

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
REVENUE/BARTER SERVICES FOR ASPHALT MILLINGS  
RPGL-2018-02**

**DUE DATE AND TIME: AUGUST 11, 2017 by 11:00 AM**

The Town of Glastonbury will be accepting proposals from qualified firms or individuals to propose a manner of revenue/barter services to the Town for the provision of asphalt millings generated through the Town's annual road paving program.

Interested individuals or firms may obtain proposal documents and project details from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Responses to the Proposal must be submitted to the Purchasing Agent no later than the time and date indicated above. LATE PROPOSALS WILL NOT BE CONSIDERED.

The Town reserves the right to waive informalities or reject any part of, or the entire proposal, when said action is deemed to be in the best interests of the Town.

An Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone  
Purchasing Agent

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**SECTION I: GENERAL INFORMATION**

The Town of Glastonbury, 2155 Main Street, Glastonbury, CT 06033, will be accepting proposals from qualified firms or individuals to propose a manner of revenue/barter services to the Town for the provision of asphalt millings generated through the Town's annual road paving program. Milling quantities are not guaranteed and the Town reserves the right to retain a small percentage of the volume produced for its exclusive use.

**BACKGROUND**

The Town-provided millings total approximately 3,000 cubic yards annually and would be made available to the successful vendor at the Town Highway Garage located at 2380 New London Turnpike, Glastonbury, CT. Truck loading and material transportation from the Town Highway Garage would be the responsibility of the vendor.

Vendor proposals for revenue/barter services to the Town may be monetary or may be in the form of an appropriate barter arrangement that provides benefit to the Town. If a given proposal is monetary in nature, the vendor should propose a cubic yard unit price for the millings. If the vendor proposes a barter arrangement, the vendor is advised that the arrangement shall not be dependent upon a specified volume of millings provided unless specified in said proposal. Any barter arrangement proposed shall detail specific services, equipment and materials offered and the anticipated benefit of such arrangement to the Town. The Town shall be the sole source to determine the appropriateness of any bartering arrangement offered.

**SECTION II: CONSIDERATIONS, RESTRICTIONS, & OTHER REQUIREMENTS**

- A. The respondent must comply with all the requirements and obtain proper permits as required in accordance with the Glastonbury Code of Ordinances.
- B. The contract shall be for two (2) seasons terminating 12/31/2019, with an option to renew for three additional (1-year) extensions upon acceptance of performance satisfactory to the Town.
- C. The respondent will propose a manner of revenue/barter services as described in Section I.
- D. The respondent must provide all vehicles and equipment necessary for loading and transporting material made available at the Town Highway Garage.
- E. Work must conform to all OSHA standards.
- F. Any damage incurred to the Town's property by the respondent, as determined by the Town, shall be repaired or replaced at the respondent's expense.
- G. All refuse generated by the successful respondent's activities shall be the responsibility of the respondent. The respondent is not permitted to dispose of refuse in Town trash barrels or dumpsters.

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**SCOPE OF SERVICES**

The Town is seeking proposals from parties interested in providing revenue/barter services to the Town for the provision of asphalt millings generated through the Town's annual road paving program.

**SECTION III: SUBMISSION OF PROPOSAL**

In order to qualify for consideration in the award of the contract, a respondent must be able to:

- A. Supply & operate all equipment and trucks necessary to load and transport material from the Town Highway Garage. No Town equipment or vehicles shall be utilized by the awarded vendor for the proposed arrangement.
- B. Maintain the proper licenses and permits.
- C. Provide the required certificate of insurance upon award.

**PROPOSAL INSTRUCTIONS**

- All respondents are required to submit one (1) clearly marked original and two (2) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 by the date and time listed in the Proposal Response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening. However, there will be no public reading of proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked with the respondent's name and address, as follows:

**SEALED REQUEST FOR PROPOSAL  
RPGL-2018-02  
REVENUE / BARTER SERVICES FOR ASPHALT MILLINGS  
DATE: AUGUST 11, 2017  
TIME: 11:00 A.M.**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein. By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Services outlined in this Request for Proposals (RFP) and you are capable of performing the work to achieve the Town's objectives.
- A. A brief synopsis of the highlights of the respondent's proposal that should not exceed one page in length, is easily understood, and summarizes the overall benefits of the proposal to the Town.
  - B. Name, email address, and telephone number of the person(s) to be contacted for further information or clarification.

