



PURCHASING DEPARTMENT  
DIVISION OF BUDGET & FINANCE

PUR-1440  
ADDENDUM NO. 1  
INVITATION TO BID

RECYCLING DROP-OFF CENTER SERVICES

DATE: Thursday, August 22, 2019

BIDS DUE: Friday, August 30, 2019  
2:00 P.M.

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of four (4) pages.

**NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.**

**ITEM NO. 1:** *Inquiry:* The bid states the tentative start date is 9/1/19. This bid requires the contractor to supply ten 22 cuyd dual stream containers and eight 8 cuyd cardboard containers. It typically takes 60 days to order new containers. Since the bid is due 8/30/19 can you please allow 60 days from the time of award as the start date (approx. 11/1/19).

*Response:* If the awarded vendor requests additional time to provide the required containers, the County will make reasonable accommodations at the time of award to the start date of the contract.

**ITEM NO. 2:** *Inquiry:* The bid states you can bid on either Option 1 and/or Option 2. Can you

please provide the destination of the recyclables for Option 1 if you only bid on that option. We need to know where the recyclables will be processed to determine our hauling price.

Response: The County is only aware of one local sorting facility (Maryland Paper); it is assumed the material will be processed at a local facility.

**ITEM NO. 3:** Inquiry: Can a charge for rental of the gable top boxes be added with a separate Line item?

Response: No, the bid price shall include all associated fees.

**ITEM NO. 4:** Inquiry: Please clarify the price increase estimate of 5% in year 2 and year 3 for hauling services on the gable top boxes? What is the actual price increase allowed based on? Can price increases be based on CPI-U Water, Sewer, Trash? What have the historical prices increase been?

Response: Part 1 of Item No. 4 herein: Yes, the price increase for years 2 and 3 is 5 percent.

Part 2 of Item No. 4 herein: The price increase is a customary increase.

Part 3 of Item No. 4 herein: Price increases will not be based on the CPI-U.

Part 4 of Item No. 4 herein: The awarded contract amounts by the Board of County Commissioners of Washington County remained unchanged.

**ITEM NO. 5:** Inquiry: Are the gable top boxes on a schedule? If so, please supply desired schedule. Can the county guarantee the number of hauls per year / per location?

Response: The gable top boxes are not on a specific schedule; they are on a "Will Call" basis during regular customary business hours. The County guarantees neither a minimum nor a maximum amount of tonnage of materials or services to be performed under this contract.

**ITEM NO. 6:** Inquiry: Please confirm a total of 12 gable top boxes needed to provide service with 2 "extra".

Response: Refer to the Invitation to Bid, Page 20, Supplemental Terms and Conditions, Item No. 16 and Page 22, Scope of Work/Specifications, Item No. 5.

**ITEM NO. 7:** Inquiry: What has been the mix of the county's recycling stream in percentages, if possible?

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Response: This information cannot be provided.

**ITEM NO. 8:** Inquiry: Why the need for dual stream gable top boxes if material is going to a single stream processing facility?

Response: Single Stream containers shall be required, not dual stream.

**ITEM NO. 9:** Inquiry: What plan does the county have in place if one or more of the materials listed is no longer accepted at Material Recovery Facility?

Response: The County will adjust the program to reflect the materials accepted by the sorting facility.

**ITEM NO. 10** Inquiry: What is the percentage of residual / trash in the county's recycling stream?

Response: This information cannot be provided.

**ITEM NO. 11:** Inquiry: Please clarify the need for labor and material bond as this work will not be sub-contracted if awarded.

Response: There are no bond requirements for this bid.

**ITEM NO. 12:** Inquiry: Are the roll-offs on schedule or they called in.

Response: Refer to Item No. 5 within this addendum.

**ITEM NO. 13:** Inquiry: Page 6 item 14 mentions landfill fees. Can you please remove this or verify that we do not have to pay for disposal.

Response: Payment of landfill fees will not be required.

**ITEM NO. 14:** Inquiry: Page 17 Contract Period – Can you make the annual increases based on CPI-Water/Sewer/Trash or can we provide a separate price for each year for Option No. 1. Also, can you make the term three years instead on one year with one year extension options.

Response: Part 1 of Item No. 14 herein: Refer to Item No. 4 within this addendum.

Part 2 of Item No.14 herein: Refer to Item No. 16 within this addendum.

**ITEM NO. 15:** Inquiry: Can we service the transfer station/landfill before or after the designated hours.

Response: Refer to the bid document, Page 20, Supplemental Terms and Conditions, Item No. 17. The Contractor shall, at a minimum, empty the segregated cardboard recycling containers at

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the manned convenience centers on a regularly scheduled weekly basis during facility operating hours. This schedule shall be developed by the County and the Contractor.

- ITEM NO. 16:** Refer to Invitation to Bid, Page 17, Supplemental Terms and Conditions, Item No. 4, Form of Contract, Letter A; **CHANGE**, the paragraph to read as follows: The successful Bidder shall promptly enter into a contract with the County in the form approved by the County within ten (10) calendar days after notification of award. The Contract shall be for an initial **two (2)** year period, tentatively commencing September 1, 2019, with an option by the Board of County Commissioners to renew for up to **one (1)** additional one (1) year period, subject to written notice given by the County Commissioners at least sixty (60) calendar days in advance of the expiration date. If the Bidder wishes to renew the Contract, he/she must submit a letter of intent to the Owner's Representative at least ninety (90) calendar days prior to the expiration of each contract year. The County reserves the right to accept or reject any request for renewal and any increase/decrease in costs for each specified location that the bidder may request.
- ITEM NO. 17:** All references in the bid document made to Dual Stream gable top roll off containers shall be **CHANGED** to read: Single Stream gable top roll off containers.

By Authority of:



Rick F. Curry, CPPO  
Director of Purchasing