

INVITATION TO BID

May 24, 2023

Dear Vendor,

Enclosed you will find a bid package for **Waste & Recycling Collection Services** at all City Facilities. All pertinent information is contained within.

We invite you to participate in the bid process. Please note that all bids are to be submitted in a sealed envelope and addressed to: **City of Seaford, Attn: City Manager, P.O. Box 1100, 414 High Street, Seaford, DE 19973**, and marked on the outside **“Bid Response – Waste & Recycling Collection Services”** by **2:15 p.m.** on Wednesday, June 21, 2023.

The bid opening will be held in the Council Chambers at City Hall, 414 High Street, Seaford, DE.

Should you need clarification on any item, please contact Katie Hickey, Superintendent of Parks & Recreation at 302-629-6809. If you would like to request a bid package, you can contact Ashley Heinicke, City Clerk at 302-629-9173.

Thank you for reviewing this information and participating in our bidding process.

Sincerely,
City of Seaford

Charles Anderson
City Manager

Enclosures

INFORMATION FOR BIDDERS

BIDS will be received by the City of Seaford (herein called the “Owner”) at the office of the City Manager, City Hall, 414 High Street, Seaford, Delaware until 2:15 p.m. prevailing time, on Wednesday, June 21st, 2023, and then publicly opened in the City Council Chambers and read aloud.

BIDDERS are advised that the bid is for materials and services required for **Waste & Recycling Collection Services** at all City Facilities. Bidders are further advised that the prices bid are all-inclusive and shall include all charges for the requested services. No additional payment will be made for service charges, fuel adjustments or other changes in the prices bid during the term of the contract.

Each BID must be submitted in a **sealed envelope**, addressed to the City of Seaford, Attn: City Manager, 414 High Street, P.O. Box 1100, Seaford, DE 19973. Each sealed envelope containing a bid must be **plainly marked on the outside as “Bid Response – Waste & Recycling Collection Services” and the envelope should bear on the outside the name of the BIDDER and their address.** If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER. Any BID received after that time and date specified shall not be considered.

All BIDS must be made on the required BID proposal form. All blank spaces for BID prices must be filled in, in ink, or type written, and the BID form must be fully completed and executed when submitted. One copy of the BID form is required. BIDS and/or alternate bids submitted by FAX will not be accepted.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of the BIDS or authorized postponement thereof. No BIDDER may withdraw a BID within thirty (30) days after the actual date of the opening thereof.

BIDDERS must satisfy themselves of the accuracy of the required work in the BID documents by a review of the CONTRACT DOCUMENTS. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the location, use of property or conditions outlined in the CONTRACT DOCUMENTS.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve them from fulfilling any of the conditions of the contract.

The OWNER may make such investigation as they deem necessary to determine the ability of the BIDDER to provide the necessary materials and/or labor and equipment to carry out the work and the BIDDER shall furnish to the OWNER all such information for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigations of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement. A conditional or qualified BID may be a reason to disqualify your bid.

The award may be made to the lowest, responsible BIDDER. The Mayor and Council reserve the right to reject any and all bids. The bids may be presented to the Mayor and Council at their Regular Meeting on June 27, 2023, at 7:00 p.m., at City Hall, 414 High Street, Seaford, DE.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the WORK shall apply to the contract throughout.

Each BIDDER is responsible for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure of the BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation respective to their BID.

The successful bidder must also provide an insurance certificate prior to the commencement of work. Comprehensive Liability, Bodily Injury, Property Damage, and Worker's Compensation will be required in the amounts listed herein. The contractor shall secure and maintain at his own expense, during the contract term commercial general liability insurance which insures against claims for bodily injury, property damage, personal injury, and advertising injury arising out of or in connection with, any operations or work under this contract whether such operations are by the contractor, its employees, or subcontractors or their employees. The policy shall provide minimum limits of liability as follows:

- \$500,000.00 combined single limit – each occurrence
- \$500,000.00 combined single limit – general aggregate
- \$500,000.00 combined single limit – products/completed operations aggregate
- \$200,000.00 Business auto liability – combined single limit
- \$500,000.00 Workers compensation – each accident,
each employee

All insurance shall name the owner; it's appointed and elected officials, officers, servants, agents and employees as insured. The contractor shall submit proposed insurance instruments to the City Manager prior to execution for approval.

