

**JANUARY 28, 2024**

**REQUEST FOR PROPOSALS  
FOR  
MUNICIPAL TRANSFER STATION SITE ASSESSMENT(S)**

The following questions were submitted to Brendon Dukett, Municipal Services Coordinator, via email between Friday, December 13<sup>th</sup>, 2024 and Friday, January 3<sup>rd</sup>, 2025. Please see the answers below each question. Answers with (M) indicate responses for Meriden, while (NH) indicate responses for New Haven.

**1. Please confirm the number of locations at each facility to be evaluated.**

(M): Meriden has two licensed transfer stations. The main one is location located at 226 Evansville Road, Meriden CT 06451. The second one is a smaller one meant for internal use only and it is located at the Public Works Facility located at 55 Michael Drive, Meriden CT 06451.

(NH): New Haven has 1 transfer station.

**2. Please provide information on how data regarding incoming and outgoing materials are currently tracked and/or maintained. Is any software system in use? Are tipping scales in use? If only manual methods are used, has historical data been entered into a spreadsheet or computer database?**

(M): Currently no software is being used. However, Meriden is reviewing software to allow better metric and data collection. A large truck scale recently became available but has not yet been incorporated into data collection or billing. Some historical data is available via spreadsheets.

(NH): AMCS PC Scale software is currently used. Tipping scales are in use. Not applicable regarding historical data.

**3. Is it preferred that incoming and outgoing materials be quantified by volume or by weight or both?**

(M): Since the bulky waste disposal agreement had two components of billing (can pulls & weight) it would be best to quantify both of the elements.

(NH): Material is currently quantified by weight

**4. For Task 1A.a – are site plans, equipment lists, facility permits, and operation manuals available in PDFs or some other type of file which can transfer easily electronically?**

(M): Yes, site plans and permits are available electronically.

(NH): They are partially electronic.

**5. For Task 1A.c – is our understanding correct that currently, the amount of incoming and outgoing vehicles are not tracked and/or counted in any way? Is there an existing permit system or ticket system of any kind for users of the facility that could serve as a partial source for this information?**

(M): Incoming “user” (residential) vehicles are tracked, however, disposal haul vehicles are not currently monitored except through monthly billing which tells us the number of hauls/cans removed and weight per haul/can. The current ticket system may not be useful since it only tracks the approximate 15 commercial users/haulers. The City has abandoned this program effective 7/1/2025.

(NH): Incoming and outgoing vehicles are tracked using the ticket program through AMCS PC Scale software. Yes and existing permit system is used and a ticket system is used.

**6. For Task 1B.a – how is operational cost data and revenue cost data currently tracked and stored?**

(M): Cost data is tracked via the monthly billing the City receives from its haul/disposal contractor. This information is available and can be incorporated into a spreadsheet.

(NH): Operational cost data and revenue cost data are currently tracked and stored through AMCS PC Scale Software.