

Request for Proposal

**Carted Waste and Recycling Services for: Carrolltown Borough,
Cambria County, Pennsylvania**

Notification to Bidders

Carrolltown Borough is requesting sealed proposals for a five-year contract for carted waste and recycling collection services for Borough residents.

Sealed Bids will be received until 5:00 p.m. on Monday, October 19, 2026, at the Carrolltown Borough Municipal Building, 140 East Carroll Street, Carrolltown, PA 15722, and will be publicly opened at 5:00 p.m. at the same location. A Special Meeting of Borough Council will be held at 6:30 p.m. that evening for review of the proposals. Council anticipates award of the contract at its Monday, November 2, 2026 regular meeting at 7:00 p.m. All Bids must be sealed and clearly marked on the envelope with the name and address of the submitter and marked "SEALED PROPOSAL – REFUSE/RECYCLING SERVICES".

A mandatory pre-bid meeting will be held on Wednesday, October 7, 2026 at 7:00 p.m. at the Carrolltown Borough Municipal Building, 140 East Carroll Street, Carrolltown, PA 15722. Attendance by the bidder or an authorized representative is required for a bid to be considered responsive.

Carrolltown Borough Council reserves the right to accept or reject any or all Bids, waive technicalities or informalities to the extent permitted by law, and accept the Bid deemed to be in the best interest of Carrolltown Borough.

No person will be excluded from participation in, or otherwise discriminated against, based on race, creed, color, national origin, gender identity, religion, sex, handicap, or age.

Questions concerning the specifications shall be directed to the Carrolltown Borough Office at the above-listed address, by telephone at (814) 344-6650, or by email at borosec@carrolltown.pa.us.

Instructions to Bidders

All mandatory items listed within the instruction packet must be completed and returned within the sealed bid or the bid will not be accepted.

The purpose of this Request for Proposal is to furnish the residents of Carrolltown Borough with Carted Waste & Recycling Collection services for a contracted period of five (5) years, anticipated to begin January 1, 2027, and continue through December 31, 2031, subject to the final executed agreement.

1.) Contractors' Responsibilities and Qualifications:

- a. Contractors must have the appropriate technical experience of no less than (5) years in the waste and recycling industry.
- b. Contractors must be in good order with the Pennsylvania Department of Environmental Protection and be registered with the Waste Transportation Division.
- c. Contractors must have maintained equipment; a vehicle and equipment list must be submitted with RFP submission.
- d. Contractor vehicles must be equipped with a monitoring system, allowing the ability to review telematics data to ensure safe collection practices and provide proof of service.
- e. Suitable financial status to meet obligations incident to work
- f. All drivers must be enrolled within an appropriate drug and alcohol testing program. Proof of enrollment is required with RFP submission.
- g. Waste & Recycling Carts will be the only approved method of collection within the Borough; no other forms of collection will be accepted.
- h. Contractor will purchase and provide **ALL** agreed-upon cart sizes utilized for waste and recycling pick-up. It will be the contractor's responsibility to maintain this equipment throughout the contracted dates.
- i. One bulk items pickup per month will be collected by the contractor in lieu of an annual spring cleanup. Please provide pricing and information as to how the contractor will perform this service.
- j. Residential trash collection shall be performed on Mondays. Any proposed change to the regular Monday collection day must receive prior written approval from Carrolltown Borough. (such as holiday schedule, special circumstances).
- k. Carrolltown Borough Park shall receive regular trash collection service at no separate charge. The Contractor shall not directly invoice the Park for this service; any cost associated with Park collection must be included within the Contractor's overall contract pricing and/or Borough payments.
- l. Roll-off dumpster services are excluded from the Borough's franchised waste collection contract. No roll-off dumpster service shall be included in the

- bid pricing or provided as part of the services awarded under this RFP.
- 2.) Contractor must utilize the **mandatory** pre-prepared Bid sheet and provide a monthly collection charge listed for each of the five years of the proposed agreement.
 - 3.) Contractor must complete the “Statement of Qualifications” Form attached to the Instructions to Bidders Packet.
 - 4.) Contractors must complete the “Community Impact and Sponsorship” Form attached to the Instructions to Bidders Packet.
 - 5.) Bid Bond and Performance Bond:

- a. The sealed RFP must be accompanied by a **BID BOND** or **CERTIFIED CHECK** in the amount of **10%** of the total bid price. Upon acceptance of the bid, a **PERFORMANCE BOND** will be required to be submitted in the amount of 10% of the total amount of the bid. At that time, the bid bond will be returned.

6.) Contractor's Insurance Requirements:

- a. The Contractor must furnish the Borough with the following insurance limits, a copy of a certificate of insurance is required with RFP submission. Contractor must meet the following limits:

- i. *A. WORKER’S COMPENSATION- Statutory (unlimited payments)*
B. COMMERCIAL GENERAL LIABILITY
(1) \$1,000,000 Each Occurrence;
(2) \$2,000,000 General Aggregate
(3) \$1,000,000 Products & Completed Operations Aggregate
(4) \$1,000,000 Personal & Advertising Injury
(5) \$100,000 Fire Damage (any one fire)
(6) \$10,000 Medical Expense (any one person)
C. AUTOMOBILE LIABILITY
\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per Accident Coverage to include hired car and non-owned automobiles
D. EMPLOYER’S LIABILITY
Confidential Information
\$1,000,000 Each Accident
\$1,000,000 Disease – Policy Limit
\$1,000,000 Disease – Each Employee
E. CYBER LIABILITY
\$10,000,000

7.) General Information

- a. All Bids will be evaluated upon the overall combined benefit to customers and the Borough, Carrolltown Borough reserves the right to reject any and all bids and to accept any bids it deems to be in the best interest of the Borough.

Statement of Qualifications Form: (This may be typed in your own company's format and submitted in a sealed RFP)

These questions must be answered in the Bid submission and the data given must be clear and comprehensive.

1. Name of submitter.
2. Permanent Main Office Address.
3. When organized?
4. Where Incorporated?
5. How many years have you been engaged in the solid & recycling waste business under your present firm name?
6. Related Municipal contracts on hand (Minimum of five, appropriate contract dates, and contact information)?
7. Have you ever defaulted on any type of contract? If so, where, and why?
8. Have you ever failed to complete any contract awarded to you? If so, where, and why?
9. Has any officer of your company ever been indicted or convicted of any felony? If so where and why?
10. Background and experience of the officers of your company, relating to solid waste & recycling management.

Community Impact and Sponsorship Form: (This may be typed in your own companies formatting and submitted within sealed RFP)

Carrolltown Borough is interested in selectively establishing and strengthening partnerships with their contractors in ways that mutually benefit both the residents and the contractor. Therefore, the Borough encourages proposers to explore other ways to increase the value of the partnership between the Borough and awardee.

Opportunities could include:

1. Sponsorship of local youth sports teams
2. Sponsorship of Local Community Events or Outings
3. Philanthropy towards Local Emergency Services, Police, Fire, EMS
4. Sponsorship of Summerfest / Winterfest / community day.
5. Or other programs that add value to the partnership for the contractor and the Borough community and residents.

Bid Sheet (Pricing must be completed on this form and returned within the sealed RFP)

Name of Firm: _____

Waste Pricing

	95 Gallon Trash		35 Gallon Trash (Senior)		Add'l 95 Gall Trash	
Year 1	\$	monthl y	\$	monthly	\$	monthly
Year 2	\$	monthl y	\$	monthly	\$	monthly
Year 3	\$	monthl y	\$	monthly	\$	monthly
Year 4	\$	monthl y	\$	monthly	\$	monthly
Year 5	\$	monthl y	\$	monthly	\$	monthly

Recycling Pricing

	95 Gallon Recycling		35 Gallon Recycling	
Year 1	\$	monthly	\$	monthly
Year 2	\$	monthly	\$	monthly
Year 3	\$	monthly	\$	monthly
Year 4	\$	monthly	\$	monthly
Year 5	\$	monthly	\$	monthly

