

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

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

Sealed proposals will be received by the Dover Area School District (“District”) for garbage/trash collection on or before July 23, 2025 at 10:00 a.m. local time at which time they will be opened in the Board Room of the District’s Administration Office. Proposals will be submitted on the attached “*Proposal Form*” on page 6, in a sealed envelope marked “***TRASH/GARBAGE PROPOSAL***”. Please direct all questions to Thomas Fluke, Director of Facilities or Miranda Weaver, CFOO.

GENERAL CONDITIONS

- 1) The following general conditions apply to all bids/RFPs received by the Dover Area School District, and any contracts entered into with such bidders:
- 2) The Board of School Directors shall accept the lowest bid or bids, kind, quality and material being equal, but shall have the right to reject any and all bids or select a single item from any bid and further, shall have the right to reject the bid unless the bidder be a responsible bidder.
- 3) Federal excise taxes and PA Sales Tax are not applicable to the school district. Exemption certificate for Federal Excise taxes will be signed for any award made resulting from this request. Any other tax must be paid by bidder.
- 4) No bid or contract may be assigned or transferred without the written consent of the Dover Area School District.
- 5) The bidder hereby agrees to save harmless and fully indemnify the Dover Area School District and all its officers or agents from all damage, costs, or expenses that may be at any time imposed or claimed for infringement of any patent right of any person, association, or corporation as a result of the use by the District or any of its officers, agents, or employees of article(s) supplied under the bid and of which the bidder is not the patentee, assignee, or licensee with full right and authority to use the patent or supply the patented item on or for this project.
- 6) The bidder hereby certifies that the price in his bid is neither directly nor indirectly the result of any agreement with any other bidder.
- 7) No award will be made to any bidder who, in the opinion of the District is in default on any bid proposal, or purchase order, or contract with the District prior to the date of the bid proposal under consideration or whose performance under any prior proposal or contract has been determined by the District to be unsatisfactory.
- 8) Failure to comply with any part of the proposal, instructions to bidders and/or specifications may result in the disqualification of the bid and/or cancellation of the contract at the discretion of the District.
- 9) No asbestos containing material allowed.
- 10) Proposals received prior to the time of opening shall be held unopened. No responsibility will be assumed by the District or its representatives for the premature opening of proposals that are not properly identified as stated.
- 11) Within 20 days after notice of the award, the Bidder to whom the award is made shall enter into a written contract prepared by and with the Dover Area School District and furnish the proof of insurance.
- 12) In the event that the Bidder cannot perform its obligation due to a strike in its work force or some other factor that makes it impossible or impractical for the Bidder to perform its obligations hereunder, the District shall have the right, at its sole option, to declare the contract null and void.

SPECIFICATIONS FOR GARBAGE/TRASH REMOVAL 2025-2028

- 1) The addresses include the location of buildings included by this contract.
- 2) There are six (6) buildings that operate as elementary or secondary schools, and there is one additional district maintenance building.
- 3) Contractors shall familiarize themselves with the containers, routes, pickup points before submitting their proposals.
- 4) 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.
- 5) The Contractor 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.
- 6) It shall be the responsibility of the Contractor 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 Contractor.
- 7) The Contractor 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.
- 8) The Contractor 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 Contractor shall pay all State, County and City fees, permits, etc., which may be required in the performance of the contract
- 9) The Contractor is to follow the pick-up schedule listed on pages 4 & 5 of this bid, on The contract runs from September 1, 2025 through August 31, 2028.
- 10) The Contractor shall carry the following forms of insurance applying to all operations by Contractor, 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.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) 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 Contractor 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 below at the following schools. Successful bidder must have containers in positions by September 1, 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 contractor receives a call from an authorized DASD employee. The list will be provided to the contractor as needed.

On call pick-up invoicing shall be added to the monthly contract installment for the month the service was performed.

All times for pickup are during normal business hours.

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

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TRASH/GARBAGE PROPOSAL FORM

	9-1-25 - 8-31-26	9-1-26 - 8-31-27	9-1-27 - 8-31-28
Building Name	Annual Billing	Annual Billing	Annual Billing
Dover Area High School			
Dover Area Middle School			
North Salem Elementary			
Weigelstown Elementary			
Dover Elementary			
Leib Elementary			

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

	9-1-25 - 8-31-26	9-1-26 - 8-31-27	9-1-27 - 8-31-28
Year	Per Pick-Up	Per Pick-Up	Per Pick-Up
(1) 4 yd. slant top dumpster for trash			
(1) 4 yard slant top dumpster for comingled recyclables			
(1) 30 yd. roll-off trash			

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

	9-1-25 - 8-31-26	9-1-26 - 8-31-27	9-1-27 - 8-31-28
Year	Per Pick-Up	Per Pick-Up	Per Pick-Up
(1) 8 yd. box dumpster w/side slides for trash			
(1) 8 yd. box dumpster w/side slides for comingled recyclables			

Bidder's Full Business Name

Signature

Name/Title

Date