

**Hartford Township
Licking County
2019**

Proposal and Specifications for

**RESIDENTIAL REFUSE AND
YARD WASTE COLLECTION**

Legal Notice
Solid Waste Collection & Treatment

The Board of Hartford Township Trustees, Croton OH (Licking County) is seeking bids for an exclusive contract for the collection, transportation and disposal of residential garbage/refuse and yard waste within the unincorporated areas of Hartford Township and Hartford Village, Licking County Ohio. If awarded, the contract period shall be from May 1, 2019 through April 30, 2022.

Sealed bids, labeled "Refuse Bid" will be received by the Hartford Township Fiscal Officer, Mike Ullom, at P.O. Box 230, Croton OH 43013 on or before April 2, 2019 at 7:00 p.m. Bids and contract documents must be provided in both paper and electronic medium, if possible, readable in standard WORD or XLS format as applicable. Bids received after the above times will not be considered. Bids will be publicly opened and read aloud at April 2, 2019 at 7:00 P.M. at the Hartford Township Hall, Croton, Ohio. Bids may be held for a period of up to 60 days after opening.

Bidding and contract documents may be obtained by contacting the Township Fiscal Officer Mike Ullom at 740-404-3610(cell) or via email (ullom@hartfordtownship.net). It is the requester's responsibility to request documents in sufficient time to complete and return them by April 2, 2019 at 7:00 P.M. as indicated above.

The Township Trustees reserve the right to waive informalities and to reject any and all bids, waive any technical requirements, and to accept any bid which is deemed by the Board of Trustees to be the lowest responsive and responsible bidder.

Each bidder must deposit with the bid, securities in the amount and subject to the conditions provided in the Information for Bidder.

Mike Ullom
Hartford Township Fiscal Officer

Advertise Dates:
Publications: Newark Advocate

INTERPRETATION OF CONTRACT DOCUMENTS

Except as otherwise specifically provided, the following definitions shall apply:

1. The “Township” is Hartford Township, Licking County, Ohio.
2. The “Trustees” are those elected officials serving as Trustees of Hartford Township.
3. “Residential premises” includes all single family dwellings located within the Township where either individuals or families dwell for a continued period of time.
4. Garbage shall be defined herein as:
 - a. All putrescible wastes including vegetable and animal offal, but excluding recognizable industrial by-products, human excreta, sewage and other water carried wastes;
 - b. All normal household detritus, not to include materials generated by a major renovation of a residence of property/land.

If a person, firm or corporation contemplating the submission of a Bid for this Contract is in doubt as to the true meaning of any part of the Specifications or other Contract Documents, such prospective Bidder may submit to the Township either a written or an oral request for an interpretation thereof. The person, firm or corporation submitting the request shall be responsible for its prompt delivery. Interpretations will be made only by a memorandum duly issued by the Township, and a copy of such memorandum will be mailed or delivered to each person securing a set of Contract Documents, provided that a sufficient period of time is available for the issuance and delivery of such memorandum prior to the receipt of Bids.

INFORMATION FOR BIDDERS

1. Receipt and Opening of Bids

The Hartford Township Trustees, Licking County, Ohio (herein after called the "Township") invites bids for an exclusive contract for the collection, transportation and disposal of residential garbage/refuse and yard waste within the unincorporated areas of Hartford Township and Hartford Village.

Bids and contract documents, which must be provided in both paper and electronic medium, if possible, readable in standard WORD or XLS format as applicable, will be received in a sealed envelope labeled "Refuse Bid" by the Fiscal Officer of Hartford Township, at P.O. Box 203, Croton, OH 43012 until April 2, 2019 at 7:00 P.M. Bids will be publicly opened and read aloud at April 2, 2019 at 7:00 P.M. at the Township Hall, Croton. Bids received after the above times will not be considered. Bids may be held for a period of up to 60 days after opening.

The Township may waive informalities and reject any and all bids. The Township reserves the right to hold bids for a period of sixty (60) days after the opening for evaluation of both the bids and contracts. The award of the contract may be made at any time during that period. The Township may waive any technical requirements and accept any bid which is deemed by the Board of Hartford Township Trustees to be the lowest responsive and responsible. No bid will be allowed to be withdrawn for any reason after it has been deposited with the Township. Any bid received after the time and date specified will not be considered.

2. Preparation of Bid

Each bid must be submitted on the forms provided and in electronic medium, if possible, readable in standard WORD or XLS format as applicable. All blank spaces for bid prices must be filled in, in ink or typewritten. No additional prices or qualifying clauses shall be written except as allowed in Section 19 Bid Price of the Specifications.

Each bid must be submitted in a sealed envelope bearing on the outside the designation "Refuse Bid" and the name and address of the Bidder. If forwarded by mail, the sealed envelope containing the bid must be in another envelope addressed as specified in Section 1.

