



REQUEST FOR SEALED BIDS

Trash Removal

FOR SCHOOL BUILDINGS IN THE TIMBERLANE REGIONAL SCHOOL DISTRICT

Prepared By: SCHOOL ADMINISTRATION UNIT #106

On behalf of the Timberlane Regional School District, SAU106 is issuing a Request for Proposals (RFP) for trash removal services for school buildings in the District, which includes Plaistow, Atkinson, Danville, and Sandown, NH.

Sealed Bids: The Vendor will deliver one (1) original and two (2) copies to the following address: Superintendent of Schools, 30 Greenough Rd., Plaistow, NH 03865. This submission shall include the entire Request for Bid document and any amendments if issued. Bids received after the time cited below will be considered late bids and will not be accepted. Please clearly mark the envelope as follows: "Trash Removal Services." • Please direct any technical, purchasing, or procedural questions regarding this Request to Bid to Frank Janvrin, Director of Facilities, Frank.Janvrin@timberlane.net.

DUE DATE: June 20, 2025, 11:00 AM

BID OPENING: June 27, 2025, 9:00 a.m.

I. PROPOSAL DEFINITIONS:

SAU 106 will be referred to as the "Owner/Customer." A "Bidder" is an individual or business that submits a bid to SAU 106. A "Contractor" refers to someone who contracts to perform work or provide materials according to a contract. Purpose of Proposal: SAU 106 has several school buildings that require Trash Removal Services. This proposal does not include travel time and/or service charges.

II. PROPOSAL TERMS:

A. SAU 106 reserves the right to reject any and all proposals received as a result of this Request for Sealed Bid. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the vendor's qualifications, capabilities to provide the specified service, and other factors that SAU 106 may consider. SAU 106 does not intend to award a bid entirely based on any response made to the proposal; SAU 106 reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to meet SAU 106's specifications and needs best.

B. SAU 106 reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by SAU 106 to be in the best interests of SAU 106 even though not the lowest bid.

C. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date the proposal is opened at the Superintendent's Office to the mutually agreed-to date of the Bid.

D. Bids must be signed by an official authorized to bind the provider to its provisions for at least 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.

E. If it becomes necessary to revise any part of the bid, addenda will be provided, and deadlines for submitting the bids may be adjusted to allow for revisions. The entire proposal document with



Any amendments should be submitted in triplicate. The original proposal and two copies must be at the School Administration Unit #106 offices on or before the specified date and time to be appropriately submitted and considered.

F. Proposals should be prepared economically and offer a straightforward and concise description of the vendor's ability to meet the bid's requirements. Bids must be written in ink or typewritten. No erasures are allowed. Mistakes may be crossed out and corrected, and the person signing the proposal must initial them in ink.

III. VENDOR QUALIFICATIONS

The proposal must include all the following information; failure to do so could result in disqualification.

1. List at least four (4) references, including names, addresses, phone numbers, and contact with persons of clients for whom you have performed similar services as requested in this proposal.
2. List the contracts recently completed by your firm, stating approximate gross costs for each month and the year completed.
3. Provide a copy of your license/certification.
4. State how long you have been operating under your company name.

IV. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor must adhere to general contract provisions, which will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to SAU 106, such as the following:

Section 1 - The Contractor is to report to Facilities Management and will cooperate and confer with him/her as necessary to ensure satisfactory work progress.

Section 2 - All reports, estimates, memoranda, and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3—All reports made in connection with these services are subject to review and final approval by the SAU 106 Administrator.

Section 4 - SAU 106 will review and inspect the Contractor's activities during the term of this contract.

Section 5—When applicable, the Contractor will submit a final written report to the SAU 106 Administrator, preferably via email.

V. PERSONNEL

Section 1—The contractor will provide the required services and will not subcontract or assign them without SAU 106's written approval.

Section 2 The parties agree that the Contractor is neither an employee nor an agent of SAU 106 for any purpose.

VI. INDEMNIFICATION AGREEMENT

The contractor will protect, defend, and indemnify SAU 106, along with its officers, agents, servants, volunteers, and employees, from any liabilities, claims, liens, fines, demands, and costs- including legal fees- of any kind and nature that may result in injury or death to any individuals, including the Contractor's employees, as well as for loss or damage to any property, including property owned or under the care, custody, or control of SAU 106. This applies in connection with or arising from the occupancy, use, service, operations, performance, or non-performance of work related to this contract, resulting in whole or in part from negligent acts or omissions by the contractor, any subcontractor, or any employee, agent, or representative of the contractor sub-contractor.



