

West Vincent Township

Preferred Trash Hauler Proposal

Prepared by:
West Vincent Township
Trash Task Force

March 14, 2016

**Trash Task Force
West Vincent Township
Chester County, Pennsylvania**

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Board of Supervisors
West Vincent Township
Chester County, Pennsylvania

Gentlemen:

The Trash Task Force (TTF) of West Vincent Township is pleased to make this final submission comprising the following documents:

- Preferred Hauler Service Specification;
- Minimal Qualifying Specifications for Preferred Hauler; and
- List of Additional/Optional RFP Documents;

The TTF was created in June of 2012 by West Vincent Township Supervisors, Ken Miller, Clair Quinn and David Brown. The Supervisors chose 11 volunteers from the Township. The TTF was asked to study and make recommendations for improving trash collection in the Township. This study was to address:

- Compliance with Pennsylvania Act 101 which would be needed within 5 years once the township population reached 5,000 AND a population density of 300 persons per square mile;
- The environmental and the sustainability goals devised by the Sustainability Committee of West Vincent Township;
- Reduction of traffic and noise which currently results from the present multi-hauler trash collection system in the Township.

Meetings were held monthly in the Township building and were open to the public. The public was invited to ask questions and typically engaged in discussion with the TTF. In addition, the TTF met with local haulers, visited the Lanchester landfill and the recycling center in King of Prussia and talked to officials from other townships. The TTF also participated in the Township's Community Day and Sustainability Fair during which the public was invited to provide input to the TTF's work by completing questionnaires. At the conclusion of this initial study the TTF (then at 9 members) presented its findings to the Township. Its report (Trash, Recycling, and Composting Recommendation Report, June 26, 2014) included the following:

- Act 101 does not require a Single Hauler. The act, written in the 1980's, does require that all haulers operating in the state offer recycling to all households. West Vincent is already compliant in this regard as all haulers do offer recycling.

- In anticipation of needing to fully comply with Act 101 in the future, we have addressed the collection of yard waste in our submission to the Township.;
- Township residents typically wanted fewer trucks on their streets to reduce noise, traffic and pollution, but they also wanted the ability to choose their own hauler;
- A proposal that would create a “Preferred Hauler” system that would offer superior contract pricing in exchange for an official township designation of Preferred Hauler and related promotion. Residents could use the program as leverage with neighbors to reduce the number of haulers servicing an individual street or neighborhood, thereby reducing the total number of trash collection vehicles. At the same time, full choice would remain with residents to contract with whom they chose. This would be an opt-in system.

After due consideration and vote by the Board of Supervisors, the TTF was asked to develop documents that could be used to solicit bids or proposals from prospective haulers interested in performing the trash hauling services as Preferred Hauler. The documents submitted herewith are the results of this development by the TTF.

While the TTF does not claim that the Preferred Hauler concept is unique, it does not know of any municipality that has implemented such a program. However, the TTF incorporated components from different municipalities to produce a workable document.

The TTF fully recognizes that it does not have the expertise to propose a completed Request for Proposal that meets all Township and legal requirements. The documents presented today are meant for inclusion in a more extensive document which would need input from Township supervisors, staff and legal counsel.

The TTF would be pleased to answer any questions that the Supervisors may have.

Respectfully submitted,

Steven Bazil
Chip Farnum
Peter Gaffer
John Rieder
Harry Saunders

**Proposed Service Specifications
For Preferred Hauler**

Proposed Service Specifications for Preferred Hauler

SECTION ONE – GENERAL

1. SUMMARY OF SERVICES

West Vincent Township in Chester County, Pennsylvania has been served by multiple private companies which contract directly with individual households for the collection of municipal solid waste and recyclable material. As an environmental and economic benefit to residents, the Township would like to encourage more recycling, reduce the number of vehicles involved in trash collection services, and simplify the process of meeting the requirements imposed by Pennsylvania Act 101.

The Township is interested in entering into a contract with a single company as a “Preferred Hauler”. The Preferred Hauler shall provide collection services to Participating Households within West Vincent Township. This contract does not preclude the continued use of other private companies by non-participating households; however, the Township will actively promote the use of the Preferred Hauler in order to achieve the goals of this program.

