

Part 3: Attachments

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Attachment 1: Response Forms

1a. Proposer's Information and Acknowledgement Form

Name:

Street Address:

City, State, ZIP Code:

Business Telephone:

Email Address:

Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications to this RFP are understood and unconditionally accepted.

Signature

Date

1b. Proposal Response Form

Contractor Name:

Address:

Phone:

Fax:

Email:

Manager:

Federal ID#

The undersigned hereby certifies that he or she has carefully examined this RFP and plans, and project sites, and has satisfied himself/herself as to all the quantities and conditions,

and understands that in signing this proposal he or she waives all rights to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he or she will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the (City or Town).

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to WestCOG.

1c. Pricing Form, Certification, and Receipt of Addenda

1c (1): Pricing Form - Proposed Fees for All Communities

Note 1: Enter Pricing in numerical dollars and cents (i.e., \$00.00)

Note 2: "Household" equals fifteen (15) gallons or twenty (20) pounds.

Note 3: "Half Household" equals seven (7) gallons or ten (10) pounds.

		Household	Half Household
Base Period	Calendar Year 2027		
	Calendar Year 2028		
	Calendar Year 2029		
	Calendar Year 2030		
	Calendar Year 2031		

1c (2): Certification

Submitted by:	Signature:
Authorized Agent of Company (Name & Title, insert below)	
	Date:

1c (3): Receipt of Addenda

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #	Dated:	Addendum #	Dated:
Addendum #	Dated:	Addendum #	Dated:

1d. Proposer Background Information

		Yes	No
1	Has the Proposer or any of its principals, owners, officers, parents, directors or stockholders holding more than 50% of the stock of the Proposer ever been the subject of a criminal investigation? If you answered "Yes" to Question 1, proceed to Question 1A and, on a separate sheet of paper, state the following: the court in which the investigation is taking or took place; the approximate date the investigation commenced and, if applicable, concluded; the subject matter of the investigation; and the identity of the person or entity involved. If you answered "No" to Question 1, proceed to Question 2.		
1A	Has any indictment arisen out of any such investigation? If you answered "Yes" to Question 1A, proceed to Question 2 and, on a separate sheet of paper, state the following: the name of the person or entity indicted; and the status of any such indictment. If you answered "No" to Question 1A, proceed to Question 2.		
2	Has the Proposer or any of its principals, owners, officers, partners, directors or stockholders holding more than 50% of the stock of the Bidder ever been the subject of a civil investigation? If you answered "Yes" to Question 2, proceed to Question 3 and, on a separate sheet of paper, state the following: the court or other forum in which the investigation took or is taking place; the approximate date the investigation commenced and, if applicable, concluded; the subject matter of the investigation; the identity of the person or entity involved; and the status of the investigation. If you answered "No" to Question 2, proceed to Question 3.		
3	Has any entity (e.g., corporation, partnership, etc.) in which a principal, owner, officer, partner, director or stockholder of the Proposer has an ownership interest in excess of 50% in such entity ever been the subject of a criminal investigation? If you answered "Yes" to Question 3, proceed to Question 3A and, on a separate sheet of paper, state the following: the court in which the investigation is taking or took place; the approximate date the investigation commenced and, if applicable, concluded; the subject matter of the investigation; and the identity of the person or entity involved. If you answered "No" to Question 3, proceed to Question 4.		

		Yes	No
3A	Has any indictment arisen out of any such investigation? If you answered "Yes" to Question 3A, proceed to Question 4 and, on a separate sheet of paper, state the following: the name of the person or entity indicted; and the status of any such indictment. If you answered "No" to question 3A, proceed to Question 4.		
4	Has any entity (e.g., corporation, partnership, etc.) in which a principal, owner, officer, partner, director or stockholder of the Proposer has an ownership interest in excess of 50% in such entity ever been the subject of a civil investigation? If you answered "Yes" to Question 4, on a separate sheet of paper state the following: the court in which the investigation is taking or took place; the approximate date the investigation commenced and, if applicable, concluded; the subject matter of the investigation; the identity of the person or entity involved; and the status of the investigation		
5	Has the Proposer been cited for three or more willful or serious violations of any occupational safety and health act? If you answered "Yes" to Question 5, on a separate sheet of paper state the following: date and nature of the violation(s) for which cited, citing agency, penalty assessed.		
6	Has the Proposer received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the Request for Proposals? If you answered "Yes" to Question 6, on a separate sheet of paper state the following: date of conviction(s), offense(s) for which convicted, name(s) of those convicted and sentences		
7	Has the Proposer been the recipient of one or more ethical violations from the State of Connecticut Ethics Commission during the three-year period preceding the Request for Proposals? If you answered "Yes" to Question 7, on a separate sheet of paper state the following: date and nature of the violation(s) for which cited and penalty assessed.		

1e. Non-Collusion Certificate

Darien, Greenwich, New Canaan, Norwalk, Stamford, and Westport

HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM

(This CERTIFICATION is to be signed by an authorized officer of the Proposer.)

By submission of this proposal, the Proposer identified below, together with any affiliates or related persons, the guarantor and any joint ventures, hereby certifies under penalty of perjury and risk of termination, if awarded, that to the best of its knowledge and belief:

1. The prices in the proposal have been arrived at as the result of an independent business judgment without collusion, consultation, communication, agreement or otherwise for the purpose of restricting competition, as to any matter relating to such prices and any other person or company;
2. Unless otherwise required by law, the prices that have been quoted in this proposal have not, directly or indirectly, been knowingly disclosed by the Proposer prior to "opening" to any other person or company;
3. No attempt has been made or will be made by the Proposer to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;
4. Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham bid;
5. Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer for this service or over the TOWNS; and
6. The person signing this proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification and, under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the Proposer as well as to the person signing on its behalf.

Name: _____

Title: _____

State of _____ County of _____

_____ being fully sworn, deposes and says that he/she is the

_____ of _____, the

Proposer herein, that he/she has read the foregoing statement of non-collusion, and, under the penalty of perjury, certifies that each and every part of said statement is true.

Sworn to before me this ____ day of _____, 2026

_____ Notary Public/Commissioner of the Superior Court

1f. Waiver of Damages Form

HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM

The Proposer and all its affiliates and subsidiaries understand that by submitting a proposal, the Proposer is acting at its and their own risk and the Proposer does for itself and all its affiliates and subsidiaries hereby waive any rights any of them may have to receive any damages for any liability, claim, loss or injury resulting from:

- (1) Any action or inaction on the part of the TOWNS or any of their officials, employees or authorized agents concerning the evaluation and selection of proposals by the TOWNS or any of their officials, employees or authorized agents;
- (2) Any agreement(s) entered into for the services described in the RFP; and/or
- (3) Any award or non-award of a contract, pursuant to such RFP.

Name of Proposer: _____

Signature of Authorized Official: _____

Typed Name of Official: _____

Title: _____

Date: _____

1g. Statement of Qualifications

Please answer the following questions regarding your company's past performance. Attach a financial statement or other supportive documentation. Failure to reply to this instruction may be regarded as justification for rejecting a proposal.

1. Number of years in business:		
2. Number of personnel employed:	Part Time	Full Time

[illegible]

SUBCONTRACTORS: If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

[illegible]

5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)	general partnership		
	limited partnership		
	limited liability corporation		
	limited liability partnership		
	corporation doing business under a trade name		
	individual doing business under a trade name		
	other (specify)		
6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled	Connecticut corporations - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes	No
	Out-of -State corporations - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)	Yes	No
7. CT License/Registration Number:			
8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service <u>if different from what has been indicated on the response form:</u>			
Business Name			
Address			
City, State & Zip			
Name of Agent			

Note: in the case of a Limited Liability Corporation or a Limited Liability Partnership, a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within thirty (30) days of the proposal opening. A listing of the corporate officers, in the case of a corporation, the general or managing partners, in the case of a partnership, or the managers and members in the case of either a limited liability partnership or company will be required within thirty (3) days of the proposal opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets / Total Liabilities)
- b. Working Capital (Current Assets / Current Liabilities)
- c. Current Ratio (Current Assets / Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long-Term Debt – Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential. Additional information may be requested subsequent to your responding to this RFP.