3. Bid Modifications

Any bidder may modify his/her/its bid by written communication, provided such written communication is received by the Township prior to the scheduled closing time for receipt of bids. The written communication shall not reveal the bid price but shall provide addition or subtraction or other modification so that the final prices and terms will not be known by the Township until the sealed bid is opened.

Conditional bids will not be accepted.

4. Proposal Bond

Each bid must be accompanied by a letter of credit, or cashiers check, equal to seventy-five thousand dollars (\$75,000), or a bid bond for seventy-five thousand dollars (\$75,000), prepared on the form of bid bond as required by Ohio Revised Code § 153.54, et. seq., duly executed by the bidder as principal and having as surety thereon a surety company approved by the Board of Trustees. Such checks or bid bonds will be returned to all except the three lowest bidders within the three days after the opening of bids, and the remaining checks or bid bonds will be returned promptly after the Board of Trustees and the accepted bidder have executed a contract, or, if no award has been made within sixty (60) days after the date of the opening of bids, upon demand of the bidder at any time thereafter, so long as he/she has not been notified of the acceptance of his/her bid. Attorneys-in-fact who sign bid bonds must file with each bond a certified and effectively dated copy of their power of attorney. If the successful bidder fails or refuses to execute and deliver the Contract, insurances and performance bond required within ten (10) days after the Bidder has received notice of the acceptance of his/her/its bid, the bid guarantee deposited with the bid shall be forfeited to the Township as liquidated damages for such failure or refusal.

5. Power of Attorney

Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

6. Qualification of Bidder

In addition to the "Statement of Qualifications" in the Proposal, the Township may make such investigations as it deems necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Township all such information and data for this purpose that the Township may request. The Township reserves the right to reject any bid if the evidence submitted or investigation of the Bidder fails to satisfy the Township that such Bidder is properly qualified to carry out the obligations of the Contract.

7. Conflict of Interest

No officer, member or employee of the Township and no member of its governing body shall have any personal or pecuniary interest, direct or indirect, in this contract or the proceeds thereof.

8. Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code (a/k/a H.B. 694)

Bidders must complete and submit with their bid documents an Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code.

9. Discrimination

The successful Bidder or any person acting on the successful Bidder's behalf shall not, by any reason of race, color, religion, sex, age, handicap, ancestry, national origin or any other classification protected by applicable law, discriminate against any individual in the employment of laborers or workers who are qualified and available to perform the work to which the employment relates. Further, the successful bidder shall not discriminate

against or intimidate any employee hired for the performance of work under this Contract on account of race, color, religion, sex, age, handicap, ancestry, national origin, or any other classification protected by applicable law. The Contract may be canceled or terminated by the Township for violation of the terms of this section of the Contract.

10. Laws and Regulations

All applicable Federal, State, and local laws, resolutions, rules and regulations shall apply to the Contract entered into by the Township and successful bidder.

11. Contract Term

It is anticipated that the contract term shall be from 12:01 A.M. on May 1, 2019 until midnight on April 30, 2022.

12. Contract

The successful bidder shall be required to execute a written Contract in the form attached hereto within ten (10) days after its award and shall furnish a \$100,000 performance bond at that time for the faithful performance of said contract. Such bond shall be in force for the duration of the contract.

13. Award of the Contract

The Contract will, if let, be awarded to the lowest responsive and responsible bidder, as determined by the Township.

14. Estimated Users

The estimated number of households in the Hartford Township Unincorporated Areas and Hartford Village for 2019 is approximately 472, with a population of 1,290. Upon award of the contract, the Township will provide the successful bidder with a list of names and addresses of the residential households of the unincorporated areas of the township, as reflected in the records of the Licking County Board of Elections. This list is the best and most current information the Township has available, but may not be all inclusive. It is strongly suggested that the Contractor perform routine route audits to confirm the number of homes and addresses. In the event the Contractor determines that there are new or additional homes within the contact area, the Contractor will add those homes to the collection routes and billing, under the same terms as conditions as specified in the Contract. The Contractor must notify the Township in writing of their intention to do so and include the address and name of the resident.

15. Notification to the Residents

The Township will notify the residents at the addresses provided to the Contractor of the new solid waste regulations and the name, address and phone number of the successful bidder. It shall be the responsibility of the Contractor to then notify the residents of the details associated with the collection of the various materials including information about the day of collection, types of material collected, availability of containers, service locations, materials not collected,

how to obtain a senior citizen discount, how to obtain rear door service, the methods of reaching the contactor and so forth. The Township Trustees may waive this requirement if the current contractor is awarded the new contract.

