

**TOWN OF TRUMBULL
REQUEST FOR QUOTATION
CURBSIDE BAGGED LEAF COLLECTION
FOR THE 2008 & 2009 SEASONS**

BID # 5782

DUE: AUGUST 19, 2008 @ 2:00 PM

GENERAL INSTRUCTIONS TO BIDDERS

The Town of Trumbull, Connecticut (hereinafter referred to as "Town" or "Trumbull"), through the Office of the Purchasing Agent, will accept sealed bids for Town wide **CURBSIDE BAGGED LEAF COLLECTION** in accordance with the attached specifications, requirements, and scope of work.

1. PREPARATION OF PROPOSALS

- a) Bidders (hereinafter referred to as "vendor", "contractor", "bidder", or "firm") shall submit bids by using the enclosed BID PROPOSAL FORM that accompanies this request. Bidders shall submit one (1) ORIGINAL and one (1) EXACT COPY. All bids shall be submitted in a clear, concise and legible manner to permit proper evaluation of responsive bids. Any corrections, erasures or other changes to a bid shall be initialed by the bidder.
- b) Bidders may also submit under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded.
- c) No oral, telephonic, or faxed proposals shall be considered. Corrections, deletions, or additions to bids may be made by sealed correspondence provided that correspondence is received prior to the designated bid opening day and time noted above. No telephone corrections, deletions, or additions will be accepted.
- d) The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

2. BID SUBMISSION

- a) Bids are to be submitted in a sealed envelope and addressed as follows:
Bid 5782 - Due: August 19, 2008
Town of Trumbull
5866 Main Street, Trumbull, CT 06611
- b) Please be advised that the person signing the formal proposal must be authorized by you organization to contractually bind your firm with regard to prices and related contractual obligations for the subject project.

3. BID TIME

- a) Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.
- b) A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. TOWN OPTIONS

- a) The Town of Trumbull reserves the right to reject any and all bids and does not bind itself to accept the lowest bid or any proposal. The Town reserves the right to ask for new bids in whole or in part, or to reject any or all bids, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b) If a bid proposal does not meet or better the required specifications, requirements, and scope of work requested on all points that must be outlined in a letter attached to the bid proposal otherwise it will be presumed that the bid as proposed is in accordance with the required specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. AWARD AND AUTHORITY

The Town Purchasing Agent will issue notification of award in writing.

7. PRICING

- a) All prices quoted are to be firm for a period of one hundred and twenty (120) days following bid opening.
- b) Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

8. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with a Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

9. HOLD HARMLESS CLAUSE

Bidder agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

10. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. The bidder will certify all equipment complies with all regulations and conditions stipulated under the Williams-Steiger Occupational Safety and Health Act of 1971, as amended. The successful bidder will further certify that all items furnished under this project will conform and comply with Federal and State of Connecticut OSHA standards.

11. INSURANCE

- a) The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with an Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000
<i>Products and Completed Operation hazard must be included</i>		
Comprehensive Auto Liability	Each Occurrence	Aggregate
Including coverage of owned, non owned & rented vehicles	\$1,000,000	\$1,000,000

- b) The insurance policy must contain the additional provision wherein the company agrees that fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Purchasing Agent, Town of Trumbull.
- c) Additionally the successful bidder (Contractor) shall provide adequate statutory Workmen's Compensation Insurance for all labor employed on this project, and comprehensive General Public Liability Insurance.
- d) The successful bidder (Contractor) agrees that its insurance carriers waive subrogation against the Town, its agents or employees with respect to any loss covered by the Contractor's insurance.

12. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an official, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

13. LOWEST RESPONSIBLE BIDDER

- a) The Town shall determine the “lowest responsible qualified bidder” on the basis of the Bidder submitting the lowest “Total Bid”, responsiveness of its Technical Proposal, demonstrating a history of the ability and integrity necessary to perform the required work; and certifying that it shall perform the work in accordance with the specifications.
- b) Bids will be compared on the basis of the “Total Bid” of the items listed in the Bid Proposal Form and on basis of the Bidder’s experience and competence.

