



**CONNECTICUT
RESOURCES
RECOVERY
AUTHORITY**

**REQUEST FOR PROPOSALS
("RFP")**

FOR

**ELECTRONICS RECYCLING COLLECTION SERVICES
(RFB Number 10-OP-003)**

PROPOSAL DUE DATE – OCTOBER 14, 2009

**Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722**

September 14, 2009

REQUEST FOR PROPOSALS
For
ELECTRONICS RECYCLING COLLECTION SERVICES
(RFB Number 10-OP-003)

Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

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**REQUEST FOR PROPOSALS
FOR
ELECTRONICS RECYCLING COLLECTION SERVICES**

SECTION 1

**NOTICE TO FIRMS – REQUEST FOR
PROPOSALS**

CONNECTICUT RESOURCES RECOVERY AUTHORITY

NOTICE TO FIRMS – REQUEST FOR PROPOSALS

The Connecticut Resources Recovery Authority (“CRRA”) is a quasi-public entity of the State of Connecticut that is responsible for implementing the State Solid Waste Management Plan and is currently providing solid waste disposal and recycling services to more than 100 municipalities in the state.

CRRA is seeking proposals to collect certain electronics, generated only by residential and municipal sources, including, but not limited to, televisions, computers and computer accessories, VCRs, copiers, printers, radios, and stereos. With this RFP, CRRA seeks to facilitate collection programs that will achieve the maximum degree of recycling and reuse of components with market value and the safe disposal of components that may be unsuitable for disposal in the solid waste stream. Proposers should note that results of this proposal solicitation will be used to set up collection programs for CRRA member or contract municipalities.

The proposal will cover the following: (i) a **Base Term** covering two (2) divisible fifteen (15) week periods in the spring of 2010 and the fall 2010; and (ii) an **Option Term**, exercisable at the absolute and sole discretion of CRRA, covering two (2) divisible fifteen (15) week periods in the spring of 2011, and in the fall of 2011.

Request For Proposal (“RFP”) package documents may be obtained on the World Wide Web at <http://www.crra.org> under the “Business Opportunities” page beginning **Monday, September 14, 2009**. The documents will also be available Monday through Friday, from 8:30 a.m. to 5:00 p.m. at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, beginning on the same date. Anyone intending to pick up the documents at CRRA’s offices must contact Ronald Gingerich [(860) 757-7703] at least 24 hours in advance.

CRRA encourages firms interested in this RFP to submit a Notice Of Interest Form to CRRA by 3:00 p.m., Wednesday, October 1, 2009. The Notice Of Interest Form is available on CRRA’s web site along with the other RFB documents. While not mandatory, CRRA will use the information provided on the Form to notify prospective proposers about the availability of addenda and other information related to the RFP.

Sealed proposals must be received at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722 no later than 3:00 p.m., Wednesday, October 14, 2009. Proposals received after the time and date set forth above shall be rejected. All proposals shall remain open for ninety (90) days after the proposal due date.

Proposals will be opened at CRRA’s convenience on or after the proposal due date. Note that all information submitted by a firm responding to this RFP is subject to Connecticut’s Freedom of Information Act.

All questions regarding this RFP must be submitted **in writing** to Ronald Gingerich, by e-mail (rgingerich@crra.org), by fax (860-757-7742), or by correspondence (CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103) no later than 3:00 p.m., Wednesday, October 1, 2009. Subject to the discretion of CRRA, CRRA may decide to provide written responses to firms no later than Friday, October 9, 2009. Any firm considering submitting a proposal is prohibited from having any ex-parte communications with any CRRA staff member or CRRA Board member except Mr. Gingerich.

**REQUEST FOR PROPOSALS
FOR
ELECTRONICS RECYCLING COLLECTION SERVICES**

**SECTION 2
INSTRUCTIONS TO PROPOSERS**

INSTRUCTIONS TO PROPOSERS

ELECTRONICS RECYCLING COLLECTION SERVICES (RFP Number 10-OP-003)

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1. Introduction

The Connecticut Resources Recovery Authority (“CRRA”) is a quasi-public entity of the State of Connecticut that is responsible for implementing the State Solid Waste Management Plan and is currently providing solid waste disposal and recycling services to more than 100 municipalities in the state.

CRRA is seeking proposals to collect certain electronics, generated only by residential and municipal sources, including, but not limited to, televisions, computers and computer accessories, VCRs, copiers, printers, radios, and stereos. With this RFP, CRRA seeks to facilitate collection programs that will achieve the maximum degree of recycling and reuse of components with market value and the safe disposal of components that may be unsuitable for disposal in the solid waste stream. Proposers should note that results of this proposal solicitation will be used to set up collection programs for CRRA member or contract municipalities.

The proposal will cover the following: (i) a **Base Term** covering two (2) divisible fifteen (15) week periods in the spring of 2010 and the fall 2010; and (ii) an **Option Term**, exercisable at the absolute and sole discretion of CRRA, covering two (2) divisible fifteen (15) week periods in the spring of 2011, and in the fall of 2011.

