



# Town of Danville



## Selectmen

*Shawn O'Neil  
Chris Giordano  
Kimberly S. Farah  
Sheila Johannesen  
Judi Cogswell*

## Town Clerk

*Christine Tracy*

## Tax Collector

*Kimberly T. Burnham*

## REQUEST FOR PROPOSALS

*Collection and Disposal:*  
**Municipal Solid Waste, Recycling Services and Bulk Waste  
Collection and Disposal**

- I. General Information**
- II. Historical Data**
- III. Proposal Information**
- IV. Attachments**

### Conceptual Timeline:

August 15, 2016	RFP mailed / available from the Selectmen's Office
August 29, 2016	Bidder Meeting with Selectmen 6:30 to 7:00 pm
September 19, 2016	Proposals Due in Selectmen's Office by 2:00 pm
September 19, 2016	Public Opening of proposals 7:30 pm /Selectmen's Agenda
November 7, 2016	Contract signed
January 1, 2017	Start of Work under new contract

## **I. General Information**

The Town of Danville is currently seeking proposals to facilitate residential collection and transportation of Municipal Solid Waste and recyclables, within the boundaries of the Town of Danville.

Danville, New Hampshire is a community of approximately 4,800 residents. The Town is 11.8 square miles in total area with approximately 36 miles of Town-maintained and serviced roads; and 4.5 miles of State maintained highways; with four mobile home parks with approximately 3 miles of roadway. (Housing and resident counts include all of these roads as currently approved).

- Current curbside pickup of MSW and recyclables is done Two days per week on a contract basis.
- The Town of Danville currently participates in MSW collection utilizing 64-gallon and 96-gallon wheeled carts designed for automated lifting.
- The Town of Danville follows the SB2 (Deliberative Session and Town Vote) form of government, with day to day operations overseen by a five member Board of Selectmen.
- Estimated number of Households as of 2011 Assessment 1556
- Danville currently has curbside collection of MSW and recyclables.
- Bulky Waste Days are held three times per year. The Town also participates in the Southeast Regional Refuse Disposal District sponsored "Household Hazardous Waste Day." This information is provided for background information only.

Bidders are welcome to preview the collection roads by inspecting a full set of Town tax maps at the Town Hall during regular office hours. A Town road index map is enclosed as part of this proposal (Attachment A).

An informational session for bidders will be held with the Board of Selectmen for up to one-half hour, from 6:30 to 7:00 pm on Monday, August 29, 2011. Bidders are encouraged to attend the schedule bidder meeting to have any questions or concerns addressed at that time.

This meeting will be open to the public pursuant to the Right to Know Law, and will be held at the Danville Town Hall, 210 Main Street, Danville NH.

Following submittal of proposals, bidders may be requested to meet with the Selectmen if further information is necessary.

## **II: Historical Information**

### **1) HISTORICAL DATA**

*(1) The following tables identify 2012 through 2015 historical solid waste, recycling and bulk waste collection totals in the Town of Danville.*

#### **A. SOLID WASTE TONNAGE HISTORICAL DATA**

*Table II.I.A*

<b>YEAR</b>	<b>SOLID WASTE TONS</b>
<b>2012</b>	<b>1333.23</b>
<b>2013</b>	<b>1359.37</b>
<b>2014</b>	<b>1328.55</b>
<b>2015</b>	<b>1311.17</b>

**B. RECYCLED MATERIAL TONNAGE HISTORICAL DATA**

*Table II.I.B*

<b>YEAR</b>	<b>TOTAL TONS</b>
<b>2012</b>	<b>379.2</b>
<b>2013</b>	<b>373.3</b>
<b>2014</b>	<b>413.42</b>
<b>2015</b>	<b>444.93</b>

**C. BULK WASTE TONNAGE HISTORICAL DATA**

*Table II.C*

<b>YEAR</b>	<b>BULK WASTE TONS</b>
<b>2012</b>	<b>216.92</b>
<b>2013</b>	<b>257.23</b>
<b>2014</b>	<b>262.24</b>
<b>2015</b>	<b>229.5</b>

**Part III: Proposal Information**

**I. PROPOSAL SHALL INCLUDE**

The prospective contractor is asked to submit proposals to include following:

**A. Municipal Solid Waste Collection**

1. Weekly pickup of curbside MSW is required and bi-weekly pickup of curbside recyclables (with pickup for both on the same day). MSW and Recycling items should be picked up in different vehicles by the Contractor (for proper separation and disposal).
2. Collection shall be in accordance with customary Municipal Solid Waste collection practices.
3. Contractor shall ensure that all containers picked up are placed back in the yard of the property where they were collected. Wheeled trash carts and/or wheeled recycling carts are not to be throw or strewn along roadways or private property.
4. The Contractor will provide for the pickup of 64 or 96 gallon wheeled carts.
5. Waste is to be set out along the curbside of all sites by 7:00 am by all residents on the day of collection. If another start time is desired by the Contractor, it must be so stated within the proposal.
6. All municipal solid waste shall be collected from the curbside of all residences, and from the other collection sites, at least once each week on regularly scheduled pickup days between Monday and Friday. This includes maintenance of all dumpsters.

7. Contractor shall indicate how many days are needed for pickup in Danville within their proposal; and which days are proposed for collection. The Town's preference is to maintain the current days of Tuesday and Wednesday. The Contractor shall provide a list (similar to the attached) with the days and routes being proposed, if they are different from the current days/routes.
8. Collection shall take place on regularly scheduled pickup days on all holidays except the Fourth of July, Labor Day, Veterans Day, Thanksgiving, Christmas and New Years Day. On those days, collection shall be made on the following day, even if on a Saturday. Contractor shall clearly state if ANY ADDITIONAL holidays will disrupt collection in Danville.
9. Contractor shall be responsible for transportation of recyclables and MSW to the Landfill without mixing said items together or with any other waste from any other community except the Town of Danville. The Contractor shall not include recyclables or any other material in any vehicle transporting residential MSW or municipal MSW from the Town of Danville.
10. The Contractor shall take title to any and all MSW upon pick-up and shall be responsible for the disposition of such MSW to a fully permitted disposal facility.
11. Note that there is no option in this RFP to bid on the singular option of curbside pickup of recyclables or MSW only.
12. The Contractor shall be responsible for the provision of containers (dumpsters) and collection of municipal solid waste from the following locations:
  - A. Danville Town Hall, and Danville Safety Complex – 1 8-yd and 1-10-yd, both lockable
  - B. Four Seasons Campground – 1 8-yd and 1 10-yd

**B. Co-mingled Recycling Collection**

1. Bi-weekly pickup of curbside recyclables is required. MSW and Recycling items should be picked up in different vehicles by the Contractor (for proper separation and disposal).
2. The Contractor shall provide a one 96 gallon wheeled recycling cart designed for automated lifting, for use by each residential unit. The Contractor shall provide default mailing cards for the optional 64 gallon wheeled recycling carts. An additional wheeled recycling cart will be supplied if the resident can demonstrate the need for an additional recycle cart.
3. Recyclables will be placed in the wheeled recycling cart by residents and set out at the curb by 7:00 am on collection day.
4. The Contractor shall collect and remove all Recyclables which are placed in the wheeled recycling cart from any residential collection location.
5. Only the authorized Contractor for the Town will be allowed to remove recyclables from any residential collection location.

6. Submit a listing of all items that can be recycled in bi-weekly pickup. The Town currently accepts the following, and intends that at a minimum, these (and potentially more items) will be recycled: aluminum and steel cans; clear, brown, blue and green glass bottles, food and beverage containers, (no broken glass); newspaper, office paper, paper bags, magazines, soft covered books and other clean paper, corrugated cardboard, and plastic bottles and jugs of both types”1” PET and “2” HDPE. (See current listing of items in Attachment B).
  - a. Submit a list of all items that can be recycled with your contract proposal. It must include at least all of the items in Attachment B; and can certainly include additional items. The Town is looking to maximize recycling and the number of recyclable items.
7. Submit any special preparation or processing requirements for all recycled items. It is estimated in Danville currently, that 62% of recycled items are paper and 38% are commingle.
8. Respondents are encouraged to submit any information that they feel may be useful to include in the Town’s recycling education campaign.
9. The Town’s goal is to reduce, as much as possible, the solid waste tonnage by recycling. The Contractor shall not be entitled to an increase in rates or other compensation as a result of removal of new recyclables from the waste stream.
10. The Contractor shall also provide Recycling Collection Services at the following locations:
  1. Danville Town Hall
  2. Danville Safety Complex
  3. **Four Seasons Campground**
  4. Danville Library
  5. Fire Hall

**C. Municipal Solid Waste Disposal**

1. The Contractor is responsible for pick-up of all municipal solid waste, recyclable items, and bulk waste; and transportation from Danville, New Hampshire to a properly licensed disposal site.
  - I. Disposal Site shall be identified on Bid Response Form.
2. In addition to other requested items under this RFP, the following shall be provided by perspective Contractors:
  - I. Identify specific Contractor Contact/Contract Officer dedicated for the Town of Danville. Provide name, office phone number, cell phone number and email address.
  - II. A list of all Contractors’ equipment available for the collection of solid waste and recyclables.

III. Procedure and remedy for complaints received from residents.

IV. Statements of compliance with applicable State and Federal laws and Municipal by-laws and regulations.

V. Provisions for insurance and indemnification, including contractor's general public liability and property damage insurance; vehicle insurance; and worker's compensation insurance.

VI. A copy of Contractor's Certificate of Insurance.

VII. Three letters of reference from municipalities of similar size to the Town of Danville NH, for whom similar work has been (or preferably, is currently being) performed.

VIII. A certified statement that recyclables collected will be marketed as recyclables and will not be disposed of as waste in landfills or other means, except materials that cannot be recycled due to contamination (any such contamination shall be reported in writing to the Board of Selectmen and means of prevention reviewed on each such occurrence).

IX. An indemnification and hold harmless statement releasing the Town of Danville from any and all liability related to the disposal of any and all waste.

**D. Terms of Contract** (These may be changed by mutual written consent of the parties).

1. **Time Period and Price** - The bidder shall agree to a contract period of three (3) to five (5) years, with any annual price increases indicated on the Proposal Response Form.
2. **Year one of the contracts shall begin January 1, 2017 and end December 31, 2017.** Subsequent years of the contract shall also begin on January 1 and end on December 31.
  - i. Initial Contract duration shall be three (3) years, with either two one year extensions or one two year extension (at the discretion of the Town) for a total maximum contract time not to exceed five years.

Annual price increases may be flat rate percentage or by a formula of the bidder's choosing (and entered on the Proposed Response Form). Annual increases for inflation factors will be considered; any fuel or other surcharges shall be identified on the RFP Submittal Form.

**Preference will be given to all submissions without inflation % increases or fuel or other surcharges. Bidders are encouraged to submit flat rate price increases if any.**

3. The Contractor should be aware that funding of any contract or operating budget is required to be done by the voting body at said Annual Town Meeting. Any contract entered into by the Board of Selectmen is contingent on

annual funding by the Town Meeting in March. The Town's final contract will



contain language that it is contingent upon that annual funding by the legislative body at Town Meeting.

4. Annual price increases for the following January 1 contract year shall be determined by November 1 such that the Town can include it in the annual budget process. (ie: the January 1, 2018 contract price must be presented by the Contractor to the Board of Selectmen no later than November 7, 2017).

#### **E. PAYMENTS BY THE TOWN**

1. The proposal will contain a statement that Contractor will bill the Town no more frequently than monthly following the beginning date of the contract. Statements shall be sent to:

Town of Danville  
Board of Selectmen  
210 Main Street  
Danville, NH 03819

2. The proposal shall state the person and address to which payments must be sent. The proposal will indicate the payment date for each installment, which will not be earlier than 45 days following receipt of invoice by the Town.
  - i. Contractor may propose a sliding scale discount percentage incentive to the Town for payments made within 15, 20, and 30 days following receipt of invoice.
3. Any interest to be charged after the payment due date must be clearly stated in the proposal. Contractor will be required to file IRS Form W-9 with the Town of Danville prior to any Town payment being issued.
4. Final Contract details shall be determined with the Board of Selectmen after a successful Contractor is selected. The Contractor shall furnish a draft copy of the contract, based on the RFP Response for review by the Town at such time as negotiations begin.

#### **F. PROPOSAL DETAILS**

1. Where the RFP requests or encourages alternate specifications and dollar amounts, the Bidder shall attach a specific outline of the alternate proposal. Bidders are also encouraged to present alternatives they believe to be in the interest of the Town as well as present bids for the alternatives specified in this RFP. Any and all such alternative proposals shall be clearly defined.
2. The Bidder shall keep adequate public liability insurance, written under commercial comprehensive general liability form (ISO or equivalent) and shall define the Town of Danville as an Additional Named Insured.
3. The Contract shall further require the Contractor to save, hold harmless, defend and indemnify the Town of Danville with respect to claims brought against the Contractor and the Town of Danville with respect to any and all operations under this contract.
  - i. The Contractor shall be required to effect, maintain and confirm such insurance as may be required to meet the above. Such insurance

certificate(s) shall be updated at least annually and mailed/delivered to the Town.

4. Any contract entered into between the Town and a Contractor shall be governed by the Laws of the State of New Hampshire
5. The Contractor shall prepare and maintain a trash and recycling informational flyer (See Attachment D) for mailing to residents. This will include information provided by the Board of Selectmen and the Contractor provides new or updated information. This flyer will be maintained on the Town's website and available at the Town Offices.
6. The Town will require a Performance Bond Guarantee posted by Irrevocable Letter of Credit or Cash in an amount equal to one-tenth of the annual contract amount.

#### **G. TOWN'S RIGHT TO REGULATE CONTRACTOR**

1. The Town has the right to issue written rules and regulations concerning the Contractor's performance within the Town of Danville that are reasonably related to efficient and reliable performance. Such rules and regulations shall not, however, increase the contractual obligations of the Contractor. The Contractor shall comply with all such rules and regulations.
2. The site for disposal of recyclables shall be one approved by the Town prior to the execution of the contract. The tipping fees for all recyclables will be the sole responsibility of the Contractor. The Contractor is encouraged to provide a shared revenue incentive to the Town to increase recycling by the Town.
3. If at any time waste is spilled onto a street or property by the Contractor, or any contents of truck are spilled/dumped onto a street or property, the Contractor shall clean up the spilled/dumped matter immediately before proceeding to the next point of collection. The waste must be cleaned up sufficiently so as to assure the cleanliness of the property and the safety of the residents. The Contractor shall immediately notify the Board of Selectmen's office of all incidents.

#### **H. TOWN HAS RIGHT TO OFFSET**

1. If the Town incurs expenses and/or damages as a result of the Contractor's improper performance of the Contract or the Contractor fails to perform under the Contract, the Town has the right to reduce monthly payment by the amount of incurred expenses and/or damages prorated for each day of nonperformance. The Town shall promptly notify the Contractor in writing of the specific reasons for and the amount of any such reduction.
2. If the Contractor is unable, for any cause, to perform their responsibility under this Contract for a period in excess of fourteen (14) calendar days, the Contract shall be void and the Town shall be free to negotiate with other Contractors for the operations of said collection service. This breach of Contract in no way excuses the Contractor from his financial responsibility to the Town.
3. Contractor will be responsible for all increase in costs incurred by the Town for the duration of this Contract.

## **I. PUBLIC RELATIONS**

1. The Town Departments consider and treat the Community Citizenry as valued customers and place great emphasis upon continually meeting or exceeding their needs and requirements. We expect that all Contractors working for the Town and with our residents will assume these same standards. Our citizens are the most important persons to “enter” the office...whether in person, by mail or by telephone. Our citizens are all human beings with feelings and emotions who bring us their concerns and desires. It is our job to resolve those concerns and fulfill those desires as best we can.
2. The Town insists that any organization contracted with will embrace and practice our public relations philosophy. Prior to awarding any contract, prospective contractors will be required to submit, for the Town’s consideration, a public relations policy to include clear procedures to be used when dealing with Town customers and staff.

