

**Town of Whitestown**  
**Residential Solid Waste, Yard Waste, Recycling Collection and Disposal**

**SUMMARY (Clarification for Bidding)**

**I. SCOPE OF SERVICES**

To provide a comprehensive program for Solid Waste, Yard Waste collection and disposal service consisting of weekly pick-up of containerized and/or bagged (optional) household Solid Waste and Yard Waste from all eligible Residential Units. Such program may also include at least bi-weekly (and alternatively, weekly) curbside commingled Recycling from all eligible Residential Units within the geographic limits of the Town. In addition, as an alternative, the Services may include Solid Waste and Recycling collection and disposal from designated Town Facilities. The Services are anticipated to start on or about \_\_\_\_\_ 1, 201\_, and continue for a three (3) year or alternatively a five (5) year period.

**Clarification**

1. What is the desired commencement date of the actual Services? Date: \_\_\_\_\_.
2. Currently, the bidding documents are crafted for a three (3) year base bid and a five (5) year alternate. Does the Town want to bid a different time period or time periods for the Services? If so, please state how many years. Answer: \_\_\_ Years.

**II. AREA TO BE SERVICED**

As of the time of bidding, there are approximately five hundred fifty (550) individual Residential Units within the Town's geographic limits; however, the Town will NOT guarantee the actual number of Residential Units the Contractor will provide Services to at any given time. The Services may alternatively include Solid Waste and Recycling collection and disposal from designated Town Facilities, which will be billed directly to and paid for by the Town.

**Clarification**

1. Please confirm the current number of Residential Units within the Town limits is approximately 550. Confirmed \_\_\_ or state the number of Residential Units \_\_\_\_\_.

**III. CONTRACTOR'S COLLECTION SCHEDULE (APPROVAL)**

- A. Hours and Days of Collection. The hours and days of Services are to be from 7:00 a.m. to 5:00 p.m. Monday through Friday. All Services shall be provided at least once per week Monday through Friday, year round to all qualifying Residential Units and Town Facilities. Yard Waste Service shall be provided at least once per week, Monday through Friday, from

approximately March through December. Recycling Collection shall be once every two (2) weeks or alternatively once a week, depending on the bid accepted, year-round.

**Clarification**

1. Are the above collection days and hours acceptable to the Town? Answer (check one):  Yes or  No . If no, please state the desired collection days and times here:

\_\_\_\_\_.

B. Holidays. The holidays listed below may be observed as a non-Services days by the Contractor. Whenever these holidays fall on a regularly scheduled collection day, the collection schedule for that day as well as the rest of the week may be delayed one (1) day. Under these circumstances only, Saturday collection is acceptable.

- a. New Year’s Day
- b. 4<sup>th</sup> of July
- c. Thanksgiving Day
- d. Christmas Day

Additional holidays may be granted upon Contractor request and the Town’s prior approval in writing.

**Clarification**

1. Are the above holidays acceptable to the Town? Answer (check one):  Yes or  No . If no, please state the desired recognized holidays here:

\_\_\_\_\_.

**IV. CONTRACTOR RESIDENT AND TOWN SERVICE REQUIREMENTS**

Contractor’s Office. The Contractor shall establish and maintain an office or other facility to which the public and Town personnel may call or send inquiries or complaints and from which the general public and Town personnel may receive instructions. Such office or facility shall be equipped with adequate telephone communications, local or toll free phone numbers for Residents to call in missed pickups or complaints. Contractor’s office shall have at least one (1) responsible person in charge and present during all collections hours, including Saturday following an observed holiday. The Contractor shall provide the Town with at least one (1) separate telephone number which may be used by Town personnel to communicate with the Contractor after regular business hours or during an emergency.

