

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
MUNICIPAL SOLID WASTE AND RECYCLING SERVICES
RPGL-2022-24**

DUE DATE AND TIME: FEBRUARY 11, 2022 by 11:00 AM

The Town of Glastonbury will be accepting proposals from qualified firms or professionals to provide one or more permitted facilities to receive, process, dispose of and recycle solid waste and recyclables managed by the Town. The facilities shall be within close proximity to the geographic boundaries of the Town.

Interested individuals and firms should obtain the complete RFP and related information from the Town's website at www.glastonburyct.gov. Responses to the Proposal must be submitted electronically no later than the time and date indicated above. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "*RPGL-2022-24 – Municipal Solid Waste and Recycling Services*". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

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 submit a proposal.

Mary F. Visone
Purchasing Agent

TABLE OF CONTENTS

	Page No.
Section I	3
General Information	
Overview	3
Section II	4
Scope of Services	
Specific Services	4
Project Coordination	4
Acceptance Facilities	5
Description of Operations	5
Quality of Solid Waste	6
Fees/Rebates	6
Section III	7
Submission of Proposal	
Minimum Requirements	7
Term of Service/Time for Completion	7
Proposal Instructions	7
Evaluation Criteria	10
Selection Process	11
Timeline	11
Insurance Requirements	11
Indemnification	13

Attachments

- Attachment A – Town of Glastonbury Response Page
- Attachment B – Statement of Non-Collusion

Appendix

- Appendix A – Municipal Solid Waste (MSW) Tonnage Statistics
- Appendix B – Acceptable Recyclable Materials
- Appendix C – Waste Disposal Guidelines FY2022

SECTION I – GENERAL INFORMATION

OVERVIEW

The Town of Glastonbury, Connecticut (“Town”), a community with a population of approximately 35,000 is seeking a qualified company (“Company”) to provide one or more permitted facilities within close proximity to the geographic boundaries of the Town to secure, process, dispose of and recycle (or combination thereof) municipal solid waste (MSW), recyclables, non-processibles and food waste as defined herein managed by the Town at its Transfer Station/Recycling Facility.

The purpose of this Request for Proposal (“RFP”) is to select a Company that has demonstrated experience in providing such disposal, processing and recycling services in the Connecticut municipal market and understanding of standards and requirements typical for such services. The waste disposal and recyclables processing services must be provided in a cost-effective, efficient, regulatory-compliant and reliable manner under the terms of the mid- to long-term Agreement between the Town and the Selected Respondent. The Town will consider proposals that offer a single acceptance facility for both wastes and recyclables or separate acceptance facilities for waste and recyclables. Proposals should demonstrate a viable contingency plan with backup waste/recycling facility or facilities available to accept wastes and recyclables in the event the proposed facility or facilities are unavailable.

The Town will make its selection considering tipping and disposal costs, recycling rebate, and location to the geographic boundaries of the Town, assessment of the proposed facility’s ability to handle the materials delivered, method of disposal, and experience of providing relevant services.

SECTION II – SCOPE OF SERVICES

SPECIFIC SERVICES

The selected Respondent is expected to provide all facilities, equipment, labor and services required to receive, process, dispose of and recycle all waste and recyclables managed and collected by the Town and delivered to an acceptance facility or facilities, as follows:

- a. The Respondent will be required to accept wastes for disposal and recyclables for processing and marketing at one or multiple acceptance facilities within close proximity to the geographic boundaries of the Town. The Respondent may offer one acceptance facility for both waste and recyclables, or may offer one acceptance facility for waste and another for recyclables.
- b. The Respondent must furnish sufficient facilities, equipment, labor, financial capability, and experience to begin accepting materials from the Town by the date of termination of the Town’s existing disposal and recycling contract on June 30, 2022.
- c. The Respondent shall provide or act as a recycling market outlet for the acceptable recyclables during the term of the agreement with the Town regardless of market fluctuations. The Respondent shall not store or warehouse materials in violation of health and safety standards and shall conform to all requirements of the Connecticut Department of Environmental Protection and other state and/or federal agencies.

- d. The Respondent is encouraged to offer its capacity to coordinate additional diversion initiatives for other materials in the waste stream, including but not limited to: scrap metal, leaves, yard waste, other organics and compostables, Household Hazardous Waste (HHW), tires, large bulky items, Construction and Demolition (C&D) and renovation debris, white goods, e-waste, batteries, fluorescent lamps, and any other material specified by the Town.
- e. Acceptance facilities must have calibrated truck scales to record the weight of all delivered loads; and must have a process to accurately record the weight and time of all deliveries so that material quantities can be accurately weighed and accounted for in reporting.
- f. The Town or its designated representatives have the right to make periodic inspections of any acceptance facility or any downstream facility location listed by the Respondent as proposed under this RFP.
- g. It is the intent of the Town to deliver wastes and recyclables or have hauled by the Company. Minimally, acceptance facilities for waste shall be available to receive materials Monday through Saturday from 7:00 a.m. until 4:00 p.m. with holiday observances for New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.
- h. The Respondent shall give the Town priority consideration in weighing and offloading operations. The maximum total waiting/tipping time from arrival at an acceptance facility to departure from the acceptance facility, shall not exceed one-half (1/2) hour per truck.
- i. The Respondent will be expected to provide monthly, quarterly and annual reports to the Town, documenting the total quantities of wastes and recyclables accepted, associated charges for wastes, and recycling rebates.
- j. The Respondent will provide monthly consolidated invoices to the Town. Invoices shall contain both the disposal fee as a charge; the recyclable material revenues shown as a credit; and the net monthly fee owed by the Town.
- k. The Town does not guarantee any minimum or maximum quantity of materials generated going forward. The Town's tonnage statistics are provided in **Appendix A** (attached).
- l. The Town requires the Respondent to have reliable waste disposal and recycling processing, and the Respondent must demonstrate appropriate operating contingencies and redundancies.

