

MUNICIPAL BUILDING
245 DEKOVEN DRIVE
MIDDLETOWN, CT 06457
(860) 638-4895



**CITY OF MIDDLETOWN
REQUEST FOR PROPOSAL**

**RFP #2020-024
Food Waste Collection
in the Sanitation District**

PUBLIC WORKS DEPARTMENT

Proposals due by: Monday, January 11, 2021 by 3:00 pm

QUESTIONS: EMAIL: Purchase@MiddletownCT.gov

**DONNA L. IMME, CPPB
SUPERVISOR OF PURCHASES**

**CARL R. ERLACHER
DIRECTOR OF FINANCE AND REVENUE SERVICES**

TABLE OF CONTENTS

	Page
Invitation to Submit a Proposal	3
Introduction	4
Scope of Services	4-9
Consultant Selection/Qualifications	9-10
General Terms and Conditions	11-13
Equal Opportunity	14-15
Proposal Pages	16-18
Non-Collusive Statement	19
Appendix B Insurance Requirements	20
Bid Return Label	21

REQUEST FOR PROPOSAL
City of Middletown, Middletown, CT

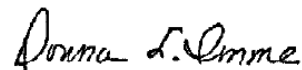
Proposal Documents, addressed to the Supervisor of Purchases, City of Middletown, Room 112, Municipal Building, Middletown, Connecticut 06457, will be accepted until **Monday, January 11, 2021 by 3:00 pm** for the following:

RFP #2020-024
Food Waste Collection in the Sanitation District
Public Works Department

The City of Middletown is seeking proposals for the collection of separated food waste from downtown businesses and restaurants.

Bid documents may be obtained at the Purchasing Office, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, CT., Monday - Friday, between the hours of 8:30 a.m. and 4:30 p.m. **for a fee of \$.50 per page.** It is **preferred** that they are downloaded **free of charge on the City of Middletown web site:** www.MiddletownCT.gov.

The City of Middletown reserves the right to waive any defect in any qualification statement and reserves the right to reject any or all qualification statements or any part thereof. Qualification Statements, amendments to or withdrawals of qualification statements received after the time set for the receipt of proposals will not be considered.



Donna L. Imme, CPPB
Supervisor of Purchases

Dated: **12/04/2020**
Middletown, Connecticut

INTRODUCTION

The City of Middletown is seeking proposals for the collection of separated food waste from downtown businesses and restaurants in an effort to reduce waste and meet the State of Connecticut waste diversion goal of 60% by 2024.

The bidder would be responsible for:

- Providing appropriately sized collection containers
- Collecting and transporting the food waste to an anaerobic digester or composting facility
- Working with the City in communicating with customers about the logistics of the program.

The Sanitation District is comprised of 2200 residential and commercial accounts. This service would be offered to approximately 80 restaurants in the Downtown Business District, Washington Street area as well as 2 public schools in the district. As is the nature of business, locations may change as restaurants open and close in the area.

SCOPE OF SERVICES

Distribution of Containers

- The bidder will be responsible for determining container needs for each business with assistance from the Recycling Coordinator.
- The bidder must provide dumpsters or carts, as it so determines, with assistance from the Recycling Coordinator. Adjustments may need to be made once the program begins to optimize diversion and efficiency.
- The containers will be the property of the bidder and will be distributed and serviced by the bidder only.
- The bidder will be responsible for cleaning and maintaining all collection containers.
- Containers must be properly labeled and colors provided must be different than those currently being used by the City of Middletown Public Works Department. All containers must be approved by the Recycling Coordinator.

Communication and Education

The bidder is expected to be an active participant with the City in educating and following up on contamination problems.

- The bidder will work with the City Recycling Coordinator to develop a plan to educate and communicate with the businesses involved.
- The bidder will provide details on how it will assist with educating and communicating with businesses.
- The City will provide its number as the contact for complaints.
- The bidder will provide an email and phone number for the City to report problems to.
- The bidder will explain how it will handle complaints.

Contamination and Rejected loads

- The bidder will be responsible for rejected and contaminated loads.
- The bidder should provide a plan on notifying businesses regarding contamination issues and procedures if container cannot be emptied due to contamination.
- The bidder must state what the procedure is for a rejected load.

