

Request for Proposals

for

SINGLE STREAM RECYCLABLES COLLECTION SERVICE

by

**Northeast Maryland Waste Disposal
Authority**

for

Frederick County, Maryland

Date of Issue: April 20, 2026

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SINGLE STREAM RECYCLABLES COLLECTION SERVICE REQUEST FOR PROPOSALS (“RFP”)

1. BACKGROUND AND PURPOSE

Frederick County, Maryland is a body corporate and politic, and a political subdivision of the State of Maryland. As such, Frederick County (“County”) encompasses 660+/- square miles of territory with a County Road network of 2,700+/- miles of County roadways, with 90,000 +/- individual Residential Units (Services) that will qualify for Single Stream Recyclables Collection Services and County Office Recycling Program (CORP) Materials Collection Service under this Service Contract.

The Northeast Maryland Waste Disposal Authority (“Authority”) on behalf of the County is requesting Proposals from vendors (“Proposers”) for Residential Single Stream Recyclable Materials Collection Service, every other week to each Residential Service Unit in the service areas unless otherwise instructed by the County. The Proposer must submit Price Proposals for ALL Single Stream Recyclables Collection Services, as detailed below.

Please note, the Appendix C Price Proposal Form acts as the base cost for the County’s calculation, for per unit Single Stream Recyclables Collection Service for qualifying Residential Units that fall under the Acceptable Material definition. The County desires to be able to update the Acceptable Materials list through the term of the contract (including any renewal periods).

Proposals are for the **Service Area Single Stream Recyclables Collection**. The Contractor (defined below) shall drive a daily route (ride past/collect from +/- 9,000-13,000 residences per day) when performing Residential Single Stream Recyclable Materials Collection Service, every other week to each Residential Service Unit in the in the service areas unless otherwise instructed by the County. Please see Appendix D for a map of Residential Recycling Collection Regions and Appendix E for Residential Recycling Collection Route Information. The Contractor shall collect all acceptable Recyclable Materials that are placed in or around at least one (1) County Recycling Container. The County reserves the right to amend the list of acceptable Recyclable Materials at any time. The County will provide the Contractor a route, i.e. a Service Area Single Stream Recyclables Collection Service Calendar (geographic map/zone and list of qualifying residences) to be serviced under the Service Contract. The Contractor must perform its daily Service Area Single Stream Recyclables Collection. The geographic map/zone of qualifying residences will be driven by and collected by the Contractor, regardless of how much Acceptable Material is set out on a given day, per the applicable Service Area per day. The County intends for the Contractor to provide Single Stream Recyclables Collection Service every other week per residence. There is no guarantee of usage by the County or Authority for this Service.

Pricing for CORP Materials Collection Service within the geographic borders of the County are also being sought. This will be a material collection to all current and future County offices in the County where Recyclable Materials are commingled together in a Recycling Container and removed from the County office by Contractor, delivered to and unloaded at the Designated Recycling Facility as requested by the Frederick County, Division of Solid Waste and Recycling

**RFP for Frederick County Acceptable Materials Collection Service
April 20, 2026**

(“Division”) to be performed within seven (7) Business Days of the request (see Section 4.2.4 of the Service Contract). There is no guarantee of usage by the County or Authority for this Service. See Appendix F for current CORP Collection Information.

The Proposer is allowed to use the County’s Acceptance Facility (at no cost) to perform these Services during their hours of operation, as listed below:

Frederick County Transfer Station, 9031 Reichs Ford Road, Frederick, MD 21701. Open from 7:00 a.m. – 4:30 p.m. Monday through Saturday.

Upon the award of the Service Contract to the successful Proposer (the “Contractor”), it is anticipated that the residential curbside Single Stream Recyclables Collection Services will begin on or about March 1, 2027, via the method as selected by the County and Authority. The Service Contract shall have an initial term ending June 30, 2032. The Authority, at its sole discretion, may extend this Service Contract for up to three (3) optional one (1) year terms, through June 30, 2035, on the same terms and conditions as set forth in the Service Contract. See Section 3.2 of the RFP and Section 1.1 of the Service Contract.

The Authority is soliciting Proposals for the Single Stream Recyclables Collection Service in accordance with the attached draft Service Contract (Appendix A).

All capitalized terms not otherwise defined in this RFP have the meanings set forth in Section 2 of the Service Contract, attached as Appendix A to this Request for Proposals.

Summary of Dates

Issuance of RFP	Monday, April 20, 2026
Pre-Proposal Meeting (virtual)	Friday, May 1, 2026 at 11:00 AM
Offeror Written Questions due	Friday, May 15, 2026 at 4:00 PM
Responses to Offeror Written Questions (tentative)	Friday, May 29, 2026
Offeror Proposals due	Thursday, June 18, 2026 at 4:00 PM
Proposal Evaluation/Negotiation/Award	August 2026
Service Start Date	March 1, 2027

2. GENERAL INFORMATION

Currently, the County provides Service Area Single Stream Recyclables Collection for its Participating Residents through a third-party contractor and has the option to utilize CORP Collection Services under the same service contract.