PROJECT COORDINATION

The Respondent will work closely with the Superintendent of Sanitation throughout the contract.

ACCEPTANCE FACILITIES

Acceptance facilities may be transfer stations, conversion facilities, landfills, incinerators, or any other properly permitted and environmentally complaint facility. The selected Respondent facility:

- a. must be capable of accepting all processable and non-processable waste and recyclables collected and managed by the Town from its municipal Transfer Station/Recycling facility;
- b. must be capable of receiving single-stream (and occasionally dual-stream and/or source separated) recyclables for eventual processing and marketing, with at least the same range of materials accepted at the currently utilized disposal facility as outlined in **Appendix B** (attached);
- c. shall maintain safe and efficient queuing, weighing, unloading, screening, and vehicle departure procedures to assure efficient use of the facility by the Town's employees and agents;
- d. shall have sufficient capacity for unloading, storage, transfer, or other processing of materials so as not to impair delivery of materials from the Town.
- e. shall have emergency, health and safety policies, procedures and practices for employees and users of the facility, and shall inform the Town of ongoing compliance and any violations, and subsequent remediation of such violations, if any.
- f. must provide the Town with ten (10) days' notice of any diversion to a facility other than the facility identified in the proposal; and shall be responsible to reimburse the Town for the incremental transportation costs, if any, associated with each ton of diverted waste.

DESCRIPTION OF OPERATIONS

- The Town of Glastonbury owns, operates a municipal Transfer Station/Refuse Facility located at 2340 New London Turnpike. The facility is utilized by residents and businesses to deliver various materials for transfer or processing onsite. Town Waste Disposal Guidelines sheet provides details of materials accepted at the facility for reference in **Appendix C**.
- Details of material handling included for this RFP as follows:
 - MSW as defined herein: MSW is compacted into Town owned 45 cubic yard compaction container on site. Presently hauled via Town's roll-off equipment to disposal site.
 - Recyclables as defined herein: deposited by facility users into 40 cubic yard roll-off container. Presently hauled via Town's roll-off equipment to disposal site.
 - Corrugated cardboard as defined herein: compacted via Town owned 45 cubic yard compaction container on site. Presently hauled via Town's roll-off equipment to disposal site.

- Satellite Recycling Drop off as defined herein: Town provides Town owned satellite drop-off containers presently located behind Town Hall, 2149 Main Street. Three (3) enclosed containers hold approximately 20 cubic yards each. These containers allow users to conveniently deposit recyclables as described herein. Presently these containers are hauled by Town roll-off equipment to disposal site.
- Food waste as defined herein: An enclosed 15 cubic yard leased container allows deposit of compostable food waste. This container is presently transported as needed by Town roll-off equipment to Quantum Bio Power, Southington, Connecticut, with the Town paying disposal tip fee.

QUALITY OF SOLID WASTE

- a. The Town will make every effort to ensure that material(s) delivered or transported to the facility is acceptable solid waste.
- b. Acceptable MSW means mixed household solid waste and commercial solid waste collected from the Town that is segregated and permitted by law to be delivered to the disposal facility by the Town or an authorized hauler. Acceptable MSW does not include unacceptable waste or recyclable materials.
- c. Unacceptable waste includes hazardous waste as defined in any Federal, State or local law. Unacceptable waste includes, but is not limited to, agricultural waste, explosive materials, corrosive materials, pathological waste, biological waste, human or animal remains, radioactive materials, ashes, foundry sand, mining waste, sewage sludge, cesspool and other human waste, motor vehicles, major motor vehicle parts, agricultural and farm machinery and equipment, large motors, solid blocks of rubber or plastic, rolls of carpet or fencing over twelve (12) inches in diameter, steel or nylon rope, chains, cables or slings, logs larger than those acceptable under the Contractor's normal operating procedures, street sweepings, tree stumps, tires, white goods, liquid waste and gaseous waste, construction materials and demolition debris, special nuclear or by-product materials, any item of waste that is either smoldering or on fire, wastes in quantities and concentrations which require special handling, and any material prohibited by any Federal, State or local governmental agency or other regulatory authority, or by any applicable law or regulation, or any facility permit or approval.

FEES/REBATES

- a. The Town shall pay to the Contractor the tip fee listed on the proposal for each ton of acceptable solid waste.
- b. The Contractor shall pay to the Town, or credit against any amount due from the Town to the Contractor, the recycling rebate listed on the proposal sheet for each ton of recyclables delivered to the disposal facility. The recycling rebate must be paid the month following the month during which the recyclables were delivered to the disposal facility.

- c. The Town reserves the right to review the books and records relating to the quantity of acceptable solid waste and recyclables delivered by the Town or its authorized haulers to the disposal facility.

SECTION III – SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- The Respondent shall demonstrate sufficient resources to perform the work.
- The Respondent shall possess the necessary licenses or certifications to perform the services required, documentation of qualifications shall be submitted with the RFP response.
- The Respondent shall have demonstrated experience with solid waste and recycling services within the past five (5) years, particularly with communities of similar size.

