

Submittal Cover Sheet  
for The City of Ansonia  
Request for Proposals

Questions up until Thursday, December 5, 2024

Proposal Due Date: Monday, December 9th 2024

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Title: \_\_\_\_\_

## INSTRUCTION

### I. CONTENTS OF PACKAGE:

A. The RFP Package should contain the following:

1. Legal Notice/Request for Proposals
2. Instruction to proposers
3. City of Ansonia Trash Ordinance
4. General Specification Curbside Pickup and Disposal MSW
5. Insurance Requirements
6. Non-Collusion Affidavit

### 2. PROPOSAL FORM:

A. All Proposals shall be submitted on forms provided, or copies and shall be subject to all requirements of the RFP. Erasures or other changes must be explained or noted over the signature of the Proposer.

B. Proposals submitted to the City of Ansonia, shall be enclosed in sealed envelopes, which shall clearly be labeled **with:**

"PROPOSAL DOCUMENTS. TRASH COLLECTION SERVICES"

C. All proposers shall submit a completely executed Proposal forms and documents which shall include: Proposal Form, Proposer's Qualification Statement; and any additional information to explain the proposal.

D. The City of Ansonia, may consider as invalid any Proposal which contains any alternation or a departure from the Proposal Form hereto attached.

3. TIME FOR RECEIVING PROPOSALS:

- A. Proposals will be received electronically by the Town and City Clerk's Office at 253 Main Street, Ansonia, CT 06401 until 3:00 PM Monday, December 9, 2024. The City shall review the Proposal submitted and may request interviews of one or more of the Firms submitting proposals.
- B. The City of Ansonia, Connecticut will neither accept nor consider any Proposal which is received after the time established herein.
- C. Telegraphic or Faxed Proposal will not be considered.

- D. Firms submitting proposals are cautioned to allow ample time for transmittal of Proposals by mail.

4. WITHDRAWAL OF PROPOSALS BEFORE DATE OF PROPOSAL Opening:

Any Proposal may be withdrawn on written, telegraphic or fax request, dispatched in time for delivery in the normal course of business, at least one hour prior to the hour fixed for the opening of Proposals.

5. INTERPRETATIONS OF RFP PACKAGE.

No oral interpretations will be made to any Proposer as to the meaning of the Specifications and RFP Documents. Every request for such an interpretation shall be made in writing by a Proposer and forwarded via email to [somalley@ansonact.org](mailto:somalley@ansonact.org). No inquiry received after 4:30pm on 5, 2024 will be given consideration. Every interpretation made to a Proposer will be in the form of an addendum to the specifications. Said addendum will be posted on the City's website as promptly as is practicable.

6. EXAMINATION OF SPECIFICATIONS, ETC.:

Each Proposer shall thoroughly examine and be familiar with the RFP Package and Specifications. The failure or omission of any Proposer to examine any font, instrument, addendum or other document, shall in no way relieve said Proposer from any obligations with respect to his Proposal. No Proposer shall rely upon any oral representation of any person, city official or employee concerning job requirements, nor will such reliance excuse performance in accordance with the contract nor be the

basis for any claimed extra costs. Proposer shall raise any such issues by written request under Paragraph 5 hereof. The submission of a Proposal shall be taken as prima facie evidence of compliance with this section.

7. AWARD OF CONTRACT:

A. The City of Ansonia expects to award the Contract to the responsible and qualified firm complying with the conditions of the RFP package, provided that it's Proposal is reasonable and that it is in the best interests of the City of Ansonia, Connecticut to accept it. The City of Ansonia reserves the right to reject any or all proposal, to waive any informalities, omissions, excess verbiage or technical defects in the proposal and the City need not necessarily award the Contract to the proposal based on lowest costs, if it is in the opinion of the City, that such award is in the best interest of the City of Ansonia to accept another proposal.

C. The Finn which is selected will be required to execute a Contract with the City of Ansonia following the Notice of Award.

8. SALES TAX EXEMPTION:

Sales tax does not have to be included in Proposals. Contractor must obtain the appropriate tax-exempt number from the Finance Office.

9. ADDITIONAL REQUIREMENTS OF THE CONTRACT:



Proposers should take note that all of the following documents are required:

9. 1 Certificate of Insurance with coverage specified in attachment to these instructions.

