



TOWN OF GROTON

REQUEST FOR PROPOSALS

19-02

SOLID WASTE COLLECTION SERVICES

November 2018

PROPOSAL NUMBER: 19-02

PROPOSAL DEADLINE: 2:30 P.M. December 12, 2018

LOCATION: Purchasing Office, Groton Town Hall

ADDRESS: 45 Fort Hill Rd., Groton, CT 06340

Sealed proposals will be received by the Purchasing Agent of the Town of Groton, until 2:30 P.M. on December 12, 2018 for “**RFP 19-02 Solid Waste Collection Services**” in accordance with the following specifications and information.

Proposals received after 2:30 P.M. on December 12, 2018 will not be accepted.



TOWN OF GROTON

**RFP 19-02
Solid Waste Collection Services**

Sealed proposals will be received by Town of Groton, Groton, CT for **RFP 19-02 SOLID WASTE COLLECTION SERVICES** on or before **2:30 p.m.** on **December 12, 2018** at the office of the Purchasing Agent, Town of Groton, 45 Fort Hill Road, Groton, CT and at that time will be opened publicly. Town of Groton seeks to have an experienced firm that will provide the Town with solid waste collection services from December 2018- June 30, 2021 and may be extended for two (2) twelve (12) month terms for a total of five (5) years solely at the Town's discretion. The Town reserves the right to award to multiple vendors.

Specifications may be obtained by visiting the Town of Groton website www.groton-ct.gov, and selecting the 'Bid Listings' page.

All proposals must be submitted on the form(s) provided, in duplicate and clearly marked:

RFP 19-02 SOLID WASTE COLLECTION SERVICES



TOWN OF GROTON

TABLE OF CONTENTS

ITEM 1. GENERAL INFORMATION

- A. Item to be bid
- B. Tax Information

ITEM 2. BID SUBMISSION

- A. Date and Time
- B. Submission Procedures

ITEM 3. WITHDRAWAL OF BIDS

- A. Time Period
- B. Procedure

ITEM 4. BID BONDS, CERTIFIED CHECKS OR CASHIER'S CHECKS

ITEM 5. PERFORMANCE BOND

ITEM 6. VENDOR QUALIFICATION

ITEM 7. DELIVERY

- A. Requirements
- B. "Agreed-Upon Delivery Date"
- C. Location
- D. Penalty Clause

ITEM 8. ACCEPTANCE OR REJECTION OF BIDS

ITEM 9. PAYMENT TERMS

- A. Timeframe
- B. Acceptance
- C. Prepayment Option

ITEM 10. SUPPLEMENTAL INFORMATION

- A. Manufacturer's Literature
- B. "Or Equal" Bids

ITEM 11. MULTIPLE BIDS

ITEM 12. EXCEPTIONS TO SPECIFICATIONS

ITEM 13. TESTS

ITEM 14. INQUIRIES

ITEM 15. MATERIALS AND EQUIPMENT

ITEM 16. GUARANTEE

- A. Compliance with specifications
- B. Defective equipment
- C. Guarantee and Warranty information

ITEM 17. BASIS FOR SELECTION OF VENDOR

ITEM 18. QUANTITY

ITEM 19. TIE BIDS

ITEM 20. AVAILABILITY OF FUNDS

ITEM 21. BID ALTERATIONS/SIDETRACK AGREEMENTS

ITEM 22. ALTERNATIVE/RECYCLED PRODUCTS

ITEM 23. OTHER

- A. GSA, Federal and State Contract Pricing
- B. Affirmative Action/Equal Employment
- C. Equipment in transit
- D. Insurance Requirements
- E. Hazard Communication Information
- F. Lock-Out Tag-Out Information
- G. Bidders List



TOWN OF GROTON
GENERAL TERMS AND CONDITIONS

1. GENERAL INFORMATION

It is the intent of this solicitation is to establish a vendor(s) to supply the Town of Groton with Solid Waste Collection Services. The prospective bidder must complete the bid form and company information sheet, but need not return the entire Invitation to Bid. The bidder is not to include any taxes from which the Town is exempted by law. The Town will complete any tax exemption forms that the successful vendor may require if such forms are within the Town's legal parameters.

2. BID SUBMISSION

The proposal shall be submitted to the Office of the Purchasing Agent no later than **2:30 P.M. on December 12, 2018** at which time they will be publicly opened. Proposals received after that date and time will not be considered by the Town of Groton. Proposals must be submitted on the blank forms furnished, and should be in a sealed envelope, addressed to the Office of the Purchasing Agent, marked "**RFP 19-02 SOLID WASTE COLLECTION SERVICES**". PLEASE PROVIDE INFORMATION AND PRICING AS REQUESTED IN THE SPECIFICATIONS. The Town of Groton Purchasing Division shall receipt stamp each bid received. The date of the stamp shall prevail over any postmark date. The Town of Groton assumes no liability for any postal service delays.

3. WITHDRAWAL OF BIDS

No bidder may withdraw their bid for a period of 90 days after the actual date of the bid opening, during which time prices will be firm. Bids may be withdrawn by written authorization only and only if withdrawal request is received one (1) day or more prior to the bid opening. The proposed prices in this bid shall hold through each delivery date indicated.

Costs for the preparation of this proposal are to be borne entirely by the bidders. They shall not in any way be charged to the Town of Groton. All submissions become the property of the Town of Groton to use as required to meet the objectives of this bid.

4. BID BONDS, CERTIFIED CHECKS OR CASHIER'S CHECKS

When required each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in Connecticut or by a cashier's check or certified check made payable to the Town of Groton. The amount of the bid deposit will be 0% of the total base bid unless otherwise specified.

Bond amount required: 0%

5. PERFORMANCE BOND

If required by the bid specifications, the successful bidder may be required to provide a performance bond. The performance bond shall be made out in favor of the Town of Groton. The performance bond shall be required as security by the successful bidder for faithful performance of his contract. This performance bond shall be required within ten (10) days of the award notification. The performance bond must be written by a surety company licensed to conduct business in the State of Connecticut. The successful bidder, upon failure or refusal to furnish within ten (10) days the required performance bond, shall forfeit their bid deposit to the Town of Groton as liquidated damages.

Bond Amount Required: **0%**

6. VENDOR QUALIFICATION

Each vendor shall present evidence that they are normally engaged in the purveying of the type of materials/equipment or workmanship proposed. The vendor shall make themselves thoroughly familiar with the contents of the notice before submitting his/her proposal. The vendor automatically acknowledges and accepts all of the provisions, conditions, and specifications of this notice. No proposal shall be considered from vendors who are unable to show that they are normally engaged in the purveying of the type of materials/equipment or workmanship proposed. For any type of service, construction or commodity, the vendor certifies that his product or service meets all local, State and Federal regulations applicable to his/her product or service. The vendor is responsible for complying with all ordinances, laws and regulations affecting their particular product or service and holds the Town of Groton harmless for any claims for damages whether bodily, personal or property due to the avoidance of any requirement of any governing body. All bidders, in order for their proposals to be considered, must not be delinquent on any property tax or fees issued by the Town. Bidders shall certify that neither they nor any business or corporation fully or partially owned by the bidder is not delinquent on Town property taxes or fees.

7. DELIVERY

All prices quoted shall include any and all **shipping, handling, insurance, training, consulting, out of pocket expense**, and **delivery** charges necessary to deliver any materials and equipment ordered to:

SEE EXHIBIT 1 FOR LIST OF LOCATIONS AND EQUIPMENT

Vendors shall be responsible for moving material within confines of delivery vehicle and to vehicle exit for easy offload. Neither Town employees nor equipment will enter delivery vehicle.

8. ACCEPTANCE OR REJECTION

The Town reserves the right to accept or reject any and all bids and to waive any minor deviations from our bid requirements if it is in the best interest of the Town to do so.

9. PAYMENT TERMS

The Town agrees to pay for the material/equipment within thirty (30) days after acceptance. Acceptance means 100% delivery of satisfactory merchandise to comply with our specifications. If a vendor wishes to offer a prepayment discount he/she must provide a separate sheet with his/her bid showing the terms of the discount and the advantage to the Town of Groton in accepting this prepayment discount. Prepayment in no way forfeits any right of the Town to complete satisfaction with the purchase nor does it relieve the vendor of any responsibility to perform as required in the bid document.

10. SUPPLEMENTAL INFORMATION

The vendor must submit with their proposals the detailed specifications, descriptive literature and all necessary details on the material/equipment they propose to furnish in order that the Town may have full information available when analyzing the bids. In cases where an item is identified by a manufacturer's name, trade name, catalog number or reference it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is identified. The reference to the manufacturer's name, trade name or catalog number is intended to be descriptive, not restrictive and is used to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes will be considered provided the bidder clearly states the item being proposed is an exception but an equal on the bid form. The Purchasing Agent reserves the right to approve as an equal or to reject as not being equal any article that the bidder proposes to furnish which contains major or minor variations from the specification requirements.

11. MULTIPLE BIDS

No bidder will be allowed to offer more than one bid price on each item even though alternate models or styles may meet the specifications. Alternates will be considered only if requested by the Town of Groton.

12. EXCEPTIONS TO SPECIFICATIONS

If the material/equipment offered differs from the provisions contained in this specification, such differences must be explained in detail on the sheets attached to this bid and if such deviations do not depart from the intent of this notice and are in the best interest of the Town, the bid will receive careful consideration. The absence of written deviations will hold the bidder strictly accountable to the Town of Groton to the specifications as written.

13. TESTS

Before approval, the Town Manager or designee shall have the right to inspect and test the materials and equipment furnished in accordance with this notice. When samples are required from bidders receiving the award, the samples may be retained by the Town of Groton until the delivery of the bid items. Bidders whose samples are retained may pick them up after the delivery of the bid items has been accepted by the Town. Bidders shall be responsible for delivery and removal of samples. Cost of delivery and removal of samples is to be the responsibility of the bidder. All samples are to be marked "Samples" and delivered to the purchasing office. The package must indicate the name of the bidder, item enclosed and the bid number. Failure to properly identify the samples relieves the Town from any responsibility for their safe return and may disqualify the bidder from bidding.

14. INQUIRIES

Any inquiries for this bid shall be directed via email to Eileen Cardillo, Purchasing Agent, at ecardillo@groton-ct.gov by 12:00 P.M. seven (7) days prior to bid opening date. Pricing shall not be discussed with any individual in the Town other than the Purchasing Agent. Once a bid date has been established only questions relevant to the technical aspects of the bid or how to properly complete the bid form may be addressed. Any vendor contacting any individual other than those named in this section may have their bid rejected by the Purchasing Agent. If addendum's clarifying the bid or providing additional information to bidders is necessary the Purchasing Agent of the Town can, at his/her option, extend the date of the bid opening. It is assumed that each vendor submitting a bid will have made himself/herself familiar with the requirements of the specifications and requested an on-site review if necessary so that his/her bid is all inclusive as per the intent of the specifications.

15. MATERIALS AND EQUIPMENT

All materials/equipment shall be furnished complete and ready for use as indicated in specifications. Any materials/equipment not specifically mentioned herein, but which is necessary for the successful installation and/or operation of the systems shall be specified and quoted by the bidder.

16. GUARANTEE

The bidder guarantees that all articles offered for sale fully comply with the specifications. All expenses covering return of and replacement of defective or improper merchandise will be assumed by the vendor. In no instance shall the vendor refer the Town to any distributor or manufacturer for settlement of any claim arising from defective or improper merchandise. If the vendor shall fail to replace or repair any defective or improper merchandise within 30 days from date of notice, the Town may make the necessary corrective arrangements and deduct the cost from money due the vendor or bill the vendor. The vendor agrees to reimburse the Town in such instances. Samples of any warranties or guarantees which will apply to the goods being offered for sale shall be included as part of this bid.

17. BASIS FOR SELECTION OF VENDOR

The Purchasing Office reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time bids of a similar nature or a bid of a bidder who upon investigation by the Town has shown that he/she is not in a position to perform the contract. The Town's review procedure in evaluating the bids received will include, but not be limited to, performance review, warranties, maintenance contract content, costs and availability, installation costs, reputation of manufacturer, qualification and experience of personnel, understanding of assignment and work plan, and previous experience. A demonstration of your product may also be required by the Town. All of this will be used in order to determine the **LOWEST** responsive bidder for the project or purchase. References are required for this project. Please attach a list of references with names and phone numbers to the bid form. **This bid is an evaluated bid and will not be awarded solely on price.**

18. QUANTITY/CONTRACT LENGTH

The Town of Groton reserves the right to purchase more or less than the quantity of items specified or may withdraw any or all requested items. Vendors are advised that the contract may be awarded in whole or in part. The Town of Groton is not bound to accept a proposal in its entirety. The Town of Groton may cancel this contract at any time if in the opinion of the Town the firm is not performing as stated in the specifications.

19. TIE BIDS

If two (2) or more bidders submit identical bids and are equally qualified, the decision of the Town to make award to one or more of such bidders shall be final. The Town, after determining that each bidder would provide equal benefit to the Town, shall set a separate date for a public drawing to determine the bidder that will be awarded the contract. The bidders involved will be notified in writing of when this drawing will be and will be notified in writing of the chosen vendor.

20. AVAILABILITY OF FUNDS

A bid or contract shall be considered executory only to the extent of appropriation available to each agency for the purchase of such articles. The Town's extended obligation on these contracts that anticipate extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal years. Any bid or contract let for more than one fiscal period is also contingent upon performance of the vendor meeting the specifications. If, in the determination of the Town of Groton, a vendor is not meeting the requirement of the specifications the Town may terminate the bid or contract with 30 days written notice to the vendor. This can occur at any time during the contract period.

21. BID ALTERATIONS/SIDETRACK AGREEMENTS

No alterations or sidetrack agreements changing the specifications shall be valid unless made in writing to the Town and signed by the Purchasing Agent and department head. This agreement must be sent to the Purchasing Agent of the Town of Groton for consideration and review.

22. ALTERNATIVE/RECYCLED PRODUCTS

Wherever possible, the Town of Groton would like to receive quotes from vendors on products that are environmentally safe, in that they do not contain toxic chemicals as identified under Subpart z. of the OSHA "Right to Know" standard, or products that contain recycled material and post-consumer material, or re-refined motor oils, etc. We would like to purchase products that do not require special disposal requirements or respirator requirements where possible and are not harmful to others, including animals. If these products could be supplied as an alternative to what is being requested please provide a special sheet attached to the bid form showing the price of the item, the item being substituted and the new or alternative product. Please also supply the manufacturer's literature describing the product and its uses. IF POSSIBLE, AND IF NOT INFLUENCING THE COST IN ANY WAY THE TOWN OF GROTON WOULD LIKE TO RECEIVE ALL PROPOSALS ON PAPER AND IN BINDERS MEETING OR EXCEEDING THE EPA GUIDELINES FOR PAPER. THIS SHOULD BE SO NOTED ON YOUR PROPOSAL IF YOU COMPLY.

PLEASE PROVIDE A SEPARATE SECTION ATTACHED TO THE BID FORM IF YOU WOULD SUGGEST USING REMANUFACTURED OR RECYCLED PRODUCTS FOR THIS PROJECT. ANY SUBSTITUTION OF A PRODUCT OF THIS TYPE MUST MEET PROVEN CONSTRUCTION STANDARDS AS RECOGNIZED BY THE STATE AND FEDERAL GOVERNMENT.

23. OTHER

The Town of Groton is eligible in most cases to receive GSA pricing and Federal and State contract pricing options. Each bidder should check with the applicable State or Federal Agency to determine if the government pricing for such commodities has been extended to political subdivisions.

The Town of Groton is an Affirmative Action/Equal Employment Opportunity Employer. The Town of Groton and any vendor awarded this project shall comply with the regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21), issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 United States code 2000d to 2000d-4. Further, the Town of Groton and any vendor awarded this contract warrants that in the performance of this project, it 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 to be that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States, or the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the Town of Groton and any vendor awarded this contract as related to the provisions of this section. (Section 4-114a of the General Statutes of Connecticut as revised.)

The Town of Groton shall follow the State of Connecticut Department of Transportation minority business affirmative action program as approved by the United States Department of Transportation.

The Town of Groton accepts no liability for the product until it is completely received and installed on the Town of Groton's premises. All vendors are responsible for the equipment while in transit to the Town of Groton.

The Town of Groton has extensive insurance requirements that must be met for certain services. If insurance is required it will be so stated in the Invitation to Bid and all vendors are expected to meet those requirements in full by providing a certificate of insurance at least ten (10) days prior to the start of any contract or service by the vendor awarded the bid. Any vendor unable to provide the required insurance shall forfeit his right to the bid award and the Town will reject his bid. The vendor is required to maintain insurance for delivery and handling until the units are signed for by the Town of Groton representative. THE TOWN OF GROTON DOES NOT ASSUME ANY RESPONSIBILITY FOR THE EQUIPMENT UNTIL IT IS ON SITE AND IN THE CARE, CUSTODY AND CONTROL OF THE TOWN. THE VENDOR IS RESPONSIBLE FOR THE PRODUCT LIABILITY COVERAGE. THE VENDOR MUST HAVE EVIDENCE OF WORKER'S COMPENSATION COVERAGE IF HIS EMPLOYEES ARE DELIVERING THE ITEMS. IF THE VENDOR CONTRACTS WITH A DELIVERY FIRM; THAT FIRM IS THE RESPONSIBILITY OF THE VENDOR DURING ALL DELIVERY TO THE TOWN OF GROTON FACILITY AND UNTIL THE DELIVERY VEHICLE AND INDIVIDUALS LEAVE THE TOWN OF GROTON PREMISES.

Insurance Requirements

Insurance shall be written with carriers approved in the State of Connecticut and with a minimum AM Best Rating of "A-" VIII. In addition, all carriers are subject to approval by the Town of Groton and no coverage shall contain special limitations on the scope of protection afforded to the Town, its officers, officials, employees or volunteers. The Town of Groton shall be named as the certificate holder. The Town of Groton shall be named as an Additional Insured on a primary and non-contributory basis to all policies except Workers' Compensation and Professional Liability. **A waiver of subrogation shall apply on all lines.**

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$3,000,000
	Products/Completed operations Aggregate	\$3,000,000
	- Contractor must notify the Town whenever claims	
	Reduce the General Aggregate below \$1,000,000	
	- The Town should be notified if the Aggregate limits	
	Include defense costs	
	-	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Pollution Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Workers' Compensation and Employers' Liability	WC Statutory Limits EL	
	Each Accident EL Disease	\$500,000
	Each Employee EL Disease	\$500,000
	Policy Limit	\$500,000

For Contractors:

(Should a Contractor be involved in operations requiring coverage under special State or Federal Acts, such as Maritime or Railroad, the Contractor must provide evidence of this coverage. Should a Contractor be exempt from the Workers' Compensation Laws of the State of Connecticut, or any other State or Federal requirements, evidence of such exemption must be provided and a "Hold-Harmless" agreement provided in language satisfactory to the Town, holding it harmless in the event of any claim for injury or damages. Contractors based out-of-state must provide evidence that their Workers' Compensation policy will cover injuries/illnesses sustained while working in the State of Connecticut. The Contractor is responsible for ensuring that all of its subcontractors carry Workers' Compensation Insurance, as described above. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of three (3) 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 three (3) years from the completion date. Original, completed Certificates of Insurance must be presented to the Town of Groton Public Works prior to purchase order/contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of any policy. Should any *of* the above described policies be cancelled before the expiration date, written notice must be made to the Town thirty (30) days prior to cancellation).

Certificates of Insurance should be sent to the Town of Groton Human Resources Department for review except ones that go thru Purchasing.

**ATTACHMENT FOR CONTRACTORS
TOWN OF GROTON
"OSHA LOCK OUT TAG OUT STANDARD REQUIREMENTS"
HAZARD COMMUNICATION REQUIREMENTS**

HAZARDOUS COMMUNICATION: The Town of Groton requires that any vendor or contractor using hazardous materials or any material that would fall under the OSHA "Right to Know" standard provide a list to the Town of Groton of those materials that will be used while on Town property as well as the safety data sheets for those products. Conversely, the Town of Groton shall inform the Contractor of where the "Employee Right to Know" station is in the area where they are working so that the Contractor's employees can be aware of any substances that they may encounter while working within the Town of Groton workplace.

LOCK-OUT TAG-OUT STANDARD: The Town of Groton requires that any contractor that maintains or is hired to work on any Town equipment abide by the OSHA "Lock Out Tag Out" standard. The Contractor must provide his worker's with locks, hasps and keys approved by OSHA for the proper locking and tagging out of equipment from its power source according to the OSHA standard. The Town of Groton is not responsible for providing the Contractor with the locks and hasps. The Contractor is responsible for complying with this standard and assuring that all of his employees comply with it while working on Town of Groton equipment. The Town requires that any Contractor's equipment brought onto Town property by the Contractor be properly locked or tagged out from its power source in accordance with the OSHA standard.

The Town of Groton does maintain a bidder's list of qualified vendors. The Town may, at its option, mail specifications to these bidders as a courtesy. The Town is under no obligation to notify vendors of bid opening dates. The Town of Groton posts its Invitations to Bid and Requests for Proposals on its website as well as the State of Connecticut Department of Administrative Services' web portal.

The Town of Groton does not discriminate against individuals with disabilities as provided in the Americans with Disabilities Act (ADA). The Town expects that the vendors and/or contractors that it does business with will comply with the Americans with Disabilities Act to the extent required by law. If awarded a contract with the Town, the successful vendor/contractor will be required to sign a statement agreeing to comply with the provisions of the ADA.

I AGREE TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) TO THE EXTENT REQUIRED BY LAW.

VENDOR/CONTRACTOR_____

The following information is requested by the Town of Groton. You are not required to answer these questions.

Has your business been in existence for one (1) full year?

Is your company based in Connecticut?

Have the gross receipts for your company been less than \$3,000,000 for the most recently completed fiscal year?

Is 51% or more of the stock in the company owned by a person or persons who are minorities as defined in sec 32-9n of the Connecticut General Statutes?

Do minorities/women play an active role in the day-to-day affairs of the business?

COMPANY_____

REPRESENTATIVE_____

PHONE_____

ADDRESS_____

EMAIL ADDRESS_____



TOWN OF GROTON SPECIFICATIONS

INTRODUCTION

The Public Works Department is requesting bids from qualified firms for solid waste collection services from general government facilities excluding schools within the Town of Groton. These services include the supply of dumpsters, compaction unit(s) and carts at numerous locations and for the collection and transportation to the Town's disposal sites for MSW waste and certain recyclables.

SOLID WASTE DISPOSAL SITES

The Town is a member of the Southeastern Connecticut Regional Resources Recovery Authority (SCRRA). As such, all municipal solid waste (MSW) shall be delivered to the facility located at 132 Military Highway (Route 12) in the Town of Preston, Connecticut. For recycling materials (generally consists of mixed office paper, bottles and cans) the contractor may deliver these items to the nearest permitted facility of their choice.

EXISTING SOLID WASTE COLLECTION SYSTEM

Currently, the Town contracts with a firm for the weekly collection, transportation and disposal of municipal solid waste and recyclable materials. The average annual tonnage of solid waste (MSW) collected is approximately 3,100 tons. The average annual tonnage for recyclable materials is approximately 1,500 tons. These numbers reflect prior year figures but are not a guarantee of future tonnages.

SCOPE OF WORK

- Provide containers to hold the waste and recyclables. The containers shall be no more than 5 years old, water tight, covered, newly painted (if metal), be lockable identified to what materials they shall hold and other such labeling as to hazard and ownership
- Provide services for the collection and transportation of the MSW generated to the Waste to Energy Facility in Preston Connecticut. Collection shall be not less than weekly, in accordance with customary MSW collection practices and indemnified in ATTACHMENT 1.
- Provide services for the collection, transportation and disposal of recyclable materials using a single stream method. Recycles may include commingled clear and colored glass bottles and jars, mixed HDPE and PET plastics, aluminum beverage cans, foil, tin coated steel cans, bi-metal cans, newspaper, magazines, catalogs, phonebooks, envelopes, cardboard, mixed office paper, paperback books, color and white ledger paper, computer paper, junk mail, and copy paper from town facilities
- Provide services for the collection, transportation and disposal of special wastes from the Water Pollution Control Facility. (This will be negotiated after the award of the contract. The Department reserves the right to contract separately for this service if a fair price cannot be reached)
- Collection of garbage and recyclables need not be on the same day each week.

PROPOSAL SPECIFICATIONS

Each Proposer hereunder shall furnish satisfactory evidence to the Town that the Proposer presently operates an MSW collection service in at least three years. Proposer shall furnish at least 3 municipal references equal to the Town of Groton.

COLLECTION

The number of collection sites and size of containers for MSW and recycling are listed on ATTACHMENT 1.

COLLECTION PROCEDURES

In emptying MSW and/or recyclable containers, the Contractor and his/her employees shall place, not drop the containers on the existing pads, with all covers (and if equipped with locks) in place. Any waste or recyclables dropped during handling shall be thoroughly cleaned up by the Contractor's employees.

The MSW and recyclables shall not be comingled with any other waste from other locations or customers. All solid waste (MSW and recyclables) shall be collected by vehicles, which shall be emptied and void of all materials prior to the commencement of a day's collection route. Contractor vehicles shall not collect any additional materials that are not a part of this Contract until after the vehicle has been weighed, emptied and ticketed at disposal site.

If, in the opinion of the Contractor or his/her employees, the waste and/or recyclables at any designated location covered by the Contract should not be collected due to a suspected contaminated of the load, the Contractor or his employee shall immediately report the incident to the Public Works Department.

INSPECTIONS

The Department reserves the right to have their agents inspect any contractor collection vehicle and perform surveillance to ensure that only Town of Groton's material is picked up and transported and disposal and is being charged appropriately.

COLLECTION SCHEDULE

Collection of materials shall be conducted Monday through Friday of each week except as limited by adverse weather conditions and holidays. Collection shall not commence earlier than **7:00 AM** and shall not continue later than **6:00 PM** on any scheduled collection day. The Contractor doesn't have to collect the materials on the same day each week, but a schedule shall be set upon award of the contract. This schedule, upon approval by the Department may be modified, by written order.

WEATHER CONDITIONS

The Contractor will not collect the material on a scheduled collection day if adverse weather conditions are predicted of sufficient severity to warrant a postponement of collection services. Collections that were postponed due to weather shall be delayed one day for the remainder of the week. In no case shall garbage or recyclables collection be postponed more than two days.

HOLIDAYS

Collection of materials will not occur on the following observed holidays. Regularly scheduled collection falling on these holidays shall be delayed to the next business day.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

VEHICLE REQUIREMENTS

Each Proposer shall supply with their Proposal a detailed inventory of all their equipment to be used in the performance of the Contract at any time during the term of the Contract. The equipment inventory shall describe each piece of equipment, including type, model, year of manufacture, anticipated remaining useful life. Any equipment used during the term of the Contract shall not exceed seven years of age at any time. The Contractor shall use all metal, watertight, completely enclosed vehicle bodies designed and manufactured specifically for the collection of MSW and recyclables. The Contractor must maintain the appropriate number and type of collection vehicles sufficient to handle the efficient and timely collection of the material. Truck hopper plugs shall be in place at all times. Trucks found performing collections without appropriate plugs in place in the drain holes of the hopper shall be precluded from further collections until hopper plugs are replaced and/or installed. All vehicles used by the Contractor shall be equipped with direct communication with the Contractor's customer service center.

EQUIPMENT FAILURE

Equipment failure resulting in the delay of collection must be reported to the Public Works Department within one-half hour of the occurrence. The Contractor will be required to dispatch his back-up equipment in order to complete the route for that day.

Payment

Payment for the monthly disposal of msw and/or recyclables will be from the weigh slips from the disposal facilities and will be paid directly by the town. It is not part of this bid.

Payment for the collection service and rental of containers will be invoiced monthly to the town.

ATTACHMENT 1

Location	Acceptable Waste	Single Stream Recycling
	Container Size/Frequency	Container Size/Frequency
Town Hall Annex 134 Groton Long Point Road	40 CY compactor, removal on demand	4 CY Weekly
WPCF 170 Gary Court	2 CY Every Other Week 4Yd 1 x wk 2YD Waste (Water screenings) on-call	2 CY Every Other Week
Senior Center 102 Newtown Road	8 CY Twice a Week	4 CY Weekly
Library 52 Newtown Road	6 CY Weekly	4 CY Weekly
Town Hall 45 Fort Hill Road	6 CY Weekly	2 CY Weekly
Spicer House 20 Spicer Avenue	(3) 90 Gallon Containers weekly	(1) 90 Gallon Weekly
Shennecossett Golf Course 93 Plant Street	6 CY Weekly	2 CY Once a Month
Groton Shopping Plaza Plaza Court	(3) 90 Gallon Containers 3xWK automated	(1) 90 Gallon Weekly automated
Social Services 2 Fort Hill Road	2 CY Weekly	2 CY Weekly
Groton Transfer Station 685 Flanders Road	None	10 CY Weekly



TOWN OF GROTON

EVALUATION PROCESS

Qualified proposals will be evaluated by Town staff based the following criteria:

TECHNICAL REQUIREMENTS	TOTAL POINTS
Furnished satisfactory evidence to the Town that the Proposer presently operates an MSW collection service for at least three years	25
Provided a detailed inventory of all their equipment to be used in the performance of the Contract.	25
Provided required references	20
TOTAL TECHNICAL SCORE	70
COST PROPOSAL	30*
TOTAL TECHNICAL AND COST PROPOSAL	100

(*low bidder automatically receives 30 points all other bidders points are determined based on the formula below)

Low bid cost/your cost * available points (30)



TOWN OF GROTON

PROPOSAL PAGE
RFP 19-02 SOLID WASTE COLLECTION SERVICES
December 2018 – June 30, 2021

I, _____ of _____
Name Company

propose to furnish the Town of Groton Solid Waste Collection Services in the State of Connecticut for a three (3) period from approximately December 2018 to June 30, 2021 with the optional extension of two (2) 12 month terms for a total of five (5) years according to the specifications. I agree to furnish the Town of Groton adequate proof of general liability, motor vehicle liability, and worker’s compensation insurance in amounts sufficient to satisfy Town requirements, and to maintain said insurance for the duration of the contract period.

Respond Yes or No to the following statements:

Item	Yes or No
Furnished satisfactory evidence to the Town that the Proposer presently operates an MSW collection service for at least three years	
Provided a detailed inventory of all their equipment to be used in the performance of the Contract.	
Provided required references	

PROVIDE A DELIVERED PRICE FOB GROTON, CT FOR SOLID WASTE COLLECTION SERVICES IN ACCORDANCE WITH BID SPECIFICATIONS.

1ST Year \$ _____ **Annually**

2nd Year \$ _____ **Annually**

3rd Year \$ _____ **Annually**

Optional

4th Year \$ _____ **Annually**

Optional

5th Year \$ _____ **Annually**

Receipt of Addendum(s) _____



TOWN OF GROTON

Vendor Information

DATE: _____

BUSINESS NAME: _____

ADDRESS: _____

E-MAIL: _____

FIN: _____

(Federal ID Number)

Normal Business Hours Telephone #/Cell # - _____

Emergency Telephone #/Cell # - _____

Bidder: _____

(Printed name)

By: _____

Signature, Title

Date

EXCEPTIONS TO SPECIFICATIONS:

BY: _____
Print & Sign Name/Title

VENDOR _____