16. Information to be Submitted with Bid

1. Evidence of permanent place of business and adequate service equipment
2. Proposal
3. Proposed Route Plan and Collection Schedule
4. Indemnification Agreement
5. A Statement of the Bidders Environmental and Compliance policies
6. Non-Collusion Affidavit
7. Delinquent Personal Property Tax Affidavit
8. Evidence of available Land Fill or other means of disposal for the term of the contract
9. Statement of Qualifications
10. Proof of Insurance and Worker's Compensation Coverage
11. Acknowledgement of the receipt of any Addenda should they occur
12. Proposal Bid Bond, or cashier's check in the amount of seventy-five thousand dollars (\$75,000).
13. Findings for Recovery Affidavit
14. Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code.
15. Evidence of and possession of all licenses and or permits required to provide the services.

17. Requests for Interpretation

If a person, firm or corporation contemplating the submission of a Bid for this Contract is in doubt as to the true meaning of any part of the Specifications or other Contract Documents; such prospective Bidder may submit to the Township a written letter to Hartford Township, P.O. Box 203, Croton OH 43012 or email (ullom@hartfordtownship.net) requesting an interpretation thereof. The person, firm or corporation submitting the request shall be responsible for its prompt delivery. Interpretations will be made only by a memorandum duly issued by the Township, and a copy of such memorandum will be mailed or delivered to each person securing a set of Contract Documents, provided that a sufficient period of time is available for the issuance and delivery of such memorandum prior to required receipt of Bids.

SPECIFICATIONS

1. Statement of Intent

The Board is soliciting Bids with the intent of entering into an exclusive Contract for the collection, transportation and/or treatment of residential garbage/refuse and yard waste in the unincorporated areas of the Township. These Specifications set forth all conditions and requirements of the Contract to be entered into by the Township.

2. General Provisions

The Contractor shall provide weekly collection and treatment of garbage/refuse and yard waste from Residential premises within the boundaries of the unincorporated areas of the Township and the Village and shall transport such garbage and refuse to an approved landfill or other lawful disposal or treatment point. Yard waste must be composted or treated in a manner approved by law. Residents are not required to have garbage collection, but if they do then they must use the Township approved Contractor.

3. Indemnification

The Contractor shall indemnify and save harmless the Board of Trustees of Hartford Township and all its members, agents, officers, employees, and representatives from any and all claims, damages, or causes of action arising out of, caused by, or as a result of the Contractor's operations and duties under the Contract.

4. Definitions

The following definitions are adopted for the purpose of these Specifications:

"Board" means the Board of Trustees of Hartford Township, Licking County, Ohio.

"Contract" means the contract for the collection and treatment of garbage/refuse and yard waste entered into by the Township on behalf of the unincorporated areas of the Township and based on the Specifications herein provided.

"Contractor" means the provider of services to the unincorporated areas of the Township for the collection and treatment of residential garbage/refuse and yard waste pursuant to the Contract with the Township for such services. As used in these specifications "Contractor" also means the employees, agents and representatives of the provider of such services

"Garbage" includes all putrescible wastes including vegetable and animal offal but excludes recognizable industrial by-products

"Household hazardous waste" shall mean those items defined as household hazardous waste by the USEPA or the OEPA and shall include paint, gasoline, pesticides, cleaners, etc., that can cause injury or are harmful to people and the environment.

"Refuse" includes non-putrescible, non-liquid waste, such as ashes, cinders, tin cans, glass, bottles, rags, waste paper, wood, paper boxes. "Refuse" does not include yard waste or large household objects such as earth, sand, bricks, stone, plaster, or other substances that may accumulate as a result of building construction, remodeling, or alterations, or inoperable household appliances, which items are separately addressed elsewhere in these Specifications.

"Residential premises" includes all single family and two family dwellings located within the unincorporated areas Hartford Township where either individuals or families dwell for a continued period of time

"Township" means Hartford Township, Licking County, Ohio.

"Trustees" and "Fiscal Officer" are those elected officials serving Hartford Township

"Unincorporated areas of the Township" means the unincorporated areas of Hartford Township from time to time and includes all residential premises located in that area.

"Yard Waste" The Contractor shall provide unlimited collection of yard waste including grass clippings, bush and shrub cuttings, leaves, tree limbs, garden growth and other natural materials at no extra cost.

5. Bond

The Contractor shall furnish to the Board a bond in the amount of one hundred thousand dollars (\$100,000), precedent to initiating service under the Contract. This bond shall be kept in force in the original amount for the entire term of the contract. This bond is subject to forfeiture if the trash hauling contract is canceled for cause, and shall be available to compensate the Board for damages resulting from the Contractor's failure to perform fully all the services required under the conditions of the Contract, including the obligation to indemnify the Board for all costs and damages.

The bond shall be provided by a surety company with a minimum policy holder's rating of A+ and a minimum financial rating of AAA and in all other respects be acceptable to the Board.

In the alternative, the Contractor may post a \$100,000 bank cashier's check payable to Hartford Township. This cashier's check is to be held during the term of the Contract or unless forfeited to the Township under the terms of these specifications.

