

BID ADDENDUM

Date: May 5, 2015

To: All Prospective Bidders – **Bid #15-20 – Automated Curbside Recycling Services**

From: Michelle Enman, Purchasing Agent

Subject: **Bid Addendum #1**

Attached please find the answers to several questions asked by vendors. Pages 13-17 of the original bid are included since they are referenced in some of the questions.

Also, a new bid sheet is attached. Please use this with your submittal. Thank you.

**TOWN OF EAST HARTFORD
INVITATION TO BID
CURBSIDE RECYCLING SERVICES
PAINE'S, INC.
QUESTIONS
May 1, 2015**

1. Page 8, Item #4 – States that Town of East Hartford permits will be issued at no charge. Does this include the yearly licensing permits for trucks driven on the Town's recycling routes?
The hauler shall obtain a license and shall register each vehicle used for recycling collection as per the Town Ordinance Sec. 16-8. The successful bidder's license and registration fees shall be waived by the Town.

2. Page 14 Item #4 – What Town observed Saturday holidays are observed on a Friday and what day will they be collected on?
The Town publishes a holiday calendar which shall be provided to the successful bidder annually (2015 calendar attached).

3. Page 14 Item #7 – Are the Town's barrels equipped with RFID tags?
Yes.

4. Page 14 Item #8 – States that for the purpose of this contract, the net increase in dwelling units shall be the actual number of new dwellings which have been issued a Certificate of Occupancy. However, on page 16 Item #4 is states that since the Town has few new residential housing units each year, no adjustment will be made to the bid price due to issuance of new Certificate of Occupancy. Please advise which is correct.
Page 14 item #8 is correct. Please see bid addendum.

5. Who is responsible for barrel maintenance and barrel swaps?
Town staff provides barrel maintenance and barrel swaps.

6. Over the last three (3) years, how many barrels have been replaced by the Town? How many has the contractor paid for or replaced?
Over the last three years we have replaced 10 to 15 barrels. The contractor has not paid for or replaced any of the barrels as the cause was determined to be normal wear and tear rather than driver negligence or equipment malfunction.

7. Are there any recycle barrels at Town buildings that will be collected as part of this bid?
Yes.

8. Are the recycle barrels at Town buildings included in the 16,750 count?
The 16,750 count is an estimated value for bidding purposes.

9. If Town buildings are included as part of this bid, please provide the facility name, address and number of barrels at each location.
***Department of Public Works
25 Ecology Drive (7 barrels)***

61 Ecology Drive (9 barrels)
108 Ecology Drive (3 Barrels)
130 Ecology Drive (4 Barrels)

Town Hall - 740 Main Street (15 Barrels)

Veteran's Memorial Clubhouse – 100 Sunset Ridge Drive (2 Barrels)

10. What is the Town currently paying for this service? What is the annual dollars per home, per month?
Annual contract value is approx. \$330,000.
11. What is the last day that questions may be submitted?
12. What recycling facility is the Town's collected recyclables currently being delivered to?
Willimantic Waste,
13. Recycle calendar states for the residents to have their barrels out by 6:00 am. Can collection of recyclables start before 7:00 am?
By Town Ordinance Section 16-12(g), collection of recyclables may begin no earlier than 6:30 am.

TRASH AWAY QUESTIONS

May 4, 2015

1. Is it expected that the bid price that is awarded will be in effect for the full 5 years of the contract, with no adjustments allowed for changes in the Cost of Living indexes or for the fluctuation in the Cost of Fuel?
A 2% per year cost of living adjustment will be included in the contract. There will be no adjustment for cost of fuel.
2. On the bid sheet, there is a field for the "Total Cost". How is this derived when the two lines above are the costs related to the delivery at different locations? Will deliveries be made to more than one location at the same time?
The total cost should be provided for delivery 25 miles to Willimantic Wastepaper Company. An add alternate price should be provided should the Town contract with a closer disposal facility (within 10 miles of East Hartford) at a future date. Deliveries will be made to only one disposal facility at a time.
3. The requirement for the bid bond is 5% of the total bid price. The bid price is stated to be "Cost per Month". So is the bid bond to be 5% of the Cost per Month, or is it to be 5% of the "monthly" combined total of lines 1 and 2, or is it to be 5% of the Annual Cost?
The bid bond will be 5% of cost for the first year of the contract.

PAINE'S QUESTIONS

May 4, 2015

1. Will the Curbside Recycling Bid be subject to an annual CPI increase?

Yes

2. If yes, how will that be calculated?

A 2% per year cost of living adjustment will be included in the contract.

AUTOMATED CURBSIDE RECYCLING PROGRAM TECHNICAL SPECIFICATIONS

I. GENERAL INFORMATION AND BACKGROUND

The Town of East Hartford is soliciting proposals from qualified individuals or firms to provide Curbside Single Stream Recycling Program services in the Town of East Hartford.

