



**Town of Waterford
Board of Selectmen
Invitation to Bid
Removal of Metals
Bid #19-106**

The Purchasing Agent will accept sealed bids for the Removal of Metals until **Tuesday April 30, 2019 at 11:00 A.M in the Louise Appleby Room located at 15 Rope Ferry Road Waterford 06385.** Please see the Town of Waterford website at <http://www.waterfordct.org> for packets and all information regarding this Bid. Vendors are asked to register on our Web Site through the vendor link. Packets may also be picked up in the Purchasing Office. Any questions regarding this proposal are to be directed to the Purchasing Agent at rdummett@waterfordct.org. The Board of Selectmen reserves the right to reject any or all bids, in whole or in part, and to waive 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 quote prices to remove metals on an as needed basis from its transfer station at 1000 Hartford Road for a three-year period and to place a minimum of four containers with covers at the transfer station for Town residents to fill. The contractor shall empty these containers when full and ensure available capacity at all times for incoming steel. The Town will pre-weigh all containers prior to their leaving the transfer station.

This period will begin as early as **July 1, 2019 and will end June 30, 2022**, contingent upon appropriation of funds. The Town anticipates having approximately 200 tons of scrap metal removed per year in about 30 loads, based on a 50 cubic yard roll-off container.

PAYMENT TERMS

The contractor shall remit payment to 'Town of Waterford' monthly. Payment is due within thirty days of month end and shall be accompanied by: 1) a remittance advice that states the published price and/or the bid price per gross ton; and, 2) a copy of the applicable page from the *New York in the American Metal Market* (first issue of the month). Failure to make payment in accordance with these terms shall result in termination of the contract, at the sole discretion of the Town.

BIDDING REQUIREMENTS

Bids shall state the price the contractor will pay to the Town, which shall be a percentage of the Auto Bodies Export price published in the *New York in the American Metal Market* (first issue of the month) but not less than a bid price per gross ton. Bids must be submitted on the bid form enclosed herein. Bid price shall include the provision of roll-off containers and remain in effect during the length of the contract.

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.

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. **Packets received after designated time will not be accepted. Time clock in the Finance office is the official time clock.**
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.
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 **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. The bidder agrees and warrants that in the submission of this sealed bid, they will uphold the Town of Waterford's commitment to following Connecticut State and Federal law ensuring full compliance with Title VI of the Civil Rights Act of 1964 which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. 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. The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities 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, State and OSHA 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. Non-Collusion Statement to be filled out.
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.
17. All correspondence regarding any purchase made by the Town of Waterford shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.

18. **Non Resident Contractors (IF APPLICABLE)** Upon award Non Resident Contractors are required to follow all requirements for the State of Connecticut, Department of Revenue Services (DRS) for Non-Resident Contractors, to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. See State of Connecticut **Notice SN 2012 (2)**.
19. 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.
20. The Town of Waterford 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. We appreciate your efforts towards a greener environment.

Additional Information:

Vendors are asked to register on our Web Site through the vendor link

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

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.

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).



**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: _____

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**REMOVAL OF METALS BID FORM
Bid #19-106**

VENDOR NAME AND ADDRESS

PRINTED NAME AND TITLE OF COMPANY AUTHORIZED AGENT

PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

SIGNATURE

DATE

Bid prices include the provision of roll-off containers and shall remain firm through length of contract: July 1, 2019 through June 30, 2022.

BID

_____ % OF PUBLISHED PRICE BUT NOT LESS THAN \$ _____ PER GROSS TON.

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

CONTRACTOR INFORMATION SHEETS

The undersigned certifies the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted By: _____

Company name : _____

Address: _____

Phone: _____ Email: _____

ESTABLISHED: _____
(Month) (Year)

State of Connecticut Contractor License # _____

Asbestos Abatement Contractor Certification License# _____

TYPE OF ORGANIZATION: (Circle One)

A) Individual B) Partnership C) Corporation D) LLC

E) Other _____
(Specify If Applicable)

FORMER FIRM NAME(S) YEARS IN BUSINESS (If different from above applicable)

YEARS OF WORK IN RELATED FIELD:

(Described Any Related Work)

REFERENCES: List 3 clients for who you have completed work meeting (or similar to) the Specifications:

COMPANY ADDRESS CONTACT PHONE and DATE OF WORK

1) _____

2) _____

3) _____

EQUIPMENT: List equipment, owned by the company to be used while completing the job:
