



CITY OF DERBY REQUEST FOR PROPOSALS

CURBSIDE COLLECTION, PROCESSING AND DISPOSAL OF
RESIDENTIAL MUNICIPAL SOLID WASTE (MSW) AND RECYCLABLES
AND
OPERATION OF THE CITY OF DERBY TRANSFER STATION

DUE DATE: MONDAY, MARCH 1, 2024 – 10:00 AM
DERBY CITY HALL
1 Elizabeth Street, Derby, CT 06418

SUBMITTED BY:

Firm: _____

Address: _____

Telephone Number: _____

Email: _____

Contact Person: _____

Title: _____

LEGAL NOTICE

CITY OF DERBY REQUEST FOR PROPOSALS

RESIDENTIAL CURBSIDE COLLECTION, PROCESSING AND DISPOSAL OF MUNICIPAL SOLID WASTE (MSW) AND RECYCLABLES AND OPERATION OF THE CITY OF DERBY TRANSFER STATION

The City of Derby is requesting proposals from qualified vendors to perform curbside collection, processing, and disposal of residentially generated municipal solid waste and recyclables and the operation of the City of Derby Transfer Station. It is the intent of the City to award all items of services described in the specifications to a single contractor.

Secure proposals shall be made electronically only via the City of Derby's secure web portal at

<https://www.derbyct.gov/bids>

The Request for Proposal package may be downloaded from the City's web portal at <https://www.derbyct.gov/bids>. Any firm desiring to furnish a proposal for such services shall submit a sealed proposal according to the instructions and format as set forth in the RFP package. The City of Derby reserves the right to accept or reject any and all bids and to waive any informality or defect therein if it shall deem it in the best interest of the City of Derby to do so.

The City of Derby is an Affirmative Action/Equal Opportunity Employer

City of Derby

CITY OF DERBY
REQUEST FOR PROPOSAL
CURBSIDE COLLECTION, PROCESSING, AND DISPOSAL
OF
RESIDENTIAL MUNICIPAL SOLID WASTE (MSW) AND RECYCLABLES
AND
OPERATION OF THE CITY OF DERBY TRANSFER STATION

CONTENTS OF PACKAGE:

The RFP Package contains the following:

- Legal Notice/Request for Proposals
- Instruction to Proposers
- General Specifications
- Proposal Form -Curbside Collection, Processing and Disposal of Residential Municipal Solid Waste (MSW} and Recyclables and Operation of the City of Derby Transfer Station -**Attachment 1**
- Location of Garbage Disposal Facilities- **Exhibit A**
- City of Derby Trash Ordinance - **Exhibit B**
- Current List of Curbside Pickup for MSW and Recyclables - **Exhibit C**
- Statement of Qualifications - **Exhibit D**
- Insurance Requirements - **Exhibit E**
- Performance Bond - **Exhibit F**
- Non-Collusion Affidavit - **Exhibit G**

INSTRUCTION TO PROPOSERS

GENERAL INFORMATION

The City of Derby is seeking a qualified Company for the curbside collection, processing, and disposal of residential Municipal Solid Waste (MSW) and recyclables and the Operation of the City of Derby Transfer Station commencing May 1, 2024. The Company must have demonstrated experience in providing such disposal, processing and recycling services and an understanding of standards and requirements typical for such services. The Company must hold and maintain appropriate certification deemed necessary by local, State and Federal agencies.

Curbside collection, processing and disposal of residential Municipal Solid Waste (MSW) and recyclables and the Operation of the City of Derby Transfer Station must be provided by the Company in a cost-effective, efficient, regulatory-compliant, and reliable manner under the terms of the agreement between the City and the Company.

PROPOSAL FORM:

All Proposals shall be submitted on the form provided (**Attachment 1**) and shall address all requirements of the RFP. All bids shall be submitted to <https://www.derbyct.gov/bids> only.

All submissions must be received no later than 10:00 a.m. on Friday, March 1, 2024. Proposals received after that date and time will not be accepted. Telegraphic or faxed Proposals will not be considered.

INTERPRETATION OF RFP PACKAGE

No oral interpretations will be made to any Proposer as to the meaning of the Specifications and RFP Documents. Every request for such interpretation shall be made in writing, by the Proposer to Town Clerk, Marc Garofalo, mgarofalo@derbyct.gov. No inquiry received after 11:00 a.m. on Wednesday, February 28, 2024 will be given consideration. Every interpretation made to a Proposer will be in the form of an addendum to the specifications. Said addendum will be sent promptly via email to all persons who have requested the Proposal Package.

