

**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

Instructions, Conditions, and Reservations for Bids on Removing Recyclables  
from Condominiums for the Town of Stratford

Subject: Bid #2007-019

Date Issued: April 27, 2007

Re: Removing Recyclables from Condominiums  
in the Town of Stratford for a Two-Year Period

The Town of Stratford, Connecticut, through the Office of the Purchasing Agent, will receive **SEALED BIDS** for performing the work as outlined in the accompanying specifications, in accordance with the following instructions, conditions and reservations:

**CLOSING DATE:**

Bids will be received until **3:00 P.M., May 15, 2007**, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time as specified above, in the Purchasing Agent's Office, Room 122, Town Hall, Stratford, Connecticut.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall **NOT** be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

**INSTRUCTIONS:**

Bid must be submitted IN DUPLICATE, on the enclosed bid form. The third copy is for your files. Extra copies of bid forms and specifications are available upon request at the Purchasing Department. All bids must be addressed to the attention of the Purchasing Agent, in the enclosed Bid Envelope, sealed and with the appropriate bid number and closing date noted thereon. Bids may be mailed or submitted in person at the Purchasing Department, but must be received by the time and date noted above. Faxed bids will not be accepted.

**CONDITIONS:**

1. Bid Surety:

Each proposal must be accompanied by a Certified Check or Bid Bond in the amount of 10% of the proposal, (10% of total for first year), made payable to the Town of Stratford, said check or bid bond to be returned to all bidders after the award or rejection of the contract. No bid will be considered without this surety.

**CONDITIONS:** - Continued:

2. Performance Bond:

The successful bidder to whom the contract is awarded must furnish the Town with a Performance Bond in the amount of \$10,000.00; this bond to be in effect for the duration of the contract, and to be made in favor of the Town of Stratford, and executed by a Surety Company authorized to transact business in the State of Connecticut, and conditioned for the full and faithful performance and observance by the Contractor of the conditions and terms of the contract.

In the event a contractor is unable to provide the necessary Performance Bond after reasonable effort to obtain same, the Purchasing Agent may agree to accept in lieu of same, a Certified Check for \$10,000.00 or an Irrevocable Letter of Credit for \$10,000.00, which will be held until the contract is completed.

3. Insurance:

The successful bidder must furnish proof of adequate insurance coverage, with a carrier and in a form acceptable to the Town, as follows:

- a. Evidence of insurance, **naming the Town as additional insured ON THE POLICY**, and...
- b. **Holding the Town of Stratford harmless** from all claims and liability for damage for Bodily Injury, including Accidental Death, and for property damage which may arise from the performance of this contract.
- c. Amounts shall be not less than:
  1. Liability for Bodily Injury, including Accidental Death .....  
\$500,000.00 for any one person, and, subject to the same limits, \$1,000,000 on account of each accident.
  2. Liability for Property Damage, \$50,000.00 on account of any one accident.
  3. Workmen's Compensation, in accordance with the laws of the State of Connecticut.

The successful bidder to whom the contract is awarded must file the required Performance Bond and Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the contractor is unable to fulfill the contract; and, in this event, the award will be made to the next lowest bidder, and the Bid Surety shall be forfeited to the Town of Stratford.

**GENERAL BID INFORMATION:**

Method of award: Award will be made to the lowest responsible bidder meeting the conditions and specifications as set forth herein.

Award Procedure: The successful bidder will receive a written notice from the Purchasing Agent, advising they are the successful bidder, and instructing them on the submission of a Performance Bond and an Insurance Certificate, as set forth in this bid document.

Inquiries regarding the recyclables removal requirements should be submitted to Mr. Gary Catalano, Supt. of Garage and Sanitation at 203-385-4098.

**RESERVATIONS:**

The Town of Stratford may consider informal any bid not prepared and submitted in accordance with the provisions herein stated.

The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive informalities in said proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

**SPECIFICATIONS:**

Please see attached Specifications .

---

Michael Bonnar, Purchasing Agent

6/97

**GENERAL SPECIFICATIONS:**

To provide for the removal and delivery of recyclables generated by Condominiums in the Town of Stratford, for a two-year period, with an optional one-year renewal.

Total No. of Units: (See enclosed list) Approx. 2629

Type of Service: Weekly collection

Billing: Monthly

Terms: All collected recyclables to be delivered to the site specified by the Town of Stratford, with all collections made on the day specified by the Town.

1. The successful bidder or bidders must comply with all State and Local Sanitary Codes related to refuse collection.
2. The successful bidder or bidders must also respond to all complaints within 24 hours of their occurrence.
3. Submit price per unit, which price will be firm for the duration of the contract period, whether or not the number of units increases or decreases.

**OPTION TO RENEW:**

All bidders are required to include an option to renew the contract at the end of the initial two-year period for another one-year period, and state the cost for that optional renewal. This renewal will be totally at the discretion of the Town of Stratford.

**OTHER TERMS AND CONDITIONS:**

1. Additional recyclable materials may be added to collection as designated by the Town of Stratford.
2. Collection of recyclables will not occur before 6:30 A.M. or after 6:00 P.M.
3. For collection of steel or plastic containers made on an "as needed" basis, it shall be the hauler's responsibility to make sure containers are serviced frequently to avoid overflow problems.
4. Hauler must inspect steel or plastic containers for contamination prior to delivery to the recycling facility.
5. All appropriate recyclables put out for collection shall be picked up, regardless of quantity.
6. The hauler shall not collect non-recyclable materials. If an occasional item is mixed with recyclables at the curb, the hauler will collect the recyclables, and replace the inappropriate item in the box with a warning sticker.

- 6 A. If inappropriate items are mixed to the extent to make separation impractical, the entire contents of the box may be left behind with the appropriate sticker.
7. Hauler shall provide the Town in writing with addresses at which there is an ongoing problem; for example: unsuitable materials set out for collection, or no box set out at all.

