

USD 250 Pittsburg Community Schools

Bid Documents

Refuse Removal



Prepared by:

Tom Stegman

Chief Operations Officer

Invitation to Bid

Pittsburg Community Schools USD 250

510 Deill Street, PO Drawer 75

Pittsburg, KS 66762

620-235-3100

Refuse Service Bid

Pittsburg Community Schools will receive sealed bids for the items and/or services listed herein. You are invited to submit a **sealed bid**, subject to the terms and conditions of this invitation to bid. Please read all the instructions and specifications carefully. **Failure to comply with these instructions may result in the disqualification of your bid.**

Bids shall be mailed or delivered to Tom Stegman, Chief Operations Officer, Pittsburg Community Schools USD 250, 510 Deill Street, PO Drawer 75, Pittsburg, KS 66762 in a **sealed envelope marked "WASTE REMOVAL BID" in the lower left corner.**

Copies of this invitation may be obtained at the USD 250 Board of Education office, at the above address, between 8:00 AM and 4:30 PM, Monday through Friday, prior to the time and date specified for bid opening.

PERIOD OF CONTRACT

The period of the contract will be from February 14, 2023, through February 13, 2024. In the future, we would like to place this contract on a July 1 to July 30th contract cycle.

TIME OF BID OPENING

Bids will be opened at **1:00 PM on Friday, February 3, 2023.** All bids must be received by the time designated in this invitation and none will be considered thereafter. **Failure to have the bid submitted to the Board Office prior to opening will automatically prevent the reading of your bid.**

Pittsburg Community Schools USD 250 cannot assume responsibility for any delay as a result of the failure of the mail delivery bids on time.

LOCATION OF BID OPENING

Bids will be opened and read in the board office, 510 Deill Street, Pittsburg, KS 66762. You are invited to attend but your presence is not required.

Bid Award

Contract(s) may be awarded to the lowest and/or best-evaluated bidder(s) meeting all specifications and conditions, and subject to all other provisions of this invitation to bid, **on a per item basis, on a group basis, or on a total bid basis, which is deemed to be in the best interest of The Board of Education.** Bids shall be awarded at the board meeting on Monday, February 13, 2023.

General Bid Instructions and Conditions

(Please read carefully)

A. Acceptance of Bids

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in the bids received where such acceptance, rejection, or waiver is considered to be in the best interest. The Board of Education also reserves the right to reject any bid where evidence of information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

B. Bid Documents

Bid forms are provided with this "invitation to Bid". All proposals shall be submitted on the "Bid Form".

C. Specifications

Specifications are attached and are part of the proposal. All materials or services furnished must be in conformity with the specifications and will be subject to inspection and approval of the Purchasing Agent after delivery. The right is reserved to reject and return at the risk and expense of the supplier, any item that may be defective or fail to comply with these specifications.

It is important that each person submitting a bid follow carefully the specifications detailed herewith. The bidder is instructed to complete all blanks and spaces where information concerning any item is requested. Only items meeting the requirements are to be quoted on the regular bid form.

The Board of Education reserves the right to waive compliance of any material or services with any particular specification where such waiver is considered to be in its best interest, including but not limited to cases where such waiver is necessary due to technical errors or inconsistencies in the presentation of such specifications.

D. Taxes

Pittsburg Community Schools USD 250 has a tax-exempt status that applies in accordance with K.S.A. 79-3602(I). A state sales tax exemption certificate upon request shall be provided to the awarded bidder.

E. Bids

The purchasing department will make tabulations and each qualified bidder will be mailed a formal tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the second Monday of each month. Bidders are requested not to call the purchasing office for tabulations of bids.

Any bids received after the scheduled time of opening will **not** be opened and returned to

the bidder.

Each bid must be in a separate sealed envelope with the bid name appearing in the lower left corner of the envelope.

No bid can be corrected or altered or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of the bidders in the creation of their bids. Any bid received unsigned shall be rejected.

All regular bids must be submitted in accordance with the specifications on the form supplied with this invitation. The submission of a bid in the bid form certifies that the product meets any and all specifications except as noted on such form.

