

INVITATION TO BID

District-wide Trash Removal and Recycling Bid

East China School District will accept sealed bids for district-wide trash removal as described in the attached specifications. Sealed bids will be accepted until 2:00 p.m. on Monday, March 18, 2019 at which time they will be publicly opened and read aloud. No oral, email, or facsimile proposals will be accepted. It is the intent of the Board of Education to award the contract to the successful bidder on Monday, April 22, 2019.

Bidding period shall be three (3) years commencing on July 1, 2019 and running through June 30, 2022. Bid submission shall be firm for one hundred eighty (180) days from the date of bid opening. Bids must be submitted on the attached bid form and be signed by the bidder. Two (2) signed copies of the bid form should be addressed to the attention of:

**Director of Operations
Kirk Grzelka
1585 Meisner Road
East China, MI 48054**

"TRASH REMOVAL AND RECYCLING BID"

The East China School District Board of Education reserves the right to accept or reject any or all bids; to waive any informality therein; or to award the contract to other than the low bidder, which is in the best interest of the District.

Questions should be directed to Kirk Grzelka, Director of Operations, at (810) 676-1003 or email kgrzelka@ecsd.us.

The East China School District operates according to equal opportunity philosophy.

**EAST CHINA SCHOOL DISTRICT
TRASH REMOVAL BID - SPECIFICATIONS**

1. Specifications are to be considered as the minimum accepted standard. Alternates will be accepted for evaluation only. The primary bid shall be as specified in these documents.
2. Trash pick up shall be completed for all sites **on or before 5:00 p.m.** on the scheduled days. Local laws and ordinances governing noise or nuisance shall be observed.
3. Listed below are building locations where containers are to be placed; number of containers required and number of pick-ups required. A district map is included in the bid package.

<u>LOCATION</u>	<u>NUMBER OF CONTAINERS - SIZE</u>	<u>PICK-UPS PER WEEK*</u>
St. Clair High School	3 - 8 yd.	2 times
Marine City High School	1 - 8 yd.	2 times
St. Clair Middle School	1 - 8 yd.	2 times
Marine City Middle School	2- 8 yd.	2 times
Gearing Elementary School	1 - 8 yd.	2 times
Eddy Elementary School	1 - 8 yd.	2 times
Pine River Elementary School	1 - 8 yd.	2 times
Belle River Elementary School	1 - 8 yd.	2 times
Palms Elementary School	1 - 8 yd.	2 times
Admin. Bldg/Transportation	1 - 8 yd.	2 times
Performing Arts Center	1 - 8 yd.	1 time

*Summer pick-up will be once a week. This period will commence on the first Monday of July and run until the second Monday of August. Full service resumes the third Monday in August.

Note: Pick-up day(s) which are scheduled once (1) weekly will be Monday, twice (2) weekly will be Tuesday and Thursday.

4. Contractor shall place state and federally approved covered containers in the numbers noted above at the various locations. Should additional containers be required at a later date, they will be provided at a cost per container per month as bid.
5. Contractor agrees to abide by the schedule **as specified**. In instances where this schedule cannot be met because of unusual circumstances, the contractor will contact the Director of Operations at (810) 676-1003 as soon as possible. However, this action **will not** relieve the contractor of their responsibility to provide such services as are necessary to completely remove any and all accumulated trash and refuse caused by failure to maintain the schedule.
6. Contractor is responsible for the care and maintenance of all containers under this contract. Any container that becomes unfit for refuse storage, or loses its protection against vermin, shall be replaced at no cost to the District. The District, or his designee, shall notify the contractor of the need for replacement of any unsatisfactory container.
7. Contractor is responsible for keeping all containers in working condition.
8. Contractor shall submit Certificates of ACCORD for the following minimum amounts of coverage; workers compensation - \$100,000 liability - \$300,000, coverage pertaining to vehicles, property damage and public liabilities, personal injury, etc., and shall hold the school district harmless in any incident involving the contractor, its employees, his equipment, and vehicles.
9. Contractors bidding on trash and refuse service for East China School District shall visit each building area and familiarize themselves with container locations and with access to the area.
10. Refuse picked up by the contractor under the terms of this contract must be disposed of in the Smiths Creek Landfill in accordance with the St. Clair County Solid Waste Plan and Regulation #641. The contractor shall maintain any licenses required by State of Michigan DNR / DEQ. All equipment, transportation, disposal fees, and other pertinent expenses necessary for the proper execution of the contract are the responsibility of the contractor and are to be included and considered part of the bid price. The District reserves the right to request a load ticket from each dumping as verification of compliance with Regulation #641 at any time. These tickets shall be provided at no cost to the District.