**OTHER TERMS AND CONDITIONS:**

8. The hauler shall remove all spillage of recyclables or refuse resulting from his carelessness and shall clean any area affected by such spillage.
9. Boxes damaged through the actions of the hauler will be replaced, and the cost deducted from that month's payment to the hauler. In cases where liability is in doubt, the Mayor's decision shall be held as the final decision.
10. Hauler shall contact the Public Works Dept. daily after 12:00 P.M., and before 3:00 P.M., to receive all written and oral complaints pertaining to the collection of recyclables. Except in cases in which a warning sticker has been properly placed on recycling boxes, the hauler shall collect materials from skipped locations within 24 hours after complaint was reported, regardless of fault.
11. All vehicles must be kept neat, clean, and in first class operating condition, and are subject to inspection by a Town representative prior to the start of any route.
12. Collection boxes shall be replaced where found, with care being taken not to block roads, driveways, or otherwise create a nuisance.
13. Any breach of this contract of sufficient nature to warrant loss of performance bond, and caused by carelessness, neglect or unprofessional behavior may, at the Town's sole discretion, subject the hauler to a reasonable deduction in compensation, not to exceed \$100 per complaint. Such performance includes, but is not limited to, skipping of a collection site without good cause, leaving acceptable recyclables behind, either in containers, or scattered on public or private property.
14. If the recyclables are greater than the recycling box will hold, the hauler shall also collect other recyclables that are clearly identifiable in a standard paper grocery bag or other clearly marked container and are not commingled with other non-recyclable refuse.
15. The hauler shall be responsible for any damage to private property caused by his agents or vehicles. If such damages are not replaced or repaired within ten (10) days of receipt of written notice, the cost of such repair or replacement shall be deducted from the monthly payment due the hauler. In cases where the contractor's liability is in doubt, the Mayor's decision shall be held as the final decision.



**CONDOMINIUM RECYCLABLES REMOVAL**

**TOWN OF STRATFORD  
STRATFORD, CONNECTICUT**

**BID FORM**

Re: Bid #2007-019, Due: 3:00 P.M., May 15, 2007  
Removing Recyclables from Condominiums for a two-year period.

We, the undersigned, hereby submit the following proposal for your consideration, in full accordance with your above-noted Request for Quotation, and the instructions, conditions, specifications and reservations thereof.

If we are awarded this Contract, we shall abide by all provisions of the aforementioned Bid #2007-019.

---

PROPOSAL

---

For the collection and delivery of Recyclable items generated at Condominiums in the Town of Stratford for a two-year period:

OUR PROPOSAL: We will provide service as specified for the prices as follows:

From July 1, 2007 through June 30, 2009:

Price per Unit: \$ \_\_\_\_\_ Total Contract: \$ \_\_\_\_\_

OPTIONAL THIRD YEAR:

From July 1, 2009 through June 30, 2010

Price per Unit: \$ \_\_\_\_\_ Total Contract: \$ \_\_\_\_\_

We enclose, herewith, Bid Surety in the amount of \$ \_\_\_\_\_, as called for under the conditions of this bid.

Bidder's Name : \_\_\_\_\_

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

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

Authorized Signature : \_\_\_\_\_

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

SCHEDULE A  
STRATFORD CONDOMINIUMS  
May 1997

- |      |   |      |  |
|------|---|------|--|
| (1)  | BEACH DRIVE<br>Beach Drive<br>66 units                      | (14) | ORONOQUE VILLAGE<br>Oronoque Lane<br>929 units                           |
| (2)  | BOOTH STREET<br>310 Booth Street<br>24 units                | (15) | ORONOQUE SHORES<br>Ryders Lane<br>60 units                               |
| (3)  | BREAKWATER KEYS<br>Breakers Lane<br>68 units                | (16) | PATTERSON CONDO<br>Patterson Avenue<br>24 units                          |
| (4)  | CALIFORNIA CONDO<br>40 California Street<br>75 units        | (17) | SHORT BEACH CONDO<br>115 Short Beach Road<br>72 units                    |
| (5)  | CEDAR HEIGHTS CONDO<br>446/556 Hollister Street<br>66 units | (18) | SILVER TERRACE<br>900 Silver Lane<br>12 units                            |
| (6)  | DEERFIELD WOODS<br>3699 Broadbridge Avenue<br>100 units     | (19) | STONELEIGH SQUARE<br>235 Henry Avenue<br>86 units                        |
| (7)  | ELMS CONDO<br>1168 Main Street<br>30 units                  | (20) | STRATFORD CONDOS<br>1700 Broadbridge Avenue<br>94 units                  |
| (8)  | FAR MILL RIVER<br>Warner Hill Road<br>328 units             | (21) | STRATFORD MANOR<br>655 Success Avenue<br>10 units                        |
| (9)  | HARBOUR WOODS<br>Harbour View Place<br>36 units             | (22) | SUCCESS HILLS<br>685 Success Avenue<br>30 units                          |
| (10) | HAWLEY GLEN<br>Hawley Glen<br>40 units                      | (23) | TIDE HARBOR TOWERS<br>1460 Elm Street<br>50 Birdseye Street<br>129 units |
| (11) | HICKORY WOODS<br>44 Hickory Woods Lane<br>41 units          | (24) | TUDOR RIDGE<br>125 Warner Hill Road<br>145 units                         |
| (12) | Longbrook<br>925 Longbrook Avenue<br>43 units               | (25) | VILLAGE SQUARE<br>Ferry Boulevard<br>68 units                            |
| (13) | OCEAN VIEW<br>1165 Stratford Road<br>25 units               | (26) | COLONY GREEN<br>East Main Street<br>28 units                             |