

Bulk Refuse & Scrap Metal Hauling, Recycling, and Disposal Services

NAUGATUCK, CONNECTICUT

Contract No. 16-17

CONTRACT DOCUMENTS

**PREPARED BY THE
BOROUGH OF NAUGATUCK
Department of Public Works**

May 2016



BOROUGH OF NAUGATUCK

INVITATION TO BID
Borough of Naugatuck
Bulk Refuse Hauling, Recycling, and Disposal Services

Sealed bids must be submitted to the Purchasing Agent, 229 Church Street, Naugatuck, CT 06770 on or before **Monday, May 23, 2016 at 11:00 AM local time** in a sealed envelope bearing on the outside the name of the Bidder, this address, and name and number of the Invitation To Bid for which the proposal is submitted. **If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to: Purchasing Office, Borough of Naugatuck, Town Hall, 229 Church Street, Naugatuck, CT 06770.**

Contract No. 16-17 Bulk Refuse Hauling and Disposal Services

Immediately following the above time and date sealed bids will be publicly opened and read at the Town Hall.

The bid document may be examined and obtained at no cost from the Borough of Naugatuck web site: <http://www.naugatuck-ct.gov> All firms obtaining bid documents must submit contact information by e-mail to whozer@naugatuck-ct.gov Contact information must be submitted three days in advance of the bid opening to be considered.

Bid documents may also be obtained at the Office of the Purchasing Agent upon submission of a non-refundable fee in the form of a check or money order payable to the Borough of Naugatuck in the amount of **\$50.00** per set.

The Borough of Naugatuck (the Borough) reserves the right to waive any informalities or to reject any or all bids.

No Bidder may withdraw his bid within (90) days after the actual date of the opening thereof.

The Borough of Naugatuck is an affirmative action/equal opportunity employer MBE's, WBE's and SBE's are encouraged to apply.

60 - 1.4 - Equal opportunity clause.

(a) Government contracts. Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract): During the performance of this contract, the contractor agrees as follows: (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the contractor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) the contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

SECTION A
INFORMATION FOR BIDDERS

Borough of Naugatuck

Contract No. 16-17 Bulk Refuse Hauling, Recycling, and Disposal Services

1. Description of Work

The delivery, hauling and legal disposal of Oversized MSW and Scrap Metal in 30-yard containers, as needed, to and from the Naugatuck Recycling Drop-Off Center, 246 Rubber Avenue, for the time period beginning July 2016 through July 2017, inclusive.

Bulk Containers shall be bid in the following categories:

- (1) - METAL to include misc. metal products, appliances and white goods.
- (2) - OVERSIZED MSW to include misc. large household items, furniture, rugs, plastics, misc. wood products, sheetrock, carpeting, mattresses etc.

Vendors may bid an individual category. Vendors do not have to bid all categories.

Please indicate within the comments section any special separation requirements (ex: mattresses, box springs etc...). Televisions and computers, tires, and other recyclables will be separated by employees and are not expected to be included in the bulk loads according to State of CT law. On-site separation of bulk materials shall be performed by Naugatuck residents at the direction of Street Department employees.

All materials, including Scrap Metal, are considered the property of the Borough while in the 30yd container on site. Once the container is collected by the successful bidder it will then become the property of the bidder with all rebates going directly to the Borough of Naugatuck.

Containers shall be delivered and picked-up in a timely fashion as requested by the Borough. It is mandatory that successful vendors supply next day service in the delivery and removal of bulk containers, as directed.

All bulk container bid quotes shall be reflective of a price per container and **NOT** by the yard or by the ton measurements, except where rebates for scrap metal are paid per ton. The Borough will not pay a separate cost for individual container rental, environmental or fuel surcharges. Please include any extraneous and/or rental fees in the bid price per container, as quoted, in your sealed bid submission. The Borough will pay upon removal, **NOT** delivery of the container.