Attachment 2: Insurance Requirements

Liability Coverages	General	Comprehensive Automobile	Excess	Workers' Comp and Employer	Professional	Environmental and Remediation
Darien	\$1m/\$2m	\$1m single limit	\$2m	\$500,000 (3)	Not specified	Not specified
Greenwich	\$1m/\$2m	\$1m single limit	\$5m	CGS min	\$1m	\$5m/\$10m
New Canaan	\$1m/\$2m	\$1m single limit	Not specified	CGS min	Not specified	\$5m/\$5m
Norwalk	\$5m/\$10m	\$5m single limit	Not specified	\$1m/\$1m	\$1m	\$1m/\$2m
Stamford	\$2m/\$2m	\$2m single limit	None	\$500K	None	\$2m
Westport	\$2m/\$4m	\$5m single limit	\$10m	CGS min	\$250K/\$10m	\$10m/\$10m

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the termination of the Agreement for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace.

Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following termination of the Agreement. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage, provided its retroactive date is on or before the Effective Date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of termination of the Agreement.

Certificate Holders:

- Town of Darien: Department of Public Works, 2 Renshaw Road, Town Hall, Room 208, Darien, CT 06820
- Town of Greenwich: James Michel, Department of Public Works, 101 Field Point Road, Greenwich, CT 06830
- Town of New Canaan: Tiger Mann, Director of Public Works, 77 Main Street, New Canaan, CT 06840
- City of Norwalk: Office of Corporation Counsel, 125 East Avenue, Room 237, P.O. Box 5125, Norwalk, Connecticut 06856-5125.
- City of Stamford: Office of Legal Affairs & Risk Management, Stamford Government Center, 888 Washington Boulevard, 10th Floor, Stamford, CT 06901
- Town of Westport: Town of Westport, 110 Myrtle Avenue, Westport, CT 06880, Attn: Town Attorney's Office.

Attachment 3: Performance Security Requirements

The TOWNS shall require performance security as follows:

- Darien: \$10,000 performance bond
- Greenwich: \$15,000 performance bond
- New Canaan: \$20,000 performance bond
- Norwalk: \$20,000 performance bond
- Stamford: no performance bond required
- Westport: \$25,000 performance bond

Attachment 4: First Year Dates, Times and Locations of Household Hazardous Waste Collection Days

Calendar Year 2027			
	Dates	Times	Location
Darien	June 5	9:00 a.m. – 1:00 p.m.	Noroton Heights RR Station (south side parking lot off of Hollow Tree Ridge Road)
Greenwich	May 1	8:00 a.m. – 1:00 p.m.	Island Beach Parking Lot, Arch Street
New Canaan	September 11	8:00 a.m. – 2:00 p.m.	Wastewater Treatment Plant, 394 Main Street
Norwalk	August 14	8:00 a.m. – 2:00 p.m.	Ponus Ridge Stem Academy, 21 Hunters Lane
Stamford	July 10	9:00 a.m. – 2:00 p.m.	Rippowam Middle School, 381 High Ridge Road
Westport	April 17	9:00 a.m. – 2:00 p.m.	Westport Town Hall, 110 Myrtle Avenue

