

**ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT
REQUEST FOR BIDS
SINGLE-STREAM RECYCLABLES TRANSPORT**

Issued By: Addison County Solid Waste Management District
1223 Route 7 South
Middlebury, VT 05753

Contacts: Gary Hobbs, Transfer Station Supervisor
(802) 388-2333, ext. 229 (gary@acswmd.org)
OR
Don Maglienti, Program Manager
(802) 388-2333, ext. 222 (don@acswmd.org)

Issue Date: August 4, 2023

Bid Due Date: **Friday, September 8, 2023 by 4:00 PM**

Bids should be sent via mail, hand-delivery, fax, or e-mail to:

Teresa A. Kuczynski
District Manager
Addison County Solid Waste Management District
1223 Route 7 South
Middlebury, VT 05753
Fax: (802) 388-0271
E-mail: teri@acswmd.org

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT REQUEST FOR BIDS SINGLE-STREAM RECYCLABLES TRANSPORT

I. OBJECTIVE

The Addison County Solid Waste Management District (“District”), a union municipal district comprised of 21 towns in Addison County, with a population of 36,703, is soliciting bids from independent contractors for hauling services by trucks equipped and licensed, in accordance with federal, state and local permits, to transport transfer trailers of compacted, co-mingled (“single stream”) recyclables from its Transfer Station (“Transfer Station”) at 1223 Route 7 South, Middlebury, VT to the Chittenden Solid Waste District (“CSWD”) Materials Recovery Facility (“MRF”) at 357 Avenue C, Williston, VT.

The operating hours of the Transfer Station are: 7 AM – 3 PM weekdays, and 9 AM – 1 PM Saturdays. The District office is open 8 AM – 4 PM weekdays, and is co-located at the Transfer Station.

The primary objective of this Request for Bids (“RFB”) is to enable the District to budget for the cost of transporting single stream recyclables in calendar year 2024 to the CSWD MRF in Williston, VT. The District Board of Supervisors (“Board”) intends to select a Contractor sometime between September 21, 2023 and November 1, 2023. The new Contract is to begin on January 1, 2024. The term of the Contract is one year, with an option to renew.

This RFB is available online at www.AddisonCountyRecycles.org.

II. SCOPE OF SERVICE

The Transfer Station receives source-separated single stream recyclables from licensed commercial haulers and local businesses. Recyclables are compacted into enclosed, 100-cu.yd, walking-floor aluminum, tri-axle transfer trailers owned by the District and hauled to the CSWD MRF. The winning Bidder will likely be selected by the District at its Executive Board meeting on September 13, 2023, with a final Contract to be approved by the full Board between September 21, 2023 and November 1, 2023. The term of the Contract is to begin on January 1, 2024.

The list of single-stream recyclables must, at a minimum, include the “Mandated Recyclables”, as defined by State law and the District Waste Management Ordinance. They are currently:

- Aluminum and steel cans;
- Aluminum foil and aluminum pie plates;
- Glass bottles and jars from foods and beverages;
- Polyethylene terephthalate (PET) plastic bottles or jugs;
- High-density polyethylene (HDPE) plastic bottles and jugs;
- Corrugated cardboard;
- White and colored paper;
- Newspaper; magazines; catalogues;
- Paper mail and envelopes;
- Boxboard; and
- Paper bags.

Bids must include the hauling costs, on a cost-per-mile basis. Alternative Bids for transporting the single stream recyclables from the Transfer Station to an alternative MRF will be considered, as long as they meet the above-referenced requirements and all costs are itemized.

The average monthly tonnage of single stream recyclables received at the Transfer Station is approximately 358 tons. The annual tonnage is approximately 4,300 tons. The actual quantity of material to be transported is dependent upon how much material is collected at the Transfer Station on any given day. Since the District does not control decisions by local businesses or commercial haulers on where or when they deliver recyclables, the District cannot guarantee a minimum amount of recyclables to be transported under this Contract. However, the District will work closely with the winning Bidder to communicate anticipated hauling needs.

Recyclables will be compacted to within a range of 15-20 tons/load. Bidders must submit the gross weight of all truck tractors proposed to be used under this Contract. Bidders transporting the District's trailers must demonstrate that they have a wet hydraulic system on the truck capable of operating the walking floors on the trailers. The District will contact the Contractor whenever a full trailer is ready to be hauled and will expect empty trailers to be returned promptly. Hauling on Saturdays or legal holidays is not required under this Contract. Trailers will not be used by Contractor for any other purpose, and Contractors may not subcontract with other drivers without written consent of the District.

The Bid must provide evidence that the Contractor has all valid Vermont Waste Transporter Permits or demonstrate that it will be able to obtain such permits before the Contract begins.

Bidders must be prepared to offer continuous service beginning on January 1, 2024 for one year.

Bidders are invited to visit the Transfer Station on a weekday during operating hours to see the existing operation, and are encouraged to schedule a visit by contacting Gary Hobbs, Transfer Station Supervisor, at 802-388-2333, ext. 229 or Don Maglienti, Program Manager, ext. 222. Contractors may submit any questions related to this RFB via e-mail to Gary Hobbs at gary@acswmd.org.

III. FORMAT FOR BIDS

The following, as applicable, must be included in the Bid, on the attached Bid Form (Attachment 1):

1. An outline of names and Commercial Driver's License numbers of principal driver(s), with proposed responsibilities and relevant experience.
2. Names of any proposed subcontractor(s). (Contractors will be responsible for the credentials and performance of any subcontractors in their Bids.)
3. Description of proposed hauling trucks (including gross weights), certifying capability to meet wet-line system needs, as defined herein. Back-up capability in the event of equipment breakdown or maintenance must be specified. Also include the Vermont Waste Transporter Permit numbers for the vehicles involved or a statement of intent to secure such Permits.
4. Proposed fee per haul.
5. At least three references for work of comparable nature recently completed.
6. Offer, if any, of option to extend contract beyond one year.

7. Statement certifying evidence of ability to meet the minimum insurance coverage requirements. The District requires that all Contractors and subcontractors have the following minimum insurance coverage:
 - a. Commercial Automobile Liability insurance (owned, non-owned or hired), written on an occurrence basis with limits not less than \$1,000,000 per occurrence with MCS90 endorsement; and Commercial General Liability Insurance written on an occurrence basis with limits not less than \$1,000,000 per occurrence. The District shall be named as additional insured on the general liability insurance policy and provided with certificates of insurance from the carriers evidencing such insurance by the time of the Contract;
 - b. Provide evidence of Worker's Compensation Insurance coverage as required by the State of Vermont or other applicable Law.

IV. CONTRACT AWARD

The District Executive Board will review the Bids at its regular meeting on September 13, 2023, and will present a Contract for approval by the full Board on September 21, 2023. The Board will consider the Bids and make its decision no later than November 1, 2023. The chosen Contractor will then be contacted to finalize a Contract for services, to begin on January 1, 2024.

V. REVISIONS TO RFB

If it becomes necessary to revise any portion of this RFB, the addenda will be sent to all providers who were mailed the original request and any parties who were provided copies of this request. The District also reserves the right to negotiate with the Contractors to modify or amend certain portions of their respective Bids.

VI. DISTRICT REQUESTS FOR CLARIFICATION

It is the responsibility of the Contractor to provide accurate and complete information to the District. The District may, at its sole discretion, request clarifications and/or supplemental information from the Contractor during the Bid evaluation. The District may waive technical irregularities of a Contractor's Bid if they do not alter the quality or quantity of the services offered.

VII. CONTRACTOR SELECTION

There is no obligation on the part of the District to award a Contract to the Contractor submitting the lowest price. Selection for the requested services will be awarded to the most responsive and responsible Contractor offering the best price and deemed to be in the best interests of the District. The District reserves the right to negotiate sections of the Bid with any or all Contractors.

VIII. REJECTION OF BIDS

The District reserves the right to reject any and all Bids in the best interests of the District.

IX. LIMITATION OF LIABILITY

Contractors shall bear the full cost of Bid preparation, and negotiation of the final Contract if selected by the District. There may be no claims whatsoever for reimbursement from the District for costs and expenses associated with this RFB process.

**ATTACHMENT 1
BID SUBMITTAL FORM
SINGLE STREAM RECYCLABLES TRANSPORT
INITIAL ONE-YEAR TERM: JANUARY 1, 2024 – DECEMBER 31, 2024**

DATE: _____

COMPANY NAME: _____

CONTACT NAME and TITLE: _____

Mailing Address: _____

Telephone No.: _____

Cell Phone No.: _____

E-Mail Address: _____

Website: _____

TRANSPORTATION:

Rate per Haul: _____

Fuel Rate Adjustments, if any*: _____

***If based on an index and formula for adjustments of fuel rate, describe in more detail:**

Description of proposed hauling trucks (including gross weights), certifying capability to meet wet-line system needs:

Back-up capability in the event of equipment breakdown or maintenance? _____

REFERENCES:

1. _____

2. _____

3. _____

(or attach list)

Names of any proposed subcontractor(s):

OTHER:

Option to extend contract beyond one year? _____

Attach an outline of names and Commercial Driver's License numbers of principal driver(s) along with a list of Waste Transporter Permit numbers for all trucks to be used to service this Contract.