



Request for Proposals (RFP)
For
Collection Services of Solid Waste and Recycling
Bath, Maine

Prepared By
City of Bath
Public Works Department
Solid Waste Division

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NOTICE TO CONTRACTORS

The City of Bath, Maine, is accepting sealed proposals for collection services of solid waste and recycling, including municipal curbside collection, collection of public facilities and containers, yard waste and leaves and holiday trees, until Thursday, April 10, 2025 at 2:00 PM.

The Proposal must be signed by the Contractor and enclosed in a sealed envelope together with the bid security. The sealed envelope shall be marked with the name and address of the Contractor and entitled:

"Proposal for Collection Services of Solid Waste and Recycling"

and addressed to "Bath City Manager's Office, 55 City Hall, Bath, Maine". If the proposal is forwarded by mail, the sealed envelope containing the proposal and marked as above must be enclosed in a second envelope which shall be addressed to "Bath City Manager's Office, 55 Front Street, Bath, Maine 04530".

All timely proposals will be opened and read aloud in the second floor conference room at Bath City Hall, at 2:00 PM on Thursday, April 10, 2025. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves itself for the exclusive right to accept any proposals when it is deemed by the City to be in its best interest.

Interested parties must register with Director of Public Works Chris Wallace at cwallace@cityofbath.com to participate in the RFP. Questions shall be submitted to Chris Wallace at cwallace@cityofbath.com on or before Tuesday, April 1, 2025, at noon. Answers will be provided to registered parties by the end of business day, Tuesday, April 1, 2025.

Any bidder may withdraw their proposal prior to the scheduled time for the opening of proposals upon presentation to the City of Bath of a request, in writing, to do so. Any bidder who withdraws their proposal within thirty (30) days after the actual opening thereof shall be considered to have abandoned their proposal and the bid security accompanying the proposal will be forfeited to the City of Bath. Any proposal received after the scheduled opening time will not be accepted.

The City reserves the right to waive any formality and may consider as informal any proposal not prepared and submitted in accordance with these provisions. The City reserves to negotiate and the right to accept or reject any or all the proposals if it is deemed to be in its best interest to do so.

No proposal will be considered unless it is accompanied by a bid security in the form of a bid bond or certified check in the amount of ten percent (10%) of the total bid price, made out in favor of the City. All bid securities will be released upon deliverance of a signed Contract or, if no Contract award is made, within forty-five (45) days after the opening of the proposals, unless forfeited.

All proposals must be made on the blank Proposal Form. The prices must be stated both in terms of words and figures. This includes furnishing all labor, equipment and materials required to satisfactorily collect and dispose of all solid waste and recycling, and all other incidental work necessary. Should a discrepancy be found between the prices written in words and the prices written in figures, the prices written in words shall govern. Proposals which do not contain prices for all items which are called for may be rejected.

Proposals will be considered irregular and will be rejected for the following reasons:

- If the Proposal is on a form other than that furnished by the city or if the form is altered in any way.
- If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may make the Proposal incomplete, indefinite, or ambiguous as to its meaning.
- If the Contractor adds any provisions reserving the right to accept or reject an award or to enter a Contract pursuant to an award.
- If the Proposal does not contain a unit price for each pay item listed unless otherwise specified.
- If any of the bid prices are unbalanced, or do not reflect the actual cost required to perform the work, as outlined in the specifications.

SCOPE OF WORK

The City of Bath is accepting proposals for the collection and disposal of municipal solid waste and recycling. The City proposes multiple scenarios and may consider a single-stream approach, dual-stream approach, and/or an "alternate" proposal scenario, if collection, design and price implications prove to be financially and environmentally advantageous.

Bath is a charming coastal city located along the Kennebec River, with a population nearing 9,000 residents. Known as the "City of Ships," Bath has a rich maritime history dating back to the 1600s and this legacy continues today with the Bath Iron Works. The City owns and operates a landfill at 11 Detritus Drive and has mandated recycling in its community for the health of that facility since 1988.

The City is interested in receiving proposals from companies that have demonstrated experience providing solid waste, and recyclable materials collection and processing

services comparable to those described in this RFP, under an agreement with a community comparable (in population, customer mix and services) to the City. The City seeks a Contractor who places a high priority on diversion and has demonstrated significant results and innovation through its diversion program development, implementation, public education, and on-going operations.