The Authority will evaluate the Proposer's technical and financial qualifications and the Technical and Price Proposals (Appendix C) based on the written materials received and other evaluations that may be conducted by the Evaluation Committee, as further described in Section 6 of the RFP.

2.1 PROCUREMENT

**RFP for Frederick County Acceptable Materials Collection Service
April 20, 2026**

The Authority is soliciting Technical and Price Proposals in accordance with the requirements and allowances set forth in Code of Maryland Regulations 14.13.01. This procurement is being conducted as a competitive negotiation. The Authority and County intend to award only one Service Contract to one Proposer for the entire County-wide Service.

The Authority reserves and has the sole discretion to:

- Supplement, amend, or otherwise modify this RFP, or cancel this RFP without substitution.
- Waive any or all informalities in the Technical and Price Proposal, or failures to comply with the RFP requirements deemed by the Authority to be immaterial or insignificant.
- Request further information from Proposers as needed to support the Authority's evaluation of the Proposers.

2.2 RFP AVAILABILITY

An electronic or paper copy of the RFP may be obtained at no charge from:

Northeast Maryland Waste Disposal Authority
Tower II - Suite 402, 100 South Charles Street
Frederick, Maryland 21201-2705
Telephone: (410) 333-2730
E-mail: procurement@nmwda.org

2.2 PRE-PROPOSAL CONFERENCE

A pre-proposal meeting will be held on **Friday, May 1, 2026** at 11:00 AM. The pre-proposal meeting will take place via Microsoft Teams. Potential proposers are encouraged to attend the pre-proposal meeting, but not required to attend in order to respond to this RFP. Potential attendees must RSVP to procurement@nmwda.org no later than 4:00 PM on **Thursday, April 30, 2026** in order to receive the link to the meeting.

2.3 INFORMATION OR CLAIRIFCATION REQUESTS

All contacts relative to this solicitation, including requests for information as well as questions concerning these instructions, shall be emailed to procurement@nmwda.org on or before 4:00 p.m. (local time) on **Friday, May 15, 2026**.

Proposers shall submit questions or requests for additional information to procurement@nmwda.org. Neither the County nor the Authority will accept Proposer telephone calls or visits during the Technical and Price Proposal evaluation process.

Proposers shall notify the Authority in writing of any conflicts, errors, omissions or discrepancies in this RFP prior to this time. The Authority reserves the right not to respond to questions received after 4:00 p.m. (local time) on **Friday, May 15, 2026**.

Prior to award of this Service Contract, Proposers shall not initiate any communications related to this project with other Authority staff; the County; local elected officials; or local government staff responsible for solid waste and/or recycling management. Any communications may result in the disqualification of the Proposer's Technical and Price Proposal.

The Authority will, as necessary, issue written Addenda that describe changes, interpretations, or clarifications considered necessary by the County in response to Proposers' written questions. The Authority will mail or deliver the Addenda to all parties recorded by the Authority as having received the RFP documents. Only answers issued by formal written Addenda will be binding on the Authority. Oral and other interpretations or clarifications will be without legal effect.

2.4 SUBMITTAL REQUIREMENTS

Each Proposer shall submit an electronic copy of its Technical and Price Proposal (Appendix C) via email to procurement@nmwda.org with the subject line "Single Stream Recyclables Collection Service RFP for Frederick County." The Technical Proposal shall not be longer than thirty (30) pages.

The Technical and Price Proposal must be emailed on or before 4:00 p.m. (local time) on Thursday, June 18, 2026.

The Proposer shall be responsible entirely and exclusively for all costs incurred by the Proposer associated with Technical and Price Proposal preparation and subsequent negotiations, if any, which may or may not lead to execution of a Service Contract.

Any Technical and Price Proposals received after the indicated time and date will not be considered. The Authority reserves the right to issue an Addendum that extends the original Due Date for Technical and Price Proposals. The Authority will not return the Technical and Price Proposals following the review and evaluation process.

2.5 CONFIDENTIAL INFORMATION

Technical and Price Proposals submitted in response to this RFP may contain technical data or other knowledge or materials that constitute proprietary information, which if publicly disclosed, would cause injury to the Proposer's competitive position. Proposer should specifically identify the pages of the Technical and Price Proposal that Proposer believes contain such information by marking the applicable pages "CONFIDENTIAL." The Proposer may not claim the entirety of the Proposal as confidential. However, the Proposer understands that the Authority in its sole discretion may determine that disclosure of some Technical and Price Proposal information is required under the Maryland Public Information Act, and the Proposer agrees to hold the Authority harmless with respect to any such disclosure. The Authority will give notice to Proposers of any requests for disclosure of information identified as confidential.

2.6 EQUAL EMPLOYMENT OPPORTUNITY

Proposers shall comply with all applicable federal, state and local laws and regulations pertaining to equal employment opportunity. The Proposer is responsible for determining the applicability of these provisions and extent of compliance.

2.7 IRREVOCABILITY OF PRICE PROPOSALS

The prices proposed will be irrevocable for a period of one hundred twenty (120) days from the Due Date, or, if modified during negotiations, for a period of one hundred twenty (120) days from the date such modified Price Proposals are proposed by the Proposer.