EXAMINATION OF SPECIFICATIONS

Each Proposer shall thoroughly examine and be familiar with the RFP Package and Specifications. The failure or omission of any Proposer to examine any form, instrument, addendum, or other document, shall in no way relieve said Proposer from any obligations with respect to their Proposal. No Proposer shall rely upon any oral representation of any person, city official or employee concerning job requirements, nor will such reliance excuse performance in accordance with the contract nor be the basis for any claimed extra costs.

SELECTION PROCESS

The City of Derby is no longer contractually obligated for Municipal Solid Waste Disposal, Processing and Recycling Services. Services under this RFP will be for the period(s) commencing May 1, 2024 until June 30, 2027.

The City may accept those proposal(s), which will, in its opinion, most completely meet the requirements of the RFP. The City solely determines which proposer best meets the specifications and is in the best interest of the City of Derby. The City may disqualify the Proposer, and may reject any proposal, that fails to provide complete and accurate information in response to the requirements of this RFP.

Proposals will be evaluated based on what is deemed to be in the best interest of the City, including such factors as the bidder's experience and expertise in providing municipal solid waste disposal, processing and recycling services; past experience with the Company; recommendations of entities for which the Proposer has previously provided services; and the total estimated cost to the City. The cost shall not be the sole factor in evaluating bids. The City of Derby reserves the right to request additional and/or clarifying information from

Proposers. The anticipated award of the RFP and execution of the agreement between the selected Company and the City of Derby will occur prior to April 2, 2024.

INDEMNIFICATION/HOLD HARMLESS

- a) Selected Company will be required to furnish a corporate surety bond as security for the performance of this contract. Said surety bond must be in the amount of 100% of the three-year total dollar amount of this contract and may provide for a pro rata reduction therein annually over the term of the contract, if approved by the City. In lieu of a surety bond, a certified letter of credit issued by a Connecticut based bank in an amount equal to the required performance surety bond may be substituted. Notice must be presented to the City a minimum of thirty (30) days prior to the commencement of the second and third years of the contract that either the surety bond or letter of credit will be renewed for said time period.
- b) The premium for the bond(s) described above shall be paid by the Contractor.
- c) A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond.
- d) The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Connecticut.
- e) Attorneys-in-fact who sign performance surety must file with each surety a certified and effectively dated copy of their power of attorney.

INDEPENDENT CONTRACTOR

The selected Company is an independent contractor and is not an employee or partner of, or in any other service relationship, with the City of Derby. The Company is not authorized to speak for, represent, or obligate the City of Derby in any manner without prior expressed written authorization from the City of Derby.

AWARD OF CONTRACT

The City of Derby expects to award the Contract to the responsible and qualified Company complying with the conditions of the RFP package, provided that its Proposal is reasonable and that it is in the best interest of the City of Derby to accept it. The award of the Contract will be made on or before April 2, 2024. The City of Derby reserves the right to reject any and all proposals, to waive any informalities, omissions, excess verbiage or technical defects in the proposal and the City need not necessarily award the Contract based on lowest costs, if it is in the opinion of the City that such award is in best interest of the City of Derby to accept another proposal.

The Company which is selected will be required to execute a Contract with the City of

Derby following Notice of Award.

SALES TAX EXEMPTION

Sales tax does not have to be included in the Proposals. ***(SELECTED)*** Contractor must obtain appropriate tax-exempt number from the Finance Office.

INTERVIEWS

The Mayor reserves the right to conduct interviews with as many of the Proposers as he finds appropriate, which interviews may include other representatives of the City of Derby. The Mayor is not required to conduct an interview of every Proposer.

CITY OF DERBY
CURBSIDE COLLECTION, PROCESSING AND DISPOSAL
OF
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GENERAL SPECIFICATIONS

SCOPE OF SERVICES

The Company is expected to provide all supervision, materials, equipment, labor, and all other items necessary to complete said work in accordance with the proposal documents.

The Company will be required to make curbside collection of Residential Municipal Solid Waste (MSW), Recyclables and Bulk. Pick Up for disposal and processing at one or multiple acceptance facilities. The Company may offer one acceptance facility for both waste and recyclables or may offer an acceptance facility for waste and another for recyclables.

