

BID SPECIFICATIONS  
FOR  
TRASH REMOVAL  
SERVICES  
FOR THE  
TOWN OF SUDLERSVILLE  
MARYLAND

BID PACKETS AVAILABLE FOR DISTRIBUTION:

**June 8, 2026**

**BID OPENING DATE: June 22, 2026 at 11:00 AM**

Town of Sudlersville  
200 South Church Street  
P.O. Box 116  
Sudlersville, MD 211668

## TABLE OF CONTENTS

Table of Contents	Page 2
Request for Bids	Page 3
Instructions to Bidder	Page 4 – 5
General Information	Page 6 – 8
Requirements	Page 9 - 10
Penalties and Fines	Page 11
Price Quotation - Required Services	Page 12
Draft Contract	Page 13
Monthly Volume Report	Page 14
Non-Collusion Affidavit	Page 15

## REQUEST FOR BIDS

Bids for collection and disposal of RESIDENTIAL TRASH for the Town of Sudlersville will be received **UNTIL 11:00 a.m. on Monday, June 22, 2026** at the Town of Sudlersville Town Office, located at 200 South Church Street, Sudlersville, Maryland 21668 and will thereafter be publicly opened and read.

The Town of Sudlersville reserves the right to reject any and all bids or to waive any irregularity, and to accept such bid that is advantageous, beneficial or expeditious to the Town of Sudlersville. No bid may be withdrawn for a period of (60) days after bid opening. Bids may be corrected for clerical or typographical mistakes at the discretion of the Town of Sudlersville, but not because of a mistake in judgment.

Bid Documents must be returned in a sealed envelope marked “Trash Collection Bid”, to the Town of Sudlersville, 200 South Church Street, Sudlersville, Maryland 21668 by 11:00 a.m., Monday, June 22, 2026.

There will be no Pre-Bid Meeting.

## INSTRUCTIONS TO BIDDER

1. Sealed bids will be received by the Town of Sudlersville **UNTIL** 11:00 a.m. on Monday, June 22, 2026.
2. Bids must be submitted in a sealed envelope marked “Trash Collection Bid”.
3. Any bidder may withdraw his/her bid at any time prior to the scheduled opening time for the bids.
4. Each proposal shall be made on the attached Bid Form, which shall be signed, with the full name of each proprietorship, partnership, or corporation submitting it. The Town has determined that it is in the best interest of the Town to receive proposals for services based on two options: one option is for the cost of collection of residential trash only while the second option is to include the collection of residential trash and landfill fees.
5. Each bidder shall, on a separate sheet, provide a list of equipment the bidder will commit for use to fulfill the provisions of these specifications. Included in the list will be the model, year and type of equipment.
6. Each bidder shall complete and submit the attached Non-Collusion Affidavit.
7. Each bidder shall provide a list of all municipalities under contract in the Delmarva area or (3) references of governmental entity contracts or residential contracts for residential Trash collections that they have serviced within the last three (3) years.
8. Each bidder shall, on an attached sheet, provide a description of their Trash collections operations including the day that the collection will occur.
9. A performance bond, or escrow in lieu of a performance bond acceptable to the Town of Sudlersville, will be required from successful bidder as described in the specifications. This performance bond will be equal to the first-year contract price unless the Town, in its sole discretion, determines to waive this requirement.
10. The Town of Sudlersville may make any investigation of a bidder as it deems necessary to determine the ability of a bidder to perform the work. Bidders shall furnish information regarding their qualifications upon the reasonable request of the Town. The Town reserves the right to reject any bid if the evidence submitted by, or other investigation for, the bidder fails to satisfy the Town that the bidder has the proper qualifications to perform the work in accordance with the Contract Agreement.

11. It is the intent of the Town to award the Contract Agreement to the lowest bidder provided the bid has been submitted in accordance with the requirements of the bidding documents. However, the Town reserves the right to accept the bid which, in the Town's judgment, is in the best interest of and most advantageous to the Town. The Town reserves the right to waive any irregularities, reject any or all bids or hold bids for up to sixty (60) days and to award the bid in the best interest of the Town. The Town may reject a bid not accompanied by a Bid Bond or by other data required by the Bidding Documents. The Town reserves the right to reject a bid which is in any way incomplete or irregular, and to re-bid the work at a later date if all bids are rejected.
  
