

# **INVITATION TO BID**

**ITB #24-8002**

## **TALBOT COUNTY PUBLIC SCHOOLS**

**Refuse and Recycling Collection Services**

**2023-2024 School Year**

**ITB Release Date: 4/26/23**

**PRE-BID MEETING: 5/5/2023 2:00 PM**

**LOCATION: Talbot County Education Center**

**12 Magnolia Street**

**Easton, MD 21601**

**BID DUE DATE: 5/26/2023 at 1:00 PM**

**LOCATION: Talbot County Board of Education**

**12 Magnolia Street**

**Easton, MD 21601**

**BID OPENING DATE: 5/26/2023 at 1:00PM**

**LOCATION: Talbot County Board of Education**

**12 Magnolia Street**

**Easton, MD 21601**

## **INVITATION TO BID**

Sealed Bids are being sought from qualified contractors until 1:00 PM, on May 26, 2023, by the Talbot County Board of Education for **Refuse and Recycling Collection Services**.

All bidders must:

- Be licensed by the State of Maryland
- Have a minimum of 5 years of experience
- Be able to provide references of similar commercial customers in the State of Maryland

A pre-bid meeting will be held on May 5, 2023, at 2:00 pm, at the Talbot County Education Center, 12 Magnolia Street, Easton, MD. 21601. Attendance is not mandatory.

Bids must be submitted by the due date to, Mr. Kevin Shafer, Director of Operations, Talbot County Board of Education, 12 Magnolia Street, Easton, MD 21601. Proposals may not be faxed or emailed. The awarding agency reserves the right to waive any informality, or to reject any or all proposals.

**Certified Minority and Women-Owned Business Enterprises are encouraged to participate in this procurement.**

The Talbot County Board of Education does not discriminate in admissions, access, treatment or employment in their programs and activities on the basis of race, sex, age, color, national origin, religion, disability, sexual orientation or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request.

BY ORDER OF THE TALBOT COUNTY BOARD OF EDUCATION  
Dr. Sharon, Superintendent of Schools

Posted on 4/24/23 to [eMaryland Marketplace](#) and TCPS Website

## Specifications For Refuse and Recycling Collection Service

1. The Talbot County Board of Education invites the submission of sealed bids for refuse and recycling collection services as specified below, for the period July 1, 2023 through June 30, 2024. The subsequent contract resulting from this invitation for bids, shall be renewable with mutual consent for an additional year, for up to five (5) years. An annual escalation, not to exceed 1% of the original contract amount, may be negotiated for each successful year of service thereafter.
2. The bids must be submitted in a sealed envelope clearly marked "Refuse and Recycling Collection Services Bid, Attn: Kevin Shafer, Director of Operations" Sealed bids will be received at the Talbot County Education Center, Plant Operations Office, 12 Magnolia Street, Easton, Maryland, until **1:00 PM, on May 26, 2023**. Sealed bids will be opened at **1:00 PM** on that same day, at the Talbot County Education Center.

The Board of Education reserves the right to reject any or all bids and to waive any irregularities or technicalities. It also reserves the right to award the bid(s) on an individual basis as may be to its administrative and/or economic advantage and/or convenience.

3. The collection service shall be containerized method similar to (but not limited to) the Dumpster System. The successful bidder shall furnish closed, lockable metal containers of appropriate size for each of the participating facilities. The containers are to remain the property of the contractor and of such nature that they can be picked up and dumped by the contractor's equipment. The containers are to be kept clean and sanitary so as to eliminate offensive odors and to prevent pest management issues.
4. Any damage to facilities, utilities above and/or below ground or any property or equipment, shall be repaired or replaced to a condition at least equal to existing by the contractor, subject to approval by the Issuing Officer, at no additional cost to the Board of Education.
5. The Board of Education reserves the right to terminate the contract, for default by the contractor, or convenience, upon seven (7) days notice in writing. The contractor shall be paid for services for the amount of work satisfactorily completed at the effective date of termination.
6. The contractor shall obtain and continue in force, during the term of the contract, all insurance requirements specified below.
  - A. Each insurance policy shall not be cancelled or changed without thirty (30) days prior written notice by registered mail, given by the insurance carrier to Talbot County Public Schools. The contractor shall submit to the Talbot County Board of Education, prior to execution of the Work Agreement, the following certificates of insurance:
    - 1) Worker's Comprehension and Occupational Disease Disability Insurance as required by the laws of the State of Maryland.
    - 2) Employer's liability insurance in the amount of \$1,000,000 for each accident.
    - 3) Comprehensive automobile liability insurance for vehicles furnished by the contractor with a combined single limit of \$1,000,000 for each occurrence.
    - 4) Comprehensive general liability insurance with a limit of \$2,000,000 annual aggregate and \$1,000,000 per occurrence.

- B. The contractor shall cause the aforesaid insurance policies to be duly and properly endorsed by insurance underwriters as follows:
- 1) To provide that Talbot County Public Schools is endorsed as additional insured to the contractor on liability coverage for work performed by the contractor.
  - 2) To provide that said insurance shall be primary in all instances with respect to work performed by the contractor for Talbot County Public Schools.
  - 3) To provide contractual liability coverage for liability assumed under the terms of this contract.
  - 4) To provide thirty (30) days prior written notice of cancellation or change in coverage.
7. The refuse and recycling pickup shall be scheduled per the attached schedule.
8. Bidders shall include in their proposal the cost of extra pickups, which may be necessary because of special circumstances.
9. Bids must include cost information for each individual location as the attached Bid Pricing Form (Attachment A) requires.
10. Monthly invoices must be itemized by individual locations.