Reporting

The bidder will provide monthly reports on the weight of material that is collected and charges. The bidder should specify if they prefer mail or email for the reports and invoicing. Reports should be sent to the Recycling Coordinator at kim.orourke@middletownct.gov or mailed to Middletown Recycling Coordinator, 245 Dekoven Drive, Room 210, Middletown, CT 06457.

Pricing

Pricing should be on a **per ton** basis and should include all costs associated with the collection of the food waste including:

- Collection
- Containers
- Maintenance of containers
- Tip fee
- Education and enforcement outlined in the bid and any other costs associated with this service.

The City will not accept additional charges outside of the price quoted.

Restaurants and Schools located in the Sanitation District

Businesses participating in collection must currently be serviced by the Sanitation District for trash and recycling services.

Business Name	Business Address
Abyssinian Ethiopian	100 D Main Street
American Legion Post 75	58 Bernie Orouke Dr
Amici	200 Main Street
Aresco's Market	80 Liberty St
Asian Restaurant	83 Broad St
B&B Wings and Things	540 Main Street
Brew Bakers	164 Main St
Café 56	62 Court Street
Café Salzburg	213 Court Street
Cantina's	74 Court Street
Cardinal Pizza Restaurant	570 Main Street
Carribbean Flavaz	560 Main Street
Celtic Cavern	386 Main Street
China King	200 Main Street

Community Health Center	635 Main Street
Conspiracy	350 Main Street
Corner Pocket Grill	73 Ferry Street
Dunkin Donuts	613 Washington St.
Dunkin Donuts	423 Main St
Ecualexpress	470 Main Street
Edible Arrangements	100 Main Street
Eli Cannon's	695 Main St
El Pulpo	386 Main Street
Empire Pizza	374 Main Street
Esca	437 Main St
Fiores II	332 Main Street
Five Guys Burgers & Fries	560 Washington St
Forbidden City	335 Main St
Ford News	358 Main Street
Forest City Brewing	180 Johnson St
Fujiya Ramen	425 Main Street
Good Vibes Kettle Corn	180 Johnson St
Green Room	124 College St
Hachi LLC	320 Main Street
Herd Restaurant	200-3 Main Street
Illiano's	534 Washington St.
Inn at Middletown	70 Main Street
ION Restaurant	606 Main Street
It's Only Natural Market	575 Main St
Italian Society of Middletown	74 Court Street
Klekolo World Coffee	181 Court St
Krust Pizza	689 Main St
LaBoca	337 Main St
Lan Chi	505 Main St
Long Hill Estate	421 Wadsworth St
Los Primos Mini Market	656 Main Street
Luce	98 Washington St
Main Gourmet Deli	548 Main Street

Mattabasett Canoe Club	80 Harbor Drive
Metro Theater	200 Main Street
Mezzo Grill	106 Court
Middlesex Hospital	28 Crescent St.
Middletown Grocery & Deli	28 Broad St
Mikado	3 Mellilli Plaza
Mondo Pizza	10 Main Street
Moon Light	130 Main Street
Nardelli's	396 Washington St
Neon Deli	130 Cross St
NORA's (+Mobile Ven.)	700 Main St
One MacDonough Place	1 MacDonough Pl
O'Rourke's Diner	620 Main St
Osa	500 Main Street
Perk On Main	386 Main Street
Perkatory Coffee Roasters	725 Main Street
Pho 170	170 Main Street
Pi Café	268 Church Street
Pokemoto	386 Main Street
Powder Hollow Brewery	62 Washington Street
Presto Pizza	344 Main Street
Prince House	114 court St
Public Market	480 Main Street
Puerto Vallarta	200 Main Street
Qawa Coffee	170 Main Street
Ramirez Spanish American Store	530 Main Street
Red & Black Café	45 Broad St
RJ Julia Bookstore Café	413 Main Street
Salsa's 3 Mexican Grill	120 Washington St.
Spoke and Spy Ciderworks	180 Johnson St

Spread Cheese Co.	386 Main St
Star & Crescent	185 High St
Steamed	68 Washington Street
Stella D'oro	109 College Street
Steve's Café	1 Court Street
Stubborn Beauty Brewery	180 Johnson St
St. Vincent De Paul Soup Kitchen	615 Main Street
Sweet Harmony Café	330 Main Street
Tandoor	170-4 Main Street
Thai Garden	300 Middlesex Plaza
The Board Room	110 Washington Street
The Bridge	598 Washington St
The Cooking Company	350 Main Street
The Nutrition Spot	138 College Street
The Remedy	100 Riverview Center
The Whey Stationary	544 Main Street
Tibetan Kitchen	574 Main Street
Tschudin Chocolate	100 Riverview Ceter
Typhoon	360 Main Street
Vecchitto's (+Mob. Vendor)	323 deKoven Drive
Water's Edge	111 Church St
Wayback Burgers	170 Main Street
Wes Wings	156 High Street
WEShop	290 Church St
Zero Degree	312 Main Street
District Schools	Address
MacDonough	66 Spring Street
Snow	299 Wadsworth Street

Invoicing

Monthly invoices should be included with the monthly reports.

Contract Term

The term of this contract shall be for a period of twenty-four (24) months. The contract execution date will be determined once the program is implemented and an executed contract is in place. The City of Middletown reserves the right to renew the contract for up to one additional contract period or one (1) year provided that existing contract pricing will be held firm for the additional contract period, and if to do so is mutually agreeable to the parties. Authorization to renew the contract shall be provided by a written amendment to the contract as authorized by the Mayor's signature.

Disposal Site

The bidder must provide information on where the food waste will be transported and how it will be processed.

Contact Information

The bidder must provide contact information (phone and email) for contact representatives of the company. Additionally, please provide any additional contacts for billing, education, reporting, etc. if applicable.

QUALIFICATIONS

The City of Middletown will select an interested party based on documented capabilities; past like or similar project experience; knowledge of the City of Middletown; technical approach to environmental assessment activities; and proven ability to perform within the project budgets. The City of Middletown is entertaining proposals from vendors with complete capabilities meeting the requirements below:

Minimum requirements:

- Two (2) years' experience in collecting food waste
- Awarded vendor must be registered with the City as a hauler at the time of award. Contact Kim O'Rourke, the Recycling Coordinator at kim.orourke@middletownct.gov to registration.

Responses to this Request for Proposals (RFP) shall include the following:

1. Explanation on means of handling contamination
2. Explanation of proposed concepts of education and outreach for participants
3. References: Submittal of at least three (3) references from clients, at least one of which must be located within the State of Connecticut. The City shall also ensure that references are checked/documents and that the feedback is incorporated into the selection process.
4. Literature on containers to be provided

SUBMITTAL INFORMATION

The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating qualifications. The City may contact any consultant after receiving its submittal to seek clarification of any portion thereof. The City reserves the right to request additional information from any consultant if the City deems such information necessary.

Submittal Deadline

Proposals will be received until 3:00p.m., Monday, January 11, 2021, at which time they will be opened by a representative from the Purchasing Office and recorded as received. Statements received after 3:00 p.m. will not be opened.

GENERAL TERMS AND CONDITIONS

Any prospective respondents must be willing to adhere to the following conditions and must positively state their compliance to them in the qualification statements document.

