



# Burgess and Commissioners

of

WALKERSVILLE, MARYLAND

TOWN OF WALKERSVILLE

April 13, 2018

INVITATION FOR BIDS

TRASH COLLECTION

Sealed bids will be accepted at the Walkersville Town Hall until 2:00 p.m., Thursday, May 24, 2018 for furnishing all labor, materials and equipment, and performing all work necessary and incidental to the weekly collection of trash. The contract area covers approximately 2,227 single family and townhouses, a semi-annual bulk trash pick-up and supplying, maintaining and servicing twice weekly-7 dumpsters throughout the Town of Walkersville.

Bids shall be delivered and addressed to the Town of Walkersville, Yunellis Morales-Matias, P.O. Box 249, 21 W. Frederick Street, Walkersville, MD, 21793, and shall be clearly labeled "Trash Collection" by 2:00 p.m., Thursday, May 24, 2018 when they will be publicly opened. No oral, telegraphic, electronic, facsimile, or telephonic bids or modifications will be considered.

Contract Period. The contract period will be from June 1, 2018 through May 31, 2019, with an additional five one-year renewal options. The additional one-year periods will be at the same conditions and price as the basic contract.

Specifications. Specifications may be examined and obtained at no charge at the Walkersville Town Hall, by calling 301-845-4500 or downloading from [www.walkersville-md.gov](http://www.walkersville-md.gov).

Pre-Bid Conference. A pre-bid conference will be held at 10:00 am on Tuesday, May 15, 2018 at Walkersville Town Hall, 21 W. Frederick Street, Walkersville, MD 21793.

Bid Bond. A bid bond equal to ten percent (10%) of total bid price is to be submitted with the bid.

Payment Bond. Upon execution of the contract, the Successful Bidder will be required to furnish a Payment Bond in an amount equal to fifty percent (50%) of the total amount of the contract.

Performance Bond. Upon execution of the contract, the Successful Bidder will be required to furnish a Performance Bond in an amount equal to fifty percent (50%) of the total amount of the contract.



**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
SCOPE OF WORK**

Furnish all plant, equipment, materials, supervision, labor and miscellaneous ancillary supplies and services required for the weekly collection of trash generated by normal household operations at approximately 2,227 residences and five 24-unit condominiums in the corporate limits of Walkersville, MD. An additional 130 single family homes may be built within the extended contract period in three new developments under consideration within the Town limits. Also included are 3 public trash receptacles located along Frederick Street. The contract also includes providing and once a week service, possibly twice weekly service of 7- 4 cubic yard dumpsters at the following locations throughout the Town.

Walkersville Volunteer Fire Company

79 W. Frederick Street

Walkersville Volunteer Rescue Service

73 W. Frederick Street

Town Maintenance Shop

Frederick Street – behind the Fire Department

Walkersville Town Hall

21 W. Frederick Street

Community Park

100 Kenneth Drive

Heritage Farm Park (2 dumpsters)

9224 Devilbiss Bridge Road

The Town does not restrict the disposal site of the weekly trash collection, but the tipping fee must not exceed the current rate at the Frederick County, Maryland Landfill.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
SCOPE OF WORK- cont'd**

**MATERIALS COLLECTED**

The trash collected is the type generated by normal household operations and small businesses, quantity unlimited. For the weekly collection, the Contract does not include the following:

Large bulk trash items, e.g. mattresses, appliances, construction/demolition debris, and items weighing over 60 lbs.

- Commercial, industrial, and institutional owned properties.
- Ashes in any form of container.
- Yard waste and recycling items.
- Household hazardous wastes such as tires, paint, rocks, poisons, acids, motor parts, motor oil, etc.
- Any items not accepted at the Frederick County Landfill.

Any item that endangers the well-being of the Contractor's personnel or the operation of the Contractor's equipment.

**BULK TRASH COLLECTIONS**

A twice a year bulk trash pick-up will be scheduled every spring and fall on a date that is mutually agreeable to both contractor and Town of Walkersville. Bulk trash includes:

- Televisions and electronic equipment
- Furniture and appliances
- Small amounts of building materials and wood products no longer than 4 feet
- Mattresses

This is not a complete list of acceptable items.

All bulk trash collections must go to the Frederick County Landfill.