6. Insurance

The Contractor shall carry sufficient automobile, public liability and property damage insurance to protect the Contractor, the Township, the Township Trustees and the Township Fiscal Officer, as named insured's, from claims for personal injury and property damage that may arise from the operations undertaken pursuant to the Contract. Each of such policies of insurance shall provide coverage in the following minimum amounts: For personal injury: \$1,000,000.00 each person and \$3,000,000.00 each occurrence; for property damage:

\$1,000,000.00 for each occurrence. Certificates of insurance acceptable to the Board shall be filed with it at the time the Contract between the Township trustees and the Contractor is executed. The certificates shall contain provision that coverage's afforded under the policies shall not be canceled or reduced until at least thirty (30) days after written notice has been given to the Board. The Township, Township Trustees and Township Fiscal Officer shall be included as named insured on all the insurance policies required hereby.

Before beginning work under the Contract, the Contractor shall furnish to the Board satisfactory proof of coverage for workers' compensation insurance for all persons employed directly by the Contractor or through subcontractors in order to carry out the operations contemplated under the Contract.

7. Workmanship

All work and operations performed by the Contractor, subcontractors or any agents or employees in connection with the Contract shall be performed in a careful, competent and workmanlike manner and in accordance with the terms of the Contract and all applicable laws, rules and regulations, including, but not limited to, the rules and regulations of, Hartford Township, Licking County, Solid Waste Authority of Central Ohio, the State of Ohio and the United States of America.

8. Collection Vehicles

The Contractor shall use enclosed, leak proof, packer type truck bodies for the collection of garbage and refuse. The trucks shall be kept in good and efficient working order to ensure proper and efficient service to the residents of Hartford Township. Each vehicle shall be clearly and visibly marked on each side with the name and telephone number of the Contractor. All equipment shall be maintained in good condition and washed and painted uniformly.

9. Exclusive Privilege

The Contractor shall have the exclusive privilege of collecting and treating garbage/refuse and yard waste from residential premises in the "unincorporated areas of Hartford Township" for the duration of the Contract. Effective May 1, 2019 any hauler or person other than the Contractor providing collection, transportation, and/or disposal services of residential garbage/refuse and yard waste within the "unincorporated areas of Hartford Township" shall be subject to the fines and penalties provided in Ohio Revised Code § 505.27(A)(2)(b).

10. Collection

The Contractor shall collect garbage/refuse and yard waste from all residential premises in the unincorporated areas of the Township once each week on a single day, provided that the collection day shall be the same for all residences within the unincorporated areas of the Township and that all material is collected on the same day. The Contractor may submit an alternate bid that allows the Contractor to break the Unincorporated Areas of the Township and Hartford Village into two specific districts and collection may be performed over a two

day period so long as all material is collected on the same day within each district. The Contractor shall submit a route plan and collection schedule to the Board within thirty (30) days after the award of the Contract for approval and/or modification.

The Contractor shall not begin any collection day before 6:00 A.M. nor continue past 7:00 P.M. No collection shall be conducted on Saturday or Sunday without the express written consent of the Board, unless Saturday collection is necessitated as a result of a holiday or extreme weather.

Collection shall not be postponed longer than one (1) to three (3) days due to extreme winter weather and any such postponement shall be subject to the discretion of the Board of Trustees or the designee of the Board of Trustees.

Observed holidays shall be New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If a collection day falls on a holiday, collection shall be one business day later than the regularly designated collection day.

11. Letter to Board

At the beginning of the Contract and in the first week of June of each subsequent year, the Contractor shall provide a letter to the Board including the following information:

1. Day or days of collection as provided for in the bid or alternate bid;
2. Observed holidays and alternative day of collection;
3. A Proposed Route Plan and Collection Schedule;
4. Time of collection;
5. Collection containers;
6. Refuse to be collected;
7. Itemized list of materials that cannot be collected;
8. Disposal and treatment facilities to be used in the subsequent contact period.
9. Contractor's provisions for collection of miscellaneous materials;
10. Household hazardous waste disposal sites;
11. The names of contractors qualified to remove chlorofluorocarbons from appliances;
12. The cost of extra service for pick-up of materials not included under the terms of the Contract;

13. The telephone number(s) to call for extra service, complaints and missed collections.

12. Service Conditions

The Contractor shall maintain telephone facilities for the receipt of participants' complaints on working days from 8:00 A.M. to 5:00 P.M. When complaints requiring the attention of the Contractor are received by the Board, the Board shall notify the Contractor of such complaints in a courteous manner. All complaints, including complaints regarding material missed in regular collections, shall be resolved by the end of the next business day following the receipt of the complaint. When a complaint is received on a working day preceding a holiday or a Saturday, it may be serviced on the next working day.

Semiannually the Contractor will provide the Township with the name, address, services provide and current rate of all customers serviced under this contract.

Each month the Contractor shall supply the Board with copies of all complaints, or listing of complaints received by telephone or email, and indicate the disposition of each complaint including the day and the hour on which it was resolved. Such records shall be available for the Board's inspection at all times during regular business hours.

