



**TOWN OF WATERFORD
BOARD OF SELECTMEN
INVITATION TO BID
OVERSIZED BULKY WASTE DISPOSAL
BID #19-104**

The Purchasing Agent will receive sealed bids (**one original and two copies**) for **Oversized Bulky Waste Disposal** at the Purchasing Office, 15 Rope Ferry Road, Waterford, CT 06385 until, **Tuesday April 30, 2019 at 10:00 am** where they will be publicly opened and read aloud in the Louise B. Appleby room. Bids must be submitted on the Bid Form included in the bid packet, in a sealed envelope that is **clearly marked Sealed bid Oversized Bulky Waste Disposal with bid number and the time and date of bid opening.** Bids may be mailed or hand-delivered to the Finance Office, 15 Rope Ferry Road, Waterford, Connecticut 06385.

Any questions regarding specifications, policies and procedures are to be directed to the Purchasing Agent at rdummett@waterfordct.org

Bid Packets are available at <http://www.waterfordct.org/depts/finance/purchasing.htm> as well as at the Purchasing Office. Potential Bidders are responsible for checking this website for any addendums and updates regarding this Bid.

The Board of Selectmen reserves the right to reject any or all bids, in whole or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.

**Rawle Dummett
Purchasing Agent**

SCOPE OF SERVICES

The Town of Waterford is seeking a qualified Contractor to remove Oversized Bulky Waste (OBW), which includes contractor demolition material (sheet rock, shingles, lumber, etc.), sofas, stuffed furniture, carpets, mixed loads of metal and oversized MSW. There will be no extra charge for the removal and disposal of these items or others not specifically listed. Prompt notification shall be made to the Town for items which do not fit into the Bulky Waste category. The pickup shall be made at the transfer station at 1000 Hartford Road for a three-year period. This contract period will begin as early as **July 1, 2019** and will end **June 30, 2022**, contingent upon appropriation of funds.

The Public Works Department is seeking a qualified Contractor to remove and dispose of OBW from the Transfer Station at an approved disposal site or facility. The Contractor shall also provide on site, at all times, **two 100-cubic yard, walking-floor trailers with covers, plus one operating yard tractor to load and move trailers**, at designated locations at the Waterford Transfer Station. Only the Town of Waterford's OBW will be collected for disposal.

The loading of OBW shall be conducted and coordinated by the Town's Public Works Department personnel. The Town will be responsible for separation in order to comply with all regulations. The Contractor shall **pick up a full trailer(s) within 24 hours of notification** and replace it with an empty trailer. Failure of Contractor to deliver commodities or perform services as specified will constitute authority for the Town to purchase these services on the open market. The Contractor agrees to promptly reimburse the Town for excess cost of these services. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or that can be reasonably prevented by, the Contractor. The Contractor shall give written notice of cause and probable duration of any such delay.

Trucks shall be registered to haul at least 20 tons, as payloads are not expected to exceed that. All loads transported shall be covered according to State and Local requirements. The Contractor shall be responsible for supplying load covers and covering loads during transport. **There will be no fuel surcharge allowed.**

Current, normal conditions are such that an average of **1,000 tons are removed per year** or **3000 tons for 3 years** at approximately **15 tons per 100-cubic yard**, walking floor which equates to **67 removals per year** or **200 removals for the three-year period.**

BIDDING REQUIREMENTS

Bid prices shall be based upon total cost for removal and disposal of OBW 100-cubic yard, walking-floor trailers, plus one operating yard tractor. Bids must be submitted on the bid form enclosed herein. **Bid prices shall remain firm through length of contract: July 1, 2019 through June 30, 2022.**

GENERAL REQUIREMENTS

Bidders must be or become familiar with all federal, state and local regulations regarding the handling and disposal of solid waste and shall submit their bid accordingly.

PAYMENT TERMS

Payment shall be net 45 days upon receipt of invoice. Services shall be billed monthly for the previous thirty-day period. (New vendors to the Town of Waterford will be required to submit a

completed W-9 after contract award or payment will be delayed. A blank W-9 form can be provided upon request.)

Additional Information:

All Questions must be submitted in writing to the purchasing agent via email at rdummett@waterfordct.org.

Potential Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates regarding this Bid.

Rights Reserved To the Town

The Town reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior Town contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request The Town also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.

TOWN OF WATERFORD
INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS

1. Sealed bids (**one ORIGINAL & TWO copies**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids may be mailed or hand-delivered by the specified time.
2. The envelope enclosing your bid should be clearly marked on its front by bid number, time of bid opening and date.
3. Whenever it is deemed to be in the best interest of the Town, The Town of Waterford reserves the right to reject any or all bids, in whole or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.
4. The contract will be generally awarded to the most qualified, lowest and responsive bidder to meet specifications unless otherwise specified, **with the possibility of a two-year extension.**
5. Bids will be carefully evaluated as to conformance with stated specifications.
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 these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Waterford.
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 ninety (90) 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. 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.

11. 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.
12. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.
13. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening.
14. **IF APPLICABLE** the Bidder, when applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor.
15. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
16. Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates to the Bid.

ADDITIONAL INFORMATION:

All Questions must be submitted in writing to the purchasing agent via email at rdummett@waterfordct.org.

Potential Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org> under purchasing department for any addendums and updates regarding this Proposal. It is the Bidders/Proposer's responsibility to ensure that they have obtained all addenda issued. Bidders/Proposers are advised to check for any addenda a minimum of twenty-four hours in advance of the bid/proposal filing deadline.

UNFORSEEN DELAY:

If at any time of the scheduled Bid opening, Town Hall or the Office of Procurement is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the Bid opening will be postponed until 2:00 p.m. the next business day. Bidders are reminded to check the web site for updates and information or email the purchasing agent at rdummett@waterfordct.org . Proposals will be accepted until that date and time.

Rights Reserved To the Town

The Town reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior Town contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. The Town also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.

INSURANCE REQUIREMENTS - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements:

Contractor/Vendor will agree to maintain in force at all times during which work/services are to be performed, the following minimum limits of insurance coverage. Coverage will include the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, 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. The insurance company(ies) must be licensed with the State of Connecticut and have a Financial Strength Rating of “A-” or higher and a Financial Size Rating of VIII or higher from A.M. Best Company.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability*	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers’ Compensation & Employers’ Liability	Work Comp	Statutory Limits
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

The Town of Waterford must be named as “Additional Insured” on this policy.

A Certificates of Insurance documenting the coverage listed above must be presented to The Town of Waterford prior to the commencing of any work/service. The Contractor/Vendor also agrees to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years following the completion date of the work/service. If the claims-made 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 two (2) years from the completion date.

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SECTION, EXCEPT AS NOTED.

- OR: (1) The number of employees _____
- (2) Completed this form within one year _____ Yes _____ No

FOR SEALED BIDS: If your company has completed this form within one year Please forward a photocopy of the initial form with your bid. If significant Changes have taken place within the past year, please update the information on this form.

REQUIREMENT – Any vendor/bidder seeking to do business with the Town of Waterford must, upon request, supply the Town and/or the Waterford Human Resources with any information concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such information, when requested, will result in the termination of any further transactions between the vendor/bidder and the Town of Waterford.

COMPANY NAME AND ADDRESS

TYPE OF BUSINESS

TYPE OF ORGANIZATION

_____ Corporation _____ Partnership _____ Individual

If unit filing this application is not the above-named company, give the name, address, and telephone number of reporting unit. (Branch, agent, representative).

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**TOWN OF WATERFORD
NON-COLLUSION STATEMENT**

“The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.”

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____



OVERSIZED BULKY WASTE DISPOSAL BID FORM

Vendor Name and Address

Printed Name and Title of Company Authorized Agent

Phone and Facsimile Numbers, E-Mail Address

Signature

Date

Bid prices shall remain firm through length of contract: July 1, 2019 through June 30, 2022.

100-CY Walking-Floor Trailers

Removal: 200 Removals @ \$ _____ per Removal = \$ _____

Disposal: 3000 Tons @ \$ _____ per Ton = \$ _____

Total Bid Price Per Ton for Removal & Disposal
(includes provisions for 2-100 yard walking floor trailers and one operating yard tractor)
= \$ _____

Minimum of five references for similar services provided within the past year, including contact name and phone number:

