

BOROUGH OF TOWANDA

BRADFORD COUNTY, PENNSYLVANIA

BID SPECIFICATIONS

MUNICIPAL SOLID WASTE COLLECTION, RECYCLING, TRANSPORTATION AND DISPOSAL SERVICES

Contract Term:
January 1, 2027 – December 31, 2028

SEALED BID

**Bid Due: 10:00 a.m., prevailing time,
Tuesday, October 27, 2026**

Borough of Towanda
724 Main Street
Towanda, PA 18848

DOCUMENT CONTROL / BIDDER INSTRUCTIONS

This package is intended to be issued with the Borough's Invitation to Bid and proposed Contract. The Bidder shall read all sections before submitting a bid.

Document	Included in this package
Section I	Bid Specifications
Section II	Bid Price Worksheet / Bid Form
Section III	Bidder Questionnaire and Qualifications
Section IV	Bidder Certification
Section V	Borough Bid Evaluation Worksheet (for Borough use)

SECTION I — INVITATION TO BID

MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL SERVICES

Sealed bids will be received by the Borough of Towanda, Bradford County, Pennsylvania, for Municipal Solid Waste Collection, Recycling, Transportation and Disposal Services within the Borough.

The successful bidder shall furnish all labor, equipment, vehicles, supervision, transportation, collection, recycling and disposal services necessary to perform the work described in the Borough's Bid Specifications, including residential curbside refuse collection, residential curbside recycling collection, municipal container service, commercial container service, roll-off and hook-lift services, spring cleanup services, and other related services specified by the Borough.

The contract shall commence January 1, 2027, and continue for a period of two (2) years, through December 31, 2028, in accordance with the Bid Specifications and proposed Contract. Under the contract, the contractor will be the exclusive provider of the services within the Borough.

Sealed bids shall be received at:

Borough of Towanda
724 Main Street
Towanda, PA 18848

until 10:00 a.m., prevailing time, Tuesday, October 27, 2026, at which time and place all bids received will be publicly opened and read aloud. No bids received after the stated date and time shall be considered. All bid proposals shall bear the words "Bids for the Collection of Municipal Solid Waste and Recyclables" clearly indicated on the lower left-hand corner of the face of the sealed envelope.

Complete Bid Specifications, Bid Forms and the proposed Contract may be obtained from the Borough of Towanda at the above address or by contacting stacy@towandaborough.org.

The successful bidder shall be required to furnish a performance bond in the amount of one hundred percent (100%) of the total bid price.

Each bid must be accompanied by a certified check or bid bond in the amount of ten thousand dollars (\$10,000.00). Said amount shall be retained by Towanda Borough as liquidated damages if the successful bidder shall fail to execute the contract and provide a performance bond as required.

The Borough of Towanda reserves the right to reject any or all bids, to waive informalities in the bidding process, and to accept the bid of the lowest qualified and responsible bidder in accordance with applicable law and the Borough's Bid Specifications.

BOROUGH OF TOWANDA

TOWANDA BOROUGH COUNCIL

First Publication: October 7, 2026

Second Publication: October 14, 2026

SECTION II — BID SPECIFICATIONS

1. PURPOSE AND SCOPE

The Borough of Towanda is soliciting sealed bids for the collection, transportation, recycling and disposal of municipal solid waste and recyclable materials generated within the Borough.

The successful bidder shall furnish all labor, supervision, vehicles, equipment, containers, transportation, disposal, recycling and related services necessary to perform the work.

The scope includes residential curbside refuse collection, residential curbside recycling collection, municipal container service, commercial container service, roll-off and hook-lift services, spring cleanup services, and related services identified in these specifications.

2. CONTRACT TERM

The contract shall commence January 1, 2027 and continue through December 31, 2028, subject to the final executed Contract.

3. COMPLIANCE

The contractor shall comply with all applicable federal, Pennsylvania, county and Borough laws, regulations, permits and requirements applicable to municipal solid waste collection, transportation, recycling and disposal.

4. RESIDENTIAL REFUSE COLLECTION

The contractor shall provide regularly scheduled curbside residential municipal solid waste collection throughout the Borough.

The bidder shall state the proposed collection schedule, including collection day(s), frequency, holiday procedures, weather procedures and missed-collection procedures.

The contractor shall transport collected waste to a properly permitted disposal facility.

5. RESIDENTIAL RECYCLING

The contractor shall provide regularly scheduled residential curbside recycling collection.

The bidder shall identify accepted recyclable materials, collection frequency, collection method, processing facility, and any material restrictions.

The contractor shall provide the Borough with an annual recycling schedule and notice of approved schedule changes.

6. MUNICIPAL CONTAINERS

One 2-yard container at the Bradford County YMCA; one 2-yard container at the Borough wastewater treatment plant; one 1.5-yard container at the Towanda Fire Company; one 1.5-yard container at the Police Station; and twelve 30-gallon receptacles located along Main Street.

