



## CAPITOL REGION PURCHASING COUNCIL

### INVITATION FOR BID #701 RECYCLING BINS

<u>Issue Date:</u>	As listed on <a href="http://crocog.bonfirehub.com">crocog.bonfirehub.com</a>
<u>Deadline for Questions:</u>	As listed on <a href="http://crocog.bonfirehub.com">crocog.bonfirehub.com</a>
<u>Response Deadline:</u>	As listed on <a href="http://crocog.bonfirehub.com">crocog.bonfirehub.com</a>
<u>Response Location:</u>	<a href="http://crocog.bonfirehub.com">crocog.bonfirehub.com</a>

**CAPITOL REGION PURCHASING COUNCIL**  
**INVITATION FOR BID #701**  
**RECYCLING BINS**

**BID SPECIFICATIONS**

**I. MODIFICATIONS TO GENERAL TERMS AND CONDITIONS**

**INTENT**

The intent of these specifications is to obtain recycling bins for CRPC members' curbside recycling programs during the period commencing March 1, 2020 and ending February 28, 2022. Recycling bins purchased off of resulting contracts shall meet all applicable specifications listed herein, or approved variations.

**TAXES/PRICES**

The Municipalities are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, therefore, must be exclusive of taxes and will be so construed. Note: The Capitol Region Purchasing Council strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating members at any point during the contract period.

Moreover, unless the bid proposal specifically states that prices are subject to change, the quoted net prices (list price figures less the discount) shall remain fixed throughout the entire contract period and shall be construed as all-inclusive.

**DELIVERY ARRANGEMENTS**

All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. All recycling bins shall be delivered to the various locations specified by each ordering town within one week for 14, 16 and 18 gallons, and within 4-6 weeks for 64/65 and 95/96 gallon roll-out carts after receipt of a purchase order. Recycling bins will be ordered in groups as needed, but quantities may be small because of limited storage facilities.

Vendors are asked to provide pricing for delivery, assembly and distribution for 64/65 gallon and 95/96 gallon roll-out carts. Pricing shall include a digital database recording the location of each delivered container by address and corresponding identification number. Distribution shall take no more than 90 days for each awarding entity.

**BID SURETY/PERFORMANCE BONDS**

Bid Surety and Performance Bonds are waived for this bid - EXCEPT THAT - should the low bidder have previously failed to complete its performance satisfactorily on a contract with a

CRPC member, before award by that town, such bidder shall have five (5) days to post a cash bond in an amount deemed by the CRPC member to cover adequately the difference between the low bid and the next lowest bidder. Such cash bond shall be forfeited in its entirety in the event of any problems with contract performance.

## **II. TECHNICAL SPECIFICATIONS/ADDITIONAL REQUIREMENTS**

All units must be nestable/stackable.

<b>Approximate Dimensions:</b>	14 gallon: 22" x 16" x 13" 16 gallon: 24" x 16" x 13" - 18 gallon: 26" x 16" x 13" 64/65 gallon: 32" x 24" x 42" 95/96 gallon: 35" x 28" x 45"
<b>Weight:</b>	Curbside 14, 16 and 18 gallon bins: Minimum 4 pounds 64/65 gallon and 95/96 gallon roll-out carts: minimum 40 lbs, fully assembled
<b>Drainage:</b>	At least four drainage holes to allow for drainage of fluids. Recess channels must be located at the bottom of the bin to capture & release any rainwater.
<b>Temp. Range:</b>	-40 degrees (F) to 130 degrees (f). Include independent laboratory freezer drop test results.
<b>Capacity:</b>	14 gallons, approximately 80 lbs. Load. 16 gallons, approximately 125 lbs. Load 18 gallons, approximately 150 lb. Load 60/65 gallons: Height: 41" min, 47" max, Depth: 24" min, 36" max; Width: 24" min, 32" max 64/65 gallon, approximately 225 lb. Load 90/95 gallon: Height: 47" max; Depth: 36" max, Width: 32" max 95/96 gallon, approximately 325 lb. load
<b>Wall:</b>	Curbside bins: Uniform thickness 100 mils. Roll-out carts: Minimum thickness for walls: 175 mils Minimum thickness for bottoms: 185 mils
<b>Bottom:</b>	Uniform thickness 110 mils.
<b>Reinforced Rim:</b>	Should have rim reinforcements on the four corners and on long sides.