The Company shall also operate the City of Derby Transfer Station (located at 80 Pine Street, Derby, CT) as defined by Connecticut General Statutes Chapter 22a and pursuant to Federal and State laws. All materials brought into and exiting the Transfer Station will be required to cross the certified scale unless other provisions are made with and agreeable to the City of Derby, with the Street Commissioner acting as its agent. The Company shall provide all receptacles of adequate capacity to receive residential and commercial discharge of municipal solid waste, acceptable recyclables, and debris material. All receptacles will be emptied by the Company as needed. The Company shall accept materials from the residents of the City of Derby and shall record the tonnage and type of materials. In addition, the Company shall receive acceptable materials delivered by commercial vendors. The Company shall charge the commercial vendor directly and shall not charge the City for the tonnage nor the transportation to its disposal site.

The Company must furnish sufficient equipment, labor, financial capability, and experience to begin curbside collection of residential MSW, recyclables and bulk. pick up by the date of termination of the City's existing disposal and recycling vendor.

The Company agrees to maintain records as to the tonnage and types of materials accepted. The Company shall provide the City with the tonnage of municipal solid waste collected, the recycling collected and the location of disposal. The Company shall provide the City with the information required for CT DEEP reporting. The Company will provide monthly consolidated invoices to the City of Derby.

Workmen employed by the Company shall be certified pursuant to the laws of the State of Connecticut and be competent and skilled in performance of the work to be provided. The Company shall take care in the loading and transportation of the municipal solid waste and recycling so that none of the materials are left on the grounds of the Transfer Station, nor on the Streets nor on private or public property. Any waste left on such areas shall be immediately cleaned up. The Company shall require all its employees to be courteous, not use loud or profane language and to conduct their work as professionally as possible. The employees shall wear clean uniforms or clothing.

Complaints - The Company shall direct all public complaints regarding its performance to the City of Derby Street Commissioner. The Company shall respond to all resulting inquiries by the Street Commissioner within twenty-four hours of being contacted. In the case of alleged missed scheduled collections, the Company shall investigate and, if such allegations are verified, shall arrange for the collection of the refuse not collected within twenty-four hours after the complaint is received.

SELECTION PROCESS

Services under this RFP will be for the period(s) commencing May 1, 2024 until June 30, 2027.

The City may accept those proposal(s), which will, in its opinion, most completely meet the requirements of the RFP. The City solely determines which Proposer best meets the specifications and is in the best interest of the City of Derby.

Proposals will be evaluated based on what is deemed to be in the best interest of the City, including such factors as the bidder's experience and expertise in providing municipal solid waste disposal, processing and recycling services; past experience with the Company (if applicable); recommendations of entities for which the proposer has previously provided services; and the total estimated cost to the City. The cost shall not be the sole factor in evaluating bids. The City of Derby reserves the right to request additional and/or clarifying information from Proposers. The anticipated award of the RFP and execution of the agreement between the Company and the City of Derby will occur prior to April 2, 2024.

Basis of Proposal - The City estimates that the number of Residential Units and Residential Units A to be initially serviced under this Proposal to be between 5,200 and 5,700. Included in this total are approximately 900 condominium units at various locations.

The City makes no representation as to the reliability of its estimate for Residential Units, Residential Units A, or the total weight of acceptable solid waste.

Type of Collection

(a) Residential Units - The Company shall provide curbside collection service of residentially generated municipal solid waste materials and recyclables to each Residential Unit one time per week. Containers, bags, and bundles shall be placed curbside by occupants of each unit by 6:00 a.m. on the designated collection day.

(b) Residential Units A - The Company shall provide containers and/or suitable dumpster service, sufficient in quantity and capacity to service each Residential Unit A as described below, one time per week. **The cost for provision of said containers and/or dumpsters and the collection and disposal of acceptable solid waste is to be Included in the Company's Proposal for Residential Units A.**

(b) Residential Units A:

Sterling Towers	Maplewood Condominiums
Silver Hill Condominiums	Hawthorne Place
Santangelo Terrace	Brookside Commons
Orangewood East	Daisy Hill Condominiums
Orangewood West	Commodore Commons
Birmingham Condominiums	Summit Condominiums
Beau-View Condominiums	Guardiano Terrace
Derbyshire	501 Roosevelt Drive
Stygar Terrace	Cicio Manor
Thirty-Four West Condominiums	131 Park Avenue
68 Hawkins Street	45 Minerva Street
8-10 Marshall Lane	68 Hawkins Street should be 78 Hawkins Street
Sterling Towers should be Sterling Towers	45 Minerva Street should be Sterling Towers
50 Olivia Street	45 Minerva Street
501 Roosevelt Drive should be	Trolley Pointe
501-507 Roosevelt Drive	67-71 Minerva Street (Cedar Village)

(c) Miscellaneous Pickup - The Company shall maintain bins and/or containers at locations listed below. If additional bins and/or containers are needed, so as not to have an overflow, they shall be provided by the Company at no additional cost to the City. The Company shall maintain containers and/or suitable dumpster service sufficient in capacity to service each Miscellaneous Pickup site one time per week. **The cost for provision of receptacles and collection and disposal of acceptable solid waste is to be included in the Company's Proposal for Miscellaneous Pickup.**

(b) Miscellaneous Pickup:

Irving School
Derby Public Works Garage
Bradley School
Derby High School
Hotchkiss Hose Company
Storm Engine Company
Derby Police Department
Derby Courthouse
Water Pollution Control
Derby Board of Ed - 35 Fifth Street
Ryan Field
Mcconney Grove
Paugassett Hook & Ladder Company
East End Hose Company
Derby little League Field
Derby City Hall – 1 Elizabeth Street
Derby Middle School – Chatfield Street

Places to be served by the Company - The Company shall collect from all Residential Units. Residential Units A. and Miscellaneous Pickups all recyclable materials acceptable for collection on the day specified by the schedule established (**Exhibit C.**) All new Residential Units, Residential Units A and Miscellaneous Pickups shall be included with no additional compensation to the Company.

Curbside BULK Pick-up - Any Derby resident or property owner with the exception of Real Estate Companies and Landlords who are in the process of selling or renting to new occupants is eligible for curbside bulk pick-up. All pick-ups must be "by appointment only" and limited to one pick-up every six (6) months. Appointments can be arranged by calling the Transfer Station (203) 736-1464 during regular business hours. Callers will be informed what can be disposed of and will be assigned a date for the pick-up. The Company shall collect the Bulk Pick-up items year-round and will transport and dispose of the items at the Primary Site.

Recyclables Acceptable for Collection - Recyclable materials, including but not limited to, newspaper and inserts, magazines and catalogs, white and colored paper, mail, junk mail, computer paper, commingled glass bottles, cans (aluminum, bi-metal, tin) aluminum foil, plastics (HOPE and PET), corrugated cardboard, aerosol cans.

Unacceptable Items for Curbside Collection - Batteries, hazardous material, food waste, clothing, construction debris, leaves, light bulbs, major appliances, trash, tile, Styrofoam, tires, wood, medical waste, ink/toner cartridges, mirrors, Pyrex. Unacceptable waste

includes hazardous waste as defined in any Federal, State or local law. 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.

Location of Containers, Bags and Bundles - Each container, bag and/or bundle shall be placed at curbside for residential unit collection. Curbside refers to that portion of the right-of-way adjacent to paved or traveled roadways (including alleys). Each shall be placed as close to the roadway as practicable without inferring with or endangering the movement of vehicles or pedestrians. When construction work is being performed in the right-of-way, bins shall be placed as close as practicable to an access point for the collection vehicle.

Places to be served by the Company - The Company shall collect from all Residential Units, Residential Units A and Miscellaneous Pickups all materials acceptable for collection on the day specified by the schedule established in accordance with the General Specifications of this Request for Proposals (**Exhibit C.**) All new Residential Units and Residential Units A shall be included with no additional compensation to the Company.

Transfer Station - The Company shall operate the Transfer Station located at 80 Pine Street, Derby, CT with its own personnel including a Scale Attendant and Transfer Station Operator. All material brought into and exiting the station will be required to cross the certified scale unless other provisions are made with and agreeable to the City of Derby, with the Street Commissioner acting as its agent.

The Company will provide the following at the Transfer Station with the cost of each to be included in the Collection and Disposal Costs on the Company's Proposal Form:
A receptacle of adequate capacity to receive overflow residential drop-off of acceptable recyclables with the receptacle emptied by the Company as needed.

