



Town of Windsor

Request for Proposals Windsor Residential Transfer Station: Waste & Recycling-Related Services

Proposals Due:

Friday February 28, 2020 @ 11:00 a.m.

*Finance Department
275 Broad Street
Windsor, CT 06095*

TABLE OF CONTENTS

- 1. Intent**
- 2. Contract Definitions**
- 3. Contractor Requirements**
- 4. Collection Schedule**
- 5. Missed Collections**
- 6. Weighing of Loads**
- 7. Rebates / Revenue Sharing / Monthly Rate Savings**
- 8. Refuse and Recycling Collection from Town Facilities**
- 9. Payment**
- 10. Contract Information**
- 11. Written Notice**
- 12. Special Provisions**
- 13. Right to Terminate**
- 14. Performance Bond**
- 15. Insurance and Indemnification**
- 16. Town of Windsor Code of Ethics
Proposal Submission**

Windsor Residential Transfer Station: Waste & Recycling-Related Services

1. Statement of Intent

This Request for Proposals (RFP) defines the service standards, specifications and proposal requirements for related refuse and recycling services for the Town of Windsor's Residential Transfer Station, located at 500 Huckleberry Road, Windsor, CT. It is the intent of the Town to accept and evaluate proposals for these services including both the Transportation and the Disposal of the materials generated at the Transfer Station.

The Town encourages prospective vendors to submit their best proposal possible. Vendors may propose (and are encouraged to do so) multiple scenarios or options for the services requested. The attached tables provide spaces for prospective vendors to provide alternate scenarios, if they should wish to do so.

A. Recycling and/or Refuse (MSW) Transportation and Disposal from Town Transfer Station:

1. Recycling Collection from the Town Transfer Station-Landfill site, using rolloffs provided by the Town.
2. Refuse (MSW) Collection from Town Transfer Station-Landfill site, using rolloffs provided by the Contractor.
3. Other related Collections from the Landfill site, using rolloffs provided by the Town or the Contractor (as identified below).

The Town is requesting proposals to begin this service **effective July 1, 2020** and continue for one (1) year, with two one-year renewal options. If interested, prospective vendors must include pricing for these renewal options in their proposal.

The Town may award a contract(s) to one vendor, or may award contracts to multiple vendors for these services, based on evaluation factors in this RFP, as well as what is in the best interest of the Town. The Town of Windsor reserves the right to reject any or all of the proposals submitted. The Town of Windsor reserves the right to negotiate the cost of the proposals and to award contract(s) to vendor(s) other than the vendor(s) with the lowest cost, if it is in the best interest of the Town.

2. Contract Definitions – Transfer Station Transportation and Disposal Services

- a. "Contractor" shall mean the successful Respondent(s) to this RFP and shall include the Contractor's agents and employees.
- b. "Town Manager" shall mean the appointed Chief Executive Officer of the Town of Windsor, or his designee to manage this contract.
- c. "Bulky Waste" shall mean large, non-putrescible items such as oversize waste and white goods including discarded appliances, construction waste and demolition debris including, but not limited to brick, mortar, wood, shingles, sheetrock, and window glass, as well as land clearing debris.

- d. "MSW" shall mean putrescible and non-putrescible solid and semi-solid wastes, including refuse, garbage, and rubbish; excluding the following materials defined in CGS 22a-207 – hazardous waste, household hazardous waste, biomedical waste, liquid waste, sewage sludge (including septic tank and cesspool pumpings), discarded or abandoned vehicles or parts thereof, and waste from a resource recovery facility.
- e. "Recyclables" shall mean any items designated by Connecticut Regulation or Town Ordinance to be separated or diverted from the solid waste stream for the purposes of processing it, causing it to be processed, or storing it for later processing into a material product, including the production of compost, in order to provide for disposition of the item or items in a manner, other than incineration or landfilling, which will best protect the environment.

3. Contractor Requirements – Transfer Station Transportation and Disposal Services

The awarded contractor(s) shall comply at all times with applicable Federal, State and Town laws, statutes, ordinances and regulations in their operations under this contract. Further:

- a. The contractor shall obtain, at its own expense, all permits and licenses required by law or ordinance and maintain the same in full force and effect.
- b. Contractors shall have, maintain and comply with the provisions of a Town Annual Collector License for collection of solid waste and recyclables.
- c. Contractor shall deliver all materials to properly licensed and permitted facilities as approved by the Town of Windsor.
- d. Adjustment or Expansion of Services – The Town reserves the right to adjust or expand services required under this contract, upon written notice to the contractor.
- e. The contractor shall have a minimum of three to five (3 – 5) years' prior experience in rendering solid waste services pursuant to a contract in a municipality.
- f. Contractor shall provide an adequate work force so as to ensure regular collection under adverse weather conditions, irrespective of equipment breakdowns, or similar problems.
 - i. The contractor will provide a Supervisor to oversee the servicing of the Transfer Station. The Supervisor will be on duty, at a minimum, Monday through Friday (or Saturday following a holiday in the week).
 - ii. The Supervisor will be available to address complaints each day. A phone number for this person shall be provided to the Town.
 - iii. The contractor shall provide a 24-hour answering service line to receive calls.
 - iv. Contractor's personnel will be trained both in program operations and in customer service, and ensure that all personnel maintain a positive attitude with the public and in the work place and shall:
 - i. Conduct themselves at all times in a courteous manner and use no abusive language;
 - ii. Perform their duties in accordance with existing laws and ordinances;
 - iii. Be clean and presentable in appearance;
 - iv. Wear a uniform;
 - v. Drive in a safe and considerate manner;
 - vi. Manage roll-off containers in a careful manner so as to avoid spillage, littering, or damage to containers or property;
 - vii. Monitor for any spillage from their truck or the containers and be responsible for cleaning up any litter or breakage, and avoid damage to property;

- ix. Not perform their duties or operate vehicles while consuming alcohol or illegally using controlled substances, or while under the influence of alcohol and/or such substances.
- g. The contractor shall provide an adequate number of vehicles for collection services. All vehicles shall be kept in good repair and appearance and shall be maintained in a sanitary condition at all times.
 - i. No truck shall displace or leak fluids, oil, or hydraulic fluids. Any liquids, including paint, spilled from their truck shall be the responsibility of the contractor to clean and remove. In the event any vehicle is not properly operable, the contractor shall immediately provide a substitute vehicle complying with the terms outlined herein.
 - ii. A listing of vehicles to be utilized in carrying out this contract shall be provided to the Town prior to starting work under this contract. Vehicles shall be capable of delivering materials directly to the proper facility. The contractor shall provide an updated listing as changes are made.
 - iii. All vehicles must be clearly identified on both sides with the contractor's name and telephone number prominently displayed.
 - iv. The Town reserves the right to inspect said vehicles any business day throughout the term of the contract.
- h. The contractor shall be responsible for damage to private and public property arising from its operations. The Town shall be held free of any such liability.

4. Collection Schedule

The Town requires that these materials be collected no earlier than 7:00 a.m. and be complete before 3:00 p.m., except that the 3:00 p.m. time limit may be waived in emergencies, due to inclement weather, or on collection days following a holiday.

In weeks when there is a designated National holiday, collections will be postponed by one day, and resume the next following day, with each successive day collected on the next following day, and all stops collected by the end-of-business on the Saturday of that week. If these holidays should fall on a Sunday, the holiday shall be considered to be the following Monday. For each contract the contractor will resume a normal collection schedule in the week following a holiday.

- a. National Holidays observed include the following: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day.
- b. Normal weekly collection schedules will be observed for Martin Luther King Day, Presidents Day, Veterans Day and the day after Thanksgiving, even though Town offices are closed for these holidays.

The Town shall contact the Contractor as-needed for the various on-call collections.

5. Missed Collections

The contractor agrees to transport all materials on the same day the contractor receives a request for service, provided notice is received by the contractor before 10:00 a.m. With respect to all notices of a request for service received later than 10:00 a.m., the contractor shall pick up those materials no later than 10:00 a.m. on the following business day.

- a. **Violations and Penalties:** The following events are examples of violations: failure to provide service on designated days, failure to accomplish collection with as little noise or other nuisance as may be practical, failure to pick up any material scattered during collection, failure to maintain all vehicles and operations in compliance with statutory weight limitations and all requirements, including safety, of all State, Local and Federal Laws, and similar occurrences.

Where, in the judgment of the Town Manager (or his designee), the Contractor has been negligent in the performance of this duties, the Town shall deduct fifty (\$50.00) dollars for each violation or incident from the monthly payment which shall be due the Contractor. If the Contractor fails to take corrective action within twenty-four (24) hours on a request for service where the contractor is at fault, the Town shall deduct an additional fifty (\$50.00) dollars, plus labor and equipment costs, should the Town itself take corrective action.

6. Weighing of Loads

Contractor will keep accurate records consisting of an approved weight slip with the date, time, vehicle number, tare weight, gross weight, and net weight for each loaded vehicle that has collected any materials from the Windsor Residential Transfer Station.

Collection vehicles will be weighed as they leave the Windsor Transfer Station site, and again at the final destination. A copy of each weight ticket shall be submitted to the Town on a monthly basis with the Contractor's invoice.

7. Rebates / Monthly Rate Savings

Since there is potential value to the recyclable materials being collected at the Transfer Station, the Town may consider different proposals which could include rebates, or a lesser monthly rate for the services provided. The Town does not guarantee any minimum tonnage.

In the case where a contractor wishes to retain the value of the Town's recyclables, alternate proposals that provide for a reduced haul rate for collection services may also be submitted. These proposal(s) should be fully explained as to their benefits to the Town and if there would be any changes to the rates based on an increase or decrease in recycled material collected or sold.

The acceptance or rejection of any of these proposals shall be at the sole discretion of the Town.

The Contractor shall have a contractual obligation to see that all recyclable material collected is properly processed and marketed. No collected recyclable material shall be landfilled or incinerated unless advance authorization to do so is given by the Town.

8. Refuse and Recycling Collection from Town Facilities

The Town is requesting vendors to submit proposals for multiple scenarios or options. Three related options are briefly discussed in Section 1.A. 1, 2 & 3. Again, these three options are as follows:

1. Recycling Collection from the Landfill site, using rolloffs provided by the Town.
2. Bulky Waste Collection from the landfill site, using dumpsters provided by the contractor.
3. Refuse Collection from the Landfill site, using compactors or rolloffs provided by the contractor.

The Town may award contract(s) to one vendor, or may award contracts to multiple vendors for these services above.

Form "A" contains a listing of potential disposal facilities and their addresses. The listing also includes an approximate frequency of transportation needed. The Town currently has rolloffs in use at the site for receipt of refuse and recyclables brought to the site by residents and others. Form "A" lists the services needed related to the servicing and emptying of the various Town-owned and Contractor-owned containers.

Work Practices

Care shall be taken to protect all surfaces and property of the Town of Windsor. The Contractor shall, at its own expense, repair, replace or otherwise restore any damage to Town of Windsor property resulting from the performance of the contractor. Damaged property not replaced shall be restored to at least the condition which existed prior to the damage occurring. No truck shall displace or leak fluids, oil, or hydraulic fluids. Any liquids, including paint, spilled from their truck shall be the responsibility of the contractor to clean and remove.

Refuse Transportation Schedule

Some materials will require more frequent servicing during certain months. These are shown in Form "A".

Normally, all hauls are to be made between 7:00 a.m. and 3:00 p.m.; in accordance with Town of Windsor ordinances, no collections will be permitted earlier than 7:00 a.m.

Rolloff (or compactor) servicing at the Landfill:

The MSW roll-off containers at the Transfer Station are anticipated to require servicing Monday through Saturday. It is estimated that two roll-off loads per week will require removal from the site and disposal of the solid waste. The Town expects to install a MSW compactor in the spring of 2020; interested respondents should include pricing which provides for the use of an MSW compactor as well as open MSW rolloffs. (Only one compactor will need to be supplied by the contractor as opposed to our current setup which utilizes two open-top roll-offs.)

Performance Requirements

The Contractor will be expected to perform the work specified herein, and the Contractor shall make the following warranties and representations:

- a. Contractor has the capability to make additional pickups within 24 hours after notification by telephone of the need for a pickup;
- b. Contractor has the capability to ensure that no trash or litter remains within six (6) feet of a dumpster after pickup;

If the Transfer Station staff determines that corrective action by the contractor is required, he/she will notify the Contractor by telephone. Contractor will take corrective action before the end of the same working day.

Rolloffs (or compactor)

The Contractor shall provide rolloffs (or one MSW compactor) as required. Each container shall either be new or thoroughly cleaned and repainted. Containers shall be maintained in a clean and sanitary condition. The containers and their maintenance shall meet the requirements of health, fire and/or any other applicable codes. Each container shall be disinfected monthly.

9. Payment

The Town will pay the contractor the contract price in monthly installments, less any penalties or costs. Payment shall commence one month after the contract begins and shall be made on or before the 30th day of the following month or within thirty (30) days of receipt of an invoice, whichever is later.