2. RFP Projected Timeline

The following is the projected timeline for the RFP process:

ITEM	DATE
RFP Documents Available	Monday, September 14, 2009
Notice of Interest Forms Due	3:00 p.m., Wednesday, October 1, 2009
Deadline for Written Questions	3:00 p.m., Wednesday, October 1, 2009
Response to Written Questions	No Later Than Friday, October 9, 2009
Proposals Due at CRRA	3:00 p.m., Wednesday, October 14, 2009
Selection and Notice of Award Issued	Friday, November 20, 2009

CRRA reserves the right at its sole and absolute discretion to extend any of the actual or proposed dates in the above Projected Timeline and further reserves the right to reject any and all proposals and republish this RFP. CRRA also reserves the right at its sole and absolute discretion to terminate this RFP process at any time prior to the execution of any Agreement.

3. Definitions

As used in this Instructions To Proposers and in other Contract Documents (as defined herein), the following terms shall have the meanings as set forth below:

- (a) **Addenda:** Written or graphic documents issued prior to the proposal due date that clarify, correct or change any or all of the Contract Documents.
- (b) **Contract Documents:**
 - (1) Agreement for Electronics Recycling Collection Services (the "Agreement");
 - (2) RFP Package Documents (defined in (g) below)
 - (3) Addenda;
 - (4) Firm's Proposal (including all documentation attached to or accompanying such Proposal, all other documentation submitted in connection with such Proposal, and all post-proposal documentation submitted prior to the Notice Of Award);

- (5) Notice Of Award, with Contractor Certification Concerning Gifts attached [to be executed by successful proposer]; and
 - (6) Any written amendments to the Agreement.
- (c) **Laws And Regulations:** Any and all applicable laws, rules, regulations, ordinances, codes, orders and permits of any and all federal, state and local governmental and quasi-governmental bodies, agencies, authorities and courts having jurisdiction.
- (d) **Notice Of Award:** Written notification from CRRA to the apparent successful proposer that states that CRRA has accepted such proposer's proposal and sets forth the remaining conditions that must be fulfilled by such proposer before CRRA executes the Agreement.
- (e) **Project:** The provision by the successful proposer of electronics recycling collection services, in accordance with the Contract Documents.
- (f) **RFP Package Documents:**
- (1) Notice To Firms – Request For Proposals;
 - (2) Instructions To Proposers;
 - (3) Notice of Interest Form;
 - (4) Proposal Form;
 - (5) Pricing Form;
 - (6) Issues And Questions To Be Addressed Form;
 - (7) Background And Experience Form;
 - (8) References Form;
 - (9) Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety;
 - (10) Certification Concerning Nondiscrimination;
 - (11) Background Questionnaire;
 - (12) SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban;
 - (13) Notice Of Award, with Contractor Certification Concerning Gifts attached [to be executed by successful proposer]; and
 - (14) Agreement for Electronics Recycling Collection Services
 - A. Scope Of Services;
 - B. Pricing Schedule;
 - C. Billing Format;
 - D. Performance Security;
 - E. DEP – Best Management Practices;
 - F. CRRA FY 2009 Data;
 - G. SEEC Form 11, Notice To Executive Branch State Contractors And Prospective State Contractors Of Campaign Contribution And Solicitation Ban;
 - H. Certification Concerning Nondiscrimination;

- I. Contractor's Certification Concerning Gifts; and
- J. President's Certification Concerning Gifts.

Terms used, but not defined, in this Instructions To Proposers shall have the same respective meanings assigned to such terms in the Agreement.

4. Communications With CRRA Staff and Board Members

Except as otherwise authorized by this Instructions To Proposers, during the period while the RFP process is active (i.e., from the date CRRA issues the RFP until the date the successful proposer accepts the Notice Of Award), firms contemplating or preparing proposals are prohibited from contacting CRRA staff or CRRA Board of Director members in an ex parte manner to discuss the RFP submission process. A firm's proposal shall be rejected if any of the foregoing ex parte communications take place.

5. Scope Of Services

CRRA is seeking proposals from qualified firms to collect certain electronics, generated only by residential and municipal sources, including but not limited to, televisions, computers and computer accessories, VCRs, copiers, printers, radios, and stereos. The services will consist of One-Day Collection events and Drop-Off Collections.

Specific instructions about how the Services are to be performed are included in the Agreement. The Services will be performed in accordance with and as required by the Contract Documents, including but not limited to, the scope of services set forth in **Exhibit A** (the "Scope Of Services") of the Agreement.

6. Availability of RFP Package Documents

Complete sets of the RFP Package Documents may be obtained on the World Wide Web beginning Monday, September 14, 2009 at:

<http://www.crra.org> under the "Business Opportunities" page; select the "RFP: Electronics Recycling Collection Services" link.

The RFP Package Documents are in PDF format. The forms included in the RFP Package Documents are also available for downloading in Microsoft Word format at the same place on CRRA's web site where the PDF of the RFP is located. Prospective proposers can fill the forms out by typing the answers on their computer's keyboard. The forms can then be printed and submitted with the proposal. CRRA encourages firms to make use of the downloadable Word forms.