**Clarification**

1. Are there any other requirements of the Contractor's Office that the Town would like to include? If so, please state those requirements here:  
\_\_\_\_\_

**V. CONTRACTOR'S COLLECTION AND REPORTING DATA (APPROVAL)**

The Contractor shall collect and report to the Town the following information computed on a quarterly basis. Such reporting shall be submitted to the Town by the month following the end of the calendar quarter: (a) Number of curbside recycling collection Residential Units setting out materials; (b) Summary of tonnages of all Recyclable collected by material type;(c) Tonnage of trash disposed of (or collected) by month; and (d) Other statistics that may be required by the State of Indiana. The Contractor shall submit the following summary reports on an annual basis: (a) Summary of participation rates of Recycling; (b) Collected material amounts of both solid waste and Recyclables; (c) Summary of Contractors participation in public awareness and education activities; (d) Summary of successes and problems and measures taken to resolve problems; and (e) Those reports that may be required by the State of Indiana.

**Clarification**

1. Does the Town want to maintain this requirement of the Contractor to provide the above Collection and Reporting Data? Answer (check one):  Yes or  No.

**VI. TOWN BILLING AND COLLECTION (ALTERNATE)**

The Town shall invoice and collect payment monthly for Services provided to all Residential Units for the preceding month. The total rate per Residential Unit shall be based on the Base Bid and/or Alternates as provided in Contractor's Bid and in the Bid Form included in the Contract Documents and may include a small administrative fee charge by the Town.

**Clarification**

1. Does the Town want to administratively bill and perform collection for the Service and then make monthly payments to the Contractor? Answer (check one):  Yes or  No.

**VII. CONTRACTOR BILLING AND COLLECTION (APPROVAL)**

The Town shall pay the Contractor monthly for Services provided to all Residential Units for the preceding month. By the fifth (5<sup>th</sup>) day of the month, the Contractor shall submit a detailed Application for Payment to the Town for all Services rendered based on number of Residential Units receiving Services the preceding calendar month and as required by the Contract Documents. The Town shall remit payment by the fifth (5<sup>th</sup>) day of the month thereafter or within

thirty (30) days following actual receipt of the Contractor's Application for Payment. If any dispute arises, the undisputed amount shall be paid by the Town to Contractor.

- A. The total rate per Residential Unit shall be based on the Base Bid and/or Alternates as provided in Contractor's Bid in the Bid Form included in the Contract Documents.
- B. Contractor agrees that its payment from the Town is contingent upon only the actual amounts received by the Town from each Residential Unit for the Services; thus, the Contractor assumes the risk of nonpayment by the Residents, subject to Town's good faith efforts to collect for those Services and enforce its collection rights against the Residents including termination of the Services and separate water services as provided by statute. Actual receipt of payment from the Resident for Service provided to the Residential Unit shall be a condition precedent to the Town's obligation to make payment to the Contractor.

**Clarification:**

- 1. Or, alternatively to the Town performing the tasks of billing and collection, does the Town want to require the Contractor perform those tasks for the Services? Answer (check one):  Yes or  No.

**VIII. OPTIONS / APPROVALS**

- A. Containers. Contractor shall provide one (1) ninety (96) gallon (plus or minus five (5) gallons) or one (1) forty-eight (48) gallon (plus or minus five (5) gallons) (optional for Residents) wheeled Containers (rotational molded only) for trash collection to each Residential Unit. A second Container is available to each Residential Unit upon the Resident's request and payment for such second Container. The Contractor is also to provide one (1) ninety-six (96) gallon or forty-eight (48) gallon (plus or minus five (5) gallons) wheeled Container for Recycling to each Residential Unit and Town Facilities.
  - 1. The Contractor shall be responsible for providing and delivering Containers to new Residents, replacing stolen containers, replacing and/or repairing damaged or unusable Containers at no extra cost but limited to one (1) replacement Container for each Container issued to the Resident during the Contract period. Any replacement Container(s) in excess of one (1) per Contract term, per Resident for the same Residential Unit and Town Facilities will be billed at the Contractor's cost to the Resident and Residential Unit or Town Facility. The Contractor shall maintain a record of addresses for all new and replacement Containers and shall submit the record to the Town on a quarterly basis.

