

**TOWN OF NORTHPORT, MAINE**  
**REQUEST FOR PROPOSALS**  
**FOR RECYCLABLE MATERIALS SERVICES**

The Town of Northport (hereinafter called the “Town”) is accepting proposals from qualified contractors for covered containers, disposal, and transportation of Northport’s Recyclable Materials (Recyclable Materials). The two-year contract will run from July 1, 2023, through June 30, 2025.

Bids shall be submitted in sealed envelopes marked “Recyclable Materials “ and must be received at the Town Office, 16 Beech Hill Road, Northport, ME 04849, by NOON on Friday, April 7, 2023. The enclosed Price Quote Sheet **must** accompany the bid. Any proposal received after the deadline will not be considered. The bid will be awarded at the Select Board meeting on Monday, April 10, 2023, after 6:00pm. The Select Board reserves the right to waive formalities, to negotiate a revised scope of services and/ or fee, and to reject any and all proposals should it be deemed in the best interests of the Town.

The proposal shall include providing necessary containers, emptying containers, and transporting the recyclable materials to a licensed facility. The proposal shall state the business name, address, and phone number as well as references. The successful bidder will be required to sign a contract. The contractor will provide a copy of current general liability insurance in the amount of one million dollars (\$1,000,000.00), worker’s compensation insurance or a letter from the State showing sole proprietor status, and a W-9 form. No work shall begin until the forms are received in the Town Office. The Town reserves the right to:

1. Reject any and all proposals;
2. Waive formalities that do not affect the validity of any proposal as determined by the Select Board;
3. To accept any proposal in its entirety, or individual components of a single proposal, that are in the best interest of the Town, and;
4. To negotiate the terms and conditions of any proposal leading to acceptance and final execution of contracts for services.

Any questions regarding this Request for Proposals (RFP) shall be directed to James Kossuth, Town Administrator, at 207-338-3819 x6 or email at [administrator@northportmaine.org](mailto:administrator@northportmaine.org)

**Proposal:**

The proposal shall outline Recyclable Materials services for the Town. The contractor shall maintain figures shall on total tonnage removed from the Transfer Station for Recyclable Materials. The contractor shall provide these figures to the Town by April 1 of each year of the

contract for the Town to report in its annual report to the Maine Department of Environmental Protection.

The proposal shall be broken into cost categories and itemized on the attached Price Quote Sheet.

**TERM & PRICE:**

The Contractor shall provide price quotes for any or all of the categories mentioned above. The successful contractor will enter into a two-year contract with the Town, which will run from July 1, 2023, through June 30, 2025. However, should the Contractor fail to adhere to the terms of the contract, or for reasons outlined by the Select Board for the Town, the Board may terminate the contract with thirty (30) days' written notice.

**ACCEPTANCE/REJECTION:**

The Town reserves the right to accept or reject any or all proposals should it be deemed in the best interest of the Town.

## **SCOPE OF SERVICES:**

### **Recyclable Materials:**

Northport currently uses a Zero Sort system for Recyclable Materials, but will consider proposals that are not Zero Sort. The work shall consist of furnishing all labor, fuel, vehicles, tools, equipment, protective clothing, materials, supplies, and services necessary to provide for the proper collection and transportation of Recyclable Materials to a licensed facility. The Contractor shall provide the required covered containers for Recyclable Materials. The Contractor shall transport containers when full to a licensed facility.

#### **A. Transportation:**

1. The Contractor shall empty and transport full containers on days the Transfer Station is open, or when called by the Transfer Station Supervisor for a pick-up. The pick-up will be arranged with the Supervisor. The Transfer Station is open Tuesday, Thursday, and Saturday from 8:00am – 4:00pm. It is closed on State recognized holidays.
2. The Contractor shall provide all equipment and vehicles necessary to fulfill the terms of the contract.
3. The Contractor shall provide the Town with proof of insurance on an annual basis for the following: current general liability in the amount of one million dollars (\$1,000,000.00), worker's compensation or a letter from the State showing sole proprietor status and a W-9 form. No work shall begin until the forms are received in the town office.
4. The Contractor shall at all times maintain the following minimum insurances: Automobile, General Liability, and Worker's Compensation

#### **B. Containers:**

1. The Contractor shall provide the necessary amount of covered containers to handle the amount of Recyclable Materials.
2. Should a container be damaged, the Contractor is responsible for repair and/or replacement costs and cleaning the area immediately.
3. Containers are the property of the Contractor and shall be maintained in good working order, including all doors and covers.
4. The Town shall notify the Contractor of any containers that are not in proper working order, and the Contractor shall repair or replace said containers immediately.
5. In the event of major damage to the containers not caused by the Contractor, and beyond the control of the Contractor, the Town (with the right to bill the party responsible for causing such damage) shall be responsible for the cost of repairing the container. Such damage may include but is not limited to fire, accident, or vandalism.
6. The Contractor shall keep accurate accounting of tonnage and report those amounts to the Town Administrator by April 1 in each year of the contract.
7. Revenues from Recyclable Materials shall accrue to the Town of Northport.

Bids are due at the Northport Town Office, 16 Beech Hill Road, Northport, Maine, 04849, by NOON on Friday, April 7, 2023, and will be reviewed for completeness only. The bid will be awarded at the Select Board meeting on Monday, April 10, 2023, after 6:00pm.

The Select Board reserves the right to waive formalities, to negotiate a revised scope of services and/ or fee, and to reject any and all proposals should it be deemed in the best interests of the Town.

TOWN OF NORTHPORT	PRICE QUOTE SHEET 2023	
RECYCLABLES		
SERVICE	Unit Price*	Unit Price*
RECYCLABLES:	7/1/2023-6/30/2024	7/1/2024-6/30/2025
# of Containers		
Size of container		
Cost of container		
Hauling Fee		
Tipping Fee		
Other		
Total:		
*Each, year, month, ton, yard etc		