



Finance and Operations Division

Invitation to Bid # 24-1114

Solid Waste and Recycling Services

Regional School District 17 (RSD17) is seeking bids from qualified and experienced waste management companies to provide dumpsters/compactors for both solid waste and single stream recycling at multiple facility locations and provide collection, hauling, and disposal of all waste streams.

Contract term is for (1) 11 month period (8/1/24-6/30/25), (2) subsequent 12-month periods, and an option to extend for two (2) additional 12- month periods.

Bid responses should be addressed as follows:

**Regional School District 17, Department of Facilities
Rob Albert, Facilities Manager
57 Little City Rd.
Higganum, CT 06441**

Bid responses must be plainly marked in the lower left-hand corner of the envelope as follows:

BID NUMBER: 24-1114

BID NAME: SOLID WASTE AND RECYCLING SERVICES

OPENING DATE: May 30, 2024

OPENING TIME: 12:00PM

All questions related to this BID must be submitted via e-mail to Ralbert@rsd17.org no later than **3:00 pm** on **May 16, 2024**. There are NO site visits being conducted as part of this BID process.

Any addendums, if necessary, will be published on the Regional School District 17 website by **May 23, 2024**.

BIDs must be received in the Regional School District 17 Department of Facilities office at 57 Little City Rd., Higganum, CT 06441 no later than **12 PM on May 30, 2024**.

cc: Jeffrey Whbey, Superintendent of Schools
Ben Whittaker, Director of finance and Operations



INVITATION TO BID INSTRUCTIONS AND REQUIREMENTS

These instructions and requirements are standard for all Invitations to Bid (ITB) issued by Regional School District #17 (RSD17). RSD17 may delete, supersede or modify any of these standard instructions for a particular ITB. The ITB package will describe additional or modified instructions if needed. "Vendor is used in this document to describe any company or individual providing a Bid in response to this ITB.

1. Bids must be signed by an authorized representative of the respondent with the authority to bind the respondent to the terms of the proposals and with the acknowledgment that the proposal is made with full knowledge of and agreement with the general specifications, conditions and requirements of this ITB.
2. Submit Bid package in a sealed envelope marked with the vendor's name and address in the upper left-hand corner. Bid number, name, opening date and opening time must be marked in the lower left-hand corner.
3. Bids received later than date and time specified will not be considered. Amendments to, or withdrawals of, Bids received later than the date and time set for Bid opening will not be considered.
4. After the opening of the Bid, no Bid can be withdrawn for a period of ninety (90) days.
5. The right is reserved to purchase either by option or the total of options indicated, split awards and act as it seems in the best interest of RSD17.
6. It is the vendor's responsibility to check the RSD17 website AND the State DAS website for changes to the ITB prior to the Bid opening. The vendor will be held to the Bid as submitted, the terms and conditions in the ITB, and all addenda.
7. RSD17 does not illegally discriminate on the basis of sex, sexual orientation, race, religion, national origin, color, creed, ancestry, age, gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), marital status, familial status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances.
8. RSD17 reserves the right to waive any formalities in Bids received; to reject any and all Bids, to waive technical defects and to make such award, including

accepting a Bid, although not necessarily the lowest cost Bid, as it deems to be in the best interest of RSD17.

9. RSD17 may withhold acceptances of work and payment thereof when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until corrections are made which are acceptable to the RSD17 officials and/or their authorized agents.
10. RSD17 may make such investigation as deemed necessary to determine the ability of the vendor to fully perform all contractual duties. The vendor shall furnish RSD17 with all such information and data including references of similar projects conducted for other school systems as may be required for that purpose. RSD17 reserves the right to reject any Bid if the vendor fails to satisfactorily convince the RSD17 that he/she is properly qualified by experience and has the facilities to carry out the obligations of the contract and to satisfactorily complete the work called for herein. Conditional Bids will not be accepted.
11. Specifications cannot be relieved by anyone other than an assigned agent for RSD17. All changes must be in writing, signed by agent.
12. The successful vendor will be required to provide proof of insurance as outlined in the "Indemnification and Insurance Requirements for Construction, Professional, or Labor Services" included with the Request for Proposals and submit a signed and notarized copy of the Indemnification section on of the form. No modifications may be made to the Indemnification form.
13. All prices must be F.O.B. delivered unless otherwise specified.
14. RSD17 will not award any work to any company or individual who owes delinquent tax to the Towns of Haddam or Killingworth. Vendors certify by virtue of their signature on the Bid sheet that neither the vendor nor any business or corporation which the vendor owns an interest in is delinquent in tax obligations to the Town. Verification will be made prior to award.
15. Any contract or agreement entered into as a result of this ITB process that spans multiple fiscal years shall contain the following "funding out" or "non-appropriation" clause:
Regional School District #17 (RSD17) reserves the right to terminate this agreement/contract, without penalty, at the end of each fiscal year in the event a funding source relied upon to pay the cost of the agreement/contract does not contain an allocation for the services and/or products contained in this agreement/contract. RSD17 will provide notice of termination at least sixty (60) days prior to the end of the fiscal year.



INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES

A. INDEMNIFICATION

BIDDERS AND PROPOSERS ARE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE BY NOTARIZING BELOW

To the fullest extent permitted by law, THE AWARDED BIDDER/PROPOSER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold Regional School District #17, Town of Haddam, Town of Killingworth, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "RSD17"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against RSD17 by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to RSD17, the Awarded Bidder/Proposer, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from Awarded Bidder's/Proposer's performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder/Proposer or any person or organization employed or engaged by Awarded Bidder/Proposer to perform all or any part of the contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by RSD17, the Awarded Bidder/Proposer shall defend and provide legal representation to RSD17 with respect to any of the matters referenced above. Notwithstanding the foregoing, RSD17 may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of RSD17, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder/Proposer shall pay or, in the sole and absolute discretion of the RSD17, reimburse, the RSD17 for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

RSD17 WILL NOT AGREE TO INDEMNIFY THE AWARDED BIDDER/PROPOSER; SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR(S)

STATE OF CONNECTICUT
COUNTY OF:

Signature _____

Name: _____

Company Name: _____

SEAL HERE:

Address: _____

Date: _____

Subscribes and Sworn to before me on this _____ day of _____, 20__

Notary Pubic _____

Regional School District #17

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

B. INSURANCE

NOTE: CERTIFICATE OF INSURANCE WILL BE REQUIRED UPON AWARD AND PRIOR TO START OF WORK OR ISSUANCE OF PURCHASE ORDER

1. GENERAL REQUIREMENTS

The AWARDED BIDDER/PROPOSER shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the AWARDED BIDDER/PROPOSER'S obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to Regional School District #17 (RSD17) Additional Insured: Regional School District #17, the Town of Haddam and the Town of Killingworth, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER/PROPOSER'S Insurance Policies (except Workers' Compensation and Professional Errors & Omissions). Evidence of this must be provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER/PROPOSER to RSD17 in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER/PROPOSER shall provide RSD17 with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give RSD17 written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the AWARDED BIDDER/PROPOSER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. SPECIFIC REQUIREMENTS:

a) Commercial General Liability Insurance

The AWARDED BIDDER/PROPOSER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Policy Period:	Annual Policy

Regional School District #17

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

b) Workers' Compensation and Employer's Liability Insurance

The AWARDED BIDDER/PROPOSER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

Amount of Coverage: Coverage A:	Statutory
Coverage B (Employer Liability):	\$500,000 Each Accident
	\$500,000 Disease, Policy Limit
	\$500,000 Disease, Each Employee

c) Commercial Automobile Liability Insurance

The AWARDED BIDDER/PROPOSER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 combined single limit
Policy Period:	Annual Policy

d) Umbrella Liability Insurance

The AWARDED BIDDER/Proposer shall carry an umbrella liability insurance policy of **\$5,000,000**.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIRMENTS
(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER/PROPOSER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. If the insurance coverage is written on a Claims-Made basis, an extended reporting period of at least 3 years after substantial completion of the project is required. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. Regional School District #17 will inform the **AWARDED BIDDER/PROPOSER** as to the required limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