Comments: (Include any additional information that pertains to your proposed collection)

 Company Representative (Name & Title)
Seal

Affix Company

 Signature & Date

 Witness Signature & Date

RFP Checklist

	List of Equipment
	Proof Drug & Alcohol Testing
	Certified Bid Bond

	Completed Statement of Qualifications Form
	Completed Community Impact and Sponsorship Form
	Completed and Signed Bid Sheet
	Mandatory Pre-Bid Meeting Attendance

LEGAL NOTICE

CARROLLTOWN BOROUGH

REQUEST FOR PROPOSALS – CARTED WASTE - REFUSE AND RECYCLING COLLECTION SERVICES

Notice is hereby given that **Carrolltown Borough, Cambria County, Pennsylvania**, will receive sealed proposals for **Carted Waste - Refuse and Recycling Collection Services** for a five-year contract term beginning **January 1, 2027, and ending December 31, 2031**.

Proposal specifications and bid documents may be obtained from **Carrolltown Borough, 140 East Carroll Street, Carrolltown, PA 15722**, during regular Borough office hours, or by contacting the Borough Office. A **mandatory pre-bid meeting** will be held on **Wednesday, October 7, 2026 at 7:00 p.m.** at the Carrolltown Borough Municipal Building, **140 East Carroll Street, Carrolltown, PA 15722**. Attendance at the mandatory pre-bid meeting is required in order to submit a proposal.

Sealed proposals must be received by Carrolltown Borough no later than **5:00 p.m. on Monday, October 19, 2026**, at the Carrolltown Borough Municipal Building, **140 East Carroll Street, Carrolltown, PA 15722**.

All proposal envelopes shall be clearly marked:

“SEALED PROPOSAL – CARTED WASTE - REFUSE/RECYCLING SERVICES”

Proposals received after the stated deadline will not be considered.

Sealed proposals will be **publicly opened on Monday, October 19, 2026 at 5:00 p.m.** at the Carrolltown Borough Municipal Building, 140 East Carroll Street, Carrolltown, PA 15722.

A Special Meeting of Carrolltown Borough Council is scheduled for **Monday, October 19, 2026, at 6:30 p.m.** for review of the proposals. The anticipated contract award will occur at the Borough Council meeting scheduled for **Monday, November 2, 2026, at 7:00 p.m.**

The successful proposer shall furnish a performance security bond in the amount of 10% of the contract. Carrolltown Borough reserves the right to reject any or all proposals, to waive informalities or irregularities in any proposal, and to accept the proposal determined to be in the best interests of the Borough, as permitted by law.

CARROLLTOWN BOROUGH

Melena Koegler

Borough Manager

BOROUGH ADMINISTRATIVE BID TIMELINE

Carrolltown Borough – Carted Waste and Recycling Services RFP

Action	Date / Timing
Council authorization to advertise	Monday, September 21, 2026 at 7:00 p.m.
RFP issue date	Monday, September 28, 2026
First recommended newspaper publication	Thursday, October 1, 2026
Second recommended newspaper publication	Thursday, October 8, 2026
Mandatory pre-bid meeting	Wednesday, October 7, 2026 at 7:00 p.m.
Sealed bids due and publicly opened	Monday, October 19, 2026 at 5:00 p.m.
Special Meeting - Council review of bids (review by solicitor for award on Nov. 2nd)	Monday, October 19, 2026 at 6:30 p.m.
Anticipated contract award	Monday, November 2, 2026 at 7:00 p.m.
Contract start date	January 1, 2027
Contract end date	December 31, 2031

Advertising note: For a competitively bid Borough contract subject to 8 Pa.C.S. § 1402, publish due notice in one newspaper of general circulation at least twice (or once a week for two successive weeks in a weekly newspaper), with the first advertisement no more than 45 days before bid opening and the second advertisement at least 10 days before bid opening. Also post the advertisement in a conspicuous place within the Borough. Confirm publication dates with the newspaper before placement.