The services to be provided by the Preferred Hauler include the following elements:

- Residential curbside collection and proper disposal of municipal solid waste and recyclable material;
- Seasonal curbside collection and proper disposal of yard waste;
- Uniform pricing for all participating households;
- Availability of service to all qualifying households within West Vincent Township.

The Township estimates that there are currently 1,369 qualifying households within West Vincent Township. However, owing to the fact that participation in this Preferred Hauler Program is voluntary, the Township makes no guarantee to the Preferred Hauler of the actual number of Participating Households.

2. DEFINITIONS

Wherever in the Contract Documents the following terms occur they shall have the meaning given below:

ACT 101 The Commonwealth of Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act (1988) and regulations emanating from the Act;

Bulky Waste Large items of refuse such as appliances, household fixtures, furniture and construction debris;

Construction and Demolition Debris Materials generated by the repairs to or remodeling of a residential dwelling such as roofing shingles, gypsum board, plaster, concrete, bricks, electrical and plumbing and plumbing fixtures wiring and piping;

Designated Pick-Up Point A location for which material for collection by the Preferred Hauler shall be set out adjacent to, but within five feet of a public street;

Eligible Household Residential unit located within West Vincent Township;

Municipal Solid Waste Material as set forth in Act 101; the term does not include source-separated recyclable materials;

Participating Household Household within West Vincent Township which chooses to enter into a contract with Township's designated Preferred Hauler;

Preferred Hauler Legal entity which has entered into Contract with the Township to provide trash collection services as a result of this RFB;

Preferred Hauler Contract or Contract The contract between the Township and the Preferred Hauler resulting from this RFB;

Preferred Hauler Program A program for the collection of municipal solid waste, recyclable material and yard waste instituted by the Township for the voluntary participation by eligible residents of West Vincent Township;

Recyclable Collection Service Service provided by the Preferred Hauler for the scheduled collection and disposal of recyclable material;

Recyclable Material Material which would otherwise become municipal solid waste as further defined in Appendix A;

Service Agreement A contract for trash collection service between a Participating Household and the Preferred Hauler;

Trash Collection Service Service provided by the Preferred Hauler for the scheduled collection and disposal of municipal solid waste and bulk waste, recyclable material and yard waste in West Vincent Township;

Township The governing body of West Vincent Township, Chester County, Pennsylvania;

West Vincent Township The geographical area within the boundaries of West Vincent Township, Chester County, Pennsylvania;

Yard Waste Leaves, garden residue, shrubbery and tree trimmings (not to exceed 3 inches in diameter or 3 feet in length), vines, and similar materials, excluding grass clippings, dirt, rocks, and sod;

Yard Waste Collection Service Seasonal service provided by the Preferred Hauler for the scheduled collection and disposal of yard waste.

3. RESPONSIBILITIES OF THE PARTIES

Preferred Hauler shall be responsible for the following:

- Curbside collection, transportation, and disposal of solid waste, recyclable materials, bulk items and seasonal yard waste generated by Participating Households in accordance with all local, state, and federal laws;
- Providing customer service that is readily available to households;
- Billing services to Participating Households;
- Reporting of the number of enrolled households to the Township semi-annually;
- Submission of tonnage data (trash and recyclable) to the Township semi-annually;
- Participation with Township to educate and encourage households about recycling.

The Township shall be responsible for the following:

- Engagement of Preferred Hauler using established procurement procedures;
- Publication of Preferred Hauler service and pricing, updated as necessary (hardcopy and on website), newsletter, notices to new residents, notices for newly constructed properties;
- Retention and review of performance records – number of households and tonnage data (municipal solid waste and recyclable material);
- Participation with Preferred Hauler to educate and encourage households about recycling and composting.

Participating Households shall be responsible for the following:

- Entering into a Service Agreement with the selected Preferred Hauler and for making payment directly to the Preferred Hauler in accordance with the schedule for payment as prescribed in the service agreement;
- Placing municipal solid waste/recyclable material/yard waste at the curbside, unless the household has subscribed to or is eligible for other than curbside service. (Containers must be set out at curbside prior to 6:00 a.m. on the customer's designated collection day, unless the household has subscribed or is eligible for other than curbside service.);
- Covering/bundling municipal solid waste and recyclable material securely to prevent lightweight materials from blowing away prior to its collection by the Preferred Hauler;
- Placing recyclable materials loosely in the containers provided by Preferred Hauler without the use of plastic bags.

4. PREFERRED HAULER STAFF POSITIONS AND RESPONSIBILITIES

In addition to the crews performing the collection services, the Preferred Hauler shall identify and maintain the following positions for the execution of the work:

- Principal point of contact at the Preferred Hauler's local offices who shall have the authority to make decisions on behalf of the Preferred Hauler's operations, such individual being available to the Township during normal business hours;
- Customer service representative at the Preferred Hauler's local offices who shall be available to Participating Households during normal business hours.

5. CONDUCT OF PREFERRED HAULER'S EMPLOYEES

The Preferred Hauler shall be responsible for the conduct of its employees and ensure their work is performed in a safe, professional and courteous manner consistent with the duties assigned. The Township may request a suspension or discharge of any employee for any one or more of the following offenses during working hours, and the Preferred Hauler shall comply with that request as soon as possible:

- Intoxication;
- Use of controlled substances (i.e. illicit drugs);
- Use of loud, profane, vulgar or obscene language;
- Soliciting gratuities;
- Refusal to collect or handle refuse as herein required and defined if properly stored and placed for collection;
- Wanton or malicious damage or destruction of property, including waste containers or receptacles;
- Wanton or malicious scattering or spilling of wastes to be collected under this contract;
- Any act which may constitute a public nuisance in the performance of this contract.

6. QUALITY OF SERVICE

The Township may elect to meet with senior representatives of the Preferred Hauler monthly to review and assess the quality of Preferred Hauler's services. Quality of Preferred Hauler's will include the review and discussion of any complaints received from Participating Households or other residents of West Vincent Township.

7. RECORD KEEPING

The Preferred Hauler shall maintain accurate records in a format approved by the Township, indicating the tonnage of municipal solid waste, recyclables collected and yard waste disposed of under this contract. These records shall be kept on a daily, cumulative weekly, cumulative monthly and cumulative annual basis and shall be submitted to the Township monthly. The Township reserves the right to inspect such records and the record keeping procedures at any time during normal business hours.

The Preferred Hauler shall also maintain records of all complaints received from residents of West Vincent Township and corrective action taken. These records shall be submitted to the Township monthly.

SECTION TWO – EQUIPMENT AND MATERIALS

1. VEHICLES

The Preferred Hauler shall use vehicles specifically designed for the collection of municipal solid waste, recyclable material and/or yard waste which meet or exceed the standards and requirements as prescribed by local, state and federal agencies. The Preferred Hauler shall maintain and operate such vehicles in a safe and sanitary state of repair. Vehicles used for the collection of municipal solid waste shall be designed to prevent leakage of any liquids or fluids.

2. TRASH CONTAINERS

The Preferred Hauler shall offer to provide suitable containers for the municipal solid waste, recyclable material and yard waste. The Participating Households may elect to use smaller containers in lieu of the Preferred Hauler's for municipal solid waste and recyclable material.

SECTION THREE – EXECUTION OF WORK

1. INTENT

The Preferred Hauler shall provide collection and disposal of municipal solid waste, recyclable material and yard waste with minimal adverse effects on the quality of life of West Vincent Township's residents and roadways.

2. CONDITIONS FOR PICK-UP

The standard condition for collection of municipal solid waste, recyclable material and yard waste is curbside, defined as a location adjacent to but within five (5) feet from the public street. The Preferred Hauler, at its option, may provide a list of alternative collection methods and the cost of each that it will offer to households to purchase. Examples of these alternative methods are “will call” service and pick-up at the household’s garage or some other alternative outside household location. The cost of these non-standard services may be adjusted upward or downward relative to the standard pricing negotiated by the Township.

3. FREQUENCY OF SERVICE

The Preferred Hauler shall provide weekly municipal solid waste and recyclable material collection services. For any individual household, collection for municipal solid waste may be separate from collection of recyclable material. However, both collections shall be performed on the same day of the week.

Should Home Owner Associations (HOAs) desire to subscribe to service and the Preferred Hauler wishes to provide such service, the Preferred Hauler may be required to provide twice weekly collections. The Preferred Hauler shall be permitted to charge an additional fee for twice weekly service. Such fee shall be provided equally to all HOA’s which desire to subscribe.

4. CLEANUP

Each of the Preferred Hauler’s vehicles shall have at least one broom and shovel to clean up refuse that may be spilled or otherwise scattered during the execution of the work. The Preferred Hauler shall be responsible to clean up any and all items or materials which come from the vehicles. Additionally, if the Preferred Hauler fails or is unable to clean up items, materials or debris it shall be held responsible to pay for the costs any and all services that the Township incurs for cleaning up those items.

5. COLLECTION OF YARD WASTE

The Preferred Hauler shall designate two non-consecutive one-week periods in the fall and two non-consecutive one-week periods in the spring when it will collect yard waste at curbside. The Preferred Hauler shall have access to a regulated composting facility to properly dispose of yard waste in compliance with Act 101. The participating households shall be required to place the yard waste in biodegradable bags with a weight of no more than 20 pounds, and to tie branches no more than 3 inches in diameter in bundles no more than 3 feet long and weighing no more than 45 pounds. Branches, which are greater than three inches in diameter or more than 3 feet long, dirt, stumps, rocks, grass clippings, sod, and ashes will not be considered yard waste.

6. EXCLUDED MATERIAL

Under this contract, the Preferred Hauler shall not be required to collect tires, hazardous waste, automotive parts containing fluids, motor oil, anti-freeze, oil-based paints, construction debris over 70 pounds, or electronics. The Preferred Hauler shall also not be required to collect debris generated by any commercial entity on behalf of the household.

7. PLACE OF DISPOSAL

The Preferred Hauler shall dispose of municipal solid waste at the Lanchester Land Fill as managed by Chester County Solid Waste Authority. The Preferred Hauler shall dispose of recyclable material at a facility approved by the Chester County Solid Waste Authority.

8. HOURS OF SERVICE

The Preferred Hauler's collection vehicles may start collecting at 6 a.m. and continue to completion of the route, but no later than 6 p.m., unless times are approved otherwise by the Township. Collections shall normally occur Monday through Friday unless otherwise approved by the Township (such as for catch-up after holidays, or periods of severe weather).

9. HOLIDAYS/INCLEMENT WEATHER

There shall be no collection service provided on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day or other holiday customarily recognized by the Preferred Hauler. Should a collection day fall on one of these holidays or cancelled due to inclement weather, collection services shall be shifted until the next business day or weekend day. The Preferred Hauler shall notify the Participating Households of all changes in collection. Notifications shall be by similar service (e.g. standard mail or e-mail) as used for invoicing Participating Household or by automated phone calling.

SECTION FOUR –PAYMENT OF WORK

1. UNIFORM PRICING

The Preferred Hauler shall charge a single uniform price to all Participating Households.

2. INVOICING AND COLLECTION OF FEES

The Preferred Hauler shall periodically invoice participating households on a schedule of the Preferred Hauler's choosing. Payment for services is the responsibility of the participating households; no payment shall be made by the Township for the services.

3. ADJUSTMENT IN PRICING

The Preferred Hauler shall be entitled to adjust its pricing for fuel cost fluctuations in accordance with the provisions of Pennsylvania Department of Transportation's Specifications as contained in its Publication 408/2011 Section 110, and subject to the approval of the Township. Such adjustment shall be made on future invoicing to participating households and may not be made retroactively. The Preferred Hauler shall submit its request for pricing adjustment to the Township, including supporting documentation in accordance with Publication 408/2011, a minimum of 30 days prior to its invoicing to participating households. The Township may disapprove the Preferred Hauler's request if the Preferred Hauler fails to provide the supporting documentation in form and content prescribed in Publication 408/2011.