F. Prices

All prices quoted by the various bidders must be firm for a maximum period of sixty (60) days to allow acceptance by the Board of Education. If awarded the contract, the prices shall then be firm for the time period that is indicated under the "Period of Contract".

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out with corrections inserted adjacent thereto and initialed by the person signing the bid. Also, corrections made with correction tape or fluid are to be initialed.

Quote on each item separately. Prices must be stated in units specified herein.

Bids that have clerical errors or irregularities are subject to correction only with concurrence with the purchasing agent. Unit price should be listed, extended, and totaled. Should errors exist in the extended price, the unit price will prevail.

G. Awarding of Contract(s)

Contracts may be awarded to the lowest evaluated bidder meeting all specifications and conditions. The Board of Education has the right to reject any and all bids if it is deemed in its best interest.

The Board of Education has the right to award a higher bid if the company is considered a "local" company and the bid price is not more than 1% greater than the low bid.

H. Other Conditions

All blanks and information requested are to be completed in the Bid Forms in order to qualify your bid. Do not bid on any special groupings other than those listed herein.

Special Conditions

Firm Prices: Price(s) are to remain firm for the period of the contract.

Workmanship and Qualifications: The work outlined shall be done by an experienced, qualified contractor that will perform in a professional manner in strict compliance with safety requirements prescribed in current standards of O.S.H.A., state, and local codes. Where there is a conflict in the minimum standards to be met among the various codes, the most stringent will take precedence. **As a requirement of the bid, the bidder must submit with their proposal a reference list of at least three previous customers.**

Refuse: All refuse resulting from the work performed under the contract(s) will be properly disposed of by the contractor.

Insurance: General conditions require all contractors working for Pittsburg Community Schools USD 250 to carry liability and workman's compensation insurance and to furnish proof of such coverage. The minimum coverage is

- a. Statutory Workmen's Compensation Insurance.
- b. Public Liability is no less than \$1,000,000 single limit per occurrence.
- c. Property Damage Liability, including Contractual Liability, with limits of not less than \$1,000,000 single limit per occurrence.

Contract Termination: Pittsburg Community Schools reserves the right to terminate this contract for the reason of contractor non-compliance with the terms discussed in these specifications, for poor performance, or for contractor actions which in any way endanger personnel and/or property ay any of the Pittsburg Community Schools, or for the District's sole convenience. Such termination shall be by written notice.

Other conditions:

All blanks and information requested are to be completed on the bid forms in order to qualify your bid.

The Board of Education also reserves the right to bid on a specific item(s) if it is in the best interest of the Board of Education.

Do not bid on any special groupings other than those listed herein.

Where no quantity is known a quantity of "1" will be used for evaluation purposes.

Refuse Removal Bid

BID SPECIFICATIONS

Page 1

1. The successful bidder shall be required to furnish all labor and equipment necessary to adequately facilitate the removal of waste from all Pittsburg Community Schools locations as specified herein.
2. The bidder must provide an adequate number of front or rear-load trucks, personnel, and waste containers to adequately service the school system. Vehicles used by contractor personnel shall be identified in accordance with state and local regulations.
3. A weekly schedule of regular pick-up required under the contract is listed on the Bid Form. Additions or deletions to this schedule may be made at any time with a 48-hour notice to the Chief Operations Officer, Pittsburg Community Schools USD 250.
4. Unit prices will prevail for any new or deleted location or extra pick-up requested under this contract.
5. In those cases where a location has an urgent temporary need for an extra pick-up, the contractor shall empty the waste container at that location within a 24-hour period upon notice from the Chief Operations Officer, Pittsburg Community Schools USD 250.
6. A series of interruptions in the regular weekly scheduling continuing for a period longer than 2 calendar weeks, as determined by the Board of Education, will be considered grounds for termination of this contract by the Board of Education.
7. Bidder shall supply all waste containers as part of the price to Pittsburg Community Schools USD 250. The bidder further agrees to furnish and provide all necessary labor and equipment to fully perform the contract. All collected refuse must be hauled by appropriate trash trucks in accordance with state and local regulations.
8. The bidder agrees to keep all trucks and equipment used in the performance of this contract fully insured by an insurance carrier licensed to write insurance in the State of Kansas against claims of property damage, and against claims of personal injury, and to furnish The Pittsburg Community Schools USD 250 with a copy or original or memorandum of insurance with certification by an authorized insurance agent that the above-mentioned insurance is in full force and effect.
9. Bidder shall furnish a place of disposal of the waste, garbage, trash, and refuse. Such place and manner of disposal are to be approved by any applicable governmental agency in accordance with all applicable laws and regulations.
10. Bidder shall maintain and furnish proof of workman's compensation and unemployment insurance on his employees and maintain and furnish proof of liability insurance covering both bodily injury and property damage and agree and guarantee to save Pittsburg Community Schools USD 250 harmless from any and all liability, claims, and damages of every kind and nature arising or growing out of the collection of garbage, trash, or refuse, including claims and damages foreseeable or unforeseeable, known or unknown.
11. All waste containers shall be kept clean, in good repair, and free of pests. Containers must have lids.

