

## **INVITATION TO BID**

### **Bid #0042006/Residential Curbside Collection Containers**

**SPECIFICATIONS TO SUPPLY THE TOWN OF SCARBOROUGH WITH 30-40, 60-70, and 90-100 GALLON SIZE UNIVERSAL ROLLOUT WASTE CONTAINERS FOR FULLY-AUTOMATED AND SEMI-AUTOMATED WASTE COLLECTION**

#### **I. Background Information**

The following specifications set forth describe the minimum acceptable features and performance requirements for the purchase of up to 19,500 plastic rollout containers to be used in automated waste/recycling collection. Bidders are to have thoroughly read and understood these specifications prior to proposal submission.

If the product being proposed does not meet a specification, then the bidder must check the individual item and list each deviation in the section titled, "EXCEPTIONS" and explain why their product does not meet the respective specification. Bidders who fail to do so will be disqualified as being non-responsive.

The container must be manufactured from extremely durable plastic, preferably low or high-density polyethylene.

The Town of Scarborough has a population of approximately 19,000. The Town is currently considering fully-automated collection of its municipal solid waste and is also exploring changing to a curbside recycling program. Therefore, bidders are asked to price-quote the purchase of up to 19,500 containers. There are currently three options being explored by the Town. Option I is solely Solid Waste Pick-up; Option II is Solid Waste with Dual Stream Recycling; and Option III is Solid Waste with Single Stream Recycling. The amounts and sizes of containers will depend on the configuration (based on the above three options) the Town decides upon. The containers would come in different colors and would be coordinated by function.

Containers will be lease-purchased over a five (5), seven (7) or ten (10) year period depending on funding options.

Unless specifically stated otherwise, the specifications apply equally to the 30-40, 60-70, and 90-100 gallon containers.

Bidder agrees all containers being proposed are the manufacturer's most recent and advanced design and will be new and unused.

Bidder will agree to lock price quote for a minimum of three (3) years and specify the minimum quantity that can be re-ordered at the agreed price.

**II. Instructions:**

**RESPONSE FORMAT -**

In order to establish a uniform review process, it is requested the proposals be submitted in 3 sets of copies, organized in the following manner:

- A. TITLE PAGE
- B. TABLE OF CONTENTS
- C. LETTER OF TRANSMITTAL
- D. PROPOSER PROFILE
- E. CONTAINER SPECIFICATIONS
- F. WARRANTY
- G. ASSEMBLY AND DISTRIBUTION
- H. INSTRUCTIONAL MATERIALS
- I. EXCEPTIONS
- J. LEASE PURCHASE OPTION
- K. MINIMUM RE-ORDER
- L. ADDITIONAL DATA

**III. Evaluation Process**

The Town shall review and evaluate proposals according to the following criteria, listed in random order:

- \* Recognition of Town proposal requirements/ability to meet Town of Scarborough needs/completeness of response
- \* Experience and expertise of Proposing Company
- \* Cost

Price will not be the sole determinant in the selection process. The Town of Scarborough wishes to select a company that can best demonstrate the capability to provide the desired services, both currently and in the future, with quality and innovation at a competitive price.

#### **IV. Time Frame**

Proposals submitted will be evaluated by the Public Works Director and Purchasing Agent for recommendation to the Town Manager. The expected timetable for this selection is as follows:

- a. January 27, 2006 – Town releases Invitation to Bid
- b. February 9, 2006 - Deadline for Responding to Questions
- c. February 10, 2006 – Deadline for Receiving Bids (11:00 am)
- d. August 12, 2006 – Begin delivery and distribution of determined amount of waste and recycling containers

All bidders acknowledge and understand that the Town will not pay for any costs incurred by any bidder in connection with the preparation or submission of a proposal.

The Town of Scarborough reserves the right without prejudice to reject any and all proposals.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Invitation to Bid unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Scarborough and the firm selected.

**BID FORM**

**Residential Curbside Collection Containers**

**SPECIFICATIONS FOR 30-40, 60-70 and 90-100 GALLON SIZE  
UNIVERSAL ROLLOUT WASTE CONTAINERS  
FOR FULLY -AUTOMATED AND SEMI-AUTOMATED WASTE/RECYCLING  
COLLECTION**

**A. TITLE PAGE**

Manufacturer \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

State/Zip \_\_\_\_\_

Telephone No \_\_\_\_\_

**B. TABLE OF CONTENTS**

Include a clear identification of the materials by section and by page number.