The Contractor shall tag items or containers left at Residential Householders that cannot be collected as set forth in the Contract. The tag shall be a two-part tag. One part of the tag shall be attached to the items or containers that cannot be collected and state the reason for non-collection and the other part shall be retained by the Contractor. Each month the Contractor shall supply the Board with a list of all the addresses that had material that was tagged for non-collection during the month and the reason why.

13. General Conditions

The Contractor shall assign a qualified person or persons to be in charge of operations in the unincorporated areas of the Township and shall provide the name of such person or persons to the Board.

The Board may require transfer of any employee of the Contractor who is negligent or discourteous in the performance of his or her duties.

The Contractor shall provide training in operation safety for all personnel. Each collection crew shall be equipped with a first aid kit.

A strike will not relieve the Contractor from any of the obligations imposed by the Contract.

The Contractor shall not subcontract or assign responsibilities for collection within the unincorporated areas of the Township without the express written consent of the Board.

The Contractor shall provide at least a 10% senior citizen discount to all residential households where at least one resident is age 65 or older.

There shall be no fuel cost increases added by Contractor during the term of this contract unless the Alternate Bid referred to in item 19 is accepted by the Board.

14. Pick Up Location

The Contractor shall make pick-ups at the curb line, edge of pavement, edge of alleys, or alternative areas. Notwithstanding the foregoing, in cases where physical impairment of the resident is established by a physician's certification, garage-side or backdoor pickup shall be performed by the Contractor at the established rate for curbside service. Garage-side pickup means the Contractor shall collect all garbage, trash, refuse and yard waste at a location other than at the curbside, as described above, which is mutually agreed upon by the handicapped resident and the Contractor. The resident should submit such proof of impairment to the Contractor and the Contractor will oblige the resident by collecting the material at a location convenient to the resident. In the event there is a dispute as to whether a resident shall be serviced Garage-Side the Trustees shall decide.

15. Collection Conditions

The Contractor shall provide sufficient equipment of a type to provide pick-up service for all garbage/refuse and yard waste from all residential premises of the unincorporated areas of the Township and transportation of such materials to a landfill or other approved site for disposal or treatment.

The Contractor is responsible for cleaning up all leaks and spills of garbage refuse and litter and shall also be responsible for the clean-up of all hydraulic or other fluids leaked or spilled from collection vehicles. All such clean ups are required to be performed as soon as possible but in any case such clean up shall be commenced within eight (8) hours.

16. Collection Containers

The residents of each residential premise shall provide suitable collection containers for garbage and refuse. Containers shall be rust resistant, water tight, nonabsorbent and easily washable with close fitting lids. These containers shall not exceed thirty-three (33) gallons in capacity and when filled, shall not exceed fifty (50) pounds in weight. All containers shall have handles. Plastic bags shall not be greater than thirty-three (33) gallons in capacity and shall not be filled beyond the weight capacity of the bag and shall be securely closed. This clause shall not apply to optional wheeled carts supplied by the Contractor.

The Contractor shall exercise reasonable caution in handling containers to avoid damaging the containers. Empty containers shall be placed in an upright position at the location where they were picked up. Containers substantially damaged through the fault of the Contractor shall be replaced by the Contractor with containers of like kind and quality to those damaged.

The Contractor shall tag all containers which are unauthorized or unserviceable and which do not have serviceable handles for lifting and carrying, have holes in the bottom or are

otherwise not suitable for use. Such tags shall list the reason why the container is unusable.

The Contractor shall offer to Householders as an option the use of a 90 to 95-gallon container with wheels (also known as a “Toter”) that may be rolled to the curbside by the resident if the Householder chooses to pay an extra charge for the wheeled cart.

17. Garbage and Refuse

All garbage and refuse placed in acceptable containers shall be collected by the Contractor except those materials exempted or subject to special treatment under these Specifications. The Contractor shall not be required to collect animal waste unless it is wrapped and is undetectable by odor.

Refuse of a commercial nature, such as automobile or truck parts; tree trunks, large tree stumps; and earth, sand, bricks, stone, plaster, ashes or other substances that maybe accumulated as a result of building construction, remodeling, alterations and/or yard removal shall not be picked up under the contract. Collection of significant quantities of this type of material shall be classified as extra service and may be handled by the Contractor to the Residential Premises at rates specified by the Contractor with payment made by the resident directly to the Contractor. The conditions and rates for such extra service pick up shall be stated in the Letter to the Board, together with the telephone number to use to request such extra service.

Miscellaneous materials (more than one person size and/or weighing in excess of fifty (50) pounds) such as hot water tanks, sinks, toilets, stoves, mattresses, couches, chairs, etc., shall be collected at no additional charge. The Contractor shall state in the Letter to the Board the method for collection of miscellaneous materials.