- 12. Each bid must be accompanied by a bid bond equal to ten (10) percent of the first year in the form of certified check, cashier's check or a bond payable to the Town. All such bid bonds or checks will be returned to the respective unsuccessful bidders within sixty (60) days after the bids are opened, but in no event before a contract is executed with the successful bidder. The bid bond of the successful bidder will be returned to the Contractor when the Contract is executed and a satisfactory performance bond is delivered to the Town.**
  
13. All changes in specifications as herein set forth will be by written addendum only. No oral changes are authorized and all communications shall be acted upon as the sole responsibility of the bidder. All questions regarding the specification shall be directed in writing to the Town Clerk no later than ten (10) business days prior to the date of opening of bids.

## GENERAL INFORMATION

The trash collection shall conform to all Town ordinances regarding trash and the following specifications or better.

- 1. Residential Dwelling Unit** – is defined as any single home, two family unit, three family unit, and four family unit, which currently receives Town service. While not an absolute number - there are approximately 200 residential dwelling units in Town that receive Town service.
- 2. Curb Collection** – The Contractor shall provide trash collection removal to all Residential Dwelling Units which currently receive Town trash collection service. There shall be weekly trash collection from the curb of the premises or where designated by the Town.
- 3. Collections Vehicles** – Contractor is to furnish the necessary vehicles for all collection of trash in non-leaking vehicles provided with tops or coverings to guard against spillage and shall conceal contents from view; said vehicles to be kept covered or closed at all times when being loaded.
- 4. Holiday Schedule** – No collection shall be required on Town recognized holidays. Each regular pick-up day which falls on a recognized holiday will be serviced one day later or at the discretion of the Town and the Contractor. The holidays recognized by the Town are: New Year’s Day, Martin Luther King’s Birthday, Good Friday, Memorial Day, Juneteenth, 4<sup>th</sup> of July, Labor Day, Veterans Day, Black Friday, Thanksgiving, Christmas Eve, Christmas Day.
- 5. Collection Routes** – The Contractor, along with the Town shall establish routes and scheduled days for collection of trash.
- 6. Town Owned Facilities** – The Contractor will be required to provide trash collection to Town Owned facilities at no additional cost to the Town. These collections will be considered incidental to the contract. This service will be provided at the following locations, which may be increased based on Town demand:
  - 200 South Church Street - Sudlersville Municipal Building
    - Town Hall
    - Sheriff’s Substation
  - 105 West Main Street – Sudlersville Memorial Library

7. **Collection Times** – No collection shall be permitted between 6 p.m. and 12:00 a.m. No collection shall be made from any types of premises on Sundays. Saturdays will only be allowed with the pre-approval of the Town and for holiday affected pick up.
8. **Residential Trash Containers** – Containers will be supplied by the residents. The contractor will collect up to 96 gallons of trash (in one or more containers) per dwelling unit weekly. Trash should be inside of appropriate container(s) provided by the residents. Trash not in container(s) is NOT in the scope of the contract and does not include yard waste or bulk items that do not fit in an appropriate trash container.
9. **Contract Term** – The initial contracted term of service will be for a period of three years and will begin on July 1, 2026 and end on June 30, 2029. The term of service may be extended two (2) times each for an additional three (3) year term. Contract will automatically renew unless written notice of termination is submitted to the other party not less than ninety (90) days prior to the expiration of the term.
10. **Cleanliness** – In collection of trash, the Contractor shall conduct collection operations in a neat, orderly, and workmanlike manner. Following collection at each service location, the Contractor shall remove or recover any refuse, litter, debris, or spillage attributable to the Contractor’s operations and leave the collection area substantially free of loose trash and in an orderly condition.

The Contractor shall not sweep or blow debris into streets, gutters, storm drains, or adjacent private property. Any cleanup required under this section shall be performed by the Contractor at no additional cost to the Municipality.

The Contractor will not be allowed to transfer trash from one truck to another in residential areas except where a small pick-up truck utilized in certain areas of the Town and need to dispose their loads onto a larger vehicle. The Contractor will not be allowed to store containers of any kind in common areas or in the Town right of ways. If an unsanitary condition results from an action of the Contractor, the Contractor shall respond within four (4) hours of receipt to satisfaction of the Town.

11. **Supervision** – The Contractor shall designate a supervisor for collection crews working within the Town to assure duties of such crews are completed per the contract between the and the Contractor. In addition, the supervisor must be accessible via cell phone. The cell phone number shall be available to Town Clerk.

- 12. Customer Service Standards** – The Contractor shall maintain a log of all complaints received and time that complaint was resolved. The Contractor shall provide a report to the Town when requested.
- 13. Public Education** – The Contractor shall provide the public with information and assist in education and reduction in waste in the Town. The Contractor will provide appropriate material that the Town can place on the Town website and will update this information upon request.
- 14. Insurance** – The Contractor shall provide a certificate of insurance which shall indemnify and hold harmless the Town from any liability, claim, damage, or cause of action which may be sustained by or asserted against the Town, directly or indirectly or in any manner arising out of performance or failure of performance on the part of the Contractor, and shall cover each vehicle used in work covered by this agreement. The amount of liability insurance shall not be less than \$3,000,000 single limit coverage. In addition, the Contractor must carry Worker’s Compensation Insurance in such amount as is prescribed by the State of Maryland. Such insurance policy or policies must be filed with the Town together with certificate of the insurer that the policies are in full force and effect and that same will not be altered, amended, or terminated without sixty (60) days prior to written notice of having been given to the Town. All certificates of insurance shall specifically list the Town as an additional insured with respect to the policies related to the specifications and Contract Agreement.
- 15. Laws-** The Contractor will be required to obtain all licenses and permits and comply with all ordinances and regulations of the Town of Sudlersville, Queen Anne’s County and any rules and regulations issued by the State of Maryland.
- 16. Volume Report** – Each month, the Contractor shall complete and provide the Town with a monthly volume report of the previous month.
- 17. Disposal** – **The contractor selected shall agree to dispose of all waste collected at the Midshore II Solid Waste Facility in Caroline County.**

## REQUIREMENTS

The Contractor shall have the responsibility to collect, haul and dispose of all trash between 12:00 a.m. and 6:00 p.m. These items will be collected in properly identified trucks. (“Properly identified trucks” means the name, address and phone number of the Contractor displayed on the truck.) All services, vehicles, equipment and collected materials, as described below, are to comply with Maryland State Law, any local and county regulations as well as all Federal laws or regulations.

- a) Trash is to be picked up weekly from Residential Dwelling units in resident provided containers from curb line or where agreed upon by the Town. Trash is to be picked up weekly from Town owned property.
- b) There will be no scavenging by the contractor or his authorized personnel.
- c) The Contractor will maintain communication with the Town Clerk – if there are delays or changes in the regular schedule.
- d) The Contractor shall supply modern waste collection vehicles that are maintained in good appearance and operating condition.
- e) The Contractor shall provide all labor, tools, equipment, tools, maintenance and other expenses relative to the provisions of the municipal waste, bulk and disposal services to be performed.
- f) The Contractor shall furnish all labor and employee supervision required to perform its duties and responsibilities. All drivers shall meet the Maryland Department of Transportation Commercial Driver’s License requirements. At all times, employees and agents of Contractor, while performing duties under this Agreement, shall be courteous and considerate of all Town residents and property owners. All traffic laws shall be followed, and the Contractor shall be responsible to minimize impact on motorists.
- g) All work performed in connection with this Agreement shall conform to the sanitation and health requirements of the State of Maryland Health Department and all other applicable local, State, and Federal laws and regulations. The Contractor shall also exercise reasonable care in preventing the leakage or escape of any refuse upon the streets of the Town from its vehicles and equipment.

- h) The Contractor agrees that it is an independent contractor responsible for the purchase, maintenance, and servicing of its vehicles and equipment; that it shall obtain and maintain its own equipment for the collection and disposal of municipal waste, at its own expense and in conformity with the sanitation and health requirements of all applicable local, state, and federal laws and regulations in regard to the performance of its obligations under this Agreement.
  
- i) The Contractor shall provide and include with this Agreement (1) automobile insurance coverage limits with Five-Hundred Thousand Dollars (\$500,000.00) per occurrence, combined single limit; and (2) comprehensive general liability insurance coverage with limits of One-Million Dollars (\$1,000,000.00) per occurrence, combined single limit. Furthermore, the Contractor shall name the Town as an additional named insured on the policy to the extent of the Contractor's indemnification hereunder. The Contractor shall also carry, and shall provide proof thereof to the Town, full workman's compensation insurance in compliance with all statutory requirements.
  