10. Contract Information

These specifications shall be incorporated in a contract(s) between the Town and the successful vendor. All work performed in accordance with this contract shall comply in every respect with all applicable laws and safety standards of the federal, state and Town.

11. Written Notice

All notices required pursuant to the terms and conditions of this contract shall be sent certified mail, return receipt requested to the parties herein at the addresses specified on the Proposal Sheets.

12. Special Provisions

The contractor agrees to comply with all Equal Employment Opportunity state and federal regulations and laws as may be applicable to the Contractor and will do nothing to cause the Town to come into violation of said regulations and laws and order.

13. Right to Terminate

The Town may at any time for its convenience and at its option, after giving the Contractor a thirty (30) day written notice, terminate the contract and the performance of the Services in which event the Town agrees to pay the contractor a sum for such portion of the Services as contractor shall have performed up to the time of such termination, as determined.

14. Performance Bond:

The successful vendor(s) shall, within ten (10) business days after award notice or at the signing of the contract, whichever comes first, furnish a Performance Bond for 100% of the expected costs of services under the proposal for one year. For each succeeding year for the life of the contract, the Contractor must, on or before January 1st, submit a letter from a bonding or surety company, licensed to do business in the State of Connecticut, stating that they will, on or before April 1, provide a Performance Bond for the services under the contract price for the upcoming year. This procedure will be followed in succeeding years. In lieu of a Performance Bond, the town may consider a cash surety or other surety, which, in the opinion of the Town Manager and Town Attorney, shall provide sufficient protection to the Town. The Town of Windsor will not be liable for the accrual of interest on any certified or cashier's check submitted.

15. Insurance and Indemnification

The successful vendor(s) shall be required to furnish a Certificate of Insurance evidencing the following insurance coverage within five (5) days of receipt of Notice of Selection. Failure to maintain insurance

coverage as required and to name the Town of Windsor as the Additional Insured will be grounds for termination of the contract.

1. Commercial General Liability Insurance

The Contractor shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

2. Commercial Automobile Liability Insurance

The Contractor shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

3. Worker's Compensation Insurance

The Contractor shall provide Worker's Compensation Insurance in the required amount as applies to the State of Connecticut and Employers.

Liability Insurance as follows:

Bodily Injury by Accident - \$100,000 each accident

Bodily Injury by Disease - \$500,000 policy limit

Bodily Injury by Disease - \$100,000 each employee

4. Umbrella Liability Insurance

The Contractor shall provide Commercial Umbrella Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

5. Professional Liability Insurance

The Contractor shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate.

Each Policy of Insurance, with the exception of Professional Liability and Worker's Compensation Policies shall include a waiver of subrogation in favor of the Town of Windsor and shall provide no less than thirty (30) days notice to the Town in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile and Umbrella Liability shall name the Town of Windsor as an additional insured.

Certificates of Insurance, acceptable to the Town of Windsor shall be delivered to the Town prior to the commencement of the work and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Subcontractors and the Contractor shall not allow any Subcontractor to commence work until the Subcontractor's insurance has been so obtained and approved.

Indemnification:

The Contractor shall indemnify and hold harmless the Town of Windsor and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.

Court Litigation and Waiver of Jury Trial – Notwithstanding the existence of any provision for arbitration of disputes in the contract or any legislation providing for arbitration, any dispute arising under this contract shall not be submitted to arbitration and the parties shall be left to the remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this contract.

Mediation – All claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Agreement to mediation, each party shall designate its representative and shall meet at the Windsor Town Hall within ten (10) days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, then the parties shall appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such costs shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.

Any third party mediator designated to serve in accordance with the provisions of the Agreement shall be disinterested and shall be qualified to evaluate the performance of both parties. This process shall be considered as a condition precedent to moving to court.

Equitable Relief – Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.

16. Compliance with the Town of Windsor Code of Ethics

No former town employee in administrative pay grade 3 or above and no former board of education employee in a cabinet level position or above shall work for a private firm who has a contract with the Town at any time within six months after terminating service with the Town. If this occurs, the vendor could be subject to penalties up to and including contract termination. (Chapter 2, Article IV, Section 11. Sec. 2-30)

Proposal Submission

1. Submission and Deadline

All proposals must be received by 11:00 a.m., Friday February 28, 2020. The proposal(s) shall be placed in a sealed envelope and clearly marked "**Windsor Residential Transfer Station: Waste & Recycling-Related Services**". Proposals shall be addressed or delivered to:

Mr. James Bourke
Assistant Finance Director
Town of Windsor
275 Broad Street
Windsor, Connecticut 06095

All proposals shall be opened publicly and recorded as received. **** There will be no public reading of Proposals. Proposals shall not be available for public inspection until after the selection process is complete.** Proposals may not be withdrawn for a period of 120 days. Proposals received later than the time and date specified will not be considered.

