

Request for Proposals

Town of Alfred, ME

Transportation & Disposal of Transfer Station Materials

The Town of Alfred, ME is accepting proposals for the transportation and disposal of Municipal Solid Waste (MSW), Construction & Demolition Debris and oversized bulky waste (C&D), metal, bulky plastics, baled cardboard & Zero-Sort recycling. The Town owns 2 50 yard MSW containers, 1 40 yard octagonal Zero-Sort recycling container and several 40 yard open top roll off containers.

This process is being handled as a proposal instead of a formal bid in order to provide vendors the opportunity to propose alternatives that best suit their individual capabilities and the Town's objectives.

Background/Scope

The Town of Alfred operates a Transfer Station serving the population of approximately 3,000 year round residents. The facility is located at 79 Sanford Road in Alfred, at which the usual array of materials are accepted for disposal.

1. Two 50 yard octagonal containers are used for MSW.
2. One 40 yard open top container is used for C&D.
3. One 40 yard open top container is used for bulky plastics
4. One 40 yard open top container is used for metal.
5. One 40 yard octagonal container is used for Zero-Sort recycling.
6. Other spare 40 yard open top containers are used in the place of any that are being hauled for disposal.

Estimated tonnage per year are as follows.

MSW	950 tons	C&D	450 tons
Metal	100 tons	Bulky Plastics	20 tons
Baled Cardboard	25 tons	Zero-Sort Recycling	165 tons

The Transfer Station is open to the public Tuesday 12:00 pm – 7:45 pm, Thursday 2:00 pm – 5:45 pm and Saturday 8:00 am – 3:45 pm.

The Town of Alfred reserves the right to reject any and or all proposals, to waive technical or legal deficiencies, to re-issue, and to accept any proposal that it may deem to be in the best interest of the Town.

Process

Questions regarding this RFP shall be emailed to the Town Treasurer at fholt@alfredme.gov. Substantive questions will result in an addendum to the RFP which will be emailed to all vendors to which proposals are sent and other parties indicating interest in the RFP. This RFP will be available on the Town of Alfred's website at www.alfredme.gov.

Proposals must be submitted in hard copy to the Board of Selectmen, Town of Alfred, PO Box 850, Alfred, ME 04002, no later than **4:00 pm on August 6, 2024**, at which time the results shall be opened and read aloud at the regular Board of Selectmen meeting. Proposals shall be submitted in a sealed envelope on which the name of the proposer is printed and clearly marked "Transfer Station Proposal".

The Town maintains the right to accept or reject any proposal or portion thereof for any reason. The Town maintains the right to ask vendors questions concerning their proposal, to clarify their proposal, and to negotiate with a vendor or vendors prior to making a final decision. Until a vendor is selected, aspects of the proposals other than pricing forms shall remain confidential. A vendor or vendors will be selected on a combination of price, experience, and the ability to perform necessary services, and any proposed features provided in the proposal that enhances service to the Town and/or the public, including the availability of additional recycling or waste disposal services not included in this RFP.

Proposals may be withdrawn prior to opening but, once opened, shall remain effective for 30 days.

Additional Information

Vendors may arrange through the Town Treasurer, Fred Holt, fholt@alfredme.gov to visit the Transfer Station to observe the layout and operation of the facility.

To be considered, vendors must include completed copies of the Proposal Price Form attached to this RFP.

Municipal Solid Waste (MSW) means general solid waste emanating from household and normal commercial sources.

Construction and Demolition Debris (C&D) means a mix of bulky waste that typically include such items as wooden furniture, linoleum, various types of construction wood, gypsum board, particle board, brick, mortar, insulation and the like. This also includes oversized bulky waste like mattresses, box springs, couches, upholstered furniture and carpeting.

Each vendor shall submit a list of at least three references from municipalities or public organizations that they have provided service to in the past three years. The name and telephone number of a contact person shall be provided for each.

Transportation

This work consists of furnishing all labor, fuel, vehicles, tools, implements, equipment, protective clothing, supplies and services necessary to provide for the proper, safe and environmentally sound transportation of all materials listed in this RFP.

Transportation shall include:

- All services shall be performed in a professional, safe and sanitary manner.
- The selected vendor shall clean up any materials resulting from connecting/disconnecting or loading containers at the Transfer Station, including any spillage during transport.
- Response time for hauling containers shall not exceed 24 hours from notification unless otherwise specified.
- The timing of removal of containers shall be arranged with the Transfer Station staff (during operating or closed hours).
- Any damage to the Town's facility, equipment or containers that is caused by the vendor shall be repaired to an equivalent pre-damage standard as existed prior to the damage. Both the Town and vendor must agree on the nature, scope and provider of such repairs prior to commencement of them, which will be performed at the vendor's expense. If it is necessary to replace any equipment or containers damaged by the vendor, such replacement units shall be equal or better quality.

In the event of equipment failure, labor shortage or other reason that the vendor is unable to perform the collection as required, the vendor shall notify the Town within two hours of the pickup time. Failure to notify a Town official and to transport materials as contracted may be cause for the Town to arrange for alternate means of transport. In such an event, the vendor shall be responsible to reimburse the Town for the cost of the alternate arrangement.

Vendor Responsibilities – Transportation

Each vendor must present evidence of its ability, experience and reliable equipment to adequately and completely fulfill the tasks outlined by this proposal.

