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MAYOR

TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108

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PURCHASING DEPARTMENT

WWW.EASTHARTFORDCT.GOV

**TOWN OF EAST HARTFORD, CT
INVITATION TO BID**

BID #16-05

RE: R.F.P. – Solid Waste Disposal Facility

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until Wednesday, August 5, 2015 at 11 a.m. at which time they will be publicly opened and recorded.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271



TOWN OF EAST HARTFORD, CONNECTICUT

STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time on the title sheet. **Bids received later than the date and time specified will not be considered and will be returned unopened.**
2. Bids are to be returned to the Town in an envelope that clearly states the bid number. The name and address of the bidder should appear in the upper left hand corner of the envelope. **Bids will not be accepted via fax or e-mail.**
3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or be represented at all openings. Bid results are mailed to all responding bidders.
4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.
5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.
6. Bidders should familiarize themselves with the items and/or conditions set forth in the bid specifications. Failure by the bidder to inform himself will not be accepted as an excuse from fulfillment of the bid specifications.
7. All vendors doing business with the Town certify upon acceptance of a bid by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures - section VIII dated 1/88. Vendor agrees to cooperate fully should the Town choose to audit this compliance.
8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award if not part of the original bid terms.
9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.
10. The purchasing department has the obligation to accept the lowest responsible bid which is in the Town's best interest. Factors include, but are not limited to, price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.

11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect “see literature” will not be acceptable.
12. Any manufacturer’s names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.
13. The Town’s competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder’s financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.
14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answered appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.
15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.
16. Alternate proposals will not be considered unless specifically called for in the bid.
17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.
18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.
19. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) days after satisfactory delivery and/or receipt of invoice, whichever is later.
20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest is delinquent in tax obligations to the Town. The purchasing department will verify that no delinquent taxes are owed before any bid is awarded.

21. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.

22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

**A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF
THE AWARDED BIDDER**

INSURANCE INDEMNIFICATION CLAUSE

The Town of East Hartford, CT is to be named as an “**additional insured**” and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

INDEMNIFICATION

Contractor agrees to defend, indemnify and hold the Town of East Hartford harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

A: Any act, error, omission, negligence or fault of contractors or any of its agents, servants, employees and sub-contractors.

B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the contractor agrees to defend, indemnify and hold harmless the Town of East Hartford against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford agrees to resist and defend such action proceeding, unless contractor causes the same to be discharged and satisfied.

INSURANCE REQUIREMENTS

A. **GENERAL REQUIREMENTS**

The **CONTRACTOR** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **CONTRACTOR’S** obligations under this contract with an insurance company (ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

The insurer shall provide the Town of East Hartford with **Certificates of Insurance signed by an authorized representative of the insurance CONTRACTOR(s)** prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the **CONTRACTOR’S** responsibility under this contract.

The **CONTRACTOR** at the **CONTRACTOR'S** own cost and expense shall procure and maintain all insurance required and shall name the Town of East Hartford as Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage's.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **CONTRACTOR** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

\$100,000 Each Accident
\$500,000 Disease, Policy Limit
\$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **CONTRACTOR** shall carry Commercial General Liability Insurance (Insurance Services Officer Incorporated Form CG-0001 or equivalent). As per occurrence limit **\$1,000,000** is required. The Aggregate Limit will be not less than **\$2,000,000**. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **CONTRACTOR** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of **\$1,000,000** is required. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

4) Umbrella Liability Insurance

The Town reserves the right to require the **CONTRACTOR** to carry an umbrella policy up to **\$5,000,000**

C. OTHERS: PROFESSIONAL SERVICES - ARCHITECTS, ENGINEERS, ET AL.

Shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all professional services contracts only. If the insurance coverage is written on a claims made basis, an extended reporting period of at least 3 years after substantial completion of the project is required.

The Town reserves the right to amend amounts of coverage required and type of coverage provided based on work or service to be performed.

