

**CITY OF LAMAR  
BID #21-013**

**SPECIFICATIONS AND BID DOCUMENTS  
RESIDENTIAL & COMMERCIAL SANITATION COLLECTION AND  
DISPOSAL**

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**1.0 INVITATION TO BIDDERS**

Qualified contractors are invited to submit sealed bids to provide residential & commercial refuse collection and disposal services to the City of Lamar.

Sealed bids clearly marked “Sanitation Bid #21-013” will be accepted in the Office of the City Clerk, Lamar City Hall, 1104 Broadway, Lamar, Missouri 64759, until 10:00 am, Monday, November 1, 2021 with bids being opened at 10:00 am November 1, 2021.

The right is expressly reserved for the City of Lamar, acting through its Mayor and Board of Aldermen, to reject any or all bids in whole or in part, to waive any irregularities and to accept the bid deemed to be in the best interest of the City.

Said bid is for an exclusive contract for a five (5) year period. Date of commencement will be adjusted to accommodate scheduling details for the successful bidder.

**2.0 INSTRUCTION TO BIDDERS**

1. Bidders must use the bid forms provided by the City for this purpose. Bidders shall give unit prices, extend totals, and sign the bid. Bidders should submit the Questionnaire with their proposed bids.
2. Bidders shall not be permitted to use to their advantage any errors or omissions in these bid specifications. All questions concerning the meaning or intent of these specifications or contract documents shall be addressed to the Office of the City Clerk. Failure to request a clarification shall not relieve the bidder from responsibilities assigned under these specifications or the contract documents.
3. Late proposals will not be received for consideration. Any proposal received after the time and date indicated for receipt of bids will not be accepted or opened. Late proposals will not be evaluated or considered regardless of the reason and/or mitigating circumstances relating to its lateness or degree of lateness.
4. No bid may be withdrawn for a period of sixty (60) days following the date specified for receipt of bids.

**3.0 GENERAL CONDITIONS OF BIDDING**

1. The hauler certifies by this bid that it can begin to provide service on a date to be negotiated between the City and the successful bidder, and to continue to do so for the life of the contract. Date of commencement will be adjusted to accommodate scheduling details for the successful bidder.
2. A Bid Bond of \$1,000 or Cashier Check in the same amount shall accompany all bids. Withdrawal of any bid or failure to execute a contract within ten (10) days of contract award shall be grounds for forfeiture of said bond.
3. The successful bidder shall provide the City with a Performance Bond in the amount of Fifteen (15%) percent of the total amount of the contract up to a maximum of One Hundred Thousand Dollars and No Cents (\$100,000.00).

If the hauler fails to collect garbage and refuse for any consecutive five (5) day period, the City shall have the immediate right to terminate the contract without notice to the hauler, and the City is authorized to execute against the Performance Bond and any notice period within said bond is waived.

4. The successful bidder must provide insurance coverage listed below and must include the City of Lamar as an additional named insured:

<u>Coverage</u>	<u>Minimum Amounts</u>
Worker's Compensation Employer's Liability	Statutory (Per State Law) \$1,000,000/\$1,000,000/\$1,000,000
Comprehensive Auto Liability	\$1,000,000 each occurrence (combined single limit)
Comprehensive General Liability	\$1,000,000 each occurrence

A specimen of the hauler's standard insurance certificate must accompany the bid. A Certificate of Insurance must be filed with the City in conjunction at the time of execution of the contract. A copy of the insurance policy must be provided to the City.

5. Bidders shall provide bank references.
6. Bidders shall provide a list of all other cities for which services have been provided during the past five (5) years showing the years for which services were provided.
7. Bidders shall submit as a part of bid the make, model, gross vehicle weight, axle design and loaded capacity for all vehicles proposed to be used in fulfilling this contract. All vehicles must have covered bodies, be leak proof and not allow blowing or scattering of debris, any exceptions must be approved by the City.

