

REQUEST FOR PROPOSAL

“Office Paper & Newsprint Collection & Recycling Program”

Bid #10-10-11-04

SCOPE

The City of Danbury is seeking the services of a qualified firm to implement an office paper and newsprint collection and recycling program for City owned buildings. Initially, this program is to cover fourteen (14) locations – City Hall, Library, Old Library, Old Jail, Elmwood Hall, Police HQ, Public Works (6), Parks Maintenance, and Hatters Park. The City will reserve the right to add or delete locations as needed.

The selected firm will be required to provide containers, develop and implement procedures for collection of the office paper & newsprint, organize and implement efficient collection routes and schedules, establish and maintain data concerning the process, monitor and report results and determine methods to improve the program.

The initial contract period will be for one (1) year from the date of award, with the option to renew for up to four (4) additional one-year periods by mutual consent.

PROPOSAL

Interested firms are requested to submit three (3) copies of their proposal to the Office of the Purchasing Agent, 155 Deer Hill Avenue, Danbury, CT 06810, during normal business hours by no later than 2:00 PM on Wednesday, November 10, 2010.

Envelopes should be marked: Bid #10-10-11-04 “RFP – Office Paper & Newsprint Collection & Recycling Program”

Proposals should include the following:

1. Qualification Data – to include company background and at least three (3) references with contacts and phone numbers.
2. Work Approach – to include a complete detailing of your firm’s process for providing the subject program – include materials to be provided, a timeline for work to be performed and any/all requirements on the part of the City.
3. Compensation and/or Fee Schedule – to include any and all compensation and/or fees, direct or indirect, one-time or on-going, that the City can expect to receive/pay as a result of the proposed program.
4. Agreement – if your firm has a standard service agreement to be executed for this program, please include for review by the City.

NOTES

1. Any questions regarding this RFP should be directed via fax or e-mail to Mr. Charles Volpe, Purchasing Agent, fax: 203-796-1527, e-mail: c.volpe@ci.danbury.ct.us
2. The City of Danbury reserves the right to reject any or all proposals and to award the contract to the firm deemed to be in its best interest.