## **J. CONTRACTOR’S PERSONNEL**

1. The Contractor warrants it will employ for this Contract responsible and competent employees who will conduct themselves in a professional manner in conformity with the Contractor’s work rules and regulations. The Contractor shall provide adequate supervision for all employees used on this Contract
2. The Town has the right under the Contract to notify the Contractor of any alleged breach of the Contractor’s Rules and Regulations or other alleged misconduct by an employee. The Contractor shall promptly investigate the Town’s complaint and shall notify the Town in writing of the results of its investigation and any action taken
3. The Town has the right to require that the Contractor’s collection employees wear a clean uniform bearing the company’s name.
4. Each employee shall, at all times, carry a valid operator’s license for the type of vehicle the employee is driving.
5. The Contractor shall provide operator and safety training for all personnel. Each vehicle shall be equipped with a first aid kit and fire extinguisher, as well as any other required equipment pursuant to NH Statute or DOT regulations.
6. The Contractor shall pay wages that equal or exceed the minimum hourly wages established by Local, State or Federal governments. No person shall be denied employment by the Contractor for reasons of race, creed, sex or religion.

## **K. COLLECTION EQUIPMENT CONDITION**

1. Collection trucks shall be designed for the collection of residential and/or commercial MSW and recyclables.

The Contractor shall provide an adequate number of vehicles for regular collection services. They shall be kept in good repair, clean and attractive at all times, with wording clearly visible on each side displaying the name and phone number of the Contractor and promoting recycling. All recycling

vehicles will be clearly marked designating them as such.

#### **L. NOTIFICATION OF CHANGES**

1. The Contractor shall notify all customers about complaint procedures, regulations and day of collection. The Contractor shall include within this notification, explanatory information relating to schedule changes resulting from holidays, with annual list of scheduled holidays. Acts of God, such as excessive snowfall, will be handled in the same manner.

#### **M. COMPLAINTS**

1. The Contractor shall receive and make good faith effort to resolve all complaints received by telephone or in writing from the Town or from Danville users within one (1) business day of receipt. The Contractor shall maintain a Complaint Log setting forth the name and telephone number of each complainant, date of the complaint and the substance and the resolution of the matter. Such records shall be available for Town inspection at all times during business hours.
2. The Contractor shall provide monthly copies of all complaint log sheets to the Town of Danville Selectmen's Office.

#### **N. PROPOSAL REQUIREMENTS**

1. **Organization** - Some of the more important items that must be contained in the proposal are:
  - a. Proposal Response Form for MSW and recycling collection, dumpster collection and maintenance (see attachment C)
  - b. Information as specified under Section IV, Proposal Details; including a Certificate of Insurance coverage
  - c. Certification Form
  - d. Definition of where recyclables are to be transported for marketing
2. **Proposal Specifications** - Proposals must be:
  - I. Typed on 8.5 x 11 inch paper.
  - II. In a three-ring binder
  - III. Signed by an official or principal authorized to bind the Contractor to the provisions contained therein.
3. **Procedures for Submission:**
  - I. Copies - Six (6) copies of the proposal must be sent or hand-delivered to the Selectmen as indicated on the RFP cover sheet.
  - II. Bids - All proposals must be submitted in sealed envelopes or packages, clearly labeled "Town of Danville, NH - Solid Waste and Recycling Pickup Proposal"
  - III. Deadline for Submission - The envelope or package containing the copies of proposal must be received no later than 2:00 pm in the Selectmen's Office at the Danville Town Hall, 210 Main Street, Danville NH; on Monday, **September 19, 2016**
  - IV. Proposals received after the specified date and time (Monday **September 19, 2016** at 2:00 pm) will not be accepted. The Selectmen's Office opens at 8:30 am on Mondays.