Successful vendors shall be solely responsible for all costs associated with the transport and legal disposal of all bulk containers, with the Borough of Naugatuck held harmless as to container transport, disposal and contents. It is mandatory that ALL successful bidders include in their monthly invoice a copy of weight slips for each and every haul and an exact location of all contents disposal. **NO EXCEPTIONS!** The Borough of Naugatuck retains the exclusive right to cancel bid award, without recourse, and to re-award to another vendor if weight slips and disposal locations are not provided.

The Borough of Naugatuck Recycling Drop-Off Center is currently open two days per week. Based upon current usage, estimates for bulk containers, to be hauled twice per week, are as follows:

Refuse: 3 - 6 / week Metal: 2 - 3 / month Mattresses: 1 - 2 / month

This estimate is subject to variables such as seasonal considerations. In addition, it is anticipated that the Recycling Center will be closed for 3-4 months during the winter season. These estimates and projections are meant solely to assist vendors in understanding potential service and not as a guaranty of servicing needs and/or requirements.

In addition, all bulk container requirements of the Borough shall apply to this bid document, including building demolition, regardless of container location within town boundary limits and bid price shall be extended to include these situations as requested.

All refrigerators, freezers and air conditioners shall have freon removed prior to actual loading into scrap metal containers. Legal disposal of all capacitors shall be the sole responsibility of the successful bidders.

2. Questions

Questions may be directed to:

Sandra Lucas-Ribeiro
Recycling Coordinator
246 Rubber Avenue
Naugatuck, CT 06770
Tel: (203) 720-7071
Fax: (203) 720-5680
Email: slucas@naugatuck-ct.gov

3. Subcontracting

None of the services covered by this document shall be subcontracted without the prior written approval of the Borough of Naugatuck for the acts and omissions of its contractors, and of persons either directly or indirectly employed by Contractor, as it is for the acts and omissions of persons directly employed by Contractor.

4. Termination of Contract

If, through any cause, the successful vendor shall fail to fulfill, in a timely and proper manner, his obligations under this document, and the Borough wishes to terminate this contract it must give the vendor 30 days notice of termination. If the vendor wishes to withdraw services there must be 30 days notice to the Borough.

5. Preparation of Proposals

The Proposal must be made upon the forms contained herein. The blank spaces in the Proposals must be filled in correctly where indicated. The Bidder must state, written or printed in ink, the prices for which he proposes to do each item of the work contemplated. The Bidder shall sign his Proposal correctly. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address of the firm, partnership, or

corporation.

Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, this address, and name and number of the invitation to bid for which the proposal is submitted. **If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to: Purchasing Office, Borough of Naugatuck, Town Hall, 229 Church Street, Naugatuck, CT 06770.**

6. Irregular Proposals

The Borough of Naugatuck reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

7. Withdrawal of Proposals

If a Bidder wishes to withdraw his Proposal, he may do so before the time fixed for the opening of bids by communicating his purpose to the office of the Purchasing Agent. Upon such notice, the Proposal will be handed to him unopened.

8. Insurance

Before execution of the Contract, the Bidder will be required to file with the Borough of Naugatuck a certificate of insurance. The certificate, executed by an insurance company satisfactory to the Borough of Naugatuck shall name the Borough of Naugatuck and the State as additional insured parties on the form furnished with these specifications. The "Certificate of Insurance" shall state that at a minimum, with respect to the contract, the bidder carries insurance in accordance with the requirements and stipulations listed below.

Unless requested otherwise by the Borough of Naugatuck, the Bidder and its insurer shall not assert the defense of governmental immunity in the adjustment of claims or in the defense of any claim or suit brought against the Borough of Naugatuck and the State. The Bidder shall assume and pay all cost and billing for premiums and audit charges earned and payable under the required insurance.

A. Workmen's Compensation Insurance: With respect to all operations the Bidder performs and all those performed for it by subcontractors, the Bidder shall carry workmen's compensation insurance in accordance with the requirements and the laws of the State.

B. Contractor's Public Liability and Property Damage Insurance: With respect to the Project operations the Bidder performs and also those performed for it by subcontractors, the Bidder shall carry regular Contractor's Public Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$1,000,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$2,000,000 for all damages during the policy period.

C. Automobile Liability Insurance: The operation of all motor vehicles, including those hired or borrowed, used in connection with the project, shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$500,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. If an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$1,000,000.

D. With respect to the project operations the Bidder performs and also those performed for it by subcontractors, the Bidder shall carry for and on behalf of the Borough of Naugatuck, and State, insurance which shall provide coverage for each accident or occurrence in the amount of \$1,000,000 for all damages resulting from (1) bodily injury to or death of person and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$2,000,000

for all damages during the policy period.

E. Termination or change of Insurance: Each insurance policy shall be endorsed to provide that the insurance company shall notify the Borough of Naugatuck by certified mail at least thirty (30) days in advance of termination, or any change in the policy. No such change shall be made without prior written approval of the appropriate Official.

F. Claims: Each insurance policy shall state that the insurance company shall agree to investigate and defend the Borough of Naugatuck and State against all damages, even if groundless.

G. Compensation: There shall be no direct compensation allowed the Bidder on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

9. Sales Tax

The Borough of Naugatuck is exempt from sales tax and will furnish the successful Bidder a sales tax exemption number.

10. Permits

All licenses and permits for complying with any applicable Federal, State, and Municipal laws, codes and regulations in connection with the prosecution of the work shall be obtained by the Contractor, at no additional cost to the Borough.

SECTION B

PROPOSAL

Borough of Naugatuck

Contract No. 16-17 Bulk Refuse Hauling, Recycling, and Disposal Services

The undersigned, as Bidder, declares that no person or persons, other than those named herein, are interested in this Proposal; that this Proposal is made without collusion with any person, firm or corporation; that no person or persons acting in any official capacity for the Borough is directly or indirectly interested therein or in any portion of the profit thereof; and that he proposes and agrees, if this Proposal is accepted, to execute the Form of Contract with the Borough; to provide all necessary equipment and to do all work specified in the Contract, in the manner and time therein prescribed.

The Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) days after the scheduled closing time for receiving bids.

Successful bidders shall defend, indemnify and hold and save harmless the Borough of Naugatuck against and from any and all liabilities, claims, damages, losses, fees, costs, expenses, etc. which arise directly or indirectly from successful bidders operations and/or related activities.

The Borough of Naugatuck reserves the right to reject any and all: bids in whole or in part, including low bid, to make partial awards, to waive any irregularities in any quotation, to increase or decrease quantities if quantities are listed in the bid, and may reject any bid that shows any omissions not called for, conditions, or alternate proposals, and may make any such award as is considered to be in the best interest of the Borough of Naugatuck.

PROPOSAL

Borough of Naugatuck

Contract No. 16-17 Bulk Refuse Hauling, Recycling, and Disposal Services

Please submit fixed price bid quote per bulk category as follows:

1. Bid price for Oversized MSW disposal is \$_____per 30 yd container.
2. Bid price for Scrap Metal recycling is \$_____per 30 yd container.
3. Bid rebate price to be paid to Borough of Naugatuck is \$ _____ per gross ton of scrap metal.
4. Please indicate if scrap metal rebate will be reduced by an actual or estimated amount when non-metal materials that are part of the object are thrown into the roll-off. Example: wooden top on metal table or desk, plastic or cushion seats on metal chairs, glass or plexi glass on metal storm windows and doors.
Percentage will be deducted from rebate, yes or no? _____
If yes how will percentage be determined? Estimated? Weighed? _____

Comments / Special Requirements:

Seal
(If bid is by a Corporation)

Firm or Corporation_____

By:_____ (Duly Authorized)

Signature _____

Street Address_____

City_____ State_____ Zip_____

Telephone_____

Email_____

SECTION C

REFERENCES

Borough of Naugatuck

Contract No. 16-17 Bulk Refuse Hauling, Recycling, and Disposal Services

The Bidder is required to fill out the following form to enable the Borough to make inquiries and judge as to the Bidder's experience, skill, available financial resources, credit, and business standing.

1. Number of years the bidder has been in business: _____

2. List three (3) references of similar nature to the work described herein that the Bidder has completed, with name, address, and telephone number of a reference for each.

3. Does the Bidder plan to sublet any part of this work; and if so, give details:

Bidder Name