D. SUBCONTRACTOR'S REQUIREMENTS:

The **CONTRACTOR** shall require the same insurance that it is required to carry by the Town of East Hartford to be carried by any subcontractors and independent contractors hired by the **CONTRACTOR** and to obtain **Certificates of Insurance** before subcontractors and independent contractors are permitted to begin work.

The **CONTRACTOR** shall require that the Town of East Hartford be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **CONTRACTOR** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS
(required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

Qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a
Resolution duly adopted at a meeting of the Board of Directors of such
Corporation, duly convened and held on _____, at which meeting
a duly constituted quorum of the Board of Directors was present and voted in
favor of such Resolution. I further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one
them: _____

(Name and title of Officer or Officers)

is empowered to execute and deliver in the name and on behalf of this
Corporation contracts, bids and other documents to the Town of East Hartford, State of
Connecticut, and are further authorized to affix the Corporate Seal to such documents and
to bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the
Corporate Seal of the Corporation, this _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of _____

(legal name of LLC)

A Limited Liability Company duly organized and operating under the laws of _____ and

(State)

qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on _____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one them: _____

_____,
(Name and title of Members)

is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this _____ day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership) (required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on _____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them: _____

(Name and title of Partners)

is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.

BID # 16-05
DEPARTMENT OF PUBLIC WORKS
MUNICIPAL SOLID WASTE DISPOSAL
SPECIFICATIONS

GENERAL INFORMATION

The Town of East Hartford, Connecticut (“Town”), a community with a population of approximately 50,000, is seeking a qualified company (“Company”) to provide one or more permitted facilities within or proximate to the geographic boundaries of the Town to receive, process, dispose of and recycle all wastes and recyclables managed by the Town.

The purpose of this Request for Proposal (“RFP”) is to select a Company that has demonstrated experience in providing such disposal, processing and recycling services in the Connecticut municipal market and understanding of standards and requirements typical for such services. The waste disposal and recyclables processing services must be provided in a cost-effective, efficient, regulatory-compliant and reliable manner under the terms of mid- to long-term agreement between the Town and the Company. The Town will consider proposals that offer a single acceptance facility for both wastes (including bulky waste) and recyclables or separate acceptance facilities for waste and recyclables. Proposals should demonstrate a viable contingency plan with backup waste/recycling facility or facilities available to accept wastes and recyclables in the event the proposed facility or facilities are unavailable.

SCOPE OF SERVICES

The selected Company is expected to provide all facilities, equipment, labor and services required to receive, process, dispose of and recycle all waste and recyclables managed by the Town, generated and collected within the Town’s boundaries and delivered to an acceptance facility or facilities, as follows:

- a. The Company will be required to accept wastes for disposal and recyclables for processing and marketing at one or multiple acceptance facilities within or proximate to the geographic boundaries of the Town. The Company may offer one acceptance facility for both waste and recyclables, or may offer one acceptance facility for waste, including bulky waste, and another for recyclables.
- b. The Company must furnish sufficient facilities, equipment, labor, financial capability, and experience to begin accepting materials from the Town by the date of termination of the Town’s existing disposal and recycling contract on October 30, 2015.

