



Penn Lake Park Borough

REQUEST FOR PROPOSAL FOR COLLECTION OF MUNICIPAL REFUSE

INTERESTED BIDDERS MAY SUBMIT BIDS BASED UPON THE SPECIFICATIONS SET FORTH AS FOLLOWS:

1. The contract will be bid for a one (1) year, with optional two (2) and three (3) year periods commencing January 1, 2025 and expiring on December 31, 2025 for a one (1) year contract; commencing January 1, 2026 and expiring on December 31, 2026 for a two (2) year contract; and commencing January 1, 2027 and expiring on December 31, 2027 for a three (3) year contract.

2. Bidders must provide appropriate vehicles for garbage pick-up and disposal machinery which meet vehicle code requirements for the Commonwealth of Pennsylvania. In addition, bidders must provide necessary fuel and labor to collect and operate said machinery.

3. The work to be performed shall consist of the collection, removal and disposal of combined refuse, ashes, from Penn Lake Park Borough. Combined refuse and ashes is to be collected once per week on Monday. Additional services will be provided by the bidder as detailed on page 1 and 2 of the bid form. A schedule and routes shall be made by mutual agreement between the Contractor and the Borough after the contract is executed and before the work begins. Penn Lake expects that collection will not start earlier than 6AM on day of collection. Residents may then receive public notice from the Borough stating the collection days and outlining the rules and regulations as herein contained. If collections are missed on account of a nationally observed holiday limited to Christmas, New Year's Day, Memorial Day, Fourth of July, Labor Day and Thanksgiving, they shall be made on the next day, Sundays excepted. The Contractor shall give due notice of the observance of this holiday so that advance newspaper publicity can be given to the citizens.

4. The collection will be based on an estimated 262 residences, of which 45% of them are year round residents and 55% are summer only residents. However, a Bidder warrants and agrees that in formulating and submitting a Bid the Bidder has relied solely upon the Bidder's own judgment as to the amount and nature of the work to be performed in formulating a bid price.

The successful Bidder will not, under any circumstances, be compensated by the Borough for any new residential dwellings constructed during the term of the contract at the end of each contract year. Bidders shall be aware and are specifically instructed to take into consideration in submitting bid possible or anticipated increases in the number of residential dwellings constructed within the boundaries of the Borough during the term of the contract.

The successful Bidder shall not be relieved of the obligation to execute a Contract or to fully perform all obligations under the Contract, as a result of any error, miscalculation or omission in the inspection of the sites for Work or the computation of the cost of the Work to be performed. Bidders shall assume all risks whether or not patent, latent, known, hidden, or foreseeable. The Bidder is presumed to have investigated and examined all contract documents and has full knowledge and understanding of the same.

5. Bidders must provide certificate of insurance evidencing coverage for a minimum of \$1,000,000.00 or greater per occurrence under (a) General Liability, including both property damage and bodily injury, and (b) Automobile Liability Insurance, including both property damage and bodily injury. The said Certificate of Insurance shall name Penn Lake Borough as additional insured under said liability coverage. Also, bidder agrees to hold Penn Lake Borough harmless and indemnify Penn Lake Borough for any action attributable to it, its employees, agents or assigns, for any action or claim made against Penn Lake Borough for any negligence, omission or act on the part of bidder or related to garbage collection within the Borough of Penn Lake and to reimburse Penn Lake Borough for any costs, liability or attorneys' fees resulting from same. All licenses must be maintained in accordance federal, state and local law.

THE ABOVE IS NOT TO BE CONSIDERED AS AN OFFER TO ENTER INTO A CONTRACT, BUT IS TO BE USED AS INFORMATION ON WHICH TO BASE YOUR BIDS. PENN LAKE BOROUGH SHALL NOT BE LIMITED TO THE ABOVE CONDITIONS BEFORE ENTERING INTO ANY CONTRACTS WITH ANY BIDDERS.

PLEASE SUBMIT SEALED BIDS BY US MAIL:

Penn Lake Park Borough
PO Box 14
White Haven, Pa. 18661

DUE DATE OF BIDS IS TUESDAY, DECEMBER 18, 2024.

ALL BIDS SHALL BE OPENED PUBLICLY AT THE REGULARLY SCHEDULED PENN LAKE BOROUGH MEETING SET FOR THURSDAY, DECEMBER 19th AT 7:00 P.M. FOR COUNCIL REVIEW AND CONSIDERATION.

COUNCIL RESERVES THE RIGHT TO ACCEPT OR REJECT ALL AND ANY BIDS FOR ANY REASON OR NO REASON AT ALL.

