

**Town of Old Lyme
Request for Proposal
Automated Single Stream Recycling**

The Town of Old Lyme, CT seeks proposals from qualified bidders to perform biweekly automated curbside collection of comingled recycled materials in 95 gallon carts, which will be provided by the Town.

KEY EVENT DATES:

There will be a mandatory pre-bid meeting held on 17 September 2010 at 10:00 AM in the Old Lyme Town Hall at 52 Lyme St., Old Lyme, CT to review the scope of the proposed contract.

Sealed bids will be received by the Town of Old Lyme until 2:00 PM on 1 October 2010 at which time they will be publicly opened and read. Any bid may be withdrawn prior to the above-scheduled time for receiving bids. Any bids received after the date and time specified above shall NOT be considered.

INSTRUCTIONS:

All bids must be submitted in a sealed envelope clearly marked "Automated Single Stream Recycling". If forwarded by mail or courier, the sealed envelope must be addressed to "First Selectman, Town of Old Lyme, 52 Lyme Street, Old Lyme, Connecticut 06371". Bids must be at the office of the First Selectman by the time of the Public Bid Opening date noticed above. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first bid is publicly opened will NOT be accepted.

All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the bid.

Bids are considered valid for forty-five (45) days after bid(s) are opened. Bidders may not withdraw, cancel or modify their bid for a period of forty-five (45) days after bid(s) are opened.

Bids must be signed by an authorized person representing the legal entity of the bidder.

The inability to meet any specified requirements(s) must be stated in writing and attached to the bid form, or written on the bid form.

CONDITIONS:

The Town of Old Lyme, CT seeks proposals from qualified bidders to perform biweekly automated curbside collection of comingled recycled materials (in 95 gallon carts that

will be provided by the Town) and the successful bidder shall deliver the materials to the Town's Transfer Station located on Four Mile River Rd. or another location, as designated by the Town.

The successful bidder must provide a minimum of two automated collection vehicles (Labrie Automizer or equal) with a minimum capacity of 22 cubic yards each, equipped with a camera system to enable the driver to monitor the materials being collected. One vehicle must be twelve months old or newer and the other must be no more than forty-eight months old. Both vehicles must be domiciled in the Town of Old Lyme and must be painted and lettered, as directed by the Town.

The successful bidder must provide a unit cost to receive, assemble, deliver and account for approximately 4,700 new 95 gallon carts to properties in Old Lyme. Further, it must be able to inventory about 100 carts and provide a unit cost to deliver carts to Old Lyme properties over the contract years, as needed.

The successful bidder shall conform to all State, Federal and Local laws and regulations.

The Proposal shall include:

1. A lump sum cost for a four year contract for each of the following years:
 - 1 April 2011 to 30 June 2012
 - 1 July 2012 to 30 June 2013
 - 1 July 2013 to 30 June 2014
 - 1 July 2014 to 30 June 2015
2. Four year contract based on a guaranteed maximum price to perform the above noted work, based on the actual cost of operations plus a stated profit/overhead percentage, with a not-to-exceed amount, for the same fiscal year periods as noted above. The Town reserved the right to audit the financial statements of the successful bidder to confirm the accuracy of the costs related to the Old Lyme operation.
3. Statement of qualifications shall be submitted at the time of proposal with a listing of present and previous customers included.

The successful bidder expressly acknowledges that the Town of Old Lyme may terminate any contract entered into as a result of this request for proposal at any time by giving thirty (30) days written notice to the contractor. In the event of such termination, the contractor shall be entitled to payment for the following, to the extent that work has been performed satisfactorily:

1. For a lump sum contract, the contractor shall be entitled to recover the cost of the work executed and costs incurred by reason of such termination.

2. For a GMP contract, the contractor shall be entitled to recover any unpaid reimbursable cost for work performed to the date of the termination plus the contractor's mark up.

The Town of Old Lyme may, at its discretion, purchase from the contractor any equipment that the contractor purchased specifically for this project. The cost of said equipment will be based on the actual cost of the equipment to the contractor minus payments made by the Town of Old Lyme attributable to said purchase(s).

In no event shall the contractor be entitled to recover any lost profits or overhead resulting from such termination.

INSURANCE:

The successful bidder must provide a current certificate of insurance prior to commencement of the work, with the following requirements:

1. General Liability - \$1,000,000 or greater
2. General Aggregate - \$2,000,000 or greater
3. Excess Liability - \$3,000,000 or greater
4. Workers Compensation - As required by Connecticut State Statutes

The Town of Old Lyme is to appear as an additional insured on all Insurance

All insurance may not be cancelled or modified without sixty (60) day notice by registered U.S. Mail to "Director of Finance, Town of Old Lyme.

BID BOND:

Bidders are required to furnish a bid security with the bid in the amount equal to ten (10) percent of the lump sum bid for the First Year of the Four Year Contract. The bid security should be in one of the following two (2) forms:

- a. A bank certified check drawn to the order of "Director of Finance, Town of Old Lyme."; or
- b. A surety company licensed to underwrite bonds in the State of Connecticut and have a AM Best Rating of B+ or better or Companies as are authorized to do business in the State of Connecticut.

PAYMENT AND PERFORMANCE BONDS:

Successful awarded Bidders will be required to furnish a Performance and Labor and Material Payment Bond in the amount of 100% of the total lump sum bid amount within five (5) calendar days after the receipt of the Contract.

All Bonds must be issued by a Surety Company licensed to underwrite bonds in the State of Connecticut and have a AM Best Rating of B+ or better or Companies as are authorized to do business in the State of Connecticut.

PERMITS:

The Bidder is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees.

AWARDING THE PROPOSAL:

The Town of Old Lyme reserves the right to accept or reject, any, all, or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interests of the Town. Final selection shall be at the Town of Old Lyme's discretion. The lowest priced bid is NOT the sole determining factor when awarding this bid.