2.8 ADDITION OF SUBCONTRACTOR FOR THE SERVICE

2.8.1 Prior to the Start of Service

No subcontractor substitution will be considered prior to the start of service.

2.8.2 After the start of Service

Six months after the start of Service, the Contractor may submit a written request for the consideration of the use of a subcontractor for no more than 49% of the Service. The proposal package must include all of the technical documentation (for the subcontractor) required under the RFP for consideration. The proposal shall reflect the proposed routes to be changed to the subcontractor, as well as the defined transition plan for the Service.

The Authority and the County will review the proposal and, if accepted, provide written approval of the same to the Contractor and the subcontractor.

2.8.3 No change in pricing or security

No increase of pricing is allowed under the subcontractor substitution, and all required security and insurance coverages must be maintained by the Contractor, as well as the subcontractor.

3. SCOPE OF SERVICE

3.1 PROJECT DESCRIPTION

The Authority intends to enter into a Service Contract with one Proposer that submits a responsive Technical and Price Proposal, deemed by the Authority to represent the best value to the Authority and County. The Effective Date of the Service Contract will be **March 1, 2027**.

The Authority requests Technical and Price Proposals from qualified Proposers, as described in Section 4 below, to provide for Single Stream Recyclables Collection Services in accordance with the Scope of Work found in the Service Contract, attached as Appendix A.

3.2 SERVICE CONTRACT TERM

Upon issuance of the purchase order and the notice to proceed from the County to the Authority, the initial term of the Service Contract(s) will begin on **March 1, 2027, the Effective Date**. The initial term of Service Contract(s) shall expire **June 30, 2032**. The Authority and County will have the sole option to renew the Service Contract(s) for up to three (3), one (1) year periods, through **June 30, 2035**. The Authority shall give the Contractor sixty (60) days' written notice of its intent to renew the Service Contract for each additional term.

3.3 ACCEPTANCE OF TERMS OF SERVICE CONTRACT

By submitting a Proposal, a Proposer agrees to accept the terms substantially in the form of the Service Contract in Appendix A. Any proposed exceptions to the Service Contract shall be submitted by 4:00 p.m. (local time) on **Friday, May 15, 2026**, via email to procurement@nmwda.org. If the Authority determines to make a change in the terms of the Service Contract in response to proposed exceptions submitted by 4:00 p.m. (local time) on **Friday, May 15, 2026**, all such changes will be distributed to potential Proposers via Addendum issued prior to the Due Date and posted on the Authority's website at www.nmwda.org. The Authority does have the option, after Proposals are submitted, to request Best and Final Offers. However, the Authority reserves the right to make an award on the basis of initial Proposals, so Proposers should not assume that they will have an opportunity to revise their initial Proposals.

3.4 PRICE PROPOSALS

Proposers are required to provide Price Proposals as set forth in Appendix C.

4. MINIMUM QUALIFICATIONS

To qualify for this project, Proposers must provide detailed information on how they meet the following minimum qualifications.

- Project staff with at least three (3) years management and/or supervisory experience in Single Stream Recyclables Collection Services of Acceptable Materials.
- At least five (5) years of corporate experience managing Single Stream Recyclables Collection Services of Acceptable Materials, utilizing methods required in the Scope of Work and proposed by the Proposer.
- Evidence of ownership or control of sufficient collection equipment needed to fulfill the Services required in the Scope of Work.
- Evidence of the ability to properly maintain the collection equipment in order to fulfill the Services required in the Scope of Work.
- Possess all permits and licenses required to operate in accordance with all federal, state, and local laws and regulations.

5. REQUIRED CONTENT OF PROPOSALS

This Section 5 includes the Authority's requirements for presenting the Proposer's corporate and personnel qualifications and plan to provide the required Services. The Authority will review each Proposal in accordance with the procedures presented in Section 6 of this RFP. Refer to Section 2.4 of the RFP for submittal form requirements. Proposers shall provide the following information for any companies, subsidiaries and/or parent companies that will work on the project. The County and Authority shall have sole discretion to determine the adequacy of proposed companies, subsidiaries or subcontractors. Information shall be submitted in a form which is in accordance with generally accepted accounting principles.

RFP Submission Format

Section Description	Max Page Limit (double-sided)
Section 1 – Transmittal Letter	1
Section 2 – Offeror Qualifications	6
Section 2 – Key Personnel Matrix (resumes will not count towards page limit)	2
Section 3 – Technical Proposal	20
Section 4 – Cost Proposal Form Sheet	1
Maximum Total Pages	30
Section 5 – Comments on Scope and Schedule	No Page Limit
Section 6 – Mandatory Documents/Financial Qualifications	No Page Limit

5.1 GENERAL INFORMATION ABOUT PROPOSER

The Proposer shall submit the following information to demonstrate its qualifications to perform the Services described in this RFP and the Service Contract:

- Name of Proposer.
- Business Address.
- Type of Organization.
- Proposer's Authorized Representative and contact information including telephone and email information.
- The number of years the Proposer has been in business under the present name.

- Any other names under which the Proposer has done business during the past ten years and indicate the years during which the Proposer was so named. The Proposer shall state if this does not apply to their company.
- If the Proposer is a subsidiary of another contractor or is intended to be a newly created subsidiary, include the information requested in the bulleted items above for the parent company and describe the role of the parent company in this project. The Proposer shall state if this does not apply to their company.
- If the Proposer is a joint venture or partnership, attach to this form a narrative description identifying the relationship and responsibilities of the members of the joint venture or partnership and the mutual contractual obligations of the members and include the information requested above for all members. The Proposer shall state if this does not apply to their company.
- Disclose if the Proposer, or any parent, subsidiary or affiliated organization, has ever been convicted of any misconduct or been fined an amount greater than \$10,000 for a civil or criminal violation of any federal, state, or local statute or regulation in connection with a solid waste or transportation service agreement or the provision of transportation, solid waste or recycling services. If there is information to disclose, state the name of the Person, the name of the Proposer, the case number, and the circumstances surrounding the conviction or violation. If there are none, the Proposer needs to affirmatively state that there is nothing to disclose.
- The Proposer must provide copies of any notice of violation given to the Proposer for the last three years, or affirmatively state that there have been no violations. The Proposer shall state if this does not apply to their company.

List all subcontractors that will perform more than 10% of Services under this Scope of Work. Provide copy of current proof of good standing with MD SDAT. Provide copies of Maryland SHA or City of Baltimore certifications for the Proposer and subcontractor(s) for any MBE/WBE/SBE, if such status is claimed.

5.2 EXPERIENCE W/ SINGLE STREAM RECYCLABLES COLLECTION SERVICES

The Technical Proposal must address the experience of the Proposer in Single Stream Recyclables Collection Services.

(a) Proposer's Experience with Single Stream Recyclables Collection

Describe the Proposer's experience in collecting and transporting Single Stream Recyclables for projects of similar size and scope. Indicate the method of transport and location of final discharge. Provide information for projects that clearly demonstrates the Proposer's experience in similar projects involving Single Stream Recyclables Collection Services, collection, transportation, and discharge with Maryland Department of Transportation ("MDOT") transport regulations; operating, maintaining, permitting and monitoring such services.

(b) Résumés of Key Officers and Project Team Leaders

Provide résumés of the Proposer's key officers or principals. Provide résumés for Persons responsible for the following project functions and the percent of time committed to this project:

- Project manager (and primary contact Person if different).
- Service Contract Administrator.
- Equipment procurement and installation.
- Operations.
- Maintenance.
- Records and administration.
- Describe the staffing and manpower that the Proposer is proposing to perform the work specified.
- Include an organization chart in the Technical Proposal. Provide sufficient detail to indicate the relationship between all personnel for which resumes are included.
- **Price Proposals shall NOT be referenced in the Technical Proposal or the information submitted in response to the General Information about the Proposer.**

5.3 PROPOSAL REQUIREMENTS

Proposer shall submit a completed Price Proposal and Technical Proposal. The Technical Proposal shall be no more than thirty (30) pages.

(a) Price Proposal Requirement

- The Proposer's Price Proposal must be submitted on the form in Appendix C to the RFP.
- Service Area Single Stream Recyclables Collection Proposal:
 - The Proposer shall propose a per Residential Service Unit price for Bi-Weekly Single Stream Recyclables Collection. The Bi-Weekly Price Proposal shall be calculated as the Proposer's price to provide collection for 90,000 +/- residences over the period of two weeks, Monday – Friday each week
 - The Proposer's Bi-Weekly Price Proposal shall be deducted 1/10th for each day not worked, including unpaid Holidays.
- County Office Recycling Program (CORP) Materials Collection Service Proposal:

- The Proposer shall propose a Price Proposal in the form of a per lift fee for the CORP Materials Collection Services.

(b) Technical Proposal Requirements – Single Stream Recyclables Collection

- Describe how the Proposer will fulfill the requirements of the Scope of Work, including staffing and equipment maintenance planning.
- Transportation/Fleet/Equipment:
 - Describe the Proposer’s current Single Stream Recyclables Collection Service fleet and equipment, including type and number of trucks and equipment. This description is to include the vehicle make, model, MDOT registration number, age and carrying capacity.
 - Describe the Proposer’s fleet and equipment that would be used under this Service Contract.
- Describe contingencies for backup methods for the Single Stream Recyclables Collection Service in the event of work stoppage, lack of sufficient equipment or manpower.

5.4 FINANCIAL QUALIFICATIONS

The Proposer shall provide the following information for all companies, subsidiaries and/or parent companies that will work on the project. Information shall be submitted in a form, which is in accordance with generally accepted accounting principles.

- Certified audited financial statements or annual financial reports for the past two (2) fiscal years to include at a minimum, income statements, balance sheets, and statements of changes in financial position. If less than two (2) years of financial statements are available, this information should be provided to the fullest extent possible.
 - Information on any material changes in the mode of conducting business, bankruptcy proceedings, assignments of accounts or assets, corporate restructuring, and mergers or acquisitions within the past two years, including comparable information for related companies and company principals. If this is not applicable, the Proposer must note this item as “Not Applicable” in its Proposal.
 - Information on the Proposer’s access to bank lines of credit, revolving credit agreements, or other sources of working capital funds.
- The rating on outstanding corporate debt, if any has been issued, with recent copies of the rating agency reports on that outstanding corporate debt. If this is not applicable, the Proposer must note this item as “Not Applicable” in its Proposal.
- A description of all financial commitments in excess of five hundred thousand dollars (\$500,000) presently obligated, including completion guarantees on all construction projects and operating agreements and their bearing on the Proposer’s financial ability to guarantee the performance and other requirements of this project.

- Evidence of the ability to obtain a Performance Bond/Letter of Credit in the amount required by the Service Contract. This may be a letter of interest in providing the Performance Bond/Letter of Credit from a qualified financial institution.
- Pending or potential legal actions that would materially affect the Proposer's financial situation and/or its ability to meet its contractual obligations to Authority. If this is not applicable, the Proposer must note this item as "Not Applicable" in its Proposal.
- Copy of current certificate of good standing from Maryland State Department of Assessments and Taxation, or similar from the state of incorporation for the Proposer, and ALL proposed subcontractors as noted in 5.1 above. Proposers who later rely on a subcontractor to perform a portion or all of the Service shall provide the current certificate of good standing from Maryland State Department of Assessments and Taxation, or similar from the state of incorporation for the subcontractor(s) (See Section 2.8 above).

5.5 PROPOSAL BOND

Each Technical and Price Proposal shall be accompanied by a Proposal Bond (cashier's check) in the amount of \$250,000. The Proposal Bond (cashier's check) shall not be conditioned in any way to modify the amount required. The Proposers not selected will have their Proposal Bonds (cashier's checks) released after successful execution of the Service Contract. The Proposal Bond (cashier's check) copy must be included with the Proposal, and the original must be mailed to the Authority's address, as listed on Form D-1, no later than seven (7) calendar days past the Technical and Price Proposal Due Date.

5.6 PERFORMANCE BOND OR LETTER OF CREDIT

The Contractor will be required to obtain and submit to the Authority a Performance Bond or Letter of Credit in the amount of six (6) months estimated compensation as determined by Appendix C and shall be similar to the form provided in the Service Contract. The amount of the Performance Bond or Letter of Credit may be adjusted annually as compensation to the Contractor is adjusted by changes in Service, at the Authority's sole discretion, to be provided by the Authority's written notice. The Performance Bond or Letter of Credit must be provided for the full base term at the time of signing of the Service Contract and on or before any subsequent, elected option years of the Service Contract. The Performance Bond or Letter of Credit shall be conditioned upon the faithful performance of each and every term, condition, and provision of the Service Contract. Upon successful completion of the Service Contract, the Performance Bond or Letter of Credit will be returned to the Contractor.

5.7 OTHER PROPOSAL REQUIREMENTS

If the Technical or Price Proposal is incomplete or fails to address the requirements of this RFP, the Proposal may be deemed not reasonably susceptible of award and may be rejected. Each Proposer is responsible for reviewing Technical and Price Proposal requirements and preparing its Proposals in a clearly organized submittal.

Each Technical and Price Proposal is required to be in accordance with the terms of this RFP and shall be signed by an executive officer of the proposing organization, and, where applicable, a corporate officer of the parent organization, recognizing that both will have authority to bind the proponent.

Technical and Price Proposals shall consider and be reflective of all federal, state, and local laws, statutes, ordinances, regulations, and other Applicable Laws that may affect cost, permitting, progress, performance or furnishing of the project including, but not limited to, applicable regulations concerning minimum wage rates, nondiscrimination in the employment of labor, protection of public and employee safety and health, environmental protection, protection of natural resources, fire protection, solid waste handling facility standards and permits, other permits, fees, and similar subjects.

6. EVALUATION PROCESS AND CRITERIA

6.1 EVALUATION PROCESS

The Authority and the County will establish an Evaluation Committee to review qualified Technical and Price Proposals. The Evaluation Committee will be composed of Authority staff, staff from the County, and any other Person as designated by the Authority. The Evaluation Committee will consider the materials submitted with respect to the evaluation criteria set forth herein. Management and technical qualifications will be qualitatively evaluated and ranked by the Evaluation Committee in order of best value to the Authority and to the County. The Evaluation Committee will make a recommendation for award to the Executive Director of the Authority. The Executive Director will make a recommendation for award to the Authority's Board of Directors.

6.2 EVALUATION CRITERIA

The Evaluation Committee will first evaluate all Technical and Price Proposals against the minimum qualifications identified in Section 4. The Technical and Price Proposals considered to meet the minimum qualifications will be evaluated according to the following evaluation criteria. Price and technical criteria will be weighed approximately equally:

- A. **Total Cost of Services:** The total cost of the Services provided on the basis of the Proposer's Price Proposal.
- B. **Technical Qualifications:** The Proposer's experience including operation and maintenance of collection equipment and services for the required material stream, including:
 - i. Management
 - Delivering very similar Services.
 - Resumes and qualifications of proposed managers for this project.
 - Descriptions of contingencies in the event operations fail for any of the Service components, including but not limited to, equipment failure, fire, or temporary loss of access to proposed transportation routes
 - Ability to provide a backup or alternate Single Stream Recyclables Collection

Service, permitted and operating in accordance with federal, state and local law.

