



# Town of Plaistow, New Hampshire

OFFICE OF THE TOWN MANAGER

Sean R. Fitzgerald

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## REQUEST FOR PROPOSAL

### SOLID WASTE DISPOSAL & RECYCLING SERVICES

The Town of Plaistow, New Hampshire is requesting proposals for the collection and disposal of solid waste for the town. Currently, the collection is weekly for regular pickup and bi-weekly for recyclables at all residences (including but not limited to apartments, condominiums, and cluster developments) and Town owned buildings (excluding schools).

The Town consists of approximately 1,800 homes, 630 condos, 285 two family, 102 three family and 52 apartment units. There are also 6 Town of Plaistow owned buildings and two recreation fields with dumpsters. The Town is seeking a contract in accordance with New Hampshire law, as well as local and federal regulations. This would be a period ranging from 3 to 5 years with possible extensions, beginning February 28, 2010.

Interested parties should quote on the first year base rate and provide an adjustment for subsequent years to include the potential of additional housing units for each year and any projected increases. Each new rate will be calculated on the anniversary date of the contract. The tipping fee will be added to the base rate and all weight slips must accompany the bill.

#### PLEASE QUOTE THE FOLLOWING SEPARATELY:

1. Base rate for the weekly collection and disposal of solid waste for the town.

QUOTE:

2. There will be a monthly collection of "white goods" and curbside collection of bulky non-metal items one week in the spring and in the fall.

QUOTE:

3. Recyclables will be collected either weekly or bi-weekly (please quote on both) with the residents responsible for sorting these from other refuse.

QUOTE:

4. Contractor will supply recycling bins or totes to the Town with a quantity and style to be determined. Please provide quotes for both.

QUOTE:

**PROPOSAL TERMS**

- A. The Town of Plaistow reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors that the Town of Plaistow may consider.
- B. The Town does not intend to award a Bid fully on the basis of any response made to the proposal; the Town reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Town's specifications and needs.
- C. The Town of Plaistow reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Town to be in the best interests of the Town, even though not the lowest bid.
- D. All questions, interpretations, or clarifications relevant to this RFP are required in writing prior to the date proposals are due.
- E. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the Town Manager's Office to the mutually agreed-to date of Award.
- F. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
- G. In the event it becomes necessary to revise any part of the RFP, addenda will be provided.
- H. Deadlines for submission of the RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned. To be considered, original proposal and two copies must be at the Town Manager's office on or before the date and time specified.
- I. Proposals should be prepared simply and economically providing a straight-forward, concise description of the Contractor's ability to meet the requirements of the RFP.
- J. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.
- K. All proposals will become the property of the Town of Plaistow. Information in the proposals will become public property and subject to disclosure laws, policies, and procedures.

- L. Any questions may be directed to Sean Fitzgerald Town Manager, or Lori Sadewicz, Finance Director, at the above address or (603) 382-5200.
- M. The Town of Plaistow reserves the right to reject any and all proposals or to modify the specifications in the best interest of the Town.

### **CONTRACTOR INFORMATION**

The proposal shall also include all of the following information (failure to include all the information could result in disqualification):

**1. QUALIFICATIONS:** Please list your company's years in business, staff profile and experience that qualify your company to provide the services required by Town of Plaistow.

*(Attach as Addendum A)*

**2. REFERENCES:** List three (3) references from current customers receiving the same or similar service(s). Include name, contact name and phone number.

*(Attach as Addendum B)*

**3. STATEMENT** of any recycling programs and initiatives your company currently offers to increase recycling. The Town of Plaistow has a strong commitment to waste reduction and recycling. Recycling is official Town policy.

*(Attach as Addendum C)*

**4. DESCRIPTION:** of how your company will collect recyclable material. For instance, do you collect recyclables and solid waste in separate containers, or are recyclables commingled with solid waste? Does your company use separate trucks to collect recyclables vs. solid waste? Please provide all relevant collection details.

*(Attach as Addendum D)*

**5. REPORTING** The Town of Plaistow requires that tonnage and/or volumes be reported quarterly for recycling and solid waste collected. Please explain how your company will track, record, and submit these data.

*(Attach as Addendum E)*

**8. INDEMNIFICATION:** The contractor will protect, defend and indemnify the Town of Plaistow, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of the Town of Plaistow in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

*(Attach as Addendum F)*

**9. INSURANCE:** Please indicate in writing that your company will provide, at its own expense during the term of this Contract, the following insurance:

- ❖ Workers' Compensation Insurance and Employers Liability Insurance with a minimum limit of \$100,000 for each accident for any employee.
- ❖ Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The Town of Plaistow shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
- ❖ Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

*(Attach as Addendum G)*

**10. MISCELLANEOUS:** Describe any additional tools your company can provide the Town of Plaistow to assist in improving the Town's In-House Recycling: e.g., educational materials, collection containers, employee incentives, etc.

*(Attach as Addendum H)*

**Sealed Proposals:** Vendor will deliver one **(1) original** and **(2) to** copies which is clearly marked as "**SOLID WASTE DISPOSAL & RECYCLING PROPOSAL**" and must contain original signature(s) to the following address:

Sean Fitzgerald, Town Manager  
Plaistow Town Hall  
145 Main Street  
Plaistow, NH 03865

**by 3:00 PM on FRIDAY, December 4<sup>th</sup>, 2009**

This submission shall include the entire Request for Proposal documentation and any amendments if issued.