TERM OF SERVICE / TIME FOR COMPLETION

The selected Respondent will be expected to commence services on July 1, 2022. The Town is anticipating an initial contract term of (3) years with (2) additional one-year renewals at the Town's option upon mutual agreement with the selected Respondent.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, Respondent represents that they have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and are capable of performing the work to achieve the Town's objectives.
- Respondents submitting a proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://app.negometrix.com/buyer/2832>, under the RFP title "***RPGL-2022-24 – Municipal Solid Waste and Recycling Services***". Respondents will be required to create a profile before submitting their proposal. Step-by-step instructions on how to register as a vendor are available at this website:

<https://help.negometrix.com/en/support/solutions/articles/9000177626-register-on-negometrix4>

Respondents will be required to upload their response as **ONE (1) consolidated pdf file** which includes the following:

1. Proposal Response as per the requirements herein
 2. Attachment A – Town of Glastonbury Response Page
 3. Attachment B – Town of Glastonbury Non-Collusion Statement
- 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.

1. Table of Contents to include clear identification of the material provided by section and number.
2. A letter of transmittal indicating the firm's understanding of the Scope of Services and interest in the contract and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
3. Name, email address and telephone number of person(s) to be contacted for further information or clarification.
4. Copy of license or certification to perform the work required, as applicable.
5. A background statement including a description of relevant experience and qualifications of the firm/individual submitting the proposal and the number of years the respondent has been in business.
6. Proposals must include the following Disposal and Recyclables Processing Services:

General Information:

For the proposed and backup disposal and recycling facility or facilities:

- a. Location and address
- b. Type of facility
- c. Facility owner
- d. Permitted capacity
- e. Current quantity of accepted waste and recyclables
- f. Existing Commitments

Description of Operations:

- a. Physical description of acceptance facility for each material
- b. Facility operations plan
- c. Types of wastes allowed and any restrictions
- d. Types of recyclables recovered and any restrictions
- e. Method of handling special wastes, hazardous wastes, and any penalties
- f. Process of inspection and evaluation of contamination level (recyclables)
- g. Contamination thresholds
- h. Procedures for screening and rejecting incoming loads of wastes

Environmental and Operating Compliance:

- a. Operating Permits
- b. Environmental Controls
- c. Compliance with applicable law

7. Respondent shall provide a list of 3 references and examples of similar contracts for municipal solid waste and recycling services within the five years particularly with communities of similar size. The Town reserves the right to contact these organizations regarding the services performed by the Respondent.
8. A high level overview of the respondent's approach to implementation of the services described herein including the respondent's ability to provide all of the services identified in Section II.
9. A proposed schedule for implementation.
10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
11. Proposal Response Form, including Fee Proposal. (**ATTACHMENT A**).
12. 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.
13. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 28, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on **ATTACHMENT A**. The selected respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonburyct.gov. Upon entering the website click on the **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**.
14. Statement of Non-Collusion (**ATTACHMENT B**).
15. Any technical questions regarding this RFP shall be made in writing and directed to Michael Bisi, Superintendent of Sanitation by email at mike.bisi@glastonbury-ct.gov. For administrative questions concerning this proposal, please contact Mary F. Visone, Purchasing Agent, by email at purchasing@glastonbury-ct.gov. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at www.glastonburyct.gov (Upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). **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.

No other Glastonbury Town employee, elected official, or evaluation committee member should be contacted concerning this RFP during the proposal process. Failure to comply with this requirement may result in disqualification.

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 responsible and responsive proposal which 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 Request for Proposal. The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work. 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.

- The Respondent's technical understanding of the scope of services evidenced by the quality of the proposal submitted and responsiveness to the Town's requirements as summarized herein, including completeness, clarity, and visual appeal of the response.
- The relevant background & experience of the Respondent in providing similar services elsewhere particularly with communities of similar size.
- The specific background, qualifications and relevant experience of the Respondent to provide the services defined herein.
- Respondent's approach to the work to be provided described herein including the respondent's ability to provide all of the services identified in the RFP.
- Proposed schedule and demonstrated commitment to the Town of Glastonbury's timetable.
- The Respondent's responsiveness and compliance with the RFP requirements and specifications, including any exceptions attached or contained in the proposal.
- Proposed Fees.
- The Respondent's geographic location as it relates to the proximity to the Town of Glastonbury.

REFERENCES

As part of the overall evaluation, The Town of Glastonbury shall review references provided in the respondent's proposal to determine the quality of services performed for other clients.

SELECTION PROCESS

- This request for proposal 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 request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional period or to cancel in part or in its entirety the RFP, if it is in the best interests of the Town to do so.
- A Selection Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent’s ability to meet all requirements as outlined in this proposal. The Committee will then short list the specific firms whose proposals best meet all criteria required and may conduct interviews with these firms. Upon completion of interviews, the Selection Committee will forward to the Town Manager a list of firms recommended for further consideration.
- Based on the results of the interview process the top-rated firms will be invited to submit a proposed Scope of Services and fee proposal. The Town Manager or his designee will review the Scope of Services, fee proposals, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- Additional technical information may be requested from any respondent for clarification purposes, but in no way changes the original proposal submitted.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	January 31, 2022
RFP Due Date	February 11, 2022 @ 11:00 A.M.
Interviews with Top Respondents	TBD
Contract Effective Date	July 1, 2022

INSURANCE REQUIREMENTS

The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Contract or Work the following insurance coverages covering the Respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and their employees and agents as an Additional Insured** on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. **These requirements shall be clearly stated in the remarks section on the Respondent’s Certificate of Insurance.** All policies should also include a Waiver of Subrogation. 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. Minimum Limits and requirements are stated below:

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability Including Endts: MCS-90 & CA9948	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Pollution Liability	Each Claim	\$2,000,000
	Aggregate	\$2,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and WC Statutory Limits		
Employers' Liability	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Town of Glastonbury prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies.

The respondent shall provide a Certificate of Insurance as "evidence" of General Liability, Auto Liability including all owned, hired, borrowed and non-owned vehicles, statutory Worker's Compensation and Employer's Liability and Professional Services Liability coverage.