- Handles:** Two (2) well rounded handles to distribute stress, one on each narrow side, each approximately 5" in length x 1" clearance x 1" deep.
- Materials:** The body and lid of the recycling bin or rollout cart will be made of injection molded or rotationally molded high-density polyethylene resin with ultra violet stabilizers
- Wheels will be rubberized on a 10" (for 64/65 gallon) or 12" (for 95/96 gallon) injection molded rim.
- Rollout carts shall consist of a body, lid, wheels, axle, and shall be designed to be picked up and dumped by a semi-automated or fully automated lifting device. The container lifting section shall be permanently molded into the container by the manufacturer. The retainer bar shall be a minimum of 1" diameter galvanized free-floating steel bar. There shall be no other metal attachments, framing, nuts or bolts, excluding the metal axle and the wheel's inner lock pin.
- Color:** Please list color options on your bid response form.
- RFID Integration:** 64/65 gallon and 95/96 gallon roll-out carts shall contain a high or ultra-high-frequency RFID tag integrated into the cart. RFID chips shall contain a unique identification number.
- Warranty:** Each recycling bin must have a five (5) year warranty, and rollout carts must have a minimum ten (10) year warranty, which includes lids, axles, wheels, and all component parts. Contractor must accept any and all defective containers returned under warranty and pay for all freight and delivery costs.
- Recycled Content:** 14, 16, and 18 gallon containers will have not less than 25% post consumer recycled plastic content. 64/65 gallon and 95/96 gallon roll-out carts shall be 100% virgin resin. 60/65 and 90/95 gallon containers must contain 20% post consumer recycled content.
- Imprints:** Municipalities may request up to two (2) imprinted logos on two (2) different sides of the container. Vendors are requested to **price this service separately** on the bid response form, as some communities may not require imprinting. Municipalities will supply artwork upon award of contract.

Some communities will also seek a full-color, in-molded label on the cart lid for pictures of recyclable items, instructions, phone numbers or other information.

**Samples:**

A sample of the recycling container and a laboratory test result, warranty and product liability insurance and any other information may be requested by municipalities regarding this product. **Do not send this information with your bid response.**

**Capitol Region Purchasing Council**  
**241 Main Street, 4<sup>th</sup> Floor**  
**Hartford, CT 06106**

## **BID AND RFP GENERAL TERMS AND CONDITIONS**

### **PURCHASING COUNCIL PURPOSE**

The Capitol Region Purchasing Council ("CRPC") is a purchasing cooperative, acting under the auspices of the Capitol Region Council of Governments ("CRCOG"), which attempts to provide volume-based discounts to its Member Agency base through various cooperative procurement initiatives. To date, some **115** towns, boards of education and agencies across the State (38 of which are located in the Greater Hartford area) are eligible to take advantage of the Council's services.

### **BID FORMS/SUBMISSION OF BIDS**

The CRPC uses Bonfire for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addenda which could ultimately render your bid non-compliant. The CRPC accepts no responsibility for the receipt and/or notification of solicitations through any other company.

No oral, telegraphic or telephonic submittal will be accepted. IFB's, RFP's, RFQ's and RFI's shall be submitted in electronic format via **Bonfire**. All Invitations For Bid (IFB), Requests For Proposals (RFP), Requests For Quotes (RFQ), Requests For Information (RFI) submitted electronically via **Bonfire** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ and/or RFI. A formal, in-person bid opening will not be held.

### **EXCEPTIONS TO SPECIFICATIONS**

Vendors are directed to make sure that they understand the terms and conditions as specified in this Invitation for Bid. Unless exceptions to any of the terms and conditions, including pricing, are specified as part of the bid response, it will be expected that all terms and conditions expressed herein are acceptable and shall govern resulting contracts. **Any variance from specifications, including product substitutes (as well as replacements for discontinued items) and pricing units (pounds, 50 lb bags vs. 100 lb bags, etc.) must be clearly noted in the vendor's bid response.**

### **SUBSTITUTION FOR NAMED BRANDS**

Should brand name items appear in this bid, the bidder must make available specifications on any substitutions, and explain how the substitution compares with the named brand's specifications.

### **BID AWARD**

A bid award, in the form of a purchase order issued to a participating vendor, shall be made by each respective Member Agency to the lowest responsible bidder(s). The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the Member Agency and whose bid documents comply with the procedural requirements stated herein. The award process may also include additional considerations such as the information provided on the bid forms and the bidder's perceived ability to fulfill his/her obligations as prescribed by these specifications. Each bidder must be prepared to show evidence of having satisfactorily carried out a similar contract, as inability to do so may be cause for rejection.