V. Facsimile (FAX) proposals will not be accepted.

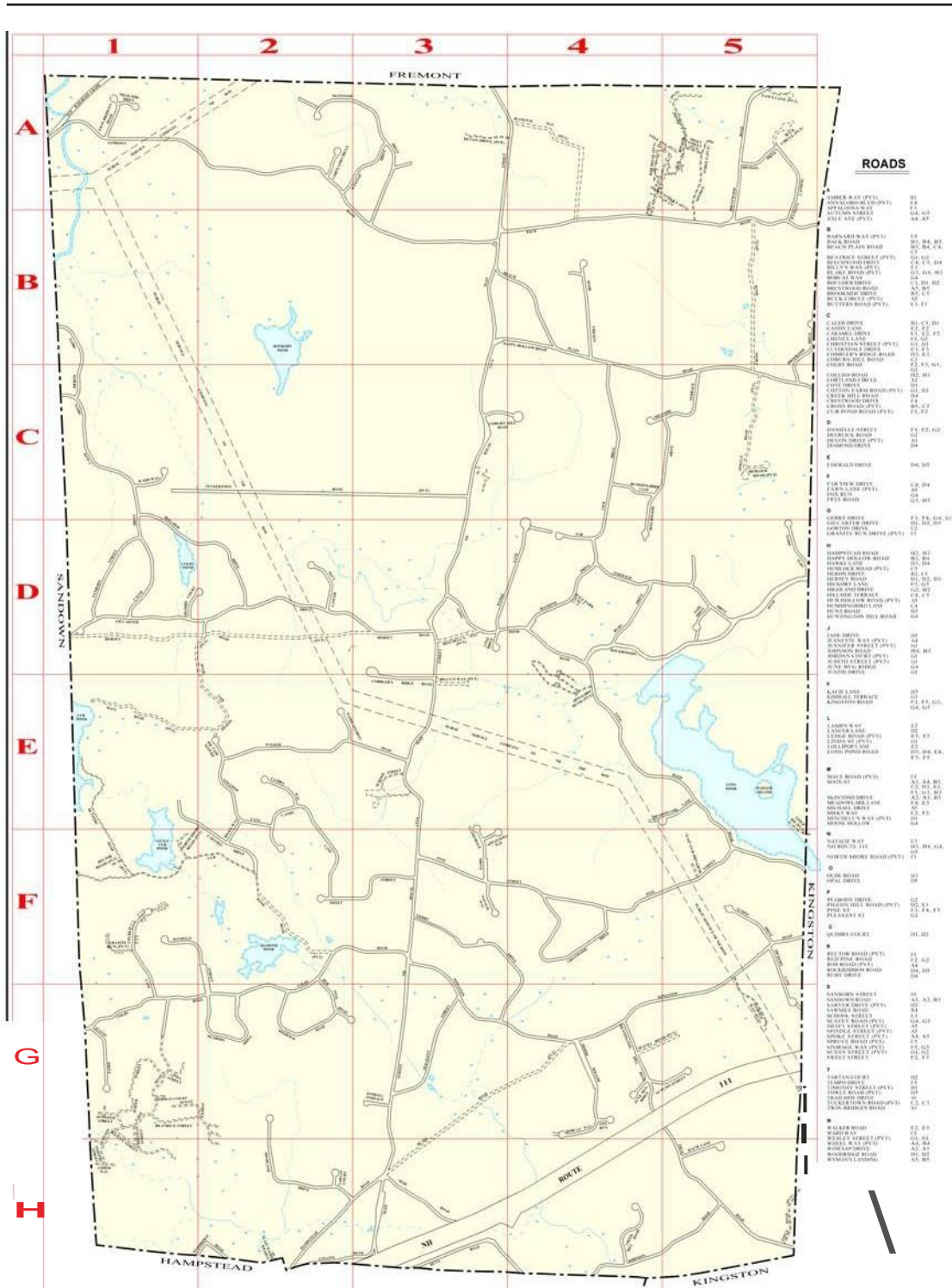
VI. Ownership of Proposals – Any and all proposals submitted for consideration becomes the property of the Town of Danville Board of Selectmen.

4. **Costs** - The Town of Danville is not responsible for any costs involved in the development of this proposal.
5. **Rejection of proposals** - The Town of Danville reserves the right: to reject any, all, or parts of any proposal; to cancel or change any or all parts of this RFP, and; to award and/or negotiate a contract on the basis of whatever shall be deemed by the Selectmen to be in the best interest of the Town of Danville.
6. **Confidentiality** - Bidders shall assume that **all** information provided in the proposal may eventually become public, including information classified as “confidential” or “proprietary”.
7. **Notification of Award(s)** - Successful bidder(s) will be notified of the results of the Selectmen’s decision. Contracts will be signed and work will begin as generally indicated in the Conceptual Timeline.
8. **Evaluation Criteria** - Proposals will be evaluated based on completeness and applicability to the objectives of the RFP, cost of services, and qualifications of the Bidder. Incomplete proposals and proposals not applicable to the objectives of the RFP will receive no further evaluation.

