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Select Board

Town of Bethlehem

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**RFP NO. \_\_\_\_\_\_\_\_\_\_\_**

**Request for Proposals for:**

**The Collection and Transportation of Municipal Solid Waste and Recyclables**

The Town of Bethlehem seeks competitive sealed proposals for the following services, to commence on or about January 4, 2027. Bidders may submit proposals for one or more of these services, including submitting proposals for all of these services:

a) the curbside collection of residential municipal solid waste (MSW) and transportation to the Mt. Carberry landfill in Berlin, New Hampshire;

b) the curbside collection of recyclables;

c) the transfer of compacted MSW from a transfer station to be built on Route 116 in Bethlehem on Town-owned property, located approximately 0.6 miles north of Wing Road, to the Mt. Carberry landfill in Berlin, New Hampshire on a roll-off container on a call basis when such container is filled; and

d) the transfer of bulky waste from said transfer station to the Mt. Carberry landfill on a roll-off container on a call basis when such container is filled. The Town intends to collect residential construction debris only.

e) the transfer of mixed metals from said transfer station to a vendor selected by the Town on a roll-off container on a call basis when such container is filled.

**I. General Information and Background**

This background material is provided for informational purposes only, and is not to be construed as a guarantee of accuracy. The Town has a resident population of approximately 2,544 (2023) with a number of additional second homeowners. The number of residential household units are approximately \_\_\_\_\_\_\_\_. The Town has a geographical area of approximately 91 square miles, but most of this area consists of undeveloped forests, state and mountain areas. There are approximately \_\_\_\_\_ miles of Town-maintained and serviced roads, with \_\_\_\_\_ of State-maintained and serviced roads.

The Town currently receives weekly curbside pick-up of MSW and single-stream recyclables, along with use of a transfer station on Trudeau Road owned by the North Country Environmental Services, Inc. (NCES), without charge, as long as the NCES landfill, located at said site, has capacity. Several condominium and apartment complexes have their own arrangements for MSW and recyclable pick-up and disposal. The current extension of the landfill permit requires NCES to operate the landfill until the end of 2026. When the NCES landfill closes, the Town will have to assume its own solid waste management. While it is possible that NCES may continue to have some capacity into a portion of 2027, the Town intends to have a solid waste management plan capable of implementation by January 4, 2027. The site of the Town’s future transfer station had previously been used as a transfer station from September 1, 2011 through February 18, 2012. Although there had been a lot of landscaping done to the site, there were no buildings or structures provided prior to the Town entering into a 2012 Settlement Agreement with NCES that obviated the need for the Route 116 facility. The Town currently intends to build a modern transfer station on this site to commence operations when the landfill reaches capacity. The Town has permission to use the Mt. Carberry landfill for MSW and bulky waste, which is located approximately 40 miles away. The Town will negotiate a per-ton payment fee with the Mt. Carberry landfill owner as the NCES landfill gets closer to full capacity. **NOTE:** If the Bidder has a cost-efficient proposal to utilize another landfill for disposal, this should be specified in the proposal.

When the Town last assumed responsibility for solid waste management in 2009-2012, it had a Pay-As-You-Throw (PAYT) bag system. In addition, the Bethlehem Village District, which provides water and sewage services to approximately \_\_\_\_\_ residential units in and around the Village Center, did provide curbside pick-up of MSW at a cost imposed on Village District users. Annual MSW tonnage was approximately 200 tons, not varying substantially from 4 tons per week on average. However, with curbside pick-up, without charge, and a slightly larger population, the Manager of the landfill has verified that the most recent annual amount of nonrecyclable MSW generated and collected from Bethlehem residents for landfilling from both curbside pick-up and delivery by residents to the transfer station is 738.97 tons. The Town intends to reduce the generation of MSW for landfilling by 40% - to 443 tons - through the reimplementation of a PAYT bag system. The Town cannot guarantee how long it will take to reach this goal, but since a number of household units are second homes, some of these homes may have other options to dispose of MSW other than through Bethlehem’s PAYT bag system. It is also possible that some residents may elect to use private services. At this time, it is not known whether the Village District will agree to curbside pick-up of Village District residents, but for purposes of responding to this RFS, it should be assumed that MSW pick-up will be Townwide.

The Town intends to receive the following recyclables at the transfer station, without charge, for source separation: plastic, glass, aluminum, and steel containers, cardboard, and mixed paper. Without curbside collection, the Town’s goal for receipt of such recyclables at the transfer station are 100 tons of cardboard, 65 tons of mixed paper, 17 tons of various plastic containers, several tons of aluminum and steel containers, and several tons of glass containers. The Town anticipates that if curbside pick-up of such recyclables is provided, much, if not most of these recyclables will be provided through curbside pick-up.