The RFP Package Documents are also available Monday through Friday, from 8:30 a.m. to 5:00 p.m. at CRRA's offices, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, beginning on the same date. Anyone intending to pick up the documents at CRRA's offices must contact Ronald Gingerich [(860) 757-7703] at least 24 hours in advance.

7. Notice of Interest

CRRA encourages firms interested in this RFP to submit a Notice Of Interest Form (Section 3 of the RFP Package Documents) to CRRA by 3:00 p.m., Wednesday, October 1, 2009. The Notice Of Interest Form is available on CRRA's web site along with the other RFP documents. While not mandatory, CRRA will use the information provided on the form to notify prospective proposers about the availability of addenda and other information related to the RFP.

8. Addenda And Interpretations

CRRA may issue Addenda to the RFP Package Documents that shall, upon issuance, become part of the RFP Package Documents and binding upon all potential or actual proposers for the Services. Such Addenda may be issued in response to requests for interpretation or clarification received from potential proposers. Any request for interpretation or clarification of any documents included in the RFP Package Documents must be **submitted in writing to Ronald Gingerich by e-mail (rgingerich@crra.org), by fax (860-757-7742), or by correspondence (CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722). To be given consideration, any such written request must be received by CRRA by 3:00 p.m., Wednesday, October 1, 2009.**

Addenda, if any, will be mailed and/or e-mailed to all persons who submitted a Notice Of Interest Form (see Section 7, above) or who picked up or requested from CRRA a printed copy of the RFP Package Documents. Such addenda will also be posted on CRRA's web site (<http://www.crca.org> on the "Business Opportunities" page under the "RFP: Electronics Recycling Collection Services" heading). Such addenda will be mailed/e-mailed and posted on the web site no later than three (3) days before the submittal deadline (i.e., by Friday, October 16, 2009).

Failure of any proposer to receive any such Addenda shall not relieve such proposer from any conditions stipulated in such Addenda. Only questions answered or issues addressed by formal written Addenda will be binding. **All oral and other written responses, statements, interpretations or clarifications shall be without legal effect and shall not be binding upon CRRA.**

9. Proposal Submittal Procedures

Sealed proposals shall be submitted no later than 3:00 p.m., Eastern Time, Wednesday, October 14, 2009 at the offices of CRRA, 100 Constitution Plaza, 6th Floor, Hartford, Connecticut 06103-1722, Attn: Ronald Gingerich. Proposals received after the time and date set forth above shall be rejected.

10. Number Of Copies

Each proposer must submit one (1) original and three (3) copies of its proposal. The original proposal shall be stamped or otherwise marked as such.

Each proposal (the original and three copies) shall be enclosed in a sealed envelope that shall be clearly marked "Proposal for Electronics Recycling Collection Services."

11. Period Proposals Shall Remain Open

Proposals shall remain open and subject to acceptance for ninety (90) days after the proposal due date.

12. Non-Negotiability Of The Agreement

The terms and conditions of the Agreement (Section 14 of the RFP Package Documents), as attached, are non-negotiable. Any potential proposer that will be unable to execute the Agreement, as attached, should not submit a proposal.

13. Modification/Withdrawal Of A Proposal

Proposals may be modified or withdrawn by an appropriate document duly executed (in the manner that a proposal must be executed) and delivered to CRRA's office at any time prior to the proposal due date.

14. Proposal Contents

Proposals shall be submitted on forms provided by CRRA as part of this proposal package, all of which forms must be completed with the appropriate information required and all blanks on such forms filled in.

A proposal must consist of the following and be in the following order:

- (a) Title page, including the title of the solicitation, the name of the proposer and the date the proposal is submitted;
- (b) Cover letter, signed by a person authorized to commit the proposer to the contractual arrangements with CRRA, which includes the following:
 - (1) The name of the proposer;
 - (2) The legal structure of the proposer (e.g., corporation, joint venture, etc.);
 - (3) A clear statement indicating that the attached proposal constitutes a firm and binding offer by the proposer to CRRA considering the terms and conditions outlined in the RFP; and
 - (4) The proposer's promise, if any, to set aside a portion of the contract for legitimate minority business enterprises (see Section 16.2 of this Instructions To Proposers);
- (c) Table of Contents for the proposer's proposal;
- (d) The completed Proposal Form (Section 4 of the RFP Package Documents), with Addenda, if any, listed in the appropriate place (Page 3), the name and address of

the contact for Notices listed in the appropriate place (Page 6) and the completed agreement section (Page 7);

- (e) The completed Pricing Form (Section 5 of the RFP Package Documents);
- (f) The completed Issues And Questions To Be Addressed Form (Section 6 of the RFP Package Documents);
- (g) The completed Background And Experience Form (Section 7 of the RFP Package Documents);
- (h) A completed References Form (Section 8 of the RFP Package Documents);
- (i) The completed Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety form (Section 9 of the RFP Package Documents), with the proposer's most recent EEO-1 data attached if the proposer wishes such data to be considered in the evaluation of its proposal;
- (j) The completed Certification Concerning Nondiscrimination (Section 10 of the RFQ Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court); with the proposer's nondiscrimination policies and procedures attached;
- (k) The completed Background Questionnaire (Section 11 of the RFP Package Documents) (subscribed and sworn before a Notary Public or Commissioner of the Superior Court);
- (l) A copy of the proposal submitter's up-to-date certificate of insurance showing all current insurance coverage.

