

Town of Windsor
Request for Proposal: Residential Curbside Recycling Collection Services

ADDENDUM #1

JANUARY 15, 2021

1. Page 3, #2 (c) – What is the preferred method for the residents to receive the Public Education Flyer and Automated Collection Schedule?
 - a. **Town would prefer that the flyer and schedule either get mailed to each resident, or that the documents be placed on/in the totes when they are first delivered. After that, electronic updates would be acceptable as long as residents know how/where to find them.**
2. Page 4, #2 (d) – What is the current breakout of dwelling units?

a. Single Family	_____	8,697	single family
b. 2 Family	_____	1,678	Condo
c. 3 Family	_____	252	two family
d. 4 Family	_____	51	three family
		8	multi-Houses (more than one dwelling on one lot)
3. Page 4, #2 (d) – Is service provided by the Town to mixed use properties and what is the number of units?
 - a. **Should be included in house counts for #2 (above)**
4. Page 4, #3, (g) 1 – Is it the Town’s intent to have a designated Route Supervisor working daily within the Town of Windsor?
 - a. **No**
5. Page 4, #3 (g) 3 – Does an after hours answering machine where residents can leave a message satisfy this requirement?
 - a. **Yes**
6. Page 5, #3 i – Would the Town allow the selected contractor to alter collection day or time to accommodate collection of recycle on temporarily closed streets?
 - a. **Yes, as long as the alterations are clearly communicated to the affected residents beforehand.**
7. Page 6, #4 f – Reflects that recyclables under this contract consist of plastic containers #1 and #2. Is it the Town’s intent to include all CT acceptable recyclable items, including plastic containers #3- #7 as part of this contract?
 - a. **Yes, if possible. At a minimum, it must include all mandatory recyclable items as listed on the CTDEEP website.**
8. Page 6, #4 j – Hard cover books are not recyclable unless the hard covers are removed. Should this item be removed from the listing of acceptable recyclables?
 - a. **This requirement should be communicated clearly to the residents so they can include hard cover books in their recyclables.**
9. Page 6, paragraph 4 – What are the Town’s standard’s for a resident to be approved for back yard collection?
 - a. **There is no set standard; this is decided on a case-by-case basis. Currently only 7 addresses are provided with this service. Additional addresses would only be added for very extenuating circumstances.**
10. Page 6, paragraph 4 states no additional cost shall be added for additional back yard dwelling units that may be added during the term of this contract. Will the contractor be authorized to add to the billing any increased costs associated for any new recyclable item added that is not included in this RFP that would cause the contractor any increased costs?
 - a. **No.**
11. Page 6, #5 – See question #2
 - a. **See answer to question #2.**
12. Page 7, #6 – What is the current recycle collection route schedule?
 - a. **Daily route maps were provided on the Town’s website where the RFP was/is located.**
13. Page 7, #6 – Regarding holidays that fall on a Sunday, will the contractor be authorized to collect from the residents on a Monday if the recycle plant will not be open the Saturday following a holiday?
 - a. **Yes. Typically holidays that fall on a Saturday or Sunday do not affect our Mon – Fri route schedule.**

14. Page 7, #7 – Will it be acceptable to the Town if contractor makes contact with the resident and picks up any missed recycle stops at the end of the following day instead of by noon?
 - a. **Yes, as long as the contractor makes contact with the resident before noon.**
15. Page 8, #7 (a) – In the past year, how many fines were issued and what were they for?
 - a. **No fines were issued.**
16. Page 8 – Who will receive calls from the residents to report missed collections?
 - a. **The contractor's route supervisor mentioned in question #4 (above)**
17. Page 9, #10 – Who pays disposal costs for rejected recycle loads?
 - a. **The contractor.**
18. Page 9, #12 – What is the current composition of recyclable materials collected?
 - a. **100% single stream**
19. Page 9, #12 – Please supply a copy of the reported breakdown.
 - a. **Not available. (see question #18, above.)**
20. Page 9, #13 – With the recent trend of providing information electronically, will it be acceptable if the contractor publishes an educational brochure that residents can access on the Town's and contractor's website as an acceptable form of communication?
 - a. **Yes, after the INITIAL delivery of totes to the residents.**
21. Page 10, #14 – Please supply minutes and copy of annual performance meeting.
 - a. **These meeting are very informal and intended to merely create a dialog; no meeting minutes are taken.**
22. Page 10, #15 – Will the Town be open to receiving contractor's invoice via e-mail?
 - a. **Yes.**
23. Page 11, #20 – What month is the annual letter submitted each year to the Town regarding providing the Performance Bond by the bonding or surety company?
 - a. **Our fiscal year begins July 1st. The annual letter should be sent sometime in June.**
24. Page 13, #5 – Is Professional Liability Insurance required for this RFP?
 - a. **If the RFP requests it, it should be included. If it is not included, please provide an explanation why and the Town will consider your response.**
25. Page 14, (b) – This is Confidential Information. Will the Town agree to meet at a time and place that is mutually convenient to review contractor's financial statements?
 - a. **See answer to #24 above.**
26. Page 17, A) B) – Page 3 references 95 and 65 gallon size barrels. Proposal page lists the barrel sizes at 64 and 96 gallon. Please clarify the size barrels required.
 - a. **This is a typo – the industry standard should be utilized (96 and 64 gal)**
27. What is your annual tonnage of recyclables collected for the last two (2) years?
 - a. **The Town collects approximately 2,300 tons of curbside recyclables each year.**
28. Will monthly invoices be adjusted for the addition or removal of dwelling units?
 - a. **No**
29. Will an annual CPI or fuel adjustment be permitted?
 - a. **If you propose such an adjustment, the process must be clearly explained in your proposal.**
30. Are condo's and apartments included as part of the Town's approved dwelling units?
 - a. **Yes –see the table of dwelling units listed in question #2 above.**