The Borough shall verify these locations, quantities and collection frequencies before final issuance. The bidder shall price each municipal service separately on the Bid Form.

7. COMMERCIAL CONTAINER SERVICE

The contractor shall provide commercial rear-load container service as requested by customers.

The bidder shall provide unit prices by container size and collection frequency on the Bid Form and shall separately identify any delivery, removal, extra-pickup, or other charge.

8. ROLL-OFF AND HOOK-LIFT SERVICE

The contractor shall provide roll-off and hook-lift container services.

The bidder shall separately identify delivery, pickup/haul, disposal/tipping, rental, minimum charges and other applicable costs.

The bidder shall clearly state whether disposal/tipping is included in or separate from each quoted service price.

9. SPRING CLEANUP

The bidder shall provide service for spring cleanup during two consecutive weekends in May, with dates mutually agreed upon by the Borough and contractor.

The contractor shall provide roll-off containers and associated hauling and disposal.

10. CUSTOMER BILLING

The bidder shall be responsible for billing and collection of customer charges for services.

11. MISSED COLLECTIONS AND COMPLAINTS

The contractor shall maintain a customer service/complaint process and promptly correct missed collections.

The bidder shall identify a primary contact for the Borough and the proposed response time for missed collections and complaints.

12. VEHICLES AND EQUIPMENT

The contractor shall furnish all vehicles, containers, equipment, tools and labor necessary to perform the Contract.

Vehicles and equipment shall be properly licensed, maintained and suitable for the work. The contractor shall maintain adequate backup equipment to minimize service interruptions.

13. DISPOSAL

All municipal solid waste shall be transported to a properly permitted disposal facility.

The contractor shall be responsible for disposal and transportation costs unless the Bid Form or final Contract expressly provides otherwise.

The contractor shall not knowingly collect or transport prohibited or hazardous materials that it is not authorized to handle.

14. PRICE ADJUSTMENTS

The bidder shall provide firm 2027 prices and either firm 2028 prices or a clearly stated 2028 adjustment formula.

No price adjustment shall be effective except as provided in the final executed Contract.

15. INSURANCE

The successful bidder shall provide insurance meeting the requirements established in the proposed Contract and acceptable to the Borough.

16. PERFORMANCE BOND

The successful bidder shall furnish a performance bond equal to one hundred percent (100%) of the total bid price, as stated in the Invitation to Bid and final Contract.

17. BID SECURITY

Each bid shall be accompanied by a certified check or bid bond in the amount of \$10,000.00, as stated in the Invitation to Bid.

18. QUALIFICATIONS

The bidder shall demonstrate that it is qualified and capable of performing the work and shall complete the Bidder Questionnaire.

The Borough may reject a bid from a bidder determined not to be qualified or responsible.

19. SUBCONTRACTING

The bidder shall identify all proposed subcontractors. The successful bidder remains responsible for complete Contract performance.

20. RECORDS AND REPORTING

The contractor shall maintain records reasonably necessary to document service performance, complaints, recycling quantities, disposal quantities, tonnage, municipal container service and other Contract activities.

Upon reasonable request, the contractor shall provide the Borough with relevant records and reports.

21. BID AWARD

The Borough reserves the right to reject any or all bids, waive informalities in accordance with applicable law, and award the Contract to the lowest qualified and responsible bidder.

SECTION III — BID PRICE WORKSHEET / BID FORM

BIDDER: _____

ADDRESS: _____

CONTACT: _____

PHONE: _____ EMAIL: _____

The Bidder shall complete all applicable blanks. Unit prices shall include all labor, equipment, supervision, transportation, overhead, insurance and other costs necessary to perform the service, except charges expressly identified as separate disposal/tipping fees.

The quantities below are for evaluation only and do not guarantee a minimum quantity of work.

A. Residential Services

Item	Service	Evaluation Quantity	2027 Unit Price	2028 Unit Price
A-1	Residential refuse collection / bag service		\$ _____	\$ _____
A-2	Residential tote service — monthly		\$ _____	\$ _____
A-3	Residential recycling collection		\$ _____	\$ _____
A-4	Bulky-item collection, if required		\$ _____	\$ _____

B. Borough Municipal Containers

Item	Location	Container	Collection Frequency	2027 Annual Price	2028 Annual Price
B-1	Bradford County YMCA	2 yd		\$ _____	\$ _____
B-2	Wastewater Treatment Plant	2 yd		\$ _____	\$ _____
B-3	Towanda Fire Company	1.5 yd		\$ _____	\$ _____
B-4	Police Station	1.5 yd		\$ _____	\$ _____
B-5	Main Street receptacles	12 × 30 gal		\$ _____	\$ _____

