

WILLIAMSPORT AREA SCHOOL DISTRICT  
2780 West Fourth Street  
Williamsport, PA 17701



REQUEST FOR PROPOSALS (RFP)  
Trash Disposal and Single-Stream Recycling  
Collection Services  
Period of July 1, 2024 – June 30, 2027  
(with 2 Year Renewal Option)  
Date Due: June 7, 2024, by 10:00 a.m.

### TERMS AND CONDITIONS

1. Request for Proposals/Quotations are to be mailed or delivered to the "Return To" address on or before the date and time specified. No proposals or quotations will be considered if received after the specified date and time. No fax proposals will be accepted.
2. No proposal or quotation will be considered unless submitted on the enclosed Request for Proposal Form. The bidder may attach appropriate supplements to the form.
3. The Board of Education reserves the right to reject any and all proposals or quotations or any part thereof.
4. Proposals or quotations must be deemed final, conclusive and irrevocable, and no proposal or quotation shall be subject to correction or amendment. In case of apparent error, if the vendor asks to be released, the award shall be made to the next lowest bidder meeting the specifications, terms and conditions.
5. The quality of goods, products, materials, equipment, workmanship and services shall be as described and must be to the satisfaction of the District representative. The District representative shall have full power and authority to reject any materials furnished that, in his or her opinion, is not in strict conformity with the specifications, or equal in every respect to the exact item described therein. All goods, products, materials, and equipment furnished shall be factory new and any deviation there from will constitute just cause for rejection unless otherwise specified.
6. Prices shall be net. It shall be agreed and understood that the bidder will deliver all items on the specifications on which proposals/quotations are accepted to the site indicated free of freight, drayage, express, or other excess charges.
7. No increase in price shall be permitted during the term of the contract.
8. The Terms and Conditions are applicable to, incorporated in, and made a part of the Request for Proposals issued by the School District and applicable to, incorporated in, and made a part of all purchase orders.

**GENERAL BID INFORMATION/SPECIFICATIONS**

1. The School District is requesting proposals for Trash Disposal and Single-Stream Recycling Collection Services for the period of July 1, 2024 to June 30, 2027 with the option to renew for two (2) additional years based on performance and price.
2. The District is requesting that services be bid at a monthly cost as well as an annual cost as indicated on the enclosed and required proposal forms.
3. The additional optional renewal years (if determined to renew) are based on performance and price and will be a full 12-month agreement with the fourth year option for July 1, 2027 to June 30, 2028 and the fifth year option for July 1, 2028 to June 30, 2029.
4. The bids/proposals will be based on the following which should be submitted using the enclosed required Proposal Forms:
  - a. Full Service for 12 Months
  - b. Number of pick-ups may be adjusted during summer months or other school closures
  - c. Cost of trash services to decrease with increased recycle pick-ups
  - d. References
5. Return the attached Request for Proposal Forms in a sealed envelope with **“Trash and Single-Stream Recycling Collection Service”** noted on the outside of the envelope to Wanda Erb, Business Administrator, Williamsport Area School District, 2790 W. Fourth Street, Williamsport, PA 17701.
6. The School District reserves the right to terminate the contract with a thirty (30) day notice to the company.
7. All containers shall be furnished in new condition at the beginning of the contract. After the first delivery of containers, containers should be maintained in the best possible condition including appearance and mechanical operation with replacement containers when deemed necessary due to condition.
8. All containers must be completely emptied during pick-ups.
9. All containers must be rinsed and fumigated when conditions warrant in order to control odor, insects and rodents.
10. Arrangements must be made for all pick-ups to be completed at times when areas where the containers are located are unoccupied. All pick-ups should be completed by 7:15 a.m. Times may be adjusted as needed based on school schedules and neighborhood issues or concerns. Adjustments in schedules must be approved by the Business Administrator and/or Supervisor of Maintenance & Facilities.
11. No trash or recycling pick-ups may be scheduled prior to times permitted by Municipal Ordinance in the appropriate Municipalities. Contractor is responsible to determine times.
12. All containers are to remain on location at all locations during summer break period. Service at some locations will be an “on-call” basis. Request for additional containers or unscheduled pick-ups shall be made only through the Business Administrator and/or Supervisor of Maintenance & Facilities.
13. The successful bidder must provide a Certificate of Insurance prior to the start of the contract period. The Certificate of Insurance must be renewed annually. The general liability coverage provided by the contractor shall be a minimum of \$1,000,000 combined single limit and aggregate.
14. The Contractor must provide three (3) references from similar contracts including telephone numbers and name of contact person on the form provided.
15. Contractor’s trucks must have “guards,” or another type of equipment, to prevent trash from spilling onto the grounds while the container is being emptied. The contractor’s drivers will be responsible for cleanup of any debris left on the ground caused by any part of the trash/recycle pick-up/emptying process. Drivers will also be responsible for cleanup of any debris falling from the truck at any and all areas of the properties or near the properties.
16. The Contractor is required to monitor services and provide written audits quarterly to the determine areas of savings.
17. Contractor will work with the School District to promote recycling.
18. Contact Dale Crans, Supervisor of Maintenance & Facilities at 570-419-1480 with questions.

**Trash Disposal Service and Single-Stream Recycling Collection Service  
July 1, 2024 – June 30, 2027 (2-Year Renewal Option)**

**TRASH DISPOSAL SERVICE – Exhibit A**

**SCHEDULE AND COST 2024-2027**

LOCATION	QUANTITY	SIZE OF CONTAINER	PICK-UPS PER WEEK	PRICE PER PICK-UP
Williamsport Area High School 2990 W. Fourth Street Williamsport, PA 17701	2	8-yard container	M,T,W,Th,F	
Williamsport Area School District District Service Center 2780 W. Fourth Street Williamsport, PA 17701	1	4-yard container	T,Th	
Williamsport Area Middle School 2800 W. Fourth Street Williamsport, PA 17701	1	8-yard container	M,T,W,Th,F	
Andrew Jackson Primary School 2500 Newberry Street Williamsport, PA 17701	1	8-yard container	M,W,F	
Hepburn-Lycoming Primary School 355 Rt. 973 Cogan Station, PA 17728	1	8-yard container	M,W,F	
J. Henry Cochran Primary School 1500 Cherry Street Williamsport, PA 17701	1	8-yard container	M,W,F	
Lycoming Valley Intermediate School 1825 Hays Lane Williamsport, PA 17701	1	8-yard container	M,T,W,Th,F	
Andrew G. Curtin Intermediate School 85 Eldred Street Williamsport, PA 17701	1	8-yard container	M,W,F	
Williamsport Area School District Warehouse Complex 1400 W. Third Street	1	6-yard container	T,F	
Balls Mills Soccer Complex 2925 Lycoming Creek Road Williamsport, PA 17701	1	6-yard container	F	

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Trash Disposal Service and Single-Stream Recycling Collection Service  
July 1, 2024 – June 30, 2027 (2-Year Renewal Option)**

**SINGLE-STREAM RECYCLING COLLECTION SERVICE – Exhibit B**

**SCHEDULE AND COST 2024-2027**

LOCATION	QUANTITY	SIZE OF CONTAINER	PICK-UPS PER WEEK	PRICE PER PICK-UP
Williamsport Area High School 2990 W. Fourth Street Williamsport, PA 17701	1	8-yard container	Every 3 days	
Williamsport Area School District District Service Center 2780 W. Fourth Street Williamsport, PA 17701	1	2-yard container	Once/Week	
Williamsport Area Middle School 2800 W. Fourth Street Williamsport, PA 17701	1	4-yard container	Once/Week	
Andrew Jackson Primary School 2500 Newberry Street Williamsport, PA 17701	1	4-yard container	Once/Week	
Hepburn-Lycoming Primary School 355 Rt. 973 Cogan Station, PA 17728	1	4-yard container	Once/Week	
J. Henry Cochran Primary School 1500 Cherry Street Williamsport, PA 17701	1	4-yard container	Once/Week	
Lycoming Valley Intermediate School 1825 Hays Lane Williamsport, PA 17701	1	4-yard container	Once/Week	
Andrew G. Curtin Intermediate School 85 Eldred Street Williamsport, PA 17701	1	4-yard container	Once/Week	
Williamsport Area School District Warehouse Complex 1400 W. Third Street Williamsport, PA 17701	1	8-yard container	Once/2 Week	

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Trash Disposal Service and Single-Stream Recycling Collection Service  
July 1, 2020 – June 30, 2021 (2-Year Renewal Option)**

**REQUEST FOR PROPOSAL FORM**

**BIDS DUE: Wednesday, June 7, 2024 by 10:00 a.m.**

*The undersigned herewith proposes and agrees to furnish and deliver to the School Board of Directors, in accordance with the stated specifications and all the terms and conditions herein set forth, the project as stated in the attached specifications and all provided proposal forms.*

ANY DEVIATION FROM THE SPECIFICATIONS MUST BE STATED

**TRASH DISPOSAL SERVICES – EXHIBIT A – See Attached**

**SINGLE-STREAM RECYCLING COLLECTION SERVICES – EXHIBIT B – See Attached**

**ADDITIONAL CHARGES FOR ROLL-OFF CONTAINERS FOR SPECIAL EVENTS**

**Trash Disposal**

\$ \_\_\_\_\_ Size of Container \_\_\_\_\_  
\$ \_\_\_\_\_ Size of Container \_\_\_\_\_

\_\_\_\_\_  
Company/Organization Submitting Proposal

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Person Name (Printed): \_\_\_\_\_

Authorized Person Signature: \_\_\_\_\_

**Trash Disposal Service and Single-Stream Recycling Collection Service  
July 1, 2024 – June 30, 2027 (2-Year Renewal Option)**

**REFERENCE LIST**

*Contractor must provide three (3) references from similar contracts including contact number and contact person.*

1. Organization/Business Name: \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Organization/Business Name: \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Organization/Business Name: \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_