



Invitation to Bid 2A11-015

The City of Bristol is accepting Proposals on the following:

**Organic Waste Management -
Grinding and Turning of Organic Waste Material**

All bids must be submitted on forms and in accordance with specifications supplied by

The City of Bristol Purchasing Office
111 North Main Street
Bristol, CT 06010

Bids will be received until 11:00 a.m. August 10, 2010

Roger D. Rousseau
Purchasing Agent
(860) 584-6195
<http://www.bristolct.gov/bids>

**INSTRUCTIONS TO BIDDERS
CITY OF BRISTOL, CONNECTICUT 06010
BID # 2A11-015**

Organic Waste Management

The following instructions and specifications shall be observed by all Bidders:

Place of Bid Opening

Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010.

Time of Bid Opening

11:00 am, August 10, 2010. Bids may be withdrawn 60 days after bid opening, if no award has been made.

1. Intent

The Intent of these specifications is to contract for assistance in the management of organic waste for the period through December 31, 2013 with option to renew for an additional one year term.

2. Scope of Work

The City collects leaves and brush from its residents. The City may use a portion of ground brush or leaves for its own use, and make a portion available to its residents. The City is seeking to contract with a firm that will provide the equipment to manage the process with compensation made by direct payment.

The City of Bristol makes no provision for adjusting average wood chip weight based on moisture content of said material. The City of Bristol also makes no representation as to the content of said material, other than wood chips represent the end product of ground brush/logs generated within Bristol city limits (according to local ordinances). It is the bidder's responsibility to ensure that the material meets specifications and/or any legal or environmental requirements for its end use.

Work Location:

City of Bristol Solid Waste Transfer Station
685 Lake Avenue
Bristol, CT 06010

3. Bid Security

No Bid Bond required. Should the low bidder have previously failed to complete its performance satisfactorily on a contract with the City, before award, such bidder shall have five (5) days to post bond with the City in an amount deemed by the City to adequately cover the difference between the low bid and the next lowest responsible bidder. Such cash bond shall be forfeited in its entirety in the event of any problem with contract performance.

4. Indemnification

The Bidder, in contracting with the City of Bristol for goods, services, materials, labor and the like with the City of Bristol, and its respective officers, agents and servants, does hereby agree that the bidder will indemnify and save harmless the City of Bristol, its respective officers, agents and servants from and against any and all claims, damages, losses, litigation expenses, counsel fees and compensation arising out of any injuries (including death) sustained by, or alleged to have been sustained by, the servants, employees or agents of the City of Bristol, or of the bidder or of any participant or spectator, and from injuries (including death) sustained by or alleged to have been sustained by, the public or any persons on or near the site or on any other person or damage to property, real or personal, including property of the City of Bristol and their respective officers, agents and servants, caused in whole or in part by the acts or omission of the bidder or any participant or spectator or anyone directly or indirectly employed or working for the bidder while engaged in the activity in the City of Bristol.

5. Insurance

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Owner's and Contractor's Protective Insurance, with the same limits required for General Liability.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage
- Workman's Compensation as defined in the Connecticut General Statutes

6. Price, Discounts, Payment, and Delivery

Prices bid shall not include any taxes, Local, State or Federal, as the City is not liable. In addition to the prices bid, each bidder may quote binding discounts which will be considered in making the award. Standard payment terms are net 30 days from receipt of properly executed invoice or from completion of services listed therein, whichever comes later.

7. No Bid

Failure to return a bid will result in the removal of your firm's name from the Bid List. "No Bids" and responsive bids will result in your firm's retention on the Bid List.

8. Equal Opportunity - Affirmative Action

The successful contractor shall comply in all aspects with the Equal Employment Opportunity Act. Each contractor with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age and which specifies goals and target dates to assure the implementation of equal employment. Each contractor with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

9. Award

The Purchasing Agent reserves the right to reject any or all bids, or the bids for any one or more commodities or contractual services included in any or all bids, to waive any informality in bids and unless otherwise specified to buy any part or the whole from one or more bidders when it is to the City's best interest to do so.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

**BID FORM
CITY OF BRISTOL, CONNECTICUT 06010**



Organic Waste Management

Invitation to Bid #2A11-015

OPENING: 11:00 am, August 10, 2010

**Purchasing Office
111 North Main Street
Bristol, Connecticut 06010**

In accordance with the CITY SPECIFICATIONS, the undersigned agrees to provide organic waste management services as follows:

1. Grinding brush/logs: The City of Bristol periodically (typically four times a year) grinds its brush/logs, etc. that accumulate at the City's transfer station using the following option;

- A: Grind brush at a **cost** to the City of Bristol of \$_____, (written amount) _____ dollars + _____ cents per hour of grinding including all labor, equipment, etc. When grinding brush/logs, contractor to supply a tub mill of at least 13 feet in diameter and 860hp, have a self-loading grapple, an operator, and able to provide an output of 30 – 60 tons per hour, or 150 – 300 cu yds per hour. Contractor will perform all work including loading tub mill with brush/logs etc., during scheduled operating hours of the Transfer Station at the Transfer Station, unless alternate hours of operation agreeable to both parties can be made. The City of Bristol will provide loader services, and services of a laborer if needed.
- B. Tub mill mobilization and demobilization Item A at \$_____, (written amount) _____ dollars and _____ cents per round trip mobilization and demobilization (delivering tub mill to City site and removing tub mill from City site, combined).

2. Grinding leaves, yard waste, etc.: The City of Bristol will periodically (typically two times a year) have a contractor grind its leaves, yard waste, etc., that accumulate at the City's transfer station using one or more of the following options.

- A. Grind leaves and yard waste at a cost to the City of Bristol \$ _____, (written amount) _____ dollars and _____ cents per hour of grinding including all labor, equipment, etc. When grinding leaves and yard waste, contractor to supply a horizontal grinder with at least a 66 inch wide opening and at least 1,000hp motor, 5 cu yd bucket loader and operator, able to provide an output of 40 – 70 tons per hour, or 200 – 500 cu yds per hour. The City of Bristol will provide an additional loader and operator to push piles and create stockpiles. Contractor will perform all work including loading horizontal grinder during scheduled operating hours of the Transfer Station at the Transfer Station, unless alternate hours of operation agreeable to both parties can be made.
- B. Horizontal grinder mobilization and demobilization at \$ _____, (written amount) _____ dollars and _____ cents per round trip mobilization and demobilization (delivering horizontal grinder to City site and removing grinder from City site, combined).
- C. Loader mobilization and demobilization at \$ _____, (written amount) _____ dollars and _____ cents per round trip mobilization and demobilization (delivering loader to City site and removing loader from City site, combined).

3. Leaf windrow turning: The City of Bristol produces approximately 6000 cubic yards of unscreened leaf compost and will have a contractor turn its leaves/yard waste according to the following procedure;

- A. Leaf windrows to be turned once per month in April, May, and June by contractor at a cost to the City of \$ _____, (written amount) _____ dollars and _____ cents per hour of turning including all labor, equipment, etc. Contractor to supply a straddle-type windrow turner able to turn City windrows (sized 16 feet wide by 9 feet high maximum), provide throughput of between 1,750 – 3,000 cu yds per hour with an operator, enabling contractor to complete all turning in approximately 5 hours or less. The City of Bristol will provide loader services if necessary to facilitate turning. Contractor will perform all work including turning all leaf/yard waste windrows, etc., during scheduled operating hours of the Transfer Station at the Transfer Station, unless alternate hours of operation agreeable to both parties can be made.
- B. Windrow turner mobilization and demobilization at \$ _____, (written amount) _____ dollars and _____ cents per round trip mobilization and demobilization (delivering windrow turner to City site and removing windrow turner from City site, combined).

4. Disposal of Wood Chips

Contractor will haul and remove woodchips (City of Bristol will load contractor vehicles) including all labor, equipment, materials, mobilization and demobilization, etc. at:

- A. Cost to the City of \$_____, (written amount)
_____ dollars and
_____ cents per cubic yard hauled off site.

- B. Payment to the City of \$_____, (written amount)
_____ dollars and _____ cents per
cubic yard hauled off site.

All loads will be weighed out by the transfer station scale.

TERMS: Net 30 days. Discount terms (if applicable): _____

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the City reserves the right to reject any and all bids, is submitting this bid without collusion with any other person, individual or corporate.

_____			_____
Witness			Signature
_____			_____
Company Name			Printed Name
_____			_____
Address			Title
_____			_____
Town	State	Zip Code	Date
_____	_____	_____	_____
_____			_____
Federal ID #			Telephone Number
_____			_____
Email Address			Fax Number
_____			_____



**CITY OF BRISTOL, CONNECTICUT
NON-COLLUSION CERTIFICATION**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	