



**Housatonic Resources Recovery Authority  
Request for Proposals  
For Electronics Recyclers**

**Request Summary:** On behalf of its member municipalities the Housatonic Resources Recovery Authority (HRRRA) requests proposals from electronics recyclers who are covered electronic recyclers (CER) under the regulations adopted by the CT DEEP pursuant to PA 07-189, for collecting and recycling covered electronic devices (CED) and other residential electronics from its member municipalities.

**Term of Agreement:** July 1, 2022 – June 30, 2025 with possible extension based on mutual agreement.

**Proposal Response Due Date:** May 6, 2022, no later than 3:00 p.m. EDT

**Minimum Vendor Requirements:**

1. Maintain continuous approval by CT DEEP during the term of the contract as a CER.
2. Maintain minimum insurance coverage throughout the contract as detailed below:
  - a. Comprehensive General Liability insurance with a broad form endorsement with a minimum combined single limit coverage for bodily injury and property damage of not less than three million (\$3,000,000) dollars on a per occurrence basis;
  - b. Automobile Liability insurance covering **all owned, non-owned or hired vehicles** with a minimum combined single limit coverage of not less than one million (\$1,000,000.00) dollars on a per occurrence basis;
  - c. Workers' Compensation Insurance in such amounts as required by Connecticut law or certificate of self-insurance issued by the State of Connecticut's Board of Compensation Commissioners pursuant to Section 31-284 of the Connecticut General Statutes; and
  - d. Employer's Liability Insurance with a minimum combined single limit coverage of not less than five hundred thousand (\$500,000.00) dollars.
  - e. **HRRRA and each member municipality must be listed as an additional insured on all policies** except those for workers' compensation and employer's liability insurance.
  - f. HRRRA must receive thirty (30) days advance notice of cancellation of insurance policies.
  - g. HRRRA must receive an original certificate of insurance bearing an original signature.
  - h. HRRRA's name and address must appear on the certificate of insurance as follows:

Housatonic Resources Recovery Authority  
Old Town Hall  
162 Whisconier Road  
Brookfield, CT 06804

**Preferred Vendor Requirements:**

- a. NAID certification
- b. ISO 14001:2004 certification
- c. R2 certification
- d. E-Stewards certification

**Contract Performance Sites and Hours of Operation:**

1. Bethel Transfer Station
  - a. 1 Sympaug Park Road, Bethel, CT 06801
  - b. Tuesday, Thursday, Friday and Saturday from 7:00 am - 3:00 pm.  
Lunch time closed Approximately 12:00 noon - 12:45 pm
2. Bridgewater Public Works Facility
  - a. 324 Hut Hill Road, Bridgewater, CT 06752
  - b. Tuesday, 7:00 a.m. – 1:00 p.m., Saturday, 9:00 a.m. – 1:00 p.m.
3. Danbury Mom & Pop Recycling Center
  - a. 307 White Street, Danbury, CT 06810
  - b. Tuesday, 10:00 a.m. – 5:00 p.m.  
Wednesday, 12:00 noon – 8:00 p.m.  
Thursday – Friday – 10:00 a.m. – 2:00 p.m.  
Saturday – 7:30 a.m. – 3:30 p.m.
4. Kent Transfer Station
  - a. 38 Maple St., Route 341, Kent, CT 06757
  - b. Saturday and Sunday, 8:00 a.m. – 3:00 p.m.
5. New Fairfield Drop Off Center
  - a. 41 Bigelow Road, New Fairfield, CT 06812
  - b. Monday and Saturday, 8:00 a.m. – 3:45 p.m.
6. New Milford Recycling Center
  - a. 18 Young's Field Road, New Milford, CT 06776
  - b. Monday 7:15 a.m. – 1:15 p.m., Tuesday, Thursday & Friday 7:15 a.m. – 3:15 p.m.,  
Wednesday closed, Saturday & Sunday 7:15 a.m. – 3:00 p.m.
7. Newtown Transfer Station
  - a. Ethan Allen Road, Newtown, CT 06470
  - b. Monday – Saturday, 7:00 a.m. – 3:00 p.m.
8. Redding Recycling Center
  - a. 84 Hopewell Woods, Redding, CT 06875
  - b. Monday, Wednesday, Friday and Saturday, 7:30 a.m. – 3:00 p.m.

9. Ridgefield Transfer Station
  - a. 55 South Street, Ridgefield, CT 06877
  - b. Monday – Saturday, 7:30 a.m. – 3:00 p.m.
  
