

**INVITATION TO BID
TRASH AND RECYLCING SERVICES
2018-2020**

INVITATION TO BID
TRASH AND RECYCLING SERVICES

The Housing Authority of the City of York will receive sealed bids for trash removal and recycling services for the Administrative Office, Central Maintenance Facility, Broad Park Manor, Jefferson Community Center, Springfield Apartments, Stony Brook Manor, the Fairmont, and Fairmont Village all located in York County.

Bids will be received at the York Housing Authority Administrative Office, 31 South Broad Street, York, Pennsylvania 17403, **until 4pm on June 15, 2018, bids will be publicly opened and read aloud at 10:30am on June 18, 2018.**

Bidding documents may be downloaded from the Authority's website: **www.yorkhousingauthority.com**

The contract is subject to Equal Opportunity and other HUD and Commonwealth of PA requirements.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the Authority.

The Authority reserves the right to reject any, or all, bids and to waive any informality in the bidding.

Questions should be directed to Jay Halicki at 717-845-2601 Ext 1129.

Housing Authority of the City of York

Regina S. Mitchell
Executive Director

DIVISION I - GENERAL REQUIREMENTS

1. SCOPE

Instructions to Bidders, General Conditions, Special Conditions, and all other applicable parts of the contract documents shall be included under this section of the specification.

2. DEFINITION

The word "Owner" used throughout this specification means the Housing Authority of the City of York, or its authorized representative.

3. GENERAL

a. The work covered by the contract documents consists of providing trash removal and recycling services for:

***31 South Broad Street** -office of "Authority" (dumpster also services **27 S. Broad Street**, Broad Park Manor/White Rose Senior Center)

***Broad Park Manor 3 high-rise buildings/280 units:** 449 East King Street (billed separately), 133 South Broad Street, and 440 East King Street (billed together), City of York

***Stony Brook Manor** - 100 units plus office and maintenance area, Springettsbury Township.

***The Fairmont** - 75 units plus office and maintenance area, Fairview Township.

***Fairmont Village** - 25 units, Fairview Township.

***Springfield Apartments** - 75 units plus office and maintenance area, West Manchester Township.

***Jefferson Community Building** – office building that houses social service agencies, City of York.

***190 Willis Road** - Central maintenance/storage area, City of York

***490 East Market Street** - Maintenance Offices

b. The work shall be performed under a single prime contract consisting of providing trash removal and recycling services consistent with Pennsylvania and City/Township requirements as applicable. **However, due to HUD regulations the invoice for this contract must be broken down by address/development. Each address/development MUST be billed separately.**

c. The project (or the work) consists of providing all materials, labor, plants, equipment, tools, machinery, transportation and services necessary for, or reasonably incidental to, providing trash removal and recycling services.

d. The contractor shall thoroughly examine the bidding requirements and the contract documents to ensure his knowledge of the conditions and requirements affecting the project. The bidder, by submitting a bid, acknowledges that it has informed itself fully in this regard. No claim for extra compensation will be allowed for the contractor's failure to comply with this requirement.

e. The contractor shall inspect the premises prior to submitting a bid in order to be fully aware of the scope of services required. Failure to do so will not relieve the successful bidder from performing in accordance with the strict intent and meaning of the specifications without additional cost to the Housing Authority of the City of York.

4. CONTRACTOR'S DUTIES

a. The contractor is responsible for all personnel involved in the work, including those of his direct employ, his subcontractors and suppliers of materials and equipment and/or labor. He shall protect the Housing Authority of the City of York from all claims for damages to any and all persons or property resulting from the execution of this contract. The contractor shall make good, at his own expense, all damages to the Housing Authority of the City of York property from the fault or negligence, of any of his employees. All employees of the contractor shall comply with all regulations of the Housing Authority of the City of York.

b. The contractor shall procure all permits, licenses, pay all charges and fees, and give all notices necessary and incidental to the due and lawful performance of the work. The contractor shall pay all State, County, and City fees, permits, etc., which may be required in the performance of this contract.

c. The contractor shall promptly submit written notice to owner of observed variance of contract documents from legal requirements.

d. The contractor shall invoice by name and/or locations as noted under Section 3 General.

e. Contract period

One year from the date of execution of the contract. Term of Services- It is proposed that services will begin on **July 1, 2018** and continue through **June 30, 2020** subject to terms and conditions of this Contract. At the discretion of the Housing Authority of the City of York, the contract may be extended through **June 30, 2021**. Prices for the **July 1, 2020** through **June 30, 2021** period are requested on the Proposal Form.

f. Penalty/fines

The Authority requires that drivers for both trash and recycling collection provide receipt of service. The Authority will impose a \$100 penalty for each collection missed at each location, defined as over 24 hours from scheduled pickup.

