

TOWN OF GLASTONBURY

INVITATION TO BID

<u>Bid #</u>	<u>Item</u>	<u>Date & Time Required</u>
GL-2011-13	Refuse & Recycling Services Town and Board of Education Buildings, Facilities and Parks	January 7, 2011 @ 11:00 a.m.

Bid Forms may be obtained on the Town's website at www.glastonbury-ct.gov or at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, CT 06033 (second level).

An optional pre-bid meeting will be held on Tuesday, December 21st at 9:30 a.m., in Meeting Room A at Town Hall, 2155 Main Street, Glastonbury, Connecticut.

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. All Sealed Bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated. All bids will be publicly opened and read.

Mary F. Visone
Purchasing Agent

**Refuse & Recycling Services
Town and Board of Education Buildings, Facilities & Parks
Information for Bidders**

GL-2011-13

1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
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 basis for evaluating the cost of this Contract shall be the cost of service for each unit at the specified level of collection plus the tipping fee. Each of these numbers shall be multiplied times the number of each applicable unit specified herein. This will be added together for all locations and multiplied times five (5) for a total bid cost over the minimum life of the contract.

Should the Town decide to reject a portion of the bid, the basis for the award shall use the same methodology described above applied to the portion(s) of the bid selected by the Town.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. **The envelope enclosing your bid should be clearly marked by bid number, time of bid, opening and date.**
6. 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.
7. 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.
8. 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 this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
9. 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 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.
10. Each bid must be accompanied by a bid bond in the amount of \$5,000.00 payable to the Town. 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. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.

11. The successful Bidder shall, within ten (10) days after award notice or at the signing of the contract, whichever comes first, furnish a Performance Bond issued by a company licensed to do business in the State of Connecticut for one hundred (100%) percent of the first year's bid price. For each succeeding year for the life of the contract, the Contractor must, on or before January 1, submit a letter from a bonding or surety company, licensed to do business in the State of Connecticut, stating that they will, on or before April 1, provide a Performance Bond for the contract bid price for the upcoming year. This procedure will be followed in succeeding years. In lieu of a Performance bond, the Town may consider a cash surety or other surety which, in the opinion of the Town, shall provide sufficient protection to the Town. The Town will not be liable for the accrual of interest on any certified check submitted.
12. 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.
13. 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.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. 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 Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the Bidder 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 bid / proposal.
16. **Non Resident Bidders (IF APPLICABLE)**

The Town is required to report names of nonresident (out of state) Bidders to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Bidders. **Upon award, all nonresident Bidders must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form (AU-72) to DRS even though this project is exempt from most sales and use taxes.**

See State Notice to Nonresident Bidders SN 2005 (12). If the above bond is not provided the Town is required to withhold 5% from Bidder's payments and forward it to the State DRS.

Bidder must promptly furnish to the Town a copy of the Certificate of Compliance issued by the State DRS.

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. It is the responsibility of the bidder to check the Town's website before submitting bid for addendums posted prior to bid opening.
20. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bids responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid 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 bid contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.

IMPORTANT: Failure to comply with general rules may result in disqualification of the bidder.

1.0 GENERAL

- 1.1 The Town of Glastonbury, comprised of the Board of Education and Municipal Government, is seeking bids for the supplying of equipment, collection and disposal of solid waste generated at their building facilities as listed on Attachment #1. Solid waste shall include refuse and recyclable materials. At the same time, the Town is seeking bids for the supplying of equipment, collection and disposal of solid waste generated in parks, playgrounds, and other outdoor gathering places.
- 1.2 The Town's current disposal location for refuse is the Mid Connecticut Waste Processing Facility; 300 Maxim Road; Hartford, Connecticut. (Should the disposal location change during the term of this Agreement, the Town will work with the Bidder to reach a mutually agreeable adjustment to the bid price, if warranted.)
- 1.3 The Town's current disposal location for recyclable materials at the Mid Connecticut Intermediate Processing Center (IPC); 211 Murphy Road; Hartford, Connecticut. (Should the disposal location change during the term of this Agreement, the Town will work with the Bidder to reach a mutually agreeable adjustment to the bid price, if warranted.)
- 1.4 Should any other material not accepted at the IPC subsequently be determined recyclable, the Town shall request the Bidder to develop a proposal for collection and disposal based similarly on the other recyclable processed as described herein.
- 1.5 For information regarding this bid, contact David Sacchitella, Superintendent of Buildings, at (860) 652-7706.
- 1.6 The Town will review Bids to seek the most economical situation for the Town. It is the intent of the Town to award the Bid to one Bidder.
- 1.7 The Bidder shall, as part of this bid, be required to assist in its evaluation and the development of an effective collection/separation and disposal program.
- 1.8 The Town of Glastonbury must comply with applicable State laws involving collection/disposal of its refuse and recyclable materials. The Bidder shall comply with all local, State, and Federal regulations and laws.
- 1.9 Should the Town develop ordinances impacting the Agreement, the Bidder will be consulted on the impacts to their operation.
- 1.10 Should the Bidder be notified by the State to commence recycling of any other materials, the Bidder will be required to notify the Town and provide a proposal to meet the State regulation.

2.0 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-Bidders and other providers of services and shall name the **Town and the Board of Education its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidder's Commercial General Liability and Automobile Liability policies. **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-. 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
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Bidders.
- 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

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

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. 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 and the Board of Education 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.

3.0 SCOPE OF BID

3.1 The Bidder shall provide equipment for the intermediate storage and transportation of refuse and recyclable materials to a Town approved disposal point for a fee provided herein.

3.2 The Town shall take bids on a contract for the refuse and recycling collection program for Town buildings and facilities which will begin July 1, 2011 and continue through June 30, 2016. By mutual agreement of both the Town and the Bidder, this contract may be extended for up to two (2) one year extensions.

3.3 The Bidder agrees to handle all non-hazardous refuse and recyclable materials as mandated by the State and Town of Glastonbury throughout the life of this contract as provided for herein.

4.0 EQUIPMENT

4.1 Transportation

The Bidder shall supply and maintain all vehicle equipment in good working order necessary to satisfactorily meet the needs of the contract.

4.2 Dumpsters for Refuse and Recyclables

The Town will determine and the Bidder will provide containerized equipment for the storage of refuse and recyclables generated at the site.

The containers shall be satisfactorily sealed units preventing any leaking of liquid or odors from being released and properly labeled.

The containers shall be a top load unit, and be easy to raise and lower by its user, and not exceed sixty (60) inches in height for disposal of material.

The units shall be freshly painted either dark green or brown for refuse and blue for recyclables and decals, if any, shall be discretely placed. Each unit shall be clearly marked or labeled to identify the materials to be placed in the unit.

The units shall be maintained in satisfactory operating condition and appearance throughout the duration of this contract.

The container shall be in compliance with all Federal, State and Town laws, rules and regulations and ordinances.

The container shall be provided with a means of locking the unit.

Sizes shall be as specified, unless otherwise agreed by the Town, and may include the following capabilities as measured in cubic yards: 2, 3, 4, 6, 8 and 10.

4.3 Roll-out Carts for Refuse and Recyclables

The Bidder shall provide both 95 and 65 gallon roll-out carts for the collection of both refuse and recyclables. The carts shall have a wide base for stability and be suitable for either semi-automated or automated collection. The color shall be green for trash and blue for recyclables. The Town will determine, in consultation with the Bidder, the number of recyclable carts that shall include solid lids and lids with gasketed recycling rings sized to accept a two liter plastic bottle.

4.4 Compactor (20 c.y.)

The Glastonbury Board of Education owns a 20 c.y. refuse compactor which is located at Glastonbury High School, 330 Hubbard Street. This unit will need to be emptied by the Bidder under this contract.

5.0 SCOPE OF SERVICE

5.1 Refuse

The Board of Education requires refuse at schools be picked up during the school year, September 1 – June 30. During July and August, there will be only one pickup on Fridays.

The Municipal Government requires a pickup schedule for a twelve month period, based upon the size and frequency of each location.

Attachment 1 provides a list of Town locations for collection of refuse and the current container size and frequency of pickup. The schedule may change based upon a re-evaluation of the refuse/recycling operation during the life of the contract.

The Bidder will submit and the Town will approve the schedule for size of container and frequency of pickup prior to the start up of the refuse disposal program.

5.2 Recyclables

The Bidder will be expected to provide recycling services as stated herein, to meet all State and Local solid waste ordinances (when mandated).

The Town currently recycles corrugated cardboard, boxboard/paperboard, newspaper, magazines, white and colored office paper, junk/unwanted mail, glass, metal and aluminum, aseptic packaging and #1 through #7 plastic containers.

Attachment 2 provides a list of Town locations for collection of recyclables and the current container size and frequency of pickup. The schedule may change based upon a re-evaluation of the refuse/recycling operation at time of award.

The Bidder will submit and the Town will approve the schedule for size of container and frequency of pickup prior to start up of the recycling program.

The Bidder shall submit monthly quantities of disposed material with certified weight slips showing gross and tare weight and date for each load delivered.

5.3 Special Pickup for Events

Periodically, during each year, the Town and/or Board of Education schedule special events such as the Summer Music Series, Festivals, Park events, etc. These events may be held on weekdays and/or weekends including Sunday. The Bidder shall be responsible for providing refuse and recycling service at these events as directed by the Director of Parks and Recreation. Every effort will be made by the Town and/or Board of Education to schedule this service with two (2) weeks advance notice to the Bidder. Service for these events will be at the bid rates provided by the Bidder for the size containers utilized for the event.

In other instances, local civic groups and organizations using Town-owned facilities require refuse and recycling services. Under these circumstances, the event sponsors will be required to make arrangements for refuse and recycling at their event directly with the Bidder. Billing will be directly to the sponsor at the rates included in this bid.

5.4 Holidays

The Bidder will not make regular collections on the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. If these holidays should fall on a Sunday, the collection shall be done on the following Tuesday. If these holidays should fall on a Monday, Tuesday, Wednesday, Thursday or Friday, the collection shall be done the following day. If these holidays should fall on a Saturday, the collection shall be done the previous Friday or the following Monday.

5.5 Collection and Disposal

Dumpsters and containers designated for once (1) per week service or less shall be emptied on the same weekday each week of the Contractor's choice. The Town shall receive a pickup schedule for all facilities that receive once (1) per week service showing the weekday of service. Dumpsters and barrels designated for twice (2) per week service shall be emptied on Monday and Thursday of each week. Dumpsters and barrels designated for three (3) times per week service shall be emptied on Monday, Wednesday and Friday.

For those locations specified for collection on a schedule less than 12 months, the Town will provide, at least one month in advance of the start of the contract in July, a schedule that details the monthly collection periods, and shall define the time period that constitutes the month(s) of collection. For example, 10 month collection at school locations would begin on the fourth week of August and would end on the third week of June.

Board of Education facilities listed as receiving ten (10) month service will continue to receive service of the listed refuse and recycling dumpsters once each week during the two (2) months of July and August when school is recessed. The pickups during July and August must be the same day each week.

The 20 c.y. compactor, owned by the Board of Education, located at Glastonbury High School, will be serviced on an "on call" basis. The Town will call for service when the compactor indicates $\frac{3}{4}$ full. The Bidder shall pick up the compactor, have it emptied, and reinstalled within a three hour time period. The estimated service interval based on past experience is 3x/month.

During the term of the contract, the Town or Board of Education may increase or decrease the number of locations and quantity of dumpster/containers, change the capacity of the dumpster at any location, increase or decrease the number of collections for each dumpster/container and/or change the location of a dumpster/container.

Any and all changes shall be initiated on a Monday with two weeks prior notice to the Contractor. The payment for that month's service shall be apportioned to that percentage of the month for which services were rendered.

6.0 PROPOSAL SHEET INFORMATION – METHOD OF BIDDING

In the Bid Proposal "Schedule of Prices", the Bidder shall indicate the amount to be charged per month for providing the various size dumpsters and other containers for refuse and recycling collection at the various specified levels of service per week. The service fee shall include all vehicles, equipment, labor, transportation and fuel charges.

In addition to the service fee for refuse disposal equipment, the Bidder will be paid for the CRRA tipping fee, which as of the date of these specifications is \$69.00 (sixty-nine dollars and zero cents)

per ton at the refuse density of one hundred pounds per cubic yard (100 lbs./cu. yd.). This allows the Bidder to commingle refuse from Town, Parks and Board of Education facilities with other commercial/institutional customers. For calculating the tipping fee for containers, gallons are converted to cubic yards, based on the 100 lbs./cu. yd. figure. For example, there are 47.5 lbs. in a full 95 gallon container and 32.2 lbs. in a full 65 gallon container.

Based on the tipping fee of \$69.00 per ton, the monthly per cubic yard rate per collection shown in the "Schedule of Prices" is determined as \$69.00 per ton multiplied by 100 lbs./cubic yard (cy) multiplied times the number of pick-ups per week (wk) multiplied by fifty-two (52) weeks per year (yr) divided by two thousand (2,000) pounds (lbs.) per ton divided by twelve (12) months (mos.) per year which equals the tipping fee per container per month. If the tipping fee should be increased or decreased, the payment to the Bidder shall be increased or decreased according to the above formula as of the date of the change.

Formula Example – 2 Cubic Yard Dumpster Emptied Once/Week

2 cy x 100 lbs. x 1/wk x 52 wks = 10,400 lbs./yr ÷2,000 ton/lb. = 5.2 ton/yr ÷12 mos. = .4333 ton/mos.
x \$69.00 ton = \$29.88 per month

2 cy x $\frac{100 \text{ lbs.}}{\text{cy}}$ x $\frac{1}{\text{wk}}$ x $\frac{52 \text{ wk}}{1 \text{ yr}}$ x $\frac{1 \text{ ton}}{2,000 \text{ lbs.}}$ x $\frac{1 \text{ yr}}{12 \text{ mos.}}$ x $\frac{\$69.00}{\text{ton}}$ = \$29.88 mos.

No tipping or disposal fee is included for those units used to collect recycling. Recycling under the contract from the Town of Glastonbury shall be delivered to the CRRA Hartford Regional Recycling Center located at 211 Murphy Road, Hartford, CT.

6.1 Bid Proposal Submission Requirements

The following additional information shall be included with the Bid Proposal.

Type of collection vehicles to be used. Indicate the make, year, capacity and present location of vehicles to be used in the execution of this Contract.

Number of spare collection vehicles. Indicate the make, year, capacity, and number of spare units, not regularly scheduled for a particular route that will be used in the event of collection unit breakdown. One spare vehicle for refuse collection and one spare vehicle for recycling collection is the minimum required.

Location of collection vehicle storage. Specify the location where vehicles will be stored overnight and maintained.

Description of dumpsters, roll-offs, and other containers. Note the type and manufacturer of all dumpsters and roll-offs to be used as part of this Contract.

Experience. Each Bidder must show evidence of having sufficient financial capacity and experience in the solid waste hauling business to carry out the requirements of this Contract. Some or all of the following factors may be included in the determination of experience:

- a. Experience in commercial/municipal refuse and/or recycling collection contracts as demonstrated by letters of reference.

- b. Experience in the hauling of solid waste as demonstrated by contracts of sufficient duration to evidence a long-term commitment to the business.

Each Bidder shall be required as part of their proposal to attach a narrative of their experience in relation to the above factors.

Each Bidder must show evidence of having carried out a similar contract and have a minimum of three (3) years experience. This three year experience must have been within the last ten (10) years.

This evidence shall include at least two (2) letters from a business and/or municipality commenting on the quality of service and stating whether the official responsible for administering this contract would extend the contract based on past performance. These letters must be submitted with the Proposal Form.

The Town of Glastonbury reserves the right in its sole discretion to determine if the demonstration of one or all of the above criteria meets the needs of the Town for the performance of this contract.

7.0 PAYMENT

Payment to the Bidder shall be made by monthly submission of proper invoices. Separate invoices shall be prepared for both the Board of Education and Municipal Government. The invoices shall be broken down listing charges by each location.

Payment to the Bidder shall be made within thirty (30) days upon receipt of satisfactory invoicing.

8.0 PROPOSAL EVALUATION – BASIS OF AWARD

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.

The basis for evaluating the cost of this Contract shall be the cost of service for each unit at the specified level of collection plus the tipping fee. Each of these numbers shall be multiplied times the number of each applicable unit specified herein. This will be added together for all locations and multiplied times five (5) for a total bid cost over the minimum life of the contract.

Should the Town decide to reject a portion of the bid, the basis for the award shall use the same methodology described above applied to the portion(s) of the bid selected by the Town.

9.0 CONTRACT

These specifications shall be incorporated in a contract between the Town and the successful Bidder. All work performed in accordance with this Contract shall comply in every respect with all applicable laws and safety standards of the United States, State of Connecticut and the Town of Manchester.

10.0 TERM OF CONTRACT

The Town shall take bids on a contract for the refuse and recycling collection program for Town buildings and facilities which will begin July 1, 2011 and continue through June 30, 2016. By

mutual agreement of both the Town and the Bidder, this contract may be extended for up to two (2) one year extensions.

11.0 ASSIGNMENT OF CONTRACT

The Bidder must identify any subcontractors that will be used on this project and describe the contractual arrangement that will exist with all subcontractors. The Bidder will be considered the prime contractor and will be fully responsible for the performance of all services, including the quality and timeliness of work performed by the subcontractor. The Town must approve all subcontractors.

The Bidder shall not transfer, sublet or assign this Contract to any person, firm or corporation or in any way vary the terms of the contract without written permission from the Town. In the event that the Bidder attempts to transfer, sublet or assign this contract to any person, firm or corporation, including any entity controlled by the Bidder, this Agreement shall terminate at the option of the Town. In the event that the Town elects to terminate this Agreement, the Contractor shall be given ninety (90) days written notice.

In the event that funds are not appropriated for the said purpose of this Agreement for any upcoming fiscal period during the term of this Agreement, the Town and/or the Board of Education reserve the right to terminate this Agreement by giving thirty (30) days written notice prior to the end of the Town's fiscal year.

12.0 BIDDER'S RESPONSIBILITIES

Collection shall be accomplished with as little noise or other nuisance as may be practical. The Bidder shall pick up or sweep up any material scattered during collection including material in the street or parking lots.

The Bidder shall provide and maintain all equipment, including automotive equipment, dumpsters and other containers necessary for carrying out this contract.

Collection vehicles shall have fully enclosed bodies with self-contained mechanisms to compress the material collected and shall have, as standard equipment, a broom and a shovel. Collection vehicles shall be thoroughly clean and well maintained. Town facilities may **not** be used to wash vehicles.

All collection vehicles including chassis, drive train, hydraulic system and body shall be in reliable working condition at the start of the contract and shall be maintained in that condition throughout the term of the contract. All dumpsters and other containers and equipment furnished as part of this Contract shall be painted and free of rust at the start of this Contract. All collection vehicles, dumpsters and other equipment shall be available no less than sixty (60) days prior to the start of this contract for inspection by a representative of the Town. Should any vehicle or equipment not be found to be in a condition deemed acceptable for the execution of this Contract, the Bidder will be required to purchase equipment and/or vehicles deemed by the Town to be appropriate for the execution of this Contract. The failure of the Bidder to acquire such equipment or vehicles will result in the Contract to be considered in default.

All vehicles and operations shall be in compliance with statutory weight limitations and requirements of all state, local, and federal laws.

The Bidder will **not** be allowed to conduct a scavenging operation.

The Bidder shall be responsible for damage to private property and Town property arising from the collection operation. The Town shall be held free of any liability.

The Bidder shall operate collection vehicles in such a manner so as to obey all traffic laws and not impede traffic flow on Town streets. Loaded vehicles are not to be left idle on the street.

The Bidder shall pick up any refuse piled outside the dumpsters and rollout carts due to the containers being over filled.

The Bidder should note that refuse and recycling may not be collected between the hours of 6:00 p.m. and 6:00 a.m. per Glastonbury Code of Ordinances Section 8-26.

The bidder must maintain a valid Commercial Waste Collection permit, issued by the Town of Glastonbury, for all vehicles operating under this Agreement for the duration of the Contract.

The collection routes shall be planned so as to not interfere with bus traffic at the schools, students entering or leaving school grounds, and parking at all facilities.

The Bidder shall provide locks and keys for the dumpsters at all Town, Recreation and Board of Education facilities. The locks shall be permanently attached to the dumpster by a chain and all locks shall be keyed the same regardless of facility.

The Bidder shall not be responsible for replacing more than one lock per unit per year except if the lock has been lost or damaged as a result of actions by the Bidder and/or his employees.

The Bidder will ensure that all lids to both dumpsters and containers are closed upon servicing of the equipment. All dumpster enclosures and gates shall be closed upon servicing of the equipment.

The Bidder shall recognize that certain refuse and recycling containers at park locations will require additional labor from the driver/employee to move and position containers for collection under this contract. The Town will work with the Bidder to refine this operation as required, and develop a set of standard operation practices for each location.

Dumpster units shall be kept in a painted, clean, rust-free and water tight condition throughout the term of this Contract. As required, dumpsters and carts shall be cleaned and sanitized by the Bidder.

Dumpsters for refuse should be clearly marked as "TRASH ONLY" on all sides, and on lids when practical, except the bottom, with a minimum of four (4) inch block type lettering.

Recycling dumpsters shall be painted blue, labeled "MIXED RECYCLABLES & CARDBOARD ONLY" and should be labeled on all sides, and on lids when practical, except the bottom, with a minimum of four (4) inch block type lettering. The Town will work with the Bidder to design a semi-permanent label that will list all accepted recyclable materials for dumpsters that serve as recycling dumpsters.

Should the Bidder choose to utilize pre-existing equipment, in conjunction with the Town, the Bidder shall inventory said dumpsters and will re-label, refurbish, and/or repair dumpsters, beginning with those identified as most in need of service. The Town reserves the right to request a replacement dumpster if the existing dumpster cannot be brought to a level of satisfactory condition through repair and/or refurbishment.

A replacement shall be provided for any dumpster unit(s) which is removed for painting and/or other maintenance. Dumpster units provided to Board of Education facilities may only be removed during the months of July and August and a removal schedule is to be provided in advance.

13.0 TOWN'S RESPONSIBILITIES

During the winter season, the Town and Board of Education will keep dumpster areas clear of accumulated snow piles. Accumulated snow shall mean any snow pile one foot or more in height.

14.0 EMPLOYMENT ROSTER

Upon request of the Town, the Bidder will provide, within ten (10) business days, a roster of the owners, officers and supervisory personnel that he intends to use in the execution of the contract. This roster must include the name, address, position and emergency telephone numbers.

For all drivers holding CDL licenses, proof shall be submitted to the Town, at least ten (10) days prior to the start of the contract, of a drug and alcohol testing program which meets the requirements of the State of Connecticut. In addition, the policy of the successful Bidder regarding positive test results for CDL holders shall be submitted in writing to the Town.

Proof of continued participation in an approved drug and alcohol testing program must be submitted each successive year of the contract.

15.0 DEFAULT OF CONTRACT

If the Bidder fails to maintain the dumpsters or equipment in a clean, safe, useful and in-offensive condition or fails to maintain the scheduled services, he may be deemed to be in violation of the contract and the violation may cause the Town to withhold monthly payment until the Bidder has satisfied the Town that sufficient precautions have been taken to prevent future recurrence.

**Refuse & Recycling Services
Town and Board of Education Buildings, Facilities & Parks
Bid Proposal**

GL-2011-13

Proposal of _____ (hereinafter called
“Respondent”), organized and existing under the laws of the State of _____
doing business as _____
_____.

To the Town of Glastonbury (hereinafter called “Town”).

In compliance with your Invitation to Bid, the Respondent hereby proposes to furnish materials
and/or services as per Bid Number GL-2011-13 in strict accordance with the Bid Documents
within the time set forth therein, and at the prices stated below.

By submission of this bid, the Respondent 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 Respondent or with any competitor.

The Respondent acknowledges receipt of the following:

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

**It is the responsibility of the bidder to check the Town’s website for any Addendum before
submitting the bid.**

**Refuse & Recycling Services
Town and Board of Education Buildings, Facilities & Parks
Bid Proposal**

GL-2011-13



**THIS FORM AND THE
REQUIRED BID/PROPOSAL
MUST BE RETURNED**

TOWN OF GLASTONBURY

BID / PROPOSAL

GL # or RPGL #

2011-13

DATE ADVERTISED

December 13, 2010

DATE / TIME DUE

1/7/11 @ 11:00 a.m.

NAME OF PROJECT

Refuse & Recycling Services
Town and Board of Education Buildings, Facilities & Parks

Other Items Required with Submission of Bid Proposal:

The following bid checklist describes items required for inclusion with the above-referenced bid proposal package. It is provided for the convenience of the Bidders and, therefore, should not be assumed to be a complete list.

- _____ Bid Bond
- _____ Type of collection vehicles used. (make, year, capacity)
- _____ Number of spare collection vehicles.
- _____ Location of vehicle storage.
- _____ Description of dumpsters, roll-offs, and other containers.
- _____ Experience:
- _____ Evidence of 3 years experience with a similar contract within the last ten years.
- _____ Two letters of reference from a business or municipality.
- _____ Disclosure of all past and pending mediation, arbitration and litigation cases that the Bidder or its principal's have been involved in for the most recent five years.

Please refer to Section 6.1 of the Detailed Specifications and the Information for Bidders sections for more information.

It is the responsibility of the Respondent to clearly mark the outside of the bid envelope with the Bid Number, Date and Time of Bid Opening, and it also THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDUMS POSTED PRIOR TO BID OPENING.

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

Signature of Individual

Title

Date

E:mail Address

Doing Business as (Trade Name)

Street Address

City, State, Zip Code

Telephone Number / Fax Number

SS # or TIN#

(Seal -- If bid is by a Corporation)

Attest

I, We, the undersigned, having read the specifications, hereby submit this proposal and agree to enter into a Contract to provide a refuse and recycling collection services for the prices stated below in the Schedule of Prices, subject to and in accordance with the specifications and conditions specified in Bid GL-2011-13 and any addenda thereto.

Schedule of Prices
All Service Charges are Per Month

REFUSE COLLECTION & TRANSPORT

REFUSE DUMPSTERS

	1.5 c.u. yds.	2 c.u. yds.	3 c.u. yds.	4 c.u. yds	6 c.u. yds	8 c.u yds.
1. Every Other Week						
Tipping Fee	\$11.25	\$14.95	\$22.43	\$29.90	\$44.85	\$59.80
Service Charge	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____
2. Once/Week						
Tipping Fee	\$22.43	\$29.90	\$44.85	\$59.80	\$89.70	\$119.60
Service Charge	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____
3. Twice/Week						
Tipping Fee	\$44.85	\$59.80	\$89.70	\$119.60	\$179.40	\$239.20
Service Charge	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____
4. Three Times/Week						
Tipping Fee	\$67.28	\$89.70	\$134.55	\$179.40	\$269.10	\$358.80
Service Charge	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____
5. Five Times/Week						
Tipping Fee	\$112.13	\$149.50	\$224.25	\$299.00	\$448.50	\$598.00
Service Charge	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____
6. Compactor (20 c.y.)						
Tipping Fee	Based on actual weight of load					
Service Charge	_____ per pickup					

65 GALLON REFUSE CONTAINERS

	Once/Week	Twice/Week	Three Times/Week	Five/Times Week	Special Event
7. Tipping Fee	\$4.83	\$9.73	\$14.56	N/A	\$1.10
Service Charge	_____	_____	_____		_____
Total	_____	_____	_____		_____

95 GALLON REFUSE CONTAINERS

	Once/Week	Twice/Week	Three Times/Week	Five/Times Week	Special Event
8. Tipping Fee	\$7.10	\$14.20	\$21.32	N/A	\$1.66
Service Charge	_____	_____	_____		_____
Total	_____	_____	_____		_____

All tipping fees and service charges are per month for the specified pickup frequency.

RECYCLING COLLECTION & TRANSPORT

	1.5 c.u. yd.	2 c.u. yd.	3 c.u. yd.	4 c.u. yd.	6 c.u. yd.	8 c.u. yd.
9. Recycling Dumpsters						
Service Charge - Once Month	_____	_____	_____	_____	_____	_____
Service Charge - Every Other Week	_____	_____	_____	_____	_____	_____
Service Charge - Once/Week	_____	_____	_____	_____	_____	_____
Service Charge - Twice/Week	_____	_____	_____	_____	_____	_____

10. 95 Gallon Recycling Containers - Single Stream

Service Charge - Every Other Week	_____
Service Charge - Once/Week	_____

11. 65 Gallon Recycling Containers - Single Stream

Service Charge - Every Other Week	_____
Service Charge - Once/Week	_____

**Refuse & Recycling Services
Town and Board of Education Buildings, Facilities & Parks
Bid Proposal**

GL-2011-13

Respectfully submitted:

Signature

Name & Title

Company

Address

Effective Date

Telephone Number

Seal (if bid is by a Corporation)

Fax Number

Refuse & Recycling Services
Town and Board of Education Buildings, Facilities & Parks
Attachment 1

GL-2011-13

Refuse Schedule

Refuse Collection Service and Locations

The Bidder shall furnish and service refuse collection containers as specified in the following schedule of locations.
(A .5 pickup equals a collection every other week and a .25 pickup equals collection 1x/month).

TYPE	FACILITY	ADDRESS	CONTAINER	# OF UNITS	SIZE OF UNITS	PICKUPS PER WEEK	MONTHLY SCHEDULE
BOE	Buttonball School	376 Buttonball Lane	Dumpster	1	6 c.y.	3	10 Months
BOE	Eastbury School	1389 Neipsic Road	Dumpster	1	6 c.y.	3	10 Months
BOE	Gideon Welles School	1029 Neipsic Road	Dumpster	3	6 c.y.	3	10 Months
BOE	Glastonbury High School	330 Hubbard Street	Compactor	1	20 c.y.	On Call	10 Months
BOE	Glastonbury High School	330 Hubbard Street	Dumpster	1	6 c.y.	3	10 Months
BOE	Hebron Avenue School	1363 Hebron Avenue	Dumpster	1	6 c.y.	3	10 Months
BOE	Hopewell School	1068 Chestnut Hill	Dumpster	1	6 c.y.	3	10 Months
BOE	Naubuc School	84 Griswold Street	Dumpster	2	4. c.y.	3	10 Months
BOE	Bus Transportation	311 Oakwood Drive	Dumpster	1	4. c.y.	1	10 Months
BOE	Smith Middle School	216 Addison Road	Dumpster	3	6 c.y.	3	10 Months
BOE	Nayaug School	222 Old Maids Lane	Dumpster	3	6 c.y.	3	10 Months
TOWN	RCC	300 Welles Street	Dumpster	1	6 c.y.	1	12 Months
TOWN	Fire Company 1	2825 Main Street	Dumpster	1	4 c.y.	1	12 Months
TOWN	Fire Company 2	905 Main Street	Dumpster	1	4 c.y.	1	12 Months
TOWN	Fire Company 3	1089 Chestnut Hill	Dumpster	1	4 c.y.	1	12 Months
TOWN	Fire Company 4	1247 Manchester Road	Dumpster	1	4 c.y.	1	12 Months
TOWN	Police Facility	2108 Main Street	Dumpster	1	4 c.y.	1	12 Months
TOWN	Town Hall	2155 Main Street	Dumpster	1	6 c.y.	1	12 Months
TOWN	Welles Turner Library	2407 Main Street	Dumpster	1	4 c.y.	1	12 Months
TOWN	Youth/Family Services	317 Hubbard Street	Dumpster	1	3 c.y.	0.5	12 Months
TOWN	WPCF Facility	2149 Main Street	Dumpster	1	4 c.y.	1	12 Months
TOWN	Parks & Recreation	1086 New London Tpke.	Dumpster	1	3 c.y.	1	12 Months
TOWN	Police Range	2380 New London Tpke.	Dumpster	1	2 c.y.	0.25	12 Months
PARKS	Addison Park (June & July)	Addison Road	Dumpster	1	1.5 c.y.	1	2 Months
PARKS	JB Williams Park (April through October)	705 Neipsic Road	Dumpster	1	3 c.y.	2	7 Months
PARKS	Glastonbury High School	330 Hubbard Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Animal Control Shelter	330 Hubbard Street (rear)	95g Cart	Varies	95g	Varies	Varies
PARKS	Hubbard Green	1946 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Clark Field	Main Street (south of 1918)	95g Cart	Varies	95g	Varies	Varies
PARKS	Ross Field Playground	2108 Main Street (rear)	95g Cart	Varies	95g	Varies	Varies
PARKS	Ross Field	2108 Main Street (rear)	95g Cart	Varies	95g	Varies	Varies
PARKS	Police Dept. Gas. Pumps	2108 Main Street	95g Cart	Varies	95g	Varies	Varies

Refuse & Recycling Services
Town and Board of Education Buildings, Facilities & Parks
Attachment 2

GL-2011-13

Recycling Schedule

Recycling Collection Service and Locations

The Bidder shall provide recycling collection containers at the following locations to collect recyclables in a completely commingled (Single-Stream) fashion as scheduled.
(A .5 pickup equals a collection every other week and a .25 pickup equals collection 1x/month).

TYPE	FACILITY	ADDRESS	CONTAINER	# OF UNITS	SIZE OF UNITS	PICKUPS PER WEEK	MONTHLY SCHEDULE
BOE	Buttonball School	376 Buttonball Lane	Dumpster	1	6 c.y.	1	10 Months
BOE	Eastbury School	1389 Neipsic Road	Dumpster	1	6 c.y.	1	10 Months
BOE	Gideon Welles School	1029 Neipsic Road	Dumpster	1	6 c.y.	1	10 Months
BOE	Glastonbury High School	330 Hubbard Street	Dumpster	1	6 c.y.	1	10 Months
BOE	Hebron Avenue School	1363 Hebron Avenue	Dumpster	1	6 c.y.	1	10 Months
BOE	Hopewell School	1068 Chestnut Hill	Dumpster	1	6 c.y.	1	10 Months
BOE	Naubuc School	84 Griswold Street	Dumpster	1	6 c.y.	1	10 Months
BOE	Nayaug School	222 Old Maids Lane	Dumpster	1	6 c.y.	1	10 Months
BOE	Smith Middle School	216 Addison Road	Dumpster	1	1 c.y.	1	10 Months
BOE	Bus Transportation	311 Oakwood Drive	Dumpster	1	4. c.y.	0.25	10 Months
TOWN	Fire Company 1	2825 Main Street	Dumpster	1	3 c.y	0.5	12 Months
TOWN	Fire Company 2	905 Main Street	Dumpster	1	3 c.y	0.5	12 Months
TOWN	Fire Company 3	1089 Chestnut Hill	Dumpster	1	3 c.y	0.5	12 Months
TOWN	Fire Company 4	1247 Manchester Road	Dumpster	1	3 c.y	0.5	12 Months
TOWN	Police Facility	2108 Main Street	Dumpster	1	4 c.y.	0.5	12 Months
TOWN	Town Hall	2155 Main Street	Dumpster				12 Months
TOWN	Welles Turner Library	2407 Main Street	Dumpster	1	4 c.y.	2	12 Months
TOWN	Youth/Family Services	317 Hubbard Street	Dumpster	1	4 c.y	0.5	12 Months
TOWN	WPCF Facility	2149 Main Street	Dumpster	1	6 c.y.	0.5	12 Months
TOWN	RCC	Welles Street	Dumpster	1	4 c.y	0.5	12 Months
TOWN	Parks & Recreation	1086 New London Tpk.	Dumpster	1	4 c.y	1	12 Months
PARKS	Glastonbury High School	330 Hubbard Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Animal Control Shelter	330 Hubbard Street (rear)	95g Cart	Varies	95g	Varies	Varies
PARKS	Hubbard Green	1946 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Clark Field	Main Street (south of 191	95g Cart	Varies	95g	Varies	Varies
PARKS	Ross Field Playground	2108 Main Street (rear)	95g Cart	Varies	95g	Varies	Varies
PARKS	Ross Field	2108 Main Street (rear)	95g Cart	Varies	95g	Varies	Varies
PARKS	Police Dept. Gas. Pumps	2108 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Town Hall	2155 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Academy Field/Skate Par	2149 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Center Green	2340 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Bus Shelter	2400 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Bus Shelter-St. Paul's	2577 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Point Road	11 Point Road	95g Cart	Varies	95g	Varies	Varies
PARKS	Salmon Brook Park	New London Turnpike	95g Cart	Varies	95g	Varies	Varies
PARKS	Bus Shelter/Griswold	2838 Main Street	95g Cart	Varies	95g	Varies	Varies
PARKS	Naubuc School	82 Griswold Street	95g Cart	Varies	95g	Varies	Varies

