



1713 Vermont Route 128 • Westford, Vermont 05494  
Town Office (802)878-4587 • Fax (802)879-6503  
[www.westfordvt.us](http://www.westfordvt.us)

## **Request for Proposals (RFP)**

### **Town Wide Trash, Recycling & Food Residual Collection Services**

The Town of Westford is requesting quotes for the town wide collection of residential and commercial trash, recycling, and food residuals for July 1, 2024 – June 30, 2026. Quotes should include a pricing option for a two (2) year contract extension for July 1, 2026 – June 30, 2028.

The estimated number of pickups as of April 1, 2024, is 862, covering approximately 52 miles of roads, of which most are gravel.

#### **Residential Collection**

Trash & Recycling – weekly, curbside collection from each residence, or aggregate pickup at the end of a road in some cases, shall be done in accordance with Act 148. The contractor shall collect on designated private roads if the Town has a signed waiver of liability from the Homeowner's Association, or from the property owners on the road when an association does not exist. In the event a signed waiver of liability form is not obtained by the Town, the collection shall occur where the private road intersects with a public road.

The proposal shall be for the collection and disposal of an agreed upon base unit, which is currently up to 64 gallons, per household, per week.

Food residuals – Collection shall be done in accordance with Act 148

#### **Commercial Collection**

Trash & Recycling – weekly curbside or onsite collection of trash and recycling from each commercial establishment shall be done in accordance with Act 148. Commercial establishments include the town office, town garage and town library. The Westford School is not part of the contract.

Food residuals – Collection shall be done in accordance with Act 148

Dumpsters for both trash and recycling shall be provided to commercial establishments that require one (see Appendix A). Trash dumpsters shall not exceed 5 yards. The size and location of the dumpster shall be agreed upon between the Contractor and the commercial establishment.

#### **Other**

The contractor is required to accept for recycling all items accepted at the Material Recycling Facility (MRF) in Williston.

Track tonnage and provide reports upon request.

The contractor is responsible for direct billing residents or commercial establishments for volumes in excess of the agreed upon amount in the contract. Direct billing shall be done monthly.

**Proposals shall include the following information:**

1. The name, address, telephone number and email address of the individual(s) with authority to commit to all provisions in this request during the period in which the Town is evaluating the proposals.
2. The annual cost of the weekly collection of trash and recycling
3. The cost of dumpsters for commercial establishments. The cost shall be documented separately by size, location, and based on one collection per week.
4. The process for price adjustments (increase or decrease in households served).
5. If tipping fees are included in the price quoted, and if not, what the tipping fee is.
6. If the CSWD surcharge is included, and if not, what the surcharge is.
7. If there is a fuel adjustment clause, and if so, if the price will increase or decrease based on current fuel prices.
8. A comprehensive list of the type of vehicles that will be used and how they are equipped for roads (gravel and paved) during inclement weather, particularly snow and ice.
9. List the type of vehicles that will be used and how they are equipped for roads (gravel and paved) during inclement weather, particularly snow and ice.
10. Communication plan for town staff regarding road conditions, holiday schedule, special announcements, and rescheduled collection due to inclement weather or other special circumstances.
11. Communication plan for residents regarding private road conditions, missed stops or other complaints.
12. A description of any additional services your quote may include.

**Insurance Requirement**

The Contractor shall carry general liability insurance, with a minimum liability limit of \$1,000,000 per occurrence, \$2,000,000 aggregate, auto insurance and Workers' Compensation insurance and shall provide the Town with a Certificate of Insurance.

**Submission Deadline**

Mail or hand deliver quotes to Town of Westford, Attn: Holly Delisle, 1713 Vermont Route 128, Westford, VT 05494. **Quotes must be received by 4:30 p.m. on Thursday, May 9, 2024.**

Notification of successful entity will be made by June 13, 2024, and a contract mutually acceptable to both the Contractor and the Town will be executed prior to June 30, 2024.

The successful contractor shall comply with all State laws, as well as Chittenden Solid Waste District and Town ordinances.

The Town of Westford reserves the right to reject any or all quotes.

For additional information contact please contact the Town Administrator, Holly Delisle, at 878-4587 or [townadmin@westfordvt.us](mailto:townadmin@westfordvt.us).

**Appendix A  
Dumpsters**

<u>Size</u>	<u>Location</u>
2 yard	1390 VT Route 128
2 yard	2116 VT Route 128
2 yard	1342 Old Stage Road
6 yard	1319 VT Route 128
8 yard (recycling)	1319 VT Route 128
4 yard	39 Stygles Lane
5 yard	26 Common Road
6 yard (recycling)	26 Common Road

Dumpster is for trash collection only unless otherwise specified.