



# CITY OF HAGERSTOWN, MARYLAND

Engineering Department

## **ADDENDUM NO. 01 & PRE-BID MINUTES** **CONTRACT 23-TR-09**

May 26, 2023

TO: All interested parties that have received plans and specifications for the project:  
TRASH AND RECYCLING COLLECTION SERVICES, CONTRACT 23-TR-09

Acknowledge receipt of this ADDENDUM NO. 01 by inserting it in your proposal and signing in the space provided below.

A Pre-Bid meeting was held at 10:00 am on May 24, 2023 in Room 407 at City Hall. In attendance were:

City of Hagerstown  
Jim Bender  
Jeannie Jefferies

Bidders  
Shanna Kistner, Waste Management  
Michelle Deverin, Waste Management  
Justin Wilson, Panhandle Dumpsters  
Melvin Pfanninsein, Republic Services  
Stephanie McConnaughey, Republic Services

**SIGN AND ATTACH THIS ADDENDUM NO. 01 TO THE FRONT COVER OF THE CONTRACT DOCUMENTS.** Failure to sign and insert in your proposal may subject the bidder to disqualification. This ADDENDUM NO. 01 forms a part of the contract for TRASH AND RECYCLING COLLECTION SERVICES, CONTRACT 23-TR-09 and supplements and modifies it as follows:

### **Pre-Bid Meeting Minutes**

The following items were discussed:

1. Jim reviewed the bid opening date, and what needs to be submitted with the proposals.
2. Contract begins July 1, 2024; the contract has a three-year initial term, and can be extended up to an additional three years.
3. Jim described the existing collection program. The City anticipates approximately 16,500 accounts will be serviced at the start of the contract. There are six collection zones in the City; weekly trash, recycling, and seasonal yard waste occurs in five of the zones, with trash being collected twice per week in the downtown zone (Zone F). There is also limited commercial trash and recycling collection, mainly in the downtown zone.
4. The City is preparing for automated/semi-automated trash collection by purchasing and distributing trash carts to residents. The carts, supplied by Rehing Pacific, have already

been distributed to accounts in Zone F; the City plans to distribute carts to all of the other zones in the spring of 2024. The City anticipates that most of the distributed carts will be 95-gallon, but some 65-gallon and 35-gallon totes will also be distributed. Once the carts are distributed, residents must place all of their trash inside the cart; no other trash containers or loose bags of trash will be collected. Jim indicated that it is not a requirement for the contractor to use automated/semi-automated collection, but the City is preparing for this as it seems to be the trend that collection contracts are headed in nationwide.

5. Jeannie described the Rehrig work order system that she uses to order new or replacement carts. The City will require the selected contractor to also use the Rehrig work order system.
6. The City will have to revise Chapter 117 (Recycling and Refuse Collection) of the City Code to account for the transition to the new trash totes, and to clean up the language in a few sections. This revision will take place sometime later this year.
7. Jim reviewed the various documents in the Bid Booklet that need to be completed prior to being submitted. Jim also reviewed the three letters that bidders must submit along with their proposals.
8. Jim reviewed the two Add-Alternate bid items: an electronics recycling event, and a “dumpster day” event where City residents can dispose of bulky items. Jim indicated that there is a good chance that the electronics recycling event will be added to the contract, but that it is less likely that the “dumpster day” item will be added.
9. Jim asked for feedback on the current 50-pound limit on trash disposal should be continued if a contractor moves to automated/semi-automated collection, or if the limit could be increased. The consensus was that the limit should remain at 50 pounds so that the automated collection equipment wasn’t over-stressed by heavier loads.
10. As indicated in the Contract Documents, the selected contractor can dispose of trash at any landfill of its choosing; however, the City will not pay a disposal rate that is higher than the current disposal rate at the Washington County 40 West Landfill.

#### Questions and Answers:

The following questions were discussed at the meeting:

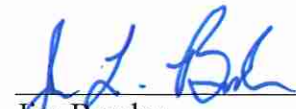
- Q1. Does the contractor have to bid on trash, recycling, and yard waste collection as a whole, or can a contractor just bid on trash collection or recycling collection without bidding on the whole package.
- A1. The City wants to deal with one vendor for trash, recycling, and yard waste collection, so the whole package must be included in the proposal.
- Q2. Are there noise/hour restrictions on when collection can take place?
- A2. By City Code, residents are to set out trash between 4:00 PM and midnight on the day before their collection day. There is no restriction that would prevent the contractor beginning collection at midnight, but the contractor should consider what works operationally for them if their receiving landfill doesn’t open until 6:00 AM or 7:00 AM. Trash, recycling, and yard waste collection is considered an essential City service, and is generally exempt from the Noise Ordinance requirements.



- Q3. How many collection trucks are being used by the current vendor?  
A3. To the City's knowledge, the current vendor uses three (3) trash trucks, two (2) recycling trucks, and one (1) yard waste truck.
- Q4. Will collection rates be adjusted annually according to changes in the CPI?  
A4. Price adjustments to the contract will be made in accordance with the terms in Section D (Term, Termination, Extension, and Payment) of the General Collection Service Contract Specifications in the Contract Documents.
- Q5. How will increases in landfill tipping fees be handled?  
A5. The disposal fee is not part of this collection contract; the disposal fee is paid directly to the landfill by the City. As a reminder, the City will not pay a higher disposal fee than that offered by the Washington County 40 West Landfill.
- Q6. Must the selected contractor use the collection zones as they are currently set up, or can the zones be adjusted/changed?  
A6. The City wants to keep the zones as they currently set up; there will be too much confusion if there is a widespread changing of the collection day for residents. The City may consider minor adjustments to zone boundaries if the collection contractor can justify the need.

Changes to the Contract:

1. The bid opening date has been changed from 11:00 AM on June 6<sup>th</sup> to 11:00 AM on June 27<sup>th</sup> in the City Clerks's office in City Hall. The deadline for questions on the contract is 4:30 PM on Tuesday, June 20<sup>th</sup>.

  
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Jim Bender  
Interim City Engineer

I HEREBY ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 01;

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NAME OF SIGNING OFFICIAL

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COMPANY NAME

DATE

c: All proposers obtaining specifications  
Attachment: Pre-Bid Sign-in Sheet

# SIGN-IN SHEET

Meeting: Pre-Bid - Trash & Recycling Contract – 23-TR-09 Date: May 24, 2023

NAME	REPRESENTING	CONTACT INFORMATION
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