REQUEST FOR PROPOSALS
Legal Notice
Town of Southington

The Town of Southington requests proposals from qualified trash hauling and recycling companies to perform the overall trash hauling and recycling services for the Southington Town Hall and Annex, Southington Fire Department (four locations), Southington Police Department, Community Services, Sewer Treatment Plant, Calendar House, Parks and Recreation Department, Barnes Museum, Library and Highway Department buildings.

Requests for Proposals can be obtained by contacting the office of the Town Manager at the Southington Town Hall, 75 Main Street, Southington, Connecticut 06489 (860) 276-6200, or by visiting our website, www.southington.org , click on Town Manager's page, then Bid Invitations.

Submissions by the qualified trash hauling and recycling companies shall be received in the office of the Town Manager, 75 Main Street, Southington, Connecticut 06489 by 10:00 o'clock, a.m. on Friday, May 20, 2016.

Dated at Southington, Connecticut this 22nd day of March, 2016.

TOWN OF SOUTHINGTON

_____
Garry Brumback, Town Manager

SOUTHINGTON, CONNECTICUT

REQUESTS FOR PROPOSALS

TRASH HAULING AND RECYCLING SERVICES

1. INTENT AND GENERAL INFORMATION

The Town of Southington, Connecticut is seeking services of a qualified trash hauling and recycling services company to perform the overall trash hauling and recycling services for the Southington Town Hall and Annex, Southington Fire Department (four locations), Southington Police Department, Community Services, Sewer Treatment Plant, Calendar House, Parks and Recreation Department, Barnes Museum, Library and Highway Department buildings.

2. GENERAL REQUIREMENTS

Sealed proposals are hereby being solicited by the Town of Southington for a qualified trash hauling and recycling services company to perform the overall trash hauling and recycling services for the Southington Town Hall and Annex, Southington Fire Department (four locations), Southington Police Department, Community Services, Sewer Treatment Plant, Calendar House, Parks and Recreation Department, Barnes Museum, Library and Highway Department buildings.

Prospective firms must respond thoroughly to the requirements of this request for Proposals (RFP). The Proposal shall be a part of the Contract resulting from this RFP. Prospective firms are cautioned not to make claims or statements to which they are not prepared to commit contractually.

All terms, conditions, requirements and procedures included on this RFP must be met for a response to be acceptable. If a Proposer fails to meet any material terms, conditions, requirement of procedure, its response may be deemed unresponsive and disqualified.

3. AUTHORIZED CONTACT

Mark J. Sciota
Deputy Town Manager/Town Attorney
Town of Southington
75 Main Street
Southington, Connecticut 06489

4. EXPECTED DURATION OF CONTRACT SERVICES

Any contract resulting from this RFP is expected to terminate three (3) years from the effective date.

5. RFP TIMELINE

All proposals must be received in the Office of the Town Manager by 10:00 am EST. Friday, May 20, 2016. One original and five copies of the Proposal shall be submitted.

Advertisement/RFP Available		March 22, 2016
Deadline for written inquiries	10:00 am	April 6, 2016
Responses sent to proposers		April 22, 2016
Submission Deadline for Proposals	10:00 am	May 20, 2016
Notification of Award (EST)		TBD
Implementation of Services		TBD

6. USE OF SUBCONTRACTORS

The Proposer must identify any subcontractors that will be used on this project and describe the contractual arrangements that will exist with all subcontractors. The Proposer will be considered the prime contractor and will be fully responsible for the performance of all services, including the quality and timeliness of work performed by the subcontractor.

7. NO GUARANTEE OF PURCHASE

The Town of Southington makes no guarantee; either expressed or implied, that any purchases will take place from any Contract or Agreement resulting from this RFP. Any statement made regarding past expenditures or estimated expenditures are for informational purposes only, and are not binding on the Town of Southington.

8. INQUIRIES

Proposers may submit written questions concerning this RFP to the Town Manager no later than the date specified in the RFP Timeline. All inquiries must be in writing and may be mailed, faxed or hand-delivered. Written inquiries received after the deadline for written inquiries will not be considered. Copies of questions and responses thereto will be sent to all Proposers who have obtained a copy of this R FP from the Town of Southington no later than the date specified in the RFP Timeline.

9. ADDENDA TO RFP

If it becomes necessary to revise any part of this RFP or if additional data is necessary to clarify any of its provisions, an Addendum will be sent to all Proposers who have obtained a copy of this RFP from the Town of Southington.

The Town of Southington intends to adhere to the schedule and dates specified in the RFP timeline. However, if it is necessary, due to revisions made to this RFP, the proposal due date and all subsequent dates may be extended with written notice of such changes sent to all Proposers who have requested a copy of this RFP from the Town of Southington.

10. PROPOSAL PREPARATION COSTS

Proposers must bear all cost associated with their Proposals including preparation, copying, postage and delivery costs. The Town of Southington will not be responsible for any costs or expenses incurred by Proposers responding to this RFP.

11. CANCELLATION OF SOLICITATION

The Town of Southington retains the right to cancel this solicitation at any time prior to the execution and approval of a Contract. If this solicitation is canceled, all Proposals received in response to this RFP will be rejected. All proposal preparation costs remain the responsibility of the Proposer.

12. RETURN OF PROPOSALS

The Town of Southington shall be under no obligation to return any proposal or materials submitted by proposer in response to this RFP.

PROCUREMENT SCOPE

A. PURPOSE

The Purpose of this Proposal is to seek services of a qualified trash hauling and recycling services company to perform the overall trash hauling and recycling services for the Southington Town Hall and Annex, Southington Fire Department (four locations), Southington Police Department, Community Services, Sewer Treatment Plant, Calendar House, Parks and Recreation Department, Barnes Museum, Library and Highway Department buildings.

B. SCOPE OF WORK

PART A. Trash Hauling Services

Trash hauling services pursuant to Schedule A including trash container and rental fee.

PART B. Recycling Services

Recycling services pursuant to Schedule B including recycling container and rental fee.

EVALUATION OF PROPOSALS AND CONTRACT AWARD

The following criteria will be used, without limitation, in determining the successful Proposer:

1. The Proposer's technical understanding of the services to be provided, its purpose and scope as evidenced by the quality of the Proposal submitted.

2. The background and experience of the Proposer in providing similar services elsewhere, including the level of experience in working with municipalities and/or other governmental bodies of similar size and the quality of services performed.

3. Commitment to the Town of Southington's timetable for the services to be rendered.

4. Location of the Proposer's service office(s).

5. The Proposer's responsiveness and compliance with the RFP requirements and conditions.

6. A review of references from other clients as provided in the Proposal submitted.

Proposals in response to this RFP will be reviewed against the criteria listed above and an award of contract shall be made in accordance with standard purchasing procedures.

MISCELLANEOUS REQUIREMENTS

1. PRINCIPAL / COLLUSION

See attached Affidavit.

2. INSURANCE

The selected Proposer shall be required to furnish proof of the following insurance coverage within ten (10) days of receipt of Notice of Selection. Insurance shall be provided by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A- or 7, or better. The Town of Southington must approve any and all exceptions. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions or renewals thereof. Each insurance certificate shall contain a thirty (30) day notice of cancellation. All renewal certificates shall be furnished at least thirty (30) days prior to policy expiration.

INSURANCE REQUIREMENTS

1. Workers Compensation Insurance

2. Employer's Liability Insurance

3. Liability Insurance

   (i) General Liability – at least $2 million

   (ii) Automobile Liability – at least $2 million

Cancellation of insurance or other termination of insurance policies required without immediate replacement thereof may be considered a default in the terms and conditions of any such agreement. The Proposer agrees that such default may be cured by procurement of insurance by the Town of Southington on behalf of Proposer, at the Proposer's expense, at the Town of Southington's option.

3, TERMINATION

The Town of Southington may terminate the services of the Proposer after sixty (60) days written notice if the Town of Southington in its sole discretion feels that the Proposer has failed to satisfactorily meet the terms under the Contract.

FORMAT FOR PROPOSALS

TITLE PAGE

- RFP Project Title
- Name of proposing firm
- Address and telephone number of proposing firm
- Name and title of contact person
- Date of submission

Please provide a Table of Contents after the Title page giving a clear identification by section and by page number. Such sections will be those identified below.

Also, please provide individual bids for each building and another bid for servicing all buildings under this Proposal.

A. COMPANY OVERVIEW

1. Description of your firm and, if applicable, associated partners and subcontractors.
2. Provide a brief history of your firm.
3. References: list current government clients and private sector clients that are relevant to this project. Include names and phone numbers of references that may be contacted.
4. Describe your firms' experience with providing trash hauling and recycling services.

B. NON-COLLUSION AFFIDAVIT

See attached sample

C. PROPOSAL SIGNATURE PAGE

See attached sample

NONCOLLUSION AFFIDAVIT

A F F I D A V I T

STATE OF _____

ss: _____

COUNTY OF _____

_____ being duly sworn according to the law, deposes and says:

1. that he/she is _____ (a partner/officer) of the firm of _____, the part making the foregoing Proposal, that such Proposal is genuine and not collusive or a sham; that said Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any Proposer or person to put in a sham proposal or to refrain from submitting a proposal, and has not, in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of this or any other Proposal, or to secure any advantage against _____ or any person interested in the proposed contract; and that all statements in said Proposal are true.

_____
(Firm Name)

_____
By:

_____
(Signature of Proposer)

_____
(Title)

PROPOSAL SIGNATURE PAGE

An officer of the firm duly authorized to bind the firm to the Proposal submitted must sign all Proposals. Responses to all sections of this Proposal must be completed where appropriate and included in the sealed package submitted to the Town Manager. Failure to properly sign the Proposal and include all required information may result in the rejection of the Proposal.

The information in this Proposal and all attachments hereto is true and correct and the officer signing below is duly authorized to bind this firm to such Proposal.

Signed this _____ day of _____, 20___.

By: _____

Name of Officer: _____

Title of Officer: _____

Name and Address of Firm:

_____

_____

_____

SCHEDULE A

(Current Services

TRASH HAULING

Department/Building	**Container**	**Pickup**
Highway Department	30 yd dumpster(trash)	On call
Library Site	2 96-gallon toters (trash)	Every other Week
Barnes Museum Site	Trash Toter – 96 gallon	Weekly
Calendar House Site	8 yd dumpster (trash)	Weekly
Police Department Site	6 yd dumpster (trash)	Weekly
Community Services	2 Trash Toters – 96 gallon	Weekly
Parks & Rec Building	30 yd dumpster (trash)	On call
Fire Department		
Headquarters	3 Trash Toters – 96 gallon	Weekly
	1 4 yd dumpster (trash)	
Company 2	2 yd dumpster (trash)	Weekly
Company 3	2 yd dumpster (trash)	Weekly
Company 5	2 yd dumpster (trash)	Weekly
Sewer Treatment Plant	4 yd dumpster (trash)	Weekly
Town Hall & Annex	6 yd dumpster (trash)	Weekly

SCHEDULE B

Current Services

RECYCLING

Department/Building	Container	Pickup
Library site	96 gallon Toter (Not near the dumpster)	Monthly
Police Department site	2 yd dumpster with wheels (cardboard)	Monthly
Sewer Treatment Plant	Dumpster (metals) 12 yds	Every other Week & extra on call
	Dumpster (cardboard) 2 yds	Monthly
	Single Stream Recycling 96 gallon Toter for cans & bottles	Monthly
	Grit disposal -8-10 loads * Grit must be brought to Manchester	Twice a year Landfill
Town Hall & Annex	5 96-gallon Toters For office paper, newspaper & paper	On call