

INSTRUCTIONS TO BIDDERS

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1. Stowe Township (hereinafter "Township") invites all garbage, rubbish, and recycling contractors that are capable of providing the necessary equipment, personnel, and service as described in the following specifications to bid on this contract.
2. All bids must be submitted on proposal forms furnished by the Township and all spaces pertaining to each bid must be completed by the bidder using indelible ink or typewriter. Bids must be placed in a sealed envelope addressed to Stowe Township and identified with the bidder's business name and address. The lower left-hand portion of the front of the bidder's envelope must be clearly marked "Bid for Garbage, Refuse, and Recycling Service". Stowe Township reserves the right to reject any bid if the evidence submitted by such bidder fails to satisfy the Township that such bidder is properly qualified to carry out the obligations of the contract and to complete the work as specified therein.
3. All bids submitted must comply with the applicable State, County, and Local laws, regulations, and ordinances.
4. All bids must be accompanied by a twenty-five percent (25%) Bid Bond or Certified Check in the name of all parties as their interest may appear.
5. Bids will be publicly opened at the Township of Stowe, at the Municipal Building, 555 Broadway Avenue, McKees Rocks, Pennsylvania, 15136 at 6:00 p.m. on Monday, December 9, 2024. No bid received after 3:00 p.m. on, Friday, December 6, 2024 shall be accepted by the Township.
6. Erasures or other changes in bids must be explained or noted over the bidder's signature.
7. Consideration of Award: See General Specifications, Section 47.

INSTRUCTIONS TO BIDDERS - CONTINUED

8. The Township estimates that there are approximately 2,500 residential units to be served. This is an estimate by the Township, no assertions as to its complete accuracy can be made by the Township and/or its individual members.
9. Questions regarding the advertisement, instructions to bidders, or specifications shall be directed to Township Secretary.
10. Addendum to the specifications shall be sent to all bidders that obtain a specification package from the Township and register their correct name and address with the Township.
11. The Contractor shall collect, haul, and dispose of all garbage, rubbish, and bulky-waste as defined in these specifications from all residential units throughout the Township. The Contractor shall also collect, haul, and market for reuse recyclable materials from all residential units throughout the Township. Large multi-family apartments and small commercial businesses may elect to subscribe, but are not required to subscribe, to service under this contract in which case the property owner is responsible for payment to contractor.

PROPOSAL FORM

CONTRACTOR'S EQUIPMENT AND EXPERIENCE QUESTIONNAIRE

EQUIPMENT AND EXPERIENCE QUESTIONNAIRE

In accordance with the specifications, each bidder shall answer the following questions. Failure to answer all questions may result in a disqualification of bid. Include attachments where applicable.

1. Number of refuse collection vehicles presently owned by your organization:

2.
 - A. Name of insurance carrier: _____
Policy Number: _____
 - B. Amount of insurance on each vehicle: _____
 - C. Name of body manufacturer: _____
 - D. Capacity: _____
 - E. Year manufactured: _____
 - F. Years of actual service: _____
 - G. Present condition: _____
 - H. Type of body: _____
License Number of each vehicle, Proof of Licensing:

 - I. Method of cleaning vehicles: _____
 - J. Will employees be uniformed? Yes: _____ No: _____
 - K. Office available to administer and receive calls relative to garbage and recycling removal? Yes: _____ No: _____
Phone Number: _____ Hours: _____

3.
 - A. Will new collection vehicles be purchased for the Contract? _____
If so, provide the following information:
 - B. Type of body: _____
 - C. Capacity: _____

EQUIPMENT AND EXPERIENCE QUESTIONNAIRE - CONTINUED

4. A. Location of the sanitary landfill owned by or available to your organization. Provide a copy of DEP permit and list date of expiration: _____
- Approved by the State in which landfill is located: Yes ___ No ___
- Approved by Allegheny County: Yes ___ No ___
- B. Approved and licensed by Host Municipality? _____
- C. Total number of acres? _____
- D. Number of years operating? _____
- E. Total number of unfilled acres? _____
- F. Estimated duration of landfill? _____
- G. Type of cover material? _____
- H. Number and type of equipment used at the landfill? _____
- _____
- _____
- I. Type of refuse accepted? _____
- J. Serves what municipalities? _____
- K. Do you have a limit on tonnage of disposal? Yes ___ No ___
- If yes, how much? _____
5. A. How many years' experience as contractor has your organization had? _____
- B. In what municipalities or for what major clients? _____

EQUIPMENT AND EXPERIENCE QUESTIONNAIRE - CONTINUED

6. If a corporation, state:
- A. Date when organized: _____
 - B. Under the laws of what state organized: _____
 - C. What was the most current liquidity ratio for the corporation (current assets/current liabilities)? _____
 - D. Names of Officers: _____

7. From what municipalities have you had collection contracts which required removal and disposal of garbage and recycling? Name each municipality.

8. Have you failed at any time to complete a contract? If so, with what municipality and state circumstances. _____

9. Have any of your partners, or any officers of your corporation, failed to complete a contract? _____
If so, state the name of the individual municipality and give reason therefore.

10. Did your organization, or any member of it, when lowest bidder on a municipal contract, withdraw your or his bid? _____
11. Have any liens of any kind been filed against any of your contracts? Give details.

EQUIPMENT AND EXPERIENCE QUESTIONNAIRE - CONTINUED

12. Give the name, address, and telephone number of the surety (bonding) company which agrees to furnish you with a Performance Bond as set forth in the advertisement and specifications for work. _____

13. Are there any unsatisfied judgments recorded against you, your partnership (or any member of it), or against your corporation? _____

If so, give the name and address of each judgment. _____

14. Please provide the names, job titles, and telephone numbers of your employees who have the authority and responsibility to deal with citizens' complaints.

15. How would you respond to a citizen's complaint or a referral from the Township, regarding a missed collection?

16. How would you respond to a citizen complaint or referral from the Township, regarding incomplete or careless collection work?

17. Does your company have an out-dial process, whereby residents are notified of service interruptions by automatically placing a call to their homes?

NON-COLLUSION AFFIDAVIT

GARBAGE/RUBBISH/RECYCLING SERVICE

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Statutes, Chapter 45, Antbid-Rigging Act, § 4507 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

GARBAGE/RUBBISH/RECYCLING SERVICE

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____ :

: ss.:

County of _____ :

I state that I am _____ of _____
(Title) (Name of Firm)

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

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____, its affiliates, subsidiaries, officers, directors and
(Name of Firm)
employees are not currently under investigation by any governmental agency and have not in the last four 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 on any public contract, except as listed on separate, attached page.

GARBAGE/RUBBISH/RECYCLING SERVICE

NON-COLLUSION AFFIDAVIT - CONTINUED

I state that _____ understands and acknowledges that the above
(Name of Firm)

representations are material and important and will be relied on by Stowe Township in awarding the contract(s) for which this bid is submitted. I understand, and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Stowe Township of the true facts relating to the submission of bids for this contract.

(Name and Company Position)

Sworn to and subscribed before me this
_____ day of _____, 2024.

(Notary Public)

My Commission Expires

BID BOND
(To be supplied by Contractor.)

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, That, we _____
(hereinafter called "Principal"), as Principal and _____ a
corporation organized and existing under the laws of the Commonwealth of Pennsylvania
and authorized to transact business in the Commonwealth of Pennsylvania (hereinafter
called "Surety"), as Surety, are held firmly bound unto
_____ (hereinafter called "Obligee") as
Obligee, in the penal sum of _____ DOLLARS
(\$ _____), good and lawful money of the United States of America,
for the payment of which, well and truly to be made, we bind ourselves, our heirs,
administrators, executors, successors, and assigns, jointly and severally, firmly by these
presents.

WHEREAS, the Principal has entered into a certain written contract with the
Obligee, dated the _____ day of _____, 2019, for Solid Waste and
Recycling Collection and Disposal, which Contract is hereby referred to and made part
hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH,
that if the Principal shall faithfully perform the Contract on his part, free and clear of
all liens arising out of claims for labor and materials entering into the performance of the
Contract and indemnify and save harmless the Obligee from all loss, cost, or damage that
he may suffer by reason of the failure so to do, then this obligation shall be void; otherwise,
to remain in full force and effect.

PROVIDED, HOWEVER, that no suit, action, or proceeding shall be had or
maintained against Surety on this bond unless the same be brought or instituted within one
(1) year after the date of completion or default by the Principal. Written notice to the
Principal and Surety must be given within thirty (30) days after the occurrence of an alleged
default or failure to perform.

SIGNED AND SEALED this _____ day of _____, 2019

PRINCIPAL

BY: _____

SURETY

BY: _____