- END OF DOCUMENT -

City of Seaford

Waste & Recycling Collection Specifications

The City of Seaford has several departments and locations from which trash and recyclables must be collected and removed. All pickup and deliveries to the sites listed **must be in accordance with the Municipal noise regulations that require curtailment of operations (and excessive noise) before 7:00 a.m. and after 9:00 p.m. Monday - Friday.** Saturday and Sunday pickup and deliveries are prohibited without prior approval by the City of Seaford.

The locations and requirements are as follows:

- ❖ **City Hall** – 414 High Street
 - One 4-Yard trash dumpster and one 2 – Yard recycling dumpster, to be emptied once a week. In addition, the dumpsters shall be emptied the first business day after Riverfest – This date will be provided yearly to the successful vendor. This annual one-time service will be included in the standard monthly charges below.

- ❖ **WWTF** – Nanticoke Avenue
 - Two 2-Yard trash dumpsters, to be emptied once a week. Both dumpsters must have $\frac{3}{4}$ to 1-inch drain holes drilled on 12-inch centers, horizontally and vertically, on all sides of the dumpsters to permit adequate drainage of grit and screenings. This dumpster is mainly used for grit from the headwork's screen at the beginning of the treatment process. Heavy-duty wheels must be maintained on both dumpsters to permit manual positioning of the dumpsters under the grit/screening discharge chutes. Dumpsters can only be accessed for dumping Monday-Friday from 8 a.m. to 4 p.m.

- ❖ **Utility Building** – 8000 Herring Run Road
 - One 8-Yard trash dumpster and one 4 – Yard recycling dumpster, to be emptied once a week. Dumpsters can only be accessed for dumping Monday-Friday from 8 a.m. to 4 p.m.

- ❖ **Recreation Office** – 320 Virginia Avenue
 - One 2-Yard recycling dumpster, to be emptied once a week.
 - One 8-Yard trash dumpster, to be emptied once a week (Tuesday, Wednesday, or Thursday)

- ❖ **Parks Building** – 322 Virginia Avenue
 - One 8-Yard trash dumpster, to be emptied twice a week (Monday & Thursday), May 1 – September 30.
 - Dumpster to be emptied once a week, October 1 – April 30 (Tuesday, Wednesday, or Thursday)

- ❖ **Police Department** – 300 Virginia Avenue

- One 4-Yard trash dumpster and one 2 – Yard recycling dumpster, to be emptied once a week.
- ❖ **Seaford Community Swim Center** – 1035 W. Locust Street (Hooper’s Landing)
 - Four (4) wheeled trash containers and two (2) wheeled recycling containers, emptied once a week from April 15 through October 1. After October 1, all containers must be picked up and taken off site until next April.
- ❖ **Jays Nest – 490 N Market Street Ext.**
 - Four (4) wheeled containers and two (2) wheeled recycling containers, emptied once a week March 1 – December 1. After December 1, two (2) wheeled containers and one (1) wheeled recycling container must be picked up and taken off site until next March.
 - Two (2) wheeled containers and one (1) wheeled recycling container, emptied once a week December 1 – March 1
- ❖
- ❖ **Fire House – King Street**
 - One 4-Yard dumpster and one 2 – Yard recycling dumpster, to be emptied twice a week, Tuesday & Friday

This bid is for the term of one year with an option for one additional year. Upon award, the contract for services will start on July 1, 2023, and be for a period of up to two years, ending on June 30th, 2025. The prices listed below are monthly charges for a one-year period. The City reserves the right to terminate the contract at any point during the two-year period.

City of Seaford
 Trash Collection and Recycling Specifications
 Bid Proposal

	<u>Year One</u>	<u>Year Two Option</u>	
City Hall	\$ _____	\$ _____	per month
WWTF	\$ _____	\$ _____	per month
Pool/SCSC	\$ _____	\$ _____	per month
Utility Building	\$ _____	\$ _____	per month
Recreation Office	\$ _____	\$ _____	per month
Parks Building	\$ _____	\$ _____	per month
Police Department	\$ _____	\$ _____	per month
Jays Nest	\$ _____	\$ _____	per month
Fire House	\$ _____	\$ _____	per month
Additional Pickups			
2-Yd Container	\$ _____	\$ _____	
4-Yd Container	\$ _____	\$ _____	
8-Yd Container	\$ _____	\$ _____	
Wheeled Container	\$ _____	\$ _____	
2-Yd Recycling Container	\$ _____	\$ _____	
Wheeled Recycling Container	\$ _____	\$ _____	

Bidder:

Company Name

Address

Authorized Signature

Print Name and Title

Email Address

Date

Business #

Cell #

REFERENCES

Please provide the following information for customers who you have served for at least twelve months.

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Email address: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Email address: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Email address: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Email address: _____