14. MISCELLANEOUS

- a) It is the sole responsibility of the bidder to verify any addendums that may have been issued relating to this request prior to final submission of a proposal. Any notice of addendum shall be published on the Town website – Purchasing Department “Bid Notices”. Failure to submit a proposal that does not address changes or addendums may result in disqualification of a bid.
- b) **EXPERIENCE:** Bidder must be able to demonstrate to the Town their ability to adequately fulfill all requirements listed above and furnish proof of same.

15. INQUIRIES

- a) All inquiries regarding this request shall be answered up to the close of business on **August 15, 2008** after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a may be directed to the **Director of Public Works, John Del Vecchio (203.452.5077)**.
- b) Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.

16. ADENDUMS

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the Town of Trumbull website www.trumbull-ct.gov under the Purchasing Department’s section. Bidders may also call the Purchasing Department directly 203.452.5031 for inquiries regarding addenda.

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BID # 5782

DUE: AUGUST 19, 2008 @ 2:00 PM

REQUIREMENTS, SPECIFICATIONS AND SCOPE OF WORK

REQUIREMENT

Provide all materials, equipment, and all else necessary for curbside bagged leaf pickup throughout the Town of Trumbull, and provide for the transportation and disposal of curbside bagged leaves as detailed in the following specifications contained herein.

SPECIFICATIONS FOR LEAF COLLECTION SERVICES

DESCRIPTION OF SERVICE

The Contractor shall provide the labor and equipment for curbside bagged leaf collection only from residences within the Town of Trumbull. Leaves will be placed in biodegradable bags from all (voting) districts within the Town (1-7) **four (4) times during the five (5) week period as defined below.**

The Contractor will be responsible for traveling every street in an area during the week and collecting all curbside leaves that meet Town of Trumbull leaf pickup requirements.

The Contractor will not collect: loose leaves, plastic bags, and bags or containers of grass, brush, garden debris, stones, refuse, earth or other contaminants. Such items are to stay at the curb.

The Contractor will be thoroughly familiar with the actual physical conditions of each pickup area.

START AND COMPLETION

1. Unless extended, the leaf collection period will begin on **Saturday, November 15, 2008 and will end by Saturday, December 20, 2008.**
2. Upon notification by the Town, the Contractor should be prepared to begin leaf collection on Monday, November 17, 2008 if weather conditions dictate an earlier start.
3. Collection hours will be between 6:00 a.m. and dusk Monday through Saturday, including holidays. Limited Sunday collection hours may be instituted only with the approval of the Director of Public Works.
4. In case of adverse weather, the Town may extend the collection period.
5. During the contract period, the Contractor must check in daily with the Public Works Operations office at the Town Garage. The Contractor must also be available to Town personnel via cell phone or pager during collection hours. Contact numbers are to be provided with the bid proposal.
6. The Contractor will be responsible for picking up any missed collections noted through Town inspections during the collection period, plus the three working days following the end of the collection period. The Contractor will also be responsible for picking up any missed collections noted through residents' complaints to either the Town or the Contractor during the collection period through the work week following the collection period. The Contractor must pick up all missed collections within the ten day period following the end of the collection period.
7. The Town will entertain alternate proposals for a three-year contract, either with the price fixed for the three-year period or with set prices for each of the three years. This Alternate Two proposal is optional to the Contractor. The Town, however, reserves the right to award the contract for one year or three years, or to reject all proposals.

EQUIPMENT

1. The Contractor and all employees driving collection vehicles must provide copies of their Commercial Driver's License with the proposal. The Contractor must submit an equipment/plan page with their proposal, prior to executing the contract. The Town reserves the right to decline executing a contract and to make an alternate award to another bidder.
2. The Contractor must have an adequate number of collection vehicles at all times.
3. Collection vehicles must be rear loading compaction type refuse trucks with at least a 17 CY capacity.

4. The equipment/plan page must list the Contractor's collection vehicles, including vehicle registration numbers that will be used for this contract. Identify each vehicle with a brief general description, including backup equipment to be used in case of breakdowns.
5. The page also requires a contingency plan, using substitute resources for the backup equipment. The Town will inspect and approve each vehicle listed in the plan. The Town will not award a contract before completing a physical inspection of all equipment listed in the proposal.

