

March 7, 2023

Pocono Record  
Legal Ad Department  
ATTN: Patty  
511 Lenox Street  
Stroudsburg, PA. 18360  
Via Facsimile to: 570.424.2625

Please print the following legal advertisement on Friday, March 10, 2023 and Tuesday, March 14, 2023:

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**NOTICE TO BIDDERS**

**SEALED BIDS WILL BE ACCEPTED BY THE BOARD OF SUPERVISORS OF COOLBAUGH TOWNSHIP** until Friday, April 14, 2023, at 2:00 p.m., at the Township Municipal Center, 5520 Municipal Drive, Tobyhanna, PA for a two-year contract from June 18, 2023 through June 17, 2025 for the collection of **#1 trash/waste pick-up at various locations in the Township** and **#2 the delivery and pick-up as needed of roll-off containers for the collection of bulky waste and tires.**

Detailed specifications may be obtained at the Coolbaugh Township Municipal Center, 5520 Municipal Drive, Tobyhanna, Pennsylvania 18466, Monday to Friday from 8:00 a.m. to 4:30 p.m. beginning Friday, March 10, 2023 and / or by calling 570.894.8490. The Bid documents are also available at [www.coolbaughtwp.org](http://www.coolbaughtwp.org).

All bids must be placed in a sealed envelope, plainly marked with "Coolbaugh Township Trash Collection Bid Proposal"

Sealed bids will be publicly opened on April 14, 2023 at 2:00PM prevailing time in the meeting room of the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA 18466 and will be presented at the regularly advertised meeting of the Board of Supervisors on April 18, 2023 at 6:00PM. The Board of Supervisors will consider awarding the bid at the April 18, 2023 Board of Supervisors meeting at 6:00 pm, or as soon thereafter as the agenda allows, at which time the bids will be considered and the contract may be awarded. The meeting will be held in the meeting room of the Coolbaugh Township Municipal Center located at 5520 Municipal Drive, Tobyhanna, PA 18466.

Each bid must be accompanied by a Certified Check, Treasurers Check, or Bid Bond in the amount of ten percent (10%) of the estimated total contract price and all other required documents as set forth in the bid documents. The successful bidder shall, within fourteen (14) days after notification of award, enter into a written contract with the Township, and deliver a Performance Bond guaranteeing performance of the contract in the amount of 100% of the total contract price as set forth in the bid documents, together with all other required documentation set forth in the bid documents. All bids must be submitted using the bid forms provided by the Township together with a Bidders Affidavit and Non-Collusion Affidavit.

The Township Board of Supervisors hereby expressly reserves the right to accept or reject any and all bids and the right to award part or all of any bid. The Township expressly

reserves the right to re-advertise if the best interests of the Township are to be hereby promoted. The Township may waive technical defects if, in its judgment, the best interests of the Township shall so require. No bid may be considered from any person, firm or corporation who has defaulted in the performance of any contract or agreement previously made with the Township or conclusively shown to have failed to perform satisfactorily such contract or agreement with the Township.

All bids shall remain irrevocable for 60 days after the actual date of opening thereof.

Questions regarding the bidding process shall be made to the Coolbaugh Township office or by telephone at 570-894-8490.

Erin Masker  
Township Secretary/ Administrative Assistant

**BID SPECIFICATIONS PACKAGE**

**FOR**

**“TRASH COLLECTION BID PROPOSAL”**

Bid Proposal #1 – Trash/Waste Pickup at various locations

Bid Proposal #2 - Roll-off Containers for Township Drop-off Site

FOR COOLBAUGH TOWNSHIP  
MONROE COUNTY, PENNSYLVANIA

ISSUED FOR BID OPENING  
April 14, 2023 @ 2:00 PM

**COOLBAUGH TOWNSHIP  
TRASH COLLECTION**

**BID SPECIFICATIONS**

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**BID PROPOSAL #1 - Trash Pick-up at various locations**  
*Two (2) year contract from June 18, 2023 through June 17, 2025*

<b>Size of Roll-Off Container</b>	<b>Location - Coolbaugh Township - Tobyhanna, PA</b>	<b>Pick- Up Schedule</b>
6 Yard	Municipal Center - 5520 Municipal Drive, Tobyhanna, PA	Weekly
6 Yard	Department of Public Works - 549 Laurel Drive, Tobyhanna, PA	Weekly
2 Yard *2 Dumpsters with Wheels	Township Waste Water Treatment Plant – 340 Memorial Blvd., Tobyhanna, PA	Monthly
6 Yard with Locking Bar	Township Municipal Park Route 423, Tobyhanna, PA	Seasonal - Weekly from April through November

- Sealed Bids must be in an envelope plainly marked "Coolbaugh Township Trash Collection Bid Proposal".
- Bidders may bid on all or part of the bids. Please submit a flat firm price per month and fill in the day of the week you will be picking up the trash on the **BID FORM**.
- In accordance with the Monroe County Municipal Waste Management Authority Rules and Regulations, all haulers who collect and transport municipal waste in Monroe County must obtain and display a Monroe County Waste Management Authority Hauler's License.
- The successful bidder must provide a Certificate of Insurance naming Coolbaugh Township as Additional Insured.
- Contact Kyle Knecht at 570.894.8490 with any questions.

**The Coolbaugh Township Board of Supervisors reserves the right to reject any or all Bid Proposals and the right to award the Bid to separate vendors.**

**BID FORM**

Coolbaugh Township  
5520 Municipal Drive  
Tobyhanna, PA 18466  
570.894.8490

(Notice: This bid must be executed in ink or by typed entries and it must not be removed from this document.)

