

**Recycling Technical Assistance Project
565
South Franklin Township, Washington County, PA
Residential Waste and Recycling**

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1.0 Problem Statement

South Franklin Township is a municipality in south-central Washington County with a population of 3,293 in 1,367 households (2013 American Community Survey) and an area of 20.6 miles. Most of the population is concentrated in more suburban areas in the northern third; the southern two-thirds are more rural, with dispersed residences.

The Township's Board of Supervisors perceives a set of problems that motivated the request for this study. First, Supervisors believe a significant number of households continue to burn and/or bury waste. Second, the Township has no Solid Waste Ordinance, nor any explicit prohibition of burying or burning refuse, nor any requirement for residents to contract for waste services. Residents are currently free to contract with any of three haulers operating within the Township. The Supervisors have expressed three concerns regarding this arrangement: per household pricing varies widely among these haulers (from \$260 to \$420/household/year); there is greater wear-and-tear on roads than there would be with either a single hauler or a zoned-contract; and no household currently receives curbside recycling service. The Supervisors has written a draft Solid Waste Ordinance over the past year. Clarifying what is required by households and by waste haulers are central goals for it. Finally, there is currently no convenient way for households to recycle basic materials.

The Supervisors have recognized that this set of problems/challenges are best addressed by a comprehensive waste ordinance, including a requirement to contract with a hauler for regular waste removal, and a contract with a single vendor for regular curbside collection of waste and recycling. However, they want to verify if this approach provides the lowest-cost convenient services. They are also concerned about how best to gain widespread public acceptance of whatever approach is taken to assure near-universal removal of waste and to facilitate widespread residential recycling. Supervisors summarized the purpose of this project as follows:

Assess feasibility of contracting out a Township-wide curbside collection of waste and recyclables; compare costs and benefits of several alternatives. Draft an RFP for haulers; prepare municipality for selection and negotiating process.

2.0 Work Completed

Work began with the collection of relevant documents and gathering of relevant data. PRC staff learned the haulers currently used by SFT households. Staff spoke with Washington County Recycling Coordinator Jason Theakston to learn which municipalities in the County currently offered curbside or drop-off recycling services to their residents. Mr. Theakston provided staff with reported residential recycling tons over 2012 and 2013, the most recent data available. Staff contacted managers and staff at ten municipalities to document the current residential waste and recycling services offered to their residents, current pricing of these services and the general level of satisfaction. Staff completed the following additional tasks:

- Drove through the Township to get a sense of varying densities
- Gathered population and number of households in each municipality
- Analyzed a range of options for residential waste and recycling services, estimating the cost of each based on current pricing of neighboring municipalities, household number and density
- Obtained a copy of the draft waste ordinance; compared it to other ordinances in the region; and wrote recommendations.
- Prepared recommendations and funding opportunities for citizen education and outreach, to be used in preparing for a successful launch and program.

3.0 Possible Solutions

PRC Staff assumes that a preferred strategy meets or balances several goals:

- The cost both to households and to the municipality should be reasonable and broadly affordable.
- Services should be convenient.
- Services should be considered reasonable, acceptable and desirable by the great majority of residents.
- Services should reduce the perceived need of residents to burn or bury refuse.

- Services should lead to recycling rates that are high, growing and durable.

PRC believes that supporting smaller independent haulers whenever feasible helps increase the diversity of options in our region. However, there is a potential conflict between a Township goal (curbside recycling for all residents) and a voiced desire of residents (continued patronage of current haulers). Only one waste hauler currently active in Township offers curbside recycling collection as an option: Waste Management Inc. (WMI). The two smaller, local independent contractors do not. An upper level manager at Allied/Republic told staff they could not offer these services either. A single vendor contract for both waste and recycling could only be met by WMI and as such the bid could not be competitive and independent contractors would be cut out from their current routes.

There are a range of approaches between the Township-wide contract with a single-hauler for curbside collection of waste across the Township and the current situation. They differ in the type of recycling possible and perhaps in their acceptability. In all cases, per household pricing will be most advantageous when all households are required to use the service. Unit pricing declines when more units are serviced.

1. *Single Hauler*: Township contracts with one hauler, with exclusive right to provide services.
2. *Franchised Hauler*: Township contracts with several haulers; offers each rights to provide services i.e. any hauler can service any household anywhere in the Township.
3. *Franchised and Zoned Hauler*: Township contracts with several haulers; gives exclusive rights to each based on defined service zones.
4. *Density Based Franchise*: Township uses any of the above, but confines service areas to areas meeting a threshold housing density.
5. *Permitted Open Market*: Township establishes minimum service criteria for any hauler operating within its boundaries via a permitting system.

Table 1, located in Appendix A, shows relations between these options, recycling options possible with them and freedom they allow.

Options 3 and 4 are intermediate approaches between maximizing freedom (and loyalty to independent contractors) and maximizing efficiency (and perhaps participation). Both require dividing the Township into different zones. Option 4 in particular may be a particularly creative solution: it is based on the dramatic differences in density within the Township. There are about eight somewhat discrete areas of high residential density in the Township: Bedillion Road; Deerfield Road; Patterson Lane; developments along Annuity, Security, Dividend, Equity, Investors, Interest and Hedge; Lagonda Drive; King Air Circle; Pleasant View; Daley; Mobile; Gayle and Brookhaven. These density differences strongly affect efficiency and cost of curbside services. Services are less efficient and more expensive in more rural areas than they are in more suburban ones.

3.1 Recycling Options

3.1.1 Curbside Collection

Curbside or house-to-house, collection of recycling is designed to offer a high level of convenience to the consumer. Programs in the region are generally consistent in the types of materials they accept, but vary in the frequency they provide service. A second variable is the connection between recycling and waste services. Many communities rely on a single contract and vendor to provide both services to their residents. Table 2, located in Appendix A, summarizes the contracting strategies of 10 nearby communities; costs entailed by each; and relevant metrics (population served, households served, household density, frequency for recycling). All contracts are with Waste Management with two exceptions: California Borough contracts with Advanced Disposal; North Strabane with Republic Services.

PRC staff recommends that curbside recycling collections are only worthwhile if they are made every other week at a minimum. Monthly collections are not frequent enough as households that recycle with diligence would be

overwhelmed by the amount of recyclable material they generate. Staff was surprised to find that none of the municipalities with municipal-wide contracts for curbside recycling only (with no contract in place for waste services) have collections more often than once per month; and two pay per household rates that are quite high. This may be due to the small sample size, their relatively low population densities or to hauler policies that favor linking recycling and waste curbside collections.

The following municipalities have relatively affordable curbside recycling collections at least once every two weeks: Canonsburg Borough, Carroll, North Strabane and Peters Townships. Costs range between \$170 and \$205 per household per year for combined recycling and waste hauling services. Pricing in this range for both curbside services in South Franklin Township would be advantageous as residents currently pay between \$260 and \$420 per year for waste services alone. However, South Franklin Township is unlikely to be able to secure these services within this price range because of its very low density relative to municipalities that enjoy this lower pricing. For the hauler there is a direct relationship between the density of households serviced and the efficiency of the routes. As shown in Table 3 of Appendix A, South Franklin Township's overall household density is significantly lower than the four municipalities that enjoy the more affordable pricing and the acceptable curbside frequency (highlighted).

It is impossible to predict what pricing the Township can expect from bids for Township-wide curbside recycling alone or for Township-wide curbside waste and recycling. However, Table 4 provides some plausible estimates based on the pricing for nearby municipalities; on South Franklin's household density relative to these municipalities; and on fees paid currently by Township households for waste services alone. The top half gives plausible estimates based on unlinked waste and recycling, i.e. households would retain the freedom to continue waste services with their current hauler. The lower half gives plausible estimates based on linked waste and recycling, i.e. a single, Township-wide contract with a single hauler for both services.

3.1.2 Drop-Off Collection

While residential curbside collection of recycling is considered the most convenient recycling service, drop-off collection is an alternative approach worth considering. Drop-off collection has several advantages over curbside systems, especially in communities with limited governmental engagement in residential waste practices:

- Allows residents who would like to recycle a convenient location and hours that allow households freedom to gather and bring their material when they feel the need and have the time.
- Avoids alienating residents who oppose a Township-wide single-vendor contract or who oppose that all households should be required to recycle or to pay for recycling services.
- Serves as a pleasant, community-building introduction to recycling for residents unfamiliar with it.
- Provides Township businesses with a highly affordable way to recycle their material, again with the convenience of scheduling, thus contributing to higher diversion figures for DEP 902 grants, etc.
- Ongoing operational costs are considerably less expensive than curbside collections.

Drop-off recycling collections do incur some unique costs. Site development and operational costs must be considered; however, these cost are within the direct control of the community. For instance, placing a few collection containers in an existing municipally-owned parking lot may incur no capital costs. A more formal site might include fencing and require some additional site preparation. The primary concerns related to drop-off recycling are related to the potential misuse of the site such as illegal dumping of unacceptable materials. These concerns can be resolved through either mechanical controls such as fencing or by siting the containers in a high visibility and regularly patrolled area such as a fire station or other municipal facility.

A drop-off center can be a community asset: a place where residents come with some regularity (e.g. weekday evenings; Saturday mornings); feel pride in their contribution to the health of their community; see and talk with neighbors; and learn of community events. Residents can be encouraged to reach out to senior or otherwise less

mobile neighbors and offer to bring their recyclables regularly to the drop-off site. This less tangible benefit can offer a significant community value reaching far beyond the environmental value of recycling.

Of the ten municipalities contacted, only one, Nottingham Township hosts a residential drop-off site for residential recycling that accepts the full range of conventional materials and does not contract for curbside services. Nottingham has a drop-off site with a 2 yd³ compactor attached to a 42 yd³ dumpster. The Township owns the site and the compactor while the dumpster is owned and swapped-out by the hauler. Washington County received a grant from the US Department of Energy (Energy Efficiency and Conservation Block Grant program) for municipal recycling programs and selected Nottingham as the host for a drop-off site. The Township received \$63,208 which they spent on two contracting bids: \$35,600 for site preparation¹ and \$27,608 for a 2 yd³ compactor, with a 2-year warranty and its installation on site. Finally, the Township paid directly for security camera; fencing; gates and asphalt paving. PRC staff does not suggest that the Township will need \$36,000 as an initial capital investment for site preparation if drop-off collection is implemented; however, a compactor significantly decreases the frequency of pulls required and significantly increases the value of each pull. Both strongly improve the net fiscal impact per month and year. While this high level of investment is not critical to success, PRC recommends that the Township pursue available grant funds to aid in site development to ensure it offers good service and aesthetics to users.

The net fiscal impact of a drop-off facility depends on the size and frequency of each pull with larger and less frequent more desirable; the per-pull fee charged by the hauler to bring the material to a MRF (material reprocessing facility); the revenue-sharing agreement with the MRF; and the price per ton of materials in regional and national markets.

Staff reviewed Nottingham tonnage and pricing data for four full years (46 pulls). The current hauling contract with WMI specifies a fee of \$395 each time the container is pulled. Pull frequency averages slightly less than once per month. The average weight per pull was 6.73 tons. Nottingham has a revenue-sharing contract with WMI based on the composition of collected materials as summarized in Table 5.

There are three key variables in a revenue sharing contract. Ideally, the percentage of each material is directly measured in a sort once a year. However, it is common for MRFs to use a composition based on national surveys. The higher the percentage assigned to higher-value materials, e.g. aluminum, the greater the value of each load. Second, the market price of each material per ton is regularly checked with current regional and national markets. The final key variable is the percent of the gross revenue that the MRF retains as a fee for processing. While neither the residents nor the Supervisors have any control over market price variations, the per-ton processing fee is a key negotiating point and annual sampling of actual composition may be possible. Table 6 summarizes tons and net cost per year over four years of the Nottingham Drop-Off program. Of the regional haulers, only WMI services drop-off sites and other MRFs within a reasonable distance. An Allied/Republic manager said they could not offer bids lower than WMI, as the latter has a major truck depot very nearby.

Supervisors suggested three possible locations for a recycling drop-off site: 100 Municipal Road; 101 Jolly School Road; and 2510 Park Ave. All have parking lots of adequate size for at least two dozen cars and at least one large dumpster; are well known by all residents; are centrally located; and are within a block or two of each other.

¹ Excavation, sub-grade prep, trenching, water-line and hydrant, electric service and conduit; storm drains and pipes; concrete pad for container and compactor; paving; trench repairs; new lot area for truck access; landscaping; site lighting.

4.0 Recommendations

4.1 Recommended Waste and Recycling Options

Based on the above analysis, PRC staff recommends that the Township consider two options for residential services; develop and send out RFPs and collect bids for each; and prepare and present side-by-side comparisons of the two for residents in well-publicized meetings. Draft RFPs for each are attached as Appendices.

A) Township signs a Township-wide contract with a single hauler for residential waste and recycling

Based on initial interviews with Township staff this option was the Supervisors' preference going into this grant. Pulls of waste once per week and pulls of recycling every other week, with adequate sizing of recycling containers, is quite convenient, widely practiced and can lead to high levels of participation and recycling. The Township should craft an RFP and learn available pricing from submitted bids. The Township should consider that some residents may still oppose a contract, even if the price increase over current baseline does not appear significant.

B) Township implements a tiered strategy for waste and recycling

- contracts with one hauler for residential waste and recycling in designated high-density zones;
- establishes a drop-off site that accepts the full range of recyclable materials;
- possibility of zoned contracts for two independents for waste hauling only.

PRC staff suggests this is a promising alternative in that it provides regular curbside recycling collection at pricing that may be lower than it would be across the Township, given the higher-densities and the proximity of high-density areas to each other. It offers a flexible, open-ended option of a drop-off site, inviting residents in lower-density areas to move towards recycling as a positive act in a common municipal space and allows those in higher-density areas to bring material to the drop-off location if they forgot to set it out at the most recent pickup. This option does not offer a revenue stream to 'pay for itself'; however the initial capital costs and net annual costs are both relatively modest. In addition funding is potentially available for initial capital costs.

Finally, this option offers the two independent waste haulers an opportunity to continue their services in the Township and make their routes more efficient. WMI may be the only hauler capable of providing curbside waste and recycling services to the high-density areas. However, this still leaves approximately two-thirds of the Township (in area) to Rozner Waste and Fayette Waste, both existing independent contractors. Each could be awarded one geographically contiguous portion, roughly half of the lower density area of the Township (with Rte 18 as the dividing line) if pricing and service requirement were met. PRC staff recommends that Supervisors contact these haulers, present the option of zoned contracts; and ask if the homes they currently service are geographically concentrated to any extent. Any current concentration could then be used as a basis for the allocation of eastern or western half. This would allow each of these independent contractors more concentrated and thereby more efficient routes and some long-term assurance that these will continue. This zoned-contract would also reduce the miles and hours of truck traffic per year; subsequently reducing exhaust emissions and wear and tear on Township roads.

4.2 Recommendations for Waste Ordinance

The Supervisors should be commended for the draft waste ordinance. It is quite thorough. PRC staff offers the following suggested changes or additions.

Under section § 104 (Prohibited Activities), we recommend that the Township include a clause explicitly *prohibiting the burial* of solid waste and a clause explicitly *prohibiting the burning* of solid waste. These are two specific practices of concern, each with environmental and nuisance risk. Each deserves explicit prohibition, beyond the general statement in current clause #2. While we recommend that the Township explicitly prohibit the burning of any refuse excluding leaf/yard waste throughout the Township, there are choices regarding the

burning of leaves and yard-waste. The Township may decide to prohibit these as well across the entire Township. Alternatively, it may decide to prohibit burning of leaves and yard waste in designated high-density areas.

Under section § 106, we recommend that the Township include an additional clause *specifying the minimum frequency of waste collection*. Although weekly collections are the norm, it is worth specifying this as a minimum, to discourage on-site waste accumulation for periods that produce odors and draw pests.

Section 3 of the draft ordinance is devoted to recycling. The Township should bear in mind that any regulation mandating the separation and collection of recyclable materials should be included only if the Township decides to put in place one of the Township-wide curbside collection options outlined above and has determined that the pricing is acceptable to the Board and a significant majority of its residents. Mandating recycling without affordable curbside services available to households can lead to resentment.

4.3 Recommendations for Education/Outreach

Regardless of the residential services and waste ordinance Supervisors agrees on, effective outreach to residents is crucial for success, especially since the Township will be offering services or encouraging or requiring behaviors that are new to many. There are three primary modes of outreach between a municipality and its residents. Each has distinct strengths and it is recommended that the Township use all three in a coordinated, thoughtful way.

Direct Mailings. Direct Mailings to all households are the most expensive mode. However, there remains no better way to get key information in the hands of a great many residents in the comfort of their homes, over the course of the same few days, especially in areas with older residents who are less habitual users of email. Costs are minimized by: limiting the length to one sheet, printed both sides, folded in thirds, including a middle third section of one side for mailing address and stapled; by securing the lowest-possible bulk mailing rate; and by limiting frequency.

The most common annual direct mailing is sent between mid-December and early January and includes a calendar of curbside recycling collection, by zone if collection days or weeks vary by zone. The Township may consider mailings at two other times of the year, depending on focus of communication and budget. These mailings should take place in April with a focus on spring cleaning (options for household chemicals and other hard-to-recycle items) and Late September with a focus on leaf/yard waste (backyard composting, shred/mulching for lawns, etc.).

Website. As the great majority of households are likely to have at least one computer with internet access, the Township should design and maintain a website that is broadly useful and that the great majority of households become accustomed to visiting with a range of inquiries. It is recommended that the Township craft a page for Waste, Recycling and Composting, and include an icon linking to that page from the current list running down the left-side of the home page, ideally just below the icon “Departments” and just above the icon “Applications/Permits”. Once recycling program options are finalized this page should include;

- a summary of the Supervisors analysis of residential waste and recycling options
- a clear description of currently available and/or mandated services, for residents and for businesses, including schedules and accepted materials, containers, etc.
- a clear, concise, bulleted summary of key points of the new Waste Ordinance, in simple language; and
- a link to the full Waste Ordinance.

Each page of the website should be updated at least twice each year. One or two appropriate color photographs or maps on each page would increase the site’s appeal and facilitate understanding. Meeting Calendars should include dates and times for *upcoming* meetings (as well as agendas, if known).

Public Meetings. PRC staff recommends that the Supervisors hold two widely publicized public meetings. At the first, the Supervisors should present two or three selected options that the Township is seriously considering for public feedback, if not a formal vote. At this meeting, Supervisors should clearly lay out the various criteria and what they have learned of each option. After the meeting, Supervisors should open up a period of one or two weeks in which public comments are invited via mail, email or website survey. At the second public meeting, the Supervisors should announce the option it has selected, based on full consideration of public feedback, clarify the reasoning behind the choice and explain, thoroughly and clearly, how it will work.

Key Content of Outreach/Education. Five topics deserve primary focus of outreach/education efforts across all modes just summarized:

- 1) There are real environmental, quality of life and health risks from burning any trash and from burying trash that is not compostable.
- 2) There are real environmental benefits from recycling.
- 3) There are environmental, budgetary and quality of life costs of having multiple waste haulers servicing homes on the same road or street.
- 4) Recycling can be a convenient, pleasant and rewarding practice.
- 5) Backyard composting can be a convenient, pleasant and rewarding practice.

Appendix A: Tables

Table 1: Curbside Waste Options, and relations to Recycling and Broad Acceptability

Waste Collection Options	Recycling Possible	Acceptability
1) Single Hauler	Drop-off only	Maximum Freedom
2) Franchised Hauler	Drop-off only	
3) Franchised and Zoned Hauler	Drop-off only	Intermediate, compromise
4) Density Based Franchise	Curbside in HD areas; Drop-Off	
5) Permitted Open Market	Curbside thru Township; Drop-Off possible	Maximum Mandatory

Table 2: Summary of Services and Pricing in Other Municipalities in Washington County

	Muni.	Pop.	# of HH's	Area (sq mi)	Density HH/Mile ²	Recyc Svc/ Month	Cost/HH/ year	Net Cost/ year
Curbside Waste + Recycling	California Bor	6,692	3,030	11.0		2	\$358.92	\$1,087,528
	Canonsburg Bor	8,984	4,655	2.3		2	\$169.32	\$788,185
	Carroll Twp	5,626	2,472	13.5		2	\$169.80	\$419,746
	N. Strabane Twp	13,580	5,782	27.3		2	\$200.40	\$1,158,713
	Peters Twp	21,417	7,527	19.6		4	\$204.00	\$1,535,508
	Washington City	13,803	4,300	3.3		1	\$189.48	\$814,764
Curbside Recycling Only	Canton Twp	8,333	3,789	14.9		1	\$39.00	\$147,771
	Chartiers Twp	7,856	3,369	24.5		1	\$89.20	\$300,515
	S.Strabane Twp	9,411	4,611	23.1		1	\$98.40	\$453,722
Recycling Drop-Off	Nottingham Twp	3040	1,272	20.3		1	na	\$9,869

Table 3: Current Household Densities of Washington County Municipalities

	# of households	sq mi land area	hh/sq mi
Canonsburg Bor	4655	2.3	2024
Washington City	6566	3.3	1990
East Washington Bor	894	0.5	1788
McDonald Bor	848	0.5	1696
Donora Bor	2755	1.9	1450
Peters Twp	7527	19.6	384
California Bor	3030	11	275
Canton Twp	3789	14.9	254
North Strabane Twp	5782	27.3	212
South Strabane Twp	4611	23.1	200
Cecil Twp	4870	26.3	185
Carroll Twp	2472	13.5	183
Union Twp	2552	15.4	166
Chartiers Twp	3369	24.5	138
South Franklin Twp	1367	20.6	66
Nottingham Twp	1272	20.3	63

Table 4: Plausible Estimates of Pricing for Curbside Collection of Recycling and Waste

	Waste/ hh/yr	Recycling only/ hh/yr	Together	% Incr fr Baseline
Low Baseline Waste	\$260	\$150	\$410	58%
Mid Baseline Waste	\$344	\$150	\$494	44%
High Baseline Waste	\$420	\$150	\$570	36%
	Waste/ hh/yr	Waste+Recycling/ hh/yr		% Incr fr Baseline
Low Baseline Waste	\$260	\$450		73%
Mid Baseline Waste	\$344	\$450		31%
High Baseline Waste	\$420	\$450		7%

Table 5: Current Nottingham Drop-Off Revenue Sharing with WMI

	% Recovered	Market Price per Ton	Total Revenue per Ton
Aluminum	2%	\$ 1,020.00	\$ 20.40
Steel Cans	8%	\$ 97.50	\$ 7.80
#1 PETE	7%	\$ 340.00	\$ 23.80
#2 HDPE	6%	\$ 450.00	\$ 27.00
Mixed Glass	22%	\$ (16.00)	\$ (3.52)
Newspaper	29%	\$ 75.00	\$ 21.75
Mixed Paper	10%	\$ 60.00	\$ 6.00
OCC	7%	\$ 105.00	\$ 7.35
Residue	9%	\$ (40.00)	\$ (3.60)
TOTAL	100%	Na	\$ 106.98
		Processing Costs/ton	\$ 66.50
		Net Income to Muni/ton	\$ 40.48

Table 6: Net Annual Costs of Nottingham's Drop-Off Program

Year	Tons/yr	Net Cost/yr
2011	70	\$ (516.14)
2012	74	\$ (2,712.16)
2013	86	\$ (2,829.60)
2014	80	\$ (1,814.09)
Average	77	\$ (1,968.00)

Appendix B: Draft RFP Content

SCOPE OF WORK

Required activities include, but are not necessarily limited to, the following:

RESIDENTIAL BIWEEKLY RECYCLING COLLECTION, PROCESSING AND MARKETING FOR ALL SINGLE FAMILY HOMES WITHIN THE TOWNSHIP

- Covered materials include the following material types, at minimum;
 - MIXED PAPER
 - CARDBOARD
 - #1 PET & #2 HDPE PLASTIC BOTTLES
 - ALUMINUM CANS
 - STEEL CANS
- Contractor will provide residential collection containers, minimum 32 gallon capacity, to each household within the incorporated limits of the TOWNSHIP.
- Collection service shall be provided every other week to all residential customers
- Contractor shall assume ownership of collected materials at the point of collection
- Contractor will bill the TOWNSHIP for collection services only. Any tipping or processing fees are to be solely bourn by the contractor.
- Contractor shall supply (and maintain the supply of) a minimum of 12 containers to the TOWNSHIP to facilitate the addition of new residential service accounts
- Contractor will retain the exclusive right to provide residential recycling collection services within the boundaries of the TOWNSHIP.
- Contractor shall provide the TOWNSHIP with monthly reports detailing the weight of material collected for recycling and the number of households participating in the program.

SPECIAL SERVICES

SEMIANNUAL CITY CLEAN UP DAYS

Contractor agrees to provide open-top 30 cubic yard rolloff containers as specified in the proposal narrative.

SPECIAL EVENTS

The Contractor agrees to provide free dumpsters for City Sponsored special events as specified in the proposal narrative.

BULKY ITEM PICKUP

The Contractor shall, on a schedule approved by the TOWNSHIP, provide residential collection service for items that do not conform to the weight or size limitations for regular pick-up. Bulky Items include such items as; refrigerators, stoves, washing machines, furniture, tires, mattresses, rugs, etc.

The Contractor shall include a price list for collection of Bulky Items in the proposal.

ACCOMODATION OF DISABLED PERSONS

In accordance with the Americans with Disabilities Act, the Contractor shall provide accommodation including on-site collection to disabled residents who are unable to place their recycling container at curbside for collection, and who request an accommodation. The TOWNSHIP will not publicize this service but will advise the Contractor of any requests for accommodation submitted to the TOWNSHIP. The Contractor will make the determination on the level of service based on the nature of the disability subject to the requirements of the Americans with Disabilities Act. The TOWNSHIP will be provided with a copy of the Contractor's written documentation on any request for accommodation. There shall be no extra charge to the TOWNSHIP or Customer for this service.

EMERGENCY OR DISASTER SERVICES

The Contractor shall provide on the request of the TOWNSHIP any additional collections requested and reasonably necessary during a declared emergency endangering life or property in the City. The cost of this service will be mutually negotiated between the Contractor and the TOWNSHIP.

COLLECTION RESTRICTIONS

ITEMS REFUSED FOR PICKUP

The Contractor shall state in the proposal narrative a list of items or types of material that will not be picked up, that require special preparation before being collected (e.g. paint cans, tires, etc.), or any other limits on collection. The list of items shall not be changed without the approval of the TOWNSHIP.

NOTICE OF NONCONFORMING CONTAINERS OR WASTE

All nonconforming containers, bundles, or waste shall be noticed or tagged and emptied if reasonably possible. The tag shall explain the reason why the waste was not collected or why the container is non-conforming.

COLLECTION DAY AND TIMES

COLLECTION DAY

The Contractor shall collect residential solid waste from all residences within the TOWNSHIP on the same day of every other week. All collected recycling will be transported in a legal and environmentally safe manner in accordance with all applicable government regulations, goals, policies and permits.

The TOWNSHIP may annually establish, in consultation with the Contractor, a different collection day, with a 60-day notice to the Contractor.

HOLIDAYS

Collection shall not be scheduled on the following holidays:

- New Year's Day
- Thanksgiving Day
- Independence Day
- Christmas Day

In the event of a collection postponed by a holiday, the collection day shall be moved back by one business day. Normal collection will resume on the regular collection day the following week.

By December 1st of the preceding year, the Contractor shall annually provide the TOWNSHIP with the specific dates of the holidays affecting service for the coming year.

TIMES

The collection times for all services shall be between the hours of 7 a.m. and 6 p.m. of the scheduled collection day, unless authorized by the TOWNSHIP to exceed this time period.

ROUTES

Upon request, the Contractor shall provide to TOWNSHIP a map of the collection routes followed by the Contractor within the TOWNSHIP.

PERFORMANCE STANDARDS

- The Contractor shall be responsible for program management according to specific operating
- and personnel standards:
- The Contractor's vehicles shall be operated in accordance with applicable laws of the State of Pennsylvania and local ordinances.
- Service shall be provided as scheduled unless excused by the TOWNSHIP.
- The Contractor shall employ only competent and trustworthy workers and supervisors.
- The Contractor's employees and supervisors shall conduct themselves in a courteous, honest, and professional manner. The Contractor shall take immediate action to correct the behavior of any employee or supervisor who is insolent, disorderly, careless, unobservant, dishonest, or acting in any way that is detrimental to the satisfactory progress of work under the license agreement.
- The Contractor's employees shall be attired in a manner that is professional and as neat and clean as circumstances permit.
- The Contractor shall exercise reasonable care and diligence in handling recycling containers. Any recycling spilled while emptying the containers shall be completely and immediately cleaned up by the Contractor.
- The Contractor shall provide and maintain suitable containers at their cost. The Contractor must exercise due care in preventing damage to containers and shall replace cans in an erect position with the lids replaced or placed adjacent to the container, except during windy conditions when the containers may be laid on their side to avoid the cans being blown away. The Contractor shall be responsible for the replacement of any containers damaged by its employees.
- The Contractor shall have at least one field supervisor dedicated to overseeing the performance of the Contractor's workers. The supervisor shall familiarize himself/herself with the community and the services required under these specifications.
- The Contractor shall maintain an office for the receipt of service calls and complaints. The office shall be open and available for calls, at minimum, Monday through Friday from 8 a.m. to 5 p.m. as well as any time when the Contractor is performing services under the license agreement. The office shall contain at least two telephone lines listed to a local or toll-free number listed under the Contractor's name in the local telephone directory. The office shall have the ability to communicate with personnel in the field.
- The Contractor shall provide at least one trained customer service representative to be on duty in the office at all times that the office is required to be open, to handle complaints and calls for service.
- Each complaint shall be investigated by the Contractor and responded to within one business day unless mutually extended by the Contractor and the complaining party. If the complaint concerns the failure of the Contractor to collect solid waste as required by these specifications, the Contractor shall make the collection by noon the following day. There will be no exception to this requirement unless the collection has been altered due to a holiday or unforeseen circumstances and authorized by the TOWNSHIP.

- All equipment shall be painted uniformly and must be maintained in good condition, appearance, and in a sanitary condition at all times. Each piece of equipment shall include the Contractor's name and each vehicle shall be assigned a number that is prominently painted on the vehicle.
- Sufficient equipment and personnel shall be furnished to make all collections completely within one day.

Appendix C: Sample RFP provided by PADEP

MODEL
REQUEST FOR PROPOSAL
FOR
CURBSIDE COLLECTION OF
RESIDENTIAL MUNICIPAL WASTE AND
COLLECTION OF RECYCLABLE MATERIALS
for the Township of

Prepared by:

ALTERNATIVE RESOURCES, INC.

706 Monroe Street
Stroudsburg, PA 18360

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- Attachment 1: Map of Municipality
- Attachment 2: Solid Waste Ordinance
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SECTION 1
STANDARD REQUIREMENTS AND INSTRUCTIONS FOR BIDDING

1.0 STANDARD REQUIREMENTS AND INSTRUCTIONS FOR BIDDING

1.1 Preparation of Bid

Bids must be written in ink or typewritten and shall be submitted on the forms issued. The Bid Package must include: Signature Page, Proposal, Qualifications Statement, Schedules A and B and the Non-Collusion Affidavit. Unsigned bids will not be accepted.

No bid will be considered if received after the due date (see Section 2.2). Bidders are expected to examine all instructions, specifications, attachment, and sites pertinent to this Request for Proposals (RFP). Failure to do so will be at the Bidder's risk. Erasures or other changes must be initialed by the person signing the bid.

1.2 Bid Security

Each bid shall be accompanied by a bid bond signed by a surety company, authorized to do business in Pennsylvania, in the amount of Ten Thousand Dollars (\$ 10,000) or a certified check in the amount of Ten Thousand Dollars (\$ 10,000) to the order of the Board of Supervisors of Township.

1.3 Pricing

The price is to be inclusive of labor, equipment and all other costs necessary to provide the service. Any discounts for early payment (Invoicing Terms) should be entered on the proposal page and will be considered in the evaluation if the discount period is twenty (20) days or longer.

1.4 Taxing

The Township is exempt from State and Federal taxes. The price bid must be net exclusive of taxes. However, the successful bidder may claim no exemption upon his purchase of materials, supplies, equipment or parts needed to complete bid requirements.

1.5 Quantities

Waste and recyclables quantities estimates shall be the responsibility of the bidders. The Township anticipates the number of households requiring service to be +/- . The Township may make an award for all or some of the items set forth in the RFP and reserves the right to reject any or all bids.

1.6 Safety

All practices, materials and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local Safety or Environmental Codes.

1.7 Qualifications of Contractor

Bids will only be accepted from contractors who are actively engaged in offering the services called for in the RFP. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the Township upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Township or had failed to perform faithfully any previous contract with the Township. Where a service is to be performed by a subcontractor, the bidder must name the subcontractor, and the Township reserve the right to determine whether the named subcontractor is fit and capable to perform the required work.

Each bidder shall submit, with the Proposal, supporting data regarding the qualifications of the Contractor in order to determine whether the Contractor is qualified and responsible. The Contractor must furnish the following information:

- a) Satisfactory evidence that the Contractor, or in the case of a joint venture, the principal partner, has been in existence as a going concern in recycled materials management and/or solid waste management. If the Contractor does not have a minimum of three (3) years experience in either solid waste or recycled materials management, the Contractor shall provide a statement detailing why it is qualified to satisfactorily perform the part of the work in which it does not have the minimum of three years experience.
- b) Evidence that the Contractor is licensed or permitted to do business in the Commonwealth of Pennsylvania and the County of Monroe and the Township of _____ or a sworn statement that it will take all necessary actions to become so licensed or permitted if its bid is accepted.
- c) All bidders must specify the number and type of all packer-type and recyclables collection truck bodies that will be used during the performance of the contract period. If such equipment is presently owned or leased, the Contractor shall supply detailed inventories including photographs of their equipment and all accessories by type, model, year of manufacture and anticipated remaining useful life as of the date of the inventory

sheet. All leased equipment shall be listed separately; the time remaining on each leased machine and options of renewal, where applicable, shall be stated. All new equipment to be acquired to accomplish this contract must be available upon the effective date of the commencement of operations.

d) The names and resumes of the individual(s) who will be considered in responsible charge of Township's Contract.

e) All information as requested in the Contractor's Qualification Statement Concerning Experience and Financial Ability.

f) Such additional information as will satisfy the Township that the Contractor is adequately prepared to fulfill the Contract.

1.8 Disqualification of Contractors

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes may be considered sufficient for disqualification of a Contractor and the rejection of its Proposal:

a) Evidence of collusion among Contractors.

b) Lack of competency as revealed by experience or equipment statements as submitted or other sources or documents.

c) Lack of responsibility, as shown by past work, judged from the standpoint of workmanship as submitted.

d) Default on any previous performance contracts within the past five (5) years.

e) Other causes deemed appropriate by the Township.

