

SPECIFICATIONS  
FOR  
TRASH HAULING AND RECYCLING  
REGIONAL SCHOOL DISTRICT NO. 17  
HADDAM-KILLINGWORTH

MICHAEL DISTEFANO  
DIRECTOR OF FACILITIES

LEGAL NOTICE  
REGIONAL SCHOOL DISTRICT NO. 17  
HADDAM-KILLINGWORTH  
TRASH HAULING AND RECYCLING

SEALED BIDS will be received until 11:00 a.m. Tuesday, **June 30, 2009** at the Office of the Superintendent, 57 Little City Road, Higganum, CT 06441 at which time they will be opened and read aloud for Trash Hauling and Recycling **commencing on July 1st, 2009 and finishing on June 30<sup>th</sup>, 2012 for a period of three years.**

Bids received after the above date and time will be rejected. Bids are to be submitted in duplicate and accompanied by a 10% bid bond, cash, bank or certified check, which will be returned to bidders that were not awarded the contract. BID DOCUMENTS may be picked up at the Office of the Superintendent, 57 Little City Road, Higganum, CT between the hours of 8 am. - 4:00 p.m. or by calling **860-345-4534**.

The Office of the Superintendent reserves the right to reject any, or any part of, or all proposals; to waive informalities and technicalities and to accept the Proposal (bid) which the School District deems to be in the best interest of the District, whether or not it is the lowest dollar amount.

Michael Distefano  
Director of Facilities

DATE: **June 8, 2009**

PUBLISH: **June 12, 2009** New Haven Register

The Middletown Press

REGIONAL SCHOOL DISTRICT NO. 17  
HADDAM-KILLINGWORTH  
INFORMATION TO BIDDERS

SEALED BIDS will be received at the Office of the Superintendent, 57 Little City Road, Higganum, CT 06441 until 11:00 a.m., Tuesday, June 30, 2009 at which time they will be opened and read aloud for:

**TRASH HAULING AND RECYCLING SERVICES FOR THE REGIONAL SCHOOL DISTRICT NO. 17, HADDAM-KILLINGWORTH**

Bids received after the above stated time will be rejected. Bids may be picked up at the Office of the Superintendent, 57 Little City Rd., Higganum, CT 06441 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday or by calling **860-345-4534**. Bids are to be in duplicate and accompanied by a 10% Bid bond, cash, bank or certified check, which will be returned to bidders that are not awarded the contract.

Certificates of Insurance and irrevocable letter of credit of form acceptable to the School District, will be submitted by the successful bidder upon written or verbal notification that the proposal has been accepted.

Terms of payment, except when specified in the proposal, will be net **45 days** after receipt of approved invoice. The Regional School District No. 17, Haddam-Killingworth is a tax-exempt municipality and no State sales taxes are to be applied. Where applicable, freight charges, setup charges and any other charges are to be included in the total price to the School District.

Equipment supplied and work performance must be in conformance with OSHA regulations and all vehicles must meet Federal and State Department of Transportation rules and regulations governing their use in Connecticut. All equipment will be maintained in a safe clean working condition as intended by the manufacturer. **Violation of this provision may result in immediate termination of contract.**

When applicable, the Contractor assumes responsibility to conform to all local ordinances and to obtain all necessary permits before start of work. Certificates of Insurance shall include the Regional School District No. 17 as an additional insured for the life of the Contract.

## GENERAL INFORMATION TO ALL RESPONDENTS

- The first page of each BID must be clearly labeled with the proposer's name, the name of a contact person within the proposer's organization, and the proposer's mailing address, telephone number, fax number, webpage address and email address.
- To be considered, a vendor must submit a complete BID that satisfies all requirements and addresses all information requested or specified in this RFP.
- The School District reserves the right to amend or withdraw this Request for BIDs at any time prior to the deadline date for submission of proposals. If this BID is amended, the School District will notify each proposer in writing, via email.
- All questions are to be addressed to [mdistefano@rsd17.org](mailto:mdistefano@rsd17.org) only questions submitted in this manner will be answered. All bidders will receive copies of questions and answers upon request.

### PLEASE SUBMIT TWO COMPLETE COPIES OF YOUR BID

#### BID PROPOSAL FORM

Company: \_\_\_\_\_

Address: \_\_\_\_\_ (hereinafter called "bidder"), organized and existing under the laws of the State of \_\_\_\_\_, doing business as \_\_\_\_\_ to the Superintendent's Office, Regional School District No. 17, Connecticut (hereinafter called "Owner"). In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all WORK for the OWNER within the time set forth herein and at the prices stated herein.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID, each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or other agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence work under this Contract on or before a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT WORK within the time period(s) established in the NOTICE TO PROCEED.

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following unit prices or lump sums:

The location, number, size, type, and number of required pickups per week for each dumpster are provided to the bidder for the purpose of developing a cost proposal. Any change to this proposal subsequent to the submittal of your proposal will require the agreement of both parties to the contract.

