Haverford Township
Request for Bids

Residential Bulk Trash Collection & Disposal Services

Date Issued: November 4, 2026
Responses Due: December 9, 2026, at 4:00 PM EST

Bids Received After the Deadline will be Returned Unopened

Haverford Township
1014 Darby Road, Havertown, PA 19083
(610) 446-1000
www.havtwp.org

Section A: Overview

Project Summary

Haverford Township is soliciting Bids from qualified contractors (“Proposer”) to provide weekly bulk trash collection, transportation, and lawful disposal services for the Township's resident bulk item pickup program. The selected proposal will be responsible for performing scheduled pickups and all collection, loading, transportation, disposal, and related services necessary. The Township will coordinate the administrative functions of the program and residents will register for a bulk item pickup directly with the Township.

The Township will also provide all customer service including resident complaints and inquiries. Under no circumstance may the successful Proposer engage with residents, and all complaints or questions should be referred to the Township point of contact for prompt and direct resolution with the resident.

Request for Bids Process Schedule

Milestone	Anticipated Timeframe
Bid Issuance	November 4, 2026
Deadline to Submit Questions	November 18, 2026, at 4:00 PM EST
Addenda Issuance Deadline	December 1, 2026, at 4:00 PM EST
Bids Due from Vendors	December 9, 2026, at 4:00 PM EST
Evaluation of Bids	December 10, 2026 – December 31, 2026
Contract Award by Board of Commissioners	January 11, 2027
Anticipated Service Commencement	February 24, 2027

Township Contact

Mia Badman
Executive Administrative
Assistant mbadman@havtwp.com

(610) 446-1000, ext. 2232

Section B: Scope of Services

1. **Weekly Collection Services**
   The successful Bidder will provide residential bulk trash collection services each Wednesday for addresses scheduled by Haverford Township. The maximum number of scheduled pickups will be sixty (60) per collection day; however, each pickup MAY have multiple items up to a maximum of ten (10).

   The successful Bidder will:
   - receive the weekly authorized pickup list from the Township no later than 12:00 PM (noon) EST on Tuesday before collection day via email
   - review the pickup list and develop an efficient collection route
   - begin collection service the following day, Wednesday no earlier than 7:00 AM EST and collections will end no later than 8:00 PM EST
   - collect only items listed by the Township and located at curbside (under no circumstances may the successful Bidder enter onto private property to retrieve a collection item)
   - provide sufficient labor and equipment to safely load all eligible items associated with the scheduled pickup.
   - leave the pickup area reasonably clean after collection and avoid damage to private property, vehicles, structures, landscaping, pavement, or other improvements.
   - transport collected materials to an appropriate, lawful disposal, transfer, recycling, or processing facility.

2. **Authorized Pickups and Item Eligibility**
   Only addresses and items specified on the weekly list provided by the Township shall be collected.
   - The Bidder shall not independently enroll residents, accept payment from residents, or add unauthorized addresses or items to the route.
   - If the Bidder encounters an item or condition that differs from the weekly pickup list provided by the Township, the Bidder shall document the issue and notify the Township via email in accordance with the agreed service procedures.
   - The Bidder shall not knowingly accept hazardous, regulated, or otherwise prohibited material outside the Township's approved program unless specifically authorized and lawfully handled under a written procedure.
   - **Examples of eligible household items:** furniture, appliances, mattresses, swing sets, portable basketball nets, ping pong tables
   - **Examples of non-eligible household items:** computers, laptops, monitors, pianos, hot tubs, swing sets, construction materials, sheds, fencing

3. **Missed Pickups and Service Exceptions**
   The successful Bidder shall make reasonable efforts to complete every authorized pickup on the scheduled Wednesday. If the pickup list cannot be completed on

Wednesday, collections will resume the following morning, Thursday at 7:00 AM. When a pickup cannot be completed, the Bidder shall document the reason and notify the Township promptly so that the Township may determine the appropriate follow-up.

Examples of service exceptions include no eligible material present, inaccessible pickup location, unsafe conditions, unauthorized materials, or other circumstances that prevent lawful or safe collection. The Bidder shall not charge the Township a separate trip or re-service fee unless that fee is expressly included in the accepted Bid or approved in advance by the Township.

4. Disposal

The successful Bidder shall be solely responsible for final disposition of all materials collected under this contract. Disposal and recycling shall be performed in accordance with all applicable laws, regulations, facility requirements, and Township instructions.

All disposal, transfer, tipping, recycling, and processing fees associated with the base service shall be included in the proposed pricing. Upon request, the Bidder shall provide disposal, recycling, transfer, or weight documentation sufficient for the Township to verify the disposition of collected materials.

The successful Bidder shall transport the collected bulk refuse to the appropriate Delaware County Transfer Station or Resource Recovery Facility or other facility designated by Delaware County pursuant to its approved Solid Waste Management Plan. Recyclable bulk trash, including but not limited to appliances, should be delivered to an approved Recycling Processing Facility. All disposal of solid waste shall be verified to the Township on a monthly basis by the successful Bidder to ensure compliance with all State, County and municipal solid waste laws and regulations. The successful Bidder shall be responsible for obtaining a dumping license with the Delaware County Solid Waste Authority and the payment of any fee charged for said license and the receipt and processing of bulk trash.

5. Staffing, Vehicles, & Equipment

The successful Bidder shall furnish all personnel, supervision, vehicles, tools, equipment, uniforms, safety supplies, fuel, and other resources needed to perform the services. The Bidder shall determine the staffing and equipment levels necessary to complete up to sixty (60) pickups on each collection day.

All vehicles and equipment shall be properly maintained, insured, legally registered, and suitable for the services required. The successful Bidder shall obtain and maintain any permits, registrations, licenses, approvals, or facility arrangements necessary to perform the work.

Personnel shall be trained and qualified for the work assigned to them and shall conduct themselves professionally when working in Haverford Township. The successful Bidder shall maintain appropriate worker and public safety practices throughout collection and transportation activities.

6. **Communication & Reporting**
   Both the Township and the successful Bidder shall designate a primary point of contact who is available to communicate with each other regarding weekly routes, service exceptions, operational questions, and invoicing.

Section C: Instructions to Bidders

1. **Bid Submission Requirements**
   To facilitate an accurate analysis of responses to this Bid, Bidders shall prepare Bids in the following format:

   A. Completed Bid Cover Sheet (shown as "Attachment A")
   B. Background Narrative
   - Describe the company's experience and involvement with municipal, residential, commercial, or other bulk-item collection and disposal programs of similar size and scope.
   - Identify any similar contracts currently being performed for municipalities or other public entities.
   - Provide background information on the company, including the age of the business, number of employees, primary service area, and relevant licenses or certifications.
   - Bidder shall demonstrate its financial strength and ability to continue operations through the duration of the Contract. This can be demonstrated through a financial statement (internally or externally prepared), a copy of recent business tax return or bank statement. ALL taxpayer identification or account numbers MUST be redacted prior to submission.

   C. Collection, Disposal & Compliance Plan
   - Describe the proposed collection operation, including anticipated staffing, vehicle types, equipment, supervision, and routing approach for a Wednesday collection of up to 600 addresses.
   - Explain how collected materials will be transported and disposed of or recycled in compliance with applicable requirements.
   - Identify the facilities that would be used for transfer, disposal, recycling, or processing.
   - Describe the documentation that will be available to the Township to substantiate disposal or recycling activities.

- Clearly identify any assumptions, exclusions, requested deviations, or optional services. Any item not expressly identified will be assumed to be included in the proposed base service.
- Describe how freon-containing items are disposed of.

D. Completed Bid Reference Form (Shown as "Attachment B")

- Include a minimum of two (2) references for similar services that the Bidder has handled for other organizations.

E. Completed Price Bid Form (Shown as "Attachment C")

- Pricing shall be "all-inclusive" and include all labor, transportation, vehicles, fuel, equipment, disposal/processing costs, permits, insurance, documentation, administrative costs, and other expenses necessary to perform the Scope of Services, except for charges expressly identified as separate in the Bid.
- The Township is tax exempt. Bid pricing shall not include sales or use taxes or other taxes from which the Township is exempt.

2. Bid Communications

Effective immediately upon release of this Bid and until notice of contract award, all communications from prospective Bidders regarding this Bid shall be directed to the Township contact identified on Page 2. Questions must be submitted by the deadline listed in the Bid Submission Summary. Responses may be incorporated into an addendum and posted to the Township website at www.havtwp.org.

3. Evaluation of Bids

The Township intends to evaluate Bids based on the factors listed below. The Township may request clarification, additional information, interviews, references, or other materials as part of the evaluation process.