11. East China School District reserves the right to terminate the contract at any time due to the contractor's failure to comply with the terms of the contract; i.e., placement of approved containers, maintenance of established schedules, care and maintenance of all containers, and appropriate insurance coverage. The District will notify the contractor of termination thirty (30) days prior to any action being instituted. The contractor will be permitted a rebuttal during this period.
12. Contractor shall submit a list of four (4) references complete with names, addresses, phone numbers and a contact person to allow the District to verify ability to meet the terms of this document.
13. Bid prices shall be provided for a period of three (3) years. The District reserves the right to an annual review of compliance with specifications and overall contractor performance. A finding of noncompliance may result in the termination of the contract.
14. The District understands the contractor is subject to a rate adjustment over which it has no control such as dump fees, new legislation, etc. The District will, therefore, review such adjustments in charges annually with the contractor.
15. It shall be the responsibility of the contractor to pay all costs incurred from a cleanup associated with an environmental hazard created by way of release, spill, leak or other means of contamination caused by accident or negligence.

EAST CHINA SCHOOL DISTRICT RECYCLING REMOVAL BID - SPECIFICATIONS

The East China School District currently has a mixed stream (all materials are comingled) recycling program. The facilities identified below are currently equipped with 96 gallon mixed stream recycling containers. The District's goal is continual improvement, growth, and participation in the recycling program. We wish to partner with our trash purveyor to accomplish this vision. As part of this invitation to bid we are seeking a proposal for recycling services. Please submit a proposal identifying the recycling services that can be offered to the District. In this proposal, please address the following:

- Identify the recyclable materials eligible for collection
- Provide a description of the collection containers (e.g., size, color, construction, etc.)
- Identify any reporting and recordkeeping capability
- Describe the promotional or educational assistance that will be made available to the District
- The District produces kitchen waste (milk cartons, food waste) that is not currently being recycled. Please address the possibility of incorporating this or other waste products in the recycling program in your proposal.
- The District may be interested in sponsoring recycling events such as paper drives, Earth Day celebrations, etc. These events could require additional collection containers and support from the contractor. Please identify any assistance that can be provided and any additional cost for these services in your proposal.

For planning purposes, there are currently 29 recycling containers in our inventory as listed below. These containers are typically emptied once a week.

REQUIRED RECYCLING CONTAINERS

<u>LOCATION</u>	<u>NUMBER OF CONTAINERS - SIZE</u>	<u>PICK-UPS PER WEEK*</u>
St. Clair High School	3 - 96 Gallon	1 time
Marine City High School	3 - 96 Gallon	1 time
St. Clair Middle School	3 - 96 Gallon	1 time
Marine City Middle School	3 - 96 Gallon	1 time
Gearing Elementary School	3 - 96 Gallon	1 time
Eddy Elementary School	3 - 96 Gallon	1 time
Pine River Elementary School	3 - 96 Gallon	1 time
Belle River Elementary School	3 - 96 Gallon	1 time
Palms Elementary School	3 - 96 Gallon	1 time
Administration Building	1 - 96 Gallon	1 time
Performing Arts Center	1 - 96 Gallon	1 time

**EAST CHINA SCHOOL DISTRICT
TRASH REMOVAL/RECYCLING BID SUBMISSION FORM**

FIRST YEAR BID \$ _____ annual service

SECOND YEAR BID \$ _____ annual service

THIRD YEAR BID \$ _____ annual service

SPECIAL PICK-UP SERVICE FOR TRASH \$ _____ per pick-up

Provide additional pricing as necessary for the provisions of recycling services.

The undersigned, representing the bidding firm, does by his/her signature affirm that he/she has read and understands all the terms and conditions of this document. Further, that he/she will abide by these terms and all applicable state, federal and local laws and regulations governing the trash removal industry.

Signature of Representative: _____

Title of Representative: _____

Date of Submission: _____

Please list comments, conditions or exceptions: _____