**ALL PICKUPS MUST BE MADE BEFORE 7:00 a.m. MONDAYS THROUGH FRIDAYS, DURING SCHOOL CALENDAR YEAR. Saturday, Sunday and Holidays pickups may be made during the day at anytime with prior agreement.**

**FAILURE TO COMPLY WITH SCHEDULE MAY RESULT IN COST DEDUCTION AND/OR CONTRACT TERMINATION. (SEE COMPLAINT RESOLUTION PROCEDURE)**

**NOTES: EOW every other week**

Regional Schools

Burr Elementary

(2) 6yd front load trash 2 times per week  
4yd front load mixed paper 1 time per week

Haddam Elementary

4yd front load trash 3 times per week  
4yd front load mixed paper 1 time per week  
(6) 68 gallon carts for bottles/cans every other week

Killingworth Elementary

8yd front load trash 3 times per week  
4yd front load mixed paper 1 time per week  
(12) 68 gallon bottles/cans every other week  
(2) 95 gallon mixed paper 1 time per week

HK Middle School – under contract till August 2012

HK High School

42 yard stationary Refuse compactor serviced on/call with rental and haul fees  
8yd front load mixed paper container serviced 2 times per week  
2yd front load bottle/cans serviced 1 time per week  
30-yard Bulky roll-off serviced on call with monthly rental, hauling and disposal fees

Haddam Bus Garage

4yd front load refuse container serviced 1 time per week

FISCAL YEAR IS JULY 1<sup>ST</sup> 2009 - JUNE 30<sup>TH</sup>, 2012

Total bid written in words: \_\_\_\_\_

\_\_\_\_\_

During the year the district will need to have additional dumpsters available for special events. We are requesting that your price include all cost associated with provide and disposing of the contents of each dumpster per use. Your price will be held for the duration of the contract.

Special Events	Cost Each
8yd Dumpster	
20 yd Dumpster	
40 yd Dumpster	

Total bid written in words: \_\_\_\_\_

**COMPLAINT RESOLUTION PROCEDURE:** The following personnel will participate in the complaint resolution procedure.

**All school related matters:** Director of School Facilities, Regional School District No. 17

**PROCEDURE:**

- Day to day operations and complaint resolution will be handled by the Director of School Facilities.
- The following steps will be used for complaint resolution concerning the performance of services as outlined in this document,
  1. Step 1: Verbal warning with letter of documentation copied to vendor. (No more than three verbal warnings may be issued in any three month period. Subsequent warnings must be written according to Step 2 )

2. **Step 2 Written warning which clearly states the date and location of the violation (no more than two written warnings may be issue in any three month period. Subsequent issues must move to Step 3.**
3. **Step 3. Deduction of 100 dollars for each violation.**
4. **Step 4 More than three violations within a 6 month period a written recommendation of contract termination will be made to the contract administrator.**

Regional School District No. 17 reserves the right to reduce the quantity of receptacles at anytime and the Contractor will reduce the invoice to reflect this change accordingly. The Contractor will also list the location and dumpsters the school district is being charged for on each monthly invoice for tracking purposes.

BIDDER agrees that any estimated quantities given in this BID are only for the purpose of comparing BIDS and that BIDDER is satisfied with and will at no time dispute the said estimated quantities as a means of comparing the aforesaid BIDS, and that BIDDER will make no claim for loss between the said estimated quantities and the quantities of the various items or classes of work actually furnished or performed.

By signing below the Contractor agrees to all stipulations and schedules as listed in the Contract Documents and agrees to the fine imposed if the schedule is not followed.

BIDDER: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

NOTICE OF AWARD

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description:  
TRASH HAULING AND RECYCLING

The Owner has considered the BID submitted by you for the above described work dated \_\_\_\_\_ 2009

1. You are hereby notified that your BID has been accepted for items as listed in the amount of \$ \_\_\_\_\_ per year for the following period of time.

2. You are hereby notified that your supplemental BID for the supply and disposal of a 40 yd dumpster per event cost in the amount of \$ \_\_\_\_\_ Is also accepted.

You are required to execute the Agreement within ten calendar days from the date of this notice to you. You should also bring your **Certificate of Insurance at the time of signing**. If you fail to execute said Agreement within ten days from the date of this notice, said OWNER will be entitled to consider all your rights arising out of the OWNER' S acceptance of your BID as abandoned. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

REGIONAL SCHOOL DISTRICT NO. 17, HIGGANUM, CONN.

BY: \_\_\_\_\_

Director of Facilities

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

Company Name: \_\_\_\_\_

Name of Person Accepting Notice: \_\_\_\_\_

Title: (print) \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me personally came \_\_\_\_\_ to me known, who, being by me duly sworn, did depose and say the he resides in \_\_\_\_\_ that he is the \_\_\_\_\_ of the corporation described in and which executed the foregoing instrument; that he knows the coporate seal of the said corporation; that the seal affixed to the said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of the said corporation, and the signed his name thereto by like order.

\_\_\_\_\_ (SEAL)

(NOTARY PUBLIC)

ACKNOWLEDGEMENT OF CONTRACTOR, IF AN INDIVIDUAL

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )