



**TOWN OF GILFORD
REQUEST FOR BIDS
TRASH REMOVAL CONTRACT – 2 YEARS
JANUARY 2023 - DECEMBER 2024**

The Town of Gilford is seeking proposals to provide Trash Removal Services for Town properties. **Proposals must be submitted no later than 2:00 PM Friday November 18, 2022**, to the Public Works Office at 55 Cherry Valley Road, Gilford, NH 03249. Proposals should be in a sealed envelope marked “2023-2024 Trash Removal – Gilford, NH”. Late or faxed proposals will not be accepted.

The Town of Gilford reserves the right to accept or reject any and/or all proposals or any part thereof, to waive any formality in the proposal process and to accept the proposal considered to be in the best interest of the Town. Failure to submit all information called for may be sufficient grounds for disqualification.

Please direct all questions concerning this proposal to:

Meghan Theriault, P.E.
Public Works Director
dpwdirector@gilfordnh.org

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Trash Removal – Municipal Buildings & Grounds
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1.0 INFORMATION FOR BIDDERS:

- 1.01 Proposals shall be delivered to the Town of Gilford Public Works Department (hereafter referred to as the Town), 55 Cherry Valley Road, Gilford, NH 03249 by **2:00 PM Friday November 18, 2022**. Any proposals not received prior to the time set in the request, or an addendum, shall be disqualified. Fax proposals will be accepted to meet time and date, however must be followed by an original with signature within 48 hours.
- 1.02 Proposals will be publically opened at the time and location noted above and an apparent low bidder identified. Additional information may be requested from companies considered for award.
- 1.03 The Town reserves the right to reject any and all proposals and to waive any informality in connection with the proposals received.
- 1.04 It is anticipated that the Board of Selectmen will determine the lowest qualified bid at a public meeting scheduled for December 14 at 7pm, whereupon the winning bidder shall be notified the next day.
- 1.05 Payment will be made monthly for completion of contractual agreements and upon invoices submitted to DPW. Payment shall be only for work completed.
- 1.06 Contract shall consist of the contract instrument as awarded the request for proposals, and the project description.
- 1.07 Failure to submit any required data may be cause for rejection. Proposers may submit such other data as they deem appropriate.

2.0 GENERAL INFORMATION:

- 2.01 The work to be performed under this contract consists of furnishing all labor, equipment, materials, expertise, tools, supplies, bonds, insurance, licenses and permits, necessary to accomplish removal of garbage at all municipal locations specified in Appendix A.
- 2.02 Definitions:
 - Client: Town of Gilford, Department of Public Works

 - Contractor: The Company awarded the contract to provide the client with the service or product specified in this proposal.

 - Director of Public Works: The duly appointed individual responsible for the general management of all contracted services specific to Public Works, Buildings and

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Grounds.

Buildings & Grounds Supervisor: The duly appointed individual responsible for the daily supervision of these contracted services.

- 2.03 The Contractor shall diligently undertake and perform all work required by the contract. The Contractor agrees to devote the number of people and the level of effort necessary to perform and complete the work in a timely manner. All work will be performed to the highest professional standards and will reflect thoroughness, attention to detail, and a dedicated utilization of field specific knowledge.
- 2.04 Client reserves the right to order changes in the work within the general scope of the project. The Director of Public Works or his/her designee shall order any changes to the contract in writing. If the Contractor encounters circumstances that it believes warrants a change in the price, quality, quantity, or method of performing work it shall notify the project manager of the circumstances in writing. No change in work shall be undertaken until authorized in writing by the Director of Public Works or designee. Contractor's sole responsibility is to notify the Town in advance in writing of any work that it considers changed or extra. Failure to provide such documentation for approval prior to processing work shall waive any claim for additional payment.
- 2.05 Prior to commencing work or performing any phase of the work, Contractor shall obtain such permits or licenses as may be required by State, Federal, or Local law. Failure to obtain permits or licenses in a timely manner shall not excuse the Contractor of performance under this contract or extend contract time. Contractor shall obtain any permission required prior to entering upon private property to perform any task required.
- 2.06 Contractor shall at its expense protect from injury trees, shrubs, buildings, fences, utilities, structures, pipes, conduits, and public or private property, which may be affected by the work. Contractor or sub-contractor shall be liable for any damage done and shall restore any damaged property to the same or better condition as a result of Contractor's negligence.
- 2.07 Contract to supply trash removal service shall run for a period of two (2) years, beginning January 1, 2023 thru December 31, 2024. There is an option to extend the contract for one (1) year by mutual agreement. See (Section 3.07)
- 2.08 Client shall have the right to terminate this contract for convenience at any time prior to completion. Written notice of such termination shall be mailed to Contractor at the address on file with the Town. Termination shall be effective ten (10) days from the date notice is mailed. Upon receipt of notice, Contractor shall immediately stop work and terminate all subcontracts. Contractor shall be

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entitled to compensation equal to the cost of work performed to date.