**COLLECTION PROCEDURES**

- Handling of Refuse – Rigid containers, including cans and plastic containers, will be carefully handled by the Contractor and will be thoroughly emptied and left on the premises, off sidewalk pavement, standing upright, either end up with the cover in close proximity. Refuse carts will be returned to their origination point standing upright with the cover in a closed position.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
SCOPE OF WORK- cont'd**

**COLLECTION PROCEDURES cont'd**

- Collection Schedule – All refuse collected once per week, starting after 6:00 am each Wednesday unless the parties mutually agree to an alternated schedule. Exceptions will be legal holidays when the landfill is closed or in the event of adverse weather conditions. If a holiday falls on a regular pickup day, trash will be collected on the day after the holiday. In the event of adverse weather conditions, the resumption of the regular schedule will be as soon as practical thereafter. The dumpsters are not required to be emptied on Wednesday, any mutually agreeable days are acceptable.
- Damage to Property – The contractor will be responsible for any damage to private and public property caused by the negligence of the Contractor's employees during the performance under this Contract. The Contractor will replace or restore to its original condition any property damaged by the Contractor at no cost to the Town. If the Contractor fails to repair, restore or replace such damaged property within fifteen days of receipt of notice from the Town, the Town will deduct an amount equal to the cost of replacement, restoration or repair of the property from the next payment due to the Contractor from the Town. Such deductions, once made, will not be returned or reimbursed to the Contractor.
- Courtesy: All successful bidder personnel shall be courteous with the public at all times.
- Spill Clean-Up: Successful bidder shall immediately pick-up and/or clean up any refuse dropped while in the process of collections. Anything dropped or spilled in the process of transporting cans or bags from the curbside to the trucks or items pushed from the hopper while in the packing cycle shall be cleaned up immediately before leaving the pick-up site using absorbent material if necessary.

**EQUIPMENT**

- Collection Vehicles – The regular weekly collection of residential refuse shall be made in enclosed, watertight packer-type collection vehicles. All collection vehicles will be maintained in a clean and sanitary condition and in compliance with all State and County laws and regulations. The Contractor shall maintain and operate a sufficient number of clean and serviceable vehicles needed to perform the required collection service on each collection day. Sufficient spare collection vehicles and repair parts will be maintained by the Contractor to replace any vehicle out of service. The Town will have the right to inspect equipment and any business records (including equipment maintenance records) related to the performance of this contract at any reasonable time.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
SCOPE OF WORK- cont'd**

- Communication – The Contractor agrees to provide a means of instant communications between the Contractor's office and employees operating equipment in the field. Any difficulties reported by citizens or Town employees will be relayed to be resolved immediately.
- A means to pick-up refuse missed when residents call after collection has occurred on their street.

**CONTRACT PERIOD**

The contract period will be from June 1, 2018 through May 31, 2019, with an additional five one year renewal options. The additional one-year periods will be at the same conditions and price as the basic contract. The Town may exercise the renewal option by giving notice of its desire to renew on or before March 31, 2019 and every year thereafter. Certificate of Insurance, Performance and Payment Bonds must be resubmitted to the Town every renewal.

**PAYMENT**

Invoices for services shall be paid monthly within 30 days of receipt at Walkersville Town Hall. The Hauler is responsible for payment of the tipping fee directly to the owner of the receiver of the trash, the disposal tickets will be submitted to the Town of Walkersville for reimbursement.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
INSTRUCTIONS TO BIDDER**

ADDENDAS. It is the Bidder's responsibility to assure they received any and all addendums made to the scope of work. Especially, if the specifications were downloaded online without informing the Town of Walkersville of contact information.

BID FORMS. Bid must be submitted on preprinted Bid Forms included in bid package supplied by the Town of Walkersville.

BID OPENING AND BID RESULTS. Bids are opened publicly in the Walkersville Town Hall. Interested parties are invited to attend the bid opening. A tabulation of bids received will be available within a reasonable time after the bid opening. Bid results will be faxed or mailed to interested parties upon request.

BID SUBMITTAL DEADLINE. **The Bid Submittal Deadline is 2:00 p.m. Thursday, May 24, 2018.** Bid must be submitted in sealed envelopes and should be properly identified with "Town of Walkersville, Trash Collection". Telephone, telegraphic, facsimile, electronic, and late bids will not be accepted or considered. It is the Bidders' responsibility to see that their bids have sufficient time to be received by the Town of Walkersville before the Bid Submittal Deadline.

BID WITHDRAWAL. Bidders' authorized representatives may withdraw bids only by written request received by Yunellis Morales-Matias before the Bid Submittal Deadline. After that time, Bidders may not withdraw their bids for a period of ninety- (90) days from the Bid Submittal Deadline. At no time may the successful Bidder(s) withdraw his bid.

