



## Town of West Hartford

### Request for Qualifications – Materials Solution Center Bid #210015

This RFQ is to identify qualified vendors to design, develop, operate and maintain the Materials Solution Center on the Department of Public Works (DPW) Brixton Street property utilizing innovative approaches to its operation, and maintaining a material solution center.

**All responses are due by 2:00PM, January 7, 2021**

**Questions shall be sent to Tammy Bradley at [tammyb@westhartfordct.gov](mailto:tammyb@westhartfordct.gov) no later than 4:00 PM December 21, 2020. Responses will be posted in an addendum.**

This document comprises the following sections:

- Section I: Company Information
- Section II: Project Description and Timeline
- Section III: Evaluation Criteria and Instructions
- Section IV: Qualifications and Experience

### Section I: Company Information

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Company information	
Company Name	RFQ Title
Town of West Hartford - DPW	DPW – Materials Solution Center
RFQ Date Issued: 12/7/20	Response Deadline: 1/7/2021 2:00 PM
<b>Company Description</b>	<p>The Town of West Hartford is located in central Connecticut adjacent to and west of the City of Hartford, the state capital. The towns of Bloomfield, Newington, Farmington and Avon also border the Town. West Hartford is approximately 100 miles southwest of Boston and approximately 100 miles northeast of New York City. The Town, a residential suburb in the Hartford metropolitan area encompasses 22.2 square miles and has a population of 61,198. West Hartford has access to the two major highways in central Connecticut; Interstate Route 91 and 84, the latter of which has exits in the Town. The Town is also served by US Routes 6 and 44 and State Routes 4, 173, 185 and 218. Amtrak provides passenger rail service for the area with Bradley International Airport 20 miles north of the center of West Hartford. Public Transportation is provided by Connecticut's Department of Transportation. The largest public utilities are Eversource Energy, Connecticut Natural Gas (CNG) and the Metropolitan District Commission (MDC).</p> <p>West Hartford is comprised primarily of properties with single-family owner occupied mid to upper price range dwellings. The Town's Public Schools consist of two high schools, three middle schools and 11 elementary schools. There are 17 private and parochial elementary through high schools, plus three universities.</p>

## Section II: Project Description

Project information	
<b>Project Description</b>	<p>The focus of this project is to design, develop, operate and maintain the Materials Solution Center on the Department of Public Works (DPW) Brixton Street property utilizing innovative approaches to its operation, and maintaining a material solution center. The intent is to support waste reduction and material contamination goals by source separation, diversion and recycling in a cost effective and affordable manner.</p> <p>The current Recycling Center is a transfer station located at the Brixton Street Public Works facility used to collect residentially generated DEEP mandated recyclable materials including cardboard, boxboard, paper, mixed material (recyclables #1-7), metal and product stewardship programing (mattresses, paint, e-waste, textiles) generating approximately 200 tons annually.</p> <p>In close proximity to the recycling center is a commercially operated yard waste recycling operation situated on Town land which has a contract to accept and compost the Town's municipally generated and residential green waste. The company also processes commercial landscape and wood vegetation waste trucked to the facility for processing. Approximately 1,400 tons of yard waste/brush/debris and 1,100 tons of leaves are collected annually at this site.</p> <p>The outcome of this RFQ will be the cataloguing and pre-qualification of vendors for an upcoming RFP.</p>
<b>Project Goals</b>	<p>The proposal must include experience and knowledge of waste material management practices and solutions for core materials the Town generates including:</p> <ol style="list-style-type: none"> <li>1. Leaves – Each year (Fall) the Town collects residential leaves curbside in bio-degradable brown bags bagged.</li> <li>2. Town Landscape Waste – Seasonal landscape waste generated by town residences and grounds maintenance crews including whole trees and stumps.</li> <li>3. DEEP mandated recyclables</li> <li>4. Product Stewardship Programs – Inclusive of mattress's, paint, e-waste, textiles, and future programing</li> <li>5. Metal</li> </ol> <p>Experience and knowledge of innovated approaches to material management solution should include, but are not limited to:</p> <ol style="list-style-type: none"> <li>1. Food Waste Diversion</li> <li>2. Glass</li> <li>3. House Hold Hazardous Waste (HHW)</li> <li>4. Bulky Waste</li> <li>5. Commercial Landscape Waste – Yard waste, seasonal leaves, brush, chunk wood, tree stumps, and like green vegetation waste.</li> </ol> <p>Qualified candidates shall identify and include:</p> <ol style="list-style-type: none"> <li>1. Their experience in private / public partnerships</li> <li>2. Their experience and knowledge of transfer station development including infrastructure and operations.</li> <li>3. Their experience with obtaining environmental permits and knowledge of CT DEEP regulations, protocols and adherence.</li> <li>4. The proposer's experience with other O&amp;M agreements in waste management operations.</li> </ol>

## **INSTRUCTIONS FOR PROPOSALS:**

Electronic responses will be accepted at the Department of Financial Services until **2:00 pm on January 7, 2018**. Please follow instructions for registration. An original reply to this RFQ of the Proposer's information must be delivered to the following:

Peter Privitera  
Director of Financial Services  
Town of West Hartford  
Department of Financial Services  
50 South Main Street  
West Hartford, CT 06107

All RFQ packages should be clearly marked and sealed with the Proposer's name and the words **"Request for Qualifications – Materials Solution Center Bid #210015"**

### ***A. RFQ Cost***

Proposers are responsible for all costs incurred in the development and submission of their information packages. The Town assumes no contractual obligation as a result of the issuance of this RFQ, the preparation or submission of information by a Proposer.

### ***B. Prime Respondent Responsibility & Third Party Relationships***

The Proposer should clarify its relationships with parties supplying portions of the RFQ solution and specify the portions that each party is providing.

### ***C. Instructions to Proposers***

1. At the date of opening, it will be presumed that each Proposer has made a thorough examination of all information relative to the services to be performed under this contract; is satisfied as to the actual conditions and requirements of the services; and has read and become familiar with the RFQ documents.
2. The Town reserves the right to reject proposal for any reason the Town deems advisable and to award a contract to any of the Proposers of service at the sole discretion of the Town. Any item required in this request for Proposal that is not included in a respondent's Proposal shall be specifically noted. If there are no specifically noted exclusions in a Proposal it will be assumed that the Proposer accepts and understands all of the requirements of this RFQ.
3. Questions/Inquiries: Any questions or clarifications about this RFQ should be addressed to Tammy Bradley, Sr. Buyer, Town of West Hartford, 50 South Main Street, West Hartford, Connecticut 06107 at [tammyb@westhartfordct.gov](mailto:tammyb@westhartfordct.gov). no later than 4:00 PM on December 21, 2020.
4. All RFQ responses will be considered confidential information and will not be available for public viewing until a contract award is made.
5. Any proposals must be valid for a period of 120 days from the due date.
6. Vendors who are furnished a copy of this RFQ are requested to submit a receipt acknowledgement as soon as possible indicating their intention to participate in the RFQ process to ensure timely receipt of potential corrections, cancellation and addenda. Acknowledgements shall be emailed to Tammy Bradley, Sr. Buyer, Town of West Hartford, at [tammyb@westhartfordct.gov](mailto:tammyb@westhartfordct.gov).
7. Proposers shall provide insurance coverage per the attached Indemnification and Insurance Exhibit.

*D. Taxes*

The Town is a qualified tax-exempt institution and as such is not liable for any federal, state, or local excise, sales, use, property or other taxes that Proposer may incur as a result of this agreement. The successful Proposer will be obligated to pay property taxes to the Town with respect to any of the Proposer's taxable personal property, motor vehicles or real estate within West Hartford which may be used in conjunction with the performance of this agreement.

*E. Indemnification*

This RFQ does not have insurance and indemnification requirements. However those who are selected to participate in the RFP process will be required to meet the Town's Indemnification and Insurance Exhibit.

*F. Compliance with Laws*

Proposer shall operate and maintain all properties and perform all of the services required in the RFQ in full compliance with all appropriate federal, state and local laws and regulations.

*G. Non-Discrimination*

The Proposer in performing under this agreement shall not discriminate against any workers, employee or applicant or any member of the public because of race, creed, color, religion, age, sex, marital status, national origin, mental retardation or physical disability, including but not limited to blindness, unless it is shown by Proposer that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Proposer will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, religion, age, sex, marital status, national origin mental retardation or physical disability, including but not limited to blindness, unless it is shown by Proposer that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Proposer agrees that this non-discrimination clause will be incorporated in all contracts entered into by it with suppliers of services or materials, contractors and sub-contractors and all labor organizations furnishing skilled, unskilled and craft unions skilled labor or whom may perform any such labor or services in connection with this agreement.

*H. Contract for Services*

The Town and Proposer expressly agree that this is an agreement for the provision of the specific services herein described; that Proposer is to perform those services for the term set forth herein and pursuant to the provisions of this agreement; that the Proposer(s) are independent contractors, not employees of the Town, for these purposes and as such neither they nor their employees are entitled to any Town employment benefits, including without limitation, life and health insurance, vacation and sick leave, pension rights or workers compensation.

*I. Insurance*

This RFQ does not have insurance and indemnification requirements. However those who are selected to participate in the RFP process will be required to meet the Town's Indemnification and Insurance Exhibit.

*J. Public Information & Ownership of Documents*

All proposals submitted and information included therein or attached thereto shall become public records upon their delivery to the Town. All documents created by the Proposer during the completion of their contract requirements shall become the property of the Town, including any data bases and information systems that are created.

**K. Examination of Documents**

Proposers shall thoroughly examine and be familiar with these Proposal documents. The failure or omission of any Proposer to examine these documents shall in no way relieve any Proposer of obligations with respect to this Request for Proposal. The submission of a Proposal shall be taken as prima facie evidence of compliance with this paragraph. The response and the Request for Proposal shall become part of any agreement by reference.



**TO ALL VENDORS DOING BUSINESS WITH WEST HARTFORD.**

**Please register in our new vendor self service center**

Benefits to vendors include:

1. Notification of upcoming bids
2. Ability to see Purchase Orders and Contracts
3. Information regarding payments to you
4. The ability to update your company's information such as phone number and emails
5. The ability to provide us with all of the commodity codes for your company.

Please go to the following site

<https://selfservice.westhartfordct.gov/MSS/Vendors/default.aspx>

Create a user name and password for your company. Password must be at least 8 characters and contain a Capital and a lower case letter, a number and a symbol.

At the bottom of the page, fill in your vendor number (created by West Hartford) and your tax ID.

**Your vendor number is printed on your check above your company name**

Continue filling in required information. **Do not forget to choose commodity codes. These codes can be found under vendor information. We will notify you of upcoming bids by the codes that you have picked.**

**In addition, please download a W9 from the resources icon on the upper right hand side of the page. Then scan and add it to the attachments under vendor information.**

Please call 860-561-7471 if you have any questions.

#### RFQ timeline

**RFQ Issued:** 12/7/2020

**Responses Due:** 1/7/2021 - 2:00PM

**Shortlist Announced:** 1/25/2021

**Final Selection:** 2/15/2021

### Section III: Evaluation Criteria and Instructions

#### Evaluation criteria

Evaluation Criteria	<ul style="list-style-type: none"><li>• Years of experience</li><li>• Experience with the type of project specified in the RFQ</li><li>• Proven capacity to deliver the project requirements on time and on budget</li><li>• Customer references</li><li>• Awards</li></ul>
Delivery and Submission Instructions	<p>Submission must contain detailed responses to all questions and criteria including any supporting documentation. Supplemental materials supporting your expertise and experience related to the inquiry of qualifications should be included to assure full consideration.</p> <p>All responses must be received <b>no later than 1/7/2021 at 2:00PM</b>. Any submissions received after this time will not be considered.</p>

### Section IV: Qualifications and Experience

#### Qualifications

Describe Company Background	
Key Personnel and Backgrounds	
Awards and Recognition	

#### Experience

Describe your Management Approach	
Previous Work Samples	
List three previous customers with similar use cases and outcome	
Provide Contact Information for Customer References	