8. Bidders will be required to dispose of all solid wastes collected under this contract at the Republic Services Prairie View Regional Waste Landfill located at 325 NW 1<sup>st</sup> Lane, Lamar, MO 64759.
9. The successful bidder shall not be allowed to sublet or assign this contract or any portion thereof without the written consent and approval of the City.
10. It is the City's intention to enter a five (5) year contract with the successful bidder commencing on a date to be negotiated between the City and the successful bidder. Said contract shall be exclusive. The successful bidder shall include as a part of any bid a separate price for the City billing and collecting the user fees.
11. The City shall have the right with forty-five days (45) written notice prior to any anniversary date or with Sixty (60) days written notice to cancel this contract and/or modify the level of service in accordance with the amount bid for alternate levels of service.
12. The contract shall always comply with all City ordinances, solid Waste Standards of the State of Missouri and any or all rules and regulations promulgated there under.
13. At the time of preparation of these specifications, the City estimates it has (1707) residential customers, (74) commercial customers, (135) dumpsters (2, 3, 4, 6, 8 yard) subject to the contract. This number will vary with additions and deletions of residences and commercial customers. It is the intent of the City that services shall be extended to all existing customers, new homes constructed and occupied and new businesses/commercial customers.
14. Contractor shall provide the City, contact information and names of a responsible representative and alternate responsible representative who shall report to City Hall to receive all complaints regarding service. The contractor shall promptly investigate all complaints and shall arrange for collection of any missed collections within twenty-four (24) hours of their scheduled collection.
15. Contractor shall be responsible for printing and distribution of any information to all households indicating the schedule and rules for collection under the contract. Contractor shall provide the City Clerk with a schedule of pick-up dates for posting in the City offices, City website and on social media no later than one week before that schedule goes into effect.
16. Contractor shall indicate on a map of the City the routes (areas to be covered) and days that each area will be picked up. Map to be included with bid. Attached map indicates the current City of Lamar Sanitation route schedule.

#### **4.0 BID SPECIFICATIONS:**

1. It is the intention of the City to enter into a five (5) year non-exclusive contract. The contract is to begin on a date to be negotiated between the City and the successful bidder. The hauler shall have the responsibility to collect, haul and dispose of all garbage, rubbish, and other waste generated from residential structures and commercial sites in the City at such collection points and in such

frequencies as designated by the City in the contract.

2. No collections shall be made prior to 6:30 a.m. or after 6:30 p.m. or on Sundays, except by expressed authorization of the City. Refuse collectors shall perform their duties in a quiet, orderly, and sanitary manner. After emptying containers, lids shall be placed back on the cans. In the case of spillage during collection, the refuse collector shall clean up the spillage and restore the premises to a clean and sanitary condition.
3. Contractor shall be required to publish in the Lamar Democrat, provide City Clerk material for social media and website posting, a list of all holidays observed by the hauler along with a proposal for an alternate schedule for collection so that each household receives the prescribed number of pickups for the week provided by contract.

#### **5.0 COLLECTION FROM CITY FACILITIES:**

Contractor is requested to bid on a lump-sum basis (payable in twelve (12) monthly amounts) for the following collections from City facilities:

- City Hall (2 yd)
- Police Station (2 yd)
- Memorial Hall (2 yd)
- Electric Dept. (2 yd)
- Water Plant (2 yd)
- Water Dist. (2 yd)
- Street Department (2 yd)
- Lake (2 yd)
- Aquatic Center (4 yd)
- Dog Pound (2 yd)

Contractor shall be required to provide dumpsters at City of Lamar facilities and to empty them no less often than one time per week. Container size or dump frequency shall be adjusted by contractor during the contract period if dumpster is consistently unable to handle a week's worth of waste at each location or if requested by City Administrator. Contractor shall be required to empty all containers located on the City of Lamar Square no less often than twice per week.

#### **6.0 BULKY ITEM PICKUP:**

The contractor shall provide for collection of bulky items at the curb under a separate fee and collection arrangement. Bulky item pickup arrangements will be made directly with the customer by the contractor. The city will not participate in the scheduling of bulky item pickup.

#### **7.0 RESIDENTIAL COLLECTIONS:**

The contractor shall be responsible for collection and disposal of all household solid waste within the City. The city currently provides solid waste collection twice-per-week. Successful bidder is expected to work with residential customers with extenuating circumstances and work out a mutually agreeable schedule.