- ii. Prior Experience
 - Meeting or exceeding performance measures for similar Service.
 - Performance history of the team for the Service. This includes compliance and adherence to federal, state, and local laws and regulations.
- iii. Finance
 - Evidence of financial ability to implement the Service.
 - Ownership or effective control of the proposed collection equipment.
- iv. Staff
 - Evidence of labor resources to implement the project.
 - Resumes and qualifications of proposed key staff for this project.
- v. Subcontractors
 - List of subcontractors and subcontractor qualifications, as applicable

6.3 PROCUREMENT METHOD

The Authority will employ the method of competitive negotiation to select a Contractor providing the best overall value for the award of the Service Contract. The Authority reserves the right to make an award based on the initial Proposals submitted, without oral presentations or Best and Final Offers. If the Executive Director determines that multi-step negotiations are in the best interests of the Authority and County, the Executive Director will advise Proposers whose Proposals are determined to be reasonably susceptible of award as to how such negotiations will be conducted. The Authority may establish a competitive range of Proposals and conduct negotiations only with those Proposers within the competitive range and may request Best and Final Offers. Proposers whose Proposals are not selected will be so notified in writing.

6.4 DISCRETION IN DETERMINING DEVIATIONS AND COMPLIANCE

The Executive Director has the right and responsibility to determine which of the Proposers have met the requirements of this RFP, to determine whether any deviation from the requirements of this RFP is substantive in nature, and to reject Proposals that are not reasonably susceptible of being selected for award. The Executive Director may waive minor irregularities in Proposals, may allow a Proposer to correct minor irregularities, and may negotiate with responsible Proposers in any manner deemed necessary to serve the best interests of the Authority and County.

7. ADA COMPLIANCE

7.1 ALTERNATIVE FORMS

Alternative forms of this RFP will be provided upon request.

APPENDIX A: SERVICE CONTRACT

Please refer to the attachment sent out with the RFP documentation.

APPENDIX B: ADDENDA RECEIPT FORM

**Receipt of Addenda for the Request for Proposals for the SINGLE STREAM
RECYCLABLES COLLECTION SERVICES FOR FREDERICK COUNTY**

Please attach copies of emailed Addenda receipt confirmation to this form. On this form track the date the Addenda were received (if any) and the initials of the responding company official.

Addenda #	Date Received	Responding Official	Date Confirmation Sent

APPENDIX C: PRICE PROPOSALS

1. SERVICE AREA SINGLE STREAM RECYCLABLES COLLECTION PRICE PROPOSAL:

The Proposer shall submit a Bi-Weekly Price Proposal for the Service Area Single Stream Recyclables Collection as specified in the Contract for Service Area Single Stream Recyclables Collection below. The Proposer shall multiply the Bi-Weekly price by 26 annual pay periods and provide the total annual price per Residential Service Unit below:

Bi-Weekly Price Per Service Area Collection Calculation:

\$ _____ per Residential Service Unit X 26 weeks = \$ _____ Annual Price

The amount of each monthly payment will be computed by multiplying the number of Residential Service Units in the Contractor's Service Area as determined by the Property Appraiser as of the first day of the prior month by the Contractor's per Residential Service Unit bid rate as defined above.

The collection vehicles need to be capable of transporting Single Stream Recyclables securely without littering, and the Contractor's collection crews must be capable of routing to the applicable diversion/recycling area at the County transfer station and unloading the Single Stream Recyclables at those specific areas in coordination with County staff onsite, as applicable.

The County expects to expand the Single Stream Recyclables diversion/recycling efforts under its new Service Contract, and per written direction to the Contractor, shall require other Single Stream Recyclables diversion/recycling collection and unloading efforts for certain Single Stream Recyclables, as further described in Appendix A Service Contract.

2. COUNTY OFFICE RECYCLING PROGRAM (CORP) COLLECTION SERVICES PRICE PROPOSAL:

The Proposer shall submit a Price Proposal on the CORP Collection Services as specified in Section 4.2.4 of the Service Contract – CORP Collection Services below:

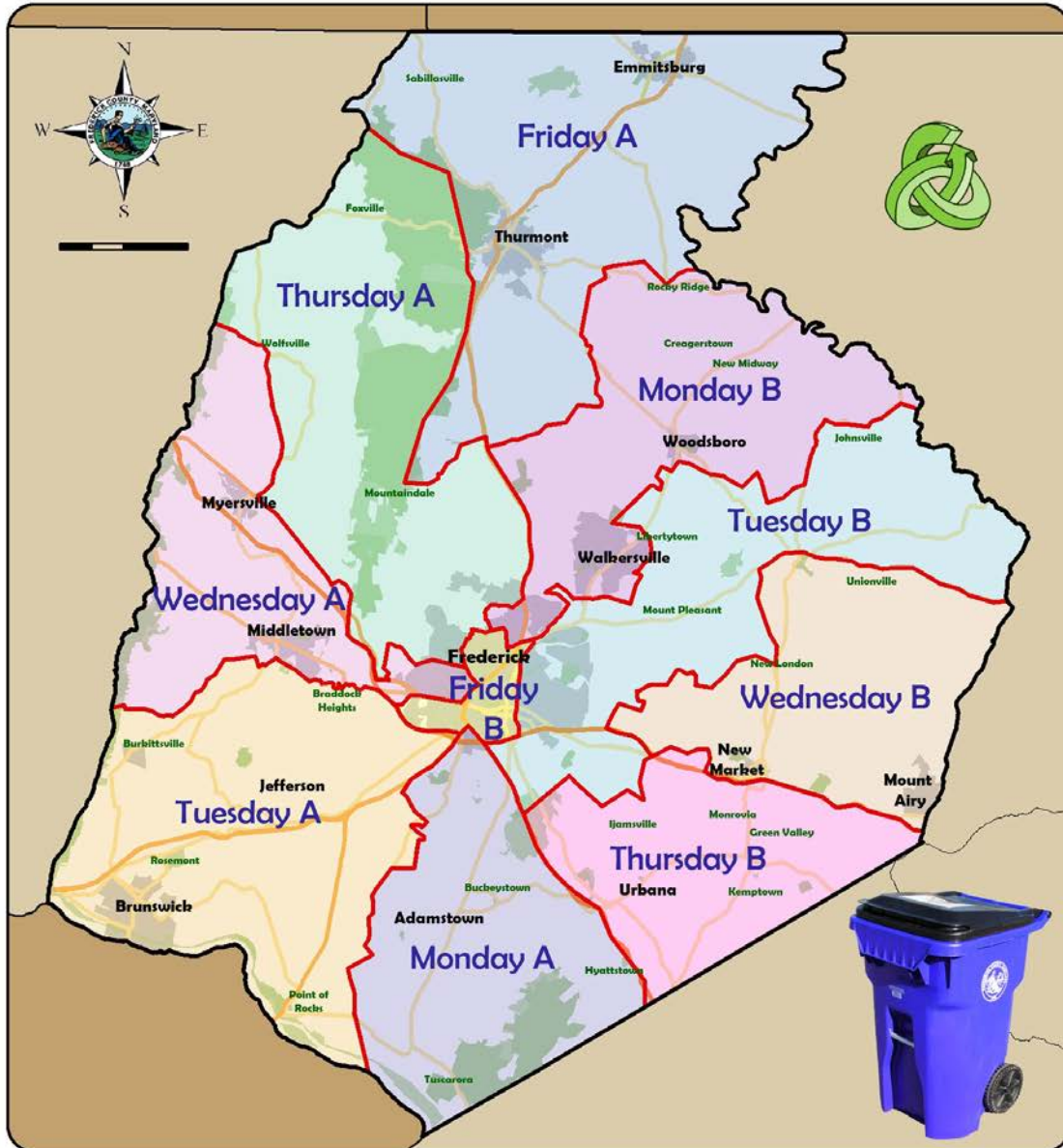
\$ _____ per lift of 2 cubic-yard dumpster \$ _____ per lift of 4 cubic-yard dumpster

\$ _____ per lift of 6 cubic-yard dumpster \$ _____ per lift of 8 cubic-yard dumpster

\$ _____ 65-gallon recycling cart per location per month

APPENDIX D: RESIDENTIAL RECYCLING COLLECTION REGIONS

**Frederick County, Maryland
Residential Recycling Collection Regions**



APPENDIX E: RESIDENTIAL RECYCLING COLLECTION ROUTE INFORMATION

Please refer to the attachment sent out with the RFP documentation.