The City recently adopted its Resilient Bath Climate Action and Resilience Plan, which, among other initiatives, includes "Between now and 2050, we need to steadily increase diversion rates to ultimately reach 90%, the threshold for "zero waste." This means composting organic waste (e.g., food waste), reducing our use of plastics and other non-recyclables, and preventing as much waste as possible from being landfilled by reducing our overall consumption."

The City currently contracts to provide weekly manual solid waste and single-stream recycling curbside collection to all eligible residential units and municipal properties. This service is provided by rear-loading vehicles. By ordinance, the City is required to provide curbside collection of solid waste at all residential properties with six or fewer units. The total number of curbside collection stops is approximately 2,558 single-family buildings) and 318 two-unit buildings 65 three-unit buildings, 37 four-unit buildings, 17 five-unit buildings and 38 six-unit buildings.

Curbside collection of solid waste at commercial, industrial or residential properties with more than six units is not included in the scope of services. By ordinance, the City is required to provide curbside collection of single-stream recycling to all residential properties, except Centre Street (Washington Street to Front Street) and Front Street (Vine Street to Summer Street).

In 2023, the current contractor collected 1948.40 tons of materials through municipal curbside collection. Recycling materials accounted for 598.36 tons.

The scope of services for this RFP includes:

- Municipal curbside collection:
 - Solid waste:
 - Will be collected on a regular schedule, Monday through Friday, unless otherwise agreed upon mutually between City and Contractor.
 - Will be collected on a weekly basis.
 - May be collected by an automated system, if proposed by the Contractor.
 - Shall be disposed of at the City's Landfill.
 - Single-stream recycling:

- Will be collected on a regular schedule, Monday through Friday, unless otherwise agreed upon mutually between City and Contractor.
- Will be collected on a weekly basis.
- May be collected by an automated system, if proposed by the Contractor.
- Shall be recycled at a facility of the Contractor's preference.
- Collection of solid waste in downtown and City parks (Appendix A):
 - Will be collected three times per week.
 - City will provide receptacles.
- Collection of solid waste and recycling at municipal facilities (Appendix A)
- Collection of yard waste and leaves:
 - Will be collected in spring and fall (4 days per season).
 - Leaves will be required to be placed in paper biodegradable bags, furnished by the residents.
 - Shall be disposed at the City's Landfill.
- Collection of holiday trees
 - Will be collected once a week for three weeks following Christmas.
 - Shall be disposed of at the City's Landfill

CONTRACT SUMMARY

The initial contract term ("Term") shall be a period of five years, running from July 1, 2025, through June 30, 2030. Each one-year period from July 1 through June 30 within the Term shall be a "Term Year" and reflect the City of Bath Fiscal Year. The parties may mutually agree to renew the contract for additional terms.

Bid price for residential properties shall be provided as a lump sum per year.

During the term of the Contract and any renewal, the Contractor shall maintain in full force and effect the following types of insurance in at least the limits specified below:

Workers Compensation: Statutory

General Liability: \$1,000,000.00

Automobile Liability: \$500,000.00

Excess Umbrella: \$2,000,000.00

Public Liability Insurance in an amount not less than what is required by the Maine Tort Claims Act.

PROPOSAL REQUIREMENTS

Proposals that will be considered complete shall include responses to the bulleted items and the bid proposal form. Proposals will be assessed based upon qualifications and experience, technical proposal and the bid proposal.

- Organizational summary
 - The description will include the name and address of the owner, all principals and/or partners, and include a certified copy of the firm's certificate to do business in the State of Maine.
 - Include any subcontractors that may be involved with the proposal.
 - A brief history of the Contractor's experience providing waste collection services.
 - A list of all current litigation in which the Contractor or its members are named, and a list of all closed cases that have closed within the past five years in which the Contractor or its members paid the claimant either as part of a settlement or by decree.
- Managers
 - Identify the key individual who will serve as the Contractor's point of contact.
 - Provide a copy of the resume of the Contractor's representative.
- Performance Bond
 - A quote for the cost of a performance bond as a part of their proposal.
- Technical Proposal
 - Describe the proposed strategy, methodology, and resources for this project, and how the plan will efficiently and effectively accomplish the tasks involved.
 - Include the Contractor's experience with providing these types of services and capacity to provide these services to the City.
 - If the proposal includes transition to automated side load curbside collection, include an implementation plan for the conversion from rear loaded solid waste and recyclable collection to automated side load waste collection.
 - Proposal shall also include public education program to encourage recycling and waste diversion, including any examples of flyers, posters and brochures.