Each vendor shall comply with all local, state and federal laws, regulations, rules and ordinances and shall have all licenses required by same. The vendor shall provide a list of all such licenses and permits. The vendor shall provide a list of all notices of violation, fines and/or settlements set forth by any level of government or other public entity, for any reason, or formal notifications of non-performance by public customers that have been levied against the vendor of the vendor has been a party to since January 1, 2020. Such entities shall include but are not limited to U.S. EPA, Maine DES, OSHA, Federal Highway Administration, Maine State Police, Maine Department of Transportation, and Maine Department of Labor, or similar departments in other states where transportation is proposed to occur. Failure to disclose such information shall result in disqualification or the vendor and/or contract termination, if such discovery is made following the contract award.

The selected vendor(s) shall work with the Town to ensure a seamless transition from any current vendors to avoid the disruption of any service provided at the Town's Transfer Station.

The selected vendor(s) shall provide information annually that is sufficient to satisfy the Maine DES reporting requirements or, if no such reporting requirement exists, the quantity by weight of each type of material processed and/or disposed of by the Town.

Vendor Insurance/Indemnification

The selected vendor(s) will be required to obtain and maintain insurance throughout the term of the agreement for services, and at the vendor's sole cost and expense, in accordance with the requirements attached hereto.

Contract Term(s)

The Town of Alfred is looking for a three year contract. The term for each services shall be as stated in the individual proposal forms, with beginning date no later than November 1, 2024. Each proposal must specify any pricing changes during the duration of the contemplated agreement, whether as a percentage or tied to an index that is readily verifiable by the Town and beyond the control of the vendor, such as the Consumer Price Index or published market pricing, The proposal shall contain how the vendor proposes to implement any pricing changes, including the date of notification and effective date of any change. The proposal may contain a fuel surcharge clause, with such surcharge also linked to a verifiable index.

Assignment and Successor

All of the terms of this Request for Proposals and subsequent Agreements shall apply to and be binding on any and all vendor subsidiaries or affiliated companies, or a corporate successor upon merger, consolidation, or purchase of the vendor. All terms, conditions and provisions of the RFP and subsequent agreement shall be binding upon the successors, assigns and heirs of the respective parties thereto.

Billing and Payments

Billing shall be done at least monthly and each bill or invoice shall include:

- Gross and tare weight information for each load
- Net weight of the material or debris transported
- Name of processing or disposal facility and copy of weight ticket with number from facility or other approved scale
- Invoice from processing or disposal facility, if applicable
- Date of haul and date of delivery at the processing or disposal facility, if different

Equal Opportunity Assurance

All vendors submitting proposals agree not to discriminate against any employee or applicant for employment because of race, age, religion, color, sex, national origin or such class as may be protected by law. The vendor shall take affirmative action to ensure that applicants are employed and the employees are treated during employment without regard to their race, age, religion, color, sex, or national origin or such other class as may be protected by law. Such action shall include, but is not limited to employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other compensation, and selections for training, including apprenticeship.

Termination

If, through any cause, a selected vendor should fail to fulfill in a timely and proper manner the obligations under its proposal and subsequent agreement, or if a vendor should violate any portion of this proposal, and/or disregard laws and/or ordinances, the Town of Alfred will have the right to terminate the agreement with a notice of 60 days unless the violations are of such nature that it is in the best interest of the Town to terminate at an earlier time.

All time limits and acts required by this RFP are essential to the satisfactory management of services covered by this RFP and agreement. Should a vendor fail to perform or complete the work required to be done in accordance with this RFP, it is mutually understood and agreed the public will unnecessarily suffer damages which will result in additional costs to the Town. The vendor shall be responsible for all such costs.

**Proposal Form
Town of Alfred, ME
Transportation/Disposal of Municipal Solid Waste, etc.**

To the Town of Alfred, ME, herein called the Owner:

The undersigned, as Bidder, herein referred to as singular and masculine declares as follows:

1. All interested in the Proposal as Principals are name herein.
2. This proposal is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity.
3. This contract cannot be subleased.
4. The undersigned has carefully examined the sites of the proposed work and fully informed and satisfied himself as to the conditions there existing, the character and requirements of the proposed work, the accuracy of all estimated quantities stated in this Proposal, and the undersigned has carefully read and examined the Proposal Documents.
5. The bidder will supply or perform all labor, services, material, plant, machinery, apparatus, appliances, tools, supplies and other activities required by the RFP in the manner and within the time therein set forth, and that the bidder will take in full payment therefore the following item prices, to wit:

Provide the name and location of subcontractors or similar entities which may be used for other services related to the requested service (e.g. transportation). Indicate what services they will provide. Use additional sheets, if necessary.

1. _____
2. _____
3. _____

The term of this agreement shall begin on November 1, 2024 and commence through October 31, 2027 or otherwise negotiated. Proposals should indicate if better pricing can be provided for some other alternative.

Please complete the attached table with your proposed cost to transport and dispose materials as described herein from the Town to each of the processing sites noted.

Transportation Pricing (per loaded trip)

Termination Date	MSW	Zero-Sort Recycling	Demo	Metal	Baled Cardboard	Bulky Plastics	Other
October 31, 2025							
October 31, 2026							
October 31, 2027							

Disposal Pricing (per tonnage)

Termination Date	Demo	Metal	Other
October 31, 2025			
October 31, 2026			
October 31, 2027			

MSW, Zero-Sort Recycling, Baled Cardboard and Bulky Plastics will be delivered to the ecomaine facility located at 64 Blueberry Rd, Portland, ME and all disposal costs will be the billing responsibility of ecomaine.

Please indicate on a separate sheet any alternative pricing and any proposal for pricing changes during the term of the agreement. Please also be sure to include all other information requested by this RFP.

Proposal Submitted by: _____

Title: _____

Date: _____

Primary contact for questions concerning this RFP.

Name: _____

Phone: _____

Email: _____