

# REQUEST FOR PROPOSALS

## Public Space Trash Receptacles



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428

Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date:  
February 21, 2025

**Responses Due by: March 21, 2025 (12:00 pm)**

SECTION I: INTRODUCTION

Conshohocken Borough, Montgomery County, Pennsylvania, is located about 15 miles from Philadelphia. The Borough of Conshohocken (Borough) occupies about one square mile and its current population is approximately 9,255. Further information about the Borough's government can be found at [www.conshohockenpa.gov](http://www.conshohockenpa.gov).

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified contractors to provide fully enclosed trash receptacles with optional compactor and fullness sensor for use in public spaces in the Borough of Conshohocken.

SECTION II: SCOPE OF SERVICES

1. Fully enclosed trash receptacles must be a minimum of 25 bins. The cost for the trash receptacles shall not exceed \$80,000.00.
2. Must be able to provide 25 fully enclosed receptacles with foot pedals and optional monitoring sensors.
3. Must include an option with a solar-powered internal compactor.
4. Must include a minimum five-year warranty.
5. Receptacles must allow custom wraps for the sharing of Borough imagery or Business advertisements.
6. Must provide an option that can hold up to, or exceed, five times the capacity of a traditional bin.

SECTION III: CONTENTS OF PROPOSAL

1. **Letter of Transmittal:** Each proposal should be accompanied by a letter of transmittal which summarizes the key points of the proposal and is signed by an authorized officer.
2. **Proposal Format:**
  - a. Provide a detailed description of product, warranty, and installation timeline.
  - b. Submit three (3) references for companies for which you provide trash receptacles, including contact information.
3. **Fee Proposals:** Provide an itemized schedule of expenses, including materials. *Note that the lowest price proposal will not necessarily be selected. Technical components will be weighed in addition to costs to ensure the Borough is procuring best value versus lowest price.*

SECTION IV: TIMELINE AND SUBMISSION PROCEDURES

The Borough anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is in the Borough's best interest to do so.

1. RFP Advertised – February 21,2025
2. Proposal Due Date – March 21,2025
3. Administration Evaluation of Proposals
4. Council to consider authorizing award of bid – April 16, 2025

Copies of the RFP are available at Conshohocken Borough Hall located at 400 Fayette Street, Suite 200,

## **Borough of Conshohocken | RFP for Public Space Trash Receptacles**

Conshohocken, PA 19428, and the office hours are 8:30 AM to 4:30 PM Monday through Friday. Copies of the RFP are also available on the Borough website ([www.conshohockenpa.gov](http://www.conshohockenpa.gov)).

Qualified applicants shall submit one (1) electronic copy via email or flash drive to:

Borough of Conshohocken  
Attn: Stephanie Cecco, Borough Manager (c/o Brittany Rogers)  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
Email: [scecco@conshohockenpa.gov](mailto:scecco@conshohockenpa.gov) ([brogers@conshohockenpa.gov](mailto:brogers@conshohockenpa.gov))

**Proposals shall be stamped received no later than noon (12:00pm).**

### SECTION V: SELECTION PROCESS

Proposals submitted by the deadline and deemed complete will be evaluated by the Borough Administration. Any businesses submitting a proposal may be required to provide additional detailed information. The award of contract will be at the recommendation of the Borough Administration, with the approval of Borough Council. Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Relevant experience and business qualifications.
- Satisfactory completion of similar services/products.
- Cost
- Technical components, software capabilities and warranty information.

### SECTION VI: ADDITIONAL REQUIREMENTS

#### **Indemnification**

The selected contractor shall defend, indemnify and hold harmless the Borough, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the scope of services required by this RFP, including the acts or omissions perpetrated by employees of the firm.

#### **Insurance**

Provide a description of the contractor's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage. Contractor must accept the provisions of the act of June 2, 1915 known as the Workers' Compensation Act and will file with the borough a certificate of insurance providing evidence of the coverage.

#### **Right of Refusal**

The Borough reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The Borough reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

**Questions**

Questions may be addressed to:

Shauna Wylesol, Executive Assistant for Operations  
Borough of Conshohocken  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
[swylesol@conshohockenpa.gov](mailto:swylesol@conshohockenpa.gov)