1. Acceptance or Rejection by the City of Middletown. The City of Middletown reserves the right to accept and or reject any or all Statements submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the City. Respondents whose qualification statements are not accepted shall be notified in writing.
2. Ownership of Proposals – All statements submitted in response to this RFQ are to be the sole property of the City of Middletown and subject to the provisions of Section 1-19 of the Connecticut General Statutes (re: Freedom of Information).
3. Timing and Sequence - Timing and sequence of events resulting from this RFQ will ultimately be determined by the City of Middletown.
4. Oral Agreements - Any alleged oral agreement or arrangement made by the Proposer with any agency or employee will be superseded by the written agreement.
5. Amending or Canceling Requests - The City of Middletown deserves the right to amend or cancel this RFQ, prior to the due date and time, if it chooses to do so for any reason.
6. Rejection for Default or Misrepresentation - The City of Middletown reserves the right to reject the statement of the Proposer which is in default of any prior contract of for misrepresentation.
7. City's Clerical Errors in Awards - The City of Middletown reserves the right to correct inaccurate awards resulting from its clerical errors.
8. Rejection of Qualified Proposals - Statements are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the RFQ.
9. Changes to Statements - No additions or changes to the original Statements will be allowed after submittal.
10. Collusion - By responding, the Proposer implicitly states that the Statements is not made in connection with any competing entity submitting a separate response to the RFQ, and is in all respect fair and without collusion or fraud. It is further implied that the Proposer did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ prior to its issuance, and that no employee of the City participated directly or indirectly in the Proposer's Statements preparation. The respondent shall be required to complete and submit the Non-collusive Statement incorporated herein with their Statements.
11. Contract Requirements - A formal contractual arrangement will be entered into with the Proposer selected as per the City of Middletown's standard form of Agreement. The contents of the Statements submitted by the successful respondent and the RFQ will become part of any contract award.
12. Rights Reserved to the City of Middletown – It is the intent of the City to award one (1) contract to the responsible Entity submitting the most qualified Statements. The City of Middletown reserves the right to award in part, to reject any and all Statements in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the City will be served.

However, the City shall reserve the right to make award(s) based upon whatever is in the best interest of the City. Partial Bids – Partial Bids will not be accepted.

13. Termination - If the Proposer fails to fulfill its obligations under this Agreement violates any of the covenants, agreements, or stipulations of this Agreement, or if the City deems that the Proposer's conduct could have a negative effect on the reputation of the City, the City shall have the right, in its sole discretion, to terminate this Agreement immediately. The City also shall have the right, in its sole discretion, to terminate this contract without cause by giving thirty (30) days written notice to the Proposer of such termination specifying the date of such termination. Upon termination of the Agreement, the City shall have no obligation to pay Vendor for services not performed or goods not received. "

14. Interpretations and Addenda - No oral interpretations shall be made to any bidder as to the meaning of any of the Contract Documents or to be effective to modify any of the provisions of the Contract Documents.

Every request for an interpretation shall be made in **writing**, addressed and forwarded to the **Supervisor of Purchases, Municipal Building, 245 DeKoven Drive, Middletown, Connecticut, 06457. Questions may be sent via facsimile to (860) 638-1995 or emailed at purchase@middletownct.gov**

To receive consideration, such questions shall be submitted in writing. **Deadline for submission of questions is Friday, December 18, 2020 by noon (EST).** If the question involves the equality or use of products or methods, it must be accompanied by drawings, specifications or other data in sufficient detail to enable the Supervisor of Purchases to determine the equality or suitability of the product or method. In general, the Supervisor of

Purchases will neither approve nor disapprove particular products prior to the opening of the bids; such products will be considered when offered by the bidder for incorporation into the work.

The Purchasing Supervisor will arrange an Addenda, which shall become a part of the contract, all questions received as above provided and the decision regarding each. The Purchasing Supervisor will post said addenda to the City website at www.middletownct.gov. Non-receipt of said Addenda shall not excuse compliance with said addenda. It is the bidder's responsibility to determine whether any addenda have been issued and if so whether he/she has received a copy of each. Nothing in this section shall prohibit the Purchasing Supervisor from posting Addenda to extend the deadline for the receipt of bids at any time and for any reason.

It is the responsibility of each Proposer to visit our website at www.middletownct.gov to view additional information and/or acknowledge any addenda's issued prior to submitting a Statements.

No alleged "verbal interpretation" shall be held valid. Any addenda issued during the bidding period shall supersede previous information.

15. Certificates of Insurance - The selected Proposer shall be required to provide appropriate Certificates of Insurance as indicated in the Attachment "Insurance Requirements".
16. Withdrawal of Statements - Negligence on the part of the Proposer in preparing the Statements confers no right of withdrawal after the time fixed for the acceptance of the Statements.

