

BOROUGH OF FANWOOD

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Pat Hoynes, Purchasing Agent

Date of Issuance: May 24, 2022

REQUEST FOR QUOTE (RFQ) EMERGENCY CURBSIDE COLLECTION AND DISPOSAL OF RECYCLABLES SERVICES

The Borough of Fanwood in the county of union is seeking price quotes for curbside recycling contract. (Hereinafter referred to as "Borough"). The Borough previously engaged in a shared service agreement for residential curbside pickup of recycling. Current recycling pickup generates approximately 700 – 800 tons of material per year for approximately 2,482 residential units.

The Borough is soliciting quotes from prospective contractors under the provisions of an emergency contract as outlined in the new jersey local public contracts laws 40a:11-6; 18a:64a-25.6 beginning June 2022. The agreement shall not extend beyond December 31, 2022. The RFQ must be completed as provided herein with individual pricing, failure to comply will negate the quote. All quotes must be received by 9:00 a.m. on Friday, May 27, 2022. This form shall be submitted via email to cdicksen@fanwoodnj.org and phoynes@fanwoodnj.org. Quotes that are not on this form are unacceptable and will not be considered.

The terms used in the instructions to bidders are defined in the General and Supplementary Conditions. The term "bidder" means the successful bidder to whom the Borough of Fanwood, on the basis of its evaluation, makes an award.

SCOPE OF WORK

I. Items for Single-Stream Collection

The Bidder shall put-to-use the currently utilized residential 96-gallon blue flip-top recycling carts for single stream recycling collection of the following recyclables:

Plastics marked with numbers 1,2,3,4,5,6 & 7	Office and school paper
Aluminum cans	Cardboard
Aluminum trays and foil (cleaned)	Boxboard (cereal boxes, etc.)
Steel and tin cans	Brown paper bags
Glass jars and bottles	Paperback books
Newspapers and inserts (remove plastic sleeves)	Paper-only junk mail
Magazines, catalogs, phone books	

In the event, after the execution of this Contract, the State of New Jersey or the County of Union requires the recycling of additional items, the Bidder, upon written notice by the Borough, shall pick up these additional items. In the event that the collection of these additional items causes an additional expense to the Bidder, the Bidder shall provide prompt written notice thereof to the Borough. Upon such notice to the Borough, the Borough and the Bidder shall negotiate a reasonable price for the recycling of the additional items.

If, within thirty days of said notice, the Borough and the Bidder fail to agree on a reasonable price, the Borough may (1) elect to terminate the Contract or (2) elect to contract with a separate contractor for the collection of these additional items. The Borough reserves the right to terminate this contract for any reason upon thirty (30) days written notice.

II. Curbside Pick-up Frequency for Single Stream

The collection schedule will be determined and agreed to upon ratification of the agreement. Such schedule will be included as Exhibit A to the contract. The first collection under this Contract shall take place the week of June 6, 2022.

In the case of an observed holiday, the collection will be on the following day. The recognized holidays are as follows:

New Year's Day	Labor Day
Martin Luther King's birthday	Columbus Day
President's Day	Election Day
Good Friday	Veterans Day
Memorial Day	Thanksgiving
Independence Day	Christmas Day

Pickup must occur only between the daylight hours of 7:00 a.m. and 6:00 p.m., unless otherwise stipulated, permitted, or ordered by the Borough. In the event of inability to pick-up due to inclement weather, every effort shall be made to pick-up the following day. If the pickup does not occur the following day, the Borough shall make an appropriate adjustment to the Contract Price.

III. Curbside Conditions

After collection at each residence, all containers shall be neatly covered and left at curbside on the subject property, not in the street. The Bidder shall not leave behind recyclable materials which have been properly placed at curbside or create an unsafe condition. Bidder shall immediately clean up and remove any litter, broken glass, or other debris caused by the Bidder or its employees during performance of the work.

IV. Disposal

The Borough shall be responsible for marketing and disposal costs of all recyclable material at NJDEP approved facility(s). The Borough will provide the contractor with a location for material disposal at a NJDEP approved facility of their choice. In the event a contractor wishes to utilize a different NJDEP approved facility, a request must be sent in writing to the Borough no more than one (1) month prior to the proposed change. Any changes to the disposal locations must be approved in writing by the Borough.

V. Market Agreements

The Borough will be responsible for maintaining agreements with viable certified recycling disposal markets.

VI. Availability

The Contractor will meet with the Borough at the Borough's request for the purpose of discussing any aspects of the program or contract. The Bidder will also attend a meeting for the purpose of consultation with elected or appointed officials, citizen organizations, etc.

VII. Inspection

The Borough reserves the right under the contract to enter upon the Contractor's premises and to inspect the Contractor's equipment and facilities for the purpose of ensuring compliance with these specifications and the contract.

VIII. Additional Transportation

In the event that the State or County mandates that the recyclable materials must be disposed of outside of Union County, if the recyclable materials must be taken more than fifty (50) miles from the outside border of the Borough, the Bidder shall provide written documentation of such additional transportation costs incurred by the Bidder. Upon receipt of such documentation, the Borough will have the option to (1) pay the additional transportation costs beyond fifty (50) miles from the Borough or (2) terminate the Contract.

IX. Storage of Recyclables

If the Bidder intends to hold the recyclable items for a time prior to delivering them to market, the Bidder shall provide to the Borough, along with this quote proposal, an identification of the site(s) in which the recyclables will be held and a copy of all Municipal and other approvals for the proper operation of the facility.

X. Permits

Bidder shall be responsible for obtaining and paying for all permits required by local, state, and federal law.

XI. Public Information

The Borough shall provide information on the curbside collection and disposal of recyclables to residents. The Borough, from time to time, may require the Contractor to distribute information to residents. The Borough shall also distribute at Borough expense a yearly newsletter mailed to each household listing each pick-up day.

XII. Public Complaints

The Bidder shall supply the Borough and all residents with a 24-hour toll free telephone number at the Bidder's expense which residents shall be instructed to call in the event of missed pick-ups, general inquiries, and complaints. Said number shall be answered promptly by the Bidder during normal weekday business hours and a voicemail or similar messaging service shall be provided for after-hours calls. After-hours calls shall be returned by the Bidder promptly the following business day. The Bidder shall maintain and provide to the Borough on or about the first day of every month a list of complaints received and the manner in which they were resolved. The Borough will notify the Bidder of any complaints that were received by the Borough so that they can be expeditiously resolved

QUOTE SHEET

All quotes must be received by 9:00 a.m. on Friday, May 27, 2022. This form shall be submitted via email to cdicksen@fanwoodnj.org and phoynes@fanwoodnj.org.

Emergency - Curbside Collection and Disposal of Recyclables (Single Stream)

Lump Sum price for Six (6) Months:

Amount in words

\$ _____
Amount in numbers

Monthly price per residence based on 2,482 residential units/six (6) months:

Amount in words

\$ _____
Amount in numbers

Company Name:	
Company Address:	
Business Phone:	
Fax:	
Website:	
General Email:	
Contact Name:	
Contact Email:	

Signature of Authorized Agent

Name of Authorized Agent

Date