The cost of transportation and disposal of acceptable recyclables from the drop off receptacle at the Transfer Station will be included in the lump sum proposal for each year on the Company's Proposal Form.

Disposal of Recyclable Materials - The Company shall include disposal of collected recyclables to a State of Connecticut Department of Energy and Environmental Protection (CT DEEP) permitted intermediate Processing Center to guarantee full recycling of materials into the stream of commerce.

Reports - The Company shall include in the Proposal all costs associated with Quarterly Reports of all quantities collected of acceptable recyclables. This information is imperative and will be utilized by the City for submission to the State of Connecticut DEEP of its annual recycling report for July 1 through June 30 of each year.

Hours of Operation - Collection of refuse and recyclables shall not start before 6:00 a.m. or continue after 6:00 p.m. on the same day. Exceptions to collection hours shall be affected only upon mutual agreement of the City and the Company, or when the Company reasonably determines that an exception is necessary to complete collection on an existing collection route due to unusual circumstances. The Transfer Station hours are Monday through Friday 7:00 a.m. to 3:30 p.m. and Saturday 8:00 a.m. to 3:00 p.m. The Transfer Station is closed on Sunday and national holidays.

Routes of Collection - Collection routes shall be established by the City, which shall provide a map designating the collection routes (**Exhibit C.**) The Company may, from time to time, propose for approval by the City, changes in routes or days of collection, which approval shall not be unreasonably withheld. Upon City's approval of the proposed changes, the Company shall promptly give written or published notice to the affected units.

Holidays - The following shall be holidays for purposes of this Contract:

New Year's Day
4th of July
Columbus Day
Christmas Day
Memorial Day
Labor Day
Thanksgiving Day

The Company may decide to observe all holidays with the suspension of collection service on the holiday, but such decision in no manner relieves the Company of its obligation to provide collection service as per the terms of this Request for Proposal.

Collection Equipment - The Company shall provide an adequate number of vehicles approved by the City for regular collection services. All vehicles and other equipment shall be kept in good repair, appearance and in sanitary condition at all times. Each vehicle shall have clearly visible on each side the identity and telephone number of the Company. Each vehicle shall be numbered on both sides and rear and marked with the words "City of Derby Refuse Collection" which marking, or lettering shall be plainly

displayed and approved by the City on an annual basis.

Office - The Company shall maintain an office or such other facilities through which it can be contacted. It shall be equipped with sufficient telephones and shall have a responsible person in charge from 8:00 a.m. to 4:30 p.m. on regular collection days. Such telephone numbers shall be of a local exchange or toll free for all residents of Derby.

Hauling - AU refuse hauled by the Company shall be so contained, tied, or enclosed that leaking, spilling, or blowing are prevented.

Reports - The Company shall Include In the Proposal all costs associated with Quarterly Reports of all quantities collected of acceptable MSW. This information is imperative and will be utilized by the City for submissions to the State of Connecticut DEEP of its annual recycling report for July 1 through June 30 of each year.

Compliance with Laws - The Company shall propose to conduct operations under this Contract in compliance with all applicable laws; provided, however, that the General Specifications shall govern the obligations of the Company where there exist conflicting ordinances of the City on the subject. It does not, however, supersede any State or Federal laws.

Nondiscrimination - The Company agrees and warrants that in the performance of the contract such Company will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contract that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.

Indemnity - The Company will indemnify and save harmless the City, its officers, agents, servants and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney's fees to the extent resulting from a willful or negligent act or omission of the Company, its officers, agents, servants and employees in the performance of work described in this Contract.

Licenses and Taxes - The Company shall obtain and maintain for the life of the contract, all licenses and permits (other than the license and permit granted by the contract) and promptly pay all taxes required. Each of the Company's employees operating equipment pursuant to the Contract shall be properly trained and hold in good standing the proper license to operate.

Term - The contract shall be for a three (3) year 2 month period beginning upon the execution of the contract and ending June 30, 2027, provided that the contract is not terminated for cause earlier by the City. The anticipated term will be from May 1, 2024 through June 30, 2027.

Insurance - The Company shall always during the contract, maintain in full force and effect all insurance requirements as outlined in **Exhibit E**. All insurance shall be by insurers and for policy limits acceptable to the City. Before commencement of the Contract, July 1, 2020, the Company agrees to furnish the City certificates of insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force, containing the following provision:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is executed and are in force at this time. In the event of cancellation or material change in the policy affecting the certificate holder, thirty (30) days prior written notice will be given the certificate holder and the City of Derby. The City of Derby is listed as an additional insured under the terms of this contract.