5. BID SUBMISSION REQUIREMENTS:

BIDS MUST BE SUBMITTED IN TRIPLICATE IN SEALED ENVELOPE MARKED “TRASH/RECYCLING SERVICES – JULY 1, 2018” TO York Housing Authority Administrative Office, 31 S Broad Street, York, PA 17403.

Faxed or Digital Bids will not be accepted. Late Bids will be disqualified.

The following documents are required:

- a. Bid for Trash Removal and Recycling – (page 10/11)
- b. Form of Non-Collusive Affidavit – (page 12)
- c. Bid Bond (10% of the base bid) – (page 13-14)
- d. Certifications and Representations of Offerors, Non-Construction Contract – **HUD form 5369A**
- e. Contact information, including email for three current customers/clients for reference checks – on company letterhead.
- f. EEO/Affirmative Action/Section 3 Certification forms.
- g. PA E-Verify Form

6. PROPOSAL SELECTION:

The Housing Authority of the City of York will use sealed bid procedure and select bid based on the lowest responsive and responsible bidder.

Each bidder will need to provide a minimum of three (3) satisfactory references. At least two of the three references provided on the proposal will be contacted

DIVISION II- SERVICE REQUIREMENTS

1. SCOPE OF WORK

a. The contractor will furnish, except where otherwise noted, and fully maintain containers such as dumpsters, totes, or similar containers for all trash and recyclable materials. Containers will be sized and emptied according to the schedule required by the municipality but in no case less than one time per week.

b. The contractor shall collect, remove, and dispose of all refuse and equipment in a manner in accordance with these specifications and the requirements of the Department of Environmental Resources of the Commonwealth of Pennsylvania including, but not limited to Act. 101.

c. The contractor will furnish the Housing Authority of the City of York a receipt of service provided for each trash and recycling pick-up completed.

2. CLEAN UP AND PROTECTION

a. After each pickup, the area shall be adequately cleaned up of empty containers, paper, and all other items considered as trash.

b. Every effort shall be made by the contractor to prohibit leakage of liquids from its vehicles onto the owner's parking lots and driveways. If necessary, clean up will include flushing of any such leakage.

c. At the end of the contract period, all equipment shall be promptly removed and the areas cleaned up to the owner's satisfaction.

3. CONTAINERS

All containers. Disposal Company owned and YHA owned containers shall be maintained by the contractor. This includes painting as well as operation of lids, doors and castors. Damaged wheels must be repaired within 48 hours of the YHA calling the Disposal Company and reporting damage. This is extremely important to allow continual operation in multi-story facilities. Containers shall be maintained to the owner's satisfaction.

4. DEODORIZER

As necessary, the contractor will be required to deodorize and/or clean the dumpsters and totes.

5. RECYCLING

a. The owner intends to comply with State and municipal law regarding recycling and will require the cooperation and participation of the contractor to accomplish this. The Contractor must supply all containers necessary for buildings to operate a recycling program. The owner plans to recycle all items required by the municipalities in which the containers are located. Through an aggressive recycling program, the owner expects savings in landfill charges to offset any increased handling and hauling charges required by recycling.

b. Where required, the contractor will supply containers such as bins, dumpsters or totes of sufficient size to hold the recyclables until they are hauled away. Any costs associated with these containers will be included as part of the bid.

6. COLLECTION SCHEDULE AND CONTAINER REQUIREMENTS FOR TRASH Each site will have a set day(s) and time period for collection. Collection must be made between 8:00 a.m. and 4:00 p.m.

31 SOUTH BROAD STREET-City of York

One (1) Contractor provided covered front loading container

Capacity - 8 cubic yards

Emptied twice per week

440 & 449 EAST KING STREET-City of York

Two (2) Contractor provided 30 Yd roll-off - One (1) at each building

Emptied once per week

STONY BROOK MANOR- Springettsbury Township, 100 Pleasant Acres Road, York

Two (2) York Housing Authority owned Compactor Containers

Capacity- 2 cubic yards each

One container emptied twice per week

One (1) Contractor provided front load container

Capacity- 4 cubic yards

Emptied twice per week

FAIRMONT APARTMENTS- Fairview Township, 300 Ramsey Place, New Cumberland

Two (2) York Housing Authority owned Compactor Containers

Capacity- 2 cubic yards **One container emptied three times per week**

FAIRMONT VILLAGE- Fairview Township, 202-210 Ramsay Place, New Cumberland

Two (2) Contractor provided front load containers

Capacity - 8 cubic yards each **Both containers emptied twice per week**

SPRINGFIELD APARTMENTS- West Manchester Township, 1930 Kenneth Road, York

Two (2) York Housing Authority owned Compactor Containers

Capacity-2 cubic yards each **One container emptied twice per week**

JEFFERSON COMMUNITY BUILDING- 501 N. Pershing Avenue, City of York

One (1) Contractor provided front load container—with **lockable lid, NOT ON WHEELS**

Capacity - 6 cubic yards

Emptied twice per week

190 WILLIS ROAD- City of York

Parkway will call for pick up. Pick up response time must be by next business day, prior to 11:30 a.m.

Two (2) Contractor provided open top roll-off containers

Capacity-30 cubic yards, trash only Emptied as called (averages 70 pulls per year).

***Not to be included in base bid, bid separately as per pull price.**

490 EAST MARKET STREET- City of York

One (1) Contractor provided open front load container

Capacity-8 cubic yard

Emptied once per week.

One (1) Contractor provided open top roll-off containers – Capacity-20 cubic yards, trash only

York Housing Authority will call for pick up. Pick up response time must be by next business day, prior to 11:30 a.m.

***Not to be included in base bid, bid separately as per pull price.**

The above roll-off unit will be billed to AMP 5 – Springfield Apartments

RECYCLABLES-PICKED UP ONCE WEEKLY

All recyclables will be collected by the occupants for collection by the contractor. Sufficient size and quantity of containers will be provided by the contractor and will be marked for recycling purposes.

31 SOUTH BROAD STREET-City of York-

One 4 cubic yard top front loading/locking container for cardboard and office paper and mixed recyclables.

440 EAST KING STREET-City of York-

8 totes (90 cubic feet) with racks for containing totes, lockable, 32 bins for interior use

449 EAST KING STREET-City of York-

8 totes (90 cubic feet) with racks for containing totes, lockable, 32 bins for interior use

133 SOUTH BROAD STREET-City of York-

8 totes (90 cubic feet) with racks for containing totes, lockable, 32 bins for interior use

STONY BROOK MANOR- Springettsbury Township, 100 Pleasant Acres Road, York

6 totes (90 cubic feet) with rack for containing totes, 20 bins for interior use

FAIRMONT APARTMENTS- Fairview Township, 300 Ramsey Place, New Cumberland-

6 totes (90 cubic feet) with rack for containing totes, 20 bins for interior use

FAIRMONT VILLAGE- Fairview Township, 202-210 Ramsay Place, New Cumberland-

8 totes (90 cubic feet) with rack for containing totes, 25 bins for interior use

SPRINGFIELD APARTMENTS- West Manchester Township, 1930 Kenneth Road, York-

6 totes (90 cubic feet) with rack for containing totes, 16 bins for interior use

JEFFERSON COMMUNITY BUILDING-City of York-

One(1) disposal Company owned 4 cubic yard container, **with lockable lid**, for paper and other materials (glass, aluminum, etc.) ; 30 bins for interior use of collecting office paper and cans, bottles, etc.

All containers at Jefferson must be locked and keyed alike. The Contractor will provide the Authority with 20 keys.

490 East Market Street-City of York-

One (1) disposal Company owned 4 cubic yard container for cardboard and office paper and mixed recyclables.

Housing Authority of the City of York Housing Authority
31 South Broad Street York, Pennsylvania 17403
BID FOR TRASH REMOVAL AND RECYCLING

DATE _____

BID OF _____ a _____
(Hereinafter called "Bidder") (State)

Corporation/Partnership/Individual doing business as _____.