II. SCOPE OF SERVICES

1. The selected Contractor shall perform all necessary curbside collection services for the Town of East Hartford's Single Stream Recycling Program as mandated by the State of Connecticut and any local ordinances.

2. The selected Contractor will provide recycling vehicles and curbside collection services for all of the approximately 16,750 buildings and residential units receiving curbside refuse collection by the Town of East Hartford. The table below shows the number of households collected each day the month according to the current A/B week collection schedule (attached).

	Mon	Tue	Wed	Thur	Fri	Total
A Week	2,053	1,766	2,188	1,495	1,665	9,167
B Week	1,084	1,655	1,849	1,527	1,462	7,577
A Week	2,053	1,766	2,188	1,495	1,665	9,167
B Week	1,084	1,655	1,849	1,527	1,462	7,577
APPROXIMATE MONTHLY TOTAL						33,500

The total tonnage collected curbside for the previous year was 3,626.25 tons.

3. Recyclable materials to be collected in this project include glass and metal food and beverage containers, juice containers, paper beverage containers, aseptic or milk – type containers, corrugated cardboard, newspapers, magazines, catalogs, #1 through #7 plastics and any other materials determined to be recyclable by the State of Connecticut and/or the Town of East Hartford as amended from time to time for single stream recycling. Drop off facilities are provided for residents by the Town of East Hartford for waste oil, batteries, leaves, scrap metal and electronics and are not included in this collection program.

4. The collection schedule for each household has a frequency of once every other week, coinciding with the rubbish collection schedule as established by the Town of East Hartford. Recycling collection shall begin no earlier than 7:00 AM. All collections for

each scheduled day shall be completed by 5:00 PM. A copy of the current collection schedule is attached.

During weeks in which the following holidays are observed by the Town, recycling collection shall be delayed by one day beginning on the holiday:

New Year's Day
Martin Luther King Jr.
Lincoln's Birthday
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

If the Town observes a Saturday holiday on the preceding Friday, collection that would normally occur on Friday will occur on Saturday. If the Town observes a Sunday holiday on the following Monday, collection will occur Tuesday through Saturday for the remainder of that week.

5. The selected Contractor shall be responsible for transporting collected recyclable materials to the Recycling Processing Plant designated by the Town, on a daily basis. Any changes in routes or schedules must be approved in advance by the Town.

6. The collection vehicles shall be of adequate size to complete the collection within the time frame allowed. Vehicles shall be kept in a clean and sanitary condition and shall carry a broom, dustpan and brush to be used for immediate cleanup of spills and/or broken glass.

7. The selected Contractor shall provide monthly reports no later than the end of the first week of the following month detailing the following information:

- a. Tonnage collected for the preceding month.
- b. The number of households collected.
- c. The number and location of households missing two consecutive collection days.

8. During the course of the contract period, it can be expected that new dwelling units will be constructed and existing units demolished. It should be understood that upon occupancy the selected Contractor shall be required to collect the recyclables generated from each new unit. For the purpose of this contract, the net increase in dwelling units shall be the actual number of new dwellings which have been issued a Certificate of

Occupancy by the Town of East Hartford. Adjustments shall be made monthly based upon these numbers which will be furnished by the Town.

A credit to the Town will be adjusted for vacant or demolished units. Adjustments shall be made monthly based on

III. TERM OF CONTRACT AND TIMETABLE

1. Timetable and Implementation
 - a. Collection shall commence on July 12, 2015.
 - b. The selected Contractor will procure and prepare equipment for operation to ensure compatibility with existing automated waste barrels before the commencement date.
 - c. Training of collection crews and break-in of equipment shall be completed prior to commencement.
 - d. Collection shall be bi-weekly of all household units and designated Town facilities with one-half of the Town collected one week and the other half collected the following (or second) week on regular established trash collection days (see attached schedule).
2. Contract Term
 - a. The initial contract term shall be a five (5) year term beginning on July 12, 2015 through June 30, 2020.
 - b. The contract may be renewed for an additional period of time by mutual consent.

IV. PROJECT MANAGEMENT

The project will be managed by the Director of Public Works through his designee.

The selected Contractor shall assign one qualified individual who will be the firm's contact person. This individual shall be able to communicate with the Town and the Contractor's office by either telephone or two-way radio.

V. INQUIRIES

All questions pertaining to this Request for Proposal shall be faxed to Michelle Enman, Purchasing Agent, at fax number (860) 282-4857 or emailed to menman@easthartfordct.gov

VI. CONTENT OF PROPOSAL

1. Proposals must contain a letter of transmittal which contains a statement of the respondent's acceptance of all the terms and conditions contained in this Bid. It shall also include a listing of clients for whom similar work has been performed, the nature of each project, and be sufficiently detailed, including telephone numbers and contact persons, to allow the Town to contact the stated references.
2. Project Understanding: A detailed narrative to demonstrate an understanding of the project.
3. Experience: A detailed summary of the respondent's experience with similar projects.
4. Cost Proposal: The price provided shall be cost per month based upon the attached collection schedule. This price shall include all costs of the program, including labor, equipment and material costs, service charges and fees, and any other anticipated costs.

