

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2024-29	Scrap Metal Recycling	May 21, 2024 @ 11:00 a.m.

The Town of Glastonbury is currently seeking bids for Scrap Metal Recycling. Bidders submitting a response for this solicitation are directed to respond online through a secure e-Procurement portal. Bids can be submitted at the following link: <https://glastonburycr.bonfirehub.com/> under the BID title “GL-2024-29 – Scrap Metal Recycling”. Bidders will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website: <https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

Bid Forms, Plans and Specifications may be obtained from the Town’s website at www.glastonbury-ct.gov at no cost. Bids must be submitted electronically no later than the time and date indicated above. **No late bids will be accepted.**

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

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to bid.

Gina J. Consiglio
Purchasing Agent

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1. Bidders submitting a response for this solicitation are directed to respond online through a secure e-Procurement portal. Bids can be submitted at the following link:
<https://glastonburyct.bonfirehub.com/> under the bid title “*GL-2024-29 – Scrap Metal Recycling*”. Bidders will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

Bidders will be required to upload their bid response as **one consolidated pdf document** in the following file located in the bid portal:

- Bid Response & Related Documents
2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
 3. The award will be on basis of the highest monthly price as a percentage offered from a qualified responsive and responsible bidder unless otherwise specified.
 4. Bids will be carefully evaluated as to conformance with stated specifications.
 5. Specifications must be submitted complete in every detail and, when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
 6. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the bid.
 7. Each Bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the bid without extra cost to the Town of Glastonbury.
 8. Any bid may be withdrawn prior to the above-scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and the date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the Bidder.
 9. **THIS ITEM WAIVED** Each electronic bid submission must be accompanied by a COPY of the bid bond payable to the Town for ten percent (10%) of the total amount of the bid. Original bid bonds from all respondents must be mailed to the attention of the Purchasing Agent immediately (within 24 hours) following the virtual bid opening at the following address: Town of Glastonbury, PO Box 6523, Glastonbury, CT 06033-6523, Attn: Gina J. Consiglio, Purchasing Agent. The bid bond of the successful Bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned.

10. **THIS ITEM WAIVED:** If the base bid amount of the successful bidder exceeds One Hundred Thousand Dollars (\$100,000), the successful bidder will be required to provide performance and labor and material payment bonds in the full amount of the agreed contract price. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bond will be returned upon the delivery and acceptance of the bid items.
11. The Bidder agrees and warrants that in the submission of this sealed Bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such Bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed Bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the Bidder. An Affirmative Action Statement will be required by the successful Bidder.
12. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
13. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town purchase order number.
14. Bidder 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. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid/proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Acknowledgement Form can be accessed at the Town of Glastonbury website at 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 **Acknowledgement Form**.
15. Any bidder, in order to be considered, shall be engaged primarily in the business of scrap metal recycling with for minimum of five (5) years, prior experience with **scrap metal recycling** and licensed to do business in the State of Connecticut.
16. **Non-Resident Contractors (IF APPLICABLE):**

Upon award the Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **A single surety bond for 5% of the entire contract price is required to be filed with DRS by any unverified nonresident prime or general contractor (if awarded) where the contract price for the project is \$250,000 or more.** The contractor will be required to promptly furnish to the Town a copy of the **Form AU-968 - Certificate of Compliance** issued by the State of Connecticut, DRS. See State of Connecticut **Notice SN 2012 (2)**.

17. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.
18. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
19. Technical questions regarding this bid shall be made in writing and directed to Mike Manfre, Superintendent of Sanitation, email mike.manfre@glastonbury-ct.gov between the hours of 8:00 a.m. – 4:30 p.m. For administrative questions concerning this bid, please contact Gina J. Consiglio, 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 scroll down to click on Bids & Proposals Icon, then scroll down page to see the active bid table. You must click the Bid Title to view all bid details and document links). The request must be received at least five (5) business days prior to the advertised response deadline. **It is the bidder's responsibility to check the website for addenda prior to submission of any bid/proposal.**

IMPORTANT:

- **Failure to comply with general rules may result in disqualification of the Bidder.**
- **Municipal projects are exempt from Federal Excise Taxes, as well as, State of Connecticut Sales, Use and Service Taxes and should not be include in the Bidder's proposal.**

1.0 GENERAL

- 1.1 The Town of Glastonbury, Sanitation Department/Refuse Disposal Division is seeking bids for disposal of scrap ferrous and non-ferrous type materials (light iron) generated by the Town through its recycling program. Materials include white goods (appliances), automobile parts, etc.
- 1.2 The Town presently operates a Transfer/Recycling Station located at 2340 New London Turnpike and sorts and separates its materials based on the contract bid results. Approximately 500 tons of light iron is generated annually. The Town makes no guarantee as to the amount of materials generated.
- 1.3 The contract period will normally be for a period of one (1) year, from July 1, 2024 through June 30, 2025. Bidders may indicate, as part of this Bid, variations to this contract period. An optional extension of an additional two (2) years will be evaluated for a total of three (3) years. Bidders shall indicate the option on the Bid Proposal form.
- 1.4 Bidder shall provide a minimum of two (2) 40 cubic yard containers with covers which can be opened for loading and closed to provide protection from the elements. The Bidder may propose other types of containers for the collection for consideration by the Town, in all cases containers must have covered capabilities and be a minimum of 40 cubic yard capacity. Container sizes and quantities for light scrap iron shall be indicated in the Bid Proposal form.

2.0 SCOPE OF SERVICES

- 2.1 Bidders shall provide all containers and hauling as required.
- 2.2 Service to the Town's site shall occur during normal work week, Monday through Friday 7:00 a.m. to 3:00 p.m., unless special requests are made in advance. The Bidder shall respond within 24 hours for pickup (Monday through Friday).
- 2.3 The Bidder shall provide tare slips indicating, time, gross and tare weights and net price due or charged to the Town. This copy shall be provided to the driver with each load should loads be delivered via Town equipment. **If loads are hauled by Bidder, tare slip numbers must be indicated on the check stub or the monthly summary along with the tonnage.**
- 2.4 The Bidder shall provide with this Bid a list and definition of contaminant materials, if any, which will be unacceptable. Failure to submit list of contaminants of unacceptable materials with this Bid shall mean no exceptions are made. This will minimize any potential conflicts in determining actual payload weights.

3.0 FEE SCHEDULE

- 3.1 Scrap Metal (Light Iron): Payments shall be based on market pricing. Market pricing shall be based on a monthly price as a percentage of the number two bundle price of the Export Yard buying prices “New York” on the first issue of the month in the American Metal Market publication and the pricing shall include providing containers and hauling.

4.0 PAYMENTS

- 4.1 Payment to Town shall be made within thirty (30) calendar days following pickup of materials to the Town of Glastonbury, Sanitation Department/Refuse Disposal Division, 2149 Main Street, Glastonbury, CT 06033, Attention: Mike Manfre, Superintendent of Sanitation.

INSURANCE

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. All policies shall contain a waiver of subrogation. **These requirements shall be clearly stated in the remarks section on the Bidders Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

- 1) Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 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 Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage. The Bidder shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town of Glastonbury 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 Bidder'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 Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable.



TOWN OF GLASTONBURY * 2155 MAIN STREET *
GLASTONBURY * CT

BID / PROPOSAL NO: GL-2024-29 DATE DUE: May 21, 2024

DATE ADVERTISED: May 6, 2024 TIME DUE: 11:00 AM

NAME OF PROJECT: SCRAP METAL RECYCLING

In compliance with this Invitation to Bid, the Bidder hereby proposes to provide goods and/or services as per this solicitation in strict accordance with the Bid Documents, within the time set forth therein, and at the prices submitted with their bid response.

IT IS THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDA POSTED PRIOR TO BID OPENING.

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA AS REQUIRED:

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

Item Description

Total Amounts

SCRAP METAL: Price per gross ton based on market as outlined in Bid Spec. Section 3.1

Monthly price as percentage..... _____

Date of market price..... _____

Above equates to:..... \$ _____

Plus or Minus per Gross Ton..... \$ _____ /gross ton

Net Price per Gross Ton..... \$ _____ /gross ton

Bidder is willing to extend contract pricing July 2025 - June 2026? YES _____ NO _____

Bidder is willing to extend contract pricing July 2026 - June 2027? YES _____ NO _____

Bidder's Company Name: _____

NON-COLLUSION AFFIDAVIT:

By submission of this bid, the Bidder certifies, and in the case of a joint bid each party thereto certifies as to their own organization that this bid has been arrived at independently without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor.

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 _____ *

*Bidder 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 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#

(Seal – If bid is by a Corporation)
Attest