**APPENDIX F: COUNTY OFFICE RECYCLING PROGRAM COLLECTION
 INFORMATION**

Location	Dumpster/ Cart size (cy)	Collection Day(s)	Annual Lifts	Approximate Service Time
30 N. Market St.	8	M	52	4-5 am
401 Sagner Ave.	8	Every other M	26	6-7 am
100 W. Patrick St.	4	M, Th	104	4-5 am
355 Montevue Lane	4	Every other M	26	10-11 am
340 Montevue Ln.	8	1 st Mondays	12	12-1 pm
331 Montevue Ln.	8	M	52	5-6 am
350 Montevue Ln.	8	M	52	5-6 am
110 Airport Dr. E.	8	M	52	1-2pm
100 E. Patrick St.	8	M, Th	104	4-5 am
4520 Metropolitan Ct.	8	1 st Mondays	12	1-2 pm
1050 Rocky Springs Rd.	8	Every other M	26	5-6 am
1440 Taney Ave.	8	1 st Mondays	12	1-2 pm
1040 Rocky Springs Rd.	8	Every other M	26	7am-8am
7303 Marcies Choice Ln.	8	M	52	1-2 pm
7300 Marcies Choice Ln.	8	M, W, F	156	1-2 pm
7300 Marcies Choice Ln.	8	Every other M	26	10-11 am
8420 Gas House Pk.	8	Every other M	26	9-10 am
585 Himes Ave	8	1 st Mondays	26	9-10 am
1832 Rosemont Ave	8	Every other M	26	9-10 am
5525 New Design Rd.	8	1 st Mondays	12	10-11 am
3939 Green Valley Rd.	8	1 st Mondays	12	2-3 pm
2 South Glade Rd.	8	Every other M	26	6-7 am
6061 Spring Ridge Pkwy	8	Every other M	13	1-2 pm
9020 Amelung St.	8	Every other M	26	2-3 pm
76 East Moser Rd.	8	Every other M	26	7-8 am
101 Prospect St.	4	Every other M	26	10-11 am
915 North Maple Ave.	8	Every other M	26	11 am - 12 pm
8145 Reichs Ford Rd.	8	Every other M	26	10-11 am
630 W. Adams Cir.	4	1 st Mondays	12	2-3 pm
300 S. Seton Ave.	6	Every other M	26	6-7 am
401 Franklin St.	2	Every other M	26	2-3 pm
8 Harper Pl.	4	Every other M	26	11 am - 12 pm

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37 Thomas Johnson Dr.	8	1 st Mondays	12	12-1 pm
31 E. Green St.	8	Every other M	26	11 am - 12 pm
1501 Tilco Dr.	8	Every other M	26	before 2pm
2929 Sumantown Rd.	65 gal	Every other T (A Weeks)	26	8 am - 12 pm
8511 Nature Center Pl.	65 gal	Every other M (B Weeks)	26	8 am - 12 pm
1635 Ballenger Creek Pk.	65 gal	1 st Mondays	12	12-1 pm

All locations have 1 dumpster/cart

Total Annual Estimate: 1,279 lifts

APPENDIX G: FORM E-1 PROPOSER'S CONTACT INFORMATION FORM

(1st) Name: _____

Title: _____

(2nd) Name: _____

(optional)

Title: _____

(optional)

Proposer: _____

Address: _____

Telephone Number: _____

E-mail (1st): _____

E-mail (2nd): _____

I / we prefer to be contacted by: *(circle one)* U.S. Mail, telephone, , e-mail

Please e-mail, fax or mail completed form to:

Northeast Maryland Waste Disposal Authority
Tower II – Suite 402
100 South Charles Street
Frederick, MD 21201-2705
procurement@nmwda.org

APPENDIX H: FORM E-2 WAIVER OF DAMAGES

The Proposer and all Affiliates understand that by submitting a Proposal, the Proposer is acting at its own risk and the Proposer and all Affiliates hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting or to result from any action or inaction on the part of the Authority concerning the evaluation and selection of Proposals by the Authority, any Service Contract entered into for the Services described in the RFP, or any award or non-award of a Service Contract, pursuant thereto.

Attached is a letter authorizing the following person to sign this form, and the Proposal, on behalf of the Proposer.

Proposer: _____

Signature of Authorized Official

Typed Name: _____

Title: _____

Date: _____

APPENDIX I: PROPOSAL ITEM CHECKLIST

(This list is to assist the Proposer. The list does not relieve the Proposer from reading the RFP carefully and determining what must be submitted with its Proposal. The Proposer is advised to check off each item as it is completed to avoid overlooking any items.)

Please return executed copies of Form D-1 and Form D-2 of this RFP to the Authority to receive any written Addenda that describe any changes, interpretations, or clarifications in response to any Proposers' written questions. Proposers may mail, email, or fax the forms to the addresses on Form D-1.

1. Email Submission(s) of Technical and Price Proposal (Appendix C to this RFP) to procurement@nmwda.org with the subject line "Single Stream Recyclables Collection Service RFP for Frederick County" on or before **4:00 p.m. (local time) Thursday, June 18, 2026**.
2. Financial reporting per Section 5.4 and bond requirement per Section 5.6, including but not limited to the following:
 - a. Evidence of the ability to obtain a Performance Bond/Letter of Credit in the amount required by the Service Contract. This may be a letter of interest in providing the bond from a qualified financial institution.
 - b. Copy of current certificate of good standing from Maryland State Department of Assessments and Taxation, or similar from the state of incorporation for the Proposer, and any proposed subcontractors.
3. Addenda receipt form per Appendix B including copies of Addenda received under this RFP.
4. Evidence of ability to obtain insurance as required under the Service Contract.
5. Proposer's contact information form (Appendix G Form E-1).
6. Waiver of Damages form (Appendix H Form E-2).
7. Proposal Bond (cashier's check) copy (original to be mailed to the Authority's address, as listed on Form D-1, no later than seven (7) calendar days past the Technical and Price Proposal Due Date).

RFP for Frederick County Acceptable Materials Collection Service
April 20, 2026

Signature of Proposer: _____

Printed Name and Title: _____

Signature of Risk Manager: _____

Printed Name: _____

Signature of Counsel: _____

Printed Name: _____