Regional School District #17

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER/PROPOSER shall require all subcontractors and independent contractors to carry the coverages set forth in section B. INSURANCE and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AWARDED BIDDER/PROPOSER shall require that Regional School District #17, the Town of Haddam, and the Town of Killingworth, its officials, employees, volunteers, boards and commissions be included as an Additional Insured on all subcontractors and independent contractors' insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

The AWARDED BIDDER/PROPOSER and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against Regional School District #17, the Town of Haddam, and the Town of Killingworth, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

REGIONAL SCHOOL DISTRICT #17 RESERVES THE RIGHT TO AMEND THE AMOUNTS OF COVERAGE REQUIRED AND TYPE OF COVERAGE PROVIDED BASED ON THE FINAL AGREED UPON SCOPE OF SERVICES



AFFIRMATIVE ACTION / EQUAL OPPORTUNITY POLICY STATEMENT

Regional School District #17 is an Equal Opportunity Employer and will not transact business with firms that are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

This form is required to be filled in (enter company name above lines below), signed and returned with any Invitation to Bid, Request for Proposal, or other public solicitation document in order to transact any business with Regional School District #17 .

_____ will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of _____ that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other basis prohibited by state or federal law is prohibited.

_____ will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

_____ will remain in full compliance with the above while under contract with or performing work for Regional School District #17 .

Signed

Name/Title of Company Officer

Date

Business Address

Phone



Finance and Operations Division

Invitation to Bid # 24-1114
Solid Waste and Recycling Services

Background

Regional School District 17 (RSD17) is seeking bids from qualified and experienced waste management companies to provide dumpsters/compactors for both solid waste and single stream recycling at multiple facility locations and provide collection, hauling, and disposal of all waste streams.

Contract term is for (1) 11 month period (8/1/24-6/30/25), (2) subsequent 12-month periods, and an option to extend for two (2) additional 12- month periods.

All questions related to this BID must be submitted via e-mail to Ralbert@rsd17.org no later than **3:00 pm** on **May 16, 2024**. There are NO site visits being conducted as part of this BID process.

Any addendums, if necessary, will be published on the Regional School District 17 website by **May 23, 2024**

BIDs must be received in the Regional School District 17 Department of Facilities office at 57 Little City Rd., Higganum, CT 06441 no later than **12 PM on May 30, 2024**.

Scope of Services

1. Contractor will provide all solid waste and recycling containers, labor, and trucking to adequately service the collection transport and disposal of waste and recycling at all RSD17 locations and per the collection schedule listed in Appendix A.
2. Contractor shall provide collection services according to the RSD17 Schools listed in this bid. The schools require specific times for pick-up so not to interfere with normal operations such as school bussing schedules and pedestrian travel. Waste hauler must also abide by local town ordinances within the community.

Scope of services cont'd

3. Contractor will be responsible for cleaning up any waste/recycling that has missed the hauling truck during the transfer from the dumpster to the hauling truck.
4. Contractor shall abide by the specific hauling locations identified in this bid. RSD17 maintains the option to change these locations. The contractor will be notified of any changes in location. Contractor agrees to adjust their transport/hauling schedules if required, to accommodate such changes.
5. Contractor will take all necessary steps to protect the buildings and grounds from any damage caused by their work. If such damage is experienced, the contractor will be responsible for all damages and pay for such repairs to correct and make RSD17 whole.
6. Contractor will notify the Facilities Manager or designee when loads are rejected due to contamination. Contractor will proactively make every effort to educate their drivers and notify us when they recognize contamination at any container site. With the goal of preventing contaminated material reaching the dumping site, and to avoid any associated costs in redirecting materials.
7. Contractor will provide each school (4) with an annual Recycling Training program. The program will be presented either in-person or may be conducted via an on-line video at the discretion of each school. Training will be conducted during normal school hours. An outline of the presentation will first be reviewed and approved by the Facilities Manager or designee. Topics presented will have a focus on source reduction explaining such methods of reducing waste generation and tips on how to convert from disposables to reusables.
8. All work must be performed at times to avoid disruption to school vehicular/bus and pedestrian traffic, as well as morning and daytime business traffic. Due to the various schedules within each school, contractors will develop a designated route for timely pick-up, efficient use of time and to prevent delaying school activities. Contractor will develop collection routes which will meet this requirement. The initial route schedule, as well as any changes thereafter, will be presented for review, and require approval from the Facilities Manager or designee prior to implementation.
9. In the event of a truck or equipment failure or other unforeseen problem that affects collection, the contractor will provide a replacement truck/driver to maintain the established collection schedule. If this cannot be accomplished, the contractor will reach out to the Facilities Manager to notify of a disruption in the collection schedule.
10. Contractor will perform waste collection services based on the schedule included in this ITB. Pickup frequencies may vary during holidays and vacation periods for each contract period and the contractor will be required to adjust their schedules to accommodate these changes. Upon commencement of the beginning of each 12-month period (July), a school calendar will be provided to the Contractor indicating the holidays and periods the school will be closed and where no collection is required.
11. Any changes in the collection schedule due to extreme weather conditions shall be determined by the contractor and authorized by the Facilities Manager or designee. Contractor is responsible for making every reasonable effort to complete the collection schedule as specified in the contract. Including but not limited to; working additional hours or days, assigning additional labor or trucks, etc.
12. If the contractor, through their experience and knowledge, recommends a potentially beneficial change to the collection schedule,, such change shall be communicated through a written request through the Facilities Manager or designee for approval prior to the change being made. At no time shall the contractor change the collection schedule without prior approval as stated above.

Scope of services cont'd

13. Contractor will commence collection services around each school start and end time to not impede bus/parent dropoff and pick-up on scheduled days outlined in this contract. High school hours 7:25 am to 2:10 pm. Burr elementary hours 8:45 am to 3:25 pm. Intermediate/Middle school hours 8:20 am to 3:20 pm. Killingworth elementary hours 8:45 am to 3:25 pm. Waste pick up is not permitted one hour before or one hour after each start and end time. The contractor will be responsible to abide by the times the Trash to Energy plant is operational for hauling and disposal.

Bid Proposals

Contractors must provide the following in their responses to this BID:

1. General information and company history.
2. Describe at least (3) examples of client accounts currently serviced with the same scope of services as listed in the "Required Services" sections, and provide a reference (Name, Organization, Phone Number) for each.
3. Explain your approach to providing the required services to educational or professional occupied facilities.
4. Pricing submitted using "Appendix A-Pricing".
5. Completed required submittal forms as outlined in this ITB.

Other Considerations

- Contractors must maintain their principal place of business within **50** miles of Regional School District 17 Department of Facilities Building located at 57 Little City Rd., Higganum, CT 06441.
- Contractor will be responsible to provide and maintain all insurance requirements as stated in the bid.
- Contractor will provide Regional School District 17 with a Performance Bond at the first year for the contract value.
- Contractor will be responsible for all costs incurred by it to acquire and maintain all necessary State and Local permits, registration, licenses, etc. as required for the performance of this contract.
- Contractor may not bill for any "fuel surcharges" for the duration of the contract term.
- Contractor will maintain the appearance and integrity of all receptacles at each location to a standard approved by the facilities manager or designee.

Other considerations cont'd

- This bid allows for the flexibility to reduce or increase the collection frequencies per building when required as determined by the Facilities Manager or designee. Such changes to the frequency of collection schedule shall be reflected by the contractor in their monthly invoicing. In no instance shall the contractor invoice for any services which were not performed, for example; where scheduled collection was reduced in one or more locations (invoicing needs to accurately reflect services rendered).

- Contractor drivers must obey all speed limits while on or near school grounds. Speed limit on school property is 5 miles per hour.

- Contractor must yield right of way to all pedestrians and vehicle traffic on School property and must be extremely cautious whenever driving through such property.

- Contractor must provide, on each of its vehicles, identification in large letters, easily visible from 100' away.

- All contractors' trucks shall comply with State DOT and DMV safety requirements.

- All waste/recycling trucks which will be used on school property will be equipped with an operable back-up alarm.

- All trucks shall be inspected by contractor at intervals as required by State DOT, DMV and contractor shall be required to make any repairs, prior to their equipment entering any property, to ensure safe operation and the protection of people and property.

- All waste hauling vehicles will be equipped with front end loader lifting attachments to safely lift and dump containers on site, and return them to their original locations. Contractor will use specialized container transport vehicles whenever the need to emptied/relocated one is requested or needed.

