



**Town of Middlebury
Request for Proposals
Refuse and Recycling Consumer Program Proposals
Bid 2023**

The Town of Middlebury (hereinafter referred to as “Town”) began a Food Scrap Collection Pilot Program funded by a Department of Energy and Environmental Protection (DEEP) grant on July 1, 2023. Starting in September 2023, the Town is required to obtain a vendor to provide continued program management services for the remainder of the pilot program. Any subsequent pilot program management assistance will be paid for by the town using grant funds that were received in the contract. Therefore, the Town of Middlebury is seeking to obtain a vendor to provide program management assistance services in managing the Food Scrap program as well as developing design options for a long- term program provided that the Town decides to continue the program beyond the end of the pilot program. The Contractor will be tasked with presenting these options to key Town stakeholders including the Board of Selectmen, Board of Finance, Public Works Commission, Town Officials and Town residents. Town is requesting pricing for this assistance as described below and would require all of the work to be accomplished before September 4, 2024.

Background Middlebury Pilot Program:

The Town Transfer Station services approximately 1,500 households. All transfer station customers have been provided the tools to participate in the food scrap collection pilot. Food scrap collection separates food scraps from household trash that are source separated in the home into different colored bags (i.e. food into green bags and waste into orange bags) and delivered to our transfer station where each fraction is separated from the other by bag color and then sent to their proper end disposal facility. In the Middlebury Pilot, the green bags containing food are sent to an Anerobic Digestion facility and the orange bags containing household trash are sent to the MIRA Transfer Station in Torrington, CT.

Sealed quotes shall be delivered by USPS, delivery service or personal delivery. Quotes sent by email or fax will not be considered. Quotes shall be delivered in a sealed envelope clearly marked “Refuse and Recycling Consumer Program Proposals, Bid 2023”. Quotes must be delivered to Connie Brunswick, Finance Office, Middlebury Town Hall, 1212 Whittemore Rd. Middlebury, CT 06762 by **Friday, September 29, 2023 at 10:00am** local time. At that time, bids shall be opened publicly at Middlebury Town Hall, third floor Conference Room, 1212 Whittemore Rd., Middlebury CT 06762.

The Town will provide the successful vendor with any current and historic solid waste information as required. The Town will also provide monthly totals for waste, recycling and food scrap collection for tracking by the Contractor.



Minimum Qualifications

Failure to meet the minimum qualifications set forth in this procurement shall result in the rejection of a quote as unqualified.

The Contractor chosen to be our consultant (hereinafter referred to as “Consultant”) must have no fewer than five (5) years of experience with municipal solid waste, recycling and waste reduction programs.

Consultant shall carry general liability insurance, including contractual liability coverage, in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in general aggregate. Upon written request, endorsements of insurance policies naming the Town as an additional insured will be provided to the Town by Consultant.

Term

1 year – October 4, 2023 to October 4, 2024

Scope of Services

The Town seeks administrative and consulting services that will provide monthly data reports on participation rate, tonnage of food scraps collected, tonnage of waste reduction, increase in recycling rate and contamination rates. Consultant shall also present optional pathways for the Town of Middlebury to improve future waste management.

Services shall include:

Phase One:

- Consultant shall be required to assist the Town of Middlebury in preparation of all required quarterly and annual reports to DEEP in regards to the Town’s solid waste disposal and recycling programs at the Transfer Station.
- Consultant shall develop a model that would allow for multiple iterations of the following collection and disposal pathways. Each iteration should provide waste reduction estimates as well as 10-year estimated financial projections:
 - Cost comparison and projection of MSW disposal with food scrap diversion vs. cost of MSW disposal containing food scraps.
 - Cost projection for continuation of the co-collection of source-separated food scraps and waste using separate colored trash bags similar to the what is being used pilot program. Use of specific waste bags would be mandatory for food scrap separation but could be optional for disposal of MSW. Specific bags if required would be distributed at the Transfer Station Scale House free of charge to residents with a transfer station permit or provided at cost with no mark-up to residents with a transfer station permit.
 - Grant writing assistance if grants are available to continue food scrap diversion program.
 - Overflow trash options.



- Description and cost analysis of a full Unit Based Pricing with and without food scrap diversion.
- Pathways should include a detailed budget of any grant funding needed to bridge the gap between the current pilot program and a permanent program.
- Pathways should include sample language and suggestions for Town waste ordinance changes if necessary.

Phase Two:

- The Consultant shall provide:
 - A full document for review of all primary pathway options along with the different possible outcomes depending on the type of disposal system that is ultimately chosen.
 - A high-level presentation to be used for briefings and outreach.
 - Assistance with webpage design for recycling information.
- Consultant is expected to present up to four small group briefings which may include Board of Selectmen, Board of Finance, Public Works Commission and Town residents to gain feedback. Consultant shall then adjust and revise pathway options to reflect feedback from attendees.
- Consultant shall also provide up to three final public presentations, at Board and Commission meetings for consideration to move one of the optional pathways forward.

Indemnification

Town shall assume no responsibility or liability for errors or omissions and Consultant will indemnify and hold harmless Town from losses, costs or damages caused by Consultant's acts or those of its agents.

Consultant is not considered an agent or legal representative of the Town for any purpose and is not granted by the execution of this agreement or otherwise, any express or implied right to authority to enter into any agreement on behalf of the Town or in the name of the Town.

Financial Stability

Consultant shall not have filed for bankruptcy in the last ten years and shall certify same to the Town.

Other

The contract for consulting services with the scope of service described above, shall be open for use by other cities and towns in the State of Connecticut.



Pricing

Fee proposals should include the following: All quoted prices shall be the total amount due for the entire term, expressed in US Dollars. Payments shall be made to the Consultant in twelve (12) equal monthly installments, each payable within thirty (30) days of receipt of an invoice, except for disputed invoices, which shall be paid within thirty (30) days of resolution of any disputes.

Name of Company:

Address:

Telephone Number:

Total for Phase One: \$ _____

Total for Phase Two: \$ _____

Minimum Qualification Checklist

Consultant shall review and complete this checklist and shall provide a completed copy of it to the Town as part of its response to this procurement. Failure by the Town to include a minimum requirement in this checklist shall not relieve the Consultant of its requirements to comply with said minimum requirement(s) and shall not prevent the Town from rejecting a Consultant for failure to meet the minimum requirement(s) not listed below.

- | | | | | |
|---|-----|-------|----|-------|
| Five years of experiencing consulting on planning municipal solid waste, recycling and waste reduction programs | Yes | _____ | No | _____ |
| Five years of public engagement experience | Yes | _____ | No | _____ |
| Five years of stakeholder engagement experience | Yes | _____ | No | _____ |
| Have you filed for bankruptcy in the last ten years? | Yes | _____ | No | _____ |
| Do you meet minimum insurance requirements? | Yes | _____ | No | _____ |

Signature of person authorized to bind the company

Date

Misrepresentation of any fact in Consultant's response or on this form shall result in the rejection of Consultant's response to this procurement.