The Town also intends to receive yard waste and mixed, large metals at its transfer station without charge, and implement a fee schedule to receive a number of other items traditionally handled by transfer stations, such as white goods, electronics batteries, fluorescent bulbs, and bulky waste.

**II. Timelines**

A. Bidders are welcome to preview the collection roads by inspecting a full set of Town tax maps at the Town Hall during regular office hours. The Town Administrator will be available for a meeting to provide further information to interested parties on \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_, followed by an inspection of the Route 116 site of the future transfer station at \_\_\_\_\_\_\_\_\_. Attendance at the meeting is not required as a condition of providing a proposal. **NOTE:** The meeting will be open to the public.

B. Proposals are to be submitted in a sealed envelope or box no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Town of Bethlehem, 2155 Main Street, PO Box 189, Bethlehem, NH 03574 or hand-delivered by said date at the Town Administrator’s Office at 2155 Main Street. The proposals must be clearly marked “RFP: Collection and Transportation of Municipal Solid Waste”. The proposals must contain the name, email, and telephone number of a contact person in the event further information is desired.

C. The proposals will be considered by the Select Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_P.M. at the Town Office. If the Select Board determines to accept any proposal, dates will be set for contract negotiations by the Town Administrator. All final contract documents will be subject to Select Board approval. The Town Select Board consists of five members.

**III. Bid Specifications**

**A. Curbside Pick-up of Residential MSW**

The Town currently utilizes \_\_\_\_\_ gallon wheeled carts for residential MSW, designed for automated lifting. Proposals for curbside pick-up of residential MSW should state the type of containers, if any, that is anticipated for collection, whether it will provide containers, and how the Bidder, if selected, intends to ensure that all such MSW is contained in Bethlehem PAYT bags. Any containers utilized for MSW are not to be thrown or strewn along roadways or private property. The Town is open to either weekly or biweekly (every other week) pick-up of MSW. Proposals should specify whether it is limited to weekly pick-up or whether it is also open to biweekly pick-up. MSW is to be set out along the curbside of all sites by 9:00 am by all residents on the day of collection. If another start time is desired by Bidder, it must be so stated within the proposal. Bidders shall indicate how many days are needed for pickup in Bethlehem within their proposal; and which days are proposed for collection. Holidays should be specified as to when there will be no pick-up, and what alternative days should be provided for the affected residents. Proposals should set forth the annual costs that will be charged for all services proposed.

**B. Curbside Pick-up of Residential Recyclables.**

Bidders should specify the type of curbside recyclables that they will receive, along with the containers anticipated for such recyclables and whether the Bidder will be providing such containers. The Town currently utilizes \_\_\_\_\_gallon wheeled carts for single-stream recyclables. Given the lack of any material processing facility for single-stream recyclables in New Hampshire, the Town does not anticipate that it can afford the transportation and processing fees to continue single-stream recycling, but Bidders are still free to propose curbside pick-up of single-stream recyclables. Recyclables are to be set out along the curbside of all sites by 9:00 am by all residents on the day of collection. If another start time is desired by the Bidder, it must be so stated within the proposal. Bidders shall indicate how many days are needed for pickup in Bethlehem within their proposal; and which days are proposed for collection. Bidders should also note whether they intend to combine such curbside pick-up with the curbside pick-up of MSW, and whether such pick-up will be on a weekly or biweekly (every other week) basis. Holidays should be specified as to when there will be no pick-up, and what alternative days should be provided for the affected residents. The Town currently does not have vendors for recyclables, so proposals should indicate how such recyclables will be disposed and/or whether it is the intent of the successful Bidder to bring such recyclables to the Town’s future transfer station. **NOTE:** The Town transfer station will not have sufficient personnel to accommodate the delivery of single-stream recyclables, but may have the ability to handle the delivery of dual-stream recyclables. Proposals should set forth the annual costs that will be charged for all services proposed, and whether this will be offset by revenues received by contractor for the sale of such recyclables.

**C. MSW Pick-Up From the Transfer Station**

Bidders should specify the size of the roll-off container for compacted MSW, whether the container will be provided by Bidder, and whether it will be returned or replaced with another container during transportation. If there are optional container sizes, this should also be specified, along with any differential costs. Bidders may also propose an option where the Town would own its own roll-off container, specifying the cost differences and requirements for such a Town-owned container. Proposals should set forth the per-trip cost for pick-up and delivery to the Mt. Carberry landfill, along with any other costs, such as rental of a roll-off container.

