



TOWN OF WESTMINSTER

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Town of Westminister, Vermont Request for Bids Trash and Recycling Curbside Collection

Contact: Louis Bordeaux, Town Manager
Town of Westminister
3651 US Route 5
PO Box 147
Westminister, VT 05158
Manager@westminstervt.org

RFB Issuance: October 9, 2024

RFB Response Deadline: October 30, 2024; 2:00pm

INTRODUCTION

The Town of Westminister requests bids from qualified contractors to continue the Town's curbside collection of trash and recycling. Bids should encompass a three year period, commencing on July 1, 2025, and concluding on June 30, 2028. A two year option may be offered to the successful bidder. It is estimated that the Town curbside collection generates 360 tons of trash and 250 tons of single stream recyclables annually.

SCOPE OF SERVICES

This Request for Bids includes all the labor, material, equipment, and all other services necessary to complete the weekly curbside collection and disposal of trash and recyclables. Specifically:

1. The successful contractor agrees to perform weekly curbside collection of trash and recyclable materials in a timely and professional manner, as mandated by the State of Vermont's pay-as-you-throw program.
2. The Town of Westminister utilizes a numbered sticker program; each refuse bag (33 gallon size or smaller) must have a town-issued sticker placed near the neck of the bag.
3. Recycling is single stream only.
4. Both refuse and recycling will be placed at the edge of the town road in separate containers supplied by the residence and have a lid. The Town will not mandate the type of container, nor the lid so long as contents remain dry and are kept away from animals.
5. Separate from the curbside collection, the successful bidder will provide a six (6) cubic yard dumpster at the Town Garage. Collection to be as agreed upon by both parties.

BID REQUIREMENTS

All bids must be submitted on the form below. The form includes a certificate of non-collusion which must be signed. The Town is soliciting bids from qualified contractors for an initial three year term, with an option for a two year extension.

Contractors shall submit completed bids in a sealed envelope along with a cover letter describing the proposed hauling service, as well as any conditions or exceptions to any requirements set forth in the Request for Bids.

Completed bid materials must be submitted, as described, no later than 2:00pm on October 30, 2024, at which time, bids will be read publicly. Bidders sealed envelope must have the contractor's name on the outside and be addressed to:

**Town of Westminster
Trash and Recycling Curbside Collection
3651 US Route 5
PO Box 147
Westminster, VT 05158**

Bids received after 2:00pm on October 30, 2024 will be rejected.

INSURANCE REQUIREMENTS

WORKERS COMPENSATION/EMPLOYERS LIABILITY:

The successful contractor is required to carry full and complete Statutory Workers' Compensation insurance for all employees engaged in work on this project. The same requirements for Workers' Compensation insurance shall apply to any subcontractor engaged on this project. Contractor must also carry Employers Liability insurance, with a minimum limit of \$1,000,000 on any one occurrence. The successful contractor shall, prior to contract execution, produce a certificate of insurance demonstrating same to the Town. The successful contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the course of the project contract. This Certificate of Insurance does not have to be provided at the time bids are submitted.

GENERAL LIABILITY:

The successful contractor shall supply the Town with a Certificate of Insurance showing liability coverage no less than \$1,000,000. The successful contractor shall cause the Town to be made an additional insured on the successful contractor's liability insurance, on a primary and non-contributing basis. The successful contractor shall, prior to contract execution, produce a certificate of insurance demonstrating same to the Town. The successful contractor shall keep said insurance, and the Town's additional insured status, in full force throughout the term of the project contract. This Certificate of Insurance does not have to be provided at the time bids are submitted.

COMMERCIAL AUTO COVERAGE:

Commercial Auto Liability Insurance covering all Owned, Hired and Non-Owned vehicles, with limits of, at a minimum, \$1,000,000 combined single limit for each occurrence.

VENDOR SELECTION:

There is no obligation on the part of the Town of Westminster 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 the Town of Westminster. The “best price” will be determined based on all years of the contract term and any other additional factors determined by the Town of Westminster.

The Town of Westminster reserves the right not to award this contract based solely on the lowest price, but to evaluate, at a minimum, the qualifications and performance standards of the bidder.

The Town of Westminster reserves the right to reject any and all bids in part or in whole. It also reserves the right to make an award in any manner consistent with the law and deemed to be in the best interest of the Town.

**TOWN OF WESTMINSTER TRASH AND RECYCLING BID
THREE YEAR TERM: JULY 1, 2025 – JUNE 30, 2028**

RESIDENTIAL TRASH	YEAR 1	YEAR 2	YEAR 3
Cost of Weekly Collection:	_____	_____	_____
Cost of Disposal per Ton:	_____	_____	_____
RESIDENTIAL RECYCLING	YEAR 1	YEAR 2	YEAR 3
Cost of Weekly Collection:	_____	_____	_____
Cost of Disposal per Ton:	_____	_____	_____
TOWN GARAGE DUMPSTER	YEAR 1	YEAR 2	YEAR 3
Cost of Collection:	_____	_____	_____

NOTE: All proposals must be received no later than 2:00pm October 30, 2024. Proposals and/or modifications received after this time will **not** be accepted or reviewed. Facsimile-machine produced proposals will **NOT** be accepted. The Town of Westminster reserves the right to extend any contractual agreement, based on this RFB, for two additional years.

Questions about the project should be directed to Town Manager Louis Bordeaux by email:
Email address: manager@westminstervt.org

All proposals become the property of the Town of Westminster upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the Contractor. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFB as in the best interest of Town of Westminster. This solicitation in no way obliges the Town to award a contract.

The undersigned certifies under the penalties of perjury that this 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.

By submission of the proposal, applicant certifies that the proposal has been arrived at independently, without consultation, commitment or agreement as to any matter relating to proposal with any other bidder or with any competition.

Company Submitting this Bid

Signature of Contractor & Date

Title

Printed Full Name

Street Address

Town, State, Zip Code

Telephone Number

The Town of Westminster complies with federal, state and local laws governing equal opportunity, affirmative action and non-discrimination in all activities. The Town reserves the right to request references and reserves the right to reject any or all bids received.