INDEMNIFICATION/HOLD HARMLESS

- (a) The Company will be required to furnish a corporate surety bond as security for the performance of this contract. Said surety bond must be in the amount of 100% of the three-year total dollar amount of this contract and may provide for a pro rata reduction therein annually over the term of the contract, if approved by the City. In lieu of a surety bond, a certified letter of credit issued by a Connecticut based bank in an amount equal to the required performance surety bond may be substituted. Notice must be presented to the City a minimum of thirty (30) days prior to the commencement of the second and third years of the contract that either the surety bond or letter of credit will be renewed for said time period.
- (b) The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Connecticut.
- (c) **The premium for the bond(s) described above shall be paid by the Company.** A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond.

Power of Attorney-Attorneys-in-fact who sign performance surety must file with each surety a certified and effectively dated copy of their power of attorney.

Remedy - The City's has the right after a breach of contract under this Contract for failure to perform shall be to make demand under the terms of the Performance Surety. This remedy is not the exclusive remedy for breach of contract.

Basis and Method of Payment - The City will pay to the Company the total sum per year as established herein in twelve equal installments as compensation for services rendered. Such sum shall be payable monthly commencing on the 30th day of the full month of this Contract, and thereafter by the 30th day of each month following that which work has satisfactorily been performed under this Contract.

Transferability of Contract - Other than by operation of law, no assignment of the Contract or any right occurring under this Contract shall be made in whole or in part by the Company without the express written consent of the City, which consent shall not be unreasonably withheld; in the event of an assignment, the assignee shall assume the inability of the Company.

Point of Contract - All dealings, contracts, etc., between the Company and the City shall be directed as follows to:

Company: _____ (title of position or office); and to the City: Street Commissioner or designated representative.

Proposal Compliance

Bids must be submitted on enclosed forms. Each required field must be completed in ink or typewritten (words and figures preferred). Incomplete forms may be cause for disqualification. Bids must be signed. The City of Derby has sole discretion as to compliance of specifications and all decisions are final. Bidders shall state any exceptions taken to bid specifications.

Bid Return

All bids shall be submitted electronically only via the City of Derby's secure web portal at <https://www.derbyct.gov/bids>.

Bidder is solely responsible for timely delivery as well as costs of proposal. Proposals are property of the Town and will not be returned.

Bid Proposal

Bid prices should include all labor, materials and equipment necessary to complete the work in accordance with the contract documents or these specifications and instructions. Negligence on the part of the bidder in preparing a bid confers no right of withdrawal or modification of a bid after such bid has been opened. The City of Derby is exempt from CT sales tax and Federal excise taxes. Bidders may bid on any, some or all optional items, if applicable.

Withdrawal of Bids

Bids may be withdrawn personally or in writing by the bidder in time for delivery in the normal course of business prior to the fixed opening time. Once bids are opened, the prices shall remain firm for ninety (90) days after opening.

Right of Rejection

The Request for Proposal/bid does not necessarily contemplate an award based solely on price. The City may reject or accept any and all bids in whole or in part or may waive any informality in bids received if, in its sole discretion, it is in the best interest of the City to do so. The City reserves the right to amend or terminate the RFP at its sole discretion, before and after receiving proposals.

Large Trash Receptacles

Each proposal should include as a possible option the use of large trash receptacles that are lifted mechanically into a truck. An alternate price may be given in conjunction with this proposal.

**CITY OF DERBY
CONTRACTOR'S PROPOSAL FORM
FOR
CURBSIDE COLLECTION, PROCESSING AND DISPOSAL
OF
RESIDENTIAL MUNICIPAL SOLID WASTE (MSW), RECYCLABLES
AND BULK PICK UP
AND
OPERATION OF THE CITY OF DERBY TRANSFER STATION**

To: Town Clerk, City of Derby

Proposal of: _____

The undersigned having carefully read and considered the Request for Proposal, Instructions for Proposals, General Specifications and all other bid documents for Curbside Collection, Processing and Disposal of Residential Municipal Solid Waste (MSW), Recyclables, Bulk Pick Up and the Operation of the City of Derby Transfer Station, does hereby offer to contract with the City of Derby to perform all services and supply all equipment and receptacles required by the bid documents at the lump sum price (expressed in both words and figures) applicable to each item of the work as hereinafter set forth.