- 2.09 Upon failure of the Contractor to make satisfactory progress or failure to abide by the terms of the contract, or to obtain, furnish or keep in force any required permit, license, bond, or insurance, the Client shall have the right to terminate the contract for default. Written notice of termination shall be mailed to the Contractor at its address listed with the Town of Gilford. Notice shall be effective upon receipt. Upon receipt of notice, Contractor shall immediately stop work and relinquish all project files to the Client. Client may thereafter pursue the work or hire another Contractor to do so and charge the excess cost thereof to Contractor.
- 2.10 Specialty subcontractors may be used to perform such work as is customary in Contractor's profession; however, the reports required shall be authorized by the Contractor who shall be liable for any faulty data, errors or omissions contained therein.
- 2.11 Contractor shall designate a member of its staff who is knowledgeable concerning this project and who has authority to act for the Contractor on all matters pertaining to this agreement.
- 2.12 All insurance and bonds required under this contract shall be written in an amount sufficient to cover the full contract price of services offered to complete the job. The Contractor shall file certificates of insurance and bonds with the Town prior to commencement of work.
- 2.13 Public Liability & Property Damage Insurance: The Contractor shall take out and maintain during the life of this contract such insurance that will list the Town as additionally insured to protect the town, from claims for personal damages, which may arise from operations under this contract, whether such operations by himself or by any subcontractor, or by anyone directly or indirectly employed by either of them. The town requires a 30 day written notice prior to cancelation of any insurance policy.

INSURANCE SHALL BE IN THE MINIMUM AMOUNT OF TWO MILLION (\$2,000,000.) DOLLARS.

Contractor shall not commence work under this contract until a certificate of insurance has been received and approved by the Town.

- 2.14 The work covered under this contract shall be completed in its entirety on or before the date specified in 2.07. The Town may in its discretion extend the time for completion of the work without invalidating any of the provisions herein contained and without releasing the surety.
- 2.15 The Contractor shall indemnify and hold harmless the Town and it's agents from

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any lien or claim to be filed or prosecuted against the Town and it's agents for any act or omission resulting from the acts of the Contractor, its employees and/or subcontractors.

3.0 PROJECT DESCRIPTION:

- 3.01 The Client requires collection of trash at the locations described in Appendix A.
- 3.03 **All units specified in Appendix A are rental units to be supplied by the Contractor, in the sizes indicated.**
- 3.04 All containers are to be maintained free of debris that may escape during the dumping process. Any debris escaping is the responsibility of the Contractor to immediately pickup and remove.
- 3.05 A schedule of services is also indicated on Appendix A. The total cost for services for one (1) year must be included on the last page.
- 3.06 Payments will be monthly for services rendered the previous month, throughout the period of the contract.
- 3.07 The Town reserves the right to extend this contract for one (1) additional year by mutual agreement with the Contractor and with the approval of the Board of Selectmen of the Town. The Consumer Price Index (CPI) shall be the instrument used to determine any increase or decrease in contract price for the additional term.
- 3.08 The Town may require additional service, pick-up, and unit rentals for the following Holidays and weekends:
- Memorial Day weekend
 - Independence Day
 - Labor Day weekend
 - Columbus Day weekend
- 3.09 Glendale containers must be in place on May 1st of each year and be scheduled for complete removal during the first week of November each year.

The Board of Selectmen for the Town of Gilford reserves the right to accept or reject any and all proposals deemed in their sole judgement, to be in the best interest of the Town.

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4.0 BUSINESS INFORMATION & PROPOSAL SHEET:

Business Name: _____

Principal Office Address: _____

Phone #: _____ Fax #: _____

Name of Person Completing Proposal: _____

(PRINT)

Signature of Authorized Agent for Company: _____

Date: _____

Location	# Units Needed	Unit Size	Length Needed	2023 \$/Yr	2024 \$/Yr
Glendale	2 - 5	10 cy	Seasonal		
Town Hall/Fire Dept	1	10 cy	Year Round		
Highway Dept	1	6 cy	Year Round		
Library	1	8 cy	Year Round		
Location	# Units Needed	Unit Size	Length Needed	2023 \$/pickup	2024 \$/pickup
Glendale	4	10 cy	Seasonal		
Gilford Beach	2	6 cy	Seasonal		
Stonewall Park	1	2 cy	Seasonal		
Village Field	2	2 cy	Year Round		

All units noted above are rental units to be supplied by the Contractor, in the sizes indicated.

TOTAL COST PER YEAR FOR SCHEDULED CONTAINERS: \$ _____

TOTAL COST FOR ON CALL CONTAINERS PER PICK UP: \$ _____

****This breakdown must be returned with proposal****

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APPENDIX "A"
Schedule of Municipal Trash Pickups, Gilford NH

Location	S	M	T	W	Th	F	S	Pickup Schedule
Glendale Docks	-	-	-	-	-	-	-	VARIES (2 – 5 depending on time of year)
May 1 st to Memorial Day		X						2 Containers 1 time per week
Memorial Day to July 1 st		X			X			4 Containers 2 times per week
July 1 st to end of Labor Day		X		X		X		4 Containers 3 times per week (+1 Container delivered for holiday weekends no later than the Friday before and removed the following week)
After Labor Day to end of October		X			X			4 Containers 2 times per week
Town Hall/Fire				X				1 Container 1 time per week
Highway Dept.				X				1 Container 1 time per week
Library				X				1 Container 1 time per week

The above chart shows requested pick up schedule, schedule may change as necessary for proposal purposes.

Glendale Docks	On call April 1 through May 31
Stonewall Park	1 Container – On call status
Gilford Beach	2 Containers - On call status
Village Field	2 Containers - On call status

Please provide "on call" containers at per pick up per container cost.