Refuse Removal Bid

BID SPECIFICATIONS

Page 2

12. List any restrictions in your collection procedure or schedule that Pittsburg Community Schools USD 250 needs to consider on the Bid Form.
13. Bids should not include state tax. Exemption certificates will be furnished as required.
14. Except as otherwise provided, bid prices must be firm and prices bid subject to qualifications such as: in effect on receipts or contract/order, escalation or other variables may be rejected as non-responsive.
15. The contract will be awarded to the lowest bidder meeting all specifications and conditions, and subject to all other provisions of this invitation to bid.
16. The Board of Education reserves the right to modify (reduce) the pick-up schedule for a time when school is not in session (ie. summer breaks, winter breaks, spring break, etc.) in an effort to reduce cost. Prices for the reduced service would revert to the pricing supplied in the request for bids.

NOTE: Any specification bid in contrast to that stated herein must be approved by the Chief Operations Officer at Pittsburg Community Schools USD 250 prior to the bid opening.

Upon Bid Submittal, The Bidder Shall Provide the Following:

- Completed attached Bid Form
- Proof of Required Insurance
- Three work references

Pittsburg Community Schools USD 250

Refuse Removal Bid Form

Page 1

Having carefully examined the instructions to bidders and the specifications, on the above-referenced bid, the undersigned bidder proposes to furnish all labor, materials, equipment, tools, supplies, services, and temporary devices required to complete the work in accordance with the contract documents and any addenda listed below for the price stated herein.

Addenda _____ (Insert the addenda numbers received or the word "none" if no addenda received.)

EXCEPTIONS:

Company _____

Contact/Title _____

Street Address _____

City _____ State _____ Zip _____

Telephone _____

Fax _____

Email _____

Payment Terms _____

Authorized Bidder's Signature _____

Date _____

List any restrictions in your collection procedure or schedules that Pittsburg Community Schools USD 250 needs to consider.

Pittsburg Community Schools USD 250

Refuse Removal Bid Form

Page 2

REFUSE REMOVAL: Bidder shall enter all information in the "Total/Month" column and "Total per month for the entire district service. Service includes waste containers. The Board of Education has the right to add, reduce, or cancel service at any time during the contract period.

Customer / Site Location	Address	Quantity	Size	Frequency/Week	Yardage per week	Total /Month (Add Info. Below)
Middle School	1310 N. Broadway	3	4YD	5 days	60 yds.	
Westside Elem.	430 W. 5th St.	1	4YD	5 days	20 yds.	
Lakeside Elem.	709 S. College St.	2	4YD	5 days	40 yds.	
George Nettels Elem.	2012 S. Homer St.	1	6YD	5 days	30 yds.	
Meadowlark Elem.	1602 E. 20th St.	1	6YD	5 days	30 yds.	
High School	1978 E. 4th St.	2	6YD	5 days	60 yds.	
Bus Barn	2901 N. Rouse St.	1	6YD	1 day	6 yds.	
PASS Academy	312 W. 4th St.	1	4YD	1 day	4 yds.	
██████████	██████████	██████████	████	████████████████	250 yds per week	

Total per month for entire district service_____