1.9 Equal Employment

The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin. The Contractor will take affirmative action to ensure that applicants are employed without regard to their race, color religion, sex, age or national origin. Contractors will take steps to insure employees are treated during employment without regard to their race, color, religion, sex, age or national origin. Such action shall include but not be limited to the following: employment, layoff or termination,

rates of pay or other forms of compensation, and selection for training, including apprenticeship.

1.10 Award of Contract

a) The award will be made to the responsible and qualified offeror whose proposal, conforming to the invitation, will be most advantageous to the Township in price for the services and other factors considered.

b) The Township is not bound to select one Contractor for both municipal waste and recycling services but may instead choose different Contractors for these services.

c) The Township reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received.

d) The Township will notify all bidders of the award and return bid sureties to all but the successful bidder.

e) After receiving the contract from the Township, the successful bidder has fourteen (14) days to enter into a

contract or forfeit as liquidated damages the bid security deposit.

f) If the contract is not signed within fourteen (14) days, the Township may then award the service contract to the next most qualified bidder.

1.11 Bonds

Performance bonds must be executed in a form acceptable to the Township (see Section 4.1).

1.12 Performance

In case of default by the selected Contractor, the Township may procure services from other sources and shall hold the Contractor responsible for any costs to the Township to procure the services of a new contractor and for the costs to the Township for providing the services in the interim period between the default and the procurement of a new Contractor.

1.13 Observance of Laws

a) The Contractor at all times shall observe and comply with all Federal, State and Township laws, bylaws, ordinances and

regulations in any manner affecting the conduct of the work or applying to employees in the contract, as well as all orders or decrees which have been promulgated or enacted, by any legal bodies or tribunals having authority or jurisdiction over the work, materials, employees or Contract.

b) Any ordinances and regulations issued by _____ Township.

1.14 Examination of Township

Bidders shall inspect the entire Township area included in scope of services and make their own determination with respect to number of collections, collection types and locations and all other circumstances which affect the cost of services to be performed. Estimates provided in this RFP are not to be considered as binding and bidders shall assume all patent and latent risk in connection with the aforementioned.

1.15 Interpretation

No verbal interpretation of meaning of the instructions to bidders, specifications, or any other document will be made to any bidder. Supplemental instruction if any will be made as written addendum and sent to all bidders and shall be signed by the bidder and returned with the bid.

SECTION 2
INFORMATION AND CONDITIONS

2.0 INFORMATION AND CONDITIONS

2.1 General information

It is intent of this "Request For Proposal" to secure a contractor to provide the following services to the Township of:

- Curbside collection and delivery of residential municipal waste to disposal facilities designated in _____ County's Municipal Waste Management Plan
- Curbside collection, processing and marketing of designated recyclables at a location of contractors choice

2.2 Contract Procedures

a) Sealed bids will be received at the front desk of the Township Office;

_____ , until _____ p.m. , _____ , 2000. Proposals will be publicly opened and read aloud at that time.

b) The Township will either select a Contractor(s) or reject all bids within sixty (60) days of the bid opening.

c) The Township will return bid sureties to all but the three (3) apparent qualified bidders within thirty (30) days of the bid opening. Bid sureties will be returned to the remaining bidders within thirty (30) days of the date of a contract with the successful bidder.

d) Once a Contractor is selected, the Township will prepare a contract and forward it to the Contractor within fifteen (15) days of the selection.

e) The successful Contractor has fourteen (14) days to sign all contract copies and return them to the Township along with the appropriate performance, labor and materials bonds and required insurance certificates.

f) Within thirty(30) days of the date that the contract signed by the Contractor is delivered to the Township, the Township will supply the Contractor with a copy of the contract executed by the Township Supervisors.

g) The contract with the successful Contractor will be for the specified period beginning _____ , and ending on _____ , for the collection of residential solid waste; and/or for the collection, processing and marketing of

recyclables.

2.3 Pre-Bid Conference

The Township strongly recommends that all potential bidders attend the pre-bid conference on _____ in the Township Building.

SECTION 3
TECHNICAL PERFORMANCE REQUIREMENTS

3.0 TECHNICAL PERFORMANCE REQUIREMENTS

3.1 Scope of Work - Municipal Waste Collection, Delivery and Disposal

a) The work to be done under this portion of the contract shall include the total collection, delivery and disposal of residential municipal waste; and according to such rules as may be issued by the Township of _____ and also the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act 101.

b) The bid is for collection of municipal waste from Township residents only. The collection of municipal waste generated by Township-operated facilities and by commercial, industrial and institutional establishments, such as professional offices and churches is **NOT** included under this contract.

c) The work includes the furnishing of all labor and the providing and maintenance of a sufficient number of self-propelled packer-type vehicles, and all other equipment required for the prompt and efficient collection and removal of all residential municipal waste accumulated with the territory included in the present boundaries of the Township of _____ as indicated on the accompanying map entitled: " _____ Township Zoning Map," (Attachment 1).

d) The collection and delivery of residential waste is to be bid for single family residences. The Contractor shall collect municipal waste from all single-family residences up to four(4) units in _____ Township, this may include private communities if they desire the designated services.

Communities and developments that contract through their homeowner's association for trash collection are not exempt from participating in the Township-wide collection program.

e) Bulk Refuse such as screens, rugs, tree trimmings (cut into 3-foot lengths and tied in bundles weighing no more than fifty (50) pounds) and other Bulk Refuse will be collected on regular collection days throughout the year at a limit of one item per household, one time per _____. In addition, construction debris limited to one container or bundle of lumber or plaster cut into three-foot lengths and weighing less than fifty (50) pounds will also be collected on regular collection days.

f) The Contractor shall provide Bulky Item collection service to residential dwelling units on an individual basis. Bulky Items

include such items as; refrigerators, stoves, washing machines, furniture, tires, mattresses, rugs, etc. The Contractor shall provide Bulky Items collection within seven (7) days of notice from the resident of the resident's desire to have any Bulky Item collected and within one (1) day of placement for collection. Bulk collection may be made by open trucks with no limitation on size or requirements of container so long as not in the form of debris and as long as limited to household items. The Contractor shall include a price list for collection of Bulky Items as part of their bid. The cost list shall include increases in cost, if any, over the course of the contract period.

g) Bidders' attention is called to the fact that the quantity and tonnage of material to be collected will vary during the life of the contract period. Regardless of quantity, the Contractor is obligated to meet all conditions of the pertinent specifications.

h) The curbside collection of residential municipal waste shall be once-a-week. The maximum number of bags/containers for waste per household is three (3). The capacity of containers shall be approximately 35 gallons and should not exceed 40 pounds in weight. Additional containers (more than three (3)) will be collected at the cost of the resident. Cost for collection of additional containers shall be paid directly to the Contractor at the bid per container price.

i) The Contractor has the total responsibility of residential municipal waste collection, delivery and disposal and shall bear any and all costs incurred therewith regardless of cause.

j) The Contractor shall maintain a local telephone line or toll-free line. The Contractor shall have a clerk or answering service/device available to receive instructions from the Township representatives and to receive and process inquiries from the public twenty-four hours per day, including holidays, for the term of the contract. The Contractor shall have on duty on all collection days at least one (1) qualified supervisor to be in the field when the collection is being carried out, having for his/her use a two-way radio equipped vehicle so as to ensure a courteous, prompt and efficient method for dealing with requests for service or missed collections made by the Township representatives or the public. The Contractor will be required to record all inquiries or complaints received on a form approved by the Township and supplied by the Contractor, and the form will be summarized on a monthly basis by the Contractor and delivered to the Township supervisors on a monthly basis or more frequent if requested by the Township.

k) The Contractor shall do all work in such a manner as not to create a nuisance. Municipal waste spilled or scattered on sidewalks, gutters or roadways during the collection shall be immediately cleaned up by the Contractor.

l) All reusable receptacles containing municipal waste, after being emptied by the Contractor, shall be returned WITHOUT DAMAGE to the place from which they were removed.

m) There shall be no deviations from the established schedule, except for the following: New Year's Day (January 1); Martin Luther King Day (third Monday in January); Memorial Day (last Monday in May); Independence Day (July 4th); Labor Day (first Monday in September); Thanksgiving Day (fourth Thursday in November); and Christmas Day (December 25th). Residences scheduled for collection on these holidays shall have collection service for solid waste on the following Saturday or other time as may be agreed on between the Contractor and the Township. The manner of notification shall be approved by the Township Supervisors. Collections shall be made regardless of weather or other conditions which would impede collection such as snow, flood, riot or other disaster unless authorization to suspend collection is obtained from the Township. This authorization may be verbal, but the request from the Contractor and the authorization by the Township shall be confirmed in writing within one business day by both parties. Pick-ups missed during the event shall be collected according to the holiday schedule and procedures stated in this section.

n) Notification of schedule change by written notice to residents is the responsibility of the Contractor.