- j) The Contractor shall indemnify and hold the Town and its employees and officials harmless from any and all losses, claims, damages, liabilities, costs, judgments, fines, amounts paid on accounts thereof (whether in settlement or otherwise), expenses, fees, including attorney's fees, arising out of, or in any manner pertaining to, the services rendered by the Contractor or its subcontractors under this Agreement; provided, however, that the Contractor shall have no obligation to indemnify and hold the Town harmless with respect to any claims resulting from, arising out of, or caused by negligence on the part of the Town or its employees or officials.

PENALTIES, FINES,

- A) The Contractor shall pay as liquidated damages in the amount of Three Hundred Dollars (\$300) per day for failure to comply with the provisions of the contract service.
- B) In addition to provisions of the Performance Bond, if the Contractor fails to service the Town on a timely basis, the Contractor shall forfeit payment for services not performed unless remedied to satisfaction of the Town or if caused by an act of God.
- C) Contractor shall defend, indemnify and hold harmless the Town and its employees, officers and elected officials from and against any and all costs or claims arising in any way as a result of the performance or failure to perform on part of Contractor under this contract.
- D) The contract shall not be assignable or transferable by Contractor, nor shall any service be performed by a subcontractor for the Contractor without the prior written consent of the Town.
- E) Should Contractor miss the collection of any of the service from a customer and fail to resolve the complaint within forty-eight (48) hours, then a credit of Five Dollars (\$5.00) per missed service per Unit shall be credited on the next bill.
- F) In the event of an emergency or failure by the Contractor to be able to adequately perform trash collection services, the Contractor shall immediately contact the Town Clerk.

PRICE QUOTATION FOR REQUIRED SERVICES

**Cost of Trash Services per Residential Dwelling Unit per Month Including Landfill Costs\*  
(Based on Weekly Pickup)**

First Year     \$ \_\_\_\_\_ per Month

Second Year   \$ \_\_\_\_\_ per Month

Third Year     \$ \_\_\_\_\_ per Month

Name of Bidder: \_\_\_\_\_

Mailing Address of Bidder: \_\_\_\_\_

\_\_\_\_\_

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

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

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

DRAFT RESIDENTIAL COLLECTION SERVICES FOR TRASH CONTRACT

This agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the Town of Sudlersville, Maryland, hereinafter called the “Town” and \_\_\_\_\_, hereinafter called the “Contractor.”

WITNESSETH THAT:

In consideration of the premises and of the mutual promises, the parties hereto do mutually promise, covenant and agree as follows:

The Contractor hereby agrees to furnish all labor, materials, and equipment called for in the bid document for “residential trash collection” and shall perform all work necessary. By providing appropriate services as described in the specifications and accepted bid documents, copy attached, which bid documents and specifications are incorporated herein and made part of this contract.

The Contractor further agrees that he/she is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for proper completion of this contract, and that information was secured by personal investigations.

The said Contractor agrees further to begin work no later than July 1, 2026 as explained in the Towns Request of Bids and actual bid document for this work. The Contractor agrees that he/she will fully comply with all federal and state laws and regulations and local ordinances of the Town and County. In the event of termination of the contract by the Contractor or by the Town, the Contractor shall be entitled to receive payment only for work actually performed.

The Contractor expressly warrants that he/she had employed no third party to solicit or obtain this contract on his/her behalf, or promised or agreed to pay to any third party any fee related to awarding of this contract.

The Town agrees to pay the Contractor in the manner and in the amount provided in the said General Conditions and Bid.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their hands and seal this \_\_\_\_ day of \_\_\_\_\_, 2026.

BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Town Commission President

BY: \_\_\_\_\_ DATE \_\_\_\_\_  
Contractor

TRASH MONTHLY VOLUME REPORT

Town of Sudlersville \_\_\_\_\_, 202\_

Trash Tonnage \_\_\_\_\_

Date Submitted \_\_\_\_\_

Submitted By: \_\_\_\_\_

NON-COLLUSION AFFADAVIT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is \_\_\_\_\_\* (sole owner, partner, president, secretary, etc.) of \_\_\_\_\_, the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder had not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, or agreed with any bidder or anyone else to put in a directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of said bidder or any other bidder, or fix any overhead, profit or cost element of awarding the contract or anyone interested in proposed contract; that all statements submitted in his/her bid price or any breakdown therefore, or contents thereof, or divulged information or data relative therefore, or paid and will not pay fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, or to any member or agent therefore, or to any other individual except to such person or persons as have a partnership or other direct financial interest with said bidder in his general business.

SIGNED:

\_\_\_\_\_  
Signature Title

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2025.

Seal of Notary

\_\_\_\_\_  
Notary Public