VII. INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract the following insurance:

1. Workers' Compensation Insurance with Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

2. Comprehensive/Commercial General Liability Insurance with a combined limit of \$1,000,000 each occurrence for bodily injury and property damage. SAU 106 shall be added as "additional insured" on the general liability policy concerning the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of New Hampshire Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. Insurance companies, named insureds, and policy forms shall be subject to the approval of the SAU 106 Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions that reduce coverage provided to SAU 106. The contractor shall be responsible to SAU 106 or insurance companies insuring SAU 106 for all costs resulting from financially unsound insurance companies selected by the Contractor and their inadequate insurance coverage. The contractor shall furnish the SAU 106 Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by SAU 106

Administrator. No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance, as evidenced by the certificates furnished by the Contractor, expires or is canceled during the contract term, services and related payments will be suspended. The contractor shall furnish SAU 106 Administrator's Office with certification of insurance evidence of such coverage and endorsements at least ten (10) working days before commencement of services under this contract. Certificates shall be addressed to SAU #106, 30 Greenough Rd. Plaistow, NH, shall provide 30 30-day written notices to the Certificate holder of cancellation of coverage.

VIII. COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA requirements and the Americans with Disabilities Act.

IX. INTEREST OF CONTRACTOR AND SAU 106

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of SAU 106, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

X. CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the



Any fee, commission, percentage, brokerage fee, gifts, or other consideration contingent upon or resulting from the award or execution of this contract is prohibited for the Contractor. In the event of a breach of this promise, SAU 106 may cancel this contract without liability or, at its discretion, deduct the full amount of any fee, commission, percentage, brokerage fee, gift, or contingent fee from the compensation due to the Contractor.

XI. EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion, and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the regular operation of the business). The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in hiring applicants and treating employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion, and political belief.

XII. EQUAL ACCESS

The Contractor shall provide the services specified in Article I without discrimination based on race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

XIII. OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed because of this contract will be freely available to the public. The Contractor may copyright none. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by SAU 106. Any publication of the information or results must be co-authored by SAU 106.

XIV. ASSIGNS AND SUCCESSORS

This contract is binding on SAU 106 and the Contractor, their successors, and assigns. Neither SAU 106 nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

XV. TERMINATION OF CONTRACT

Termination without cause. Either party may terminate the contract by giving thirty (30) days' written notice to the other party.

XVI. PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect SAU 106 against such liabilities.



NH School Administrative Unit 106 | Timberlane Regional School District

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XVII. PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

XVIII. CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by SAU 106 and the Contractor will be incorporated into this contract by written amendments signed by both parties.

XIX. CHOICE OF LAW

This contract shall be interpreted following the laws of New Hampshire and the policies of the Timberlane Regional School District.

XX. TERMS AND CONDITIONS

Award: SAU 106 reserves the right to reject any proposals received as a result of this RFP. If a proposal is selected, it will be evaluated as the most advantageous in terms of price (see "Low Bidder" below), service quality, the vendor's qualifications, and capabilities to provide the specified service, as well as other factors that SAU 106 may consider. SAU 106 does not intend to award a bid solely based on any response to the proposal; it reserves the right to consider proposals for modifications at any time before awarding a bid, and negotiations will take place with the vendor whose proposal best meets SAU 106's specifications and needs. **Awarded Bidder:** The awarded bidder will be determined by price, qualifications, and capability to provide the specified services. **Term of Bid:** The contract will last three (3) years.