#### **O. EVALUATION AND SELECTION PROCESS**

1. The awarding authority is the Danville Board of Selectmen.
2. The Board of Selectmen will open the proposals publicly on date indicated.
3. The Board of Selectmen reserves the right to accept or reject any and all proposals as deemed to be in the best interest of the Town of Danville.
4. Upon reviewing the findings, the Board of Selectmen will notify the successful bidder(s) and award the contract(s) according to the Timeline.

# Attachment A



### ROADS

A	AMBER BAY (PVT)	01
	ANTHONY ROAD (PVT)	02
	AUTUMN VILLES	03, 04, 05
	BALE AND (PVT)	06, 07
	BALDWIN ROAD (PVT)	08
	BALDWIN ROAD	09, 10, 11, 12
	BALDWIN ROAD	13, 14, 15, 16
	BALDWIN ROAD	17, 18, 19
	BALDWIN ROAD	20, 21, 22
	BALDWIN ROAD	23, 24, 25
	BALDWIN ROAD	26, 27, 28
	BALDWIN ROAD	29, 30, 31
	BALDWIN ROAD	32, 33, 34
	BALDWIN ROAD	35, 36, 37
	BALDWIN ROAD	38, 39, 40
	BALDWIN ROAD	41, 42, 43
	BALDWIN ROAD	44, 45, 46
	BALDWIN ROAD	47, 48, 49
	BALDWIN ROAD	50, 51, 52
	BALDWIN ROAD	53, 54, 55
	BALDWIN ROAD	56, 57, 58
	BALDWIN ROAD	59, 60, 61
	BALDWIN ROAD	62, 63, 64
	BALDWIN ROAD	65, 66, 67
	BALDWIN ROAD	68, 69, 70
	BALDWIN ROAD	71, 72, 73
	BALDWIN ROAD	74, 75, 76
	BALDWIN ROAD	77, 78, 79
	BALDWIN ROAD	80, 81, 82
	BALDWIN ROAD	83, 84, 85
	BALDWIN ROAD	86, 87, 88
	BALDWIN ROAD	89, 90, 91
	BALDWIN ROAD	92, 93, 94
	BALDWIN ROAD	95, 96, 97
	BALDWIN ROAD	98, 99, 100

## List of Streets

### Tuesday

Appaloosa Way  
Autumn St  
Axle Road  
Back Road  
Barnard Way  
Beach Plain Road  
Beechwood Drive  
Billy's Way  
Blake Road  
Bobcat Way  
Brentwood Road  
Brookside Drive  
Clydesdale Drive  
Coburn Hill Road  
Cote Drive  
Creek Hill Drive  
Crestwood Drive  
Cross Road  
Diamond Drive  
Emerald Drive  
Far View Drive  
Fox Run  
Frye Road  
Gerry Drive  
Happy Hollow Road  
Hawke Lane  
Hemlock Drive  
Hickory Lane  
Hillside Terrace  
Hub Hollow Road  
Hummingbird Lane  
Hunt Road  
Huntington Hill Road  
Jade Drive  
Jeanette Way  
Johnson Road  
Junebug Lane  
Kacie Lane  
Kingston Road  
Ledge Road  
Long Pond Road  
Meadow Lark Lane  
Michael Drive  
Mitchells Way  
Moose Hollow Road

### Tuesday (cont.)

Natalie Way  
Olde Road  
Opal Drive  
Pine Street  
Pleasant Street  
Rim Road  
Rock Rimmon Road  
Ruby Road  
Saw Mill Road  
Seavey Road  
Shaft Street  
Spindle Street  
Spoke Street  
Spruce Road  
Storage Way  
Tempo Drive  
Wheel Way  
Wyman's Landing