INFORMED BIDDERS. Before submitting bids, Bidders must fully inform themselves of the conditions, requirements and specifications of the work or materials to be furnished. Failure to do so will be at Bidders' own risk and they cannot secure relief on the plea of error.

LATE BIDS. Bids not received by the Bid Submittal Deadline are late. Late bids will be returned to Bidders unopened.

PRICES, NOTATIONS, AND MISTAKES. All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs bid. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
INSTRUCTIONS TO BIDDER - Continued**

QUESTIONS, INTERPRETATION, OR CORRECTION OF QUOTE DOCUMENTS. Bidders shall notify Yunellis Morales-Matias promptly of any error, omission, or inconsistency that may be discovered during examination of the solicitation. Requests for interpretation, correction, or clarification shall be made in writing to the Yunellis Morales-Matias. Questions regarding this solicitation must be submitted in writing, either by mail, email, or facsimile, to Yunellis Morales-Matias, Town of Walkersville at P.O. Box 249, 21 W. Frederick Street: email: ymm.walkersville@gmail.com or Fax:301-845-2406 and shall arrive at least four (4) working days before the Submittal Deadline. Any questions received after the deadline will not be addressed. Bidder's company name, address, phone and fax number, and contact person must be included with the questions or comments. Oral questions may be presented at any pre-bid conference held for this solicitation.

*Clarification, corrections, or changes to specifications.* All clarifications, corrections, or changes, to the solicitation documents will be made by Addendum *only*. Bidders shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone, in person, or at a pre-bid conference. Interpretations, corrections, and changes shall not be binding unless made by Addendum. All Addenda issued shall become part of the Agreement documents. Addendum will be sent to all known solicitation holders by facsimile or US mail. It is the Bidders sole responsibility to ascertain that it has received all Addenda issued for this solicitation. All Addenda must be acknowledged and returned on or before the Submittal Deadline, unless otherwise directed by an Addendum.

TERMS OF THE OFFER. The Town of Walkersville's acceptance of Bidder's offer shall be limited to the terms herein unless expressly agreed in writing by the Town of Walkersville. Bids offering terms other than those shown herein will be declared non-responsive and will not be considered.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION CONTRACT  
TERMS AND CONDITIONS**

ATTORNEY FEES. In the event a suit or action is instituted in connection with any controversy arising out of this contract, the prevailing party shall be entitled to receive, in addition to its costs, such sum, as the court may adjudge reasonable as to attorney's fees and costs.

BIDDER AGREEMENT TO TERMS AND CONDITIONS. Submission of a signed bid will be interpreted to mean Bidder has agreed to all the terms and conditions set forth in the pages of this solicitation.

CANCELLATION OF CONTRACT. The Town of Walkersville may cancel this contract WITHOUT CAUSE at any time by giving thirty- (30) days written notice to the supplier/contractor. The Town of Walkersville may cancel this contract WITH CAUSE at any time by giving ten- (10) days written notice to the supplier/contractor. Cancellation for cause shall be at the discretion of The Town of Walkersville and shall be, but is not limited to, failure to supply the materials, equipment or service specified within the time allowed or within the terms, conditions or provisions of this contract. The successful Bidder may not cancel this contract without prior written consent from the Town of Walkersville.

COMPLIANCE OR DEVIATION TO SPECIFICATIONS. Bidder hereby agrees that the material, equipment or services offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Bidder's response. Bidder may submit an attachment entitled "Exceptions to Specifications", which must be signed by Bidder's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Bids failing to comply with this requirement will be considered non-responsive. Submittal of brochure or other manufacturer literature is desirable but shall not be an acceptable substitution for this requirement.

COMPLIANCE WITH LAWS. All bids shall comply with current federal, state, local and other laws relative thereto.

FORCE MAJEURE. If execution of this contract shall be delayed or suspended and if such failure arises out of causes beyond the control of and without fault or negligence of the Contractor, the Contractor shall notify The Town of Walkersville, in writing, within twenty-four (24) hours, after the delay. Such causes may include but are not limited to acts of God, war, acts of a public enemy, and acts of any governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, strikes and unusually severe weather.



**TOWN OF WALKERSVILLE  
TRASH COLLECTION CONTRACT  
TERMS AND CONDITIONS-cont'd**

FORMATION OF CONTRACT. Bidder's signed bid and The Town of Walkersville's written acceptance shall constitute a binding contract.