GENERAL SPECIFICATIONS

1. SCOPE OF WORK

- a. SAU 106 is establishing a contract for trash removal services in its buildings in the Plaistow, NH, area on an as-needed basis. The selected contractor is expected to provide these services based on the prices quoted in the bids.
- b. The Contractor shall provide all labor, materials, equipment, supervision, and any incidental services necessary to complete the required work repairs.
- c. Timberlane Regional School District currently includes eight school facilities and one office building, varying in age.
- d. When additional services are needed, the Director of Facilities or their staff will contact the Contractor and expect them to deliver the services promptly.
- e. If the services exceed the scope of this pricing, the Contractor should contact the Director of Facilities with an explanation and an estimate for these repairs.
- f. The contractor is expected to fully complete the attached price breakdown in the bid form.
- g. The accepted bidder will receive a contract valid for three years. These prices are anticipated to remain effective until that time.
- h. SAU 106 reserves the right to inspect the bidder's premises or take any necessary actions to determine fitness, reliability, and ability to perform before making an award. The inspection may assess the physical location, facilities, and/or equipment to determine their ability to meet the bid conditions. After each repair is completed, or when directed by the Business Operations Coordinator, the Contractor shall conduct a thorough inspection with the Business Operations Coordinator or designee and rectify all defective work to the Owner's satisfaction. The Contractor shall remove all scrap, litter, and debris from the specified operations and leave the worksite and premises clean and in satisfactory condition.
- i. The bidder must provide any information related to educational opportunities for the students in both districts, including presentations, literature, or other community outreach activities.



Supplemental Information for Request for Sealed Bids

Customer Service & Fleet:

- ✓ What is the number of customer service representatives on staff? Describe the hours of operation of your customer service call center.
- ✓ What is your average answer speed at your customer service call center? What is your call abandonment rate, and how is it measured?
- ✓ Describe your account management team. Does your organization have dedicated account managers?
- ✓ Does your company have a formalized recovery process in case of a missed pickup? Please describe this process and how it is measured against established goals.
- ✓ What is the average age of your organization's existing power fleet (trucks)? Does your company perform any preventative maintenance to the fleet?
- ✓ How does dispatch communicate with fleet drivers? Describe any tracking and/or route auditing processes your company's operations team conducted to ensure timely and safe deliveries and pickups.

Safety:

- ✓ Please describe your company's documented safety philosophy and its application in day-to-day operations. Is there a dedicated Safety Manager?
- ✓ Does your company require background checks for its drivers? If so, please describe the level of detail involved in this process.
- ✓ Describe the safety training your company's delivery drivers receive at hire. How are the results of this training?
- ✓ What is your company's DOT rating? Please provide written proof of your most recent DOT audit rating.



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- Describe the process your organization observes in conducting both scheduled and unscheduled maintenance on containers and compactors on-site. Does this maintenance include a safety audit?



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TIMBERLANE REGIONAL SCHOOL DISTRICT

*****AMENDMENT TO SERVICE SCHEDULE*****

SCHOOL NAME	SERVICE ADDRESS		MATERIAL	NUMBER OF CONTAINERS	CONTAINER SIZE	FREQUENCY
Atkinson Academy	17 Academy Ave	Atkinson, NH	msw	1	10 yds	2xw
			ssr	1	10 yds	1xw
Danville Elementary	23 School St	Danville, NH	msw	2	10 yds	1xw
			ssr	1	10 yds	1xw
Pollard	120 Main St	Plaistow, NH	msw	1	10 yds	2xw
			ssr	1	10 yds	1xw
Timberlane High School	36 Greenough Rd	Plaistow, NH	ssr	2	10 yds	1xw
Timberlane Middle School	44 Greenough Rd	Plaistow, NH	msw	2	10 yds	2xw
			ssr	2	10 yds	1xw
Sandown Central	Rt 121A	Sandown, NH	msw	2	10 yds	1xw
Sandown North	23 Stagecoach	Sandown, NH	msw	2	10 yds	1xw
Superintendents office	30 Greenough Rd	Plaistow, NH	msw	1	4 yds	eow
			ssr	1	4 yds	1xm
Performing Arts Center	40 Greenough Rd	Plaistow, NH	msw	1	4 yds	2xw
			ssr	1	4 yds	1xw
Timberlane HS		36 Greenough Rd	msw	1	35C	1xm

****All containers, including recycling, shall be field-verified with the District Facilities Supervisor.**

Field visits can be scheduled by appointment by contacting:

Frank Janvrin, Director of Facilities, Timberlane Regional School District



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Bid Sheet

Timberlane Only	Price 9 locations (annual or per month fee)
September 1, 2025, to June 30, 2026 (10 months)	
July 1, 2026, to June 30, 2027	
July 1, 2027, to June 30, 2028	
Price per pickup of 35-yard compactor	
Price per Month for 30-yard roll off	
Price per pickup of 30-yard roll off	
Any other fees? If yes, please explain.	

Company Name: _____

Authorized Signature: _____

Printed Name _____

Date: _____