**D. Bulky Waste Pick-Up From the Transfer Station**

Bidders should specify the size of the roll-off container for bulky waste, whether the container will be provided by Bidder, and whether it will be returned or replaced with another container during transportation. If there are optional container sizes, this should also be specified, along with any differential costs. Bidders may also propose an option where the Town would own its own roll-off container, specifying the cost differences and requirements for such a Town-owned container. Proposals should set forth the per-trip cost for pick-up and delivery to the Mt. Carberry landfill, along with any other costs, such as rental of a roll-off container.

**E. Mixed Metal Pick-Up From the Transfer Station**

Bidders should specify the size of the roll-off container for mixed metals, whether the container will be provided by Bidder, and whether it will be returned or replaced with another container during transportation. If there are optional container sizes, this should also be specified, along with any differential costs. Bidders may also propose an option where the Town would own its own roll-off container, specifying the cost differences and requirements for such a Town-owned container. **NOTE:** The Town reserves the right to select a vendor for mixed metals, hopefully located in a neighboring community, and to collect revenues from the sale of mixed metals for the Town’s own use. The Town has not yet selected such a vendor, so that bidders should set forth a per-mile transportation cost for the transportation of such mixed metals. Proposals should set forth any other costs for such service, such as rental of a roll-off container.

**I. Contract Term and Conditions:**

**A**. The contract will be for a three-year period, commencing on January 4, 2027 through the last service provided in 2029. The Town will have the option of terminating the contract at an earlier date upon sixty (60) days prior, written notice, without any penalty. If the NCES landfill still has capacity during a portion of 2027, the Town reserves the right to commence the contract at the date the landfill no longer has capacity, but will still enter into a full three-year contract that will extend into 2030.

**B**. The Town will negotiate a per-ton tipping fee with the Mt. Carberry landfill owner. If the successful Bidder is required to pay this fee upon delivery of MSW to the facility, the amount shall be passed on by the contractor in the Town’s next billing cycle, without interest or additional charges.

**C.** Bidders shall list the charges for providing each service bid on in current dollar amounts. Bidders may set forth an adjustment clause to take into consideration that the services will not commence until 2027, and could extend until the end of 2029 or slightly later if the NCES has capacity into a portion of 2027. Any proposed adjustment clause shall be fully described, along with the bases for the proposed adjustment formula. Annual price increases may be flat rate percentages or by a formula of the bidder’s choosing, with an adequate description of the formula and its basis. Annual increases for inflation factors will be considered; with any proposed fuel or other surcharges fully identified on the RFP Submittal Form. The Town reserves the right, in its sole discretion, to give a preference to all submissions without inflation percentage increases or fuel or other surcharges.

**D.** Bidders will provide copies, or a description of their insurance coverages, including workers compensation, liability, and vehicle insurance.

**E.** In addition to providing proposals that will address the above conditions, Bidders may propose modifications and/or other alternatives, if they believe that such alternatives/modifications are cost-efficient for the Town, along with the reasons for proposing such modifications or alternatives.

**F.** Bidders are free to provide a sample contract with their standard terms and conditions, and/or to state their standard contract terms. This is not a requirement for submitting a proposal, and the Town reserves the right to negotiate final terms for any final contract.

**G.**  Bidders shall bear the costs of preparing any proposal in response to this RFS, and the successful contractor may not recover such costs in the final contract.

**H.** If, after the submission of an RFS the Village District determines to provide curbside pick-up of MSW to Village District residents, the Town reserves the right to request an adjustment in the charges of the designated Bidder during contract negotiations. If the Village District has not determined to offer curbside pick-up to its residents prior to the signing of a contract between the successful Bidder and the Town, the contract will contain a provision that if the Village District determines to provide curbside pick-up of MSW, the Town and successful Bidder will negotiate a contract revision in good faith to determine a reasonable adjustment in the Bidder’s charges, with a provision for arbitration in the event that they cannot reach an agreement.

**I.** All requests for further information shall be directed to Ms. Mary Moritz, the Administrative Assistant for the Select Board, at 603-869-3351 ext. 10.

**J. The Town reserves the right to accept or reject any or all proposals, in whole or in part, in its sole discretion. This sole discretion extends throughout contract negotiations, until and unless a final contract is signed and approved by the Town’s Select Board.**