2. Questions and Addenda

Questions about this RFP may be directed to Mark Goossens by fax (860) 285-1831 or email goossens@townofwindsorct.com, no later than Friday February 14th. All information given by the Town except written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any Vendor or prospective Vendor responding to this RFP against the Town.

Answers to these questions will be addressed in an addendum which will be issued on the Town of Windsor website at www.townofwindsorct.com. **It shall be the responsibility of the vendor to download this information before submitting their proposal(s). The Town of Windsor will not mail a separate hard copy of any Addendum/Addenda.** No addendum will be issued less than 7 calendar days before the scheduled due date unless it is to postpone the due date.

Qualifying Information

The Town shall require submission with the Proposal of the following supporting data regarding the qualifications of the proposer in order to determine whether the proposer is a qualified, responsible proposer. The proposer will be required to furnish the following information:

- (a) An itemized list of the Proposer's equipment available for use on the contract at the commencement period specified.
- (b) A copy of the latest available certified financial statement of the Proposer (or its parent corporation if individual subsidiary or division financial statements are not prepared and generally available) and evidence that the Proposer is bondable and insurable at the levels specified herein.
- (c) Evidence that the Proposer is in good standing under the laws of the State of Connecticut, and in the case of corporations organized under the laws of any other State, evidence that the Proposer is licensed to do business and in good standing under the laws of the State of Connecticut to a sworn statement that it will take all necessary action to become so licensed if its proposal is accepted.
- (d) Evidence, in form and substance satisfactory to the Town, that the Proposer (or Proposers subsidiaries or affiliates) has been in existence for excess of five (5) years and possesses not less than two (2) years actual operating experience in recyclable materials or solid waste hauling and/or marketing, or operating a facility for processing of solid waste or recyclable materials.

All proposers shall tour the Town Residential Transfer Station site and familiarize themselves with the work required by the contract. Submission of a proposal shall be deemed conclusive evidence that such a tour has been made by each proposer and shall constitute a waiver by each of all claims of error in proposal, withdrawal of proposal or payment of extras, or combination thereof, under the executed contract, or any revision thereof.

All proposals will be evaluated on the items specified above, including but not limited to experience in the waste collection/recycling field, costs of the proposal, proven financial ability, and past record with other similar contracts. The Town reserves the right to accept any proposal or to reject any or all proposals, and to waive defects or irregularities in any proposal.

Each proposal shall be irrevocable for a period not less than one hundred twenty (120) days from the opening thereof. The selected proposer shall execute the Agreement incorporating their submittal within five (5) days of delivery of the agreement.

Proposal Evaluation

1. Proposals in response to this RFP will be reviewed against criteria listed below.
 - a. The contractor's understanding of the service requirement(s), its purpose, scope and field as evidenced by the quality of the proposal submitted. This will include the background and experience of the Contractor 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, either for the Town or for other municipal or private sector customers.
 - b. Competitiveness of cost proposal, although the Town is not bound to select the contractor who proposes the lowest cost for services. The Town reserves the right to make such awards, including accepting a proposal although not the lowest proposed cost, as it deems in its sole discretion to be in the best interest of the Town. The Town reserves the right to negotiate costs and modifications to the scope of the work with the selected contractor(s).
 - c. The quality and effectiveness of the background, qualifications, and relevant experience of individuals designated to provide services defined in the scope of services.
 - d. Pending NOV with the State Department of Energy and Environmental Protection and/or the State Department of Labor, as well as outstanding lawsuits for related services to those in this RFP.
 - e. The contractor's responsiveness and compliance with the RFP requirements and conditions.
 - f. A review of references from other clients as provided in the Proposal submitted.
2. The Town may award a contract(s) to one vendor, or may award contracts to multiple vendors for these services.
3. The Town reserves the right to short list the proposals received and arrange for interviews/oral presentations to the Town if so desired.
4. The Town reserves the right to negotiate with the selected Proposer(s) prior to an award of any contract(s) pursuant to this RFP.
5. The Town reserves the right to reject any and all proposals and to waive any informalities or technical defects in any proposal. The Town reserves the right to reject any proposals that are unbalanced to the detriment of the Town. Non-selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town, or that no proposal was accepted.