- c. The Company shall provide or act as a recycling market outlet for the acceptable recyclables during the term of the agreement with the Town regardless of market fluctuations. The Company shall not store or warehouse materials in violation of health and safety standards and shall conform to all requirements of the Connecticut Department of Environmental Protection and other state and/or federal agencies.
- d. The Company is encouraged to offer its capacity to coordinate additional diversion initiatives for other materials in the waste stream, including but not limited to: scrap metal, leaves, yard waste, other organics and compostables, HHW, tires, large bulky items, C&D and renovation debris, white goods, e-waste, batteries, fluorescent lamps, and any other material specified by the Town.
- e. Acceptance facilities must have calibrated truck scales to record the weight of all delivered loads; and must have a process to accurately record the weight and time of all deliveries so that material quantities can be accurately weighed and accounted for in reporting.
- f. The Town or its designated representatives have the right to make periodic inspections of any acceptance facility or any downstream facility location listed by the Company as proposed under this RFP.
- g. The Town shall cause their agents, including, but not limited to, crews collecting and delivering wastes and recyclables to perform their services in a responsible and efficient manner.
- h. It is the intent of the Town to deliver wastes and recyclables on the same day on which they are collected from the curbside, if feasible. Deliveries from the Town's transfer station may be made less frequently. Minimally, acceptance facilities for waste shall be available to receive materials Monday through Saturday from 7:00 a.m. until 4:00 p.m., and acceptance facilities for recyclables processing shall be available to receive materials Monday through Saturday from 7:00 a.m. to 4:00 p.m., with holiday observances for New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day.
- i. The Company shall give the Town priority consideration in weighing and offloading operations. The maximum total waiting/tipping time from arrival at an acceptance facility to departure from the acceptance facility, shall not exceed one-half (1/2) hour per truck.
- j. The Company will be expected to provide monthly, quarterly and annual reports to the Town, documenting the total quantities of wastes and

recyclables accepted, associated charges for wastes, and recycling rebates.

- k. The Company will provide monthly consolidated invoices to the Town. Invoices shall contain both the disposal fee as a charge; the recyclable material revenues shown as a credit; and the net monthly fee owed by the Town.
- l. The Town will not guarantee any minimum or maximum quantity of wastes or recyclables. The Town's MSW tonnage statistics are provided in Appendix A.
- m. The Town requires the Company to have reliable waste disposal and recycling processing, and the Company must demonstrate appropriate operating contingencies and redundancies.

ACCEPTANCE FACILITIES

Acceptance facilities may be transfer stations, conversion facilities, landfills, incinerators, or any other properly permitted and environmentally complaint facility. The facility:

- a. must be capable of accepting all processable and non-processable MSW collected and managed by the Town including bulky waste;
- b. must be capable of receiving single-stream (and occasionally dual-stream and/or source separated) recyclables for eventual processing and marketing, with at least the same range of materials accepted at the currently utilized disposal facility as outlined in Appendix B;
- c. shall maintain safe and efficient queuing, weighing, unloading, screening, and vehicle departure procedures to assure efficient use of the facility by the Town's employees and agents;
- d. shall have sufficient capacity for unloading, storage, transfer, or other processing of materials so as not to impair delivery of materials from the Town.
- e. Acceptance facilities shall have emergency, health and safety policies, procedures and practices for employees and users of the facility, and shall inform the Town of ongoing compliance and any violations, and subsequent remediation of such violations, if any.
- f. The Contractor must provide the Town with ten (10) days' notice of any diversion to a facility other than the facility identified in the bid. The Contractor shall pay the Municipality for the incremental transportation costs, if any, associated with each ton of diverted waste.

AUTHORIZED HAULERS

- a. The Town may designate one or more authorized haulers to deliver solid waste and recyclables to the disposal facility.
- b. The Town will certify a list of authorized haulers to the Contractor prior to the commencement of each contract year.