**C. LETTER OF TRANSMITTAL (Limit to one or two pages)**

1. Briefly state the bidder's understanding of the work to be done and make a commitment to perform the work within the time period specified in this request for proposals. Give details of bidder's anticipated project approach.
2. Give the names of the persons who will be authorized to make representations for the proposal, their titles, addresses and phone numbers.

**D. BIDDER PROFILE**

1. Indicate whether the bidder represents a local, national or international company.
2. List the number of years the bidder has continuously produced/manufactured containers for automated and semi- automated rubbish removal. Manufacturer must have a minimum of five (5) years experience.
3. Give the location of the office from which the work is to be done, and the number of partners, office managers, supervisors, seniors, and other professional staff employed at that office.
4. Describe the range of activities performed by the local office.

5. Point of Manufacture:

(a) The bidder certifies container body or lid will not be manufactured by a sub-contractor, out of house control.

(b) If the bidder is a distributor or dealer, then the proposal must include a statement from the manufacturer which owns the brand that all container bodies and lids will be manufactured by its own majority owned plants and not subcontracted.

(c) Describe any sub-consultants to be used. Subcontracting of any portion of this purchase is absolutely forbidden without first obtaining prior written consent from the Town Manager.

**E. CONTAINER SPECIFICATIONS**

1. Model Number:

Enter the exact model number of the container to be supplied:

30-40 gallon container being proposed, is a

\_\_\_\_\_

60-70 gallon container being proposed, is a

\_\_\_\_\_

90-100 gallon container being proposed, is a

\_\_\_\_\_

Bidder will include model specific literature with proposal documents.

2. Manufacturing Processes and Materials:

(A) The roll-out container shall consist of a body, lid, wheels, axle, and necessary accessories.

(B) Manufacturing processes will conform to all applicable industry standards, including most current ANSI, ASTM, ASPE and UL standards.

(C) Plastic material - All plastic materials must be 100% recyclable. Plastic resin must be first-quality, low or high density polyethylene supplied by a national petro-chemical producer.

(D) Bidder will state maximum percentage of post-consumer recycled plastic to be included in container body and lid for a positive environmental impact. The percentage is \_\_\_\_\_%.

(E) Bidder will submit original technical data sheet(s) from the resin producer, which, verify that the resin to be used in the containers body and lid will meet the specifications herein.

(F) Bidder will include with proposal any option it offers for repurchase/recycling of containers at end of useful life.

3. Performance Testing:

Bidder shall submit performance testing that their containers have undergone. The tests shall be certified by an outside engineering firm. At a minimum the following test certifications shall be submitted:

- (1) Semi-Automated Lifter Life Cycle,
- (2) Stability (Wind),
- (3) Drop Test,
- (4) Bottom Wear,
- (5) Lid / Hinge,
- (6) Pin Life Cycle Test,
- (7) Wheel Test, and
- (8) Temperature Rating.

4. Resin Additives:

(A) The plastic resin must be enhanced with color pigment and ultraviolet inhibitor which must be uniformly distributed throughout the finished container.

(B) The container shall be stabilized against ultraviolet rays by an additive to the plastic resin. State the percentage used in cart production: \_\_\_\_\_

(C) Please state the percentage by weight concentration of color pigmentation to be compounded in production of the cart. \_\_\_\_\_ %

5. Equipment Requirements:

(A) The rollout container must be compatible with the industry standard, fully-automated arm lifters as well as the standard American semi-automated bar-locking lifters.

(B) Container will meet the most current A.N.S.I. Z245.30 and Z265.60 requirements.

(C) The body walls shall have a slight taper so that the top of the body is slightly larger than the bottom for nesting during shipment.

(D) The interior surface shall be smooth and free from crevices, recesses, projections, and other obstructions where refuse could become entrapped.

(E) The container shall be designed to have a container bottom that meets industry standards.

(F) The container bottom should be reinforced to prevent wear and tear from normal use and should be designed to prevent rainwater and rodents from entering the container.

(G) Wall Thickness: Wall thickness at the critical wear points (i.e., container bottom, handle, lift mechanism).

30-40 gallon – State wall thickness here: \_\_\_\_\_ inches.  
State wall thickness at critical wear points here: \_\_\_\_\_ inches.

60-70 gallon – State Wall thickness here: \_\_\_\_\_ inches.  
State wall thickness of critical wear points here: \_\_\_\_\_ inches.

90-100 gallon – State Wall thickness here: \_\_\_\_\_ inches.  
State wall thickness of critical wear points here: \_\_\_\_\_ inches.

(H) Bidder agrees to include an independent test result, certified by an accredited professional engineer, showing the exact capacity of the cart body (to the nearest U.S. gallon).

6. Dimensions:

The dimensions of the completely assembled container shall be as follows:

30-40 gallon:

- (A) Height: State your height \_\_\_\_\_”
- (B) Depth: State your depth \_\_\_\_\_”
- (C) Width: State your width \_\_\_\_\_”
- (D) Lift-over or Loading Height \_\_\_\_\_”
- (E) Product Weight \_\_\_\_\_ lbs.
- (F) Load Rating \_\_\_\_\_ lbs.
- (G) Capacity \_\_\_\_\_ gallons

60-70 gallon:

- (A) Height: (State your height \_\_\_\_\_”)
- (B) Depth: (State your depth \_\_\_\_\_”)
- (C) Width: (State your width \_\_\_\_\_”)
- (D) Lift-over or Loading Height \_\_\_\_\_”
- (E) Product Weight \_\_\_\_\_ lbs.
- (F) Load Rating \_\_\_\_\_ lbs.
- (G) Capacity \_\_\_\_\_ gallons

90-100 gallon:

- (A) Height: State your height \_\_\_\_\_”
- (B) Depth: State your depth \_\_\_\_\_”
- (C) Width: State your width \_\_\_\_\_”
- (D) Lift-over or Loading Height \_\_\_\_\_”
- (E) Product Weight \_\_\_\_\_ lbs.
- (F) Load Rating \_\_\_\_\_ lbs.
- (G) Capacity \_\_\_\_\_ gallons

7. Handles:

- (A) The container must be equipped with a rear handle.
- (B) The handles shall be designed to afford the user positive control of the loaded container.

8. Container Lid:

- (A) The lid shall be configured to ensure that it will not warp, bend, slump, or distort to such an extent that it no longer fits the container properly or otherwise becomes unserviceable.
- (B) The lid must be designed to disallow entry of rain when in a closed position and to discourage rain or snow accumulation on the lid.
- (C) The lid must be attached to the container.
- (D) The lid must have instructions hot stamped in white lettering, including directions about appropriate contents (i.e. garbage or type of recycling), safe use of container, etc.

9. Wheels and Axles:

- (A) Each container shall be equipped with an axle and two wheels.
- (B) Wheels:
  - 1. Wheels should be capable of supporting 300 lbs
  - 2. Wheels should be constructed of high-density polyethylene or rubber.
- (C) Axle: The axle shall be environmentally resistant to rust and be a minimum of 5/8” solid in diameter.

(D) Fasteners: Any parts used to secure wheels should be vandal-proof.

10. Stability:

(A) The container will be stable and self-balancing when in the upright position, either loaded or empty, certified by an engineer.

(B) The container will be designed to withstand winds of at least 35 mph when empty.

(C) The empty container shall remain upright when the lid is opened or released from an upright position.

11. Mobility:

The container shall be designed to facilitate ease in moving and tipping.

12. Lift System:

(A) The container shall be equipped with attachment points which make it compatible on standard American semi-automated bar locking lifters and fully-automated arm lifters.

(B) The upper lift point must be designed to withstand over ten years of lifter activity.

(C) The lower bar must be designed to withstand over ten years of lifter attachment. Please specify price difference between metal or plastic lift-bar.

13. Markings

Each cart will be permanently marked with letters/numbers as follows:

(A) Serial Numbers – Each cart must have an eight digit serial number, hot stamped, in white, on the front or side of its body. The manufacturer will coordinate serial numbers with the Town prior to production of the carts.

(B) The serial number will include a two digit code which will identify the size of container and year of manufacture.

(C) The name of the Town and Town of Scarborough logo will be hot stamped in white lettering on both sides of the container. Bidders can include information regarding their graphic arts capabilities over and above the minimum requested herein.

(D) Instructions for safe use of the container must be highly visible white lettering, either hot stamped or molded onto the lid. Wording will be provided by the Town of Scarborough prior to manufacture. The instructions shall be in English. The lid must be permanently marked in accordance with ANSI Standard Z245.30, paragraph 4.2.

(E) Bidder will submit samples of all artwork and marking for approval prior to production.

(D) Bidder will list standard color options for containers.

#### 14. Parts Uniformity

All containers and component parts shall be uniform in design, material and tolerances throughout the entire quantity of units furnished under these specifications.

#### 15. Training and Tools

(A) The Bidder shall provide professional training to Town personnel, as required to enable onsite and/or shop repair of containers. This training shall be at no additional cost to the Town.

(B) The Bidder shall provide at no additional cost to the Town, two (2) complete sets of any and all specialized tools required to repair or maintain the containers. Tools may include but are not limited to wheel and/or handle replacement tools, lift bar replacement tools, etc.

#### 16. References/Manufacturer and Delivery Contractor:

(A) Bidder will supply with its proposal a reference list of at least five (5) municipalities currently using their containers in a fully and/or semi-automated collection program. Please include three from cold-weather climates.

(B) The reference shall have a minimum of eight thousand (8,000) units that are of similar size, design, and material. Include the name of the City/Town, the user agency, contact person, phone number, quantity for each reference, and when the containers went into service.

(C) Bidder shall submit five (5) references of delivery projects that it has completed of a similar nature.

(D) The Assembly/Delivery Staffing Plan and References must be submitted with proposals.

(E) Failure to include these references will result in proposal disqualification.

17. References / Dealer:

Same requirement as above for Manufacturer.

**F. WARRANTY**

(1) Bidder agrees to submit a copy of the warranty which clearly states the exact coverage, and list of all parts included in the bidder's warranty.

(2) The unconditional warranty with no pro-ration will be for no less than ten full years and must specifically provide for no-charge replacement and associated labor of any container or component part which fails in materials, wear or workmanship for a period of ten (10) years after installation.

(3) The container should be designed to be durable with a life expectancy of not less than ten (10) years. Throughout this ten-year period the container and its components shall retain their original shape and general appearance, be resistant to harsh weather conditions (sun, freezing cold), kicks, blows, etc., remain serviceable, require no routine maintenance, and in general be maintenance free. The container and its component parts shall not warp, crack, rust, discolor, or otherwise deteriorate through ten years of normal use.

(4) Replacement of any component of the container under warranty shall be replaced at no cost to the Town of Scarborough within fifteen (15) working days from notification of such failure.

(5) The Warranty includes but is not limited to one or more factors listed below:

- a. The container is designed to be dumped by a standard American semi-automated and full-automated refuse collection vehicle.
- b. All component parts which fail in materials or workmanship to perform as originally designed and shall be replaced by the bidder at no cost to the Town.
- c. Failure of the lid to prevent rain water from entering the container when closed on the container body.

- d. Damage to the container body, the lid, or any component parts through opening or closing the lid.
- e. Failure of the lower lift bar from damage during interface with lifters.
- f. Failure of the body and lid to maintain their original shape.
- g. Failure of the wheels to provide continuous, easy mobility, as originally designed.
- h. Failure of any part to conform to minimum standards as specified herein.
- i. Failure of metal parts to resist rust and/or corrosion.

6. Parts/Service/Warranty:

All bidders will list below the complete name of who will provide warranty service:

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

Company: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bus. # \_\_\_\_\_ FAX#: \_\_\_\_\_

Emergency 24-Hour Service: # \_\_\_\_\_

7. Delivery:

The Bidder agrees to meet the delivery dates as listed in the timeline, or suggests alternate delivery dates.

8. Samples:

For testing purposes, Bidder must submit one sample of each of their 30-40, 60-70, and 90-100 gallon containers. Please include any relevant manuals or literature. These samples will remain the property of the Town. If the containers meet specifications they will be the standard by which future containers will be measured.

Container samples should be delivered to:

Town of Scarborough  
 Department of Public Works  
 20 Washington Avenue  
 Scarborough, ME 04076  
 ATTN: Mike Shaw, Director

Containers to be delivered within five (5) days of proposal submission date. Call Keith Matherne, Purchasing Agent @ (207) 730-4089 or email [kmathern@ci.scarborough.me.us](mailto:kmathern@ci.scarborough.me.us) with any questions regarding specifications or sample delivery. Deadline for responding to questions is February 9<sup>th</sup>, 2006. Any information provided to an inquiry will be provided to all perspective bidders.

**G. ASSEMBLY AND DISTRIBUTION**

1. Explain the steps that make up the delivery to Scarborough Public Works and the subsequent assembly and distribution of the carts to every household unit in the Town of Scarborough. Bidder will be responsible for delivery to a staging area provided by the Town of Scarborough, assembly of containers, and delivery to the residential units.
2. Identify what the bidder will require in the way of assistance from the Town of Scarborough, i.e. route lists, staging area, etc.
3. Explain the method the bidder will use to identify/instruct residents regarding correct placement of cart for automated garbage collection.
4. Include the cost of assembly and delivery in the overall cost and as separate line item of the Bid.

**H. INSTRUCTIONAL MATERIALS**

The Town of Scarborough would like to provide each residential unit receiving a cart with a color tri-fold instructional brochure explaining Town regulations, safe use and care of the cart.

1. List as a separate line item the cost for producing and distributing such a brochure.
2. Propose how you will work with the Town of Scarborough to provide printed instructional materials to each household receiving a container. The Town must approve any text and art before printing.
3. Identify any and all costs the bidder will absorb as part of the bid for this purchase.

**I. EXCEPTIONS**

List all exceptions to the invitation to bid specifications for this section on a separate sheet.

**J. LEASE PURCHASE OPTION**

The Town of Scarborough wishes to enter into a lease purchase agreement. Please explain the available options and interest rates to lease/purchase the containers over a five (5), seven (7) and ten (10) –year period.

**K. MINIMUM RE-ORDER QUANTITY**

The Town would like a locked price for a minimum of three (3) years. Please state the number of years the bidder agrees to lock price quote beyond original order and specify the minimum quantity of additional carts that can be ordered within the designated time-frame.

**L. ADDITIONAL DATA**

Bidder should use this section to provide or attach any additional information considered essential to the proposal.



**Town of Scarborough  
Bid Acknowledgement Form**

**Bid #0042006/Residential Curbside Collection Containers**

\_\_\_\_\_  
Proposing Manufacturer

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Postal Code

\_\_\_\_\_  
City/Sate/Postal Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Fax Number

Federal ID #: \_\_\_\_\_

Signature in ink: \_\_\_\_\_

Print Name and Title:  
\_\_\_\_\_

Date: \_\_\_\_\_

Type of Organization (Individual D/B/A, Partnership, Corporation): \_\_\_\_\_

Note: Bid must bear the handwritten signature of a duly authorized member or employee of the organization making the proposal. The Town of Scarborough reserves the right to accept or reject any and all bids or to negotiate with particular bidders following Bid opening.

(SEAL REQUIRED)

**TO: RESIDENTIAL CURBSIDE COLLECTION CONTAINER BIDDERS**

**FROM:** KEITH L. MATHERNE, PURCHASING AGENT

**SUBJECT:** BID AMENDMENT #1

**DATE:** 1/30/06

**CC:** MIKE SHAW, PUBLIC WORKS DIRECTOR

Dear potential bidder,

An error in our Invitation to Bid #0042006, Residential Curbside Collection Containers dated 1/27/2006 was discovered as a result of a review of the bid language on January 30<sup>th</sup>, 2006. This specification amendment was issued and e-mailed to all bidders and posted on the town's web site for clarification.

The section(s) involved are noted below and can be found on page 12 of the bid document. Some language in the section has been stricken out or re-worded.

**8. Samples:**

After bid opening and tabulation, for testing purposes, a bidder may be asked to submit one sample of each of their 30-40, 60-70, and 90-100 gallon containers. Such bidder should include any relevant manuals or literature. These samples will remain the property of the Town. If the containers meet specifications they will be the standard by which future containers will be measured.

Container samples at the Town of Scarborough's request would be delivered to:

Town of Scarborough  
Department of Public Works  
20 Washington Avenue  
Scarborough, ME 04076  
ATTN: Mike Shaw, Director

Container delivery will be coordinated after bid opening and tabulation and will be made upon request by the Town. Call Keith Matherne, Purchasing Agent @ (207) 730-4089 or email [kmathern@ci.scarborough.me.us](mailto:kmathern@ci.scarborough.me.us) with any questions regarding any specifications. Deadline for responding to questions is February 9<sup>th</sup>, 2006. Any information provided to an inquiry will be provided to all perspective bidders.

Please do not hesitate to contact me if you have any questions with this specification clarification.