**Alternate #1 Submission Specifications:**

Due to the Maryland Department of the Environment requirements associated with the food residuals legislation that went into effect on January 1, 2023, Talbot County Public Schools (TCPS) is seeking an associated collection service. Currently, TCPS does not meet the minimum threshold to require the disposal of the associated waste. On January 1, 2024, the minimum threshold is lowered, and based on the prescribed accumulation equation, TCPS will achieve the amount of food residual waste to enact the requirement at the Easton Elementary School Campus (307 Glenwood Ave., Easton, MD 21601).

TCPS is asking interested contractors to submit pricing based on the following specifications for food residuals collection:

1. Provide a secure and sealed waste containers that will allow for an estimated 1.5 tons of residual food waste per week (only when school is in session).
2. Collect the food waste two (2) times per week, on Tuesday and Friday (only when school is in session).
3. Utilize the Maryland Department of the Environment interactive map on their website (<https://mdewin64.mde.state.md.us/LMA/FoodGen/>) to determine a suitable food residuals recycler.
4. This service will only take place between the dates of January 1 and June 12, 2024.

TALBOT COUNTY PUBLIC SCHOOLS

Refuse and Recycling Services (ITB #24-8002)  
Bid Submission Agreement Form

I/We acknowledge Addendums numbered \_\_\_\_\_ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for sixty (60) days from the date of opening of bids, and the undersigned shall abide the bid specifications.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work to be accomplished by the contractor submitting this bid document as described in the specifications.

Should I/We be awarded the subsequent contract, I/We pledge to achieve substantial completion of all the work as described.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to or in the completion of the work required; that the bid is legal and firm; that has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding process.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall be bound to the obligations described herein.

I am / We are an Individual / a Partnership / a Corporation

By \_\_\_\_\_  
(Individual's / General Partner's / Corporate Name)

\_\_\_\_\_  
(State of Corporation)

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness:** \_\_\_\_\_ **By:** \_\_\_\_\_  
( Authorized Signature )

**(SEAL)** \_\_\_\_\_  
( Title )

**Date:** \_\_\_\_\_

**TALBOT COUNTY PUBLIC SCHOOLS  
REFUSE AND RECYCLING COLLECTION SERVICES**

**Bid Pricing Form (Attachment A)**

The following is a list of buildings to be served by the Refuse & Recycling Collection  
Effective dates July 1, 2023 through June 30, 2024

<b>VENDOR:</b>
<b>ADDRESS:</b>
<b>PHONE NUMBER:</b>
<b>CONTACT NAME:</b>

<b>TOTAL ANNUAL COST:</b> (Exclusive of Alternate #1) <div style="border-bottom: 1px solid black; width: 100%; margin-top: 5px;"></div>
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REFUSE							RECYCLE					
**August 28, 2023 - June 12, 2024 **												
Location	Number of Dumpsters	Size	Number of Pickups	Days	Cost	Extra Pickup Charge	Number of Dumpsters	Size	Number of Pickups	Cost	Extra Pickup Charge	Monthly Total
St. Michaels Elementary School	1	8 yard	2 x w	Tu, Fri			1	8 yard	1 x w			
White Marsh Elementary School	1	8 yard	2 x w	Tu, Fri			1	8 yard	1 x w			
Chapel District Elementary School	1	8 yard	2 x w	Tu, Fri			1	8 yard	1 x w			
Talbot County Education Center	1	8 yard	2 x w	Mo, Th			1	8 yard	1 x w			
Tilghman Elementary School	1	8 yard	1 x w	Tu			1	8 yard	1 x w			
Easton Elementary School	3	8 yard	5 x w	Mo-Fri			1	8 yard	1 x w			
Easton Middle School	1	8 yard	5 x w	Mo-Fri			1	8 yard	1 x w			
Easton High School	2	8 yard	5 x w	Mo - Fri			1	8 yard	1 x w			
St. Michaels High School	1	8 yard	2 x w	Tu, Fri			1	8 yard	1 x w			
<b>Total Cost w/o Extra Pickup:</b>							<b>Total Cost w/o Extra Pickup:</b>					

\*\* Schedule subject to change

REFUSE - SUMMER PICK UP							RECYCLE - SUMMER PICK-UP					
July 1 - August 28, 2023 & June 17 - June 30, 2024												
Location	Number of Dumpsters	Size	Number of Pickups	Days	Cost	Extra Pickup Charge	Number of Dumpsters	Size	Number of Pickups	Cost	Extra Pickup Charge	Monthly Total
St. Michaels Elementary School	1	8 yard	1 x w	Not Fri			1	8 yard	1 x bi-w			
White Marsh Elementary School	1	8 yard	1 x w	Not Fri			1	8 yard	1 x bi-w			
Chapel District Elementary School	1	8 yard	1 x w	Not Fri			1	8 yard	1 x bi-w			
Talbot County Education Center	1	8 yard	1 x w	Not Fri			1	8 yard	1 x bi-w			
Tilghman Elementary School	1	8 yard	1 x bi-w	Not Fri			1	8 yard	1 x bi-w			
Easton Elementary School	2	8 yard	1 x w	Not Fri			1	8 yard	1 x bi-w			
Easton Middle School	1	8 yard	1 x w	Not Fri			1	8 yard	1 x bi-w			
Easton High School	1	8 yard	1 x w	Not Fri			1	8 yard	1 x bi-w			
St. Michaels High School	1	8 yard	1 x w	Not Fri			1	8 yard	1 x w			
<b>Total Cost w/o Extra Pickup:</b>							<b>Total Cost w/o Extra Pickup:</b>					

**ALTERNATE #1 - Food Residual Cost (August 28, 2023 - June 12, 2024):**

Location:	Number of Receptacles	Size	Number of	Days	Cost	Extra Pickup Charge
Easton Elementary School	TBD	TBD	2 x w	Tu, Fri		