White goods are refrigerators, icemakers, window air conditioners, freezers, and other items that contain chlorofluorocarbons (CFC) refrigerant. All white goods are classified as miscellaneous material only after the CFC has been removed and evidence or documentation of the removal has been attached to the appliance. White goods without such CFC removal tag shall be tagged by the Contractor with contact information for a vendor who is qualified to remove such CFCs. In the letter to the Board, the Contractor shall advise the Board of persons and/or companies that are qualified to remove CFC from appliances.

Household hazardous or Hazardous waste shall not be collected by Contractor. In the Letter to the Board the Contractor shall advise the Board of locations that will accept hazardous waste.

If whole waste tires and/or lead acid batteries are restricted from the land fill, the Contractor is not required to pick up these items. In the Letter to the Board the Contractor shall advise the Board if such items will not be collected.

18. Service to Township

The Contractor shall provide the following services, free of charge, to the Township:

1. Township Service Building, 26 Smith Street, Croton, OH 43013 – 1-8 cu. yd. container
2. Hartford Village Service Building, 36 Smith Street, Hartford, OH 43013 – 1-8 cu. yd. container
3. Fire Department, 180 Smith Street, Hartford, OH 43013 – (3) 90 to 95-gallon containers with wheels (also known as a “Toter”).

These pickup locations are subject to change during the term of the contract.

The Contractor shall empty each of these dumpsters on each collection day, or as otherwise provided by the Board, and transport the contents to an authorized disposal site along with residential materials. In the event that the Township determines that a dumpster is no longer necessary, there shall be no additional cost for removal by the Contractor.

19. Bid Price

The bid price must be one price per residential premises, from May 1, 2019 through April 30, 2022 and include all fees and charges. The bidder should submit one price for refuse/trash including yard waste collection. A separate price should be included for Senior Citizens and a monthly rental price for carts should also be included.

In the event that the Board extends the term of this Contract for an additional three (3) years, as it may do pursuant to Section 22, the bid price during such extended term shall be such price to which Contractor and the Board may agree, but not to exceed 110% of the bid price for the original Contract term.

The bid price should be a three-year fixed price. Bidder may choose to submit an alternate bid which allows for a rate adjustment for fuel costs. The bidder may also include an alternate bid that allows for collection to occur over a two day period as described in Item 10. The alternate bid that allows for a fuel adjustment should completely describe the mechanics of such an adjustment. The Board may consider only the two alternate bids mentioned above, in Item 13 and Item 10, but is under no obligation to do so. The alternate bid or bids should be submitted in a similar format to the primary bid, but labeled alternate and include the requested support material. The alternate bid or bids may be submitted individually or as a combination of the two options, so long as the bid is properly labeled and the bidder’s intentions are clear.

20. Billing and Charges

The Contractor shall be responsible for billing and collecting the bid price from each residential household. Billing and collection costs should be reflected in the bid price.

The charge, which shall be the bid price, shall be prepaid by each residential household every three (3) months or any part thereof upon inception of service. If a residential premises is to be vacant for at least thirty (30) days, garbage and refuse collection service may be suspended for the period during which the premises is vacant by notifying the Contractor at least seven days (7) days in advance of the dates during which the service is to be suspended. If the Contractor is so notified, no charge shall be assessed for the suspension or restart of service. The Contractor will notify the residents as to the appropriate method of notification to request suspension and restart of service.

The Contractor shall be responsible for collection of fees for extra services not covered by the Contract.

21. Termination for Cause

If the Board determines that, after a fair evaluation and due notice to the Contractor to cure, the Contractor is not performing the duties of the Contract consistent with the terms and obligations set forth herein or if the Board receives, as it may determine, excessive complaints from the residents regarding service issues that remain unresolved within the guidelines contained herein, the Board may cancel the Contract upon thirty (30) days written notice to the Contractor. Provided that, prior to any such a determination by the Board, the Contractor has been offered the opportunity to present evidence to the Board regarding the performance of Contractor hereunder, then any determination of the Board in this regard may be made in the sole discretion of the Board, and the Board shall have no liability to the Contractor for such determination or for termination of this Contract. Upon such cancellation, the Board may pay or reimburse Township residents all or part of the costs incurred by the Board or by Township residents to obtain a new service provider for the services required of Contractor under this Contract, and Contractor agrees to indemnify the Board for the cost of all such payments or reimbursements, up to the amount of the bond or cashier's check provided under this contract.

22. Termination and Optional Renewal

The Contract term shall be for a three (3) year period commencing at 12:01 A.M., May 1, 2019, continuing until April 30, 2022. At the discretion of the Board, and prior to the date of termination, the contract may be extended, for an additional three (3) year period, in accordance with the requirements of paragraph 19.