9.2 Statement of Experience.

10. INTERVIEWS:

The Mayor or his representative, reserves the right to conduct interviews with as many of the Proposers as he finds appropriate which interviews may include other representatives of the City of Ansonia, but the Mayor is not required to conduct an interview of every Proposer.

**CITY OF ANSONIA**

**TRASH COLLECTION AND DISPOSAL  
2025-2028**

**PROPOSAL FORM**

1. The undersigned hereby proposes to furnish trash collection services including labor to collect all trash and recyclables within the City of Ansonia, Connecticut as follows:

**First Year • January 1, 2025 to December 31, 2026**

- A. Total Price for trash collection for Residential Unit \$ \_\_\_\_\_
- B. Total Price for City of Ansonia properties \$ \_\_\_\_\_
- C. Total Price for trash collection for Residential Unit A \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

**Second Year- January 11 2026 to December 31 2027**

- A. Total Price for trash collection for Residential Unit \$ \_\_\_\_\_
- B. Total Price for City of Ansonia properties \$ \_\_\_\_\_
- C. Total Price for trash collection for Residential Unit A \$ \_\_\_\_\_

Total \$ \_\_\_\_\_



**Third Year • January 1, 2027 to  
December 31, 2028**

- A. Total Price for trash collection for Residential Unit \$.\_\_\_\_\_
- B. Total Price for City of Ansonia properties \$\_\_\_\_
- C. Total Price for trash collection for Residential Unit A \$ \_\_\_\_\_
- Total \$\_\_\_\_\_

2. The undersigned agrees that, notice of the acceptance of this Proposal shall be delivered to the business address given below.

3. In submitting this Proposal, it is understood that the right is reserved by the City of Ansonia to reject any or all Proposals, to waive any informalities, omissions, excess verbiage of technical defects in the Proposal, and the City need not necessarily award the contract to the firm who submitted the lowest costs for services if, in the opinion of the City, it would be in the best interest of the City of Ansonia to accept another Proposal.

4. Attached hereto are the following:

- A. Contractor's Resume or Qualification Statement,

stating the experience and ability to perform.

B. Non-collusion affidavit.

c. List of Disposal Facilities

Firm Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person

\_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_

Signature

Date: \_\_\_\_\_

## LOCATION OF GARBAGE DISPOSAL FACILITIES

Please provide below information concerning the facilities which are intended to be used for the disposal of refuse collected at curbside.

<u>NAME OF FACILITY</u>	<u>ADDRESS</u>	<u>OWNER</u>	<u>LIMITATIONS</u>
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CITY OF  
ANSONIA CURBSIDE  
PICKUP AND DISPOSAL  
OF MUNICIPAL  
SOLID WASTE  
2024

General Specifications

1.0 Definitions

- 1.1 City- City of Ansonia, Connecticut
- 1.2 **Bags** - Plastic sacks designed to store refuse with sufficient wall strength to maintain physical integrity when lifted at its secured top. Total weight and its contents shall not exceed seventy (70) pounds. Residents supply
- 1.3 Container-A receptacle with a capacity of greater than 20 gallons but less than 35 gallons constructed of plastic, metal or fiberglass, and having handles or adequate strength for lifting. The receptacle should have a tight-fitting lid capable of preventing entrance into the container

by vectors. The mouth of the container and its contents shall not exceed seventy (70) pounds.  
Company provided

- 1.4 **Contract-** Document endorsed by the Successful Applicant to perform work set forth in the Bid Documents for compensation endorsed by the City of Ansonia.
- 1.5 **Contractor-**The person, corporation, or partnership proposing to perform refuse collection and disposal for the City of Ansonia in response to this Request for Proposal.
- 1.6 **Request for Proposal-** Written response of Contractors to the City of Ansonia for Curbside Pickup and Disposal of Collected Municipal Solid Waste.
- 1.7 **Residential Unit-A** dwelling within the corporate limits of the City of Ansonia occupied by a person or group of persons.
- 1.8 **Residential Unit A-** A condominium dwelling or multi-family dwelling unit, whether of single or multi-level construction, consisting of contiguous



or separate single family dwelling units and shall be treated as a Residential Unit, provided that said units are in conformance with City Ordinances that provide for municipal solid waste collection on private roads.

1.9 Solid Waste Acceptable for Collection -  
Acceptable waste, generally referred to as Municipal Solid Waste, including garbage, trash, rubbish, and refuse, that is now normally disposed of by,

or collected from Residential Units. Residential Units A, and Miscellaneous Pickups as stated In Section 3.00 Type of collection and 3.02 Places to be served by Contractor.

1.10 Refuse Not Acceptable for Collection as Municipal Solid Waste -The following refuse shall be considered to be not acceptable for collection:

Materials which have not been prepared for collection in accordance with the rules and regulations of the City of Ansonia and generally referred to as Municipal Solid Waste.

Materials collected as recyclables and described in the attached General Specifications for the same including commingled glass bottles, urns (aluminum, bi-metal, tin) aluminum foil, plastics (HOPE and PEf), newsprint, and corrugated cardboard.

Materials generally referred to as Bulky Waste and generated from the repair, excavation, construction or destruction of buildings or structures, such as

earth, plaster, mortar and roofing material, septic tanks, and cleaning debris.

Scrap metal items such as, but not limited to, stoves, refrigerators, dryers, washers, furnaces, hot water tanks and scrap tires.

Special Wastes and dangerous materials or substances such as cleaning fluids, crankcase oil, paints, explosives, acids, caustics, poisons, drugs, radioactive materials, fine powdery earth used to filter cleaning fluids, infected materials and refuse of similar nature, including but not limited to, body washes, junk yard wastes, or solid industrial wastes. Any waste defined as hazardous in 40 C.F.R S261.3 (1983), or in any successor regulations, or by the U.S. Environmental Protection Agency, or as defined in applicable State statutes or regulations, or classified as toxic substance or toxic waste or prohibited for land filling at a non-hazardous waste facility or for incineration at the Facility as designed by any local, state, or federal agency having Jurisdiction over the Facility.

All wastes requiring special handling to comply with applicable local, state or federal law, including, but not limited to, pathological, infectious or explosive

materials.

2.00 Scope of Work-The work under this Contract shall consist of the items contained In the Request for Proposal, including all the supervision, materials, equipment, labor, and all other items necessary to complete said work in accordance with the proposal documents. The work under this Contract does not include the collection and disposal of any increased volume resulting from a flood, hurricane or similar or different act of God, the Contractor and the City will negotiate the payment to be made to the Contractor, If the Contractor and the City agree that such Increased volume is to be handled by the Contractor. Further, if the City and the Contractor reach such agreement, then City shall grant the Contractor variances in routes and schedules as deemed necessary by the Contractor.

**2.01Basis of Proposal** -The City estimates that the number to be initially serviced under this Proposal of Residential Units to be between 5,200 and 5,700 and Residential Units A of approximately 142 condominium units at various locations. The City makes no representation as to the reliability of its estimate for Residential Units and Residential Units A.

142 (condo)- dumpster  
3,668 Single Family  
1,600 Multi Family- by address, "not units"

362-3 family  
1,188 - 2 family  
41-4family  
10-multi family

The City makes no representation as to the reliability of its estimates for Residential Units, Residential Units A, or the total weight acceptable solid waste included in this total is the weight of Acceptable Solid Waste collected from the City of Ansonia properties from various locations within the City,



### **3.00 Type of Collection**

(a) Residential Units - The Contractor shall provide curbside collection service for the collection of residentially generated municipal solid waste materials to each Residential Unit one time per week. Containers, bags, and bundles shall be placed curbside by occupants of each unit by 6:00 a.m. on the designated collection day.

(b) Residential units A- The Contractors shall provide containers and/ or suitable dumpster service, sufficient in quality and capacity to service each Residential Unit A as described below, one time per week. The cost for provision of said containers and/or dumpsters is the responsibility of the contractor. The cost of collection and disposal of acceptable solid waste as described in Section 1.09 of this document to be Included in the Contractor's Proposal for Residential Units A.

{c) Miscellaneous Pickup-The Contract shall maintain bins and/or containers at locations listed below. If additional bins and/or containers are needed, so as not to have an overflow, they shall be provided by the Contractor at no additional cost to the City. The Contractor shall maintain containers and/or suitable dumpster service sufficient in capacity to service each Miscellaneous Pickup site included on the attached list



one time per week. The cost for provision of receptacles and collection and disposal of acceptance solid waste as described in Section 1.09 of this document is to be included in the Contractor's Proposal for Miscellaneous Pickup.

AHS - 20 Pulaski

Highway Mead

School- 74 Ford

St Prendergast-

59 Finney St

AMS - 115

Howard Ave

Ansonia Police -

65 Main St City

Hall -253 Main

St Library- 53

South Cliff St

Ansonia Nature Center-10 Deerfield Rd

**(d) Small Business Collection -**

The following types of establishments shall not be rendered refuse collection under the terms of this Contract:

Business, Industrial, and Commercial establishments.

Acceptable solid waste, as defined in Section 1.09 of this document, must be placed in containers as defined in Section 1.03 by each eligible establishment.

3.01 Location of Containers> **Bag**, and Bundles- Each

container, bag and/or bundle shall be placed at curbside for Residential Unit Collection. Curbside refers to that portion of the right-of-way adjacent to paved or traveled roadways (including alleys). Each shall be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians. When construction work is being performed in the right of way, bins shall be placed as close as practicable to the access point for the collection vehicle. The Contractor may decline to collect any containers, bag, or bundle so placed or any material not listed in Acceptable Materials for Collection.

3.02 Places to be served by the Contractor-The Contractor shall collect from all Residential Units, Residential Units A, and Miscellaneous Pickups all materials acceptable for collection on the day specified by the schedule established in accordance with the general specifications of this invitation to Bid. All new Residential Units and Residential Unit A shall be included with no additional compensation to the Contractor.

#### **4.00 Operation**

4.01 **Hours of Operation-** Collection of refuse shall not start before 6:00 a.m. or continue after 6:00 p.m. on the same day. Exceptions to collection hours shall be effected only upon mutual agreement of the City and the Contractor, or when Contractor reasonably determines that an exception is necessary in order to complete collection on an

existing collection route due to unusual circumstances.

4.02 Routes of Collection- Collection routes shall be established by discussion with the City. The City shall provide a map designating the collection routes. The contractor may, from time to time, propose for approval by the City, changes in routes or days of collection, which approval shall not be unreasonably withheld. Upon City's approval of the proposed changes, the Contractor shall promptly give written or published notice to the affected units.

**4.03 Holiday-** The following shall be holidays for purposes of this Contract

New	Labor Day
Year's	Thanksgivi
Day	ng Day
Memorial	Christmas
Day	Day
Fourth of	
July	

Contractor may decide to observe any and all holidays with the supervision of collection service on the holiday, but such decision in no manner relieves the Contractor of its obligation to provide collection service as per the terms of this Request for Proposal.

**4.04 Complaints** - The Contractor shall direct all public complaints with regard to its performance to the Public Works Superintendent of the City of Ansonia. The Contractor shall respond to all resulting inquiries by the Superintendent within twenty-four hours of being contacted by the Superintendent. In the case of alleged missed scheduled collections, the Contractor shall investigate and, if such allegations are verified, shall arrange for the collection of the refuse not collected within twenty-four hours after the complaints is received.

**4.05 Collection Equipment** - The Contractor shall provide an adequate number of vehicles approved by the City for regular collection services. All vehicles and other equipment shall be kept in good repair, appearance, and in sanitary condition at all times. Each vehicle shall have

**5.00 compliance with Laws** - The Contractor shall propose to conduct operations under this Contract in compliance with all applicable laws; provided, however, that the General Specifications shall govern the obligations of the Contractor where there exist conflicting ordinances of the City on the subject. It does not, however, supersede any State or Federal laws.

**6.00 Nondiscrimination** - The Contractor shall not discriminate against any person because of race, sex, age, color, religion or national origin.

**7.00 Indemnity**- The Contractor will indemnify and save harmless the city, its officers, agents, servants and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs.



expenses and attorney's fees to the extent resulting from a willful or negligent act or omission of the Contractor, its officers, agents, servants and employees in the performance of work described in this Contract.

**8.00 Licenses and Taxes** - The Contractor shall obtain and maintain for the life of the contract, all licenses and permits (other than the license and permit granted by the contract) and promptly pay all taxes required. Each of the Contractor's employees operating equipment pursuant to the Contract shall be properly trained and licensed to operate.

**9.00 Term** - The contract shall be for a minimum of five (5) year period beginning upon the execution of the contract and ending five (5) years thereafter, provided that the contract is not terminated at the sole discretion of the City.

**10.00 Insurance** - The Contractor shall at all times during the contract, maintain in full force and effect Employer's Liability Worker's Compensation, Public Liability and Property Damage Insurance, including contractual liability coverage for the provisions of Section 7.00. All insurance shall be by insurers and for policy limits acceptable to the City; and before commencement of work hereunder the Contractor agrees to furnish the City certificates of insurance or other evidence satisfactory to the City to the effect that such insurance has been procured and is in force, containing the following provision:

"This is to certify that the policies of insurance described herein above been issued to the insured for

whom this certificate is executed and are in force at this time. In the event of cancellation or material change in the policy affecting the certificate holder, thirty

(30) days prior written notice will be given the certificate holder and the City of Ansonia. The City of Ansonia is listed as an additional insured under the terms of this contract.

For the purposes of this Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

Coverage

Worker's Compensation

Employer's Liability

Bodily Injury Liability

Except Automobile

Property Damage Liability

Except Automobile

Limits of Liability

Statutory

\$1,000,000.00

\$1,000,000.00/each occurrence

\$2,000,000.00 aggregate

\$500,000.00/each occurrence

\$500,000.00 aggregate

Bodily Injury Liability

Except Automobile

Property Damage Liability

Except Automobile

Automobile Bodily Injury

Liability



Automobile Property Damage  
Liability

\$1,000,000.00/each occurrence

\$2,000,000.00 aggregate

\$500,000.00/each occurrence

\$500,000.00 aggregate

\$1,000,000.00/each occurrence

\$2,000,000.00/each occurrence

\$500,000.00/each occurrence

Excess Umbrella Liability \$5,000,000.00/each occurrence

To the extent permitted by law, all or part of any required insurance coverage may be provided by the Contractor's parent corporation.

## **11.00 Performance Surety**

- a) The Contractor may be required, at the sole discretion of the City, to furnish a corporate surety bond as security for the performance of this contract. Said surety bond must be in the amount of defined by the city. In lieu of a surety bond, the city may request a certified letter of credit issued by a Connecticut based bank in an amount equal to the required performance surety bond may be substituted. Notice must be presented to the City a minimum of thirty (30) days prior to the commencement of the contract that either the surety bond or letter of credit will be renewed for said time period.
- b) The premium for the bond(s) described above shall be paid by the Contractor.  
A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond.
- c) The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Connecticut.

**12.00 Basis and Method of Payment-** The City will pay to the Contractor the total sum per year as established herein in twelve equal installments as compensation for services rendered. Such sum shall be payable monthly commencing on the 30<sup>th</sup> day of the full month of this Contract, and thereafter by the 30<sup>th</sup> day of each month following that which work has satisfactorily been performed under this

Contract.

**13.00 Transferability of Contract** - Other than by operation of law. no assignment of the Contract or any right occurring under this Contract shall be made in whole or in part by the Contractor without the express written consent of the City, which consent shall not be unreasonably withheld; in the event of an assignment. the assignee shall assume the inability of the Contractor.

**14.00 Point of Contract-** All dealings, contracts, etc., between the Contractor and the City shall be directed as follows to Tim Holman, Superintendent of Public Works, 203-906- 5021 or [tholman@ansonciact.org](mailto:tholman@ansonciact.org).

clearly visible on each side the identity and telephone number of the Contractor, as well as collection for the "City of Ansonia."

**15.00 Office-**The Contractor shall maintain an office or such other facilities through which it can be contacted. It shall be equipped with sufficient telephones and shall have a responsible person in charge from 8:00 a.m. to 4:30 p.m. on regular collection days. Such telephone numbers shall be of a local exchange or toll-free for all residents of Ansonia.

**16.00 Hauling-**All refuse hauled by the Contractor shall be so contained, tied or enclosed that leaking, spill or blowing are prevented.

**17.0 Reports-**The Contractor shall include in the

**18.0 Proposal** all costs associated with Quarterly Reports of all quantities collected of acceptable MSW. This information is imperative and will be utilized by the City for submissions to the State of Connecticut DEP of its annual recycling report for July 1 through June 30 of each year.