

**Dover Area School District
101 Edgeway Road
Dover, PA 17315
(717) 292-3671**

**REQUEST FOR PROPOSAL (RFP) FOR TRASH AND RECYCLING REMOVAL –
MULTI-YEAR CONTRACT**

Proposals will be received by the Dover Area School District (“District”) for garbage/recycling collection. Please include the following information in your proposal packet:

- 1) Completed Proposal Form, page 6
- 2) Estimated Calculation of Contract Cost, page 7

Proposals will be e-mailed to mjweaver@doversd.org by November 21, 2025. Direct all questions to Thomas Fluke, Director of Facilities or Miranda Weaver, CFOO.

GENERAL CONDITIONS

The following general conditions apply to all proposals/RFPs received by the Dover Area School District, and any contracts entered into with such vendors.

- 1) The selection criteria will be based on cost-effectiveness, experience and references. Please provide at least three (3) references from similar contracts with a school district.
- 2) The vendor hereby certifies that the price in his proposal is neither directly nor indirectly the result of any agreement with any other vendor.
- 3) Failure to comply with any part of the proposal, instructions to vendors and/or specifications may result in the disqualification of the proposal and/or cancellation of the contract at the sole discretion of the District.
- 4) In the event that the vendor cannot perform its obligation due to a strike in its workforce or some other factor that makes it impossible or impractical for the vendor to perform its obligations hereunder, the District shall have the right, at its sole option, to declare the contract null and void.
- 5) The Dover Area School District reserves the right to select a proposal and enter into a contract based on factors other than cost.

SCOPE OF WORK FOR TRASH & RECYCLING REMOVAL

- 1) There are six (6) buildings that operate as elementary or secondary schools, and there is one additional district maintenance building.
- 2) Vendors shall familiarize themselves with the specifications for containers, routes, pickup points before submitting their proposals.
- 3) Container size and location will be as specified unless prior written approval is authorized by the Director of Facilities. Containers will be placed in order to allow closing of lids. Service schedule will be specified unless prior written approval is authorized by the Director of Facilities.
- 4) The vendor is to furnish all labor, outside containers, and transportation connected with the removal of general trash which includes paper, metal, and cafeteria refuse from all buildings as specified below.
- 5) It shall be the responsibility of the vendor to maintain and keep all containers in good repair and in a sanitary condition at all times. All containers must have lids and sliding doors in good workable condition. Any spillage of refuse while in the process of pick-up shall be cleaned up by the vendor.
- 6) The vendor shall collect, remove and dispose of all refuse in a manner and with appropriate equipment in accordance with these Specifications, all applicable laws, including, but not limited to, the requirements of the Department of Environmental Protection of the Commonwealth of Pennsylvania and ACT 101.
- 7) The vendor shall procure all permits, licenses, pay all charges and fees, and give all notices necessary and incidental to the due and lawful prosecution of the work. The vendor shall pay all State, County and City fees, permits, etc., which may be required in the performance of the contract
- 8) The vendor must follow the pick-up schedules outlined on pages 4 and 5 of this proposal. The contract term is from January 1, 2026, through June 30, 2028. The vendor may not alter or follow an alternative pick-up schedule without prior written approval from authorized District personnel. Any pick-ups made outside the approved schedule will not be the responsibility of the District unless specifically authorized in-writing by District personnel.
- 9) The vendor shall carry the following forms of insurance applying to all operations by vendor, its agents and employees, and shall provide proof of such coverage: "Dover Area School District" should be added as additional insured under the Commercial General Liability policy and Automobile policy.
- 10) Commercial general liability with a combined single limit for Bodily injury and property damage of \$1 million per occurrence, \$1 million aggregate and \$1 million on products and completed operations.
- 11) Automobile Liability with a combined single limit for Bodily injury and property damage of \$1 million per occurrence combined single limit for bodily injury and property damage. Coverage must include owned, hired, and non-owned vehicles.
- 12) Workers' Compensation must provide benefits as mandated by the state worker's compensation statute. Minimum acceptable employers' liability limit is \$500,000 for bodily injury by accident and \$500,000 for bodily injury by disease.
- 13) Excess Liability Insurance with a minimum acceptable limit of coverage of \$5 million per occurrence and aggregate. Such coverage shall be excess of the general liability insurance, business auto liability insurance, and employers' liability as required by this Addendum.

GARBAGE/TRASH AND RECYCLING PICK-UP SCHEDULE

The vendor shall furnish the number and sizes of containers, pick-up the number of times per week on the days specified for refuse pick-up as indicated in Removal A Schedule and Removal B Schedule below. The vendor must have containers in positions by December 30, 2025.

Billing shall be in equal monthly installments over a 12-month period. (Yearly contract price divided by 12).

On-call pick-up shall be made after the vendor receives a written request from authorized District personnel. The list will be provided to the vendor as needed.

All times for pickup are during normal business hours.

The estimated calculation of contract cost is intended to assist the District in projecting the total anticipated cost of the agreement. The quantities identified for on-call roll-off pick-ups, building location pick-ups, and maintenance shop pick-ups are based on management's assumptions and are subject to change at the discretion of the District. These are to be considered outside of normal pick-up Removal Schedules A & B.

