



TOWN OF WILLIAMSPORT

REQUEST FOR PROPOSALS 2025 – 02

Municipal Refuse & Recycling Collection Services

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing municipal refuse & recycling collection services. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missed information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- Proposal Submission Form: Request for Proposals 2025-02 Municipal Refuse and Recycling Collection Services
- References
- If applicable; a signed copy of all advertised addenda

REQUEST FOR PROPOSALS
2025-02: MUNICIPAL REFUSE & RECYCLING COLLECTION SERVICES

The Town of Williamsport (Town) invites the submittal of responses to this Request for Proposals from qualified individuals or firms (Contractor) interested in providing municipal auditing services for general areas and identified projects.

I. Overview

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and other such necessities to properly audit the town at the end of each fiscal year. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the request for proposals package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter.

II. Pre-Submission Schedule

- **Pre-Submittal Meeting**: Thursday, August 28, 2025, at 10:00 AM in the Planning Office at Town Hall. Any potential firm not in attendance at the Pre-Submittal Meeting will be provided a copy of an addendum based on discussion at the Pre-Submittal meeting and may schedule a time to meet with the Town Manager and complete an on-site visit, if desired. Information is also available at www.williamsportmd.gov/request-for-proposals/.
- **Sealed Proposals**: Due by Friday, October 3, 2025, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager; Request for Proposals 2025-02; 2 North Conococheague Street; Williamsport, MD 21795. All sealed proposals must be delivered no later than 3:30pm on the due date. The Town reserves the right to reject any and all submissions.

ANY SEALED PROPOSAL RECEIVED AFTER 3:30PM ON THE DUE DATE WILL BE REJECTED OUTRIGHT AND SENT BACK TO THE SUBMITTING FIRM

- **Proposal Opening**: All submitted proposals will be opened at the October 6, 2025, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud all required documents for each submitted proposal.
- **Proposal Award**: The Mayor & Town Council will then consider each proposal and may make a formal decision at the October 6, 2025, meeting of the Mayor & Town Council or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful submitters within seven days of the approval.

II. Pre-Submission Schedule (cont.)

- **Commencement of Service:** It is the intention of the Mayor and Town Council to begin with the first collection based on this contract on Friday, November 7, 2025.

III. Contract Period

The contract period will begin on November 1, 2025, and end on October 31, 2028.

IV. Scope of Work

- The contractor shall in a professional workmanlike manner, and at its own cost and expense, furnish all of the labor and equipment necessary to provide complete residential, commercial, and multiple dwelling refuse and recyclable collection services to the Town of Williamsport, Maryland, as designated and described by the Municipal Refuse & Recycling Collection Services proposal, with all the work to be done under the strict supervision and to the satisfaction of the Town Manager and in accordance with the laws of the State of Maryland.
- The contractor shall clean and remove any spillage of solid waste or recyclables that may fall from vehicles, receptacles, or roll carts during the collection refuse and recycling.
- The contractor will submit to the Town Manager a point of contact for general questions, a local point of contact, preferably the driver, to address urgent and immediate concerns, and the general manager or similar role at the contractor's most local office.
- A flyer or similar advertisement will be submitted on at least an annual basis to the Town Manager outlining those items which are acceptable and not acceptable for refuse and recycling collection. This will be used to promote the information to residents through electronic and mail means.
- The contractor will provide an annual report on the amount of materials recycled.
- The contractor shall be responsible for providing a performance bond for the yearly amount of the contract by a surety company approved by the Mayor and Council for the Town of Williamsport.
- The contractor shall maintain such compensation and liability insurance as will protect the owner from any such and all claims for damages or for personal injury or damage to property which may arise from this operation under the contract.
- The contractor will collect refuse every Friday except on w

V. Collection Schedule

The contractor shall collect municipal refuse and recycling on a weekly basis each Friday. The contractor will not begin collection prior to 5:00am unless provided authorization by the Town Manager. In the event of a holiday week, it is understood collection will be delayed no more than one day.

VI. Proposal Submission

Please check the contents of your Request for Proposals package carefully to ensure that you have in your possession all the necessary documents, as referenced within this Request for Proposals, including any addenda. If you are missing any items, please contact Chad Rooney, Town Manager, at (301) 223-7711 or crooney@williamsportmd.org.

Submission of a proposal pursuant to this Request for Proposals shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this Request for Proposals and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award of contract.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missing information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals for any reason, and waive informalities as may be deemed in the best interest of the Town.

The Town also reserves the right to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposer(s) prior to selection.
- Request that Proposer(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Town of Williamsport reserves the right to reject that proposal. If it is determined that an Agreement was awarded because of false statements or other data submitted in response to this Request for Proposals, the Town of Williamsport reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Williamsport to do so.
- The Town shall be the sole judge of the proposer's qualifications.

Inquiries: Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this Request for Proposals until seven (7) calendar days prior to the Request for Proposals due date. Questions received after that time will not be given a response.

Answers to questions that warrant the attention of all the potential proposers will be distributed in the form of a written addendum.

**Please direct written inquiries to
Chad Rooney, Town Manager, by e-mail at crooney@williamsportmd.org.**

Rejection Rights: The Town of Williamsport reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Proposals including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSALS 2025-02:
MUNICIPAL REFUSE & RECYCLING COLLECTION SERVICES

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK pertaining to the Town's annual financial audit as outlined in the **Municipal Refuse & Recycling Collection Services** Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The CONTRACTOR hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth on an annual basis until the contract is completed.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted on this Proposal Submission Form and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that they have available an adequate work force, equipment, materials and supplies, and finances to execute the work properly and expeditiously and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that they have examined complexities of the tasks required for a municipal financial audit; that they have had sufficient time to examine the task and to receive answers for any and all questions prior to this submission, and that the figures submitted are based on their own independent examination and investigation of the project.

The CONTRACTOR agrees to do everything required to perform all work necessary to properly and completely collect all refuse and recycling from the Town's residents each year until this contract is terminated by either party or the contract period ends, and to perform all other obligations imposed by this Agreement for the full and just sum as indicated on the *Cost for Services* form submitted with this proposal and in strict accordance with the Contract Documents for Proposal 2025-02: Municipal Refuse & Recycling Collection Services as prepared by the Town of Williamsport.

Respectfully submitted by:

_____		_____	
Contractor Printed Name		Date	
_____		_____	
E-Mail Address		Title	

Street Address	City	State	Zip
_____		_____	
License # (if applicable)		Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Print Name)

declare that I have read and fully understand the Request for Proposals documents, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Proposal.

I further understand the Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof, in its sole discretion as it determines what is in the best interest of the Town.

_____	_____
Signature	Date

**ALL SUBMISSIONS MUST BE ACCOMPANIED BY A SIGNED COPY OF ALL
ADVERTISED ADDENDUMS IF ANY WERE ADVERTISED.**

**FAILURE TO INCLDUE A SIGNED COPY OF EACH ADVERTISED ADDENDA
WILL RESULT IN THE REJECTION OF THE SUBMITTED PROPOSAL.**

Cost of Services

Trash Service for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Recycling Service for 725 units serviced once per week:

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- Year 2027-2028 - monthly: _____ / annually: _____

Curbside Bulk Trash Service for 725 units serviced once per month:
(Bulk Trash collection will occur on the first Friday each month)

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Roll-off Services for 725 units serviced once per week:

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Total for Services for 725 units serviced once per week:

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Cost of Proposal Preparation: No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSALS 2025-02:
MUNICIPAL REFUSE & RECYCLING COLLECTION SERVICES

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK pertaining to the Town's annual financial audit as outlined in the **Municipal Refuse & Recycling Collection Services** Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The CONTRACTOR hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth on an annual basis until the contract is completed.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted on this Proposal Submission Form and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that they have available an adequate work force, equipment, materials and supplies, and finances to execute the work properly and expeditiously and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that they have examined complexities of the tasks required for a municipal financial audit; that they have had sufficient time to examine the task and to receive answers for any and all questions prior to this submission, and that the figures submitted are based on their own independent examination and investigation of the project.

