answer to question B4 was yes, state location and reason for failure to complete. _____

B5. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a rubbish or recycling collection contract?

If so, state name of individual, other organization, and reason: _____

B6. Has any officer or partner of your organization ever failed to complete a rubbish or recycling collection contract handled in his/her own name? _____

If so, state name of individual, name of owner, and reason: _____

C. CONTRACT INFORMATION AND PROGRAM DESCRIPTION

C1. In what manner have you inspected the Municipalities and all the components of the services to be provided? Explain in detail:

C2. Please provide a detailed description of your plan for providing the proposed collection of rubbish and recyclables to each Municipality under Options 1 – 6. Include both staffing and equipment utilization. Expand the space provided as necessary or attach separate sheets.

C3. What equipment will you dedicate to each Municipality’s collection service? List both trash and recycling trucks. What equipment will be available as backup in case of breakdowns?

Municipality	Equipment	Quantity	Description, Size, Capacity	Condition and age of vehicle(s)	Own? Rent/Lease ?

C4. Do you intend to provide your own equipment for the proposed collection services?

If no, do you propose to rent or lease the equipment? _____

If renting/leasing, state the reasons for this choice

C5. Where will the equipment to be used for execution of this contract be garaged during the life of this contract? _____

C6. Please list the name and experience of the individual who will be the Contract Manager.

C7. If you intend to sublet the transportation or perform it through an agent, state the estimated amount of sub-contract or agent's contract and, if known, the name and address of sub-contract or agent, amount and type of his/her equipment and financial responsibility.

C8. If you intend to subcontract any portion of this contract, from which subcontractors do you expect to require a bond?

C9. Please describe your method of notifying customers or residents of improper recycling separation at the curb:

C10. Please describe your methods of communicating other improper preparation of rubbish and/or recyclables to residents:

C11. Please describe your method of communication with drivers in the field regarding problems, missed stops, or complaints.

I certify that the above information is complete and truthful.

Signed: _____
Name

Date: _____

Title

(End – Addendum No.1)