### **CONTRACT EXTENSION**

Contracts may be extended by mutual agreement of the parties – for bids with a one year contract period, a one year extension will be permitted if there is mutual agreement; for bids with a two year contract

period, a two year contract extension will be permitted if there is mutual agreement. **All extensions shall be completed before the next bid invitation is issued.** A schedule of bid invitations and openings is posted on the CRPC website.

**ESTIMATED QUANTITIES**

The quantities as listed herein are estimates only and have been provided for the purpose of competitive bidding. Actual quantities will be contingent upon the total number of Member Agencies that decide to make an award from this bid (as participation is voluntary) and the needs of the using departments in the various Member Agencies.

**INCLUSION OF NON-PARTICIPATING TOWNS AND BOARDS OF EDUCATION**

Any Member Agency, current or future, within the CRPC shall be allowed to participate in this bid during the life of the contract, even if it is not listed amongst the bid participants.

**WITHDRAWAL OF BIDS**

No bid submitted may be withdrawn, in whole or in part, without the written consent of the CRPC.

**REJECTION AND/OR CANCELLATION OF BIDS**

The CRPC reserves the right to reject or cancel any and all bids, or any part of any or all bids, if such action is deemed to be in its best interest to do so.

**RIGHT TO WAIVE ANY INFORMALITY**

The cooperating Member Agencies reserve the right to waive any informality in a bid when such a waiver is in their best interest.

**BID PRICES**

All prices bid must be on the basis of F.O.B. delivery point, unloaded inside, unless otherwise indicated in the proposal. A bid on any other basis than that indicated in the proposal may be considered informal. **Note: CRPC strictly prohibits the unilateral imposition of additional surcharges (fuel, delivery, etc.) on the participating communities at any point during the contract period. Prices bid shall apply throughout the term of the contract and will be construed as all-inclusive.**

**TAXES**

Member Agencies are exempt from the payment of any sales, excise or federal transportation taxes. The prices bid, whether a net unit price or a trade discount from catalog list prices, must be exclusive of taxes and will be so construed.

**BILLING**

Billing shall be made to each bid participant according to the terms set forth on each purchase order.

**1% ADMINISTRATIVE FEE**

The Capitol Region Council of Governments uses Bonfire to distribute and receive bids and proposals. **Responding vendors agree to pay to the CROG an administrative fee of one percent (1%) of the total ordered amount of all contracts for goods and/or services awarded to the vendor.** This fee shall be submitted by the vendor to CROG on a quarterly basis along with a report on awards made by Member Agencies and purchase orders issued by CRPC members to vendors. The fee shall be payable for all CRPC bids unless specifically exempted by the CRPC.

**The fee and report shall be submitted as a check to made to the order of “Capitol Region Council of Governments” and mailed to:**

Capitol Region Council of Governments  
Attn: Jessica Muirhead  
241 Main Street, 4th  
Hartford, CT 06106

**REPORTING REQUIREMENTS**

All orders placed on CRPC bids shall be reported to the Capitol Region Council of Governments on a monthly or quarterly basis. Vendors are responsible for submitting purchase orders to the CROG via email to [crpcstaff@crog.org](mailto:crpcstaff@crog.org).

**FAILURE TO COMPLY**

All awarded vendors must comply with the 1% Administrative Fee and Reporting Requirements outlined in the CRPC General Terms and Conditions. Failure to comply within 60 days of orders and/or awards by CRPC members may result in the vendor being restricted from participating in future bids.

**DELIVERY ARRANGEMENTS AND REQUIREMENTS**

No delivery shall become due or be acceptable without a written order issued by the Member Agency concerned. Such order will contain the quantity, time of delivery and other important data.

**REFERENCES**

Upon request, vendors shall supply the names of other customers (preferably municipalities) to interested Member Agencies.

**BIDDER PERFORMANCE/LIABILITY FOR DELIVERY FAILURES**

Failure of any successful bidder to adhere to specifications, prices, terms or conditions of their agreement during the course of the contract period may preclude such bidder from bidding on future CRPC bids in addition to any action that Member Agencies may take as a result of the vendor’s failure to perform. It should be noted that the awarded vendor shall assume full responsibility for the negligence of any sub-contractor(s) utilized to fulfill any and all obligations under resulting contracts.