The CONTRACTOR agrees to do everything required to perform all work necessary to properly and completely collect all refuse and recycling from the Town's residents each year until this contract is terminated by either party or the contract period ends, and to perform all other obligations imposed by this Agreement for the full and just sum as indicated on the *Cost for Services* form submitted with this proposal and in strict accordance with the Contract Documents for Proposal 2025-02: Municipal Refuse & Recycling Collection Services as prepared by the Town of Williamsport.

Respectfully submitted by:

_____ Contractor Printed Name		_____ Date	
_____ E-Mail Address		_____ Title	
_____ Street Address	_____ City	_____ State	_____ Zip
_____ License # (if applicable)		_____ Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Print Name)

declare that I have read and fully understand the Request for Proposals documents, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Proposal.

I further understand the Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof, in its sole discretion as it determines what is in the best interest of the Town.

_____ Signature	_____ Date
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**ALL SUBMISSIONS MUST BE ACCOMPANIED BY A SIGNED COPY OF ALL
ADVERTISED ADDENDUMS IF ANY WERE ADVERTISED.**

**FAILURE TO INCLUDE A SIGNED COPY OF EACH ADVERTISED ADDENDA
WILL RESULT IN THE REJECTION OF THE SUBMITTED PROPOSAL.**

Cost of Services

Trash Service for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

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(Bulk Trash collection will occur on the first Friday each month)

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- The contractor shall be responsible for providing a performance bond for the yearly amount of the contract by a surety company approved by the Mayor and Council for the Town of Williamsport.
- The contractor shall maintain such compensation and liability insurance as will protect the owner from any such and all claims for damages or for personal injury or damage to property which may arise from this operation under the contract.
- The contractor will collect refuse every Friday except on w

V. Collection Schedule

The contractor shall collect municipal refuse and recycling on a weekly basis each Friday. The contractor will not begin collection prior to 5:00am unless provided authorization by the Town Manager. In the event of a holiday week, it is understood collection will be delayed no more than one day.

VI. Proposal Submission

Please check the contents of your Request for Proposals package carefully to ensure that you have in your possession all the necessary documents, as referenced within this Request for Proposals, including any addenda. If you are missing any items, please contact Chad Rooney, Town Manager, at (301) 223-7711 or crooney@williamsportmd.org.

Submission of a proposal pursuant to this Request for Proposals shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this Request for Proposals and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award of contract.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missing information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals for any reason, and waive informalities as may be deemed in the best interest of the Town.

The Town also reserves the right to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposer(s) prior to selection.
- Request that Proposer(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Town of Williamsport reserves the right to reject that proposal. If it is determined that an Agreement was awarded because of false statements or other data submitted in response to this Request for Proposals, the Town of Williamsport reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Williamsport to do so.
- The Town shall be the sole judge of the proposer's qualifications.

Inquiries: Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this Request for Proposals until seven (7) calendar days prior to the Request for Proposals due date. Questions received after that time will not be given a response.

Answers to questions that warrant the attention of all the potential proposers will be distributed in the form of a written addendum.

**Please direct written inquiries to
Chad Rooney, Town Manager, by e-mail at crooney@williamsportmd.org.**

Rejection Rights: The Town of Williamsport reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Proposals including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSALS 2025-02:
MUNICIPAL REFUSE & RECYCLING COLLECTION SERVICES

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK pertaining to the Town's annual financial audit as outlined in the **Municipal Refuse & Recycling Collection Services** Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The CONTRACTOR hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth on an annual basis until the contract is completed.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted on this Proposal Submission Form and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that they have available an adequate work force, equipment, materials and supplies, and finances to execute the work properly and expeditiously and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that they have examined complexities of the tasks required for a municipal financial audit; that they have had sufficient time to examine the task and to receive answers for any and all questions prior to this submission, and that the figures submitted are based on their own independent examination and investigation of the project.

The CONTRACTOR agrees to do everything required to perform all work necessary to properly and completely collect all refuse and recycling from the Town's residents each year until this contract is terminated by either party or the contract period ends, and to perform all other obligations imposed by this Agreement for the full and just sum as indicated on the *Cost for Services* form submitted with this proposal and in strict accordance with the Contract Documents for Proposal 2025-02: Municipal Refuse & Recycling Collection Services as prepared by the Town of Williamsport.

Respectfully submitted by:

_____ Contractor Printed Name		_____ Date	
_____ E-Mail Address		_____ Title	
_____ Street Address	_____ City	_____ State	_____ Zip
_____ License # (if applicable)		_____ Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Print Name)

declare that I have read and fully understand the Request for Proposals documents, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Proposal.

I further understand the Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof, in its sole discretion as it determines what is in the best interest of the Town.

_____ Signature	_____ Date
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**ALL SUBMISSIONS MUST BE ACCOMPANIED BY A SIGNED COPY OF ALL
ADVERTISED ADDENDUMS IF ANY WERE ADVERTISED.**

**FAILURE TO INCLUDE A SIGNED COPY OF EACH ADVERTISED ADDENDA
WILL RESULT IN THE REJECTION OF THE SUBMITTED PROPOSAL.**

Cost of Services

Trash Service for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Recycling Service for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Curbside Bulk Trash Service for 725 units serviced once per month:
(Bulk Trash collection will occur on the first Friday each month)

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Roll-off Services for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Total for Services for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____



TOWN OF WILLIAMSPORT

REQUEST FOR PROPOSALS 2025 – 02

Municipal Refuse & Recycling Collection Services

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing municipal refuse & recycling collection services. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missed information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals, and waive informalities as may be deemed in the best interest of the Town.

DOCUMENTS REQUIRED FOR SUBMISSION AND CONSIDERATION

- Proposal Submission Form: Request for Proposals 2025-02 Municipal Refuse and Recycling Collection Services
- References
- If applicable; a signed copy of all advertised addenda

REQUEST FOR PROPOSALS
2025-02: MUNICIPAL REFUSE & RECYCLING COLLECTION SERVICES

The Town of Williamsport (Town) invites the submittal of responses to this Request for Proposals from qualified individuals or firms (Contractor) interested in providing municipal auditing services for general areas and identified projects.

I. Overview

The Town of Williamsport invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing labor, materials, supplies, and other such necessities to properly audit the town at the end of each fiscal year. The Town intends to consider Firms and/or individuals who possess the professional and administrative capabilities to provide the scope of services detailed within the request for proposals package available on our website at www.williamsportmd.gov. This Request for Proposals is being released to ensure ongoing services with respect to the responsible use of tax dollars. The Town's elected officials will participate in the process of selecting the appropriate firm per the Town Charter.

II. Pre-Submission Schedule

- **Pre-Submittal Meeting:** Thursday, August 28, 2025, at 10:00 AM in the Planning Office at Town Hall. Any potential firm not in attendance at the Pre-Submittal Meeting will be provided a copy of an addendum based on discussion at the Pre-Submittal meeting and may schedule a time to meet with the Town Manager and complete an on-site visit, if desired. Information is also available at www.williamsportmd.gov/request-for-proposals/.
- **Sealed Proposals:** Due by Friday, October 3, 2025, by 3:30 PM. Envelopes must be delivered or mailed to Town Manager; Request for Proposals 2025-02; 2 North Conococheague Street; Williamsport, MD 21795. All sealed proposals must be delivered no later than 3:30pm on the due date. The Town reserves the right to reject any and all submissions.

ANY SEALED PROPOSAL RECEIVED AFTER 3:30PM ON THE DUE DATE WILL BE REJECTED OUTRIGHT AND SENT BACK TO THE SUBMITTING FIRM

- **Proposal Opening:** All submitted proposals will be opened at the October 6, 2025, meeting of the Mayor & Town Council. The Town Manager will unseal and read aloud all required documents for each submitted proposal.
- **Proposal Award:** The Mayor & Town Council will then consider each proposal and may make a formal decision at the October 6, 2025, meeting of the Mayor & Town Council or a meeting thereafter. The Town Manager will contact the awardee and provide a letter to unsuccessful submitters within seven days of the approval.