Removal A - Schedule of requirements during the school year (approximately August 15 through June 1)

Building Name	Location	Quantity & Size	Pick-ups/Weeks
Dover Area High School	4500 Intermediate Ave Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	5 times per week
		(1) 8 yd. box dumpster w/side slides for trash	1 time per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	2 times per week
Dover Area Middle School	46 West Canal Street Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	3 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	1 time a week
North Salem Elementary	5151 N. Salem Church Road Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	3 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	1 time a week
Weigelstown Elementary	3205 Carlisle Road Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	3 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	1 time a week
Dover Elementary	109 East Canal Street Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	3 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	1 time a week
Leib Elementary	2925 Oakland Road Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	3 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	1 time a week
Maintenance Shop	2 School Lane Dover, PA 17315	(1) 4 yd. slant top dumpster for trash	On call as needed
		(1) 4 yard slant top dumpster for comingled recyclables	On call as needed
		(1) 30 yd. roll-off trash	On call as needed

Removal B - Schedule of requirements during the summer (approximately June 2 through August 14)

Building Name	Location	Quantity & Size	Pick-ups/Weeks
Dover Area High School	4500 Intermediate Ave Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	1 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	One time every two weeks
Dover Area Middle School	46 West Canal Street Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	1 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	One time every two weeks
North Salem Elementary	5151 N. Salem Church Road Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	1 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	One time every two weeks
Weigelstown Elementary	3205 Carlisle Road Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	1 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	One time every two weeks
Dover Elementary	109 East Canal Street Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	1 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	One time every two weeks
Leib Elementary	2925 Oakland Road Dover, PA 17315	(1) 8 yd. box dumpster w/side slides for trash	1 times per week
		(1) 8 yd. box dumpster w/side slides for commingled recyclables	One time every two weeks
Maintenance Shop	2 School Lane Dover, PA 17315	(1) 4 yd. slant top dumpster for trash	On call as needed
		(1) 4 yard slant top dumpster for comingled recyclables	On call as needed
		(1) 30 yd. roll-off trash	On call as needed

TRASH/RECYCLING PROPOSAL FORM

FL SCHEDULED

Building Name	1-1-26 - 6-30-26 Annual Billing	7-1-26 - 6-30-27 Annual Billing	7-1-27 - 6-30-28 Annual Billing
Dover Area High School			
Dover Area Middle School			
North Salem Elementary			
Weigelstown Elementary			
Dover Elementary			
Leib Elementary			
Total			

RATE FOR ON-CALL PICK-UP AT THE MAINTENANCE SHOP

Year	1-1-26 - 6-30-26 Per Pick-Up	7-1-26 - 6-30-27 Per Pick-Up	7-1-27 - 6-30-28 Per Pick-Up
(1) 4 yd. slant top dumpster for trash			
(1) 4 yd. slant top dumpster for commingled recyclables			
(1) 30 yd. roll-off trash			
Disposal rate per ton			

RATE FOR ON-CALL PICK-UP OF 8 YD. BOX DUMPSTERS AT ANY LOCATION WITH-IN THE DOVER AREA SCHOOL DISTRICT

Year	1-1-26 - 6-30-26 Per Pick-Up	7-1-26 - 6-30-27 Per Pick-Up	7-1-27 - 6-30-28 Per Pick-Up
(1) 8 yd. box dumpster w/side slides for trash			
(1) 8 yd. box dumpster w/side slides for commingled recyclables			
Total			

Vendor's Full Business Name

Signature

Name/Title

Date

ESTIMATED CALCULATION OF CONTRACT COST

Scheduled Pick-Ups	Year 1	Year 2	Year 3	Total
Vendor name				
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00

On-Call 30 yd. Roll-Off	Year 1	Year 2	Year 3	Total
Vendor Name				
Number of Estimated Pick-Ups	4	8	8	20
Haul Rate	\$0.00	\$0.00	\$0.00	
Disposal Rate per Ton	\$0.00	\$0.00	\$0.00	
Disposal Tons	1	2	2	5
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00

On-Call - Any Location	Year 1	Year 2	Year 3	Total
Vendor Name				
Number of Estimated Pickups - Trash	6	12	12	30
Number of Estimated Pickups - Recycling	1	2	2	5
8 Yd. Box Dumpster Rate - Trash	\$0.00	\$0.00	\$0.00	
8 Yd. Box Dumpster Rate - Recycling	\$0.00	\$0.00	\$0.00	
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00

On-Call - Maintenance Shop	Year 1	Year 2	Year 3	Total
Vendor Name				
Number of Estimated Pickups - Trash	9	18	18	45
Number of Estimated Pickups - Recycling	6	12	12	30
4 Yd. Box Dumpster Rate - Trash	\$0.00	\$0.00	\$0.00	
4 Yd. Box Dumpster Rate - Recycling	\$0.00	\$0.00	\$0.00	
Sub-Total	\$0.00	\$0.00	\$0.00	\$0.00

Estimated Total	\$0.00	\$0.00	\$0.00	\$0.00
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