LAWS GOVERNING CONTRACT. This contract shall be in accordance with the laws of the state of Maryland. The parties stipulate that this contract be entered into in the county of Frederick, in state of Maryland. The parties further stipulate that the county of Frederick, Maryland, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

NOMENCLATURES. The terms Successful Bidder, supplier, vendor, and contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom the Town of Walkersville enters into a contract as a result of this solicitation.

REJECTION OF BIDS. The Town of Walkersville reserves the right to reject any bids, all bids, or any part of a bid. The Town of Walkersville reserves the right to reject the bid of any Bidder whom previously failed to perform adequately for the Town of Walkersville or any other governmental agency. The Town of Walkersville expressly reserves the right to reject the bid of any Bidder who is in default on the payment of taxes, licenses, or other monies due the Town of Walkersville.

SAFETY. All articles delivered under this contract must conform to the Safety Orders of the State of Maryland, Division of Industrial Safety.

SELL OR ASSIGN. The successful Bidder shall not have the right to sell, assign, or transfer, any rights or duties under this contract without the specific written consent of the Town of Walkersville.

SEVERABILITY. If any provisions, or portions of any provisions, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

TAXES, FEDERAL EXCISE, SALES. The Town of Walkersville is exempt from Federal Excise Tax and Maryland Sales Tax.

WAIVER OF INFORMALITIES. The Town of Walkersville reserves the right to waive informalities or technicalities in bids.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
SPECIAL PROVISIONS**

ACCESSIBILITY. The contractor shall fully inform himself regarding any peculiarities and limitations of the spaces available for the performance of work under this contract. He shall exercise due and particular caution to determine that all parts of his work are made quickly and easily accessible.

AUTHORITY OF THE Town of Walkersville. Subject to the power and authority of the Town of Walkersville as provided by law in this contract, the Town of Walkersville shall in all cases determine the quantity, quality, and acceptability of the work, materials and supplies for which payment is to be made under this contract. The Town of Walkersville shall decide questions that may arise relative to the fulfillment of the contract or the obligations of the contractor hereunder.

BONDS - BID SECURITY. Bids shall be accompanied by cash, a money order, or a cashier's certified check, payable to the order of the Town of Walkersville, amounting to ten percent (10%) of the bid, or by a bond in said amount and payable to Town of Walkersville, signed by the Bidder and a corporate surety, or by the Bidder and two sureties who shall justify before any officer competent to administer oaths, in double said amount over and above all statutory exemption. Said check shall be forfeited, or said bond shall become payable in case the Bidder depositing same does not within ten (10) consecutive calendar days after written notice, execute this contract. See below for "Substitution of Securities for Retained Funds".

BONDS - PAYMENT BOND (Labor & Materials). Successful Bidder shall furnish within ten (10) consecutive calendar days after written notice, a Payment Bond in an amount equal to fifty percent (50%) of the total amount of the contract. See below for "Substitution of Securities for Retained Funds."

BONDS - PERFORMANCE BOND. Successful Bidder shall furnish within ten (10) consecutive calendar days after written notice, a Performance Bond in an amount equal to fifty percent (50%) of the total amount of the contract.

BUSINESS LICENSE. If the scope of work under this bid includes performing services or installation on Town of Walkersville property, the success bidder must have current Town of Walkersville Business License. Business Licenses are not required for materials or equipment shipped by U.S. mail or common carrier.

CHANGES IN WORK. The Town of Walkersville may, at any time work is in progress, by written order and without notice to the sureties, make alterations in the terms of work as shown in the specifications, require the performance of extra work, decrease the quantity of work, or make such other changes as the Town of Walkersville may find necessary or desirable. The contractor shall not

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
SPECIAL PROVISIONS-cont'd**

CHANGES IN WORK cont'd – claim forfeiture of contract by reasons of such changes by the Town of Walkersville. Changes in work and the amount of compensation to be paid to the contractor for any extra work as so ordered shall be determined in accordance with the unit prices quoted.

CLEAN-UP. During performance and upon completion of work on this project contractor will remove all unused equipment and instruments of service, all excess or unsuitable material, trash, rubbish and debris, and legally dispose of same, unless otherwise directed by these specifications. Contractor shall leave entire area in a neat, clean and acceptable condition as approved by the Town of Walkersville.

COMPLIANCE WITH FAIR EMPLOYMENT PRACTICE ACT. Contractor agrees in accordance with the State of Maryland that in the hiring of common or skilled labor for the performance of any work under this contract or any subcontract hereunder, no contractor, material supplier or vendor shall, by reason of race, color, national origin or ancestry, or religion, discriminate against any person who is qualified and available to perform the work to which such employment relates.

CONTRACT INCORPORATION. This contract embodies the entire contract between the Town of Walkersville and the Contractor. The parties shall not be bound by or be liable for any statement, representation, promise, inducement or understanding of any kind or nature not set forth herein. No changes, amendments, or modifications of any of the terms or conditions of the contract shall be valid unless reduced to writing and signed by both parties. The complete contract shall include the entire contents of the bid solicitation, all addenda, all of Bidder's successful submittal, supplemental agreements, change orders, performance bond(s), and any and all written agreements which alter, amend or extend the contract.

COOPERATION BETWEEN CONTRACTORS. The Town of Walkersville reserves the rights to contract for and perform other or additional work on or near the work covered by these specifications. When separate contracts are let within the limits of any one project, each contractor shall conduct his work so as not to interfere with or hinder the progress or completion of the work being performed by other contractors. Contractors working on the same project shall cooperate with each other as directed. Each contractor involved shall assume all liability, financial or otherwise, in connection with his contract and shall protect and save harmless the Town of Walkersville from any and all damages or claims that may arise because of inconvenience, delays, or loss experienced by him because of the presence and operations of other contractors working within the limits of the same project.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
SPECIAL PROVISIONS-cont'd**

COORDINATION WITH AGENCIES. The contractor shall coordinate his activities with the proper regulatory agencies and have their representative on site at the proper times.

DAMAGE. The contractor shall be held responsible for any breakage, loss of the Town of Walkersville's equipment or supplies through negligence of the contractor or his employee while working on the Town of Walkersville's premises. The contractor shall be responsible for restoring or replacing any equipment, facilities, etc. so damaged. The contractor shall immediately report to the Town of Walkersville any damages to the premises resulting from services performed under this contract. Failure or refusal to restore or replace such damaged property will be a breach of this contract.

EXAMINATION OF SPECIFICATION AND SITE. Bidder is expected to carefully examine the site of the proposed work and all bid specifications, documents, and forms. He shall satisfy himself as to the character, quality, and quantities of work to be performed, materials to be furnished and the requirements of the proposed specifications.

HOLD HARMLESS. Successful Bidder agrees to indemnify, defend, and hold harmless the Town of Walkersville, it's governing body, officers, employees, and insurance carriers, individually and collectively, from all losses, claims, suits, demands, expenses, subrogation, attorneys' fees, or actions of any kind in nature resulting from personal injury to any person (including bodily injury and death), or damage to any property, arising or alleged to have arisen out of Bidder's negligent acts, errors, omissions, or performance of the work to be performed under the terms of the contract if awarded. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of indemnity in this paragraph.

INDEPENDENT CONTRACTOR. In accepting this contract, Contractor covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Contractor further covenants that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Contractor certifies that to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of Town of Walkersville. It is expressly agreed by Contractor that in the performance of the services required under this contract, Contractor, and any of its subcontractors or employees, shall at times be considered independent contractors and not agents of Town of Walkersville.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
SPECIAL PROVISIONS-cont'd**

INSURANCE REQUIREMENTS. Within ten (10) consecutive calendar days of award of contract, Successful Bidder must furnish The Town of Walkersville with Certificate of Insurance proving Comprehensive General Liability Insurance, Comprehensive Automobile Liability Insurance and Worker's Compensation Insurance coverage and naming The Town of Walkersville its officers and agents, Additional Insured by endorsement. Failure to furnish the required certificates within the time allowed will result in forfeiture of contract award.

LAWS - ADHERENCE TO ALL LOCAL, STATE, AND FEDERAL LAWS AND REQUIREMENTS. The contractor shall adhere to all applicable health and safety laws and regulations including, but not limited to, those promulgated by the state and federal government.

MEASUREMENTS. It is the responsibility of the Bidder to make all measurements to determine his bid price. The Town of Walkersville will not be responsible for determining the quantities of materials necessary to complete the work specified.

PERMITS. Unless otherwise specified herein, Contractor shall at his expense, obtain all permits and licenses and pay all charges and fees necessary for the performance of the contract, and shall give all public notices necessary for the lawful performance of the contract.

Contractor shall pay all taxes, levies, duties and assessments of every nature due in connection with any work under the contract, shall make any and all payroll deductions required by law, and shall indemnify and hold harmless the Town of Walkersville from any liability on account of any and all such taxes, levies, duties, assessments and deductions.