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- C. Copy of State of Connecticut licenses to perform the work required and involved.
- D. "Statement of Qualifications", including any unique expertise. Also include years in business and relevant past experience.
- E. Detailed description of the manner of revenue/barter services proposed to the Town. Monetary means of revenue to the Town should specify a cubic yard unit price. Proposals of barter type arrangements should provide detail sufficient for the Town to properly evaluate the extent of benefit to the Town.
- F. Proposed general schedule of operation (actual schedule will be subject to negotiation). Include proposed months, days of the week, and hours of operation.
- G. References: A minimum of three (3) references giving names, addresses, telephone numbers, and the nature and length of time of the association in each instance. These references must be persons or firms with whom you have conducted business relevant to the proposal during the past five (5) years.
- H. Respondent shall disclose any other commitments that may result in any conflict of interest or dilution of commitment to the Town.
- I. Proposal Response Form (**ATTACHMENT A**).
- J. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
- K. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 (effective August 1, 2003) and revised October 29, 2013 (effective November 28, 2013). Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement Form included on **ATTACHMENT A**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed on the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website, click on Bids & Proposals icon which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement form. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this proposal.
- L. Statement of Non-Collusion (**ATTACHMENT A**).
- M. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed Proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All Proposal pages should be secured with a binder clip, staple, or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts toward a greener environment.

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- N. Any technical questions regarding this RFP shall be made in writing and directed to Charles A. Mahan, Physical Services Operations Manager, via email at [Charles.mahan@glastonbury-ct.gov](mailto:Charles.mahan@glastonbury-ct.gov). For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588 or by email at [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov).

All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website, click on Bids & RFPs. It is the respondent's responsibility to check the website for addenda prior to submission of any proposal. **Note:** Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all respondents and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.

**Failure to include any of the above-referenced items in the submitted proposal may be grounds for disqualifying said proposal.**

**EVALUATION CRITERIA**

- The Town of Glastonbury shall select the proposal that is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this RFP. The Town expressly reserves the right to negotiate with the selected firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of the following factors:
  - Overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
  - Proof of competency: The required Statement of Qualifications and demonstrated experience (minimum of three (3) years within the last five (5) years) of the respondent).
  - Successful performance and positive working relationships with other clients to be determined by the references provided.
  - Availability and commitment to operating at this location, as determined by the proposed schedule.
  - Required State of Connecticut licenses and permits.
  - Revenue / barter services proposed.
  - Involvement in any other commitments that may result in any conflict of interest or dilution of commitment.
  - The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

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**SELECTION PROCESS**

- This RFP does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this RFP become the property of the Town. The Town reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with the selected respondents, the right to extend the contract for additional services, or to cancel, in part or in its entirety, the RFP, and to waive any informality if it is in the best interests of the Town to do so.
- The Town Engineer/Manager of Physical Services and the Physical Services Operations Manager will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFP. Interviews may be conducted with firms that best meet all criteria required.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original quotation submitted.

**TIMELINE**

Below is the Town's anticipated schedule for the project. The Town intends to adhere to this schedule as closely as possible, but reserves the right to modify the schedule in the best interests of the Town, as required.

Publicize RFP	07-31-17
RFP Due Date	08-11-17 at 11:00 a.m.
Interviews w/Top Respondents*	Week of August 28 <sup>TH</sup>
Selected respondent to begin operations by	10-02-17

**\*Any firms selected for an interview must be available for an interview during the week specified above. The Town will advise of the time if selected for an interview.**

**INSURANCE REQUIREMENTS**

The respondent shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Glastonbury as an Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation in favor of the Town of Glastonbury. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the Town of Glastonbury.

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee.
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability, and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage  
Each Occurrence \$1,000,000  
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job).
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

3) Automobile Insurance:

- Including all owned, hired, borrowed, and non-owned vehicles.
- Limit of Liability for Bodily Injury and Property Damage:  
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

The Respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Respondent shall be responsible to notify the Town sixty (60) days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage, including the Additional Insured on the General Liability and Automobile Liability policies. The Respondent shall provide the Town copies of any such insurance policies upon request.

**INDEMNIFICATION**

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including, but not limited to, fees and charges of engineers, attorneys, and other professionals, and court and arbitration costs) to the extent arising out of, or resulting from, the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein, or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable.



ATTACHMENT A

PROPOSAL RESPONSE FORM

BID/PROPOSAL NO: GL-2018-02 DATE DUE: 08-11-17

DATE ADVERTISED: 07-31-17 TIME DUE: 11:00 A.M.

NAME OF PROJECT: REVENUE / BARTER SERVICES FOR ASPHALT MILLINGS

**The Respondent acknowledges receipt of the following Addenda:**

Addendum #1 \_\_\_\_\_(Initial/Date) Addendum #2 \_\_\_\_\_(Initial/Date) Addendum #3 \_\_\_\_\_(Initial/Date)

**NON-COLLUSION AFFIDAVIT:**

By submission of this proposal, the Respondent certifies that it is being submitted without any collusion, communication, or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

**CODE OF ETHICS:**

I/We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes \_\_\_ No \_\_\_\*

\*Respondent is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

\_\_\_\_\_  
Type of Print Name of Individual

\_\_\_\_\_  
Doing Business as (Trade Name)

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number/Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
SS# or TIN#