Proposers should not include in their proposals any other portions of the RFP Package Documents (e.g., this Instructions To Proposers or the Agreement).

Proposer may include additional information as an addendum/appendix to its proposal if the proposer thinks that it will assist CRRA in evaluating the proposer's proposal. A proposer should not include information that is not directly related to the subject matter of this solicitation.

15. Proposal Opening

All proposals will be opened at CRRA's convenience on or after the proposal due date.

CRRA reserves the right to reject any or all of the proposals, or any part(s) thereof, and/or to waive any informality or informalities in any proposal or the RFP process for this Project.

16. Proposal Evaluation

The award of the contract for the Services will be made, if at all, to the proposer(s) whose evaluation by CRRA results in CRRA determining that such award to such proposer(s) is in the best interests of CRRA. **However, the selection of a proposer(s) and the award of such contract, while anticipated, are not guaranteed.**

CRRA is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, contracting, or business practices. CRRA is committed to complying with the Americans with Disability Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

16.1 Evaluation Criteria

CRRA will base its evaluation of proposals on the following criteria, which are not necessarily presented in order of importance:

- (a) Cost;
- (b) Proven ability of the proposer to perform the Services required by the Contract Documents;
- (c) Any other factor or criterion that CRRA, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.

16.2 Affirmative Action Evaluation Criteria

All proposals will also be rated on the proposer's demonstrated commitment to affirmative action. Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies* require CRRA to consider the following factors when awarding a contract that is subject to contract compliance requirements:

- (a) The proposer's success in implementing an affirmative action plan (see Question 4 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 9 of the RFP Package Documents));
- (b) The proposer's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the *Regulations of Connecticut State Agencies*, inclusive (see Question 5 of the Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety (Section 9 of the RFP Package Documents));
- (c) The proposer's promise to develop and implement a successful affirmative action plan (see Question 4B of the Questionnaire Concerning Af-

firmative Action, Small Business Contractors And Occupational Health And Safety (Section 9 of RFP Package Documents));

- (d) The proposer's submission of EEO-1 data indicating that the composition of its work force is at or near parity when compared to the racial and sexual composition of the work force in the relevant labor market area (See Section 14(i) of this Instructions To Proposers); and
- (e) The proposer's promise to set aside a portion of the contract for legitimate minority business enterprises (see Section 14(b) of this Instructions To Property Appraisers).

CRRA will base its evaluation of the proposals on cost, qualifications, proven ability of proposer to perform the Services required by the Contract Documents and any other factor or criterion that CRRA, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.

17. Contract Award

If the contract is to be awarded, CRRA will issue to the successful proposer(s) a Notice Of Award within ninety (90) days after the proposal due date.

CRRA reserves the right to correct inaccurate awards resulting from CRRA's errors. This may include, in extreme circumstances, revoking a Notice Of Award already made to a proposer and subsequently awarding the Notice Of Award to another proposer. Such action by CRRA shall not constitute a breach of this RFP by CRRA since the Notice Of Award to the initial proposer is deemed to be void ab initio and of no effect as if no Agreement ever existed between CRRA and the initial proposer.

18. Contractor's Certification Concerning Gifts

Pursuant to *Connecticut General Statutes* Section 4-252, the apparently successful proposer(s) must submit a document certifying that it has not given any gifts to certain individuals between the date CRRA started planning the RFP and the date the Agreement is executed. If the apparently successful proposer does not execute the Certification, it will be disqualified for the Agreement. The dates between which the proposer may not give gifts and the identities of those to whom it may not give gifts are specified in the attachment to the Notice Of Award included in the RFP Package Documents (see Attachment A to Section 13 of the RFP Package Documents).

19. Proposer's Qualifications

CRRA may make any investigation deemed necessary to determine the ability of any proposer to perform the Work required. Each proposer shall furnish CRRA with all such information as may be required for this purpose.

20. Proposal Preparation And Other Costs

Each proposer shall be solely responsible for all costs and expenses associated with the preparation and/or submission of its proposal, or incurred in connection with any interviews and negotiations with CRRA, and CRRA shall have no responsibility or liability whatsoever for any such costs and expenses.

**REQUEST FOR PROPOSALS
FOR
ELECTRONICS RECYCLING COLLECTION SERVICES**

**SECTION 3
NOTICE OF INTEREST FORM**



NOTICE OF INTEREST FORM

Individuals and firms that have an interest in the Connecticut Resources Recovery Authority ("CRRA") solicitation listed below are encouraged to submit this Notice Of Interest Form to CRRA as early as they can. Forms should be submitted no later than the date specified below. Request For Bids/Proposals/Qualifications documents and other information released by CRRA related to the solicitation will be directly provided to those firms that have submitted this Form to CRRA by the Form Due Date.

Solicitation:	Electronics Recycling Collection Services
Form Due Date/Time:	3:00 p.m., Wednesday, October 1, 2009

Provide the following information about the individual/firm and the contact person for the firm.

Name of Individual/Firm:	
Name of Contact Person:	
Title of Contact Person:	
Mailing Address:	
Address 2	
City, State, Zip Code	
Telephone Number:	
Fax Number:	
E-Mail Address:	

Submit this form to the CRRA contact listed below via e-mail, fax or correspondence as listed below.

CRRRA Contact:	Ronald Gingerich
E-Mail Address:	<u>rgingerich@crra.org</u>
Fax Number:	860-757-7742
Correspondence Address:	Connecticut Resources Recovery Authority 100 Constitution Plaza, 6th Floor Hartford, CT 06103

**REQUEST FOR PROPOSALS
FOR
ELECTRONICS RECYCLING COLLECTION SERVICES
FOR THE
MID-CONNECTICUT RESOURCE RECOVERY FACILITY**

**SECTION 4
PROPOSAL FORM**



PROPOSAL FORM

PROJECT: [Dependent on where and for whom collections are held]
RFP NUMBER: 10-OP-003
CONTRACT FOR: Electronics Recycling Collection Services
PROPOSAL SUBMITTED TO: Connecticut Resources Recovery Authority
100 Constitution Plaza, 6th Floor
Hartford, Connecticut 06103-1722

1. DEFINITIONS

Unless otherwise defined herein, all terms that are not defined and used in this Proposal Form (a "Proposal") shall have the same respective meanings assigned to such terms in the Contract Documents.

2. TERMS AND CONDITIONS

The undersigned (the "Proposer") accepts and agrees to all terms and conditions of the Request For Proposals, Instructions To Proposers, the Agreement and any Addenda to any such documents. This Proposal shall remain open and subject to acceptance for ninety (90) days after the proposal due date.

If CRRA issues a Notice Of Award to Proposer, Proposer shall within ten (10) days after the date thereof:

- (a) Execute and deliver to CRRA the required number of counterparts of the non-negotiable Agreement;
- (b) Execute and deliver to CRRA the Contractor's Certification Concerning Gifts;
- (c) Deliver to CRRA the requisite certificates of insurance;
- (d) Deliver to CRRA the requisite Performance Security;

- (e) Execute and deliver to CRRA all other Contract Documents attached to the Notice Of Award along with any other documents required by the Contract Documents; and
- (f) Satisfy all other conditions of the Notice Of Award.

3. PROPOSER'S OBLIGATIONS

Proposer proposes and agrees, if this Proposal is accepted by CRRA and CRRA issues a Notice Of Award to Proposer, to the following:

- (a) To perform, furnish and complete all the Services as specified or indicated in the Contract Documents and Agreement for the prices specified in Proposer's Pricing Form and in accordance with the terms and conditions of the Contract Documents and Agreement; and
- (b) At the request of CRRA and if the successful Proposer qualifies, to apply with the State of Connecticut Department Administrative Services, and to do all that is necessary to make itself qualify, as a Small Contractor and/or Minority/Women/Disabled Person Business Enterprise in accordance with Section 4a-60g of the *Connecticut General Statutes*.

4. PROPOSER'S REPRESENTATIONS CONCERNING NON-NEGOTIABILITY OF THE AGREEMENT

In submitting this Proposal, Proposer acknowledges and agrees that the terms and conditions of the Agreement (including all Exhibits thereto), as included in the RFP Package Documents, are non-negotiable, and Proposer is willing to and shall, if CRRA accepts its Proposal for the Services and issues a Notice Of Award to Proposer, execute such Agreement. However, CRRA reserves the right to negotiate with Proposer over Proposer's price for the Services submitted on its Pricing Form.

5. PROPOSER'S REPRESENTATIONS CONCERNING EXAMINATION OF CONTRACT DOCUMENTS

In submitting this Proposal, Proposer represents that:

- (a) Proposer has thoroughly examined and carefully studied the RFP Package Documents and the following Addenda, receipt of which is hereby acknowledged (list Addenda by Addendum number and date):

Addendum Number	Date Issued

- (b) Without exception the Proposal is premised upon performing, furnishing and completing the Services required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures (if any) that may be shown, indicated or expressly required by the Contract Documents;
- (c) Proposer is fully informed and is satisfied as to all Laws And Regulations that may affect cost, progress, performance, furnishing and/or completion of the Services;
- (d) Proposer has studied and carefully correlated Proposer's knowledge and observations with the Contract Documents and such other related data;
- (e) Proposer has given CRRA written notice of all conflicts, errors, ambiguities and discrepancies that Proposer has discovered in the Contract Documents and the written resolutions thereof by CRRA are acceptable to Proposer;
- (f) If Proposer has failed to promptly notify CRRA of all conflicts, errors, ambiguities and discrepancies that Proposer has discovered in the Contract Documents, such failure shall be deemed by both Proposer and CRRA to be a waiver to assert these issues and claims in the future;
- (g) Proposer is aware of the general nature of work to be performed by CRRA and others that relates to the Services for which this Proposal is submitted; and
- (h) The Contract Documents are generally sufficient to indicate and convey understanding by Proposer of all terms and conditions for performing, furnishing and completing the Work for which this Proposal is submitted.