Moreover, if the contractor fails to make proper delivery within the time specified or if the delivery is rejected by the Member Agency, the Member Agency may obtain such commodities or any part thereof from other sources in the open market or on contract. Should the new price be greater than the contract price, the difference will be charged against the contractor. Should the new price be less, the contractor shall have no claim to the difference.

**INSURANCE REQUIRED OF SUCCESSFUL BIDDERS**

The Successful bidder shall furnish a certificate of insurance which includes the coverages and limits set forth below; identifies the Member Agency as an additional insured; and provides for at least ten (10) days prior notice



to the Member Agency of cancellation or non-renewal. Coverage is to be provided on a primary, non-contributory basis:

- a. General Liability Insurance, including Contractual Liability Insurance and Products/Completed Operations Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as the result of any occurrence and \$1,000,000 bodily injury aggregate per policy year; and limits of \$500,000 for all property damage aggregate per policy year or a limit of \$1,000,000 Combined Single Limit (CSL). A Waiver of Subrogation shall be provided. All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- b. Automobile Liability Insurance issued by an insurance company licensed to conduct business in the State of Connecticut with: limits not less than \$1,000,000 for all damages because of bodily injury sustained by each person as a result of any occurrence and \$1,000,000 aggregate per policy year; and limits of \$500,000 for all damages because of property damage sustained as the result of any one occurrence or \$1,000,000 Combined Single Limit (CSL). All, if any, deductibles are the sole responsibility of the contractor to pay and/or indemnify.
- c. Worker's Compensation Insurance in accordance with Connecticut State Statutes.

The insurance requirements listed above are minimum requirements for successful bidders. Awarding agencies may require higher insurance limits.

**FOR THE TOWN OF WEST HARTFORD ONLY**

Please see the Attachment concerning the town's insurance requirements.

**FUTURE BID INVITATIONS**

Future bid invitations may not be sent to vendors who do not bid on this invitation, unless they specifically request that their names be continued on the invitation list.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION**

The CRPC, an affiliate of the CRCOG, subscribes to the CRCOG's policy of Equal Employment Opportunity and Affirmative Action, and pledges to lend its support and cooperation to private and public agencies who are promoting public policy in this vital area of human relations. Vendors will be required to sign the certificate incorporated in the bid document relative to Equal Employment Opportunity and Minority/Female Business Enterprise (if applicable).

**SEVERABILITY**

If any terms or provisions of this bid shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this bid shall remain in full force and effect.

**ADDITIONAL TERMS AND CONDITIONS**

The Vendor assigns to CRCOG all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

Vendor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold CRCOG harmless and indemnify CRCOG from any action which may arise out of any act by the contractor

concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

Resulting contracts are subject to the provisions of Executive Order N. Three of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of P.A. 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.

The contract arising from the bid may be subject to the provisions of §1-218 of the Connecticut General Statutes, as it may be modified from time to time. In accordance with this section, each contract in excess of two million five hundred thousand dollars between a public agency and a person for the performance of a governmental function shall (1) provide that the public agency is entitled to receive a copy of records and files related to the performance of the governmental function, and (2) indicate that such records and files are subject to the Freedom of Information Act and may be disclosed by the public agency pursuant to the Freedom of Information Act. No request to inspect or copy such records or files shall be valid unless the request is made to the public agency in accordance with the Freedom of Information Act. Any complaint by a person who is denied the right to inspect or copy such records or files shall be brought to the Freedom of Information Commission in accordance with the provisions of sections 1-205 and 1-206 of the Connecticut General Statutes.

Incorporated by reference into this contract is Section 4-61dd(g)(1) and 4-61dd(3) and (f) of the Connecticut General Statutes which prohibits contractors from taking adverse action against employees who disclosed information to the Auditors of Public Accounts or the Attorney General.

#### **QUESTIONS**

**Inquiries should be directed through the Bonfire messaging application.**

**No oral interpretations** shall be made to any respondent as to the meaning of any of the bid documents. **Every request for an interpretation shall be made in writing and posted to the Bonfire online system.** To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of proposals.

The CRPC staff will arrange as addenda, which shall be made a part of this Invitation for Bid and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bid proposals, the CRPC staff will **post a copy of any addenda in Bonfire**. In special cases, the CRPC staff reserves the right to post clarifying information in the form of an addendum outside of the aforementioned timeline. It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the **Bonfire** website.