The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The awarded Respondent(s) will be responsible to provide written notice to the Owner 60 days prior to cancellation or non-renewal of any insurance policy. The Certificate shall evidence all required coverages including the Additional Insured on the General Liability and Auto Liability policies and Waiver of Subrogation on the General Liability policy. 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 their employees and agents 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 PAGE**

BID / PROPOSAL NO: RPGL-2022-24 **DATE DUE:** February 11, 2022

DATE ADVERTISED: January 31, 2022 **TIME DUE:** 11:00 AM

NAME OF PROJECT: MUNICIPAL SOLID WASTE AND RECYCLING SERVICES

THE RESPONDENT ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

Addendum #1 _____(Initial/Date) **Addendum #2** _____(Initial/Date) **Addendum #3** _____(Initial/Date)

It is the responsibility of the respondent to check the Town’s website for any Addenda before submitting the proposal.

FEE PROPOSAL

Respondent shall indicate prices per ton or haul for services as detailed herein. Pricing must include all cost related to the work to be performed.

Should the Respondent offer revenue sharing or rebates for recyclable materials they shall provide detailed description of such a program as part of their proposal.

I) a. MSW Transported by Town

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

I) b. MSW Transported by Vendor

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

II) a. Recyclables Transported by Town

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

II) b. Recyclables **by Vendor**

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

III) a. Corrugated Cardboard Transported **by Town**

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

III) b. Corrugated Cardboard Transported **by Vendor**

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

IV) a. Satellite Recycling Containers Transported **by Town**

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

IV) b. Satellite Recycling Containers Transported **by Vendor**

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

V) a. Non Processibles Transported **by Town**

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

V) b. Non Processibles Transported **by Vendor**

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/TON
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/TON
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/TON

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/TON
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/TON

VI) a. Compostable Food Waste Transported **by Vendor**

Note: Cost for transportation only to Town's designated vendor Quantum Bio Power, Southington CT.

Base Proposal Contract Period

- 1) Contract Year 1: 7/1/22 – 6/30/23 \$ _____/Haul
- 2) Contract Year 2: 7/1/23 – 6/30/24 \$ _____/ Haul
- 3) Contract Year 3: 7/1/24 – 6/30/25 \$ _____/ Haul

Optional One year renewals

- 4) Contract Year 4: 7/1/25 – 6/30/26 \$ _____/ Haul
- 5) Contract Year 5: 7/1/26 – 6/30/27 \$ _____/ Haul

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 respondent has not agreed to the above statement.

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

**ATTACHMENT B
NON-COLLUSION STATEMENT**

The company submitting this proposal 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.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