6. PROPOSER'S REPRESENTATIONS CONCERNING INFORMATION MADE AVAILABLE

In submitting this Proposal, Proposer acknowledges and agrees that Proposer shall not use any information made available to it or obtained in any examination made by it in connection with this RFP in any manner as a basis or grounds for a claim or demand of any nature against CRRA arising from or by reason of any variance which may exist between information offered or so obtained and the actual materials, conditions, or structures encountered during performance of any of the Services.

7. PROPOSER'S REPRESENTATIONS CONCERNING STATE OF CONNECTICUT TAXES

In submitting this Proposal, Proposer acknowledges and agrees that CRRA is exempt from all State of Connecticut taxes and assessments, including sales and use taxes. Accordingly, Proposer shall not charge CRRA any State of Connecticut taxes or assessments at any time in connection with Proposer's performance of this Agreement, nor shall Proposer include any State of Connecticut taxes or assessments in any rates, costs, prices or other charges to CRRA hereunder. Proposer represents and warrants that no State of Connecticut taxes or assessments were included in any rates, costs, prices or other charges presented to CRRA in any proposal or other submittal to CRRA in connection with this RFP.

8. PROPOSER'S REPRESENTATIONS CONCERNING DISCLOSURE OF INFORMATION

In submitting this Proposal, Proposer:

- (a) Recognizes and agrees that CRRA is subject to the Freedom of Information provisions of the *Connecticut General Statutes* and, as such, any information contained in or submitted with or in connection with Proposer's Proposal is subject to disclosure if required by law or otherwise; and
- (b) Expressly waives any claim(s) that Proposer or any of its successors and/or assigns has or may have against CRRA or any of its directors, officers, employees or authorized agents as a result of any such disclosure.

9. PROPOSER'S REPRESENTATIONS CONCERNING NON-COLLUSION

By submission of this Proposal, the Proposer, together with any affiliates or related persons, the guarantor, if any, and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, to the best of its knowledge and belief:

- (a) The prices in the Proposal have been arrived at as the result of an independent business judgment without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, as to any matter relating to such prices and any other person or company;
- (b) Unless otherwise required by law, the prices that have been quoted in this Proposal have not, directly or indirectly, been knowingly disclosed by the Proposer prior to the "proposal opening" to any other person or company;
- (c) No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit, or not to submit, a proposal for the purpose of restricting competition;
- (d) Proposer has not directly or indirectly induced or solicited any other proposer to submit a false or sham proposal; and

- (e) Proposer has not sought by collusion to obtain for itself any advantage for the Services over any other proposer for the Services or over CRRA.

10. PROPOSER'S REPRESENTATIONS CONCERNING RFP FORMS

By submission of this Proposal, the Proposer, together with any affiliates or related business entities or persons, the guarantor, if any, and any joint ventures, hereby represents that, under risk of termination of the Agreement, if awarded, all of the forms included in the RFP that are submitted to CRRA as part of its Proposal are identical in form and content to the preprinted forms in the RFP Package Documents except that information requested by the forms has been inserted in the spaces on the forms provided for the insertion of such requested information.

11. PROPOSER'S WAIVER OF DAMAGES

Proposer and all its affiliates and subsidiaries understand that by submitting a Proposal, Proposer is acting at its and their own risk and Proposer does for itself and all its affiliates, subsidiaries, successors and assigns hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting from:

- (a) Any action or inaction on the part of CRRA or any of its directors, officers, employees or authorized agents concerning the evaluation, selection, non-selection and/or rejection of any or all proposals by CRRA or any of its directors, officers, employees or authorized agents;
- (b) Any agreement entered into for the Services (or any part thereof) described in the Contract Documents; and/or
- (c) Any award or non-award of a contract for the Services (or any part thereof) pursuant to the Contract Documents.

12. PROPOSER'S REPRESENTATION REGARDING THE CONNECTICUT CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreement or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to CRRA's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Section 12 [SEEC Form 11] of the Contract Documents.

13. ATTACHMENTS

The following documents are attached hereto and made a part of this Proposal:

- (a) The completed Pricing Form;

- (b) The completed Issues And Questions To Be Addressed Form;
- (c) The completed Background And Experience Form;
- (d) The completed References Form;
- (e) Questionnaire Concerning Affirmative Action, Small Business Contractors And Occupational Health And Safety that has been completely filled out by the Proposer;
- (f) Certification Concerning Nondiscrimination that has been completely filled out and by the Proposer and signed before a Notary Public or Commissioner of the Superior Court, with the Proposer's nondiscrimination policies and procedures attached;
- (g) Background Questionnaire that has been completely filled out by the Proposer and signed before a Notary Public or Commissioner of the Superior Court; and
- (h) A copy of the Proposer's up-to-date certificate of insurance showing all current insurance coverage.

14. NOTICES

Communications concerning this Proposal should be addressed to Proposer at the address set forth below.

