

Town of Williamsport
Request for Proposals



2025-02: Refuse & Recycling Collection Services

SCOPE OF ADDENDUM #1 – September 4, 2025

The following items constitute the Town’s response to questions presented by one of the potential companies submitting a proposal. These items must be considered and addressed within submitted proposal. Submissions not incorporating these addenda will be subject to rejection.

Revision 1: IV. Scope of Work (eighth bullet point): The contractor will collect refuse every Friday apart from a holiday occurring during the week, in which case, it will be acceptable for collection to occur on Saturday. The contractor will communicate the change the week prior to the holiday week so the change can be communicated with residents.

Revision 2: IV. Scope of Work (add ninth bullet point): Bulk items will be collected on the first collection of each month. Residents will be limited to five total items unless the resident has planned with the contractor for additional items to be collected. The additional items may constitute a fee for the residents to be paid to the contractor directly.

Revision 3: IV. Scope of Work (add tenth bullet point): The contractor will assist and provide materials/labor for one springtime and one fall time bulk collection event held at a site designated by the Town. This will likely consist of the delivery of five large roll off collection containers (dumpsters) with no less than one driver to haul and replace full roll off collection containers (dumpsters). Specific logistics will coordinated with the contractor. The town understands and accepts this may serve as a community outreach event for the contractor in partnership with the town.

Revision 4: IV. Scope of Work (add eleventh bullet point): Costs associated with delivery of refuse to the landfill will be paid by the town directly to Washington County. Processing costs associated with recycling will be passed on to the town.

Revision 5: Proposal Submission Form (revised): An updated form is attached to this Addendum and will be posted as a separate file on the Town’s website. The reference to “*Roll Off services for 725 Units – Once Per Week*” has been deleted. Roll-off collection containers are excluded from weekly collection services under this Request for Proposals and shall be used solely for bulk trash collection events and on an as-needed basis. Compensation for such services shall be invoiced and paid only when utilized.

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******* A signed copy of this addendum must accompany your bid submission *******

Respectfully,

Dr. Chad P. Rooney
Town Manager / Clerk / Treasurer

Submitting Contractor: _____

Authorized Representative Name: _____

Authorized Representative Title: _____

Authorized Representative Signature: _____

Date: _____

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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 workforce, 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 General Conditions and the Scope of Work, all accompanying addendums, and 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:

- 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 Collection each month)

- 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: _____