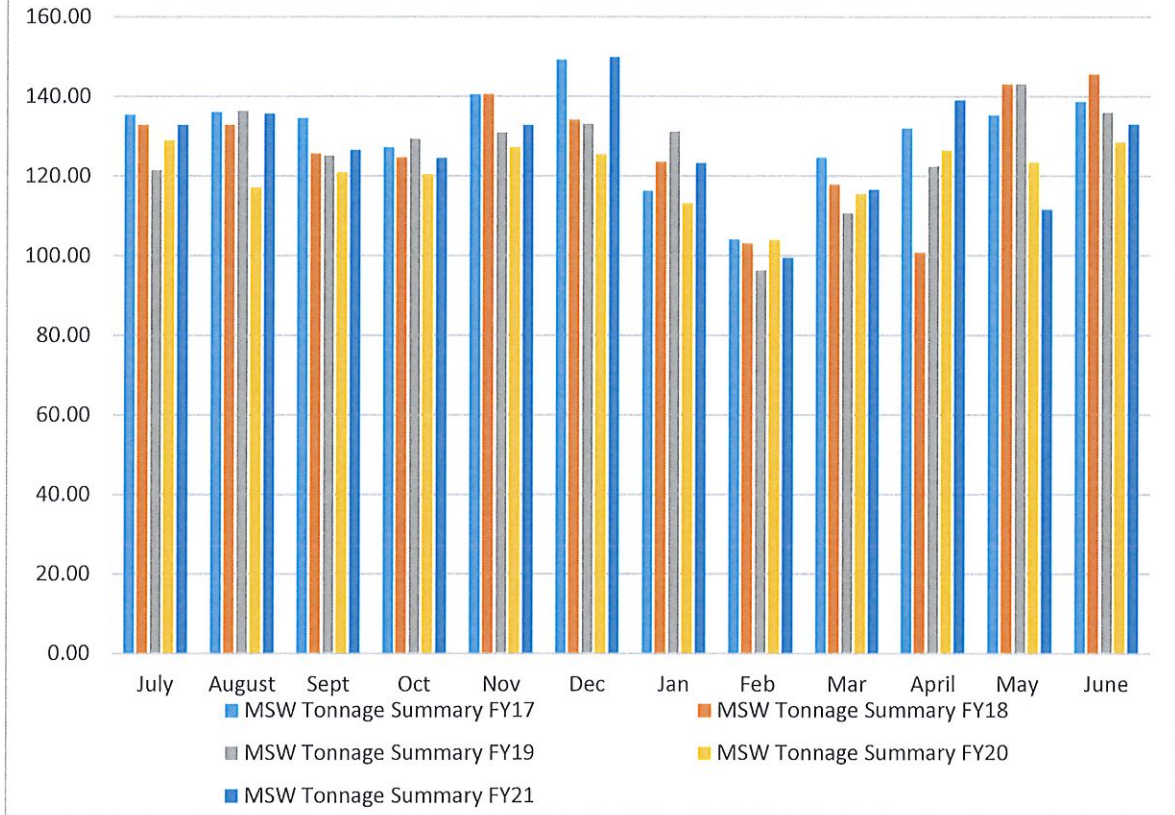
Address: _____

Telephone Number: _____

APPENDIX A

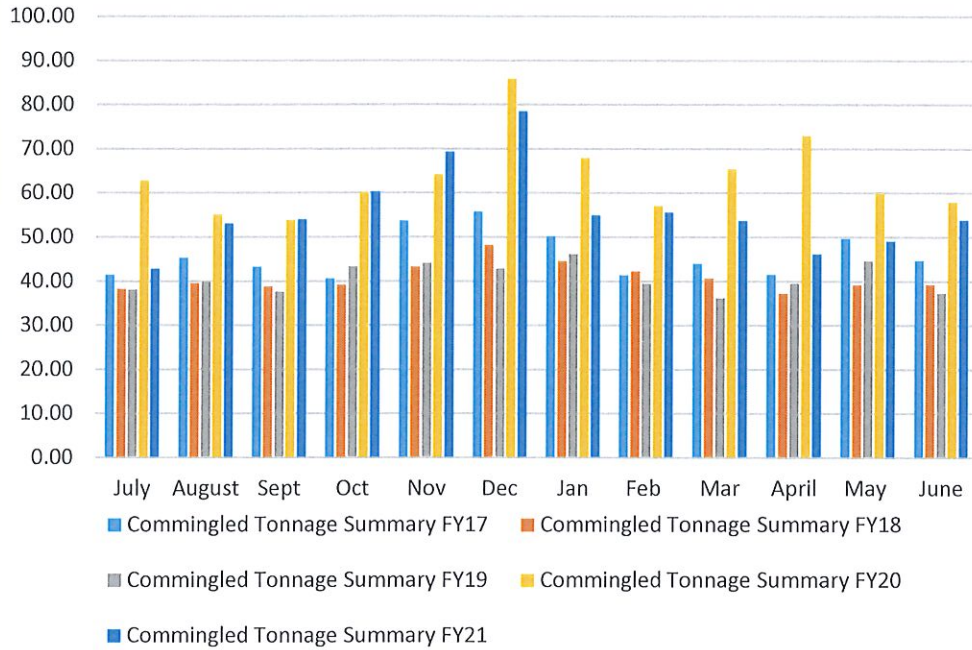
HISTORICAL TONNAGE

Town of Glastonbury MSW Summary



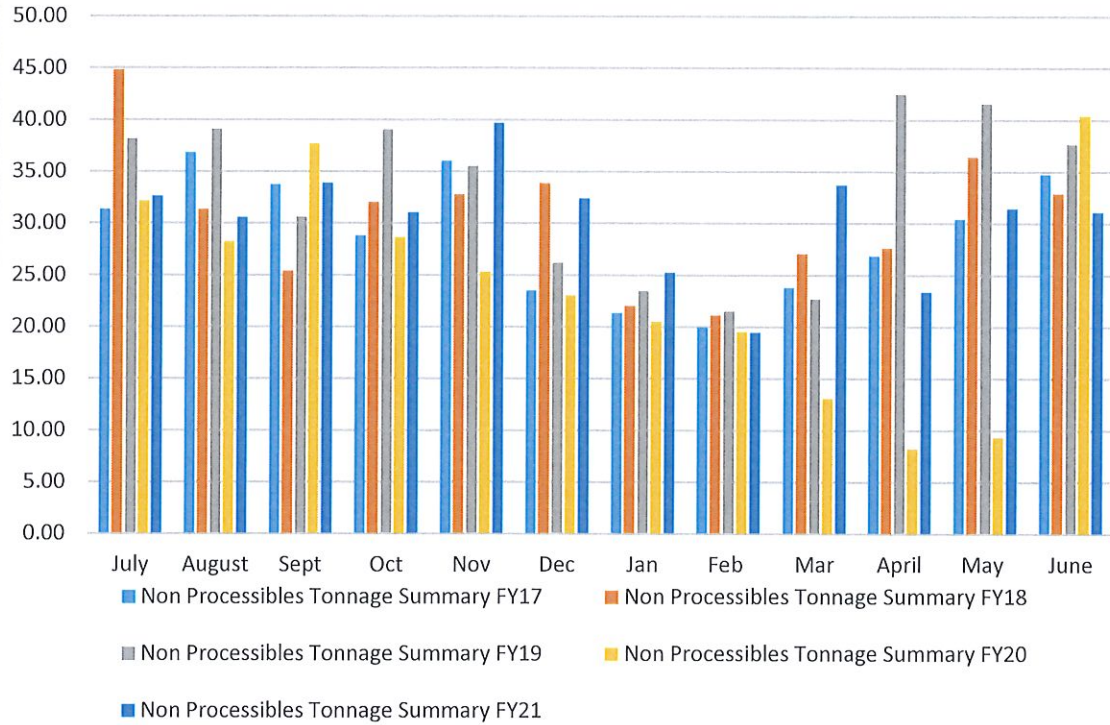
	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
July	135.46	132.88	121.41	128.95	132.84
August	136.04	132.88	136.29	117.12	135.65
Sept	134.50	125.70	125.07	120.98	126.58
Oct	127.18	124.72	129.30	120.53	124.55
Nov	140.50	140.59	130.81	127.32	132.77
Dec	149.23	134.17	133.08	125.49	149.89
Jan	116.21	123.56	131.09	113.18	123.25
Feb	104.06	103.11	96.27	103.96	99.46
Mar	124.65	117.83	110.63	115.48	116.53
April	131.96	100.76	122.40	126.48	139.03
May	135.30	143.08	143.08	123.46	111.54
June	138.62	145.59	135.88	128.55	132.97
	1573.71	1524.87	1515.31	1451.50	1525.06

