

TOWN OF TRUMBULL, CONNECTICUT
REQUEST FOR QUOTATION
GARBAGE PICKUP AT TOWN BUILDINGS
OCTOBER 1, 2008 THROUGH SEPTEMBER 30, 2010

GENERAL INSTRUCTIONS TO BIDDERS

BID NUMBER: 5785 DUE: SEPTEMBER 29, 2008 3:00 PM

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for the Pickup and Removal of Garbage at various Town buildings. The services are detailed in the attached and specifications and shall be in accordance with the conditions set forth in this request for quotation.

1. PREPARATION OF PROPOSALS

Bids shall be submitted by using the enclosed **BID PROPOSAL FORM** which accompanies this request; submit one (1) ORIGINAL and one (1) EXACT COPY. Bids must be submitted in a clear, concise and legible manner to permit proper evaluation.

2. BID SUBMISSION

Bids are to be submitted in DUPLICATE, sealed in the bid envelope provided, and addressed as follows:
Purchasing Agent Bid: 5785
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Please be advised that an individual authorized to contractually bind your organization with regard to price and related contractual issues must sign your proposal.

3. BID TIME

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.

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

The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.

5. INSURANCE

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:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability		\$500,000	\$500,000
Personal Injury Liability		\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$500,000	\$500,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) day's prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Purchasing Agent, Town of Trumbull, Town Hall, Trumbull, Connecticut 06611.

In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the Owner's Purchasing Department.

6. **PRICING**

The requirements and specifications of this request call for a specific service being purchased and do not permit any substitutions. However, the Town is always interested in any and all cost reduction opportunities.

If your service does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

7. **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.

8. **INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on **Sept 25, 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 technical nature may be directed to **Mr. John DeVecchio (203-452-5045)**, all other questions may be directed to the **Robert J. Chimini, Purchasing Agent (203-452-5042)**.

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.

9. **AWARD AND AUTHORITY TO COMMENCE WORK**

The Town Purchasing Agent will issue notification of award in writing. Work may commence when authority to proceed has been given by the Purchasing Agent.

10. **TERM OF CONTRACT**

The Town requires firm fixed prices for a period of **two (2) years** following bid opening. All prices quoted shall be firm for ninety (90) days following bid opening and nothing elsewhere in this bid shall abrogate this firm period. Special Consideration will be given to responses with extended firm price dates.

11. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

The contractor or subcontractor offers and agrees to assign to the public purchasing body all rights, title and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such contract, without further acknowledgment by the parties.

12. **HOLD HARMLESS CLAUSE**

The Contractor further 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 this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

13. **WORK REGULATIONS AND STANDARDS**

All work 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.

14. **PERFORMANCE AND TERMINATION**

The type of service requested is essential for the day-to-day operation of Town facilities and Time is of the Essence. The contractor shall perform this service consistent with good professional practice and in accordance with the standards and specifications set forth herein. The Town shall be under no obligation to make payment unless acceptable standards of performance are met. Each missed pick-up shall result in a charge or reduction of payment of fifty dollars (\$50) to the contractor. Repeatedly missed pick-ups may result in termination of any contract award.

15. **PERMITS**

- a) Contractors shall obtain all necessary and required permits to comply with federal, state and local regulations at their own expense.
- b) The contractor shall obtain all necessary permits for use of the Transfer Station at Spring Hill Road, Trumbull, Connecticut from the Town Public Works Operations Manager.

16. **INVOICES**

The contractor shall invoice on a monthly basis (1/12 of the total annual proposed price) for all services performed in that month. **The monthly invoice shall show a monthly breakdown of the monthly charge BY EACH TOWN LOCATION.** The contractor shall forward the ORIGINAL invoice for payment to:

Accounts Payable
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

17. **INSPECTION**

Bidders are required to inspect sites to be collected prior to submission of any bid. The submission of a bid shall be considered assurance that the bidder accepts the conditions of this request and that it conforms to the Town health regulations.

18. **OPTION TO RENEW**

The Town may renew the term of a contract awarded for this requirement for one (1) additional year, at the price stated in the Bid Response Form by giving the contractor at least thirty (30) days written notice.

