

SPECIFICATIONS & INFORMATION
FOR
GARBAGE REMOVAL SERVICES RFQ 2025
CITY OF LOCK HAVEN

PREPARED BY:
CITY OF LOCK HAVEN
PUBLIC WORKS DEPARTMENT
99 SECOND AVENUE
LOCK HAVEN, PA 17745
(570) 893-5917

REQUEST FOR QUOTES
GARBAGE REMOVAL SERVICES
CITY OF LOCK HAVEN

Sealed quotes will be received by the City of Lock Haven, Pennsylvania until 1:00 P.M. on Thursday, August 22, 2024, for “GARBAGE REMOVAL SERVICES.”

Detailed information and specifications regarding this proposal may be obtained from the Jared Gist, Property Foreman, 99 Second Avenue, Lock Haven, PA 17745 Phone (570) 893-5917, Fax (570) 893-5905 Email dpw@lockhavenpa.gov

All quotes are to be sealed and addressed to Gregory J. Wilson, City Manager, 20 East Church Street, Lock Haven, PA 17745 and marked on the envelope “GARBAGE REMOVAL SERVICES.” Phone (570) 893-5901, Fax (570) 893-5905.

The City reserves the right to reject any or all proposals, to accept or reject any part of any proposal, and to waive any irregularities.

The City of Lock Haven is an Equal Opportunity Employer.

Gregory J. Wilson
City Manager

GARBAGE REMOVAL SERVICES
CITY OF LOCK HAVEN

INSTRUCTIONS TO BIDDERS

1. Quotes will be received at City Hall until 1:00 P.M., Thursday, August 22, 2024, and then publicly opened in the second floor conference room of City Hall. The envelopes containing the bids must be sealed and addressed to:

Gregory J. Wilson
City Manager
City of Lock Haven
20 East Church Street
Lock Haven, PA 17745

- and designated as "QUOTE FOR GARBAGE REMOVAL SERVICES". This envelope shall also bear on the outside the name and address of the bidder. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed and designated as above.
2. All proposals must be submitted on the separate form included with these specifications. All blank spaces must be filled in, in ink or typewritten.
 3. No responsibility will attach to the City for the premature opening of a proposal not properly addressed and identified.
 4. The successful Contractor will be required to furnish the City with a certification of insurance coverage and to execute a contract with the City providing for the full and faithful performance of the service.
 5. Prices should be quoted without Federal Excise or Transportation Taxes or Commonwealth of Pennsylvania Sales Taxes as the City is exempt from sales taxes. Exemption certificates shall be provided by the City of Lock Haven upon request.
 6. Any proposal may be withdrawn prior to the above scheduled time for the opening of bids or the authorized postponement thereof. No proposal may be withdrawn during the thirty (30) day period after the date of the opening.
 9. Price shall include all services described herein and those services considered incidental to the same.
 10. This contract as initially awarded will cover the time period from January 1, 2025 through December 31, 2025, and may be extended for a period of two additional years.

SPECIFICATIONS
GARBAGE REMOVAL SERVICES
CITY OF LOCK HAVEN

1. DESCRIPTION OF CONDITIONS AND INTENT

The work to be performed under these specifications consists of the removal and disposal of all garbage, trash, rubbish, and debris from various cans, barrels, and dumpsters located at various locations throughout the City as listed on the Collection Schedule.

2. SPECIAL CONDITIONS

All bidders must have proper insurance and current licenses and/or authorizations from the United States Environmental Protection Agency, Pennsylvania Department of Environmental Protection, Pennsylvania Public Utility Commission, Interstate Commerce Commission, and the City of Lock Haven. Bidders must comply with the requirements of the general provisions set forth in 25 Pennsylvania Code, Paragraphs 285.211 -285.218 inclusive and any other provisions applicable under State or Federal law.

3. DISPOSAL

Garbage shall be deposited in the Clinton County Solid Waste Authority Landfill in Wayne Township unless otherwise agreed to by the Contractor and the City.

4. DUMPSTERS

This equipment will be provided by the Contractor and located as per the Collection Schedule. If a change in container size becomes necessary, the City and the Contractor will mutually review the contract for any price changes.

5. CONTAINERS AND BARRELS

This equipment will be furnished by the City. Any damaged or missing containers shall be reported to the City for replacement by the City. The contractor may provide their own trash collection containers.

6. AGREEMENT

The successful Contractor will be required to execute a contract with the City of Lock Haven and provide all insurance, licenses, and bonds with the executed contract.

GARBAGE REMOVAL SERVICES
CITY OF LOCK HAVEN

7. INSURANCE/BONDS

Proof of insurance for Workman's Compensation and for Automobile/General Liability insurance, in the amount of \$500,000 must be submitted prior to execution of a contract. In addition, the Contractor will be required to furnish a performance bond in the amount of fifty (50%) percent of the total amount of the contract.

8. PAYMENT

Payment will be made monthly upon invoices from the Contractor. Invoices shall be sent monthly to the City of Lock Haven, 20 East Church Street, Lock Haven, PA 17745.

9. COLLECTION SCHEDULE AND LOCATIONS

Contractor will perform the collections on the days at the specified locations as shown on the schedule.

10. CONTAINER LINERS

Certain containers require plastic bag replacement. Those are located outside of City Hall (2) 10G cans and Triangle Park (2) 30G cans. The contractors price shall reflect that service on the proposal form.