BID FORM Page 1 of 3

TO: Penn Lake Park Borough Council
P.O. Box 14
White Haven, PA 18661

DATE: _____

BID OF: _____

NAME

ADDRESS

The Bidder hereby represents as follows:

1. The Bidder has carefully examined the request for proposal and thoroughly understands their stipulations, requirements and provisions.
2. The Bidder has inspected the Work sites and the conditions relating to the Work.
3. No officer, agent or employee of Penn Lake Park Borough is personally interested, directly or indirectly, in this Proposal and accompanying contract or the compensation to be paid hereunder.
4. The cost of any work performed, materials furnished, services provided or expenses incurred for work shall be deemed to have been included in the prices for bid.
5. If awarded a Contract, the undersigned Bidder agrees to enter into and perform the Contract and to execute and deliver the Contract Documents according the terms of the request for proposal.
6. Communications regarding the Bid may be addressed to the person and address indicated on the cover letter.
7. The Bidder agrees that this Bid is irrevocable, once opened by Penn Lake Park Borough, and shall remain subject to acceptance by the Borough for a period of 45 days after the date of opening.

Service List Included in Bid Price

- | | |
|----------------------------------|---|
| 1. Monday Trash / Garbage Pickup | <input type="checkbox"/> Yes |
| 2. Recycling | <input type="checkbox"/> Yes/Each Week <input type="checkbox"/> No <input type="checkbox"/> Other/Please Describe |

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- | | |
|---------------------|---|
| 3. Trash Cans | <input type="checkbox"/> Supplied by Bidder <input type="checkbox"/> Homeowner Supplied |
| 4. Bulk Item Pickup | <input type="checkbox"/> Yes/Each Week <input type="checkbox"/> No <input type="checkbox"/> Other/Please Describe |
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Penn Lake Park Borough – Waste Collection Bid

| | | |
|----------------|--|--------------------------------|
| | YEAR ONE (January 1, 2025 to December 31, 2025) | |
| | Waste Collection Only | Waste Collection and Recycling |
| Bid Amount --> | \$ | \$ |

| | | |
|----------------|--|--------------------------------|
| | YEAR TWO (January 1, 2026 to December 31, 2026) | |
| | Waste Collection Only | Waste Collection and Recycling |
| Bid Amount --> | \$ | \$ |

| | | |
|----------------|--|--------------------------------|
| | YEAR THREE (January 1, 2027 to December 31, 2027) | |
| | Waste Collection Only | Waste Collection and Recycling |
| Bid Amount --> | \$ | \$ |

SIGNATURES:

SUBMITTED BY:

Bidder

By: _____
Signature

(Corporate Seal)

Print Name

Attest:

Secretary

BID FORM Page 3 of 3

NON-COLLUSION AFFIDAVIT

I state that I am _____ of _____ ("Proposer"), the
(Title) (Name of Company)

Proposer that submitted the attached Proposal, and that I am authorized to make this affidavit on behalf of the company, its owners, directors, and officers. I am the person responsible in my company for the price(s) and the amount of this Proposal.

I state that:

(1) The price(s) and amount of this Proposal have been arrived at independently and without consultation, communication or agreement by the Proposer, any of its sureties, agents, representatives, owners, employees, or parties in interest with any other contractors, proposers, potential proposers or any other sureties, agents, representatives, owners, employees or parties in interest of any other contractors, proposers or potential proposers. The price(s) quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its sureties, agents, representatives, owners, employees, or parties in interest, including this affidavit.

(2) Neither the price(s) nor the amount of this Proposal, and neither the approximate price(s) nor approximate amount of this Proposal, have been disclosed to any other company or person who is a proposer, potential proposer or a surety, agent, representative, owner, employee or party in interest of any other contractor, proposer or potential proposer, and they will not be disclosed before opening the Proposal.

(3) No attempt has been made or will be made to induce any company or person to refrain from submitting a proposal for this Contract, or to submit a Proposal higher than this Proposal, or to submit any collusive or intentionally high or non-competitive Proposal or other form of complementary Proposal.

(4) The Proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any proposer, potential proposer or a surety, agent, representative, owner, employee or party in interest of any other contractor, proposer or potential proposer to submit a complementary or other non-competitive Proposal.

(5) _____, its affiliates, subsidiaries, officers, directors, and employees are not currently under
(Name of My Company)

investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding and/or proposing on any public contract, except as follows: _____.

I state that _____ understands and acknowledges that the above representations are material
(Name of My Company)

and important, and will be relied on by the Penn Lake Borough Council in awarding the Contract which this Proposal is submitted.

I understand and my company understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Penn Lake Borough Council of true facts relating to the submission of Proposals for this Contract.

(Name and Position in Company)

SWORN TO AND SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____, _____

Notary Public

My Commission Expires: