**CENTRAL CONNECTICUT SOLID WASTE AUTHORITY**

**REQUEST FOR PROPOSALS (RFP)**

**FOR A REGIONAL TEXTILE WASTE COLLECTION AND RECYCLING PROGRAM**

**Issue Date: Wednesday, December 18, 2013**

**Response Date/Time: Wednesday, January 29, 2014(11:30 a.m.)**

## Response Location: CCSWA

##  c/o Capitol Region Council of Governments

##  241 Main Street, 4th Floor

##  Hartford, CT 06106

**CENTRAL CONNECTICUT SOLID WASTE AUTHORITY**

**REQUEST FOR PROPOSALS (RFP)**

**FOR A REGIONAL TEXTILE WASTE COLLECTION**

**AND RECYCLING PROGRAM**

**I. Introduction/Intent**

The Central Connecticut Solid Waste Authority (CCSWA) is soliciting proposals from qualified and experienced for-profit and not-for-profit firms who are interested in working with a consortium of municipalities to create a regional post-consumer textile waste collection and recycling program.

The intent of this RFP is to solicit proposals on behalf of the sixteen CCSWA communities from firms that specialize in the recycling of textile waste and are capable of serving the diverse needs of a consortium-based program. The CCSWA communities have collectively expressed an interest in establishing a textile diversion program to complement their existing recycling initiatives. While the primary focus of the group is to institute a container-based collection program, including bins and trailers, the membership is also interested in learning more about related services that could also be offered to interested communities based on individual program goals. Such services might include, but are not limited to: curbside pick-up options, comprehensive marketing management services, etc.

To facilitate the efficient administration of this new program, CCSWA intends to serve as an umbrella contracting authority on behalf of its members. Accordingly, CCSWA will enter into a master agreement with the selected firm. It should be noted, however, that individual CCSWA municipalities will be responsible for separately working with the awarded firm to customize service requirements under the program (e.g. bin locations, collection schedules, marketing and co-branding arrangements if available, special event coordination, etc.). While participation in this regional textile recycling program will be open to all CCSWA towns, it is unknown at this time how many communities will ultimately make use of the program. Non-CCSWA communities may piggyback off of resulting contracts, although different terms and conditions may apply.

Finally CCSWA understands that monetary savings from a textile diversion program will be derived from avoided disposal costs and available rebates.

## II. Authority Background

## The Central Connecticut Solid Waste Authority was formed in 2010 under Chapter 103b (Sections 7-273aa to 7-273pp) as a Regional Resource Recovery Authority. CCSWA is a voluntary group of 16 cities and towns in the Connecticut Capitol Region urbanized area. (See Attachment A for a listing of current CCSWA members and related population figures.) CCSWA seeks to investigate solid waste management options for short term and long term solutions that would benefit participating communities. Such options include alternatives for disposal of municipal solid waste, bulky waste, and recyclables. The Authority contracts with the Capitol Region Council of Governments for administrative support. III. Scope of Services

As stated above, the CCSWA communities are interested in launching a textile waste collection and recycling program that at a minimum, will feature stationary container (bin and trailer) siting and transportation (collection) components. Accordingly, it is anticipated that the successful firm will be expected to:

1. Provide a turnkey program at no-cost to the participating municipalities.
2. Furnish tamper-proof collection bins and/or trailers at specified municipally-owned locations within each community (e.g. transfer stations, schools, town halls, etc.) and provide additional containers if requested as the program expands. All bins/trailers and locations shall be pre-approved by the hosting municipality.
3. Empty containers on a scheduled and/or on-call basis, provide transportation for the collected materials and document any and all collections on a per town basis.
4. Provide detailed collection reports to each participating community in order to track the amount of textiles diverted from landfills and calculate avoided tipping fees. Capture region-wide data as well to help measure the success of this cooperative approach. To ensure that participating communities are able to comply with CT Department of Energy and Environmental Protection reporting requirements, the following information shall be provided:
* quantity of textiles collected  in the region and by each municipality

         quantity reused for original use (e.g. clothing used as clothing; linens

 used as linens, etc.) in the US

         quantity reused (e.g. clothing used as clothing; linens used as linens,

 etc.) in other countries

         quantity recycled into other products e.g.

o   wiping rags;

o   fiber conversion

         quantity disposed of at landfills

         quantity disposed of at resource recovery facilities

1. Own, maintain and insure all collection units. Maintenance shall include, but not be limited to, fresh paint, readable signage and general upkeep to maintain community standards.
2. Partner with participating municipalities to promote the program’s usage.
3. Comply with all local, state and federal laws, including, but not limited to, zoning, environmental, health and safety standards/regulations. (Note that individual participating municipalities will work with the awarded firm to address town-specific permitting requirements.)

**Additional Services:**

Individual communities may wish to take advantage of other related services, including, but not limited to: curbside pick-up options, comprehensive marketing management services, etc. Respondents should include information on all municipal services offered as part of their proposals, pursuant to the directions included in Section IV below.

**Contract Term:**

It is envisioned that the initial contract between CCSWA and the awarded firm will cover a three-year period, and include an option for two, one-year additional extensions, executable dependent on the program’s success and the performance of the awarded firm.

# IV. Preparing a Response

By submitting a response, respondents represent that they have thoroughly examined and become familiar with the scope of services outlined in this RFP and are capable of performing the work to achieve the objectives.

Respondents are asked to organize their responses in the order requested, in accordance with the following format:

1. **Letter of Introduction.** Provide a letter of introduction with a brief description of your firm, indicating the primary office location for the performance of this project, the type of firm, areas of specialization and years in business. Include company name, address, contact name, title, phone number, fax number, email and website address.
2. **References.** Furnish a list of at least five (5) references for similar work performed in the last two years. For each reference provided, include the agency name, contact person, telephone number, email address and scope of services provided. *Note that municipal references are strongly preferred and should be furnished when available*. *Examples of multi-town/cooperative contracts are particularly desirable.*
3. **Statement of Work/Approach.** Provide a description of how you would approach the scope of services listed above in Section III. Include a step-by-step description of how you would set up and operate a CCSWA program, including, but not limited to:
	1. when the program would be operational;
	2. what activities your company would be directly responsible for;
	3. what facilities would be used to support the program;
	4. how and where the materials would be collected, weighed, sorted, reused, recycled, sold, donated, etc. and how unrecyclable materials would be handled (without cost to the hosting municipality);
	5. how container contamination would be handled;
	6. how many bins/trailers your firm could initially bring on line at the program’s inception and how quickly additional units could be added for the CCSWA towns and other piggybacking non-member communities.

Demonstrate your financial capacity to make a bin/trailer and route commitment

 to the CCSWA towns and beyond. Specifically address your capacity to handle

the diverse needs of a consortium-based program and indicate if your firm has

 experience working with a municipal cooperative. Please also indicate if there

are any minimum participation requirements (# of towns,

 population, # of sites, etc.) for your firm to commit to create a CCSWA program.

1. **Proposal Questionnaire.** Return the completed form (Attachment B) as part of your submission.
2. **Price Proposal.** Return the completed form (Attachment C) as part of your submission.
3. **Insurance.** All respondents are required to submit, **with their responses**, a copy of the cover sheet from their insurance policy(ies) (or an equivalent piece of documentation) which demonstrates the firm’s current coverages and limits for General Liability, Automobile Liability, Professional Liability and Worker’s Compensation Insurance as appropriate for the project work required herein.
4. **Response Page.** See Attachment D.

Responses must be sealed and be received no later than **11:30 a.m. on Wednesday, January 29, 2014.**  Responses should be delivered to the CCSWA c/o Capitol Region Council of Governments, located at 241 Main Street, 4th Floor, Hartford, CT 06106.  **Any responses received after this date and time will not be considered.**

All submissions should be clearly marked *“CCSWA Regional Textile Collection and Recycling RFP Response”.***Please include one (1) copy of your proposal along with your original and a CD-ROM with digital copies of all materials in PDF format.**

# V. TERMS AND CONDITIONS

# Questions

General questions should be directed to Maureen Barton, Program Assistant, at:

 CCSWA

 c/o Capitol Region Council of Governments

 241 Main Street, 4th Floor

 Hartford, CT 06106

 Tel: (860) 522-2217 x 237

 Fax: (860) 724-1274

 E-mail address: mbarton@crcog.org

However, **no oral interpretations** shall be made to any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274 or emailed to** **mbarton@crcog.org****.** To receive consideration, such questions must be received **at least five (5) calendar days** before the established date for receipt of proposals.

Staff will arrange as addenda, which shall be made a part of this Request for Proposals and any resulting contracts, all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of proposals, staff will post a copy of any addenda to CRCOG’s website, located at <http://www.crcog.org/about/rfqs.html>. **It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency’s website.**

# Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of the Central Connecticut Solid Waste Authority and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

# Incurred Costs

This request for proposals does not commit the Central Connecticut Solid Waste Authority to award a contract or to pay any costs incurred in the preparation of a response to this request. The Central Connecticut Solid Waste Authority will not be liable in any way for any costs incurred by respondents in replying to this RFP.

# Right to Cancel

The Central Connecticut Solid Waste Authority reserves the right to cancel this RFP at any time and to decide not to consider any or all of the respondents submitting information in response to this request.

### Severability

If any terms or provisions of this Request for Proposal shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

**Collusion**

By responding, the firm implicitly states: that his/her proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm did not participate in the RFP development process, had no knowledge of the specific contents of the RFP before its issuance, and that no employee of CCSWA either directly or indirectly assisted in the vendor’s proposal preparation.

# Oral Presentation

Respondents who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Central Connecticut Solid Waste Authority. This provides an opportunity for the respondent to clarify or elaborate on the proposal. These are fact-finding and explanation sessions only and do not include negotiation. The Central Connecticut Solid Waste Authority will schedule the time and location of these presentations. Oral presentations are an option of the Central Connecticut Solid Waste Authority and may or may not be conducted.

### Affirmative Action

The Central Connecticut Solid Waste Authority is an equal opportunity employer and requires an affirmative action policy from all contractors and vendors as a condition of doing business, as per Federal Order 11246. By signing the proposal sheet for this bid, all respondents and contractors agree to this condition of doing business.

### Subcontracting

The successful respondent may utilize the services of specialty subcontractors on those portions of the work that under normal contracting practices are performed by specialty subcontractors. The successful respondent shall not award any portion of the work to a subcontractor without **prior written approval** of the Central Connecticut Solid Waste Authority. The acceptance of any and all subcontractors shall reside with the Central Connecticut Solid Waste Authority, and the Central Connecticut Solid Waste Authority decision shall be final. The successful respondent shall be fully responsible to the Central Connecticut Solid Waste Authority for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

### Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from the Central Connecticut Solid Waste Authority.

## VI. Evaluation and Award Criteria

Proposals shall be evaluated by the Central Connecticut Solid Waste Authority. Selection shall be made of one or more respondents deemed to be fully qualified and best suited among those submitting proposals on the basis of the scope of services included in the Request for Proposals. Negotiations shall be conducted with the respondent(s) so selected. After negotiations have been conducted with the respondent(s) so selected, the Central Connecticut Solid Waste Authority shall select the respondent which, in its opinion, has made the best proposal, and shall award the contract to that respondent if it so chooses.

Should the Central Connecticut Solid Waste Authority determine in its sole discretion that only one respondent is fully qualified, or that one respondent is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that respondent. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the contractor’s proposal as negotiated.

**ATTACHMENT A**

**CURRENT MEMBERS OF THE**

**CENTRAL CONNECTICUT SOLID WASTE AUTHORITY\***

|  |  |
| --- | --- |
| **Members Towns** | **DPH Population Stats (2011)** |
| **Avon** | 18,283 |
| **Bloomfield** | 20,602 |
| **Bolton** | 4,960 |
| **Canton** | 10,351 |
| **Cromwell** | 14,271 |
| **East Granby** | 5,184 |
| **Enfield** | 44,660 |
| **Farmington** | 25,529 |
| **Glastonbury** | 34,698 |
| **Granby** | 11,316 |
| **Hartford** | 124,893 |
| **Manchester** | 58,289 |
| **Simsbury** | 23,620 |
| **South Windsor** | 25,835 |
| **Suffield** | 15,868 |
| **Wethersfield** | 26,710 |
| **Total:** | **465,069** |

**\*As of June 12, 2013. Members may enter or exit the Authority at any time by action of their local legislative body.**

**ATTACHMENT B**

**PROPOSAL QUESTIONNAIRE**

**(Return this section with your response)**

**Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Provide the address of the facility that will process textile products under resulting contracts with CCSWA.
2. Do you have a local office?

**YES\_\_\_ NO\_\_\_**

If **YES**, please provide the address below.

If **NO,** please describe any plans to locate in Connecticut (including timetables) to service the needs of the participating municipalities.

1. Describe your company and its history.
2. What products do you generate and what environmental and social benefits does your program provide? Also indicate if the products are exported and if so, to where.
3. Provide a listing of all textile products that your firm will accept for recycling.
4. What condition do the products need to be in to be deemed acceptable?
5. Provide information about the containers (bins and trailers) that will be furnished (including colors, dimensions, storage capacity, advertising/co-branding options, etc.). Include a photo of similar containers that have been used in your municipal collection programs.
6. Please describe your pick-up services in detail (options for weekly, bi-weekly, monthly, etc. as well as your response time to address overfilled bins/trailers).
7. Please describe your reporting capabilities, including what kind of system you use to track the textiles collected and what fields of information can be captured. Attach samples of reports that you have generated for other municipal customers.
8. Please describe your marketing strategy for increasing the visibility of the program within participating communities. What educational and marketing materials/services are available at no cost to assist the consortium in initiating and maintaining the program? Include/attach examples of successful municipal marketing efforts (e.g. mailers, flyers, school competitions, public service announcements, etc.).

1. Please indicate if there are additional advertising services that your firm could offer that would not be not be included as part of the standard program, but could be made available for an additional cost to interested communities. Please detail those services and the pricing associated therewith.
2. Provide information on rebates/payments that will be made to the participants of the program (including price per pound/ton, method of payment, payment schedule).
3. In addition to the container collections referenced above, please indicate if there are other collection services that you provide ( curbside, by appointment, etc.) and how successful these have been at the municipal level. Please note the terms and conditions that would be associated with these types of services if rolled out to one or more CCSWA communities.

**ATTACHMENT C**

**PRICE PROPOSAL PAGE**

**(Return this section with your response)**

**Calculations are to be made to the nearest pound of collected materials.**

|  |  |  |
| --- | --- | --- |
| **Description** | **Payment Per Pound** | **Payment Per Ton** |
| **Price Per Pound to be paid for recyclable textiles** | **$\_\_\_\_\_\_/pound** | **$\_\_\_\_\_\_/ton** |

Name of Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submitted by Date

Signature Title

Telephone Fax

**ATTACHMENT DRESPONSE PAGE**

**(Return this section with your response)**

|  |  |  |  |
| --- | --- | --- | --- |
| Central Connecticut Solid Waste Authority |  |  |  |
| **REQUEST FOR PROPOSAL** |  |  |  |
| **DATE ADVERTISED:** **Wednesday, December 18, 2013** |  | **DATE / TIME DUE:** | **Wednesday, January 29, 2014 By 11:30 a.m.** |
|  |  |
| **NAME OF PROPOSAL** | **CCSWA Regional Textile Waste Collection and Recycling RFP** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Type or Print Name of Individual** |  | **Doing Business as (Trade Name)** |
| **Signature of Individual**  |  | **Street Address** |
| **Title** |  | **City, State, Zip Code** |
| **Date**  |  | **Telephone Number / Fax Number** |
| **E-mail Address/Website** |  | **SS # or TIN#** |