

Request for Proposal
Lackawanna County Board of Commissioners
Recycling and Waste Disposal Service

RFP#104-20-224

1. INTRODUCTION:

NOTICE IS HEREBY GIVEN: that pursuant to a fair and open process, proposals will be received and reviewed by the County of Lackawanna ("COUNTY") for recycling and waste disposal services for Lackawanna County buildings and facilities. Please note only the specific locations identified in this request for proposal are subject to award. Buildings or facilities not listed in this request for proposal shall be serviced by vendors as selected by the Commissioners.

2. PURPOSE:

The purpose of this RFP is to solicit proposals from qualified vendors who can meet the specifications outlined in Section 6. The selected firm or firms will provide the best option for the County, in terms of recycling and waste disposal services.

3. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:

Proposal documents and specifications will be available on-line at the County Website:
www.lackawannacounty.org

Submission: Four (4) copies of the proposal must be provided. Proposals must be submitted to the:

Board of Commissioners
c/o Brian Jeffers - Chief of Staff
123 Wyoming Avenue, 6th Floor
Scranton, Pennsylvania 18503

All Proposals shall be sent to the Lackawanna County Chief of Staff Office by courier (FedEx, UPS etc.). Hand delivered proposals will be accepted. Proposal envelopes shall be plainly marked with the Project Title and the RFP Number for which the proposal is intended. All proposals must be received by the Lackawanna County Chief Staff Office, 123 Wyoming Avenue, 6th Floor, Lackawanna County Government Center at the Globe, Scranton, PA, 18503 not later than 1:00 PM, August 12, 2021. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service, causing the submission to be received after the required due date and time. Submissions by fax, telephone and email are prohibited.

Vendors are required to provide a PDF copy of their proposals if requested by Lackawanna County.

Proposals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter negotiations, or may reject any or all proposals.

Pricing and Proposer information shall be provided by completing the information requested on Addendum 1. Proposals are required for all facilities. Please beware that vendor selection shall be determined by which proposal/proposals provide the best value to County.

4. QUESTIONS:

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Questions must be submitted via email to: WechslerJ@lackawannacounty.org

***Final questions pertaining to this RFP must be submitted by 4:00PM Friday July 30, 2021.
Answers shall be published on the County Website by 2:00PM Friday August 6, 2021***

5. SPECIFICATIONS:

The RFP proposal shall address the facilities and equipment as listed on Addendum 1. Proposers must include a pricing proposal for each location. Any “no bid” will disqualify the proposal. All proposals should be valid for at least 90 days from the date submitted.

Recycling Requirements for this RFP shall require that the haulers should provide for the following materials to be recycled:

- | | |
|----------------------------|-----------------|
| - Plastic Bottles and Jars | - Aluminum Cans |
| - Steel Cans | - Bimetal Cans |
| - Newsprint | - Cardboard |
| - Office Paper | |

Definitions:

- A. Aluminum Cans shall mean all food and beverage containers made of aluminum. All containers shall be emptied and rinsed.
- B. Bimetal Cans shall mean all food and beverage containers made of a steel (ferrous) cylinder and bottom and an aluminum top. All containers shall be emptied and rinsed.
- C. Steel Cans shall mean all food and beverage containers made of steel. All containers shall be emptied and rinsed.
- D. Plastics shall mean all PET (polyethylene terephthalate) including, but not limited to, one, two and three-liter soft drink bottles and all HDPE (high density polyethylene) including, but not limited to, one-gallon milk and detergent bottles. All containers shall be emptied and rinsed.
- E. Newsprint shall mean all paper having printed thereon news and other matters of public interest including magazines or periodicals.
- F. Cardboard shall mean paper or pasteboard contracted into parallel grooves and ridges, commonly referred to as cardboard and packing boxes. The boxes must be emptied and broken down into a flat position.
- G. Office Paper shall mean printed or unprinted sheets, shavings and cuttings of sulphite or sulphate ledger, bond, writing and other pages which have similar fiber and filler content. This grade must be free of treated, coated, padded, or heavily printed stock. This includes lightweight office papers, i.e., bond, copy paper and onionskin, as well as computer paper.