Evaluation Factor	Consideration
Experience and References	Relevant experience with comparable collection/disposal programs; quality of references; experience serving public entities.
Technical Capability	Staffing, fleet, equipment, routing approach, disposal arrangements, and capacity to complete up to 60 pickups each Wednesday.
Compliance and Disposal Plan	Ability to lawfully transport, dispose of, recycle, and document collected materials; approach to prohibited materials and service exceptions.
Price Bid	Reasonableness, completeness, transparency, and overall value of proposed pricing for the Scope of Services.
Responsiveness	Completeness of Bid, understanding of Township requirements, communication plan, and ability to work cooperatively with Township staff.

4. **Reservation of Rights**
   The Township reserves the right to reject any or all Bids, to waive informalities or minor irregularities, and to request clarification or additional information from any Bidder. The Township is not responsible for any costs incurred by a Bidder in preparing, submitting, or presenting a Bid. No Bid shall be binding on the Township until a formal contract has been executed by authorized Township representatives.

5. **Subcontracting**
   Subcontracting is **NOT** permitted under this Request for Bid.

6. **Business Tax Compliance**
   If the Bidder is located in Haverford Township, full compliance with the Township's applicable business tax rules and regulations is required.

Section D: Contract Terms and Conditions

1. **Billing**
   The successful Bidder shall invoice the Township on a monthly basis in accordance with the pricing structure submitted in its Bid. Invoices shall identify the collection date, list of completed pickups (by address), number of items picked up at each address, approved adjustments or credits, and any other documentation reasonably required by the Township. The Township will not pay charges that are outside the accepted Bid unless approved in writing by the Township. Payment to Successful Bidder is disbursed on a monthly basis on the 2nd Tuesday of each month.

2. **Term**
   The anticipated contract term shall be one (1) year with one (1) additional year option to renew. One hundred twenty days (120) days prior to the end of existing Contract, Township will either express its desire to renew or not renew for an additional year, in writing to the Successful Bidder. Should Successful Bidder not wish to enter an additional one (1) year renewal period, a written notification of that fact delivered to the Township Manager is required at least one hundred and twenty (120) days prior to the end of Contract.

3. **Insurance**
   The insurance listed below is required by the Township and detailed in the included Contractor Insurance Requirements (shown as “Attachment D”). The successful Bidder must provide certificates of insurance and any endorsements requested by the Township prior to commencing services. Coverage limits and specific policy requirements may be established by the Township and/or its Solicitor before contract execution.
   - Workers' Compensation and Employer's Liability
   - Commercial/Comprehensive Motor Vehicle Liability
   - Commercial/Comprehensive General Liability
   - Umbrella/Excess Liability
   - Township as Additional Insured where required by the contract

4. **Compliance with Laws & Regulations**
   The successful Bidder shall comply with all applicable federal, Commonwealth of Pennsylvania, Delaware County, and Haverford Township laws, ordinances, regulations, permit requirements, and facility requirements applicable to the services. The Bidder shall be responsible for obtaining and maintaining all licenses, registrations, permits, and approvals required to perform the work.

5. **Indemnification**
   The successful Bidder shall indemnify, defend, and hold harmless Haverford Township and its elected officials, employees, agents and volunteers to the extent required by

the final contract for claims, damages, losses, liabilities, and expenses arising from the Bidder's performance of the services, subject to applicable law.

6. **Acknowledgement**
   The Bidder acknowledges that it has reviewed the Bid, understands the Scope of Services, has identified any assumptions or exceptions in its Bid, and is professionally equipped to fulfill the required deliverables.

7. **Contract Language**
   Once awarded by the Board of Commissioners, a formal Contract will be executed by both the successful Bidder and the Township. The executed Contract will formalize terms and conditions described in this Request for Bids.

8. **Non-Collusive Bids**
   The Bid of any Bidder or Bidders who engage in collusive bidding shall be rejected. Any Bidder who submits more than one Bid in such manner as to make it appear that the Bids submitted are on a competitive basis from different parties shall be considered a collusive Bidder.

9. **Failure to Perform**
   Failure on the part of the Successful Bidder to provide collection services in accordance with the terms and specifications of this Contract shall be subject to a three-strike enforcement system. The Township Manager or the Manager's designee shall notify the Successful Bidder in writing of any violation of the requirements listed below. The Successful Bidder shall have until the end of the same calendar day on which the violation is reported to correct the violation, unless otherwise directed by the Township. If the violation is not corrected, one strike shall be assessed for that calendar day. A violation that remains uncorrected on a subsequent calendar day may result in an additional strike for each subsequent day the violation continues, at the Township's discretion.