II. Pre-Submission Schedule (cont.)

- **Commencement of Service:** It is the intention of the Mayor and Town Council to begin with the first collection based on this contract on Friday, November 7, 2025.

III. Contract Period

The contract period will begin on November 1, 2025, and end on October 31, 2028.

IV. Scope of Work

- The contractor shall in a professional workmanlike manner, and at its own cost and expense, furnish all of the labor and equipment necessary to provide complete residential, commercial, and multiple dwelling refuse and recyclable collection services to the Town of Williamsport, Maryland, as designated and described by the Municipal Refuse & Recycling Collection Services proposal, with all the work to be done under the strict supervision and to the satisfaction of the Town Manager and in accordance with the laws of the State of Maryland.
- The contractor shall clean and remove any spillage of solid waste or recyclables that may fall from vehicles, receptacles, or roll carts during the collection refuse and recycling.
- The contractor will submit to the Town Manager a point of contact for general questions, a local point of contact, preferably the driver, to address urgent and immediate concerns, and the general manager or similar role at the contractor's most local office.
- A flyer or similar advertisement will be submitted on at least an annual basis to the Town Manager outlining those items which are acceptable and not acceptable for refuse and recycling collection. This will be used to promote the information to residents through electronic and mail means.
- The contractor will provide an annual report on the amount of materials recycled.
- The contractor shall be responsible for providing a performance bond for the yearly amount of the contract by a surety company approved by the Mayor and Council for the Town of Williamsport.
- The contractor shall maintain such compensation and liability insurance as will protect the owner from any such and all claims for damages or for personal injury or damage to property which may arise from this operation under the contract.
- The contractor will collect refuse every Friday except on w

V. Collection Schedule

The contractor shall collect municipal refuse and recycling on a weekly basis each Friday. The contractor will not begin collection prior to 5:00am unless provided authorization by the Town Manager. In the event of a holiday week, it is understood collection will be delayed no more than one day.

VI. Proposal Submission

Please check the contents of your Request for Proposals package carefully to ensure that you have in your possession all the necessary documents, as referenced within this Request for Proposals, including any addenda. If you are missing any items, please contact Chad Rooney, Town Manager, at (301) 223-7711 or crooney@williamsportmd.org.

Submission of a proposal pursuant to this Request for Proposals shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of this Request for Proposals and the contents of the proposal submitted by the successful proposer may become contractual obligations if an Agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award of contract.

The Town of Williamsport reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes or missing information, to reject submittals containing any additional terms or conditions not specifically requested in the original Scope of Work, to reject any or all proposals for any reason, and waive informalities as may be deemed in the best interest of the Town.

The Town also reserves the right to:

- Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposer(s) who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposer(s) prior to selection.
- Request that Proposer(s) furnish additional information as the Town may reasonably require.
- Process the selection of the successful Proposer without further discussion.
- Accept or reject qualifications or proposals in part or whole.
- Limit and/or determine the actual contract services to be included in a contract.
- Engage outside experts to assist staff in evaluating the merits and viability of each Proposer.
- Obtain information for use in evaluating submittals from any source.
- Verify the information received in the proposal. If a proposer knowingly and willfully submits false information or data, the Town of Williamsport reserves the right to reject that proposal. If it is determined that an Agreement was awarded because of false statements or other data submitted in response to this Request for Proposals, the Town of Williamsport reserves the right to terminate the Agreement.
- Waive any irregularity in any proposal, or reject any or all submittals, should it be deemed in the best interest of the Town of Williamsport to do so.
- The Town shall be the sole judge of the proposer's qualifications.

Inquiries: Technical questions may arise as firms are preparing their proposals. The Town will accept written inquiries regarding this Request for Proposals until seven (7) calendar days prior to the Request for Proposals due date. Questions received after that time will not be given a response.

Answers to questions that warrant the attention of all the potential proposers will be distributed in the form of a written addendum.