6. INSURANCE:

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- The vendor shall carry, in a solvent company authorized to do business in the Commonwealth of Pennsylvania: (a) Commercial Auto Insurance in amount of \$1,000,000.00 single limit bodily injury/ property damage; (b) Workmen's Compensation Insurance, as required by the Commonwealth of Pennsylvania, for vendor's employees in the performance of the Contract; (c) General Liability Insurance covering vendor and its employees in the amount of \$1,000,000.00 single limit bodily injury/property damage including Products Liability.
- Concurrent with the execution of the Contract, the Vendor shall provide proof of insurance coverage by providing a certificate of Vendor's insurance coverage, a copy of the declaration page of the insurance policy, and a copy of all endorsements applicable to the insurance required herein. The certificates of insurance, or endorsements attached thereto, shall provide that: (a) the insurance coverage shall not be cancelled, changed in coverage, or reduced in limits without at least thirty (30) days prior written notice to the Lackawanna County Risk Management Deputy Director; (b) the County is named as additional insured; (c) the limits of liability required therein are on an occurrence basis; (d) the policy shall be endorsed with a severability of interest or cross-liability endorsement against whom a claim is or may be made in a manner as though a separate policy had been written for each insured or additional insured: however, nothing contained herein shall act to increase the limits of liability of the insurance company; (e) Vendor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limit of the insurance liability.

8. CRITERIA FOR EVALUTION OF PROPOSAL:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- Experience and reputation with respect to providing similar services to commercial or governmental organizations;
- Suggestions for optimization of the services;
- Other factors determined to be in best interest of the County based on the Board's sole discretion;
- The vendor must submit a certified copy of a current financial report of the company;
- The vendor shall submit a list of three (3) references, including name of institution, address, and contact person and phone number.

9. PROPOSAL:

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein, as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for thirty (30) days from the proposal due date. Addendum2 of this RFP must be completed entirely and included with the proposal submission.

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- Prior Experience - All proposals must include documentation that demonstrates that the proposer is currently performing the required services or has successfully provided these services within the last two years.
- Documented references from three companies or organizations that can attest to the proposers past performance or ability to provide the required services.
- The Certification of Assurance that the firm is not currently in violation of any regulatory rules and regulations that may have any impact on the firm's operations.
- The Certification of Non-Litigation that the firm or its principals are not involved in any current or pending litigation involving Lackawanna County or any of its Departments or Authorities.

10. CONFLICT OF INTEREST:

All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

11. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:

All communications during this process should be directed to the appropriate contact listed in this Request for Proposals. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be **EXCLUDED** from consideration.

12. RESPONSIBILITIES:

The Successful Proposer shall have primary responsibility for the following for the life on the contract:

- The Vendor will, whenever on the County's premises, obey all instructions and County policies, which are provided to them with respect to performing services on the County's premises.
- The Vendor shall assure that its employees interact with County employees and with the public in a respectful, courteous, helpful, and impartial manner. All employees of the Vendor in both the field and the office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior and language shall be the responsibility of the Vendor.
- In the event that the Vendor or any of its employees cause damage to the County's equipment or facilities, the Vendor shall, at its own expense, promptly repair or replace such damaged items to restore them to the same level of functionality that they possessed prior to the actions of the Vendor or the Vendor's employees.
- The County is committed to promoting equal opportunities for all. The Vendor agrees to abide by the County's non-discrimination policy. The County will not tolerate or condone acts of discrimination based upon race, gender, religion, ethnicity, national origin, color, age, disability, or any other unlawful form of discrimination.
- All Lackawanna County buildings are DRUG-FREE. The Vendor and all of its employees agree to comply with this DRUG-FREE policy while performing services on County property.

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- No advertising, sales promotion or other materials of the Vendor may identify or reference this contract with the County without written consent from the County.

PROPOSERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE PROPOSAL SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS.

13. CONFIDENTIALITY:

This RFP, and all proposals received in response, will remain confidential (except for information that was previously public information) and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document.

14. CONTRACT TERM:

The successful proposal will result in a three (3) year contract beginning with contract approval. There shall be three (3) additional one (1) year renewal options, upon mutual agreement of the County and Contractor.