### Clarification

1. Does the Town want to allow a total three (3) Containers (up to two (2) for Solid Waste and One (1) for Recycling? Answer (check one):  Yes or  No.
  
- B. Overage Bags or Tags (OPTION). Separately purchased fifty-five (55) gallon bags or approved tags by Resident from the Contractor or Town to place excess Solid Waste or Yard Waste over the normal Container limit. Overage Bags or Tags loaded by Resident shall not weigh more than forty (40) pounds. Overage Bags or Tags will be supplied by Contractor which will include the additional cost of any additional Services. The Contractor shall be responsible for collection of payment from the participating Residents.

### Clarification

1. Does the Town want to allow a for the concept of Overage Bags or Tags? Answer (check one):  Yes or  No.
  
2. If yes, will Town or Contractor issue and collect for the Overage Bags or Tags?  Contractor or  Town.
  
- C. Town Facilities (OPTION). Town Facilities designated for Solid Waste and Recycling Collection, which will vary in size and frequency of collection and billed to the Town for the Services and rental or use of the required Containers. The Contractor shall provide Recycling and Solid Waste Services to the designated Town Facilities indicated. Contractor shall provide separate invoicing to the Town for Town Facilities as specified in the Bid Form. The Town agrees to pay Contractor separately and monthly for provision of this portion of the Services.

### Clarification

1. Is the Town interested in having Solid Waste and Recycling Services for designated Town Facilities to be billed directly to the Town for payment? Answer: (check one):  Yes or  No. If so, I will need a detailed list of the Town Facilities and the necessary number of Containers or approximate sizes of the necessary containers to service the individual Town Facilities.
  
- D. Yard Waste (OPTION). All compost type materials including trees, grass clippings, brush, leaves and Christmas trees, etc. During the months of March, April, May, October, November and December, each Residential Unit is allowed up to twenty (20) bags per week of leaves and other Yard Waste in lawn bags or tied Bundles. The bags shall be furnished by the Residents at their own cost. The Contractor is to make every reasonable effort to dispose of easily identifiable Yard Waste in an environmentally

friendly manner (i.e. composting or chipping Christmas Trees into usable mulch).

### **Clarification**

1. Does the Town want to provide Yard Waste Collection Service? Answer (check one):  Yes or  No.
  
- E. Out-of-Town Residents (OPTION). Residents who are out of town and will not be using the Services or water service for a minimum period of one (1) month or more will not be charged the monthly fee for those months the Resident does not use the Services or water service. Residents shall request the suspension of Services a minimum of one (1) week prior to the Town's customer service office and specify the length of the Service suspension.

### **Clarification**

1. Does the Town want to allow Residents who are out of town for a minimum of one (1) month to temporarily stop Service? Answer (check one):  Yes or  No.
  
- F. Christmas Tree Pick Up (OPTION). The Contractor will be required to pick up one (1) Christmas tree per Residential Unit over and above the Container limit at no additional charge. This Service shall begin on December 26<sup>th</sup> and end on the Friday closest to January 15<sup>th</sup> of each year.

### **Clarification**

1. Does the Town want to allow for pick up of one (1) Christmas tree per Residential Unit? Answer (check one):  Yes or  No.
  
- G. Recycling Collection Service (OPTION / BID ALTERNATE). Collection of Recycling from each qualifying Residential Unit, shall be once every two (2) weeks or once every week depending on the Bid accepted by the Town. The Recycling collection day shall be the same day as the Solid Waste and Yard Waste collection day. Gross volume of Recycling materials collected shall be weighed daily on a local certified scale to be agreed upon by the Town and the Contractor. A monthly record of the amount of Recycling materials in tons and pounds shall be kept by the Contractor. This record shall be submitted to the Town on a monthly basis.