11. RATE INCREASES

Increases in the contract may be granted only with written documentation of tipping fee increases by the Clinton County Solid Waste Authority.

12. WORK PERFORMED

Contractor will be paid for only work performed. Should the contractor fail to perform work or not notify the City of a disruption, damages shall be assessed at \$50/day per each location not collected. A change order invoice for that month shall be sent to the City of Lock Haven for only the services completed with associated damages. That invoice total will be approved by the Public Works Department of the City of Lock Haven.

PROPOSAL FORM
GARBAGE REMOVAL SERVICES

TO: Gregory J. Wilson
City Manager
20 East Church Street
Lock Haven, PA 17745

In compliance with your specifications for "GARBAGE REMOVAL SERVICES", and subject to all the conditions thereof, the undersigned,

NAME

ADDRESS

hereby proposes to provide the services required for garbage collection and disposal at the specified locations throughout the City.

TOTAL ANNUAL COST FOR GARBAGE REMOVAL SERVICES (must match enclosed schedule) \$ _____

_____ DOLLARS

AND

(Written)

_____ CENTS

(Written)

Respectfully submitted,

Firm Name _____

DATE: _____

BY _____

Signature

SEAL (If bid by Corporation)

Title _____

Address _____

ATTEST: _____

Telephone _____

FAX _____

Federal Employer ID Number _____

2025 GARBAGE REMOVAL SERVICES
COLLECTION SCHEDULE
CITY OF LOCK HAVEN

| NO. | LOCATION | NUMBER RECEPTACLES | COLLECTION PERIOD | ANNUAL COST |
|-----|---|---|--------------------------------------|-------------|
| 1 | Eastside Hose Company | 2 C. Y. Dumpster | Every Week | |
| 2 | Citizens Hose Company | 2 C.Y. Dumpster | Every Week | |
| 3 | City Hall | 2- 55 gal inside basement 1-10 gal outside Police Dept. 1- 10 gal front of building | Every Week | |
| 4 | Library | 1 1/2 C.Y. Dumpster | Every Week | |
| 5 | Sewage Treatment Plant | 1 1/2 C.Y. Dumpster | Every Week | |
| 6 | Airport Hangar No. 1 | 1 1/2 C.Y. Dumpster | Every Week | |
| 7 | Public Works Building | 2 - 4 C.Y. Dumpsters | Every Week | |
| 8 | Business District (A) and Individual Cans (Main St/Belle Ave from Jay to N Jones) | 16 - Decorative Trash Receptacles | Every Week | |
| 9 | Hanna Park | 3-Carts (3 pavillions) 2-20gal cans in bathrooms | Every Week April 1 to September 30 | |
| 10 | Hanna Park | 1- Cart (outside bathrooms) | Every Week | |
| 11 | Taggart Park | 3 C. Y. Dumpster | Every Week April 1 to September 30** | |
| 12 | Hammermill Park | 1 - 20 gal can | Every Week | |
| 13 | Shade Field | 1 1/2 C.Y. Dumpster | Every Week April 1 to September 30** | |
| 14 | Veterans Park | 1 - 10 gal. can | Every Week | |
| 15 | Levee Entrance/Stop Log Building | 1 - 10 gal. can | Every Week | |
| 16 | Hoberman Ballfield | 4 C.Y. Dumpster | Every Week April 1 to September 30** | |
| 17 | Hoberman Skatepark | 2- Carts | Twice a week- Monday and Friday | |
| 18 | Hoberman Basketball Court | 1- Cart | Every Week | |
| 19 | Hoberman Pavillions | 2- Carts (1 per pavillion) | Every Week | |
| 20 | Triangle Park | 3- 20 gal. cans | Every Week | |
| 21 | Myrtle Street Softball Field | 3 C.Y. Dumpster | Every Week April 1 to September 30** | |
| 22 | Canal Park | 3 - 20 gal. cans | Every Week | |

2025 GARBAGE REMOVAL SERVICES
COLLECTION SCHEDULE
CITY OF LOCK HAVEN

| NO. | LOCATION | NUMBER RECEPTACLES | COLLECTION PERIOD | ANNUAL COST |
|-----|---|--|---------------------------------|-------------|
| 23 | Memorial Park | 1- Cart 1- 10 gal. can (Levee Ent.) | Twice a week- Monday and Friday | |
| 24 | Piper Playground | 1- Cart | Every Week | |
| 25 | Levee Entrance/Fourth Street Ramp | 1- 20 gal. can | Every Week | |
| 26 | Vesper Circle/Beach Parking Lot | 3- 10 gal. cans | Every Week | |
| 27 | West Water Street Parking Lot (LHU) and Levee Entrance | 2- 20 gal cans | Every Week | |
| 28 | Tiger Den Playground | 2- Carts | Every Week | |
| 29 | Fallon Alley Parklet | 1- Decorative can | Every Week | |
| 30 | Church Street Parking Lot | 2 - 55 gal. cans | Twice a week- Monday and Friday | |
| 31 | East Water Street Parking Lot | 2- 20 gal. cans | Every Week | |
| | | | TOTAL COST = \$ | |
| | City Hall (2) 10 gallon and Triangle Park (1) 20 gallon require liners | | | |
| ** | Park Dumpsters to be emptied Wednesdays and removed October 1st- March 31st unless otherwise notified | | | |
| | Carts are to be provided by the disposal company | | | |
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