APPENDIX A: RECYCLABLE MATERIAL

All residents of West Vincent Township are required to separate recyclable materials from all municipal waste generated at their properties. Participating households shall place recyclable material in a container furnished for the purpose by the Preferred Hauler and set out for collection in accordance with a schedule established by the Preferred Hauler.

Recyclable materials comprise the following:

- Mixed Paper: cardboard, paper bags, newspapers, catalogs, magazines, all mail, phone books, home, office and school paper, paperback books, hardback books with hard covers removed, paper egg cartons, clean pizza boxes, box board (such as cereal, cake and cracker boxes), construction paper, folders.
- Glass: clean food and drink bottles and jars with lids removed.
- Aluminum: beverage cans, clean pie plates, clean foil.
- Other Metal: rinsed food and beverage cans, empty metal aerosol cans.
- Plastic: #1 through #7 plastic containers, rinsed and without caps.

Recyclable materials specifically exclude the following:

- Light bulbs.
- Plate glass, window glass and mirrors.
- Drinking glasses and crystal.
- Ceramic cups, plates and flower pots.
- Ovenware.
- Paint cans, oil cans and bottles.
- Food wrappers and food-contaminated paper.
- Pet food bags.
- Carbon paper.
- Plastic bags.
- Wax or plastic coated boxes (such as milk cartons, juice boxes, frozen food cartons).
- Plastic envelopes (such as Tyvek and Federal Express packages).
- Tissues, towel, napkins, diapers.
- Metallic wrapping paper.

The Preferred Hauler shall collect and deliver recyclable material to a single-stream recycling facility as approved by Chester County Solid Waste Authority. From time to time the list of allowable and unallowable materials may change at the discretion of the recycling facility.

Minimal Qualifying Specifications for Preferred Hauler

Minimal Qualifying Specifications for Preferred Hauler

In order that 1) potential bidders for Preferred Hauler designation exhibit a history of reliable, dependable service and 2) that a final decision by the Board of Supervisors to award Preferred Hauler designation be based solely on offered price, the following Minimal Qualifying Specifications be applied:

- 1) Hauler's trucks meet state and local standards and certifications.
- 2) Hauler's disposal equipment and personnel are sufficient to service 1,300 households.
- 3) Hauler's business structure is sufficient to handle billing, customer service and reporting functions.
- 4) Hauler is bonded and insured.
- 5) Hauler has a demonstrated an ability to provide service to another municipality of comparable or larger size.
- 6) Hauler has been in business for a minimum of 2 years.
- 7) Hauler has agreements in place for disposal at a facility(s) for general waste, recycling and yard waste.
- 8) Hauler is not currently in Bankruptcy.
- 9) Hauler has no contract failures in the last 10 years for non-compliance.
- 10) Hauler is not currently involved in litigation with West Vincent Township.

List of
Additional/Optional
RFP Documents

The foregoing represents the Trash Task Force Recommendation for Proposed Service Specifications and Minimal Qualifying Specifications for a Preferred Hauler trash, recycling, and yard waste disposal service for West Vincent Township. Additional documents will be required by law or generally considered necessary for the bidding process, but are beyond the scope of this document. Listed below are a number of such documents.

Document	Status
Instructions to Bidders	By Township
Proposed Contract with WVT Suggested Content: <ul style="list-style-type: none"> • Period for performance/Term of Contract • Expectations • No guarantee of number of subscribers • Point of contact at Township • Responsibility for Contractor to examine municipality prior to bid • General conditions of service • Insurance requirements • Contract bonding requirements • No exclusion for adjustment of price of recyclable materials • Liabilities and damages • Acts of God and natural disasters • Breach of Contract • Correction of breaches of non-performance • Assignment • No waiver of Contract 	By Township
Proposed Service Specifications	Draft developed by TTF
Minimal Qualifying Specifications	Draft developed by TTF
Bid Proposal Form	By Township
Affirmative Action Affidavit	By Township
Bid Bond	By Township
Certificate of Insurance	By Township
Non-Collusion Affidavit	By Township
Landfill, Transfer Disposal Facility Affidavit	By Township
Recyclables Disposal Facility Affidavit	By Township
Composting Affidavit	By Township