QUALITY OF SOLID WASTE

- a. The Town will make every effort to ensure that solid waste delivered to the facility is acceptable solid waste generated within the Town boundaries.
- b. Acceptable solid waste means mixed household solid waste and commercial solid waste collected within the Town, including Bulky Waste, that is segregated and permitted by law to be delivered to the disposal facility by the Town or an authorized hauler. Acceptable solid waste does not include unacceptable waste or recyclable materials.
- c. Bulky waste includes household furniture, chairs, tables, sofas, mattresses, box springs, grills, lawn mowers, shelving, appliances, carpets/carpet backing, sleeper sofas and rugs, white metals, scrap/light weight metals, bathroom fixtures such as sofas and sinks, purged and emptied propane, butane and acetylene tanks with valves removed, automobile tires with or without rims, and other oversized items which the Contractor has determined cannot be processed without the use of supplemental processing equipment.
- d. Unacceptable waste includes hazardous waste as defined in any Federal, State or local law, bulky waste that is not segregated and delivered separate from acceptable solid waste or from non-processable waste. Unacceptable waste includes, but is not limited to, agricultural waste, explosive materials, corrosive materials, pathological waste, biological waste, human or animal remains, radioactive materials, ashes, foundry sand, mining waste, sewage sludge, cesspool and other human waste, motor vehicles, major motor vehicle parts, agricultural and farm machinery and equipment, large motors, solid blocks of rubber or plastic, rolls of carpet or fencing over twelve (12) inches in diameter, steel or nylon rope, chains, cables or slings, logs larger than those acceptable under the Contractor's normal operating procedures, street sweepings, tree stumps, tires, white goods, liquid waste and gaseous waste, construction materials and demolition debris, special nuclear or by-product materials, any item of waste that is either smoldering or on fire, wastes in quantities and concentrations which require special handling, and any material prohibited by any Federal, State or local governmental agency or other regulatory authority, or by any applicable law or regulation, or any facility permit or approval.

- e. The Town will make every effort to ensure that municipal and authorized haulers do not deliver non-processable waste to the disposal facility.

DISPOSAL FEES

- a. The Town shall pay to the contractor the tip fee listed on the bid sheet for each ton of acceptable solid waste. The Town shall pay the tip fee for non-processable solid waste disposed of by the Contractor and other waste for which the Contractor has arranged disposal.
- b. The Contractor shall pay to the Town, or credit against any amount due from the Town to the Contractor, the recycling rebate listed on the bid sheet for each ton of recyclables delivered to the disposal facility. The recycling rebate must be paid the month following the month during which the recyclables were delivered to the disposal facility.
- c. The Town reserves the right to review the books and records relating to the quantity of acceptable solid waste and recyclables delivered by the Town or its authorized haulers to the disposal facility.

TERM

The contract term shall be three (3) years with the option to renew for two (2) additional three-year periods.

REQUIRED INFORMATION

- a. Disposal and Recyclables Processing Services:
 - 1. General Information:
 - i. For the proposed and backup disposal and recycling facility or facilities:
 - a) Location and address
 - b) Type of facility
 - c) Facility owner
 - d) Permitted capacity
 - e) Current quantity of accepted waste and recyclables
 - f) Existing Commitments
 - ii. Description of Operations:
 - a) Physical description of acceptance facility
 - b) Facility operations plan
 - c) Types of wastes allowed, and any restrictions
 - d) Types of recyclables recovered, and any restrictions

- e) Method of handling special wastes, hazardous wastes, and any penalties
- f) Process of inspection and evaluation of contamination level (recyclables)
- g) Contamination thresholds
- h) Procedures for screening and rejecting incoming loads of wastes

iii. Environmental and Operating Compliance:

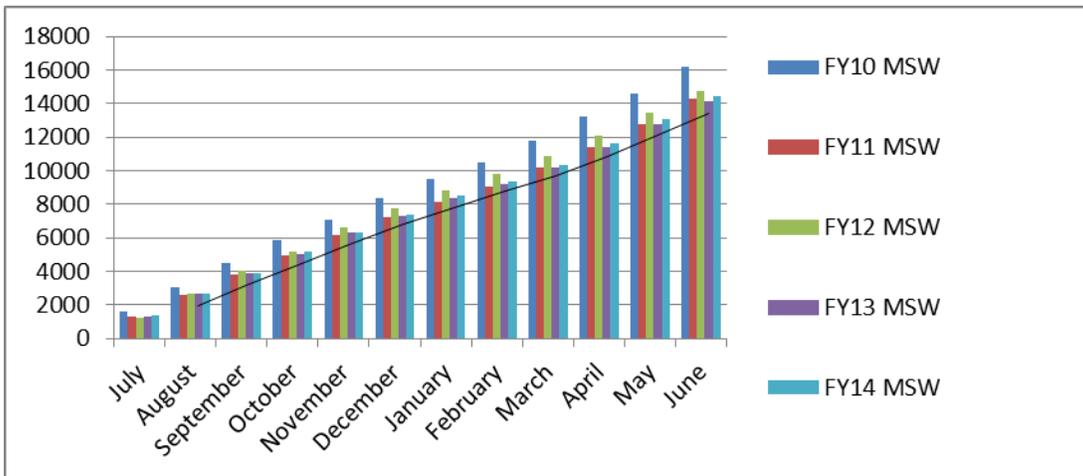
- a) Operating Permits
- b) Environmental Controls
- c) Compliance with applicable law

APPENDIX A

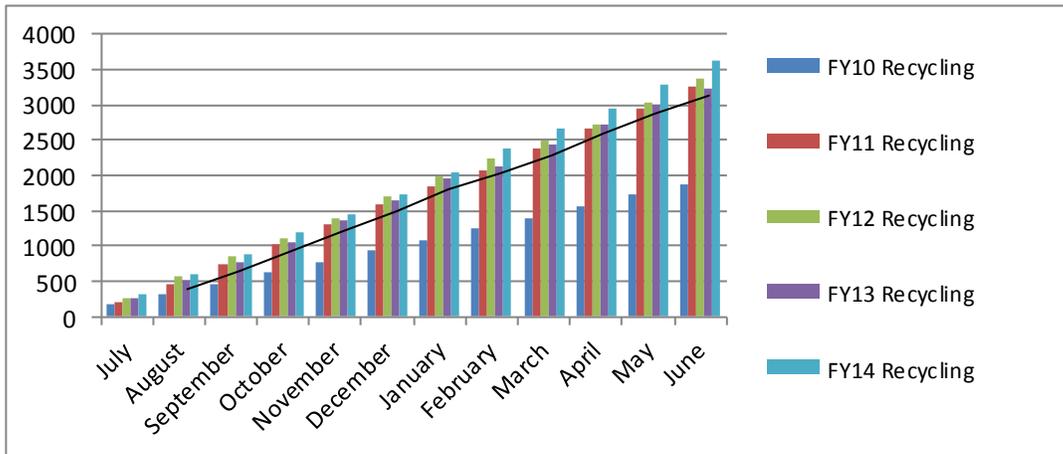
TONNAGE STATISTICS

	FY 10			FY 11			FY 12			FY 13			FY 14		
	Curbside MSW	Curbside Recycling	Bulky												
July	1641	166	219	1300	193	253	1239	269	278	1279	247	220	1373	304	171
August	1427	146	263	1276	268	234	1414	290	258	1403	271	192	1286	296	338
September	1437	147	262	1238	275	153	1393	294	212	1185	258	228	1261	294	160
October	1334	154	263	1165	275	305	1138	257	276	1154	265	189	1269	306	183
November	1266	156	222	1184	282	257	1411	284	172	1262	309	116	1092	248	136
December	1292	180	136	1081	309	153	1146	319	190	1018	283	84	1128	296	109
January	1095	138	145	908	234	76	1047	282	83	1037	320	74	1074	300	61
February	973	146	129	892	232	86	989	234	123	888	171	80	845	336	58
March	1348	164	136	1183	312	184	1119	249	185	972	316	111	1004	272	141
April	1437	173	281	1186	294	345	1161	240	252	1227	285	142	1297	309	225
May	1350	146	353	1377	284	302	1375	324	231	1375	278	231	1482	330	262
June	1561	158	317	1503	309	254	1344	327	235	1307	238	208	1320	335	203
TOTAL	16160	1874	2726	14293	3267	2602	14775	3371	2495	14106	3242	1875	14430	3626	2047