Proposer Name:	
Proposer Contact:	
Title:	
Street Address 1:	
Street Address 2:	
City, State, Zip Code	
Telephone Number:	
Fax Number:	
E-Mail Address:	

15. ADDITIONAL REPRESENTATION

Proposer hereby represents that the undersigned is duly authorized to submit this Proposal on behalf of Proposer.

AGREED TO AND SUBMITTED ON _____, 2009

Name of Proposer (Firm):	
Signature of Proposer Representative:	
Name (Typed/Printed):	
Title (Typed/Printed):	

**REQUEST FOR PROPOSALS
FOR
ELECTRONICS RECYCLING COLLECTION SERVICES**

**SECTION 5
PRICING FORM**



PRICING FORM

**ELECTRONICS RECYCLING COLLECTION SERVICES
(RFB Number 10-OP-003)**

Proposer affirms that the pricing below represents the entire cost to perform the Services in accordance with the Contract Documents, and that no claim will be made on account of any "overruns" (e.g., increase in wage scales, material prices, delivery delays, taxes, insurance, cost indexes or any other rates affecting this Project), and that each and every such claim is hereby expressly waived by Proposer.

Name of Proposer (Firm):	
Signature of Proposer Representative:	
Name (Type/Print):	
Title:	
Date:	

1. BASE TERM (January 1, 2010 through December 31, 2010)

- (a) The pricing per pound submitted below must be the aggregate price CRRA will pay for Services. The proposer should not include any add-on or additional fees in the proposal.

Price Per Pound	
Dollars	Cents

- (b) Do you propose an annual volume discount that would reduce the prices for One-Day Collection Events once an annual threshold is reached? Volume discount pricing may not be used for One-Day Collection Events on an individual event basis.

Yes No

If you answered "Yes," describe the amount of the discount and how it would be implemented.

- (c) Do you propose a volume discount for Drop-Off Collections ("milk runs") when there are pickups at multiple locations in a single run?

Yes No

If you answered "Yes," describe the amount of the discount and how it would be implemented.

(d) Are any producers' subsidies built into the price per pound?

Yes No

If you answered "Yes," list the identities of such producers.

(e) Do you anticipate any future subsidies?

Yes No

If you answered "Yes," describe how you plan to incorporate them into the price per pound.

(f) Do you propose a Pricing Cap?

Yes No

If you answered "Yes," describe the amount of the pricing cap and how it would be implemented.

(g) Do you propose Revenue Sharing?

Yes No

If you answered "Yes," describe the revenue sharing arrangement you propose.

2. OPTION TERM (January 1, 2011 through December 31, 2011)

- (a) The pricing per pound submitted below must be the aggregate price CRRA will pay for Services. The proposer should not include any add-on or additional fees in the proposal.

Price Per Pound	
Dollars	Cents

- (b) Do you propose an annual volume discount that would reduce the prices for One-Day Collection Events once an annual threshold is reached? Volume discount pricing may not be used for One-Day Collection Events on an individual event basis.

Yes No

If you answered "Yes," describe the amount of the discount and how it would be implemented.

- (c) Do you propose a volume discount for Drop-Off Collections ("milk runs") when there are pickups at multiple locations in a single run?

Yes No

If you answered "Yes," describe the amount of the discount and how it would be implemented.

(d) Are any producers subsidies built into the price per pound?

Yes No

If you answered "Yes," list the identities of such producers.

(e) Do you anticipate any future subsidies?

Yes No

If you answered "Yes," describe how you plan to incorporate them into the price per pound.

(f) Do you propose a Pricing Cap?

Yes No

If you answered "Yes," describe the amount of the pricing cap and how it would be implemented.

(g) Do you propose Revenue Sharing?

Yes No

If you answered "Yes," describe the revenue sharing arrangement you propose.

**REQUEST FOR PROPOSALS
FOR
ELECTRONICS RECYCLING COLLECTION SERVICES**

**SECTION 6
ISSUES AND QUESTIONS TO BE ADDRESSED
FORM**



ISSUES AND QUESTIONS TO BE ADDRESSED FORM

Bidder/Proposer/SOQ Submitter shall respond in the spaces on this and the following pages (add additional sheets of paper as necessary) to the particular issues and questions posed in this Form. Complete written answers are required.

1. The successful proposer will be required to provide equipment needed for the temporary storage and transport of collected electronic equipment for both One-Day Collection Events and Drop-Off Collections. The following is a list of the equipment/supplies that the successful proposer will be required to provide. Place a mark in the box for each of the following equipment/supplies that the proposer will provide. If the proposer will provide any other equipment/supplies, mark the "Other" box and list the additional equipment/supplies that would be provided.

- Pallets
- Pallet Jack
- Gaylord Boxes
- Fork Lift with back-up available at each event
- Tractor Trailer(s) with Lift Gage
- Covered Back-Up Truck or Roll-Off
- Dollies
- Traffic Cones
- Shrink Wrap/Sealing Tape
- Other Equipment (specify):

2. The following is a list of electronics recommended for inclusion in the collection programs. The electronics accepted for the programs shall be generated only by residential and municipal sources.

