



FINANCE DEPARTMENT

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INVITATION TO BID

Bid #49-18

Curbside Organics Bins

INTRODUCTION

The City of South Portland, ME (population 25,000) is in the midst of completing a one-year curbside food waste collection pilot program. Under the pilot, residents in two neighborhoods received a 6-gallon bin for food waste, which they set out weekly along with their trash and recycling. The purpose of the pilot was to gather data on participation, waste diversion rates, and cost effectiveness to evaluate the viability of adding separate food waste collection to the City's overall waste management program.

Because both feedback from residents and data collected from the pilot were both positive, the City is now in the process of rolling out a food waste recycling program for all city residents. This will be an opt-in program. The City will provide bins to residents upon request and offer two options for collection: residents may bring their food waste to one of several designated collection sites free of charge, or hire a private company to pick it up curbside for a monthly fee. The City is working with a private food waste hauler who offers this service.

To kick off this new program, the City is soliciting proposals for the purchase of one truckload of bins to meet the specifications attached. The City expects to add subsequent orders as requests are received from residents.

Funds have been allocated for this project but are contingent upon final Council approval which is expected to take place by mid-May.

BID REQUIREMENTS

Sealed bids for furnishing the City of South Portland, Maine with Curbside Organics Bins as specified below and in the attached proposal will be received by the City Purchasing Agent, 25 Cottage Road, South Portland, Maine until **2:00 P.M., Tuesday, May 8, 2018** at which time they will be publicly opened and read aloud. Proposals received after above stated date and time will not be considered.

Bids shall be submitted on the attached bid form in sealed envelopes, plainly marked "Bid #49-18 for Curbside Organics Bins" and shall be addressed to the Purchasing Agent at the above address.

Delivery to be made upon receipt of purchase order and shall be F.O.B., City of South Portland Municipal Services Facility, 929 Highland Avenue, South Portland ME 04106. The driver is required to unload the truck into the building.

Award of bid will be based on the proposal that best fits the needs of the City in both cost and bin designs. Bidder must attach a separate sheet to the bid listing any deviation from the specifications attached. If no attachment is provided, it will be assumed that the bins being offered meet the minimum specifications.

If the bin offered by a bidder under the attached specifications meets the specifications except for minor factors or reasonably small amounts in dimensions differences, and if it shall be determined by the City that these minor variations from the specifications do not prevent the bin from performing as satisfactorily or from being as good as a bin fully meeting these specifications, then these minor variations from the specifications may be waived by the City. If deemed to be to its advantage, the City will accept such bins as fully meeting these specifications.

Since this is the beginning of a citywide program, and future purchases of bids is expected, level of service, prompt delivery, as well as price, may be a factor in determining the award of this bid.

It is the custom of the City of South Portland to pay its bills within 20 to 30 days following delivery of and receipt of bills for all items covered by the purchase order. In submitting bids under the attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The City of South Portland reserves the right to waive all informalities in bids, to accept any bid or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City's purchasing ordinance.

Colleen C. Selberg
Purchasing Agent

SPECIFICATIONS AND PROPOSAL

The City of South Portland is seeking to purchase one full truckload of curbside organics bins.

The UNDERSIGNED hereby proposes to furnish the City of South Portland, Maine, F.O.B., Municipal Services Facility, 929 Highland Avenue, South Portland, Maine, with delivery to be made upon receipt of purchase order, in accordance with the attached Invitation to Bid, the following specifications, and at the following prices and delivery:

The specifications for these bins must include:

- Residential bin size between 10 and 20 gallons
- Weight capacity of 40 pounds or more
- BPA free
- Wheels for easy transport
- Hot stamp of City logo on side and “food scraps only” on top

Please indicate if any of the following additional features are included:

- Additional handles on sides or bottom
- Animal lock

Please specify the following:

- Bin name and model #
- Include a product sheet or brochure indicating the relevant features of the bin
- # of Bins _____ per pallet
 _____ per truckload
 _____ TOTAL
- Color of bins
- Price \$_____ per bin
 \$_____ for delivery
 \$_____ TOTAL

Bids should be accompanied with a sample bin.

Delivery Time A.R.O. _____

Vendor will hold the price for re-orders for a period
of: _____

Signed: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____
Mailing
Address: _____

_____ Zip _____

Telephone: _____ Fax: _____

Email: _____

Date: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.