#### **8.0 COMMERCIAL COLLECTIONS:**

The contractor shall be responsible for collection and disposal of all commercial solid waste within the city. The city currently provides solid waste collection twice-per-week. Solid waste is collected

daily (Monday – Friday) for commercial customers located on the city square. Successful bidder is expected to work with commercial customers with extenuating circumstances and work out a mutually agreeable schedule. Commercial customers must comply with all local, state and federal laws and regulations concerning the disposal of their solid waste.

**Bid Proposal Form**  
**Residential & Commercial Sanitation Collection**  
**City of Lamar, Missouri**

**Bid Return:**

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The undersigned hereby submits the following bid to furnish the City of Lamar with residential and commercial sanitation collection and disposal:

1. Collection from City facilities  
expressed as annual lump sum

City Facilities: \_\_\_\_\_

2. Curbside pickup:  
Monthly cost per home 1/Week \_\_\_\_\_  
Monthly cost per commercial customer 1/Week \_\_\_\_\_

3. Billing Services will be provided by City  
At the following costs: \_\_\_\_\_

4. Alternative Options that the Contractor would like to propose in addition to or in lieu of  
base proposals. (On Separate Sheet)

5. Fees charged for annual Lamar Free Fair:  
\_\_\_\_\_  
(roll-off, dumpsters, etc.)

6. Fees charged for biannual City-wide cleanup:  
\_\_\_\_\_  
(roll-off, dumpster, etc.)

7. Fees charged citizens for construction or clean-up dumpsters:  
\_\_\_\_\_

8. Fees charged for bulk products:  
\_\_\_\_\_

9. List of products that will not be picked up:

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10. How much notice is required for bulk item(s) pick up:

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Attached map indicates the current City of Lamar Sanitation route schedule.

On an attached sheet a list of the municipal trash collection equipment owned by the bidder is outlined. Included is the model of the equipment, the year and type of equipment. Also, the address of a repair facility is listed.

It is understood that the City reserves the right to reject all bids, and to waive informalities in bidding. Further, it is understood that the term of the contract will be for five (5) years, with the City reserving the right to cancel the contract with forty-five days (45) days written notice, prior to any anniversary date or with (60) days written notice any time within the contract period.

It is further understood that this bid must be submitted on or before 10:00 am on Monday, November 1, 2021, in a sealed envelope, clearly marked "**Sanitation Bid #21-013,**" to be considered. The opening of the bids will be held at 10:00 pm on Monday, November 1, 2021.

The bidder agrees to sign the non-collusion affidavit attached to the specifications and bidding procedures and submit same with bid.

Any provisions that are not in compliance with these specifications are outlined on the attached sheet.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

**STATE OF MISSOURI )**

**)SS**

**COUNTY OF BARTON)**

\_\_\_\_\_ being first duly sworn on oath deposes and states:

1. That in connection with this procurement:
  - a. the prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and
  - b. the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening directly or indirectly to any other bidder, or to any competitor; and
  - c. no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
  
2. The undersigned further states:
  - a. he is the person in the bidder's organization responsible within that organization for the decision as to the prices being bid herein, and that he has not participated, and will not participate in any action contrary to (1)(a) through (1)(c) above, and as their agent does hereby so certify; and he has not participated, and will not participate in any action contrary to (1)(a) through (1)(c) above.
  
3. It is expressly understood that the foregoing statements, representations, and promises are made as a condition to the right of the bidder to receive payment under any award made hereunder.

\_\_\_\_\_  
**Name** (Indicate if corporation, partnership or sole proprietor)

(Corporate Seal)

**ATTEST:**

\_\_\_\_\_  
**Name** (Office held in bidder Organization)

# Questionnaire

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1. In what other cities do you currently engage in curbside trash pick-up?

\_\_\_\_\_

2. How many years have you been operating solid waste services? \_\_\_\_\_

3. How many solid waste transportation vehicles will you operate in Lamar? \_\_\_\_\_

4. Please add any additional information about your company that would tell us why your service would be best suited to the needs of Lamar:

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**Presented by:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State \_\_\_\_\_

Phone: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_