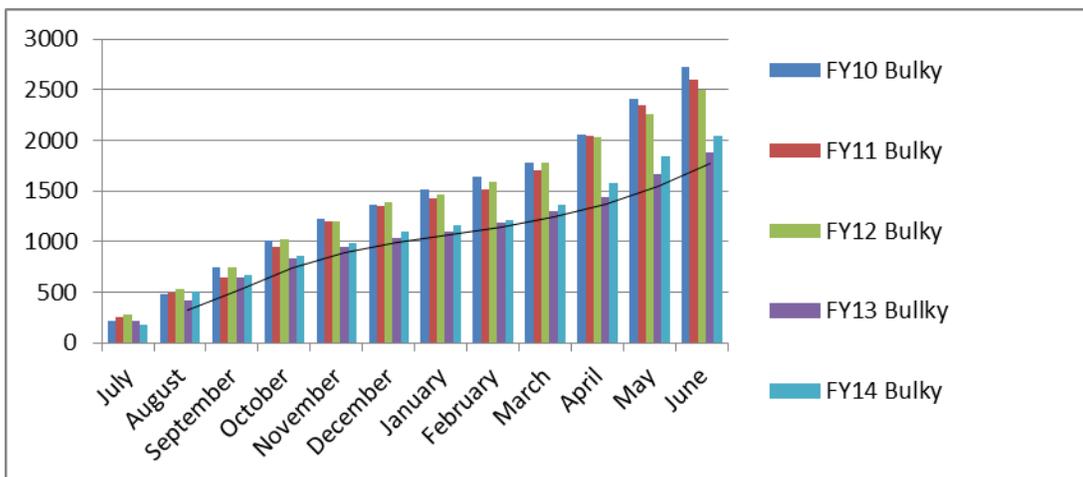
CUMULATIVE CURBSIDE MSW VOLUMES BY FISCAL YEAR



CUMULATIVE CURBSIDE RECYCLING VOLUMES BY FISCAL YEAR



CUMULATIVE BULKY VOLUMES BY FISCAL YEAR



APPENDIX B

What CAN and CAN'T be Recycled

Paper

Materials should be clean and dry. They should be placed loose into the blue recycling barrel. Staples, paperclips, plastic windows and self-stick labels are ok. Shredded paper should be placed into a paper bag before it is placed in the cart. Juice boxes should be emptied of liquid and any caps or straws should be removed.



RECYCLE:

Newspaper and Advertising Inserts

Newspapers, Advertising Inserts, Weekly Mailers, Brochures

Magazines and Catalogs

Magazines, Catalogs, Glossy Printed Materials, Flyers, Trade Journals, Other High-End Publications, Phone Books

Office Paper

Booklets, Calendars, Envelopes, Fax Paper, File Folders, Graph Paper, Green Bar Paper, Copy Paper, Packing Paper, Paper Bags, Photocopies, Post-it Notes, Receipts, Shredded Paper (in paper bags), White and Colored Paper, Writing Tablets

Corrugated Cardboard and Paper Bags

Shipping Boxes, Moving Boxes, Consumer Goods Packaging (Toys, Electronics, Appliances, etc.), Other Corrugated Boxes

Milk and Juice Cartons and Aseptic Packaging

Juice Boxes, Individual Milk Drink, Boxes, Soup and Broth Cartons, Soy Milk Cartons, Rice Milk Cartons, Milk Cartons, Juice Cartons, Creamer Cartons, Iced Tea Cartons, Egg Nog Cartons, Other Gable Topped Cartons

DO NOT INCLUDE:

Wet Newspapers, Soiled Newspapers, Hardcover Books, Paperback Books, Paper Tissue (Paper towels, napkins, Kleenex, etc.), Food tainted items (used paper plates, bags or boxes), Liquid tainted cardboard, Soiled or Greasy Pizza Boxes, Soiled or Greasy Cardboard, Waxed Cardboard (used for frozen food items), Gift Wrap, Greeting Cards Tyvek or Plastic Envelopes, Products or Samples sent via U.S. Mail

Glass/Plastic

Glass/Plastic containers should be quickly rinsed clean and dried. Remove any caps. Labels are ok. Place loose into the blue recycling barrel.



