

**TOWN OF TOPSHAM
REQUEST FOR PROPOSALS
SOLID WASTE DISPOSAL**

I. INTRODUCTION

The Town of Topsham is accepting proposals for Disposal and Transport of compacted municipal solid waste (MSW), mixed demolition debris, and Single or Zero sort recycling collected at the Topsham Recycling Center and Transfer Station located at 96 Townsend Way Topsham, Maine. The transportation and disposal of all MSW and mixed demolition debris must comply with all applicable codes, regulations and requirements of the Maine Departments of Transportation and Environmental Protection, the federal Department of Transportation and the Environmental Protection Agency, and any similar governmental authority having jurisdiction. The Town of Topsham reserves the right to drop Zero Sort depending on bid price.

Sealed bids are due on or before 3:30 PM Friday, December 6, 2024 to be considered at the next available Selectmen's meeting.

II. DETAILS

The MSW will be collected by the Town and compacted in 50 cubic yd. containers owned by the Town. It is estimated that each container, when full, will contain approximately 13 to 15 tons of compacted MSW. Topsham does Single stream or Zero sort recycling, though certain items such as glass and corrugated cardboard are collected separately. The Town is open to separating other items if mutually beneficial to the Town and the selected contractor. The Zero sort recycling is attended to ensure quality and then compacted in a 50 yd. container with an estimated 8-10 tons of material. The Mixed demo debris will be in 30 cubic yd. containers, when full will contain approximately 3 to 10 tons.

On an annual basis there will be approximately 60 loads of MSW, 100 loads of mixed demolition debris (approximately 3-10 tons/load) and 30 loads of Recycling, All numbers are estimates only. The Town of Topsham owns all containers together with spares for switch out.

Please submit three (3) year proposals on the attached Bid Forms.

III. EPR.

Given the uncertainties related to the implementation of Maine's new Extended Producer Responsibility Program the Town:

- Will require the Selected Contractor to supply any data within the contractor's possession that is needed to complete EPR reports once the program is implemented; and
- Desires the ability to withdraw from the recycling portion of the contract without penalty on or before September 30, 2025 (with the withdrawal being effective June 30, 2026) and on or before September 30, 2026 (with the withdrawal being effective June 30, 2027) in order to have the ability to adjust its recycling program if deemed by the Town in its best interests. Prior to any withdrawal, the Town would engage with the Selected Contractor about modifying the relationship, with the preference being to remain with the Selected Contractor if mutually agreeable terms can be reached.
- The Town would like information on the ultimate disposal of the MSW, Demo Debris and any recycling materials which are ultimately not recycled (ie, are they incinerated in a trash to energy plant, landfilled, etc.).

IV. FORMAT OF SUBMITTALS

All bids must be submitted in the following format in the order listed.

A. Bid Form: Attached hereto.

B. Signature Form: Attached hereto.

C: List of other Towns within the State of Maine for which you are an approved transporter of MSW, together with the name and telephone number of a reference at such Town.

D. Proof of Liability Insurance, Motor Vehicle and Worker Comp.

IV. QUESTIONS

All questions regarding the bid process or specifications should be directed to Ed Caron, Recycling Center and Transfer Station Manager, at 207-725-2757 or E-mail at ecaron@topshammaine.com or Town Manager Mark Waltz at 207-729-0907, mwaltz@topshammaine.com.

V. TERMS AND CONDITIONS

A. Submittal Instructions.

All bids must be delivered to:

Town Manager's Office
Attention: Rose Woodd
100 Main St
Topsham, Me. 04086

Bids are due on or before 3:00 PM, December 6, 2024

A. Bids should be submitted in a sealed envelope labeled "Solid Waste Disposal Bid."

B. Withdrawals. You may withdraw your bid at any time prior to the date and time set for closing bids.

VI. GENERAL INFORMATION

There is no expressed or implied obligation for the Town of Topsham, Maine to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the Town of Topsham reserves the right, where it may serve the Town's best interest, to request additional information or clarification from bidders, or to allow correction of errors or omissions. Unless otherwise modified by the Town of Topsham with an Addendum, the terms and conditions in this RFP shall prevail. The Town of Topsham reserves the right to reject, in whole or part, any proposal that do not comply with such terms and conditions or when it is in the best interest of the Town. The Town of Topsham reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in any resulting contract between the Town of Topsham and the firm selected. The Town of Topsham reserves the right to negotiate with any individual bidder, and to award the proposal that best meets the needs of the Town of Topsham, whether or not it is the lowest cost proposal. The Town also reserves the right to reject any or all proposals based upon its review of the proposals.

BID FORM (Three Year)

Specify disposal costs and Transportation by year on the following table. Include all fuel surcharges in the cost of transportation.

Year ending June 2026

Disposal		Transport	
Municipal Solid Waste	_____per/ton	MSW	_____per trip
Mixed Demo Debris	_____per/ton	Demo Debris	_____per trip
Single/Zero sort	_____per/ton	Single/Zero Sort	_____per trip

Year ending June 2027

Disposal		Transport	
Municipal Solid Waste	_____per/ton	MSW	_____per trip
Mixed Demo Debris	_____per/ton	Demo Debris	_____per trip
Single/Zero sort	_____per/ton	Single/Zero Sort	_____per trip

Year ending June 2028

Disposal		Transport	
Municipal Solid Waste	_____per/ton	MSW	_____per trip
Mixed Demo Debris	_____per/ton	Demo Debris	_____per trip
Single/Zero sort	_____per/ton	Single/Zero Sort	_____per trip

Expected ultimate destination of MSW, Demo Debris and recyclables that cannot be recycled:

SIGNATURE FORM

The undersigned, an authorized agent of his/her company, hereby certifies:

1. That he/she has carefully examined specifications in the Request for Proposals;
2. That, if awarded the Contract, the company will agree to the terms of Section III (EPR) as stated in the RFP, supply the required information and agrees to the optional early termination by the Town of the recyclable portion of the contract.
3. That, if awarded the Contract, he/she will provide all labor, material, supplies and equipment necessary to execute a Contract;
4. That he/she understands that the Town reserves the right to reject any or all responses which do not meet the proposal requirements, or all proposals in the event that the Project is canceled, postponed, or if it is in the best interest of Town of Topsham;
5. That, if awarded the Contract, he/she will enter and execute a contract as required in the Request for Proposals (RFP);
6. That the Vender is legally able to enter into and perform a contract, if awarded;
7. That the Vender is current on all taxes and fees owed to the Town.

Authorized Signature

Printed Name, Title

Mailing Address

City, State, Zip Title

Legal Name of Company

Phone Number

Web Site, if available

Email address, if available