- 17. Assigning, Transferring of Agreement - The successful Proposer is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement of its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the City.
- 18. Cost of Preparing Statements - The City shall not be responsible for any expenses incurred by the Proposer in preparing and submitting a Statements. All Statements shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content.
- 19. Time of Completion/Liquidated Damages - The bidder shall be available to commence work within ten (10) consecutive calendar days after receipt of the Notice to Proceed as issued by the City and shall agree to complete the work within the time specified for completion.

Any contract awarded pursuant to this Bid Document shall be subject to a liquidated damages provision whereby the Parties recognize that time is of the essence with this project and that the City will suffer financial loss if the project is not completed within the times specified in the Contract documents, plus any extensions of such deadlines thereof allowed by the City.

The bidder agrees that all extensions made by the City shall be in writing or shall be deemed ineffective. The bidder also recognizes that the delays, expense, and difficulties involved in proving the actual loss suffered by the City if the project is not completed on time. Accordingly, instead of requiring any such proof, the bidder agrees that as liquidated damages for delay (but not as a penalty) bidder shall pay the City four hundred dollars (\$400.00) for each day that expires after the time specified in this section for substantial completion, until the project is determined in good faith to be substantially complete by the City.

After substantial completion has been achieved, if bidder shall neglect, refuse, or fail to complete the remaining work within the time specified in the Contract documents for the completion and readiness for final payment or within the time frame allowed by any proper extension that is granted by the City, the bidder shall pay the City four hundred dollars (\$400.00) for each day that such work is not completed. These liquidated damages will apply to any termination for cause or convenience, with or without cause and without prejudice to any other right or remedy of the City.

- 20. Affirmative Action - Demonstration of commitment to Affirmative Action by full compliance with the regulations of the Commission of Human Rights and Opportunities (CHRO).

**PURCHASING DEPARTMENT
CITY OF MIDDLETOWN
BID ATTACHMENT
CHAPTER 78**

CHAPTER 26, CONTRACTS

**ARTICLE I--EQUAL OPPORTUNITY IN
EMPLOYMENT.**

26-1 Contract Provisions Required

Every contract made by or on behalf of the City of Middletown for the construction, lease, alteration or repair of any public building or public work, or for the purchase, manufacture, sale or distribution of materials, equipment or supplies shall contain provisions providing for equal opportunity in employment.

26-2 Enforcement Officer

The Director of Equal Opportunity and Diversity Management, who is the City's Affirmative Action Officer, shall have the authority to enforce this ordinance.

26-3 Provisions to be Included

- A. Every contract for the construction, alteration or repair of any public building or public work shall contain the following provisions approved by the Office of Equal Opportunity and Diversity Management Director:

The contractor agrees and warrants that in the performance of this contract he or she will not discriminate or permit discrimination against any person or group of

persons on the grounds of age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including, but not limited to blindness, race, religious creed, sex, including pregnancy, transgender status, gender identity or expression, sexual orientation, workplace hazards to reproduction systems, political belief, military or veteran status, or criminal record in accordance with §46a-60(a), (b)(7), (d) (1), 46a-80(b), or 46a-81(b)(c) of the Connecticut General Statutes. This provision is limited to the extent there is a bona fide occupational qualification or a superseding federal or state law. In addition, the Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-51 et seq., (CFEPA), not only prohibits discrimination based on actual physical disability, but also applies to discrimination based on perceived physical disability. The contractor also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the contractor as related to the provisions of this section.

B. The aforesaid provision shall include, but not be limited to, the following: advertising, recruitment, layoff, termination, rates of pay or other forms of compensation, conditions or privileges of employment selection for apprenticeship, selection or retention of subcontractors, or in the procurement of materials, equipment or services.

26.4 Notices to be posted on project site.

The contractor shall hereinafter post on the project site, in conspicuous places available for employees and applicants for employment, notices setting forth its non-discrimination requirements.

26.5 Subcontractors and Suppliers

In all pre-contractual contracts between contractor and any subcontractor or supplier either for work to be performed under a subcontract of for the

procurement of materials, equipment or services, each subcontractor or supplier shall be notified in writing by the contractor of the contractor's obligations under this contract relative to non-discrimination and each subcontractor or supplier, by his contracting agent, shall agree to and be bound by the terms of this Contract.