Place a mark in the box for each type of electronics that are acceptable to proposer. List any other types of electronics that could be included.

- Televisions
- Computers and Computer Accessories
- VCRs
- Copiers
- Printers
- Radios
- Stereos
- Other Electronics (specify):

3. Respond to the questions posed below regarding the services the proposer would provide.

One-Day Collection Events

Maximum number of One-Day Collection Events to be serviced under this Agreement

Specify:

No limit on number of One-Day collections to be serviced under this Agreement

Drop-Off Collections

Maximum number of Drop-Off collections to be serviced under this Agreement

Specify:

No limit on number of Drop-Off collections to be serviced under this Agreement

Geographic Area Services

Geographic limitation of service area for either One-Day or Drop-Off collections

Specify:

No geographic limitations within Connecticut

4. The successful proposer will be required to provide properly trained employees to remove electronics from vehicles and sort, pack and load equipment into containers and trucks. In the spaces below, provide the requested information.

One-Day Collection Events

Indicate the number of staff that would be provided for a collection event:

Describe the labor that would be provided:

5. The successful proposer will be required to provide properly trained employees to remove electronics from vehicles and sort, pack and load equipment into containers and trucks. In the spaces below, provide the requested information.

Drop-Off Collections

Describe the training that would be provided by the proposer to local staff for the safe handling and storage of consumer electronics until removed by Proposer:

Describe the plan for picking up storage containers when full and bringing another container to the transfer station when and if needed:

6. The successful proposer will be responsible for devising the plan and providing equipment to safely remove electronics from cars of residents as well as the inspection, segregation and packing of acceptable electronics for temporary storage and eventual removal from the collection site (see the management standards for large quantity handlers of universal waste found at 40 CFR 273.33, 273.34, 273.36, and 273.37, as well as the Regulations of Connecticut State Agencies ("RCSA") 22a-449-(c)-113(d)(1)(A) through (E)). Any used electronics that are generated from municipal sources shall be managed in accordance with all applicable sections of RCSA 22a-449(c)-113, Standards for Universal Waste Management. See also **Exhibit 5** of the Agreement – *DEP Best Management Practices*).

Describe the plan for handling and storing electronic items that are collected.

7. The successful proposer will be responsible for safety materials to be provided on-site for One-Day collections to handle spills and clean-up of electronics in the case of breakage (see the management standards for large quantity handlers of universal waste found at 40 CFR 273.33, 273.34, 273.36, and 273.37, as well as the Regulations of Connecticut State Agencies ("RCSA") 22a-449-(c)-113(d)(1)(A) through (E)). Any used electronics that are generated from municipal sources shall be managed in accordance with all applicable sections of RCSA 22a-449(c)-113, Standards for Universal Waste Management. See also **Exhibit 5** of the Agreement – *DEP Best Management Practices*).

Describe all safety materials to be provided to personnel for the safe handling and storage of consumer electronics until removed by Proposer.

Empty response box for describing safety materials.

8. The successful proposer will be responsible for the handling and disposal of all wastes generated, both solid and hazardous.

Describe the plan for the proper handling and removal of solid or hazardous wastes that could result from the collection program.

[Empty response area for describing the waste handling and removal plan.]

9. The successful proposer will be responsible for recycling, refurbishing, resale or disposal of electronics collected.

Describe in full your marketing plan for recycling or reuse of materials collected and the proper disposal of items with no potential for recycling or reuse.

10. The successful proposer will be required to provide a Post-Program Report specifying all items collected, with components classified by type and weight, and sites where components were marketed. The Post-Program Report must also include a listing of all hazardous materials and their disposal sites. The Report must be submitted to CRRA thirty (30) days from the completion of the final pick-up of electronics collected under this contract.

Describe in your plan for preparing and submitting the Post-Program Report.

11. List the Receiving Facilities that the proposer intends to use in performing the Services.

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**REQUEST FOR PROPOSALS
FOR
ELECTRONICS RECYCLING COLLECTION SERVICES**

SECTION 7

BACKGROUND AND EXPERIENCE FORM



BACKGROUND AND EXPERIENCE FORM

In the space below, summarize work performed/services provided of a similar nature to that specified in the Contract Documents which has been performed by the bidder/proposer/SOQ submitter and which will enable CRRA to evaluate the experience and professional capabilities of the bidder/proposer/SOQ submitter.

[Attach Additional Pages If Necessary]

[Empty space for submitting work performed/services provided]

**REQUEST FOR PROPOSALS
FOR
ELECTRONICS RECYCLING COLLECTION SERVICES**

**SECTION 8
REFERENCES FORM**



REFERENCES FORM

In space below, provide the names of three (3) references who can attest to the quality of work performed/services provided by Bidder/Proposer. Include job title, affiliation, address, phone number and a brief description of the work performed/services provided for each reference.

REFERENCE 1

Name of Person:	
Title:	
Name of Firm:	
Address:	
Telephone Number:	
Description Of Work Performed:	

REFERENCE 2

Name of Person:	
Title:	
Name of Firm:	
Address:	
Telephone Number:	
Description Of Work Performed:	