Not later than ninety (90) days prior to the termination date, the Board may provide Contractor written notice of its desire to extend the term of the contract. Within thirty (30) days of the delivery of such notice, Contractor shall identify whether it agrees to the extension of the term and shall propose a new bid price to apply during the extended term, which new bid price shall not exceed 110% of the bid price applicable during the initial term. If such price and extension is acceptable to the Board, the parties shall amend this contract in writing to identify the rate applicable during the extended term; and the Contract will thereafter terminate at the expiration of the extension term. If the Board chooses not to extend the Contract for any additional terms, the Contract will expire at midnight on April 30, 2022.

23. Additional Provisions

- a. This Contract, and the terms and specifications thereof, may be changed only in a writing signed by the Board of Trustees and the Contractor.
- b. To the extent not prohibited by law, the Board and Contractor agree that the state courts located in Licking County, Ohio, shall be the exclusive tribunals for the determination of disputes regarding the application and performance of the parties hereunder.
- c. Contractor agrees to provide all services required hereunder as an independent contractor and not as an agent, servant or employee of the Board. Contractor shall have exclusive control of, and the exclusive right to control the details of the services and work required under this Contract in accordance with the terms hereof. Nothing herein shall be construed as creating a partnership or joint venture between the Board and the Contractor. No person performing any services described herein shall be considered an officer; agent, servant or employee of the Board of Trustees, and no such person shall be entitled to any benefits available or granted to employees of the Board or the Township.

PROPOSAL BOND

(Not to be filled out if cashier's check is submitted)

KNOW ALL MEN BY THESE PRESENTS that we, the undersigned _____
_____ as principal, and _____,
as sureties, are held and firmly bound unto the Trustees of Hartford Township, Licking County,
Ohio, in the sum of seventy-five thousand dollars, (\$75,000), for the payment of which, well and
truly to be made, hereby jointly bind ourselves, our heirs, executors, administrators, successors
and assigns.

SIGNED this _____ day of _____, _____.

The condition of this obligation is such that if the Proposal submitted by the principal to the Board
of Hartford Township Trustees, Licking County, Ohio, for residential garbage, refuse, and yard
waste collection, transportation and disposal is accepted and a contract awarded to the above-
named principal then said principal shall in writing within ten (10) business days after the award
of said work, enter into a contract in writing with the Board of Hartford Township Trustees,
Licking County, Ohio. Should the Principal fail to enter into such contract in writing within ten
business days, then the Proposal Bond shall be forfeited to the Board of Hartford Township
Trustees as compensation for damages associated with failure to enter into such contract.

Signatures:

Principal _____

By _____

Title _____

Surety _____

By _____

Title _____

PROPOSAL

**TO: BOARD OF HARTFORD TOWNSHIP TRUSTEES
LICKING COUNTY, OHIO**

The undersigned hereby proposes and agrees, if this proposal is accepted, to enter into a Contract to furnish all labor, materials and equipment for the collection, transportation and disposal of all garbage, trash, refuse, and yard waste from residential premises within the unincorporated area of Hartford Township in accordance with the Advertisement (Notice to Bidders), Information for Bidders, Contract and Specifications therefore (the "Contract Documents") and to furnish a bond or bank cashier's check satisfactory to the Board of Hartford Township Trustees in the amount of one hundred thousand dollars, (\$100,000), as a guarantee for the faithful performance and adherence to the Contract and Specifications; for the following rate:

Refuse Garbage Trash and Yard Waste

Monthly unit cost for each residential household: \$ _____

Monthly unit cost for each residential household (Senior Citizen): \$ _____

Monthly unit cost for wheeled cart (95 Gallon minimum): \$ _____

The undersigned, as bidder, declares that bidder is the only person, persons, company or parties interested in the Proposal and that he/she has carefully examined the Contract Documents. The bidder also acknowledges that he/she or his/her representative has made such investigations as are necessary to determine the character and extent of the work and agrees that if this Proposal is accepted he/she will contract with the Board of Hartford Township Trustees, in the form of the contract hereto attached to provide the necessary labor, materials, machinery, tools and apparatus, and to do all of the work required to complete the Contract according to the requirements of the Township as herein and hereafter set forth.

Name of Company

Signature

Printed name

Title

Other Interested Parties:

| _____

Date

CONTRACT

This contract is made this ____ day of _____, _____ by and between the Board of Hartford Township Trustees, Licking County, Ohio (the “Board”) and _____ (the “Contractor”).

WITNESSETH:

The Contractor hereby agrees to furnish at Contractor’s own cost and expense all equipment, labor and materials for the collection, transportation and disposal of all garbage, trash, refuse, and yard waste of residential householders in accordance with the Advertisement (Notice to Bidders), Information for Bidders, Specifications, Proposal, Proposal Bond, Contract and Performance Bond (the “Contract Documents”) therefore, which are on file in the Hartford Township offices, and which are by reference made a part of this Contract and attached hereto.

All of the equipment, labor and materials shall be furnished according to the Contract Documents and to the satisfaction of the Board, at the price set forth in the accompanying Proposal, which is made a part of this Contract.