Attachment 5: Household Hazardous Waste Municipal Contacts

Calendar Year 2027

Town/ City	Contact Name	Email Address	Phone Number
Greenwich	Patrick Collins James Michel	Patrick.Collins@greenwichct.org James.Michel@greenwichct.org	203-524-3783 203 618-3001
Darien	Darren Oustafine	DOustafine@darienct.gov	203-656-7365
Stamford	Matt Quinones Dan Colleluori Mike Savona	mquinones@stamfordct.gov DColleluori@StamfordCT.gov Msavona@stamfordct.gov	203-977-4141 203-977-4117 203-977-4605
Norwalk	Chris Torre Vanessa Valadares Thomas Szabo	ctorre@norwalkct.gov vvaladares@norwalkct.gov tszabo@norwalkct.gov	203-854-3203 203-854-7902 203-854-3215
New Canaan	Kristine Ready Lou Boice Tiger Mann	kristine.ready@newcanaanct.gov lou.boice@newcanaanct.gov tiger.mann@newcanaanct.gov	203-594-3090 203-594-3709 203-594-3056
Westport	Deborah Barbieri Larry Roberts	dbarbieri@westportct.gov lroberts@westportct.gov	203-341-1793 203-341-1125

Attachment 6: Household Hazardous Waste Collection Event Recording Form

[illegible]

Attachment 7: Household Hazardous Waste Collection Day Billing Information

City of Norwalk	Department of Public Works 15 South Smith Street Norwalk, CT 06855 Attn: Thomas Szabo	(203) 854-3215
City of Stamford	Office of Operations 888 Washington Boulevard, 10 th Floor P.O. Box 10152 Stamford, CT 06904-2152 Attn: Dan Colleluori	(203) 977-4002 FAX (203) 977-4117
Town of Darien	Department of Public Works 2 Renshaw Road, Darien, CT 06820 Attn: Darren Oustafine	(203) 656-7365
Town of Greenwich	DPW Waste Disposal 101 Field Point Road Greenwich, CT 06830 Attn: Patrick Collins & Bill McCormick	(203) 618-0653 FAX (203) 524-3783
Town of New Canaan	Department of Public Works 77 Main Street, New Canaan, CT 06840 Attn: Don Smith	(203) 594-3702 FAX (203) 594-3700
Town of Westport	Department of Public Works 110 Myrtle Avenue Westport, CT 06880 Attn: Deborah Barbieri	(203) 341-1793 (203) 454-6108 FAX

Attachment 8: Accepted Household Hazardous Waste by Municipality

	Darien	Greenwich	New Canaan	Norwalk	Stamford	Westport
Adhesives	Yes	Yes	Yes	Yes	Yes*	Yes
Aerosol Cans (not empty)	Yes	Yes	Yes	Yes	Yes	Yes
Appliances	No	No	No	No	No	No
Ammonia	Yes	Yes	Yes	Yes	Yes	Yes
Ammunition, Fireworks	No	No	No	No	No	No
Antifreeze	Yes	No	No	No	Yes	Yes
Arts & Crafts Supplies (incl. A&C paint)	Yes	Yes	Yes	Yes	Yes	Yes
Asbestos	No	No	No	No	No	No
Batteries	No	No	No	No	No	Yes
Bleaches	Yes	Yes	Yes	Yes	Yes	Yes
Brake Fluid	Yes	Yes	Yes	Yes	Yes	Yes
Carburetor Cleaner	Yes	Yes	Yes	Yes	Yes	Yes
Cesspool Cleaners	Yes	Yes	Yes	Yes	Yes	Yes
Creosote	Yes	Yes	Yes	Yes	Yes	Yes
Cyanide	Yes	Yes	No	Yes	No	Yes
Drain Cleaners and Openers	Yes	Yes	Yes	Yes	Yes	Yes
Driveway Sealers	Yes	Yes	Yes	Yes	Yes	Yes
Dry Cleaning Fluids	Yes	Yes	Yes	Yes	Yes	Yes
Electronics	No	No	No	No	No	No
Engine and radiator flushes and cleaners	Yes	Yes	Yes	Yes	Yes	Yes
Explosives	No	No	No	No	No	No
Fiberglass Resins	Yes	Yes	Yes	Yes	Yes	Yes
Fireworks	No	No	No	No	No	No
Floor cleaners	Yes	Yes	Yes	Yes	Yes	Yes
Fluorescent light bulbs	No	No	Yes	Yes	No	No
Fuels	Yes	Yes	Yes	Yes	Yes	Yes
Herbicides	Yes	Yes except bulk containers	Yes	Yes	Yes	Yes

Household fire extinguishers	No	No	No	Yes	No	No
Infectious Waste	No	No	No	No	No	No
Insect sprays	Yes	Yes	Yes	Yes	Yes	Yes
Lighter Fluid	Yes	Yes	Yes	Yes	Yes	Yes
Mattresses	No	No	No	No	Yes	No
Mercury thermometers	Yes	Yes	Yes	Yes	Yes	Yes
Metal polish	Yes	Yes	Yes	Yes	Yes	Yes
Moth balls	Yes	Yes	Yes	Yes	Yes	Yes
Motor oils (used and unused)	Yes	No	No	No	Yes	No
Muriatic acid	Yes	Yes	Yes	Yes	Yes	Yes
Old chemistry sets	Yes	Yes	Yes	Yes	Yes	Yes
Oil based paints and primers	Yes	Yes	Yes	Yes (and Latex)	No	Yes
Oven cleaners	Yes	Yes	Yes	Yes	Yes	Yes
Paint	Yes	Yes	Yes except Latex	Yes	Yes	Yes
Paint Strippers	Yes	Yes	Yes	Yes	Yes	Yes
Paint thinners	Yes	Yes	Yes	Yes	Yes	Yes
Pesticides	No if containing 2-4-5T, Silvex	Yes except bulk containers	Yes	Yes	Yes	Yes
Photo chemicals	Yes	Yes	Yes	Yes	Yes	Yes
PCBs	No	No	No	No	No	No
Pool chemicals	Yes	Yes	Yes	Yes	Yes	Yes
Prescription Medicines/Syringes	No	Yes	No	No	No	No
Propane tanks	No	No	No	No	No	No
Propane cylinders	No	No	No	No	No	No
Radioactive Materials	No	No	No	No	No	No
Reactive Materials	No	No	No	No	No	No
Rodent poison	Yes	Yes	Yes	Yes	Yes	Yes

Rubber Cement, Glues	Yes	Yes (solvent based)	Yes	Yes	Yes	Yes
Rug and Upholstery Cleaners	Yes	Yes	Yes	Yes	Yes	Yes
Rust preventatives	Yes	Yes	Yes	Yes	Yes	Yes
Sealants	Yes	Yes	Yes	Yes	Yes	Yes
Smoke Detectors	No	No	No	No	Yes	No
Solvents	Yes	Yes	Yes	Yes	Yes	Yes
Tires	No	No	No	No	No	No
Transmission fluid	Yes	Yes	Yes	Yes	Yes	No
Used Medical Equipment	No	No	No	No	Yes	No
Wood preservatives	Yes except Penta Brand	Yes	Yes	Yes	Yes	Yes

Note: tires are not defined as hazardous materials and are proposed for collection under CT's new tire stewardship program <https://recycletiresct.com/>

Attachment 9: Household Hazardous Waste Event Tabulation (where available)

Town	HHW Event
Darien (2026)	Darien Cars = 143 Out of Town Cars = 133 Half-Households = 128 Households = 118
Greenwich (2019)	Greenwich Cars = 344 Out of Town Cars = 38 Half-Households = 130 Households = 840
New Canaan (2019)	New Canaan Cars = 452 Out of Town Cars = 139 Half-Households = 299 Households = 381
Norwalk (2025)	Norwalk Cars = 356 Out of Town Cars = 96 Half-Households = 204 Households = 152
Stamford (2019)	Stamford Cars = 450 Out of Town Cars = 147 - Households = 112 - Half-Households = 35 Stamford Half-Households = 203 Stamford Households = 278
Westport (2025)	Westport Cars = 232 Out of Town Cars = 106 Westport Half-Households = 88 Westport Households = 318