10. Roxbury Transfer Station
  - a. 35 Lower County Road, Roxbury CT
  - b. Tuesday, Wednesday, and Saturday 8:00 a.m. – 3:30 p.m.
  
11. Weston Transfer Station
  - a. 237 Godfrey Road East, Weston CT
  - b. Tuesday-Friday & Saturday 8:00 a.m. – 2:30 p.m.
  
12. Wilton Transfer Station
  - a. 71 Mather Street, Wilton, CT 06897
  - b. Monday, Tuesday & Thursday 7:00 a.m. – 3:30 p.m. Saturday 9:00 a.m. – 12:00 p.m.

### **HRRRA Background**

The Housatonic Resources Recovery Authority, also known as HRRRA, is the regional, governmental municipal solid waste (MSW) and recycling management organization for the Housatonic Valley municipalities of **Bethel, Bridgewater, Brookfield, Danbury, Kent, New Fairfield, New Milford, Newtown, Redding, Ridgefield, Roxbury, Sherman, Weston, Wilton** representing a population of 266,500. Additional information on HRRRA's history and mission is available at [www.hrra.org](http://www.hrra.org)

### **Chosen Vendor Responsibilities**

1. Provide enough Gaylord or similar type containers to performance sites for expected volume of CEDs and other electronic devices with readily available back up for overflow situations, all labeled with the type of electronics each is intended to collect.
2. Provide open ended shipping containers to performance sites to house the Gaylords and keep them out of the elements.
3. Provide all labor and equipment for loading, pick up and transport of filled containers within twenty-four (24) hours of call from the municipality for service.
4. Provide training to local personnel at each performance location on proper collection protocols required for optimal service (separation, items accepted, identification of commercial electronics, charges/fees, etc.).
5. Provide fact sheets at each performance site for local personnel to distribute to the public covering vendor policy on privacy protection and data destruction, information on where used products go, etc.
6. Provide same service for municipal and public school (K-12) electronics as for CEDs.

7. Provide same service for all other residential electronics not covered under PA 07-189, e.g. VCRs, DVRs, fax machines, digital cameras, telephones, radios, PDAs, MP3 players, DVD players, stereos, speakers, copiers, computer peripherals, fluorescent light bulbs, CFLs, etc. \* *Provide collection boxes for fluorescent light bulbs and CFLs*
8. Send quarterly rebate checks for each municipality to HRRR NLT 30 days after close of quarter.
9. Provide same service for one special collection one-day event per municipality per year, if requested by a participating municipality. Such collection may be held at a centrally located area in the municipality or at the municipality's regular performance site.
10. Provide monthly report to HRRR containing the following information:
  - a. Municipality
  - b. Date of each collection
  - c. Tonnage of each collection for
    - i. CEDs
    - ii. Municipal and school electronics
    - iii. All other residential electronics
11. Transmit reports to HRRR electronically only, by e-mail in pdf format, to Jennifer@hrrr.org, no later than the 10<sup>th</sup> of each month.
12. Provide single point of contact for contract and performance questions with e-mail address and cell phone number to each municipality to resolve any issues affecting contract performance in a timely fashion.

### **Municipal Responsibilities**

1. Provide appropriate, safe location at local performance sites for e-waste drop off that provides safe and easy access for vendor's collection vehicles.
2. Provide vendor and HRRR with a single point of contact for contract and performance questions with e-mail address and cell phone number to resolve any issues affecting contract performance in a timely fashion.
3. Oversee and maintain residential electronics drop off area to minimize contamination of non-program items and proper separation of CEDs as required by vendor.
4. Obtain and maintain the necessary CT DEP permit to operate a local transfer station or recycling center able to accept electronic waste. Provide evidence of such permit to HRRR.
5. Oversee residential drop off process in sufficient detail to reasonably insure that users are residents and/or taxpayers of the municipality or municipalities which the performance site is intended to serve and that commercial electronics are not accepted for drop off.

6. Call vendor at least twenty-four (24) hours in advance to schedule a needed pick up.
7. Distribute vendor-provided information to program users.
8. Respond to the public's questions about the program with information provided by the vendor and/or HRRRA.
9. Provide HRRRA with a single point of contact for the local e-waste recycling program with e-mail address and cell phone number.
10. Provide local public education and advertising of the e-waste recycling program to local residents.