The Board, in consideration of the full and faithful performance of the provisions herein, agrees that it will grant to the Contractor the exclusive right to collect garbage, trash, refuse, and yard waste from residential households in the unincorporated area of Hartford Township for a period from May 1, 2019, to April 30, 2022, with an option to extend the contract for an additional three (3) year term upon the mutual agreement of both the Contractor and the Board.

It is mutually agreed that the Board shall have the power of termination of this contract if the Contractor fails to comply with the provisions outlined in the Contract Documents. If the Board determines that the Contractor is not complying with the terms of the Contract Documents, it may terminate the contract by giving the Contractor thirty (30) days’ notice by certified mail. Upon such termination the Contractor shall forfeit its Performance Bond to the benefit of Hartford Township.

The Board, its successors and assigns, and the Contractor for themselves, their successors, executors, administrators and assigns, have bound themselves to their part of this contract.

Neither the Board nor the Contractor shall assign, submit or transfer its interest in this agreement without the written consent of the parties hereto.

IN TESTIMONY WHEREOF, the said parties hereunto set their hands on the date above written.

HARTFORD TOWNSHIP:

Hartford Township Trustee Chair

Hartford Township Trustee Vice-Chair

Hartford Township Trustee

Attest: _____
Mike Ullom, Fiscal Officer

CONTRACTOR:

By: _____

By: _____

(Contractor must indicate whether a Corporation, Partnership, Company or Individual)

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Now comes the undersigned being _____,
(hereinafter the "Undersigned)

The Undersigned agrees to indemnify and hold harmless Hartford Township and each member of the Board of Trustees and Fiscal Officer of Hartford Township and each officer, employee or agent of said Board (and their heirs, executors and administrators) who is made a party or is threatened to be made a party to any litigation, action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he/she is or was a trustee, officer, employee or agent of the Board or is or was serving at the request of the Board, against expenses, attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding in connection with any of the activities of trash, and yard waste removal and disposal service by the Undersigned, or his/her designee, employee, agent, assign or contractor including, but not limited to, any negligent or intentional act which results in any harm or damage to another or to property of another in connection with the garbage, trash, refuse, and yard waste, transportation and disposal in unincorporated area of Hartford Township. The foregoing right of indemnification shall not be exclusive of other rights or remedies to which such Board or Township official, employee or agent (or their heirs, executors and administrators) may be entitled.

The Undersigned:

Print name

Company

Subscribed and sworn to before me this _____ day of _____, _____

Seal of Notary

My Commission expires _____.

NON-COLLUSION AFFIDAVIT

State of Ohio

County of Licking

Bid Identification _____

Contractor _____,

Being first duly sworn, deposes and says that he/she is _____ (sole owner, a partner, president, secretary, etc.) of the party making the foregoing bid, such bid is not made in the interest of or on the behalf of any undisclosed person, partnership, company association, organization, or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with anyone to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit, or cost element of such bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted his/her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company association, organization, bid depository, or to any member of agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his/her general business.

Signed _____

Subscribed and sworn to before me this _____ day of _____, _____

Seal of Notary

My Commission expires _____.

DELINQUENT PERSONAL PROPERTY TAX AFFIDAVIT

State of Ohio

County of Licking

Bid Identification: _____

Contractor: _____

BEING FIRST DULY SWORN, DEPOSES AND SAYS THAT HE/SHE IS _____
(Sole owner, partner, president, etc.)

Under oath, pursuant to Section 5719.042 of the Ohio Revised code, that at the time the BID was submitted, our company (was) (was not) charged with delinquent personal property taxes on the General Tax List of Personal Property for Licking County, Ohio.

If such charge for delinquent personal property tax exists on the General Tax List of Personal Property for Licking County, Ohio, the amount of sum due and unpaid delinquent taxes, including due and unpaid penalties and interest shall be as set forth below.

A copy of this statement shall be transmitted by the Fiscal Officer to the County Treasurer within 30 days of the date it is submitted.

Amount of Delinquent Personal Property Tax \$ _____

Penalties \$ _____

Interest \$ _____

Signed: _____

Print Name: _____

Company: _____

Subscribed and sworn to before me this _____ day of _____, _____

Seal of Notary

My Commission expires _____.

FINDING FOR RECOVERY AFFIDAVIT

State of Ohio,

County of Licking:

Bid Identification: _____

CONTRACTOR: _____

BEING FIRST DULY SWORN, DEPOSES AND SAYS THAT HE/SHE IS _____
(Sole owner, partner, president, etc.)

Under oath, pursuant to Section 9.24 of the Ohio Revised Code, that at the time this BID was submitted, your company was not the subject of an unresolved finding for recovery issued by the Auditor of the State of Ohio.

Signed: _____

Print Name: _____

Company _____

Subscribed and sworn to before me this _____ day of _____, _____

Seal of Notary

My Commission expires _____.