TO: The Housing Authority of the City of York Housing Authority
31 S Broad Street
York PA 17403

The undersigned bidder, having become familiar with the site and local conditions affecting the cost of the work and with the Specification on file in the office of the Housing Authority of the City of York, hereby proposes to furnish all labor, materials, equipment and services required to perform trash removal and recycling services set forth in the above listed documents for the base bid lump sum contract price of:

_____ Dollars (\$ _____)
for the period of July 1, 2018 to June 30, 2019 (Year 1)

_____ Dollars (\$ _____)
for the period of July 1, 2019 to June 30, 2020 (Year 2)

_____ Dollars (\$ _____)
for the period of July 1, 2020 to June 30, 2021 (Year 3)

In addition to the base bid listed above the bidder must also provide the information below

1. A unit price per pull must be established to adjust the number of pulls for containers at **Shop #4. Two (2) Disposal Company owned open top roll-off containers**

Transport cost per pull and price per ton

Year 1- \$ _____ Year 2- \$ _____ Year 3- \$ _____

A unit price per pull must be established to adjust the number of pulls for containers at **490 E Market St**

- One (1) Disposal Company owned open top roll-off containers – Capacity-20 cubic yards, trash only**

Transport cost per pull and price per ton

Year 1- \$ _____ Year 2- \$ _____ Year 3- \$ _____
– billed to AMP 5 – Springfield Apartments - Scattered Sites

The undersigned submits this Bid with full knowledge of the Contract requirements.

A certified check or bank draft, payable to the Housing Authority of the City of York, U.S. Government Bonds, or a satisfactory Bid Bond executed by the bidder and acceptable sureties in an amount equal to ten (10) percent of the bid shall be submitted with each bid

In submitting this bid, it is understood that the right is reserved by the Housing Authority of the City of York to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed or delivered to the undersigned within sixty (60) days after the opening thereof. Or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a signed Contract in the prescribed form and furnish the required bond within ten (10) days after a notification of the award is mailed or delivered to him with the counterparts of the Contract for execution.

Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or submitting of proposals for the contract for which this proposal is submitted.

BIDDER: _____

ADDRESS: _____

TELEPHONE: _____

BY: _____

(signature of person authorized to sign bid)

TITLE: _____

DATE: _____

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____) ss.

County of _____)

_____, being first duly sworn,

deposes and says:

That s/he is _____
(a partner or officer of the firm of, etc.)

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham: that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid prices of affiant or of any other bidder, or to fix any overhead, profit, or cost element of said bid price, or of that or any other bidder, or to secure any advantage against the Housing Authority of the City of York, or any person interested in the proposed contract: and that all statements in said proposal or bid are true.

By: _____

(Title)

Subscribed and sworn to before me
this ____ day of _____, 20____

My commission expires _____, 20____.

BID BOND

A certified check or bank draft, payable to the Housing Authority of the City of York, U.S. Government Bonds, or a satisfactory Bid Bond executed by the bidder and acceptable sureties in an amount equal to ten (10) percent of the bid shall be submitted with each bid

Bond No. _____

KNOW ALL BY THESE PRESENTS, that we _____

_____ as Principal, hereinafter called the Principal, and

_____, a corporation duly organized under the laws of the State of Pennsylvania as Surety, hereinafter called the Surety, are held and firmly bound unto the Housing Authority of the City of York for the sum of

_____ Dollars (\$ _____),

for the payment of which sum well and truly to be made, the said Principal and the said Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for _____

NOW, THEREFORE, if the Housing Authority of the City of York shall accept the bid of the Principal and the Principal shall enter into a contract with the Housing Authority of the City of York in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract documents with good and sufficient surety for the faithful performance of such contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Housing Authority of the City of York the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Housing Authority of the City of York may in good faith contract with another party to perform work covered by said bid or an appropriate required amount as specified in the Invitation for Bids then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ day of _____ 20____.

(Principal) (Seal)

(Witness)

(Title)

(Witness)

(BONDING COMPANY)

By _____
(Attorney-in-Fact)

IMPORTANT NOTE:

Surety Companies executing bonds must appear on the Treasury Department's most current list (Circular 570) and be authorized to transact business in the State of Pennsylvania.

(Corporate Surety)

(Business Address)

Attest:

Affix
Corporate
Seal

_____ By _____

The rate or premium on this bond is \$ _____ per thousand.

The total amount of premium charges is \$ _____.

(The above is to be filled in by Surety Company and the power-of-attorney of person signing for surety company must be attached.)

CERTIFY AS TO CORPORATE PRINCIPAL

I, _____, certify

I am the _____ of

the corporation named as Principal in the within bond; that

_____, who signed the said bond on behalf

of the Principal was then _____ of said corporation; that I know his/her signature, and the signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said corporation by authority of its governing body.

_____ (CORPORATE SEAL)