### **HRRRA Responsibilities**

1. Administer and enforce the requirements of the contract between the chosen vendor and the member municipalities and mediate any contract disputes.
2. Collect and maintain certificates of insurance from chosen vendor naming each participating municipality and HRRRA as additional insureds.
3. Distribute monthly tonnage reports to each municipality and aggregate annual tonnage for each municipality's annual DEP report.
4. Advertise electronics recycling program to the public regionally and provide ad copy to municipalities for local advertising.
5. Make decision on any contract extension by a two-thirds (2/3) vote of participating municipal members.
6. Distribute quarterly rebates, if any, to municipalities.

### **Parties to the Proposed Contract**

Parties to the proposed contract will be the chosen vendor and each municipality jointly.

### **Reservation of Rights**

HRRRA and its participating member municipalities reserve the right to negotiate the final terms and conditions of the contract with the chosen vendor. **HRRRA and its participating member municipalities reserve the right to reject any and all proposals.**

### **Questions About RFP**

All questions about this RFP shall be directed to the HRRR Director by e-mail only at Jennifer@hrra.org no later than 3:00 p.m. EDT, April 22<sup>nd</sup>, 2022. Questions asked and a response from HRRR will be provided to all prequalified vendors by e-mail at the same time no later than April 27<sup>th</sup>, 2022. Contacting any participating municipality directly or the HRRR Director by phone shall be grounds for disqualification from the proposal process. Vendors are permitted, however, to visit any and all performance sites during regular hours of operation but in no case shall vendors rely on any information provided by municipal staff at such sites during such visits in preparing their proposals.

**Proposal Due Date and Submission Method**

Prequalified electronics recyclers choosing to submit a proposal shall electronically submit all information required with a signed proposal form, including the other items checklist, all attached to a copy of this RFP no later 3:00 p.m. EDT, May 6<sup>th</sup> 2022, to the HRRR Director at Jennifer@hrra.org.

**Housatonic Resources Recovery Authority  
Request for Proposals for Electronics Recyclers  
Proposal Form**

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Company Owner(s) \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

**Certifications (attach copies/proof)**

\_\_\_\_ CT DEP Certified Electronics Recycler

\_\_\_\_ NAID certification

\_\_\_\_ R2 certification

\_\_\_\_ ISO 14001:2004 certification

\_\_\_\_\_ E-steward certification

Please confirm there will be no charge for any of these services by checking each line.

**No Charge**

- \_\_\_\_\_ Transport and recycling of CEDs –per pound
- \_\_\_\_\_ Shipping container or other acceptable containers - per container
- \_\_\_\_\_ Gaylords or other acceptable containers – per container
- \_\_\_\_\_ Transport and recycling of municipal and public school electronics – per pound
- \_\_\_\_\_ Transport and recycling of non-CED residential electronics – per pound
- \_\_\_\_\_ Transport and handling of fluorescent light bulbs – per bulb or per foot

**No Charge**

- \_\_\_\_\_ Training local personnel at contract performance sites – per session
- \_\_\_\_\_ Loading CEDs and non-CEDs at contract performance sites – per haul
- \_\_\_\_\_ Set up for special collection events if requested by municipality – per day
- \_\_\_\_\_ Detail any charges that may be required for contract performance.

**Rebates**

- \_\_\_\_\_ cents per pound on all CEDS
- \_\_\_\_\_ cents per pound on all non-covered electronics devices

**Other Information Required Checklist**

- \_\_\_\_\_ Provide a list of all electronic devices that will be accepted for recycling, both CEDs and non-CEDs.
- \_\_\_\_\_ Provide all required certificates of insurance naming HRRRA and all participating HRRRA municipalities as additional insureds.
- \_\_\_\_\_ Provide list, contact name and contact phone number for all Connecticut municipalities in which vendor currently collects electronic devices for recycling.

\_\_\_\_\_ Provide copies/proof of any certifications listed on the proposal form.

\_\_\_\_\_ Complete and sign proposal form attached to a copy of the RFP

\_\_\_\_\_ Provide a list of any additional items required from the performance sites, i.e. loading dock, pallet jack, fork lift, loading labor, etc.

\_\_\_\_\_ Provide list of final recycling destination, domestic and foreign, for all electronics, both CEDs and non-CEDs collected by vendor.

\_\_\_\_\_ Provide name of collection/transport company if different from CER and an COI with same limits as required for vendor.

Under penalty of law I swear that I am legally authorized to contract on behalf of \_\_\_\_\_ and certify that the information provided in this proposal is true and accurate and that \_\_\_\_\_ will honor this proposal and comply with all the requirements of the HRRR RFP For Electronics Recyclers for the duration of the contract and any extensions provided for in the RFP.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Date