### **Clarification**

1. Does the Town want (check one) weekly  or bi-weekly  recycling Service as the base bid for the recycling Service.

2. Depending on whether the Town selects weekly or bi-weekly recycling service as the base bid option, does the Town want to bid the other option as an alternate? Answer (check one): Yes  or No ?
- H. Resident Drop-Off Program (OPTION / BID ALTERNATE). Contractor agrees to provide adequate accommodations for and to accept non-hazardous waste, including Solid Waste, Yard Waste, Construction Debris, Bulky Waste and Recycling delivered to Resident Drop-Off Centers located at \_\_\_\_\_ or other designated Resident Drop-Off Centers or locations. Contractor will accept Solid Waste, Yard Waste, Construction Debris, Bulky Waste and Recycling from any Residents of the Town who produces a valid driver's license establishing Town residency or from the Town at Town approved facilities. The Resident Drop-Off Centers will be operated consistent with Town rules and charges will be assessed to and collected from Residents based on an agreed schedule as determined by the Town and Contractor and posted for Resident review.
- a. Contractor Requirements. Contractor shall invoice or collect payment directly from Resident in accordance with the billing procedures established herein for all tonnage delivered to the Residential Drop-Off Centers by Residents and in accord with the schedule of fees established by the Town and Contractor. Contractor shall be responsible to verify each Resident's driver's license information for each drop-off under the Residential Drop-Off Program.
- b. Billing and Payment.
- (i) Contractor Operated Facilities: Contractor shall provide separate monthly invoicing to the Town for operation of the Resident Drop-Off Centers and related functions based on the schedule of services agreed to by the Town and Contractor.
- (ii) Town Operated Facilities: The Contractor shall collect payment from individual Residents if Town decides to have Contractor operate facilities for provision of this portion of the Services based on the accepted schedule for said Services.

### Clarification

1. Does the Town want to provide for Resident Drop off sites? Answer (check one):  Yes or  No.
2. If the Town wants to provide the option of Residential Drop off site, are those sites to be operated by the Contractor or the Town? Answer (check one):  Contractor or  Town.
3. If the Town wants to provide Residential Drop Off Sites, whether operated by the Contractor or Town, please provide the required number and locations:\_\_\_\_\_.

- I. Bulky Waste (OPTION). The Contractor shall provide Services for collection and disposal of Bulky Waste from all eligible Residential Units on an on-call basis. A forty-eight (48) hour advanced notice must be given to the Contractor prior to pick-up. The Contractor shall not be required to pick-up more than one (1) of such item from each Residential Unit each month. Requested pickup of Bulky Items may occur on designated day(s) by Contractor's designation. This cost is to be included in the Base Bid for the monthly cost of services and will be at no additional cost to the Town or the Resident. This cost is to be included in the Base Bid for the monthly cost of services and will be at no additional cost to the Town or the Resident.

### Clarification

1. Does the Town want this option or would it prefer Residents are billed by Contractor for Bulky Waste? Answer (check one): \_\_\_\_ Town or \_\_\_\_ Contractor.

- J. Contractor Support of Town's Public education Program (OPTION). The Contractor shall provide to the Town an annual sum of \$5,000 to be applied towards the development, printing and distribution of public education materials including but not limited to brochures, print and radio advertisements and public displays. Any printed material will include both the Contractor's and Town's name and logo. In addition to the above sum, the Contractor will pay for all printing and mailing costs for one (1) initial mailing to all Residential Units explaining the details of the Services. The Contractor is expected to provide the Town a speaker who can address the Residents and answer questions regarding the Services at up to three (3) educational seminars or presentations to be given each year. This speaker will be at no cost and shall be knowledgeable about the Services and trash and recycling industry. These seminars/presentations will be conducted at time(s) and location(s) to be determined by the Town.

### Clarification

1. Does the Town want to require a Public Education Program and fee for printing and distribution of public education materials? Answer (check one): \_\_ Yes or \_\_ No.
2. If the Town would like this included, is the amount of \$5,000 / year appropriate? Answer (check one): \_\_ Yes or \_\_ No. If the amount is not appropriate, please state the desired amount here: \_\_\_\_\_.