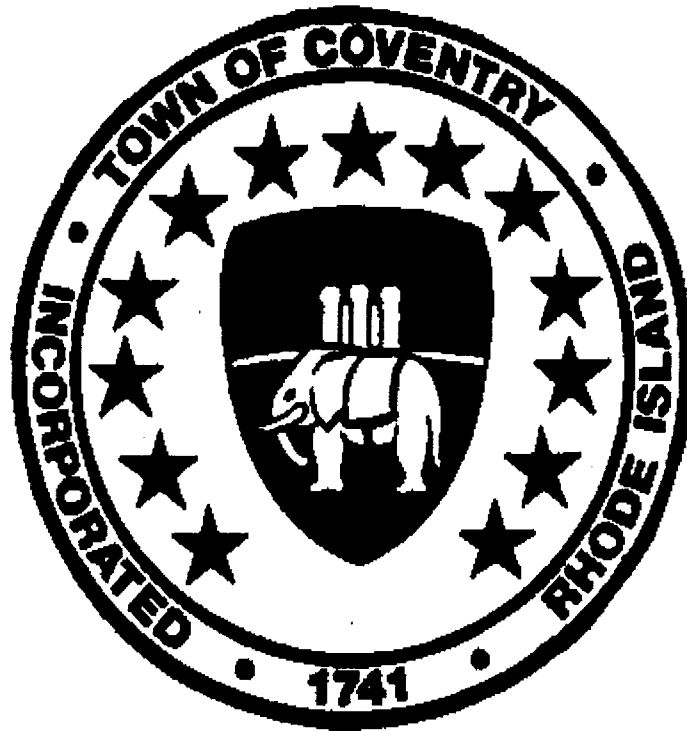


REQUEST FOR PROPOSAL

CURBSIDE COLLECTION of
SOFT RECYCLING



JULY 2020

INFORMATION TO BIDDERS

1.0 GENERAL CONDITIONS

1. Use the bid form furnished with this invitation and complete all spaces provided on the bid form. Failure to provide information may invalidate the bid.
2. The Town of Coventry reserves the right to refuse any and all parts of any bid.
3. Any variance to the requested specification shall be specifically stated by the bidder on the bid form.
4. The quantities listed in the bid (proposal) are approximate and are given only for use in comparing bids and to indicate approximately the total amount of the Bid, and the Owner does not expressly or by implication represent that the actual quantities will correspond therewith but does call particular attention to the uncertainty of the quantities involved which cannot be predicted in advance. Under the Bid, the Owner reserves the right to increase or decrease the approximate quantities for, or to omit entirely, any of the items as listed in the bid.
5. Bid must specify any and all warranties and include a full descriptive brochure describing in detail the material being bid.
6. Bids should reflect any and all discounts and be quoted FOB Coventry, Rhode Island.
7. Bids shall be sealed, shall be delivered to the Town Clerk prior to closing date and time and the envelope shall be clearly marked as indicated in the Invitation to Bid notice.
8. The bidder shall comply with all laws of the United States, the State of Rhode Island and all local ordinances.
9. If any further information is needed please contact Kevin McGee at (401) 822-9183.
10. Materials and equipment purchased for installation under this contract are exempt from the Rhode Island Sales Tax and Federal Excise Tax. The exemption from the Sales Tax shall be taken into account by the Contractor during the bidding.
11. Bids may be withdrawn personally or on written or telegraphic request dispatched by the bidder in time for delivery during the normal course of business prior to the time fixed for the opening, provided that written confirmation of any telegraphic withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for the opening of the bids. Negligence on the part of the bidder in preparing their bid confers no right of withdrawal or modification of their bid after such bid has been opened.

**The Town of Coventry
Rhode Island
Request for Proposals (RFP)**

Curbside Collection of Soft Recycling

The Town of Coventry (Town) is requesting proposals from contractors/companies who provide curbside pickup and disposal of soft recyclables including clothing, shoes, textiles, fabrics and other similar materials with the objective of removing the items/materials from the Town's waste stream. Bids must be submitted to the Town Clerk Town of Coventry 1670 Flat River Road Coventry, RI 02816 by 10:00AM on July 30, 2020. The words Bid Document must be indicated on the outside of the envelope.

I. Introduction

The Town is desirous of expanding recycling services for its residents to include efficient and convenient regular curbside pick-up and disposal of soft recyclables in conjunction with the Town's regular sanitation/recycling program and schedule. The successful contractor is to provide skilled professional, efficient and convenient curbside pickup and disposition of soft textiles for recycling including but not limited to residents who receive municipal trash and recycling services.

II. Purpose

The Town is soliciting proposals from contractors/companies who provide curbside pickup and disposal of soft recyclables including clothing, shoes, textiles, fabrics and other similar materials with the objective of removing these items/materials from the Town's waste stream. The Town currently produces approximately 11,170 tons of waste annually and desires to reduce the waste stream by providing additional recycling services with the objective of reducing the Town's annual tipping fees and producing a revenue stream by partnering with a recycling company who will pay forward to the Town a percentage of the gross receipts of soft recyclables collected within the Town's service area.

III. Term

Initial term of contract is for one (1) year with the possibility of two (2), two (2) years extensions upon mutual agreement of the contractor and the Town.

IV. Scope of Work

(a.) Tasks

The successful contractor will be responsible for providing residential curbside pickup and disposal of soft recyclables including clothing, shoes, textiles, fabrics and other similar materials.

The successful bidder shall provide, at a minimum, the following services:

- Curbside collection of soft recyclables in coordination/conjunction with the existing municipal trash and/or recycling schedule.
- Contractor shall be solely responsible for distribution and collection of all pickup containers. *(Note: Design, style and type of pick-up containers shall be preapproved by Town Officials prior to initiating the program.)*
- Contractor shall provide advertisement, and promotional materials related to the soft recycling program.
- Contractor will identify and collect all soft goods put out for collection contained in approved containers. The decision of what material is acceptable is at the discretion of the Contractor; however the Contractor is not responsible for pickup of any excluded items. *(Excluded items include, but are not limited to household trash, hazardous materials, large bulk items, mattresses, box springs, electronics and yard waste.)*
- Contractor shall be responsible for pickup of soft materials that are solely in designated containers.
- Contractor shall be responsible for picking up any "skipped" material within 24 hours of receiving notice. "Skipped" material shall be considered any properly packaged, acceptable material, properly placed curbside prior to the regular pick-up time on the regular pick-up day.
- Contractor shall be responsible for receiving and responding to all complaints and calls for missed pickups including those forwarded by the Town. Calls shall be handled in a prompt and courteous manner within the same day of the call or if after hours, within the following business day.

- Contractor shall provide monthly project status reports to the Town's Solid Waste/Recycling Coordinator within fifteen (15) days of the close of each month, the reports shall include detailed data to allow analysis of collection and processing efficiencies including pounds of soft recyclables collected in the prior month and the payment of the fee to the Town.
- Contractor agrees to communicate regularly with the Town's Solid Waste/Recycling Coordinator to discuss and resolve any issues that may arise regarding the curbside recycling program.

(b.) Public Information & Education

The contractor shall provide appropriate educational material (to be approved by the Town prior to distribution) in the form of flyers, postcards, mailers and/or other similar type materials which are intended to inform the general public of the existence of the recycling program and the proper process/procedures for participating in the program. The educational material shall be distributed to the residents by the contractor within a reasonable time, mutually agreeable to the Contractor and the Town, prior to the initiation of the program to insure maximum awareness and participation in the program.

The contractor shall also provide the following services in relation to the program:

- Employee training to insure courteous interaction with residents on the telephone and on the collection routes to promote the recycling service and to explain the proper procedures for participation in the program.
- Provide and distribute notices regarding rejected material and proper procedures for participation in the program.

(c.) Customer Service

The successful contractor shall maintain and staff a local toll free telephone line and call log for resident questions, complaints and other types of inquiries related to the program; said telephone line shall be maintained on regular business days during regular business hours and all call inquiries shall be logged and shall receive a prompt and courteous response within the same day of the call or if after hours within the following business day.

V. Coordination—Project Representative

The consultant shall maintain effective communication and coordination with the designated Town of Coventry project representative:

Jackie Anthony, Recycling Coordinator
Town of Coventry
1670 Flat River Road
Coventry, RI 02816
(401) 822-6244
Recycling@coventryri.org

VI. Contractor Qualifications

Qualified contractor shall be licensed as a corporation or become a licensed corporation in the State of Rhode Island (prior to initiating service in the Town) and shall have experience in textile recycling and a demonstrated and proven track record in collecting, selling and disposing soft recyclables.

A statement of qualifications must be submitted as part of the respondent's proposal, including a list of key personnel, including resumes and relevant experience and other pertinent information which identifies the respondent's ability to perform the work elements listed in the scope of work.

The Town reserves the right to reject any proposals that do not meet the minimum requirements.

VII. Minimum Submission Requirements

In order to conduct a reasonable and efficient evaluation of prospective applicants, the Town requires that firms prepare qualification statements which are clear and concise, and which follow the format outlined below.

In addition to the Bid Sheet and General Specifications for Bidders requirements included with this Request for Proposals (RFP), all companies shall submit two (2) copies of their proposal. Submissions shall follow the outline below and include, at a minimum, staff experience, including resumes of key personnel working under the terms of the contract, a list of any sub-contractors that the company proposes to use including resumes of key personnel and examples of recent work similar in nature to the work described under this RFP.

The documents shall be submitted by the deadline and addressed to:

Attn: Town Clerk
Bid - Curbside Collection of Soft Recycling
Town of Coventry
1670 Flat River Road
Coventry, RI 02816

All questions regarding the technical aspects of the specifications should be addressed to Kevin McGee, Director of Public Works, 401-822-9183, kmcgee@coventryri.org.

Proposals must consist of the following minimum requirements:

- A statement of interest in the project along with a narrative describing how the contractor proposes to provide the service.
- Statement of qualifications and experience listing similar services including examples of similar work with references.
- Describe how the contractor will organize its personnel and staffing including a principle contact person, a designated day to day contact (if different from the principle contact person) along with a list of subcontractors (if any).
- Insurance - Provide information on the company's liability insurance, vehicle insurance and workers compensation insurance including name of the carrier, policy limits and policy deductible. Firms responding shall have a minimum of \$1 Million in liability insurance and statutorily required workmen's compensation and motor vehicle insurance.

Upon award of the bid, the successful bidder must also provide the Town of Coventry with an original certificate of insurance (faxes are not acceptable) naming the Town of Coventry as an additional insured and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the Town with an updated Certificate of Insurance upon expiration of the original certificate.

Failure to meet the above conditions may result in disqualification of the proposal.

VIII. Evaluation and Selection Criteria

The proposals will be examined and evaluated based on the factors presented. It is the responsibility of the contractor to provide information, evidence or exhibits which clearly demonstrate the ability to satisfactorily respond to the requirements listed below. It is the sole decision of the Town of Coventry regarding the evaluation of the successful proposal. The consultant must demonstrate an understanding of the Town of Coventry's operations and the role and function of this service in meeting the needs of the Town. Cost will be considered as an independent factor from the above evaluation factors. Cost shall be determined as an amount/value of revenue per gross receipts of pounds of material collected.

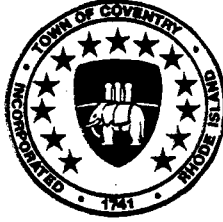
IX. Evaluation Procedure

- All proposals will be reviewed and the evaluation of the proposal will be based upon these specifications.

- Selection shall be made of a bidder determined to be qualified and best suited among those submitting proposals on the basis of the Request for Proposals, including price. Price however, shall not be considered the sole determining factor.
- The Town may\may not conduct interviews with the top-ranked firms prior to making a selection of the most qualified and responsive firm in the best interests of the Town.
- Based upon the results of this review process, a contract may be developed with the highest-rated contractor.

X. Additional Requirements:

- Termination: If the successful bidder refuses or fails to perform the work or any separable portion thereof, the Town may upon a 30 day written notice, terminate the right to proceed. Any work completed prior to termination shall be subject to payment to the Town, any revenue produced during the term of performance in accordance with the terms of the bid proposal.
- Sub-contractors: The consultant may use outside services of sub-contractors, subject to the prior approval of the Town, if services are required beyond its in-house resources.



TOWN OF COVENTRY
DEPARTMENT OF PUBLIC WORKS
1670 Flat River Road, Coventry, RI 02816
401-822-9183 Fax 401-822-9141

BID FORM

CURBSIDE COLLECTION of SOFT RECYCLING

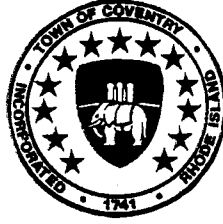
Bid Price to be paid to the Town per pound of collected curbside soft recycling:

\$ _____

Written Words Total: _____

Delivery Date: _____

GUARANTEE: Bid price for 90 days from opening date.



TOWN OF COVENTRY
DEPARTMENT OF PUBLIC WORKS
1670 Flat River Road, Coventry, RI 02816
401-822-9183 Fax 401-822-9141

BID FORM - CONTINUED

The undersigned bidder (s) submitting this proposal, hereby declares and agrees to furnish and deliver the materials and, or, equipment listed above and in accordance with all terms, conditions and requirements of the Bid Invitation and the Specifications and General Conditions contained therein.

PRINT NAME AND ADDRESS OF COMPANY

Print Name

Date

Signature of Authorized Representative

Telephone

Title

Fax

EMAIL