3.2 Scope of Work - Recyclable Materials Collection, Processing and Marketing

a) Separate bid must be given (as indicated in the Proposal Form) for the collection, delivery to, and processing/marketing at a materials recovery facility, of the Contractor's designation, for all recyclables collected.

b) Under Pennsylvania Act 101 Municipal Waste Management and Recycling Plan for _____ County, the Township will be mandated to initiate recycling. _____ Township will establish a mandatory program for the collection of recyclable material from residences for recycling purposes and empowers the Township to enforce and administer the program.

c) The Township designated recyclables shall be:

1. Aluminum beverage cans
2. Glass containers (all colors - amber, green and clear)
3. Tin cans/Bi-metallic cans; and
4. Commingled plastic beverage containers including PET/HDPE
5. Newsprint
6. Corrugated cardboard
7. Magazines

Aluminum, glass, tin and plastics will be commingled in the recycling container, and newspaper, magazines and corrugated cardboard will be set out separately, placed in paper bags or bundled and tied with string.

d) The work includes the furnishing of all labor and the providing and maintenance of sufficient number of vehicles and other equipment required for the prompt and efficient collection and transportation of all recyclables to be collected under this contract within the territory included in the present boundaries of _____ Township as indicated on accompanying map (Attachment 1).

e) The Township has provided recycling collection containers. A Township logo is printed on the containers. These containers will be used by residents to store their commingled recyclables (except newsprint and corrugated cardboard) between collections. The containers shall remain the sole property of the Township. Other containers may also be used by residents for recycling. Collection of recyclables is not limited by number of containers. All properly prepared recyclables must be collected.

f) The Contractor shall not be permitted to commingle recyclables collected in the Township of _____ with recyclables from outside the Township and shall submit said written certification of such on a yearly basis. Moreover, an accounting system will be maintained on the amount of recyclables collected from Township consistent with Section 904 of Act 101. The Township reserves the right to spot check collection vehicles to inspect their contents.

h) The Contractor shall leave without damage at the point of collection all reusable recycling containers and any protective covers used to keep the recyclable materials dry.

i) The Contractor shall adequately clean up any materials spilled or blown during the course of collection and/or transportation operations. All collection vehicles shall be equipped with at least one (1) broom and one (1) shovel for use in cleaning up material spillage. The Contractor shall have no responsibility

to remove or clean up any unacceptable items which are rejected, as described above, and which have not been handled due to insufficient material preparation by residents.

j) The Contractor shall establish a procedure for receiving and responding to all complaints of missed pick-ups using the telephone line designated in Section 3.1(j). For the purposes of this contract, a complaint of missed collection is a complaint received by the Contractor no later than 12:00 noon on the day following the last regularly scheduled collection day in that part of the Township.

Valid reports of missed collections shall be responded to by the Contractor by making collection of materials at the missed residence within eight (8) hours of notification by the Township or resident, or by following the established rejection of unacceptable materials procedure (See Section 3.2 (q)).

k) The Contractor shall supply collection vehicles for the sole purpose of collecting recyclables which are capable of transporting the recyclables in a condition to maximize marketability.

l) There shall be no deviation from the established schedules, except for New Years' Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Residence scheduled for collection on these holidays shall have collection services for recyclables on the following Saturday or other time as may be agreed on between the Contractor and the Township. Appropriate and timely notice shall be given by the Contractor via newspaper and/or radio advertising of any scheduled pick-up deferred because of scheduled holidays. The manner of notification shall be approved by a Township representative. Collections shall be made regardless of weather or other conditions which would impede collection such as snow, flood, riot, or other disaster unless authorization to suspend collection is obtained from the Township. This authorization may be verbal, but the request from the Contractor and the authorization by the Township shall be confirmed in writing within one (1) business day by other parties. Pick-ups missed during the event shall be collected according to the holiday schedule and procedures stated in this section.

m) Changes in collection schedule for recyclables shall be approved by the Township in writing and notification of schedule change by written notice to residents is the responsibility of the Contractor.

n) Bidders' attention is called to the fact that the quantity and tonnage of recyclable material to be collected will vary during the life of the contract period. Regardless of quantity, the Contractor is obligated to meet all conditions of the pertinent specifications.

o) The Contractor shall be required to conduct certain publicity and education efforts to encourage the maximum level of citizen participation in recycling and waste diversion/reduction. At a minimum, the following publicity and education components are required of the Contractor.

1. A Contractor spokesperson shall be available for Township scheduled interviews with the press. The Township publicity activities listed in this section are those the bidder should assume in developing proposal costs and participation.

2. Development of news releases regarding the recycling program for the media.

3. Prepare, print and distribute program information sheet explaining the recycling program method of collection, recyclables preparation and a program schedule for collection.

p) The work to be done shall include every other week collection of all recyclables designated by the Township from all residential properties which receive municipal waste collection services. Recyclables shall be collected on one of the same days as municipal waste collection. The collection of these materials shall commence on the first regularly-scheduled day of municipal waste collection in _____, 2000, and continue through the balance of the term of the contract. Recyclable materials collected by the Contractor must be processed at a recyclables processing/materials recovery facility which has all of the required permits issued by the appropriate authorities. The Contractor must notify the Township in writing of any processing facility utilized prior to use.

q) All recyclable materials placed out for collection shall be owned by, and be the responsibility of the occupants of the residential properties (residents), until they are collected by the Contractor. The recyclable materials become the property and responsibility of the Contractor upon the Contractor's acceptance and collection of said items. If the Contractor determines that the recyclables set out by residents are unacceptable due to insufficient preparation of materials, it shall follow the rejection procedure described herein. In the event that improperly prepared materials are placed out for collection, the

Contractor shall have the option to collect or to leave the items, and in any case shall leave a sticker or other form of notification approved by the Township explaining the proper method of preparation of recyclable materials. (Notification shall take place on the day the items are rejected or the items shall be considered a missed collection).

If the Contractor elects to collect recyclable materials listed in Section 3.2 (c) above which are not properly prepared, the Contractor shall assume responsibility for any additional processing required to increase the marketability of those items.

r) Costs incidental to the processing and marketing of recyclables collected under this contract are the responsibility of the Contractor. The Contractor shall maintain for submission of the Township accurate records, in a format as approved by the Township, indicating the tonnage by type of the recyclables collected and delivered to the processing facility under this contract. These records shall be kept on a daily, weekly, cumulative monthly, and cumulative annual basis, and shall be submitted to the Township in a manner consistent with the reporting requirements under Section 904 of Act 101. The Township reserves the right to inspect such records and the record keeping procedures at any time during normal business hours.

s) The Contractor has the total responsibility of recyclables processing and marketing, and shall bear any and all costs incurred therewith regardless of cause. The Contractor retains all revenues from the sale on the recyclables which they collect in the Township.

t) The Contractor shall utilize a facility and system for processing recyclable materials that can meet the criteria below:

1. The processing facility/system shall be capable of accepting the previously-described commingled recyclable materials and processing them to the degree necessary to be marketable.

2. The processing facility shall be operated in such a manner to comply with all local, state and federal requirements.

u) The Contractor shall be ultimately held responsible for establishing transportation and marketing arrangements for the materials collected in the Township. The facility and equipment utilized for the collection and transport, processing, storage and transport of materials to markets may be owned, leased or contracted for by the Contractor or the market.

v) The Contractor shall be prohibited from disposal of the Township's collected recyclable materials or processed recyclable materials at a landfill or other waste disposal facility without the prior written permission of the Township. Violation of this contract provision will be cause for termination.

3.3 Work Stoppage

A work stoppage by the Contractor's work force shall not be grounds for the Contractor to terminate this agreement. The Contractor will still be required to complete its obligation under this agreement, even if it is affected by a strike, job action or other disruptive labor activity. However, the Township will not impose any penalty nor bring any action against the Contractor to perform the conditions of this contract for the first twenty-four (24) hours of any strike or job action should such strike or job action prevent the collection of municipal waste or recyclable materials by the Contractor during this initial twenty-four (24) hour period. All other rights, remedies and options available to the Township under this contract shall remain unaltered by this Section.

3.4 Equipment

a) The Contractor shall furnish and maintain all trucks, labor, tools, machines, material and equipment necessary and required for the full, proper and efficient conduct of the work. All equipment shall be kept in good order and repair and must be subject to the approval of the Township of _____ at all times. Each vehicle shall have clearly visible on each side the name and phone number of the Contractor.

b) The Contractor shall keep all trucks and any other equipment used in the collection and removal of municipal waste and recyclables in good repair, well painted, numbered,

thoroughly cleaned and disinfected with disinfectants furnished by the Contractor, at least once a week.

c) All bidders must specify the number and type of all packer-type and recyclables collection truck bodies that will be used during the performance of the contract period. If such equipment is presently owned or leased, the Bidder shall supply detailed inventories including photographs of their equipment and all accessories by type, model, year of manufacture, and anticipated remaining useful life as of the date of the inventory sheet. All leased equipment shall be listed separately; the time remaining

on each leased machine and options of renewal, where applicable, shall be stated. All new equipment to be acquired to accomplish this contract must be available upon the effective date of the commencement of operations. At the beginning of the contract period, at least one-third (1/3) of the collection vehicles should not be older than five (5) years. The Contractor must provide evidence of the Township's satisfaction that any vehicle over five (5) years is acceptable. If equipment is to be purchased, then catalogs and descriptive material must be submitted in sufficient detail to satisfy this request.

3.5 Subcontract

The Contractor shall not subcontract any portion of the work to be done hereto except upon the prior written consent of the Township. any approved subcontract shall not release the Contractor from its primary liability to perform all aspects of this contract.

SECTION 4
BONDS AND INSURANCE

4.0 BONDS AND INSURANCE

4.1 Bonds

The successful bidder shall furnish a Performance Bond or Irrevocable Letter of Credit to be approved by the Township Solicitor conditioned upon the true and faithful performance of the contract in the amount of _____ percent of the total amount of the contract. Upon the Contractor's successful completion of each year of this contract to the satisfaction of the Township, the Township will release the applicable portion of said bond relating to the year completed.

4.2 Insurance

The Contractor shall maintain, during the life of this contract, at his own expense, the following policies of insurance described herein.

4.2.1: Comprehensive general liability insurance in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) per occurrence with an aggregate of Three Million (\$3,000,000), combined single limit, including property damage and personal injury coverage, during the effective dates of this contract, or any renewal hereof, in order to protect and save the Township harmless against any and all claims for damage to person, persons, or property arising from the collection, transport, or delivery of rubbish, garbage and recyclables.

4.2.2: Comprehensive automobile liability insurance with respect to both personal injuries and property damage in the amount of One Million Five Hundred Thousand Dollars (\$1,500,000) per occurrence with an aggregate of Three Million (\$3,000,000), combined single limit, during the effective dates of this contract, or any renewal hereof.

4.2.3: Worker's Compensation insurance, including Occupational Disease and Employer's Liability Insurance, sufficient to cover all employees in its employ during the term of this contract or any renewal thereof. Statutory amounts and coverage should be as required by Pennsylvania Workmen's Compensation and Occupational Disease Laws.

4.2.4: The agreement to be reached based on the bid shall, in all respects, be interpreted, construed, and governed by the laws of the Commonwealth of Pennsylvania. Further, Contractor agrees to comply with any and all State and Federal laws and statutes which have or may have any connection or application herewith,

including but not limited to, Worker's Compensation, Social Security, Unemployment Compensation, and Prevailing Wage Laws.

4.2.5: All policies shall name _____ Township, their officers, agents, and employees as additional insurers. This coverage shall be reflected on the Certificates of Insurance.

4.2.6: All policies shall carry an endorsement to the effect that the insurance company will provide by certified mail, at least thirty (30) days to the effective date written notice to the Township of any modifications, alterations, or cancellation of any such policy or policies or terms thereof.

4.2.7: The aforesaid policies of insurance, and any others which may be necessary to comply herewith, shall be maintained in amounts of coverage set forth above; shall be designed to protect _____ Township from all claims for damages, including wrongful death claims of any kind or nature whatsoever which may arise from the operation of the Contractor in the performance of this contract, whether such operations be controlled by the Contractor himself or by someone either directly or indirectly employed by him for the purpose of accomplishing the obligation incumbent upon the Contractor by the terms of the contract; and shall otherwise indemnify and hold said Township harmless from all manner of claims and lawsuits; and shall provide at insurer's expense, all necessary legal aid, counsel, and representation.

4.2.8: All of the insurance policies herein mentioned shall be issued by an insurance company licensed and authorized to do business in the State of Pennsylvania and shall be obtained and properly endorsed before any operations of the Contractor are commenced with the Township. Said policies shall remain in full force and effect until the expiration of the term of this contract or the completion of all duties to be performed hereunder by the Contractor, whichever shall occur later. The Contractor shall likewise deposit with the Township Supervisors either the original policies of insurance mentioned or true copies thereof.

4.2.9: It shall be the responsibility of the Contractor, in obtaining the aforesaid insurance coverage, to obtain policies which shall protect the Township from any and all claims whatsoever their nature, regardless of the derivation of said claims, and regardless of whether the same are directed toward recovery of damages for personal injuries, property damage, or other claim of damage, which may be incident to the same. This insurance coverage shall waive the governmental immunity, if any, of _____ Township, Pennsylvania, and shall extend to and

include policies of liability insurance of all vehicles and equipment utilized or in any way connected with the services to be rendered by the Contractor pursuant to the terms of the contract.

4.3 Indemnity by the Successful Contractor

To the extent permitted by law, the contractor assumes entire responsibility and liability for losses, expenses, demands, and claims in connections with or arising from any injury, or alleged injury (including death) to any person, or damage, or alleged damage to property sustained or alleged to have been sustained in connection with or to have arisen from or resulting from the performance of operations by the contractor, and including losses, expenses, or damages sustained by the Township of _____, their agents, representative, and employees from any and all such losses, expenses, damages, demands, and claims and agrees to pay the cost to defend any suit or action brought against them, or any of them, based on any such alleged injury or damage, and to pay all damages, costs, and expenses in connection with or resulting therefrom.

4.4 Policy Approvals

The Contractor, before execution of this contract by the Township, shall file with the Township Supervisors, for their approval, one copy of each and every insurance policy required by the terms of this contract.

SECTION 5
PAYMENTS AND INVOICING

5.0 PAYMENTS AND INVOICING

5.1 Payments and Invoicing

The Contractor shall bill the Township for service rendered within ten (10) days following the end of the month. Such billing shall include the following: certification that all facilities used by the Contractor for municipal waste disposal and recyclables processing are facilities with valid permits. Payment shall not be made unless all required documentation is submitted. The Township shall pay the Contractor on or before the twenty fifth (25th) day following the submission of all required documentation and billing. For each and every non-performance of the contract and requirements of the specifications, the sums designated below shall be deducted from the retainer out of any monies which may be due or become due to the Contractor under the provisions of the contract:

a) Failure to clean up spilled municipal waste or recyclables and replace receptacles, the sum of One Hundred Dollars (\$100.00) for each offense will be paid to the Township.

b) Failure or neglect to clear and resolve collection complaints (where containers have been placed for collection prior to 6:00 A.M.) within the next scheduled working day is One Hundred Dollars (\$100.00) for each occurrence. However, in the event that a collection complaint (i.e., skipped trash or recycling collection) is repeated at the same address three or more times within the last 12-month period, the Township may immediately impose a fine of One Hundred Dollars (\$100.00) for the third and subsequent complaints without allowing the Contractor the opportunity to avoid the fine by correcting the complaint within the next scheduled working day.

c) Changing the day of collection without notifying the affected premises or the Township is One Hundred Dollars (\$100.00) for each occurrence.

d) Starting route collection before 6:00 a.m. is Five Hundred Dollars (\$500.00) for each occurrence.

e) Failure to remove all municipal waste and recyclables by 4:00 p.m. without approval of the Township - One Hundred Dollars (\$100.00) per occasion.

f) Contractor will not be subject to deduct for non-performance under 5.1 paragraphs (a), (b), (c), (d) and (e) in the event of hurricane, flood, riot, or other disaster which might cause

abnormal or additional debris.

g) Failure to implement disciplinary action toward any employee s requested by a Township Supervisor or designee due to one or more of the following offenses during working hours will result in a penalty of One Hundred Dollars (\$100.00):

- 1) intoxication
- 2) the use of loud, profane, vulgar, or obscene language
- 3) soliciting gratuities from the public for services
- 4) the refusal to collect or handle refuse as herein required
- 5) the wanton or malicious damage of containers or receptacles
- 6) the wanton or malicious scattering or spilling of refuse
- 7) any other willful disregard of safety or sanitary requirements
- 8) any act constituting a public nuisance or disorderly conduct

5.2 Contact Person

All inquiries regarding this Request for Proposal shall be written only. Such inquiries and future correspondence, including invoices, and contact regarding this contract and the work shall be directed to:

SECTION 6
AWARD CRITERIA

6.0 AWARD CRITERIA

Evaluation will include consideration of:

- Contractor's ability to meet the solid waste collection, delivery and disposal requirements (Section 3.1) and recycling collection, processing and marketing requirements (Section 3.2).
- Demonstrated capabilities of Contractor to provide waste collection and/or recycling services (Section 1.7).
- Financial capabilities of Contractor.
- Quoted Price.
- Terms and Conditions of contract, and risks and liabilities to be borne by the Township.

The evaluation will be conducted by the Township and it's consultant.

SECTION 7
FORMS

**PROPOSAL FORM
SIGNATURE PAGE**

Township of _____

BID NO. _____

DATE _____

TO: TOWNSHIP

The Undersigned having examined the Specifications, Standard Requirements and all other documents and being familiar with the various conditions under which these services and/or supplies are to be used, agrees to furnish all labor, materials, tools, equipment and services to furnish the requirements called for in the RFP, for the prices stated on the Proposal Form.

The Undersigned hereby certifies that this proposal is genuine and not sham, collusive, or fraudulent or made in the interest of or on behalf of any person, firm or corporation not herein named, and that the undersigned has not, directly or indirectly, induced or solicited any Bidder to submit a sham bid or any other person, firm or corporation from bidding and that the undersigned has not, in any manner, sought by collusion to secure for himself any advantage over any other Bidder.

If awarded the Contract, the undersigned Contractor agrees to enter into and perform the contract and to execute and deliver the Contract Document, including the required Certificate of Insurance and Performance Bond, to the Township in accordance with all of the terms of this solicitation.

In submitting this proposal, it is understood that the Township reserves the right to reject any or all proposals, to waive any informalities in any proposal or the solicitation process, and to negotiate any final contract provisions based on the proposals submitted.

In submitting this proposal, the undersigned agrees that no Price Proposal may be withdrawn for a period of 120 days after the date for receipt of proposal and that all Price Proposals shall be valid for this entire period, subject to cost adjustment as identified, unless advance written consent for such withdrawal is granted by the Township.

Company Name: _____

Address: _____

Signature: _____

Title: _____

Phone: _____

TRADING AND DOING BUSINESS AS (Check One)

Individual

Partnership

Corporation

Federal I.D.# _____ or Social Security # _____

DATE: _____

ADDENDUM #1 _____ (date)

ADDENDUM #2 _____ (date)

ADDENDUM #3 _____ (date)

ATTEST: _____

Affix Corporate (seal)

Date: _____ \$ _____

PROPOSAL BOND

1. The undersigned _____ ("Principal") and _____, a surety company legally authorized to do business in the Commonwealth of Pennsylvania ("Surety") if appropriate, to induce the Township of _____ ("Beneficiary") to enter into a contract for the municipal waste collection and disposal, and/or collection of recyclables pursuant to the Beneficiary's solicitation dated _____, 2000, agree that in the event the Principal shall (a) attempt to withdraw from the proposal process, (b) fail to execute the contract or (c) fail to provide a Performance Bond (when required), and a certificate of insurance upon award of the contract, the Principal shall, upon demand of the Beneficiary, pay to the Beneficiary the sum of \$10,000., which is a reasonable estimate of fair compensation for the losses and damages, all of which would be impracticable if not impossible to fix precisely, that the Beneficiary will sustain upon occurrence of any event described in clause (a), (b), or (c) above.

2. In the event the Beneficiary shall institute legal proceedings to collect amounts due pursuant to this Bond, then the Beneficiary shall be entitled to collect, in addition to the amount of this Bond, as part of any award or judgment, all court costs, other expenses and attorney's fees for collection incurred by the Beneficiary.

3. If no prior demand for payment has been made by the Beneficiary this Bond shall terminate on _____, 2000, unless mutually agreed upon by both parties to extend said bond. If a demand for payment is made prior to such date, then this bond shall continue to full force and effect until paid in full.

Principal

Attest: _____
Signature

(Corporate Seal) _____
Name/Title

Surety

Attest: _____
Signature

(Corporate Seal) _____
Attorney-in-Fact(Attach Power of Attorney)

**PROPOSAL BID FOR
TOWNSHIP**

Under this Proposal, _____ Township's residential municipal waste shall be collected one time per week, delivered and disposed of at a _____ County approved facility. The Township's residential recyclables shall be collected once every other week (on one of the same days as municipal waste collection), delivered to a processing center designated by the Contractor and marketed. Collection hours are 6:00 a.m. until the routes are completed, no later than 4:00 p.m., Monday through Friday.

36-Month Service	Residential Municipal Waste Collection/Delivery/Disposal	Residential Recyclables Collection/Processing/Marketing
1st 12 Months		
2nd 12 Months		
3rd 12 Months		
Total		

Year 1 Year 2 Year 3

Per residence disposal cost (3) containers _____

Per bag disposal cost _____

*Attach Bulk Item disposal cost list for year 1, 2 and 3.

DISCLAIMER STATEMENT

The information contained in this Request for Proposals (RFP) has been prepared for the Township of _____ by its consultants based, in part, on information provided to them by others, and such information is believed to be accurate and reliable. However, by its receipt of this RFP, the party whose name appears below remises, releases and forever discharges the Township and its representatives (including staff and consultants and other professional advisors) from any and all claims which such person has, have or may hereafter have arising out of any information contained in this RFP. Any party who intends to submit a response to this RFP is specifically invited to independently verify the accuracy of the information contained herein.

Signature of Authorized Representative of Contractor _____

Date _____

Typed Name and Title _____

**CONTRACTOR'S QUALIFICATION STATEMENT CONCERNING
EXPERIENCE AND THE FINANCIAL ABILITY OF**

NAME _____
ADDRESS _____
TELEPHONE _____ DATE _____

Submitted for the purpose of presenting and submitting a bid for the collection and disposal of solid waste and the collection and marketing of recyclables in the Township of _____, in the County of Monroe, for a period of thirty-six (36) months.

Explanatory

This questionnaire is to be completed by the Contractors desirous of submitting bids in connection with the collection, delivery and disposal of residential waste and collection, processing and marketing of recyclable materials in _____ Township, Pennsylvania. Each and every question contained herein must be answered, by giving specific, definite and detailed information. An answer must not be evasive, indefinite or general.

Qualifications of Bidders: After the bid opening, Township may make such investigations as it deems necessary to determine the ability of the bidders to perform the work, and the bidders shall furnish to the Township all such information and data for the purpose as the Township may request. The Township reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Township that such bidder is properly qualified and responsible to carry out the obligations of the contract and to complete the work contemplated therein.

If the space provided in this form to answer any questions is not large enough, the Contractor should add additional sheets.

1. a. How many years has your organization been in business as a contractor under your present name? _____

b. In what municipalities, or for what major clients (for the last five (5) years)?

2. Have you ever failed to complete any work awarded to you (within the last five (5) years)? If so, when, where, and why?_____

3. a. Has any officer or partner of your organization ever failed to complete a municipal contract handled in his own name (within the last five (5) years): If so, when, where and why?_____

b. Has any officer or partner of your organization been in business under any other corporate organization or partnership which failed to complete a municipal contract (within the last five (5) years)? If so, when, where, and why?_____

4. Have liens or lawsuits of any kind been filed against any of your contracts (within the last five (5) years)? Give full details._____

5. If a corporation, state:

a. Date when organized_____

b. Under the laws of what state organized_____

c. Names and titles of officers:_____

6. List Surety Companies and Bonding Companies which have heretofore bonded you (give name, address and telephone number of company, name and amount of bond for the same) within the last five (5) years.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

7. List any municipal waste collection and/or recyclables collection contracts which your organization has completed in the past three (3) years or is currently performing service for.

a. Name of Municipality _____

b. Approximate population served by you in said Municipality _____

c. Term of Contract: From _____ To _____

d. Were collections curbside?

e. Name, title, address, and telephone number of the municipal official in charge of collections and/or contract administration. _____

f. Explain why you did not complete the contract satisfactorily?

Fill in the same detailed information required above for each contract performed, or in process of execution, using extra sheets as needed.

g. Did you participate in public information and education during the term of the contract? If yes, describe involvement. _____

8. State financial ability and your plans for financing this work if awarded this contract:_____

9. Who will supervise the work if the contract is awarded to you? Give name and title._____

The foregoing is a true statement of facts, and I agree that if any statement is found to be incorrect or false then my bid will be subject to rejection by _____ Township.

Signed:_____

Title: _____

Subscribed and sworn to before me

this_____day of_____,2000

Notary Public

SCHEDULE A

List below number and type of all trucks and equipment to be used under this contract, according to the specifications under Section 3.1 and any other equipment which may be used to service this contract. Indicate equipment that is owned by the bidder, and equipment that is leased by the bidder.

SCHEDULE B

List below places of recyclables storage/processing and recyclable marketing which will be used in fulfillment of specifications under Section 3.2. Include address, ownership, and recyclables handled. Attach letters of commitment.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to a Pennsylvania Antibid-Rigging Act, 73 P.S. Section 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

Contract/Bid No.

State of _____:

County of _____:

I state that I am _____ of _____
(Title) (Name of firm or Corp.)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder, or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) _____, its affiliates,
(Name of firm)

subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction;

involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
(Name of firm)

acknowledges that the above representations are material and important, and will be relied on by _____ Township in awarding the contract(s)

for which this bid is submitted. I understand and my firm understand that any misstatement in this affidavit is and shall be treated as fraudulent concealment from _____ Township of the true facts relating to the submission of bids for this contract.

(Name of Authorized Representative)

(Signature of Authorized Representative)

**SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 2000**

Notary Public

My commission Expires