The following shall constitute violations subject to the strike system:

1. Failure to complete the weekly scheduled pickup no later than Thursday at 12:00 PM Eastern Time.
2. Failure to complete a pickup at a location clearly identified on the Township's scheduled collection list.
3. Using or maintaining collection vehicles in a leaking or unsanitary condition.
4. Failure to clean up materials spilled from collection equipment.
5. Failure to submit accurate weight slips and monthly reports within the time specified in the Contract.
6. Failure to properly dispose of bulk trash items in accordance with the Contract.
7. Operating outside the authorized hours of operation established by the Contract.

Upon the assessment of three strikes during the Contract term, the Township may terminate the Contract for cause at its discretion. The Township also reserves the right to take immediate action, including corrective work, in response to serious failures, threats to public health or safety, improper disposal of collected materials, abandonment of services, or other circumstances requiring immediate action at the Successful Bidder's expense. Any enforcement action, including issuing strikes or allowing time to correct a violation, does not waive the Township's right to pursue other remedies under the Contract or applicable law.

Attachment A: Bid Cover Sheet

Bidder's Business Name: _____

Bidder's Mailing Address: _____

Bidder's Contact Name: _____

Bidder's Contact Email: _____

Bidder's Contact Phone Number: _____

Bid Checklist:

_____ Attachment A (signed)

_____ Bid Narrative (Design/Form open to Bidder)

_____ Disposal & Compliance Plan (Design/Form open to Bidder)

_____ Attachment B (Bid Reference Form)

_____ Attachment C (Price Bid Form)

Certification:

The undersigned certifies that all statements made herein are made on behalf of the Bidder, that the signer is authorized to make them, and that the statements contained herein are true and correct. The Bidder certifies that the Bidder understands and will comply with all applicable aspects of this Request for Bids, including the Scope of Services and Contract Terms, and is professionally equipped to fulfill all deliverables stated in this Request for Bids.

_____ _____

Signature of Authorized Representative Date

_____ _____

Printed Name Title

Attachment B: Bid Reference Form

Reference #1

Organization: _____

Address: _____

Phone Number: _____

Contact Person: _____

Dates of Service: _____

Description of Similar Service Provided:

_____

_____

Reference #2

Organization: _____

Address: _____

Phone Number: _____

Contact Person: _____

Dates of Service: _____

Description of Similar Service Provided:

_____

_____

Attachment C: Pricing Bid Form

Directions: Bidder is obligated to identify all proposed project costs on this form. If a service is provided at no additional cost, state "No Charge." Do not use "To Be Determined" or similar annotations. The Township is requesting pricing for all desired outcomes described in this BID, with the understanding that Bidders may need to make reasonable assumptions. All assumptions shall be clearly identified in the Bid narrative.

Service	Unit	Year 1 Unit Price	Year 2 Unit Price (if extended)
Bulk Pickups: Collection, loading, transportation, and disposal/processing for each item picked up (up to 5 items per address)	Per item		
Cleanouts: Collection, loading, transportation, and disposal/processing for each address (6 – 10 items per address)	Per address		
Missed Pickup Surcharge: Scheduled pickup but no pickup due to no item at curbside or prohibited item at curbside	Per address		
Other proposed charge (specify)	As proposed		

Attachment D: Contract Insurance Requirements

Before a contract is awarded, and unless otherwise approved by the Township's representative in writing, the successful Bidder shall, at its sole cost and expense, procure the following minimum types and limits of insurance, on forms reasonably acceptable to the Township. Such insurance shall be maintained in full force and effect until completion of the Services by the successful Bidder.

Coverage shall be obtained from reputable insurance carriers authorized to transact that class of business in the state where the work will be performed, or otherwise acceptable to, having an A.M. Best Rating of A-VII or better.

All insurance required herein shall be written on an "occurrence" basis, not "claims-made" unless specifically approved by the Township.

1. **General Liability**
   Commercial General Liability, written on an occurrence basis, including contractual liability, covering bodily injury including death, and/or property damage to third parties, which may arise from ongoing and completed operations under the contract, whether such operations are performed by the Contractor or its subcontractors/ subconsultants, anyone directly or indirectly employed by them, or anyone for whom they may be liable, with limits not less than:

Bodily Injury and Property Damage, including Products and Completed Operations – Each Occurrence – Per Project	$1,000,000
Personal and Advertising Injury – Each Occurrence	$1,000,000
Products and Completed Operations Aggregate	$1,000,000
General Aggregate	$1,000,000
Medical Payment	$10,000

   Any deductible under this coverage shall be no more than $10,000 without Township approval and shall be the sole responsibility of the Contractor.

