



TOWN OF MONTEREY
Department of Highways, Buildings and Properties
40 Gould Rd. P.O. Box 109
Monterey, MA 01245

**REQUEST FOR PROPOSAL-FY 2012 RECYCLING SERVICES AND
OPERATION OF TRANSFER STATION**

The Town of Monterey is seeking proposals for recycling services and operation of the Town's Transfer station and related services. Specifications and minimum requirements are listed below

COMPANY NAME _____

CONTACT NAME _____

ADDRESS _____

PHONE _____ FAX _____

EMAIL _____

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1. Equipment to be provided, installed and maintained by Contractor:*

		Monthly Fee
A	4 Yard Compactor/hopper	\$
B	40 Yard Container for Municipal Solid Waste	\$
C	40 Yard Container for Paper Recycling	\$
D	40 Yard Container Covered for Bottles/Cans/Plastic	\$
E	30 Yard Container for scrap metal	\$
F	40 Yard Container for bulky waste	\$
G	20 Yard Container for tires	\$
	TOTAL MONTHLY FEE FOR EQUIPMENT	\$

*Note: All containers and compactor must meet Town Specifications and be inspected by the Director of Operations before contract begins.

Phone: 413.528.1734 Fax: 413.644.9661
Email: mhwy@verizon.net
Website: www.montereyma.gov



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2. Hauling and Tipping Service Fees. Monterey is a member of Springfield MRF and materials will be delivered to their facilities when possible

L		HAUL	TIPPING
A	Municipal Solid Waste	\$	\$
B	Paper and Cardboard*	\$	\$0
C	Bottles/Cans/Plastic*	\$	\$0
D	Scrap Metal*	\$	\$0
E	Bulky Waste	\$	\$
F	Tires*	\$	\$
	TOTAL PRICE	\$	\$

*Proceeds from the sale of metal, paper/cardboard, bottles/cans or other recyclables shall be returned to the Town.

3. Contractor shall supply competent attendant to oversee operations of the Transfer Station during open hours, listed below. The Attendant shall be responsible for keeping the Transfer Station clean and orderly, safe, shoveling and sanding around area, keeping grounds mowed and assisting the public when needed, making sure all Town of Monterey rules and regulations are followed, including the DEP Waste Ban. Attendant shall regularly check for valid stickers on the vehicles. A phone in the attendants shed shall be provided by the Contractor for emergency use. Electric and telephone service provided by contractor. The Contractor shall provide all employee liability coverage and must show proof of workers compensation insurance.

MONTHLY COST FOR TRANSFER STATION ATTENDANT \$_____

4. **Maintenance of Equipment** at the transfer station shall be the responsibility of the Contractor. The Contractor shall regularly inspect, maintain, adjust, repair and lubricate all equipment on site. Any repairs made to Town owed property shall be billed to the Town at cost.
5. **Weekly hours of operation**- The Transfer Station will be closed on Easter, July 4th, and Christmas when the holiday falls on an open day. Arrangements must be made ahead of time with the Director of Operations to schedule an alternate day open.

SUMMER HOURS (DAYLIGHT SAVINGS TIME)

Saturday and Wednesday	8:00am to 1:00pm
Sunday	10:00am to 6:00pm

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WINTER HOURS (STANDARD TIME)

Saturday and Wednesday	8:00am to 1:00pm
Sunday	10:00am to 4:30pm

6. **Insurance-** The Contractor agrees to maintain insurance coverage of at least the following:

Workers Compensation	As required by State Law
Employers Liability	\$1,000,000
Bodily Injury Liability	\$1,000,000
Excess Liability	\$1,000,000

7. TO BE PROVIDED BY THE TOWN

Existing retaining walls and concrete slabs for equipment
Attendants shed
All electrical connections to run compactors
Appropriate lighting and signage
Compactor and hopper for paper and cardboard
Oil recycling unit
Winter snowplowing and driveway sanding
Container and recycling of electronics, batteries, refrigerators and clothing
Bathroom

8. Contractor agrees to comply with all Federal, State and local laws and regulations.
9. The term of this Proposal shall be for 1 year, renewable by the Town of Monterey for 2 consecutive 1 year terms. The Town of Monterey reserves the right to terminate this agreement if the Contractor fails to meet all contractual obligations.
10. Contract commencement date is July 1, 2011.

Signed by _____

Company _____

Date _____

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