**Please direct written inquiries to
Chad Rooney, Town Manager, by e-mail at crooney@williamsportmd.org.**

Rejection Rights: The Town of Williamsport reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this Request for Proposals including, but not limited to, the deadlines for submission and submission requirements. The Town further reserves the right to reject any or all submittals, to cancel or withdraw this Request for Proposals at any time and to negotiate with any party prior to or after submittal of proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

Cost of Proposal Preparation: No reimbursement will be made by the Town of Williamsport for any costs incurred in the preparation of the proposal or presentation.

Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

PROPOSAL SUBMISSION FORM
REQUEST FOR PROPOSALS 2025-02:
MUNICIPAL REFUSE & RECYCLING COLLECTION SERVICES

Proposal of _____ hereinafter called "CONTRACTOR", organized and existing under the laws of the State of _____ doing business as _____ for the Town of Williamsport, Maryland (hereinafter called "OWNER").

In compliance with the information contained in the Request For Proposals distributed by the Town of Williamsport, the CONTRACTOR hereby proposes to perform all WORK pertaining to the Town's annual financial audit as outlined in the **Municipal Refuse & Recycling Collection Services** Request For Proposals in strict accordance with the CONTRACT DOCUMENTS, and at the lump sum price stated below in the proposal submission form.

By submission of this PROPOSAL, the CONTRACTOR certifies, and in the case of a joint PROPOSAL each party thereto certifies as to its own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other CONTRACTOR or with any competitor.

The CONTRACTOR hereby agrees to commence WORK under this Contract on the date specified in the NOTICE OF AWARD / NOTICE TO PROCEED and to fully complete the PROJECT within the time set forth on an annual basis until the contract is completed.

The CONTRACTOR agrees to execute a Contract for the work as awarded at the lump sum amount quoted on this Proposal Submission Form and further guarantees completion within the time stipulated with allowances for any extensions of time that may be approved.

The CONTRACTOR hereby states that they have available an adequate work force, equipment, materials and supplies, and finances to execute the work properly and expeditiously and is prepared to present further information to substantiate this statement.

The CONTRACTOR further covenants and warrants that they have examined complexities of the tasks required for a municipal financial audit; that they have had sufficient time to examine the task and to receive answers for any and all questions prior to this submission, and that the figures submitted are based on their own independent examination and investigation of the project.

The CONTRACTOR agrees to do everything required to perform all work necessary to properly and completely collect all refuse and recycling from the Town's residents each year until this contract is terminated by either party or the contract period ends, and to perform all other obligations imposed by this Agreement for the full and just sum as indicated on the *Cost for Services* form submitted with this proposal and in strict accordance with the Contract Documents for Proposal 2025-02: Municipal Refuse & Recycling Collection Services as prepared by the Town of Williamsport.

Respectfully submitted by:

_____		_____	
Contractor Printed Name		Date	
_____		_____	
E-Mail Address		Title	
_____		_____	
Street Address	City	State	Zip
_____		_____	
License # (if applicable)		Phone Number	

SEAL IF A
CORPORATION

AUTHORIZED SIGNATURE: I, _____ do hereby
(Print Name)

declare that I have read and fully understand the Request for Proposals documents, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Proposal.

I further understand the Town reserves the right to reject any and all Submittals, to waive informalities, and to accept any Submittal or parts thereof, in its sole discretion as it determines what is in the best interest of the Town.

_____	_____
Signature	Date

**ALL SUBMISSIONS MUST BE ACCOMPANIED BY A SIGNED COPY OF ALL
ADVERTISED ADDENDUMS IF ANY WERE ADVERTISED.**

**FAILURE TO INCLUDE A SIGNED COPY OF EACH ADVERTISED ADDENDA
WILL RESULT IN THE REJECTION OF THE SUBMITTED PROPOSAL.**

Cost of Services

Trash Service for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Recycling Service for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Curbside Bulk Trash Service for 725 units serviced once per month:
(Bulk Trash collection will occur on the first Friday each month)

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Roll-off Services for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____

Total for Services for 725 units serviced once per week:

- Year 2025-2026 - monthly: _____ / annually: _____
- Year 2026-2027 - monthly: _____ / annually: _____
- Year 2027-2028 - monthly: _____ / annually: _____