DISPOSAL

1. The Contractor will pick up only materials that can be disposed of in the chosen licensed compost or recycling facility. The Contractor is responsible for removing any contaminants from the loads.
2. The Contractor's fixed price shall include the direct delivery of leaves to a State of Connecticut licensed sheet composting or other recycling facility licensed by the State of Connecticut, and the disposal thereof. All leaves shall be delivered to two (2) sites within the Town of Trumbull.

GENERAL AND ADMINISTRATION

1. The Town estimates that 900 to 1,500 tons of curbside bags of leaves may be picked up from residences, but such tonnage may be more or less depending on moisture content from weather related conditions. The volume of such leaves is also dependent on many factors such as weather, compaction in the Contractor's vehicles and whether a truck is full when leaves are dumped. Therefore the Town makes no representations as to potential weight or volume and the Contractor must rely on his/her own business judgment.
2. The Contractor shall submit the quantity of leaves collected with the invoice. The quantity of leaves will be computed by:
 - Sum of the weight slips on a State of Connecticut approved scale.
 - An estimate based on the capacity of the vehicle (identified by registration number) times the number of loads, verified by receipts or bills of lading.
 - Failure to perform in accordance with these specifications may be cause for cancellation of the award. Payment for uncompleted contracts will be the contract award, less the cost to the Town to complete that area.

THE CONTRACTOR

The Contractor for the work described shall be **thoroughly familiar with the requirements of all specifications**. The submission of a proposal shall be construed as evidence that the Contractor has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required, or difficulties encountered, which could have been foreseen had such an examination been carefully made, will not be recognized.

GUARANTEE

Equipment, materials and/or work executed shall be guaranteed for a minimum period of one (1) year against defective material and workmanship. The cost of all labor, materials, shipping charges and other expenses in conjunction with the replacement of defective equipment, and/or unsatisfactory work, shall be borne by the Contractor.

CATALOGUE REFERENCE

Unless expressly stated otherwise, any and all reference to commercial types, sales, trade names and catalogues are intended to be descriptive only and not restrictive; the intent is to indicate the kind and quality of the articles that will be acceptable. Bids on other equivalent makes, or with reference to other catalogue items will be considered. The bidder is to clearly state exactly what will be furnished. Where possible and feasible, submit an illustration, descriptive material, and/or product sample.

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PREPARATION OF PROPOSAL AND TOWN DATA

PREPARATION

1. The Contractor understands and accepts that prior to executing a contract with the Town, it must provide to the Town in acceptance form:
 - An approved Equipment List and Plan signed by the Director of Public Works.
 - That all leaf disposals shall be delivered to a choice of two (2) Town disposal facilities
 - Copy of Commercial Driver's License for each employee
 - Compliance with the attached "Instructions for Bidders".
2. Failure to provide each of these items in acceptable form may cause the Town to reject the proposal and award the bid to a different Contractor.
3. Experienced Bidders are encouraged to submit evidence of experience in curbside collection in general, leaf collection in particular, and any other information which would demonstrate to the Town satisfactory capability to perform the work as outlined.

TOWN PROVIDED DATA

1. The Town of Trumbull separated into seven (7) residential leaf collection zones (Voting Districts). The Town has approximately 225 miles of road and 12,000 residences.
2. Town of Trumbull maps may be picked up from the Town Engineering Department located in the Trumbull Town Hall, 5866 Main Street, Trumbull or by calling 203.452.5045. The map clearly defines the seven zones (voting districts).
3. Complete collections shall be done in all zones four (4) times within the five (5) week collection period.
4. Bidders may bid on any one or all seven collection zones. The Town reserves the right to award the contract individually or collectively by area, whichever is most advantageous to the Town. The collections plus the transportation and disposal services are the basis for the BASE BID, which shall be paid as one (1) lump sum within 30 days of satisfactory completion of the project.
5. Bids shall also be based on the elimination of pick up in zone (district) three (3).