RECYCLE:

Pasta Sauce Jars, Jams and Jelly Jars, Mason Jars, Other Clear Glass Jars and Bottles, Soda and Pop Bottles, Juice Bottles, Wine Bottles, Liquor and Spirits Bottles, Beer Bottles

#1 Plastic Food & Beverage Containers (up to 3 liters)

Water Bottles, Soda and Pop Bottles, Sports Water Bottles, Juice Bottles, Cooking Oil Bottles, Mineral Water Bottles, Dish Detergent & Cleaning Agent Bottles, Other Beverage Containers with #1, Other Food Containers with a #1

#2 Plastic Food & Beverage Containers (up to 2.5 gallons/6 liters)

Milk Jugs, Spring Water Jugs, Laundry Detergent Bottles, Bleach Bottles, Dish Detergent Bottles, Other Beverage Containers with #2, Other Food Containers with a #2

#3 through #7 Plastic Food, Beverage & Household Containers (up to 3 gallons/10 liters)

Yogurt Cups, Margarine, Butter, Cream Cheese Tubs, Takeout Food Containers and Trays, Rectangular Box Containers, Other Dairy Tubs and Cups, Other Beverage Containers #3 - #7, Other Food Containers #3 - #7

DO NOT INCLUDE:

Light Bulbs (return energy-efficient bulbs to the store), Drinking Glasses, Dining ware, Ceramic Kitchen Plates, Pyrex, Mirrors, Tiles, Window Glass, Opaque (non-see-through) Glass, Crystal, Leaded Glass, Auto Glass, Clay Pots or other Ceramic Wares. Plastic Bags (grocery bags may be returned to the store or reused), Black Plastic, Hazardous Chemical Containers, regardless of number on container, Motor Oil or Antifreeze Bottles, regardless of number on container, Polystyrene or Styrofoam, regardless of number on container, Plastic Containers labeled #3 - #7, Plastic Toys or Sporting Goods, Plastic Flower Pots, Styrofoam

Metal

Containers, food trays and foils should be quickly rinsed clean and dried. Cans should be un-flattened and not crushed. Foil should be washed clean and folded flat. Containers up to 2.5 gallons/6 liters in size are ok. Lids and labels are ok. Containers, food trays and foils should be placed loose into the blue recycling barrel.



RECYCLE:

Metal (Steel, Tin and Bi-Metal) Food and Beverage Containers

Soup & Vegetable Cans, Juice Cans, Other Food Cans, Cookie Tins, Dog & Cat Food Cans, Bulk Size Vegetable Containers

Aluminum Containers, Food Trays and Foils

Soda & Pop Cans, Beer Cans, Energy Drink Cans, Other Aluminum Containers, Take-out Food Trays, Pie Tins, Muffin Tins, Aluminum Foil - Clean

Aerosol Cans (Non-Hazardous Substances Only)

Cooking Oil Spray, Other Food Sprays, Air Freshener Spray, Cleaning Spray, Hair Spray, Shaving Cream Cans, Other Empty Non-Hazardous Aerosol Cans

DO NOT INCLUDE:

Scrap Metal (Schedule Curbside Pickup or Recycle at Transfer Station), Paint Cans (Recycle at Household Hazardous Waste Collection or through PaintCare), Aerosol Paint Cans, Coat Hangers, Pots and Pans, Metal Tools, Batteries, Food Contaminated Foil, Aluminum Auto Parts (Schedule Curbside Pickup or Recycle at Transfer Station), Aerosol Automotive Products, No Hazardous Substances



**East Hartford
RECYCLES!**