Bid of: \_\_\_\_\_

Bidder's Name

\_\_\_\_\_  
Contact's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

**BID PROPOSAL #1 – Trash/Waste Pickup at various locations**

*Two (2) Year Contract from June 18, 2023 through June 17, 2025*

Size of Roll-Off Container	Location - Coolbaugh Township - Tobyhanna, PA	Pick- Up Schedule	<b>BID</b> Flat rate per month	<b>Day of the week for pick up</b>
6 Yard	Municipal Center - 5520 Municipal Drive, Tobyhanna, PA	Weekly		
6 Yard	Department of Public Works - 549 Laurel Drive, Tobyhanna, PA	Weekly		
2 Yard * 2 Dumpsters with Wheels	Township Waste Water Treatment Plant – 340 Memorial Blvd., Tobyhanna, PA	Monthly		
6 Yard with Locking Bar	Township Municipal Park Route 423, Tobyhanna, PA	Seasonal - Weekly from Mid April through Mid October		

**COOLBAUGH TOWNSHIP  
TRASH COLLECTION**

**BID SPECIFICATIONS**

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**BID PROPOSAL #2 - Coolbaugh Township’s Drop Off Site Program**

*Two (2) year contract from June 18, 2023 through June 17, 2025*

- The **Drop-Off Site Program** enables Coolbaugh Township residents to dispose of items such as used mattresses, residential appliances, TVs, furniture, hot/cold water tanks, bicycles, swing sets, lawn mowers, etc. This site is not used to dispose of household garbage or hazardous waste. The Township offers mid-week recycling as well as bulk drop offs during the months of April, June, August and October.
- This is an **On Site/On Call Program**. The location for delivery and replacement of roll-off containers is behind the Department of Public Works Facility at **549 Laurel Drive, Tobyhanna, Pennsylvania**.
- The time frame for vendor delivery and pick-up of roll-off containers for the collection of bulky waste and tires runs year-round with 8 days dedicated to bulk clean-ups. The **6–40 Yard roll-off containers must be delivered the week of the scheduled bulk clean-up days referenced below with pick-ups being on call for those same scheduled days. Coolbaugh Township will call for replacements of the 2-40 yard roll-off containers referenced below as needed during the year.**

<b>Size of Roll-Off Open Top Container</b>	<b>Collection</b>	<b>Schedule of Delivery / Pick- Up</b>
1- 40 Yard	Bulk Waste	On Call
1- 40 Yard	Tires	On Call
6 - 40 Yard	Bulk Waste	Delivery week of: August 2 & 3, 2023 October 4 & 5, 2023 2024 & 2025- TBD Pick-up: On-call for scheduled days

**BID PROPOSAL #2 - Coolbaugh Township's Drop Off Site Program**

- Bidders may bid on all or part of the bids. Please submit a flat firm price per container.
- Sealed Bids must be in an envelope plainly marked Coolbaugh Township Trash Collection Bid
- In accordance with the Monroe County Municipal Waste Management Authority Rules and Regulations, all haulers who collect and transport municipal waste in Monroe County must obtain and display a Monroe County Waste Management Authority Hauler's License.
- The successful bidder must provide a Certificate of Insurance naming Coolbaugh Township as Additional Insured.
- Kyle Knecht is the contact person for the Project and can be reached at 570.894.8334 or 570.894.8490.

**The Coolbaugh Township Board of Supervisors reserves the right to reject any or all Bid Proposals and the right to award the Bid to separate vendors.**

**BID FORM**

Coolbaugh Township  
5520 Municipal Drive  
Tobyhanna, PA 18466  
570.894.8490

(Notice: This bid must be executed in ink or by typed entries and it must not be removed from this document.)

Bid of: \_\_\_\_\_  
Bidder's Name

\_\_\_\_\_  
Contact's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

**BID PROPOSAL #2 - Coolbaugh Township's Drop Off Site Program**  
*Two (2) year contract from June 18, 2023 through June 17, 2025*

Size of Roll-Off Open Top Container	Items for Collection	Schedule of Delivery/Pick- Up	<b>BID</b> Flat rate per container
1- 40 Yard	Bulk Waste	On Call	
1- 40 Yard	Tires	On Call	
6 - 40 Yard	Bulk Waste	Delivery week of: August 2 & 3, 2023 October 4 & 5, 2023 2024 & 2025- TBD Pick-up: On-call for scheduled days	



## INSURANCE REQUIREMENTS

The contractor shall maintain, during the entire duration of the contract, sufficient multi-peril liability insurance, worker's compensation insurance, and commercial risk insurance to hold Coolbaugh Township and its agents harmless from any liability or breach of contract, or other agreement, arising from the undertaking of this contract.

All policies shall include a ten (10) day notice to Coolbaugh Township prior to cancellation.

Minimum Required Coverage:

- Worker's Compensation as required by the Commonwealth of Pennsylvania.
- Contractor's Public Liability with a limit of \$1,000,000.00
- Property Damage with at least a \$1,000,000.00 limit.
- All Risk: The contractor will be responsible for any damage to Township facilities damaged during the course of fulfilling this contract.

Copies of Insurance Certificates must be filed with Coolbaugh Township.

**BIDDER'S AFFIDAVIT**

I, \_\_\_\_\_ being duly sworn, depose that he resides at

\_\_\_\_\_ of

\_\_\_\_\_ (Title)

\_\_\_\_\_  
(Name of Bidder)

I am duly authorized to sign the bid and that the bid is the true offer of the bidder, that the seal attached thereto is the seal of the Bidder, and that each, every and all of the declarations and statements contained in the bid and any and all affidavits, questionnaires and documents submitted pursuant to the proposal for bids are true to the best of my knowledge and belief.

\_\_\_\_\_  
(Affiant)

Subscribed and sworn before me

This \_\_\_\_\_ date of 20 \_\_\_\_

\_\_\_\_\_  
(Notary Public)

My commission expires \_\_\_\_\_.

(SEAL)