

Joanne P. Amitrano  
Town Clerk



**TOWN OF COVENTRY**  
1670 Flat River Road, Coventry, RI 02816  
Tel. (401) 822-9173 Fax (401) 822-9132

## REQUEST FOR PROPOSAL

### CURBSIDE COLLECTION OF SOFT RECYCLING

Sealed bids will be received at the Office of the Town Clerk, Town of Coventry, Town Hall, 1670 Flat River Road, until 10:00 A.M. on **May 24, 2023** at which time they will be opened and read aloud. The award of the contract will be made by the Town Council as soon thereafter as practical. For full bid package of specs visit [www.coventryri.org](http://www.coventryri.org) or [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Specifications and information for bidders may be obtained at the Office of the Town Clerk. Bids are to be submitted on forms furnished by the Town and completed bid forms are to be deposited with the Town Clerk no later than 10:00 A.M. on **May 24, 2023**.

The Bid Envelope must be clearly marked "**CURSIDE COLLECTION OF SOFT RECYCLING**".

TOWN OF COVENTRY

Joanne P. Amitrano  
Town Clerk

**REQUEST FOR PROPOSAL**

**CURBSIDE COLLECTION OF  
SOFT RECYCLING**



**MAY 2023**

**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 by May 24, 2023. 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 17,316 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, or upon scheduled pickup curbside.
- 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, or as acceptable by the contractor.
- 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, or upon scheduled pickup curbside.
- 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:

Recycling Coordinator  
Town of Coventry  
1670 Flat River Road  
Coventry, RI 02816  
(401) 822-6244  
[Recycling@coventryri.org](mailto: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](mailto: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 contractor 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

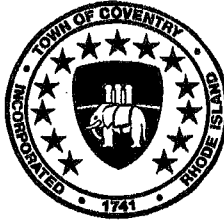
selection of the most qualified and responsive firm in the best interests of the Town.

- 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:

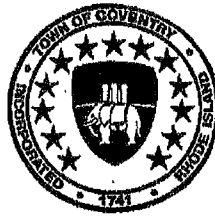
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**GUARANTEE:** Bid price for 90 days from opening date.

Will contractor provide daily service with sanitation service route schedule yes/no

If not, how and when will the Soft Recyclables be collected?

\_\_\_\_\_



**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

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Title

\_\_\_\_\_  
Fax

\_\_\_\_\_  
EMAIL