Form A : Proposal Cover Sheet

Name of Company: _____

Contact Person: _____

Phone: _____ E-Mail Address _____

The above mentioned company hereby proposes to provide Waste & Recycling-Related Services for the Windsor Residential Transfer Station as follows;

I. Price for the TRANSPORTATION and DISPOSAL of roll-offs or compactor(s), to the following locations (to be provided by respondent) on an “on-call” basis:

Material	Facility / Address	Price per haul	Disposal Price per ton
MSW • Open Roll-Offs		\$ _____ . _____	\$ _____ . _____
MSW • Compactor		\$ _____ . _____	\$ _____ . _____
MSW • _____		\$ _____ . _____	\$ _____ . _____
Bulky & Oversized Wastes • Open Roll-offs		\$ _____ . _____	\$ _____ . _____
Bulky & Oversized Wastes		\$ _____ . _____	\$ _____ . _____
Recyclables • Single-stream		\$ _____ . _____	\$ _____ . _____
Recyclables • Cardboard Only		\$ _____ . _____	\$ _____ . _____
Recyclables • _____		\$ _____ . _____	\$ _____ . _____

The Town makes no guarantees with respect to the frequency of these services.

The Town is requesting proposals to begin this service effective July 1, 2020.

Form B : Description of Organization

1. Name of Business:

Address: _____

2. Form of Business (Corporation, partnership, ect.):

3. Provide a complete list of all officers, partners, etc.:

<u>Name</u>	<u>Address</u>	<u>Title</u>	<u>Ownership Interest</u>
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4. State of Incorporation (or Partnership), and Date:

5. List all firms participating in this proposal (including subcontractors, etc.), and state their roles:

6. Identify and describe any agreements between the parties for this project:

7. Is the proposer licensed to do business in Connecticut, and is the firm in good standing (attached statement from Secretary of State): _____
8. Attach a list of all parties for whom the proposer has performed like or similar services in the past five years, and identify an owner's representative and phone number.
9. Describe the firm's collection, transportation and processing experience as applicable to this project.
[Attach information regarding experience of the firm and its key personnel.]
10. Has the entity or any of its principals, owners, officers, partners, directors, or stockholders of the entity been the subject of a criminal investigation within the past five years? _____
11. If the answer to the above is yes, state: The court in which the investigation is taking or took place, the approximate date the investigation commenced and, if applicable, concluded, the subject matter of the investigation, and the identity of the person or entity involved.

12. Has any indictment arisen out of any such investigation? _____
13. If the answer to the above is yes, state: the person or entity indicated and the status of any such indictment: _____
14. Has any entity (e.g. corporation, partnership, etc.) in which a principal, owner, officer, partner, director or stockholder of the proposer has an ownership interest in ever been the subject of a criminal investigation?

15. If the answer to the above is yes, state: The court in which the investigation is taking or took place, the approximate date the investigation commenced and, if applicable, concluded, the subject matter of the investigation, and the identity of the person or entity involved.

16. Has any indictment arisen out of any such investigation? _____

17. If the answer to the above is yes, state: the person or entity indicated and the status of any such indictment: _____

Signatures:

Chief Executive Officer:

_____ Typed Name: _____

Date: _____

Chief Financial Officer:

_____ Typed Name: _____

Date: _____

**TOWN OF WINDSOR
PROPOSER'S STATEMENT OF QUALIFICATIONS**

TRANSFER STATION WASTE & RECYCLING-RELATED SERVICES

This Form will be used in assessing a proposer's qualifications and to determine if the proposal submitted is from a responsible proposer. Factors such as past performance, integrity of the proposer, conformity to the specifications, etc. will be used in evaluating proposals. Attach additional sheets if necessary.

COMPANY NAME: _____

&
ADDRESS: _____

Size of Company
or Corporation: Number of Employees: Full Time_____ Part Time_____

Company Value: Equipment Assets_____ Total Assets_____

Number of years your company has been engaged in business under this name:_____ years

List any contract awards to your company by the Town of Windsor within the last three (3) years.

<u>Project Name</u>	<u>Date of Contract</u>	<u>Dollar Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List at least three completed projects similar in nature to this Request For Proposal which demonstrates your company's ability to perform the required services.

<u>Company Name and Address</u>	<u>Telephone No.</u>	<u>Dollar Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____