I. GENERAL INFORMATION

1.1 **Issuing Office:** This Request for Proposals (RFP) is issued by the Town of Avon, Connecticut.

1.2 **Purpose:** The purpose of the RFP is to provide prospective firms with essential information to enable them to prepare and submit proposals regarding a need of the Town of Avon to implement a state of the art electronic waste recycling service at the Town’s Landfill located at 281 Huckleberry Hill Road.

1.3 **Proposals:** All proposals received by the Town in response to this RFP will be retained. Submissions must:

   A. Constitute a complete response to this RFP, using the Proposal Form provided in this document.

   B. Include an original and two (2) copies. The price proposal and/or fee structure must be submitted in a separate envelope from the base proposal.

   C. Proposal must be received by:

      The Office of the Town Manager  
      60 West Main Street  
      Avon, CT 06001

      no later than **12:00 Noon on Wednesday, April 15, 2009.**  
      Envelopes must be clearly marked “Proposal for E-Waste Recycling Services”. Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. **Proposals may not be submitted by e-mail.**

   D. Must be signed by an official authorized to bind the firm to its provisions.

   E. Must include a statement that the proposal remains valid for a period of at least ninety (90) days from the date of its submission.
1.4  **Rejection of Proposals:** The Town reserves the right to reject any and all proposals received as a result of this RFP.

1.5  **Communications Concerning RFP:** All questions relevant to the development of a proposal are to be directed to:

    Mr. Robert Martin  
    Superintendent of Solid Waste  
    Phone: (860) 673-3677  
    E-mail: rmartin@town.avon.ct.us

Any questions determined to be of interest to all prospective firms will be answered in writing and provided to all firms either by mail or by e-mail.

Except as authorized by Mr. Martin, no vendor may contact any other employee or elected or appointed official of the Town of Avon with respect to the RFP or the submission of a bid.

1.6  **Additional Information:**

   A.  **Revisions or addenda to the RFP:** In the event it becomes necessary to revise or supplement any part of the RFP, the revision or supplement will be provided to all prospective firms either by U.S. mail or by e-mail.

   B.  **Experience:** Firms with experience providing E-Waste recycling services to area municipalities are encouraged to apply.

   C.  **Incurring Costs:** The Town will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

   D.  **Civil Rights Compliance:** Where applicable, firms must comply with the Civil Rights Act of 1964, the Equal Employment Act, and the Connecticut Fair Employment Practices Act.

   E.  **News Releases:** News releases pertaining to this RFP or the services, study or project to which it relates will not be made without prior approval, and then only in coordination with the Town.
F. **Acceptance of Proposal Content**: The contents of the successful proposal may, at the Town’s option, become part of the contract entered into by the successful firm and the Town.

II. **CONTENT OF PROPOSALS**

2.1 **Scope of Services**

Proposals should address each of the following services, with the cost of the services or system submitted in a separate envelope. In this way the Town can evaluate each proposal as to whether or not it best meets the Town’s interests and needs:

- The Town of Avon currently operates a landfill at 281 Huckleberry Hill Road. Services available to residents include the disposal of municipal solid waste (MSW), construction & demolition debris (C&D), household bulky waste, appliances & metals, propane tanks, tires, brush (including logs & stumps), latex paint and various recyclables. Those recyclables include: glass, plastic, metal, paper & cardboard, motor oil, auto & Nicad batteries, antifreeze and leaves.

- The Town wishes to implement the recycling of E-Waste Materials effective July 1, 2009. The Town seeks to collect all of the following items on the list below. Vendors who are not able to collect all items must provide details on which items they can not collect.

**E-Waste Materials to be collected:**

- Air Conditioners
- Answering machines
- Batteries
- Camcorders
- Compact disc players
- Copiers
- Electric typewriters
- Fax Machines
- Hard drives
- Laptops
- Mainframe computers
- Mobile telephones
- Modems
- Microwave ovens
• Monitors
• Pagers
• Personal computers (CPU, monitors, keyboards, mouse’s, and peripherals)
• Printers
• Printed circuit boards
• Radios
• Remote controls
• Stereos
• Tape players
• Telephones and telephone equipment
• Televisions
• Toner & Inkjet cartridges
• VCR’s
• Word processors

• The awarded contractor will provide e-waste recycling services, in as-is condition, on a weekly basis to the Town of Avon. The awarded contractor will also be able to accept particularly large equipment on an as-needed basis. The successful contractor will provide a copy of each manifest, or a detailed description of the items that were received and the recycling method used, regardless of whether the recycler charges a fee for this service or not. A manifest and, if applicable, a certificate of final disposition will be completed and provided by the contractor to the Town of Avon. The contractor must keep written records of the methods used to recycle/dispose of all Town e-waste. Records must also include the types and quantities of e-waste shipped or received, dates, and, if applicable, to whom the waste was shipped. These records must be kept for at least 3 years.

• The Town anticipates renovating a storage shed area at the Landfill into a gated collection area for E-Waste Recycling. The Town prefers that the E-Waste recycling vendor supply multiple “Gaylord” containers of approximately 40” x 48” in size for the collection of the above materials.

• The Town requires responsible end-of-life disposal and recycling methods. It is the Town’s preference that all e-waste generated by the Town be de-manufactured, recycled, and/or disposed of in the United States. If your company sends e-waste to a foreign country, the Town may require additional information on all international secondary providers.

• All potential bidders must:
• Be able to conform to all requirements of Connecticut’s E-Waste Recycling Law (C.G.S. 22a-629-640) when it goes into effect, and remain in conformance throughout the life of this contract
• Accept all of the e-waste listed above
• Provide pick up and transportation of all e-waste listed above as needed by the Town
• Have been in business for at least two (2) years
• Have the ability to recycle large quantities of e-waste and other miscellaneous large electronic items
• Have environmental, health, and safety management systems and/or plans in place, and be able to present them to the Town
• Be willing, at the Town’s discretion, to allow the Town to conduct an on-site evaluation to verify any of the information provided in response to this RFP

Service Information

1. Provide a detailed description of the e-waste management services your company is offering to perform for Town of Avon. Include your company’s procedures pertaining to the following, as well as where such procedures will occur:
   1. De-manufacturing
   2. Refurbishment
   3. Donation
   4. Disposal and Waste Handling
   5. Storage
   6. Documentation/Certification of Final Disposition

2. Please include a sample copy of the tracking paperwork (manifest, certificate of final disposition, etc.) your company will provide.

3. Provide details for all secondary providers who will handle the Town’s e-waste. The Town will need to know the following:
   a. Name, address, and phone/fax number
   b. Give a general description of their business, including the type of service they provide and the number of years your company has been involved with each secondary provider.
   c. Confirm that all secondary providers are certified to handle hazardous waste and that their current practices are in compliance with the Environmental Protection Agency and all Connecticut Department of Environmental Protection regulations applicable to E-Waste and Universal Waste rules. Provide EPA ID numbers where applicable.
   d. Provide the results of your company’s most recent audit of each secondary provider.
e. Will secondary providers allow the Town to audit their company?

4. If applicable, explain how your company audits your end-markets (site visits, questionnaire, etc.), including those that are outside the United States.

5. Do you send non-hazardous waste for disposal in landfills or for incineration?

6. Explain how your company will identify and ensure data destruction should the Town leave any sensitive data on any electronic equipment collected as part of the contract. Specifically, explain how your company meets the privacy protection practices required under FACTA.

7. Does your company conform to the U.S. Department of Defense spec 5220.22-M to ensure hard drive data is completely unrecoverable.

8. What e-waste does your company typically:
   a. Donate or sell as-is
   b. Refurbish then donate or sell
   c. De-manufacture and sell usable components
   d. De-manufacture and sell for materials recovery/recycling
   e. De-manufacture and dispose of as hazardous or solid waste

**Payments (Submit in a separate envelope)**

9. Include an itemized payment list to be paid to the Town of Avon for the identified e-waste items listed in this RFP. For each type of e-waste, list payment information by per pound.

10. Will your company pay the Town for miscellaneous e-waste that can be recycled as scrap metal (i.e., air conditioners, batteries, etc.)? If so, list payment information by cost per pound.

11. If your company is interested in selling Town e-waste to a broker, please explain how revenues from a sale would be shared between the Town and your company.

12. If applicable, explain what payment the Town would receive for any e-waste donated to a charitable entity.
Fees *(Submit in a separate envelope)*

Provide information on any fees or charges that your company will levy in connection with providing the requested service.

### 2.2 Other Requirements

Proposals should also include the following:

**A.** Brief statement as to the firm’s particular abilities and qualifications related to this project.

**B.** List of municipalities in Connecticut and other states for which the firm has provided similar services in the last three years. Please also include the name and contact information for at least three references.

**C.** A general description of your business, including:
   1. Number of employees
   2. Number of company-owned facilities your company will send Town e-waste to
   3. Brief overview of the processes that occur at each of your company’s facilities
   4. Number of years your company has provided the services requested
   5. Brief history of your company

**D.** Discuss the various local and state business permits your company is required to hold, as well as any certifications you have obtained. Confirm that your company possesses these required permits, or that your company has the ability to obtain such permits.

**E.** Confirm that your company is certified to handle hazardous waste and that your current practices are in compliance with the Environmental Protection Agency and all Connecticut Department of Environmental Protection regulations applicable to E-Waste and Universal Waste rules. Please provide your EPA ID number in addition to your explanation.

**F.** Provide the date of the most recent inspection of your company facility(s) by state regulatory agencies and local zoning, building, and/or fire departments. Please provide the results of your most recent inspection.
G. Provide the results of your company’s most recent financial audit.

H. Provide the results of your company’s most recent e-waste management audit.

I. Provide a description of your company’s compliance history, including criminal (past five years) and/or civil (past three years) violations. If applicable, please describe how the violations were, or are, being addressed.

J. List any professional/trade organizations your company is a member of, and briefly explain their purpose and how they benefit your company.

K. Provide your company’s environmental, health, and safety management protocols and/or plans. Please discuss how these protocols and/or plans have been influenced by the certifications your company holds.

L. Explain any additional value-added services your company offers.

M. Resumes of key personnel who would be assigned to this project.

N. Additional information or documentation that may be useful and applicable to this project.

O. Prior to contract, the winning firm will be required to show evidence of insurance coverage of a kind and in an amount satisfactory to the Town. The Town’s insurance requirements are attached to this RFP in Exhibit A.

P. Information concerning any suits filed, judgments entered or claims made against the firm during the last five years with respect to the provision of E-Waste recycling services provided by the firm (b) or any declaration of default or termination for cause against the firm with respect to such services. In addition, state whether during the past five years the firm has been suspended from bidding or entering into any government contract.
III. SELECTION PROCESS

3.1 Review Process: All proposals will be reviewed by a committee comprised of the Director of Public Works, Superintendent of Operations, Superintendent of Solid Waste, and the Assistant Town Manager.

The Town reserves the right to waive non-material deficiencies in any proposal.

Proposals will be evaluated based on what is deemed to be in the best interests of the Town, including such factors as the bidder’s experience and expertise in providing comprehensive E-Waste recycling services to municipalities, clarity and creativity of the proposal, recommendations of entities for which the bidder has previously provided services, the persons to be assigned to the project by the bidder, and total cost. Cost will not be the sole factor in evaluating bids.

A short list of finalists will be developed and firms may be interviewed by the Selection Committee after the proposals are received. Specific information required for the interviews will be provided to finalists at the time of notification.

If interviews are held they will be up to one hour long. Initial presentations will be limited to 30 minutes including a brief demonstration of the product. The final 30 minutes will be reserved for questions from the Selection Committee and subsequent discussion. The key person to be assigned to this project must be present at this interview.

The Selection Committee expects to recommend a firm to the Avon Town Manager for approval by May 15, 2009.

The Town expects to complete its review of all proposals and select the tentative bidder within one month after the receipt of proposals. If necessary, the Town may extend that review period.

Selection as the firm with the preferred proposal does not provide any contract rights to that firm. Any such rights shall accrue only if and when the Town and the firm execute a binding contract. The Town reserves the right to negotiate with the successful firm in any manner necessary to best serve the interests of the Town. If the Town fails to reach an agreement with the successful bidder, the Town may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFP process.
The undersigned has read, understands, and affirms his compliance with the requirements contained in the Request for Proposals for E-Waste Recycling Services for Town of Avon. The undersigned submits this proposal in good faith and without collusion with any other person, individual or firm.

The proposal consists of this cover page and the following attachments:

Name and Address of Firm:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name, Title and Contact Information (phone, fax, email) of Authorized Representative:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Authorized Representative:

________________________________________________________________________

(Attach additional sheets as necessary)
EXHIBIT A

The Contractor must procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage for property which may arise from or in connection with the performance of the contractor’s work by the individual or firm, his agents, representatives, employees or subcontractors.

For the purpose of this clause: the term “professional individual or firm” and “contractor” shall also include their respective agents, representatives, employees or subcontractors; the term “Town of Avon” or “Town” shall include their respective officers, employees, volunteers, boards and commissions.

The Contractor must provide a current Certificate of Insurance to the Assistant Town Manager with the following requirements:

**General Liability & Automobile Coverage Requirements:**

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a. Commercial General Liability:</strong></td>
<td></td>
</tr>
<tr>
<td>Each Occurrence</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Personal/Advertising Injury Per Occurrence</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Product/Completed Operations Aggregate</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Fire Damage Legal Liability</td>
<td>$100,000</td>
</tr>
<tr>
<td>MUST include coverage for explosion, collapse, and underground hazards.</td>
<td></td>
</tr>
<tr>
<td><strong>b. Automobile Liability:</strong></td>
<td></td>
</tr>
<tr>
<td>Each Accident</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Hired/Non-owned Auto Liability</td>
<td>$2,000,000</td>
</tr>
<tr>
<td><strong>c. Worker's Compensation,</strong> as required by Connecticut State statutes.</td>
<td></td>
</tr>
<tr>
<td><strong>d. The &quot;Town of Avon&quot; is to appear as an additional insured on the contractor’s general liability and automobile liability Certificates of Insurance.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>e. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A:VII.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>f. All insurance may not be canceled or modified without thirty (30) days written notice be registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>g. The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.</strong></td>
<td></td>
</tr>
</tbody>
</table>