C. Commercial Rear-Load Containers

Container	Frequency	2027 Price / Month	2028 Price / Month
1.5 cubic yard	1 × weekly	\$ _____	\$ _____
1.5 cubic yard	2 × weekly	\$ _____	\$ _____
1.5 cubic yard	3 × weekly	\$ _____	\$ _____
2 cubic yard	1 × weekly	\$ _____	\$ _____
2 cubic yard	2 × weekly	\$ _____	\$ _____
2 cubic yard	3 × weekly	\$ _____	\$ _____
4 cubic yard	1 × weekly	\$ _____	\$ _____
4 cubic yard	2 × weekly	\$ _____	\$ _____
4 cubic yard	3 × weekly	\$ _____	\$ _____
6 cubic yard	1 × weekly	\$ _____	\$ _____
6 cubic yard	2 × weekly	\$ _____	\$ _____
8 cubic yard	1 × weekly	\$ _____	\$ _____
Other: _____	_____	\$ _____	\$ _____

D. Roll-Off Services

Service	Unit	2027 Price	2028 Price
Delivery	per delivery	\$ _____	\$ _____
Pickup / haul	per trip	\$ _____	\$ _____
Disposal / tipping	per ton	\$ _____	\$ _____
Minimum disposal charge	per occurrence	\$ _____	\$ _____
Rental after included period	per day	\$ _____	\$ _____
Additional haul	per trip	\$ _____	\$ _____

E. Hook-Lift Services

Service	Unit	2027 Price	2028 Price
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Delivery	per delivery	\$ _____	\$ _____
Pickup / haul	per trip	\$ _____	\$ _____
Disposal / tipping	per ton	\$ _____	\$ _____
Rental	per day	\$ _____	\$ _____

F. Spring Cleanup

Service	Evaluation Quantity	2027 Unit Price	2028 Unit Price
Roll-off container		\$ _____	\$ _____
Delivery		\$ _____	\$ _____
Pickup / haul		\$ _____	\$ _____
Disposal / tipping		\$ _____	\$ _____
Garbage packer with operator		\$ _____	\$ _____

G. Other Required Services

Service	Unit	2027 Price	2028 Price
Emergency / special collection	per hour	\$ _____	\$ _____
Packer truck with operator	per hour	\$ _____	\$ _____
Additional municipal container	per month	\$ _____	\$ _____
Additional container pickup	each	\$ _____	\$ _____
Other:		\$ _____	\$ _____

H. Disposal / Tipping Schedule

Disposal Type	2027 Price / Ton	2028 Price / Ton
Municipal solid waste	\$ _____	\$ _____
Roll-off municipal waste	\$ _____	\$ _____
Spring cleanup waste	\$ _____	\$ _____
Other:	\$ _____	\$ _____

Minimum charge: \$ _____ Minimum tonnage: _____

I. 2028 Price Adjustment

Check one and complete as applicable:

- ☐ Firm 2028 prices as stated above
- ☐ Fixed percentage: _____ %
- ☐ CPI adjustment
- ☐ 1.5% or CPI, whichever is greater
- ☐ Other: _____

If CPI is used, identify the specific index: _____

J. Bid Summary

Category	2027 Evaluated Cost	2028 Evaluated Cost
Residential refuse	\$ _____	\$ _____
Residential recycling	\$ _____	\$ _____
Borough municipal containers	\$ _____	\$ _____
Commercial services	\$ _____	\$ _____
Roll-off / hook-lift	\$ _____	\$ _____
Spring cleanup	\$ _____	\$ _____
Other required services	\$ _____	\$ _____
TOTAL ANNUAL BID	\$ _____	\$ _____

TOTAL TWO-YEAR BID: \$ _____

SECTION IV — BOROUGH BID EVALUATION QUANTITY SCHEDULE

BOROUGH USE ONLY — Complete this schedule before issuing the final bid package. The same quantities must be supplied to every bidder.

Service / Quantity	Estimated Annual Quantity	Source / Confirmation
Residential households / service units		
Residential refuse bags		
Residential tote customers		
Residential recycling units		
YMCA 2-yard container pickups		
Wastewater plant 2-yard pickups		
Fire Company 1.5-yard pickups		
Police Station 1.5-yard pickups		
Main Street receptacle collections		
Commercial 1.5-yard container pickups		
Commercial 2-yard container pickups		
Commercial 4-yard container pickups		
Commercial 6-yard container pickups		
Commercial 8-yard container pickups		
Roll-off deliveries		
Roll-off hauls		
Annual roll-off disposal tons		
Spring cleanup roll-offs		
Spring cleanup disposal tons		

Evaluation method: The Borough may multiply each bidder's unit price by the same estimated quantity and sum the results to produce a standardized evaluated cost. The resulting evaluated cost is for bid comparison and is not a guarantee of actual work or revenue.

SECTION V — BIDDER QUESTIONNAIRE AND QUALIFICATIONS

The Bidder shall complete this questionnaire and submit it with the Bid.

1. Company Information

Legal business name: _____
Business address: _____
Telephone: _____ Email: _____
Primary contact: _____

2. Organization

☐ Corporation ☐ Partnership ☐ LLC ☐ Sole Proprietorship ☐ Other: _____
Year established: _____
State of organization: _____

3. Experience

Years providing municipal solid waste collection: _____
Years providing curbside recycling: _____
Years providing commercial container service: _____
Years providing roll-off / hook-lift service: _____

4. Comparable Contracts

List at least three comparable contracts, including municipality/customer, location, contract term, services and contact information.

1. _____
2. _____
3. _____

5. Disposal Facility

Primary disposal facility: _____
Address: _____
Permit / authorization number, if applicable: _____

6. Recycling Facility

Primary recycling/processing facility: _____
Address: _____

7. Collection Equipment

Identify the collection trucks/equipment proposed for the Borough, including number, type, capacity and backup equipment.

8. Staffing

Number of drivers/operators assigned or available: _____
Number of backup drivers/operators: _____
Describe staffing plan: _____

9. Customer Service

Primary customer service contact: _____
Phone: _____ Email: _____
Proposed response time for missed collection: _____

10. Permits and Compliance

List all material permits/licenses required for the proposed services and confirm they are current.

11. Insurance

Insurance carrier: _____

Agent/contact: _____

The successful bidder will provide certificates meeting the final Contract requirements.

12. Subcontractors

Will subcontractors be used? ☐ No ☐ Yes

If yes, identify each subcontractor and the service to be performed:

13. Litigation / Defaults

During the past five years, has the bidder had a municipal collection contract terminated for cause, been declared in default, or been subject to material litigation concerning collection/disposal services? ☐ No ☐ Yes

If yes, explain fully: _____

14. Proposed Collection Schedule

Describe the proposed residential refuse and recycling collection schedule:

15. Exceptions

List every exception, qualification or requested change to these Bid Specifications or the proposed Contract. If none, write "NONE."

SECTION VI — BIDDER CERTIFICATION

The undersigned certifies that the Bidder has examined the Bid Specifications, Bid Form, proposed Contract, and all information made available by the Borough concerning the work; has investigated the conditions affecting performance; and agrees to furnish all labor, equipment, vehicles, supervision, transportation, recycling and disposal services necessary to perform the Contract at the prices stated in its bid.

The undersigned further certifies that the Bidder has not knowingly withheld material information requested by the Borough, that the information supplied in the Bidder Questionnaire is true and complete to the best of the Bidder's knowledge, and that the Bidder understands that the Borough may reject any or all bids and award the Contract only to a qualified and responsible bidder.

Legal Name of Bidder	
Authorized Representative	
Title	
Signature	
Date	

BID SECURITY ENCLOSED: ☐ \$10,000 certified check ☐ \$10,000 bid bond

PERFORMANCE BOND: Successful bidder acknowledges requirement for a performance bond equal to 100% of the total bid price.

SECTION VII — BOROUGH BID EVALUATION WORKSHEET

BOROUGH USE ONLY

This worksheet is designed to allow the Borough to compare bidders using the same estimated quantities. The Borough should use the same evaluation quantities for each bidder.

Evaluation Category	Quantity	Bidder Unit Price	Extended Cost
Residential refuse		\$	\$
Residential recycling		\$	\$
Municipal containers		\$	\$
Commercial containers		\$	\$
Roll-off / hook-lift		\$	\$
Spring cleanup		\$	\$
Other required services		\$	\$
2027 Evaluated Total			\$
2028 Evaluated Total			\$
Two-Year Evaluated Total			\$

Borough notes / mathematical corrections:

Bidder determined lowest qualified and responsible:

Council / authorized Borough action:

SECTION VIII — BID SUBMISSION CHECKLIST

- ☐ Completed Bid Price Worksheet / Bid Form
- ☐ Completed Bidder Questionnaire
- ☐ Signed Bidder Certification
- ☐ \$10,000 certified check or bid bond
- ☐ Required references
- ☐ Disposal facility information
- ☐ Recycling facility information
- ☐ Equipment information
- ☐ Subcontractor information, if applicable
- ☐ List of exceptions to specifications/contract, or "NONE"
- ☐ Other documents required by the final proposed Contract

BID ENVELOPE MARKING:

"Bids for the Collection of Municipal Solid Waste and Recyclables"

DELIVER TO:

Borough of Towanda
724 Main Street
Towanda, PA 18848

BID DEADLINE:

10:00 a.m., prevailing time, Tuesday, October 27, 2026