Town of Glastonbury Single Stream Summary

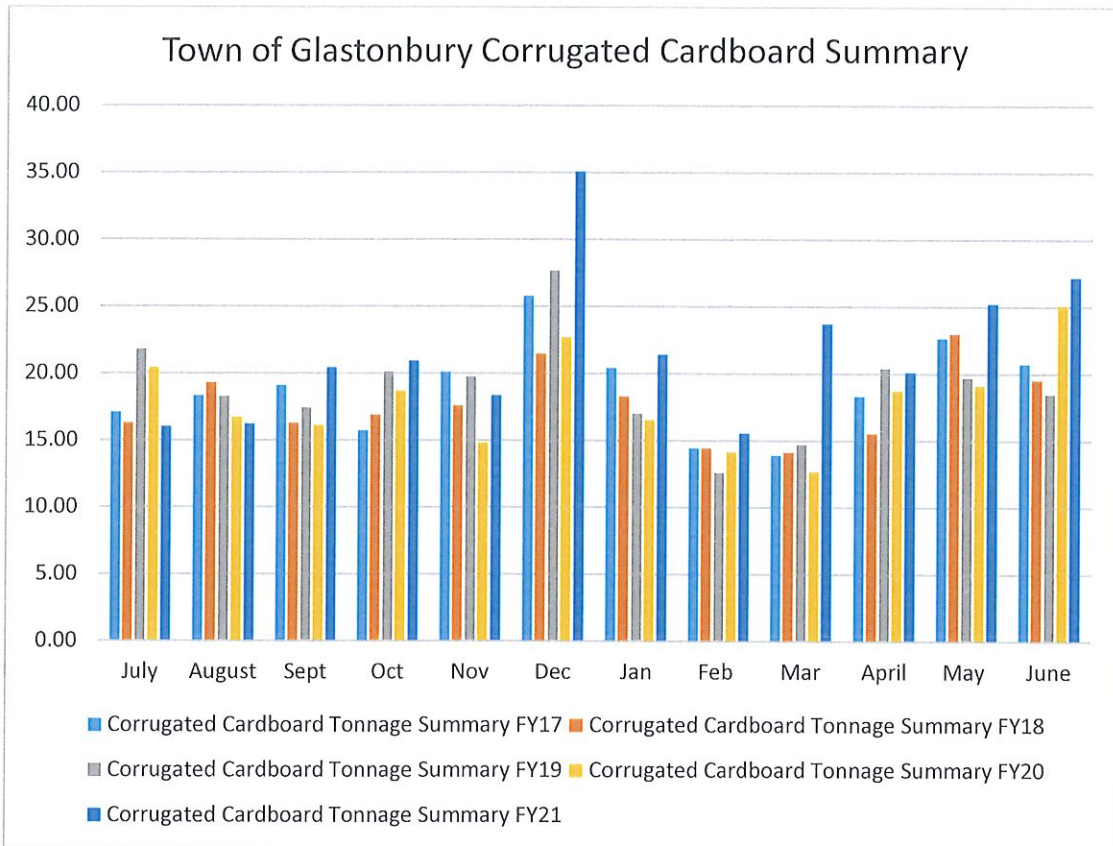


	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
July	41.40	38.19	38.02	62.81	42.78
August	45.27	39.55	39.87	55.09	53.04
Sept	43.26	38.72	37.59	53.83	53.98
Oct	40.65	39.13	43.24	60.20	60.35
Nov	53.67	43.24	44.06	64.20	69.32
Dec	55.75	48.18	42.77	85.86	78.47
Jan	50.12	44.52	46.07	67.95	54.94
Feb	41.37	42.20	39.35	57.03	55.62
Mar	43.97	40.61	36.11	65.39	53.71
April	41.49	37.19	39.42	73.00	46.17
May	49.61	39.18	44.56	59.92	49.03
June	44.67	39.23	37.18	57.92	53.85
	551.23	489.94	488.24	763.20	671.26

Town of Glastonbury Non Processable Summary



	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
July	31.34	44.80	38.13	32.16	32.62
August	36.84	31.34	39.05	28.25	30.57
Sept	33.72	25.38	30.58	37.69	33.90
Oct	28.81	32.04	39.04	28.64	31.03
Nov	36.01	32.76	35.51	25.31	39.67
Dec	23.50	33.87	26.17	23.04	32.40
Jan	21.34	22.01	23.43	20.50	25.23
Feb	19.97	21.12	21.48	19.54	19.44
Mar	23.78	27.08	22.68	13.10	33.70
April	26.84	27.64	42.44	8.22	23.39
May	30.41	36.44	41.55	9.34	31.44
June	34.76	32.89	37.64	40.44	31.11
	347.32	367.37	397.70	286.23	364.50



	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
July	17.07	16.29	21.78	20.40	16.01
August	18.31	19.28	18.24	16.71	16.20
Sept	19.08	16.25	17.40	16.11	20.42
Oct	15.71	16.88	20.08	18.67	20.94
Nov	20.10	17.57	19.71	14.82	18.34
Dec	25.77	21.46	27.63	22.70	35.06
Jan	20.41	18.26	16.97	16.53	21.41
Feb	14.41	14.41	12.56	14.12	15.54
Mar	13.89	14.11	14.67	12.66	23.72
April	18.29	15.51	20.38	18.72	20.10
May	22.63	22.96	19.69	19.10	25.21
June	20.71	19.52	18.44	25.09	27.19
	226.38	212.50	227.55	215.63	260.14



<u>2019</u>	<u>2020</u>	<u>2021</u>
5.28	5.65	5.5

APPENDIX B

ACCEPTABLE RECYCLABLE MATERIALS

A Guide to Recycling

Connecticut now has a universal list of what belongs in your recycling bin and what doesn't. All items should be **empty, rinsed, clean** and **open**. Do **not** shred, box, bag or bundle. To learn more, go to RecycleCT.com

What's IN?

