



Town of Wilton

Request For Proposals

Hauling, processing and marketing recyclables collected at the Town's transfer station

The Town of Wilton is accepting sealed proposals for the transport, processing and marketing of recyclables generated at the Town's transfer station located at 211 Munson Road in the Town of Wilton Maine. The transportation, processing and marketing of all recycling collected must comply with applicable codes, regulations and requirements of the State of Maine and Federal Departments of Transportation and Environmental Protection, and any similar governmental authority having jurisdiction.

Bids will be submitted in sealed envelopes clearly marked “recycling bid” to the Wilton Town Office no later than 2:00 pm January 13, 2026, to be opened at that time and considered at the next Selectboard's meeting on January 20, 2026 at 6:00 pm. Bids may be submitted in person or mailed to;

Town of Wilton

158 Weld Road

Wilton, Maine 04294

Bidders are strongly encouraged to arrange a time with the Public Works Director John Masse at 207-645-4883 to visit the facility and review the layout and current operation. The Town of Wilton reserves the right to refuse and reject any and all bids and waive any or all formalities or technicalities or to accept the bid determined to be the most advantageous to the Town. Your bid and supporting information should be submitted in a sealed envelope marked

The Town of Wilton will require 3 references.

Current operation:

The Town currently collects commingled OCC and mixed paper in a 40 yd³ Town owned compactor container with a Town owned spare. HDPE-natural, HDPE-color, glass, and metal cans (tin & aluminum mix) are collected in a rented 30 yd³ divided container keeping those materials segregated. On an annual basis there are approximately 30 loads of OCC/mixed paper and 30 loads of sorted non-fiber materials for recycling.

Service expectations:

The Town may be open to separating or consolidating materials collected if it's mutually beneficial to the Town and selected contractor.

The Town requests proposals to include the total turnaround time from when a container is called in to be hauled, picked up and returned to the transfer station.

The Town requests copies of scale tickets, the ultimate disposal destination for all materials including non-recyclable residuals (whether non-recyclables are going to landfill or incineration), general information of downstream markets, and any other information which may be required for reporting by the State of Maine for municipalities participating in the Extended Producer Responsibility for Packaging program and State of Maine materials management reporting.

The Contractor will be responsible for any damage to the Town's containers due to mishandling during collection operations and will replace or repair.

The Contractor will be responsible for maintaining their collection vehicles and equipment used in performance of this contract. The vehicles and equipment will be kept in good operating condition, neatly painted, properly identified and in compliance with all pertinent State laws such as inspection and weight limit laws.

The Town's materials will not be consolidated with other materials to provide accurate weights of materials collected on behalf of the Town.

The contract may not be assigned, sublet, or transferred without written consent of the Town.

The Contractor is responsible for all permits and licenses necessary for the hauling of the Town's materials to a facility which holds the proper licensing and permits for processing those materials.

Insurance and Liability:

1. The Contractor shall implement and maintain a workplace safety program in concurrence with the occupational health and safety standards. The Contractor shall indemnify and hold harmless the Town for any injuries or accidents sustained while Contractor performs work or activities contained in these Bid Specifications.

2. The Contractor shall procure and maintain for the life of this Contract insurance of the types and to the limits specified below. Certificates of such insurance showing policies and adequacy of protection shall be filed with the Town for approval before permission to commence work will be granted.

3. Insurance Requirements

a. Workers' Compensation insurance for all employees on the Project Site in accordance with the requirements of the Workers' Compensation law of the State of Maine. Minimum acceptable limits for Employer's Liability are:

- i. Bodily Injury by Accident \$500,000
- ii. Bodily Injury by Disease (Each Employee) \$500,000
- iii. Bodily Injury by Disease (Policy) \$500,000

b. Limit Commercial General Liability insurance providing coverage for bodily injury and property damage liability for all hazards including premise and operations, products and completed operations, contractual, and personal injury liabilities. The policy shall include collapse and underground coverage as well as explosion coverage if explosion hazards exist. Aggregate limits shall apply on a location or project basis. Minimum acceptable limits are:

- i. General aggregate limit \$2,000,000
- ii. Products and completed operations aggregate \$1,000,000
- iii. Each occurrence limit \$1,000,000
- iv. Personal injury aggregate \$1,000,000

c. Automobile Liability insurance against claims for bodily injury, death or property damage resulting from the maintenance, ownership, or use of all owned, non-owned and hired automobiles, trucks and trailers. Minimum acceptable limit is:

- i. Any one accident or loss \$500,000

Professional Liability insurance against claims arising out of negligent acts, errors or omissions of the Consultant in rendering or failing to render professional services related to the contract. Minimum acceptable limits are:

- i. Each claim \$1,000,000
- ii. Aggregate limit \$2,000,000

e. Pollution Insurance with minimum limits of liability for bodily injury, property damage, cleanup costs, and business interruption.

Terms of Agreement will be based upon the terms as selected by the Town and to end on December 31, 2027