19. **BIDDER QUALIFICATIONS**

Bidders shall submit for references the names, addresses and contacts for similar projects recently completed. The Town may make such investigations as necessary and it deems appropriate to determine the qualifications of the bidder to perform the work required. If the Town is not satisfied that the bidder is properly qualified, the Town reserves the right to reject the bid of said bidder.

20. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, 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.

21. **ADDENDUMS**

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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SPECIFICATIONS

The contractor shall be responsible for the removal and pick-up of all Municipal Solid Waste (MSW), i.e. garbage, including all recyclables from following Town buildings and locations:

Twice Weekly Pick-up *(Tuesday and Friday pick-ups preferred)*

1.	Town Hall	5866 Main Street
2.	Police Station	158 Edison Road
3.	EMS Building	250 Middlebrooks Ave
4.	Tashua Maintenance Barn	5134 Madison Ave.
5.	Senior Center	23 Priscilla Place
6.	Main Library	33 Quality Street
7.	Highway Department	366 Church Hill Road

Once Weekly Pick-up

1.	Fairchild Library	1718 Huntington Turnpike
2.	Ranger Station	355 White Plains Road
3.	Animal Shelter	324 Church Hill Road
4.	Tellalian Building	5892 Main Street

All Buildings - "Blue Bin" recyclables shall be removed and properly disposed of at least once every other week.

- A. Each location shall be equipped with an adequately sized container(s) and be scheduled for a twice (two times) each week pick-up unless otherwise indicated above.
- B. All locations shall require recycling ("blue bin items") pick-up every other week (bi-weekly).
- C. The Contractor shall provide a separate container for the collection and recycling of corrugated cardboard.
- D. The contractor is required to maintain an appropriate compliment of vehicles to provide the level of service requested herein and shall comply with all refuse, recycling, safety and related Federal, State and Municipal laws and ordinances.
- E. Garbage vehicles shall be equipped with compaction type bodies along with rear hopper and mechanical compression devices or front loading systems. These vehicles shall also be equipped with a sounding alarm on the rear wheels per the State and local regulations for operating vehicles in reverse. Recycling vehicles shall not compact their contents.
- F. The vehicles utilized in the performance of this requirement shall be maintained in good mechanical condition. All bodies and hoppers of any vehicle carrying non-recycling refuse must be watertight to prevent seepage, and provide adequate protection from refuse being blown away while underway or at rest.
- G. The equipment used in the performance of this requirement may be inspected by Town officials prior the award and during the performance of a contract.
- H. The contractor shall be required to inspect the site of each pickup prior to submitting their formal response to this request to determine the container size requirements and vehicle needs for each site. In addition, the contractor is expected to utilize the space within any existing dumpster enclosures for this work.
- I. The selected contractor is responsible for all tipping fees related to the disposal all solid wastes from the Town building designated in this request.

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BID PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this PROPOSAL is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of all requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this proposal request.

	Location	YEAR 1	YEAR 2	Option - 1Year
1	Town Hall	\$ /mo	\$ /mo	\$ /mo
2	Police Station	\$ /mo	\$ /mo	\$ /mo
3	EMS Building	\$ /mo	\$ /mo	\$ /mo
4	Tashua Maintenance Barn	\$ /mo	\$ /mo	\$ /mo
5	Senior Center	\$ /mo	\$ /mo	\$ /mo
6	Main Library	\$ /mo	\$ /mo	\$ /mo
7	Highway Department	\$ /mo	\$ /mo	\$ /mo
	Once Weekly Pick-up			
8	Fairchild Library	\$ /mo	\$ /mo	\$ /mo
9	Ranger Station	\$ /mo	\$ /mo	\$ /mo
10	Animal Shelter	\$ /mo	\$ /mo	\$ /mo
11	Tellalian Building	\$ /mo	\$ /mo	\$ /mo
	MONTHLY TOTAL (lines 1-11)	\$ /mo	\$ /mo	\$ /mo
	TOTAL 12 Months	\$ /Yr	\$ /Yr	\$ /Yr

Attach Bidder Qualifications and References

Company Name

By (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

email

24 Hour Telephone