26.6 Effect on other laws

Nothing contained herein is intended to relieve any contractor from compliance with all applicable federal, state and municipal legislation or provision concerning equal employment opportunity, affirmative action, non-discrimination and related subjects during the term of its contract on this project.

(4/7/80; 3/8/93, 11/1/02, 2/3/03, 6/3/13, 2/4/16, 6/29/20)

**REQUEST FOR PROPOSAL
2020-024
PROPOSAL PAGES**

Issued: **12/04/2020**

Reply Date: **Monday, January 11, 2021 by 3:00 pm**

To: Donna L. Imme, CPPB
Supervisor of Purchases, Room 112
Municipal Building, 245 DeKoven Drive
Middletown, Connecticut 06457

We, the undersigned submit our proposal for consultant services to complete **RFP #2020-024 – Food Waste Collection in the Sanitation District**, in accordance with the Scope of Services outlined in this request and submit for your consideration the following:

RESPONDENT CHECKLIST

We have submitted the following for your review:

1. Cover Letter including Qualifications and Capabilities _____
2. At least three (3) references from clients, one of which must be located within the State of Connecticut _____
3. Past Project Experience _____
4. Schedule of Fees _____
5. Non-Collusive Statement _____
6. Affirmative Action Statement _____
7. Submit two **(2) copies and one (1) Electronic copy on CD, DVD, or USB storage** of Proposal _____

THE BID MUST BE SIGNED BY THE BIDDER TO BE ACCEPTED

COMPANY NAME

SIGNATURE AND TITLE

SCHEDULE OF FEES

SUBMITTALS SHALL INCLUDE ALL APPLICABLE FEES

FIXED-PRICE – FOOD WASTE COLLECTION IN SANITATION DISTRICT

PRICE PER TON \$ _____

_____ (\$ _____)

Written figures

Receipt of Addenda is acknowledged:

Addendum No.1 _____ Date _____

Addendum No.2 _____ Date _____

PLEASE NOTE: All of the information below is REQUIRED. Please do not leave any information blank.

Corporation Name (if applicable)

Company Name

Mailing Address:

Payment Address (If different from mailing addr.):

Address

Address

City, State and Zip

City, State and Zip

FEIN NUMBER: _____ -- _____

Type of Organization: ___ Individual / Sole Proprietor
(Please Check One) ___ Limited Liability Company
 ___ Corporation

Contact Information

Contact Name: _____ **Title:** _____

Additional Contact: _____ **Title:** _____

Phone Number: _____ **Fax:** _____

Email Address: _____

Website: _____

SIGN HERE: I hereby certify that the above information is correct.		
_____	_____	_____
Print or Type Name & Title	Signature	Date

WITH EACH PROPOSAL, THE BIDDER SHALL SUBMIT A SIGNED NON-COLLUSIVE STATEMENT ON THE FORM ENCLOSED HERE-IN

CITY OF MIDDLETOWN CONNECTICUT

NON-COLLUSIVE BID STATEMENT

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder, independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other bidder of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition; and
2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any person prior to the official opening of the bid.

Date

Signed

Company

Address

Telephone Number

Appendix B – Insurance Requirements

RFP #2020-024

Vendor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the City of Middletown as Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Upon request the **Vendor** shall provide a copy of the policy endorsement confirming the additional insured status.

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“VIII. In addition, all Carriers are subject to approval by the City of Middletown.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Aggregate	
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella Liability	Each Occurrence	\$1,000,000
	Aggregate	\$2,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the City of Middletown prior to contract issuance. **Vendor** agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the City.

Any deviation from these requirements for subcontractors must be approved by the City of Middletown. The **Vendor** must obtain Certificates of Insurance from all subcontractors and independent contractors before they are permitted to begin work.

Bid Return Label

Always use Mailing Label below on all packages when submitting bids to the City of Middletown Purchasing Office for clear identification of your bid

Official Documents Enclosed:

RFP #2020-024 – RFP #2020-024 - Food Waste Collection in the Sanitation District

Return Date: Monday, January 11, 2021 by 3:00 pm

**City of Middletown Purchasing Department
Municipal Building Room 112
245 DeKoven Drive
Middletown, CT 06457**