- Equipment
 - List all vehicles, specifying size, year, make, and model that may be used for this proposal, including any stand-by equipment.
- Complaint Resolution
 - Submit a copy of the proposed complaint resolution policy and procedures
- Sustainability Report
 - Submit a copy of the company's sustainability report.
- References
 - Three references (name, address, email address, and telephone number) who receive comparable services in similar sized communities, including the current contracted price for the clients, the number of tons of waste collected, and the number of households serviced.
- Bid form

BID FORM

Proposal for City of Bath

Collection Services of Solid Waste and Recycling

To: Marc Meyers
City Manager
City of Bath
55 Front St.
Bath, ME 04530

Dear Mr. Meyers:

The undersigned individual/firm/business guarantees this price for thirty days (30) from the proposal's due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all the terms, requests, or conditions written herein by the City of Bath, Maine.

By signing this form, the firm listed below affirms that its bid meets the minimum specifications and standards as listed above

Signature _____ Company _____

Name (print) _____ Title _____

Phone Number _____

Address _____

Email Address _____

STATE OF MAINE

_____, SS. Date: _____

Personally, appeared _____ and acknowledged the foregoing instrument to be their free act and deed in his/her capacity and the free act and deed of said company.

Notary Public

Print Name

Commission Expires



Bid sheet - Collection Services of Solid Waste and Recycling

Contractor: _____

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Curbside collection of solid waste and recycling					
<i>*Cost of purchasing and managing carts</i>					
City park and downtown solid waste collection					
City facility solid waste and recycling collection					
Spring leaf and yard waste collection					
Fall leaf and yard waste collection					
Holiday tree collection					

Appendix A - City Facilities

Bath City Parks and Downtown Waste Collection Service

Park	Location	Unit	Frequency
City Park	Washington Street	9	3x week
Waterfront Park	Commercial Street	9	3x week
Bridge Park	Commercial Street	3	3x week
Downtown	Front and Centre streets	13	3x week

Municipal Buildings Curbside Waste and Recycling Collection Service.

Building	Location	Unit	Frequency
Bath City Hall	Front Street	Side Load Can	Weekly
Bath Fire Department	High Street	6 Yd. Dumpster	Weekly
Bath Police Department	Water Street	Side Load Can	Weekly
Bath Police Department	Water Street	6 Yd. Dumpster	Weekly
Bath Recreation Department	Sheridan Road	Side Load Can	Weekly
Bath Recreation Department	Congress Avenue	6 Yd. Dumpster	Weekly
Cemetery Garage	Oak Grove Avenue	6 Yd. Dumpster	Weekly
Wastewater Treatment Plant	Town Landing Road	6 Yd. Dumpster	Weekly
Wastewater Treatment Plant	Town Landing Road Headworks	(4) 1.5 Yd. Dumpsters	As Needed
Public Works	Oak Grove Avenue	6 Yd. Dumpster	Weekly
Public Works	Oak Grove Avenue	6 Yd. Dumpster (Recycle)	1 x Monthly

Appendix B - Recycling locations

For purposes of single-stream recycling curbside collection

Recycling Service	Frequency
Residential Curbside Collection	Weekly
Public Facilities	
Public Works	Weekly
Fire Dept.	Weekly
Recreation Dept.	Weekly
Cemetery Office. Parks	Weekly
Police Dept.	Weekly
City Hall	Weekly
Affordable Housing	
The Anchorage (39 units)	Weekly
The Moorings (40 units)	Weekly
Seacliff (50 units)	Weekly
Oak Grove Common (30 units)	Weekly
Dikes Landing (18 units)	Weekly
Condominium Complexes	
Schooner Ridge (20 units)	Weekly
Pine Hill (57 units)	Weekly
Springview (8 units)	Weekly
Oak Ridge Apts (34 units)	Weekly
Ledgeview Apts (24 units)	Weekly
Maritime Apts. (134 units)	Weekly