2. **Business Automobile Liability**
   Business Automobile Liability coverage for bodily injury and property damage arising out of the ownership, maintenance, or use of owned, non-owned, hired, and leased vehicles, including uninsured/underinsured motorist coverage, with limits not less than:

Combined Single Limit	$1,000,000

3. **Workers' Compensation & Employers Liability**

Workers' Compensation and Employers Liability as required by the state in which the work will be performed, including "other states" coverage (if applicable), and USL&H and Jones Act coverage (if applicable), with limits not less than:

Workers' Compensation	Statutory
Bodily Injury, Each Employee	$100,000
Bodily Injury, Each Accident	$100,000
Disease, Each Employee	$500,000

If the Contractor is an exempt self-insurer or sole proprietor in Pennsylvania, a current exemption certificate shall be provided in lieu of evidence of Workers' Compensation coverage.

4. Umbrella Liability

Umbrella Liability applying excess of the General Liability, Automobile Liability, and Employers Liability policies, on a following-form basis, with limits not less than:

Each Occurrence	$2,000,000
Aggregate	$2,000,000

5. Successful Bidders Pollution Liability

All Contractors who will perform environmental services (including but not limited to asbestos or lead abatement, testing, or remediation) shall provide Contractor Pollution Liability with limits not less than:

Each Claim or Occurrence	$3,000,000
Annual Aggregate	$3,000,000

The Contractor Pollution Liability policy shall include coverage for Emergency Response Costs, Contingent Transportation, Non-Owned Disposal Sites, and Natural Resource Damage. If coverage is written on a claims-made basis, an Extended Reporting Period, or tail coverage, shall be provided for three (3) years following completion of the insured's services. In the alternative, the Contractor Pollution Liability policy shall be renewed for not less than three years following completion. The policy retroactive date shall be no later than the effective date of this Agreement.

6. Performance & Payment Bonds

Contractors shall furnish performance and payment Bonds, each in the amount of $50,000 as security for the faithful performance and payment of all Successful Bidder's obligations.

All Bonds shall be executed by such Sureties as (i) are licensed to conduct business in the Commonwealth of Pennsylvania, and (ii) are named in the current list of

"Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. All Bonds signed by an agent must be accompanied by a certified copy of the authority to act and the Surety's financial statement.

If the Surety on any Bond furnished by the Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in the Commonwealth of Pennsylvania, the Contractor shall within five (5) days thereafter substitute another Bond and Surety, both of which shall be acceptable to Township.

General Insurance Provisions

All policies required hereunder other than Workers' Compensation shall name Haverford Township, and their elected officials, agents, employees, and volunteers as additional insureds on a primary and noncontributory basis, for losses arising from the negligence of the Contractor or its subcontractors, or anyone for whom they may be liable. Additional insured status shall apply to Completed Operations.

All policies shall provide a Waiver of Subrogation in favor of the Haverford Township, and their elected officials, directors, agents, employees, and volunteers, and/or other parties designated by the Township.

Policies shall not be canceled, terminated, or non-renewed unless sixty (60) days prior written notice is sent by the insurer to the insured Contractor. The Contractor shall immediately forward any such notice to Haverford Township.

The Contractor shall furnish to Township certificates of insurance prior to the start of work, evidencing that the below requirements have been met, and detailing the insurers providing coverage, types and limits of coverage, any deductible(s), class of operations covered, and effective and expiration dates of coverage. Certificates shall specifically confirm the terms of coverage required herein, including additional insured status, waiver of subrogation, and that coverage is included for Abuse/Molestation (if applicable). A copy of the Additional Insured, Waiver of Subrogation, and Abuse/Molestation policy provisions or endorsements must be submitted with the certificate. A renewal certificate must be provided to Township prior to the expiration date thereof.

The insurance coverages and limits required herein are designed to meet the minimum requirements of the Township. They are not designed as a recommended insurance program for the Contractor. Meeting these minimum requirements shall in no way limit or relieve the Contractor's liability and obligations under any other provision of the Contract. The Contractor shall acquire, at its own expense, any other additional insurance coverage it deems necessary for the protection of its work under this contract.

Haverford Township reserves the right to grant exception(s) to specific Contractors with respect to the requirements herein, if deemed reasonable and if determined that such exception(s) are in the best interests of the Township.