PROTECTION OF PUBLIC. Adequate warning devices, barricades, guards, flagmen or other necessary precautions shall be taken by the contractor to give advised and reasonable protection, safety and warning to persons and vehicular traffic concerned in the area.

REJECTION OF WORK. Contractor agrees that the Town of Walkersville has the right to make all final determinations as to whether the work has been satisfactorily completed.

UNKNOWN OBSTRUCTIONS. Should any unknown obstruction be encountered during the course of this contract the Contractor immediately bring it to the attention of the Town of Walkersville. The contractor shall be responsible for the protection of all existing equipment, furniture, or utilities encountered within the work area.

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
BID FORM**

To: Town of Walkersville  
P.O. Box 249, 21 W. Frederick Street  
Walkersville, MD, 21793

From: \_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State & Zip

The undersigned Bidder agrees he will contract with the Town of Walkersville to provide all necessary labor, supervision, machinery, tools, apparatus, and other means necessary to do all the work and furnish all the materials specified in the contract in the manner and time therein prescribed, and that he will take in full payment the amount set forth hereon.

The Specifications for Trash Collection in its entirety, all Addenda, and the following documents by this reference are hereby made a part of this contract:

- a. Notice of Invitation For Bids
- b. Detailed Specifications or Scope of Work
- c. Instructions To Bidder
- d. Terms and Conditions
- e. Special Provisions
- f. Bid Form
- g. Experience Statement

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
BID FORM - Continued**

Award of bid will be made to the bidder whose product(s), service, price, and delivery are most advantageous to the Town of Walkersville. The Town of Walkersville will be the sole judge in making this determination. The Town of Walkersville is under no obligation to enter into a contract.

Amount Written in Words. This bid will be awarded based upon the total amount bid as written in words. Where there is a discrepancy between words and figures, WORDS WILL GOVERN. Where there is a discrepancy between item unit price and extended total, UNIT PRICE WILL GOVERN.

Please check your calculations before submitting your bid; the Town of Walkersville will not be responsible for Bidder miscalculations.

\_\_\_\_\_  
Company Name of Bidder

\_\_\_\_\_  
Name of Contact person

\_\_\_\_\_  
Mailing Address (PO Box or street)

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
BID FORM - Continued**

Bidder acknowledges receipt of Addenda Number(s) \_\_, \_\_, \_\_, and \_\_.

The cost of all labor, material, and equipment necessary for the completion of the work itemized, even though not shown or specified, shall be included in the unit price for the various items shown hereon. The Town of Walkersville reserves the right to increase or decrease the quantity of any item or omit items as may be deemed necessary, and the same shall in no way affect or make void the contract. When increases or decreases are made, appropriate additions or deductions from the contract total price will be made at the stipulated unit price.

<u>Unit</u>	<u>Quantity</u>	<u>Total Annual Price</u>
Residences/business	2227 units	_____
Chapel Court Condominiums (24 units per building)	5 buildings	_____
Dumpsters (Twice per week if necessary)	7 dumpsters	_____
Bulk Trash pick-up	semi-annual	_____
Total Annual Bid Price (Written in Figures)		\$ _____

Total Annual Bid Price (Written in Words)

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**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
EXPERIENCE STATEMENT  
To Be Submitted With Bid**

List at least three references for work of a similar nature performed within the last five years.

I hereby certify that I have performed the work listed below.

\_\_\_\_\_  
Signature of Authorized Representative

<u>Owner- Company</u>	<u>Year(s) of Contract</u>	<u>Amount</u>
_____	_____	\$ _____

**Contact Information**

Supervisor Name \_\_\_\_\_

Company Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number (    ) \_\_\_\_\_

<u>Owner- Company</u>	<u>Year(s) of Contract</u>	<u>Amount</u>
_____	_____	\$ _____

**Contact Information**

Supervisor Name \_\_\_\_\_

Company Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number (    ) \_\_\_\_\_

**TOWN OF WALKERSVILLE  
TRASH COLLECTION  
EXPERIENCE STATEMENT- cont'd**

<u>Owner- Company</u>	<u>Year(s) of Contract</u>	<u>Amount</u>
_____	_____	\$ _____

Contact Information

Supervisor Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

<u>Owner- Company</u>	<u>Year(s) of Contract</u>	<u>Amount</u>
_____	_____	\$ _____

Contact Information

Supervisor Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_