Residential Units A. PLEASE NOTE: The Company shall provide containers and/or suitable dumpster services, sufficient in quantity and capacity to service each Residential Unit A locations (listed in the General Specifications) one time per week. **The cost for provision of said containers and/or dumpsters and the collection and disposal of acceptable solid waste Is to be Included In the Company's Proposal for Residential Units A.**

Miscellaneous Pickup. PLEASE NOTE: The Company shall maintain bins and/or containers at the Miscellaneous Pickup locations (listed in the General Specifications.) If additional bins and/or containers are needed, so as not to have an overflow, they shall be provided by the Company at no additional cost to the City. The Company shall maintain containers and/or suitable dumpster service sufficient in capacity to service each Miscellaneous Pickup site one time per week. **The cost for provision of receptacles and collection and disposal of acceptable solid waste Is to be Included In the Company's Proposal for Miscellaneous Pickup.**

YEAR ONE

May 1, 2024 through June 30, 2025

- A. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Residential Units. Cost of Quarterly reports to CT DEEP.

Numeric

Written

- B. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Residential Units A. Cost of containers and/or suitable dumpster service, and the collection and disposal of acceptable solid waste, Cost of Quarterly reports to CT DEEP.

Numeric

Written

- C. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Miscellaneous Pickup. Cost of provision of receptacles and collection and disposal of acceptable solid waste, Quarterly reports to CT DEEP.

Numeric

Written

- D. Operation of the City of Derby Transfer Station. Total Price for duties outlined in General Specifications - Transfer Station, Disposal of Recyclable Materials, Reports, Hours of Operation, Residential Bulk Pick-Up - Transportation and Disposal at the Primary Site.

Numeric

Written

YEAR TWO

July 1, 2025 through June 30, 2026

- A. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Residential Units. Cost of Quarterly reports to CT DEEP.

Numeric

Written

- B. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Residential Units A. Cost of containers and/or suitable dumpster service, and the collection and disposal of acceptable solid waste, Cost of Quarterly reports to CT DEEP.

Numeric

Written

- C. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Miscellaneous Pickup. Cost of provision of receptacles and collection and disposal of acceptable solid waste, Quarterly reports to CT DEEP.

Numeric

Written

- D. Operation of the City of Derby Transfer Station. Total Price for duties outlined in General Specifications - Transfer Station, Disposal of Recyclable Materials, Reports, Hours of Operation, Residential Bulk Pick-Up - Transportation and Disposal at the Primary Site.

Numeric

Written

YEAR THREE

July 1, 2026 through June 30, 2027

- A. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Residential Units, Cost of Quarterly reports to CT DEEP.

Numeric

Written

- B. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Residential Units A. Cost of containers and/or suitable dumpster service, and the collection and disposal of acceptable solid waste, Cost of Quarterly reports to CT DEEP.

Numeric

Written

- C. Total Price for Trash & Recyclables Collection, Transportation and Disposal at the Primary Site for Miscellaneous Pickup. Cost of provision of receptacles and collection and disposal of acceptable solid waste, Quarterly reports to CT DEEP.

Numeric

Written

- D. Operation of the City of Derby Transfer Station - Total Price for duties outlined in General Specifications- Transfer Station, Disposal of Recyclable Materials, Reports, Hours of Operation, Residential Bulk Pick-Up - Transportation and Disposal at the Primary Site.

Numeric

Written

SUMMATION

Collection, Transportation, and Disposal at the Primary Disposal Site and Operation of the City of Derby Transfer Station:

YEAR 1 _____
Numeric

YEAR 1 _____
Written

YEAR 2 _____
Numeric

YEAR 2 _____
Written

YEAR 3 _____
Numeric

YEAR 3 _____
Written

TOTAL _____
Numeric

TOTAL _____
Written

In submitting this Proposal, it is understood that the right is reserved by the City of Derby to reject any or all Proposals, to waive any informalities, omissions, excess verbiage or technical defects in the Proposal, and the City need not necessarily award the contract to the firm who submitted the lowest costs for services if, in the opinion of the City, it would be in the best interest of the City of Derby to accept another Proposal.

Firm Name: _____

Mailing Address: _____

Contact Person: _____

Title: _____

Phone Number: _____

Email: _____

Signature

Date