### Wednesday

Amber Way  
Beatrice Street  
Bergeron Way  
Boulder Drive  
Butters Road  
Caleb Drive  
Candy Lane  
Caramel Street  
Cheney Lane  
Christian St  
Cobbler's Ridge  
Colby Road  
Collins Road  
Cortland Circle  
Cotton Farm Road  
Cub Pond  
Danielle Street  
Deerlick Road  
Devon  
GH Carter Drive  
Gorton Drive  
Granite Run  
Hampstead Road  
Heron Drive  
Hersey Road  
Highland Drive  
Jennifer Street  
Jordan Court  
Judith Street  
Justin Drive  
Kimball Terrace  
Lamb's Way  
Lancer Lane  
Linda Street  
Lollipop Lane  
Mace  
Main Street/ 111A  
Mcintosh Road  
North Shore  
Peabody Drive  
Quimby Court  
Red Pine Road  
Sanborn Street  
Sandown Road  
Sarver Drive

### Wednesday (cont.)

School Street  
Sudbury Street  
Susan Street  
Sweet Street  
Tartan Court  
Timothy Street  
Trailside Drive  
Twin Bridges Road  
Walker Road  
Ward Way  
Wesley Street  
Winesap Street  
Woodridge Road

## Attachment B – List of Recyclables

### **Paper** (clean and dry):

Newspaper  
Greeting cards  
Folders  
Magazines  
Flyers  
Soft cover books

Phonebooks  
Brochures  
Paper bags  
Old mail  
Catalogues

### **Paperboard:**

Paper food boxes (liner discarded)  
Cereal, rice, cracker, pasta, shoe boxes  
Paper towel rolls, writing pad backs  
Pizza boxes (liner discarded)

### Not acceptable:

Waxed paper  
Dirt or other trash  
Plastic, wood, or metal  
Plastic bags

Used tissues  
Soiled paper

### **Corrugated Cardboard:**

Any clean “waffled” cardboard box not exceeding 2’x2’x2’ when bundles for safety and consistency of collection

### **Plastic:**

Number 1 through number 7 plastics  
Soft drink and liquor bottles  
Milk, water, juice containers  
Laundry, bleach, and cleaning containers

### Not acceptable:

Plastic grocery bags  
Plastic tableware  
Sandwich bags  
Glassware  
Brittle dairy food containers  
Any hazardous material container

5 gallon pails  
Needles  
Lids and caps

### **Metals:**

Aluminum cans (soft drinks, juice, and other beverage cans)  
Steel (tin, soup cans, and metal jar lids)  
Aluminum pie tins and foil  
Aerosol cans, non-paint or pesticide (empty)

### Not acceptable:

Paint cans, gas cans, or anything that previously contained a hazardous or toxic material

### **Glass:**

Clear, brown, green, and blue glass food and beverage containers

### Not acceptable:

Ceramic cups and plates  
Heat resistant ovenware  
Drinking glasses  
Light bulbs  
Mirror and windowpane glass



## Attachment C

### BID RESPONSE FORM Collection and Disposal: Municipal Solid Waste, Bulk Waste and Recycling Services

Contractor	Contact #
.....	.....
Contractor Address	Contact Cell Phone
.....	.....
Contractor Phone	Contact email
.....	.....
	Contractor Fax
	.....

**COST**

**Monthly**

**Annual**

**Municipal Solid Waste** *(all MSW Collection is curb-side. Dumpster Collection locations are identified in Part III.I.B)*

Collection <i>(per unit rate x # of household count provided)</i>	x	
.....	12	.....
.....		.....
Dumpster(s)	x	
.....	12	.....
.....		.....
Disposal <i>(based on disposal rate x estimated tonnage)</i>	x	
.....	12	.....
.....		.....
Total MSW	x	
.....	12	.....
.....		.....

**Recycling Collection Services** *(all RCS Collection is curb-side.)*

Collection <i>(rate per unit x # of households)</i>	x	
.....	12	.....
.....		.....
Total RCS	x	
.....	12	.....
.....		.....

Identify any proposed revenue sharing: \_\_\_\_\_

**Bulk Waste Services**

One

Two

Three

Four

*(All BWS Collection is curb-side.)*

Collection				
Disposal <i>(disposal rate x estimated tonnage)</i>				
Total BWS				
Other Charges <i>(specify)</i>				

Grand Total All Services	
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Disposal Site \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**Attachment D**

SAMPLE FLYER