PAPER

- Cardboard & boxboard
- Food & beverage cartons
- Junk mail
- Magazines & newspaper inserts
- Newsprint
- Office paper
- Pizza boxes

GLASS

- Beverage bottles & jars
- Food bottles & jars

METAL

- Aerosol containers (food grade only)
- Aluminum foil
- Cans & bottles
- Foil containers
- Metal lids from cans & bottles

PLASTIC

- Plastic bottles (with or without caps attached)
- Plastic containers, tubs & lids
- Plastic one-use cups (no lids, no straws)

What's OUT?

- Gift wrap & gift bags
- Ice cream containers
- Paper cups (hot & cold)
- Shredded paper
- Take-out food containers
- Tissue paper

- Ceramic mugs & plates
- Drinking glasses

- Aerosol containers (deodorizers, cleaners, pesticides, etc.)
- Foil tops from yogurt containers
- Paint cans
- Pots & pans
- Small pieces of scrap metal
- Spiral wound containers

- Loose bottle caps
- Plastic bags & wrap
- Plastic plates, bowls & utensils
- Prescription bottles
- Single-use coffee containers
- Styrofoam cups, containers & packaging peanuts
- Water filters



APPENDIX C

WASTE DISPOSAL GUIDELINES FY2022

WASTE DISPOSAL GUIDELINES Effective July 1, 2021
Town of Glastonbury - Sanitation Department/Refuse Disposal Division

Bulky Waste Facility
1145 Tryon Street

Transfer Station
2340 New London Turnpike

PERMITS:

Vehicles must display a VALID Town of Glastonbury Refuse Disposal Permit Sticker when using these Facilities. Permits shall be affixed to vehicle windshield and visible. Access to disposal facilities may be denied if permit is not properly displayed. To procure your permit sticker, a VALID VEHICLE REGISTRATION and acceptable proof of residency or business must be shown. No permit or disposal fees for acceptable electronic devices and mattresses or box springs from residents if acceptable for recycling as determined by the Town.

Permit stickers are available at the Customer Service Center in Town Hall (2155 Main St.), Monday through Friday, from 8:00 a.m. to 4:30 p.m. or at the Transfer Station/Recycling Center or Bulky Waste Facility during regular business hours. An online permit application form may be found at [Refuse Disposal Permits | Glastonbury, CT \(glastonburyct.gov\)](http://Refuse Disposal Permits | Glastonbury, CT (glastonburyct.gov)) for completion and mailed in or use the Tax Drop Box at Town Hall. One (1) additional \$30.00 permit is available at no additional cost when first permit is purchased (either \$30.00 or unlimited). Proof of initial purchase is required. Senior Citizen Discount is available for unlimited permits only. Must be at least 65 years of age and the vehicle(s) and/or Town property must be in the Senior resident's name to be eligible. Acceptable forms of payment include cash, check and credit card.

Only material generated within Glastonbury is accepted. The Town reserves the right to require acceptable proof of material origin, per Ordinance Sec. 8-10. This may include, but not be limited to, providing building permits.

OPERATING HOURS:

BULKY WASTE: Monday through Saturday, 7:00 a.m. to 3:00 p.m.

TRANSFER STATION: Tuesday through Saturday: 7:00 a.m. to 3:00 p.m.
Daylight Saving Period ONLY: Wednesday 7:00 a.m. to 7:00 p.m.

NOTE: Modified Wednesday hours for last six (6) weeks of daylight savings time are 7:00 a.m. until 6:00 p.m.

PROPER FACILITY USE:

Please reference this document, the town website, www.glastonbury-ct.gov/recycle, and signs posted at each site to review acceptable items and permitted use of the Transfer Station, Bulky Waste Facility, and satellite recycling containers. Disposal of unacceptable materials at these sites can present safety concerns as well as additional labor and associated town expenses (tax dollars). Please respect the facilities by disposing of acceptable items only in the manner outlined herein.

SATELLITE RECYCLING CONTAINERS: Open 24/7, rear lot of Town Hall, 2155 Main Street

ACCEPTABLE RECYCLABLE MATERIALS:

Note: Items should be empty, and rinsed clean. Do NOT shred, box, or bundle. NO plastic bags or trash permitted.

- ✓ Plastic: Bottles, containers, tubs, and lids, one use cups (no lids or straws)
- ✓ Paper: Boxboard (cereal, pasta), food & beverage cartons, newspapers, magazines, and pizza boxes (clean)
- ✓ Metal: Cans, aluminum foil, foil containers, and food grade aerosols
- ✓ Glass: Food and beverage bottles and jars

QUESTIONS & INFORMATION:

For additional information, visit www.glastonbury-ct.gov/recycle call the Refuse Disposal Info Line at (860) 652-7790, or contact the Refuse Division at (860) 652-7772. To receive program emails, subscribe to the Town's email notification system at www.glastonbury-ct.gov/enotify. Enter your contact information and select the "Waste & Recycling" categories under the Calendar and News headings and submit the form.

TRANSFER STATION

2340 New London Turnpike Glastonbury, CT 06033

Schedule of Fees - Effective July 1, 2021

Vehicle Type	Cars & Passenger Vans	Cars & Passenger Vans with Trailers	All Other Vehicles	All Vehicles with more than 4 wheels
Number of Wheels Not including Trailers	Maximum 4	Maximum 4	No Limit	No Limit
Weight Restriction	Less than 9,500 Gross Vehicle Weight (GVW) *			
Permit Sticker	\$30.00			
Unlimited Permit Sticker	\$135	\$135	\$190	\$285
**Senior Citizen rate	\$100 **	\$100 **	\$142.50 **	\$215 **
1 Day Pass (Residents only)	\$5.00			
Temporary 10 Business Day Permit	\$30.00			
RECYCLABLES: PERMIT STICKER REQUIRED - NO ADDITIONAL FEES				
Paper Products - Newspapers & inserts, magazines, cereal/pasta boxes, paperback books, junk mail, office paper, corrugated cardboard. Food & Beverage Containers , glass & metal, jars, bottles, cans, aluminum foil, waxed cartons, plastic bottles, containers and tubs. Food Waste Compostable Scrap Metal – appliances (no Freon – see below) grills, door frames, pipes.		Textiles – Accessories, clothing, footwear, linens Leaves / Grass Clipping Lead Acid Batteries Used Oil & Filters Anti-Freeze		
Refuse	\$6 / trip or Unlimited Permit	\$8 / trip or Unlimited Permit	\$8 / trip or Unlimited Permit	\$10 / trip or Unlimited Permit
Non-Processable	Mattresses / Box Springs (if acceptable for recycling)***EXCLUDES <u>futon</u> mattresses, disposable at, \$15 / each Upholstered Furniture - Arm Chairs..... \$10.00 / each Couches: Regular size: up to 4 person, ≤90” or less seating..... \$15.00 / each Oversize couch: >90” seating (e.g. sleeper, sectional, recliner)... \$18.00 / each Carpeting (12’ X 12’)... \$12.00 / each Carpet Padding (12’ X 12’)... \$8.00 / each			
Non-Processable Miscellaneous ****	\$8.00 / trip	\$10.00 / trip	\$10.00 / trip	\$12.00 / trip
Appliances with Freon	\$8.00 / each			
Propane Cylinders (20#)	\$5.00 / each			
Wood, Brush, Stumps & Demolition 1+2 <i>See definitions on BWF page.</i>	\$8/trip	To Bulky Waste		
Trailer Surcharge (Refuse only)	N/A	\$8 / Axle / Trip		
Tires	Under 17" / \$3 each 17"-20" / \$6 each Over 20" / \$50.00 each			
Electronics	RESIDENTIAL ONLY – UP TO SEVEN (7) UNITS PER VISIT. NO PERMIT REQUIRED OR FEE ASSESSED E.g. Computers, Laptops, Monitors, key boards, printers, TV’s, VCR’s, DVD Players, Fax Machines, Copiers, Microwaves, Stereo and Radio Equipment.			

* Exemption for the 9500 GVW weight restriction at the Transfer Station ONLY for refuse considered on an individual basis up to 12,500 lbs.

** Senior Citizen Discounts for unlimited permits only.

*** Mattresses / Box Springs: \$15.00 disposal fee and permit required if contaminated and determined unrecyclable by the Town.

**** Non-processable miscellaneous items determined by the Town.

BULKY WASTE FACILITY
 1145 Tryon Street Glastonbury, CT 06033
 Schedule of Fees - Effective July 1, 2021

Vehicle Type – Includes Vehicles with or without Trailers.	Cars Passenger Vans	Cars and Passenger Vans with trailer	All Other Vehicles	All Vehicles Greater than 9,500 GVW
Weight Restriction	Less than 9,500 GVW			Greater than 9,500 GVW
Number of Wheels	N/A			
Permit Sticker	\$30.00			
1 Day Pass (Residents only)	\$5.00			
Temporary 10 Business Day Permit	\$30.00			
Leaves	To Transfer Station			\$80 / ton*****
Grass	To Transfer Station			\$80 / ton*****
Construction / Demolition (See definition below)	Min. \$5.00 / Trip ***** (Up to 87 lbs)	\$115.00 / Ton *****		
Other (See definition below)	Min. \$5.00 / Trip ***** (Up to 125 lbs)	\$80.00 / Ton *****		
Tires	Under 17" / \$3 ea 17" - 20" / \$6 ea Over 20" / \$50.00 ea			

***** Minimum scale fee transaction fee is \$5.00, based on net material weight using 87 or 125 lbs, dependent on material as defined below. Disposal fees for loads exceeding these weights are based on scaled weight. **Mixed loads will be charged at higher rate.** The bifurcated disposal fees are to provide funding for the phased future facility closure. Those materials which require landfilling (construction and demolition waste) are assessed higher cost as they ultimately consume landfill capacity versus materials which we can recycle (brush, asphalt, etc.).

DEFINITIONS:

- 1) Construction / Demolition includes: wood, shingles, wallboard, stumps, insulation, vinyl siding (landfilled materials) – List is not inclusive. Disposal acceptability and fee determined by Town staff.
- 2) Other Includes: brush, asphalt, concrete, stone, block, brick (recyclable materials) – List is not inclusive. Disposal acceptability and fee determined by Town staff.

All vehicles shall use Old Maids Lane to access the Bulky Waste Facility. Loads shall be properly secured, violations subject to fines.

This document is provided as a guideline only and is NOT inclusive of all materials and fees. Please contact the Refuse Disposal Division Office for specific information. Acceptability of materials and fees are subject to change without notice and permit fees are not prorated. **Fees determined by Town.**

QUESTIONS & INFORMATION:

- www.glastonbury-ct.gov/recycle
- Refuse Disposal Information Line: (860) 652-7790
- Division Office: (860) 652-7772

EMAIL NOTIFICATIONS REGARDING TOWN RECYCLING PROGRAMS:

To receive recycling program and event notices, subscribe to the Town's email notification system at www.glastonbury-ct.gov/enotify. Enter your contact information and select the "Waste & Recycling" categories under the Calendar and News headings and submit the form.