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ADDENDUM 1: Bid Sheet

Vendor Name: _____ Address: _____ Phone: _____

Facility	Location	Qty	Size	Equipment	Material	Times Per Week	Recurring Monthly Cost	Haul Rate	Tonnage Rate	Delivery Charges
Trolley Museum	Main Building	1	6 Yard	FEL Dumpster	MSW	0.5				
300 Cliff St, Scranton, PA 18503										
Prison	Rear Entrance	1	8 Yards	Vertical Compactor	MSW	3				
1371 N Washington Ave, Scranton, PA 18509	Front Dock Area	2	8 Yards	FEL Dumpster	MSW	6				
Courthouse	Side Entrance	11	96 Gals	Toter	MSW	5				
200 N Washington St, Scranton, PA 18503										
Brixx Building	Rear	3	96 Gals	Toter	MSW	5				
130 N Washington St, Scranton, PA 18503	Rear	2	96 Gals	Toter	SS RCY	1				
Gateway Building	Rear	1	3 Yard	FEL Dumpster	MSW	3				
135 Jefferson Ave, Scranton, PA 18503										
Lackawanna County Criminal Justice Center	Corral	1	3 Yard	FEL Dumpster	MSW	1				
1362 Wyoming Ave, Scranton, PA 18509										
Trolley Restoration Center	Rear	1	4 Yard	FEL Dumpster	MSW	0.5				
233 Montage Mountain Rd, Moosic, PA 18507										
911 Center	Front Parking Lot	1	3 Yard	FEL Dumpster	MSW	1				
30 Valley View Rd, Jessup, PA 18434	Rear Parking Lot	1	4 Yard	FEL Dumpster	SS RCY	0.5				
Roads & Bridges Building	Parking Lot	1	3 Yard	FEL Dumpster	MSW	0.5				
1280 Mid Valley Dr, Jessup, PA 18434	Parking Lot	1	2 Yard	FEL Dumpster	SS RCY	0.25				
Merli Sarnoski Park	Hidden Access Road	1	6 Yard	REL Dumpster	MSW	1				

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286 Sandy Banks Rd, Greenfield Township, PA 18407	Hidden Access Road	1	8 Yard	REL Dumpster	MSW	1				
Covington Ball Park	Baseball Field	1	6 Yard	FEL Dumpster	MSW	1				
147 Winship Rd, Moscow, PA 18444	Soccer Field	1	6 Yard	FEL Dumpster	MSW	1				
Aylesworth Park	Entrance	1	6 Yard	FEL Dumpster	MSW	1				
500 Hudson St, Archbald PA 18403										
Facility	Location	Qty	Size	Equipment	Material	Times Per Week	Recurring Monthly Cost	Haul Rate	Tonnage Rate	Delivery Charges
McDade Park	Service Building	1	30 Yard	Open Top	MSW	on call				
1 Bald Mountain Rd, Scranton, PA 18504										

Fees / Charges	Pricing above should include all fees ('all-in' pricing). Specify any additional fees here:
Delivery	Specify delivery charges here if not shown in detail above:
Other Charges	Specify any other possible charges here (e.g., contamination, overage, etc.):
Rate Increases	Rates should be locked for the first year with an annual price increase % cap: (e.g., fixed 12 months; 3% in subsequent years); Specify rate increase cap here:
Sub Haulers	Specify any subhauler information here along with the facilities to be serviced by subhaulers:
Temp OTs	If possible, specify delivery, haul and tonnage rates for temporary open tops for MSW (location in county may vary):

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ADDENDUM 2: Proposal Required Information and Certifications

Prior Experience

In the space provided below please describe your company's experience in performing recycling and waste disposal service for a large organization with multiple locations and requirements

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References

Identify below three references of commercial clients that you have provided service to within the past two years.

Commercial Reference 1

Name	
Address	
City	
Contact	
Phone #	

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Addendum 2 Continued

Commercial Reference 2

Name	
Address	
City	
Contact	
Phone #	

Commercial Reference 3

Name	
Address	
City	
Contact	
Phone #	

Certification of No Conflict of Interest

I certify that the _____ (Company Name) that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services.

Signature Title Date

Certification of Assurance

I certify that the _____ (Company Name) is not currently in violation of any regulatory rules and regulations that may have any impact on the firm's operations

Signature Title Date

Certification of Non-Litigation

I certify that the _____ (Company Name) or its principals are not involved in any current or pending litigation involving Lackawanna County or any of its Departments or Authorities.

Signature Title Date