Since the Town has few new residential housing units each year, no adjustment will be made to the bid price due to issuance of new Certificates of Occupancy. If, however, additional residential complexes, such as condominiums or mobile home parks, become qualified to participate in the program during the contract period, a proportional adjustment will be made to the bid price based on the actual number of housing units added to the program. The calculation will be based on 16,750 units. For example, if 500 mobile homes and condominium units are added the bid price would be increased by $(500/16,550)$ times the original bid price = 0.0299 (rounded to the fourth decimal place) times the original bid price.

To account for any change in disposal venue, bidders should provide one price for disposal at a facility within 10 miles of the Town of East Hartford and second price for disposal at a facility between 10 and 25 miles from East Hartford. These prices shall be entered on the bid sheet on page 17-18.

5. A complete list of all principals of the firm.
6. Completed Equal Employment Opportunity Statement.
7. Provide a statement that the Contractor has no conflicting financial interests and is qualified to perform the requested services.
8. Method and format for reporting recycled quantities
9. Description of Customer Service plan to address missed pickups and complaints.

10. Affirmative statement of agreement to adhere to the conditions of this solicitation (see sec. VII- General Conditions).

VI. SELECTION CRITERIA

The Town may use, without limitation, the following selection criteria:

1. The respondent's technical understanding of the Town's needs as evidenced by the quality of the proposal submitted.
2. The most responsible respondent(s) whose bid(s) is/are determined to be in the best interest of the Town.

The Town reserves the right to reject any or all bids or parts thereof if determined to be in the best interest of the Town.

VII. TERMS AND CONDITIONS

General Conditions

The Contractor must be willing to adhere to the following conditions in agreement with the Town and must make a positive statement to that effect in the proposal.

1. Have sufficient personnel and equipment to perform the required service during the term of the contract.
2. Agree that any sub-contractors to be hired under this contract must be approved, in writing and in advance, by the Town of East Hartford.
3. Agree to accept and follow management direction for the Town of East Hartford and specifically, the Director of Public Works or his designee.
4. Agree to conform to all applicable laws, ordinances and state statues of the Federal Government, State of Connecticut, and Town of East Hartford.
5. Agree that the Town reserves the right to terminate the contract, for cause, at any time with the assurance that the Contractor shall be entitled to reimbursement for any services rendered prior to the date of termination.
6. Agree not to subject any report or other documents produced under the contract to copyright by or on behalf of the Contractor or anyone else.
7. Agree that when picking up recyclables, the vehicle will proceed down the right side of the street picking up recyclables on one side of the street at a time.

8. Agree that once Recycling barrels are emptied, they will be placed in same general location as prior to being emptied.
9. Agree that the Contractor will reimburse the Town for all bins damaged as a result of abuse or mechanical causes directly related to their collection vehicles or employees.
10. Agree that missed pickups will be collected no later than the next work day.

REVISED BID SHEET

This proposal is made with the understanding that it will be accepted or rejected within sixty days; this may be extended by mutual consent. The undersigned declares that all information and specifications have been examined and understood and makes the following offer:

This bid sheet must be accompanied with the required 5% bid bond, Corporate Resolution per pages 4-6 and Content of Proposal on pages 15-16.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QUANTITY PRICE/MONTH</u>	<u>TOTAL</u>
#1	Cost per Month (collected every week per attached schedule) based on approximately 16,750 units delivered to disposal facility between 10 and 25 miles of the borders of East Hartford	_____	\$ _____
#2 Alternate	Cost per Month (collected every week per attached schedule) based on approximately 16,750 units delivered to disposal facility within 10 miles of the borders of the Town of East Hartford	_____	\$ _____

Please Acknowledge any Addenda here _____

PRINT OR TYPE ONLY

BIDS SUBMITTED BY A CORPORATION OR LLC SHALL HAVE A SEALED CORPORATE RESOLUTION ATTACHED TO THE BID SHEET **IDENTIFYING THE OFFICER WHOSE SIGNATURE APPEARS ON THE BID** BY NAME AND TITLE AND AUTHORIZING SAID PERSON TO SUBMIT THE BID AND SIGN A CONTRACT, IF AWARDED, ON BEHALF OF SAID CORPORATION.
THE ACCEPTABLE FORMAT IS INCLUDED IN THIS PACKET

TAX COLLECTOR VERIFICATION _____
NO DELINQUENT TAXES OWED BY THE **AWARDED** BIDDER TO THE TOWN OF EAST HARTFORD

BIDDER _____

BY _____
TITLE

WRITTEN SIGNATURE _____

ADDRESS _____

ZIP CODE _____

TELEPHONE _____

FAX _____

EMAIL _____