- Contractor is responsible to provide their drivers with required safety training as it relates to the waste hauling industry and other state/federal mandated training.

- Bid pricing for the (1) 11 month period (8/1/24-6/30/25), and the (2) subsequent 12 month periods. are fixed as indicated in Appendix "A" Pricing. The optional two (2) additional 12-month contract periods pricing will be determined by the "Consumer Price Index" (CPI), for all urban consumers – U.S city average before seasonal adjustments, published from the Department of Labor, Bureau of Labor Statistics. Adjustments will be made in increments of 1/10 of 1% based on rounding to the nearest decimal. Contractor will submit their pricing adjustment in writing to the Facilities Manager or designee no later than 90 days prior to the last end date of each contract period using the same pricing format as indicated in Appendix "A" Pricing. Contractor will be provided with the upcoming School Calendar for this purpose. It is at the sole discretion of RSD17 whether to award each of the two (2) optional 12-month periods to the contractor. If such an award is determined, the contractor will be giving notice in writing within 60 days prior to the last day of the contract.

Other considerations cont'd

- Contractor will receive a penalty in the amount of \$100.00 plus labor and equipment costs, for each occurrence where collection services have been interrupted due to the negligence of the contractor. Should it be determined that the contractor is mixing waste or recyclables from sources and locations other than that of Regional School District 17's Schools, as specified in this contract, the contractor shall be charged with the tipping fee for the entire load on the first offense. For subsequent offenses of like nature throughout the entire duration of this contract, contractors will be charged for ALL loads during the month in which the mixed load was identified.

- Resultant contract will contain the following language: Should the contractor continue to violate any contractual requirements as determined by the Facilities Manager or Designee, after reasonable notice given to the Contractor for remedy, will be cause for termination of this contract given 60 days' notice to the contractor. If notice of termination is performed, Contractor will pay for all damages making restitution for inconvenience including potential and actual losses suffered by the Regional School District 17 Board of Education, and for costs associated with the continued collection of Waste and Recycling with other providers for the time remaining in the current contract period. Contractor may not discontinue its contractual services to RSD17 within the performance of any given 12-month contractual period (July 1st-June 30th). If contractor decides to discontinue providing services as outlined in this contract, they agree to continue performing all required services throughout the duration of that current 12-month period (until June 30th), and will notify the Facilities Manager, given a 90-day written notification of termination, within such contract period or no later than March 31st. If contractor terminates services and fails to provide the 90-day written notification as outlined in this section; Contractor will pay for all damages making restitution for inconvenience including potential and actual losses suffered by Regional School District 17, and for costs associated with the continued collection of Waste and Recycling with other providers for the entire time remaining in the current contract period, including into next contract period as deemed necessary.

- Contractor will provide an itemized monthly invoice, identifying the previous month's service, for each building location, along with a master summary for the entire portfolio . The monthly invoicing shall include the location of the containers, number of hauls per container and associated tipping fees that month, size of containers, cost per haul, and total charges If there are rebates issued for recycling, they will appear on the invoice as a credit. Invoicing. must be submitted via e-mail to address(es) designated by RSD17

Assuming the request for payment is made in accordance with appropriate provisions of the Contract Documents, payments will be rendered within 30 days of receipt. Invoicing shall reflect any adjustments that were made within the monthly invoice due to reduced or additional collections, or other services rendered within this contract, which will be itemized.

Selection Process

The Facilities Department may select Waste Hauling and Recycling vendors to attend in-person interviews to determine the best fit between the company and the needs of the Regional School District 17 School System.

The award shall be made to the bidder whose bid meets the requirements, terms and conditions contained in the bid specifications and is the lowest among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work based on objective criteria considering past performance and financial responsibility (the "Lowest Responsible Qualified Bidder").

Full requirements governing RSD17 bid awards are contained in BOE Policy 3323, accessible by clicking [HERE](#).

Solid Waste and Recycling Services
BID# 24-1114

CUSTOMER REFERENCES

In the interest of securing competent waste and recycling collection services from qualified firms, we are requiring that the following information is provided with your Proposal. Include only those references that your company has been servicing for a minimum of 2 years or longer. Failure to provide this information may jeopardize your firm being awarded this bid.

Please provide three references for currently provided waste services of **similar size and scope**:

Customer #1

Customer _____
Name/Address/Phone _____
Contact Name/Position: _____
Date Service Began/Ended: _____
Description of Services Provided: _____

Customer #2

Customer _____
Name/Address/Phone _____
Contact Name/Position _____
Date Service Began/Ended: _____
Description of Services Provided: _____

Customer #3

Customer _____
Name/Address/Phone _____
Contact Name Position: _____
Date Service Began/Ended: _____
Description of Services Provided: _____

**Appendix “A” -Pricing
Solid Waste and Recycling Services
BID # 24-1114**

Use the Appendix “A” Pricing sheet to complete your BID as follows:

1. **Dumpster Quantity** –Identifies the total number of front load containers and compactors by type and by location. Use this quantity to multiply by the estimate # of collections annually where there is more than one container of the same size and type at one location.
2. **Dumpster Size** – Total cubic yard rated capacity of the front load container and compactor that is supplied and maintained by the contractor
3. **Dumpster Type** – Category of refuse designated by; W = Solid Waste or R =Single Stream Recycling.
4. **Collection Cycle** – Identifies the number of days a week in which refuse is collected during a normal 5-day school week (exclusive of Holidays, Vacations, Summer Reduced Collection periods, other school closures, etc.). Refer to the School Calendar included in this bid for the applicable full 12-month collection schedule.
5. **Collection Days** - Identifies the assigned days of the week in which refuse is collected during a normal 5-day school week (exclusive of Holidays, Vacations, Summer Reduced Collection periods, other school closures, etc.). Refer to the School Calendar included in this bid for the applicable full 12-month collection schedule.
6. **Cost Per Haul** - The bidder enters their cost per haul and tipping fees on this line for each container for all three fiscal years (Fiscal year starts on July 1st and ends on June 31st.)
7. **Annual Cost** – This is calculated using the Estimate # of Collections Annually And multiplying by their cost per haul (ECA X Cost per haul = AnnualCost).
8. **Grand Total Annual**: This is the sum of the column in “Annual Costs” as a total entered separately for each fiscal year.

Appendix "A"

Regional School District 17	Dumpster Qty	Dumpster size	Dumpster Type	Collection cycle	Collection Days	FY 2024/25 8/1/24-6/30/25		FY 2025/26 6/30/25-7/1/26		FY 2026/27 6/30/26-7/1/27	
						Cost/Haul	Annual cost	Cost/Haul	Annual cost	Cost/Haul	Annual cost ⁹
Killingworth Elementary	1	8 yd	Waste	2X/WK	Tue & Fri	\$	\$	\$	\$	\$	\$
	1	8 yd	Recycle	1X/WK	Wednesday	\$	\$	\$	\$	\$	\$
Burr Elementary	1	8 yd	Waste	2X/WK	Tue & Fri	\$	\$	\$	\$	\$	\$
	1	8 yd	Recycle	1X/WK	Wednesday	\$	\$	\$	\$	\$	\$
Haddam Killingworth Intermediate/Middle School	1	30 yd	Waste Compactor	Will Call	Thursday	\$	\$	\$	\$	\$	\$
	1	8 yd	Recycle	1X/WK	Wednesday	\$	\$	\$	\$	\$	\$
Haddam Killingworth High School	1	30 yd	Waste Compactor	Will Cal	Thursday	\$	\$	\$	\$	\$	\$
	1	10 yd	Recycle	1X/WK	Wednesday	\$	\$	\$	\$	\$	\$
	1	30 yd roll-off	Bulky Waste	Will Cal	Any Day	\$	\$	\$	\$	\$	\$

Appendix “A” Pricing (cont’d)
Solid Waste and Recycling Services

BID# 24-1114

Price for Each Additional Haul of Solid Waste

8 yd \$ _____

30 yd compactor pick-up fee \$ _____ Tonnage fee \$ _____

30 yd bulky waste \$ _____

Price for Each Additional Haul of Recyclables

8 yd \$ _____

Additional As-Needed Container Rental and services Cost per Month (Including Delivery)

8 yd Rental \$ _____

30 yd bulky waste container rental \$ _____ Fee/Ton \$ _____ Fee Per Haul \$ _____