

MERAMEC VALLEY R-III SCHOOL DISTRICT

126 North Payne Street
Pacific, MO 63069
636-271-1400



**REQUEST FOR PROPOSAL
SINGLE STREAM RECYCLING SERVICES**

FOR ADDITIONAL INFORMATION CONTACT:

Jeff Haug, Chief Financial Officer
E-mail: jhaug@mvr3.k12.mo.us
Fax: 636-271-1406

SEALED BID SUBMISSION DEADLINE:

Closing Date: Friday, May 3, 2019
Closing Time: 2:00 p.m., CST

BIDDER'S COMPANY NAME: _____

REPRESENTATIVE NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SINGLE STREAM RECYCLING SERVICES SPECIFICATIONS AND BID FORM

The Meramec Valley R-III School District is soliciting proposals from qualified contractors for the provision of recyclable materials (i.e., refuse) collection services. Bids must be submitted on the attached forms, and sent to the attention of Jeff Haug, Chief Financial Officer, 126 North Payne Street, Pacific, MO 63069, no later than 2:00 p.m. on Friday, May 3, 2019. Bids will be publicly opened and read aloud at that time.

Meramec Valley R-III School District reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the school district. The district reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified shall not be considered.

The contractor shall provide a proposal indicating charges for hauling of single stream recyclables at the locations noted on the attached sheets. Also, on the attached sheets is the number of pick-ups each week and size of containers at each location for each school year. Containers at each location today may not agree with the attached sheets. All containers must contain sienna, warning individuals to not climb on or into containers. Vendor must provide containers at each location. After service is started, variation in containers or rearrangement as to container combinations and number of pick-ups may be necessary.

HOURS AND DAYS OF OPERATION:

1. The agreement will run July 1, 2019 through June 30, 2020 with an option to extend the contract for two (2) additional one-year periods based on performance.
2. Recycling pick up will occur one time per week.
3. All collections shall not be picked up between the hours of 2:00 p.m. and 4:00 p.m.
4. Pick-ups must be made as bid at location on schedule.
 - a. Once approved, this schedule must be maintained without

- exception.
- b. No exception to schedule will be made because of breakdown, etc.
- c. Daily pick-ups are absolutely necessary, where listed on schedule.
 - i. *The School District will DEDUCT, on a pro-rated basis, each month, when pick-ups are not made according to bid.*

HOLIDAY SCHEDULES:

1. Holidays shall be New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day.
2. If the holiday falls on a weekday, then the Saturday following the holiday may be authorized as a catch-up collection day.

All containers must be in like-new condition. All containers at each location will be of the same color. The containers shall be cleaned, painted and/or repaired by the vendor on request of Meramec Valley School District.

Each truck must have the ability to spray disinfectant, as necessary.

All containers must be (8) yards. An increased number of small containers cannot be arbitrarily substituted.

The proposal is to be figured on a cubic yard rate per school and listed on space provided on the attached sheets plus cost per school per month.

SINGLE-STREAM RECYCLING:

Materials required to be collected via single stream recycling are listed below.

Meramec Valley integrates recycling into student activities. The District requests vendors to provide a full description of how their company may accommodate student involvement. Please provide a full description on how your company will report volumes of collected recyclables to Meramec Valley School District.

Vendor must use a permitted Recycling Center that is in compliance with all federal, state, and local laws / regulations. If a sub-contractor is used, the company must be identified and the vendor must indicate the markup amount. In order for adequate comparison between vendors, variable rebates will not be allowed in the proposal for single-stream recycling. Proposals for suggested service will be on fixed monthly net cost. Proposal

'alternates' may include rebates provided that a full description / formula is provided on how rebates are figured on a monthly basis.

Single-Stream Recycling Materials Must Include:

Mixed Office Paper
Kraft Paper
Paper Back Books Newspaper Cardboard
Plastic 1-7 (no 6)
Chipboard
Aluminum Cans, Trays and Foil
Magazines
Steel (Tin) Cans
Catalogs
Gable Top Containers
Telephone Books

INSURANCE PROVISIONS:

All certificates of insurance are required to indicate a 30 day advance written notice of cancellation or non-renewal, a copy of which is to be sent to Meramec Valley School District. The successful vendor will be required to provide to the District at the time of contract award, a certificate of insurance indicating that the contractor has, and will keep in effect for the term of the contract, the following types of insurance:

1. Worker's Compensation:
 - a. All Contractors on site must have workmen's compensation in compliance with statutory requirements.
 - b. State: Missouri Statutory
 - c. Employer's Liability:
 - i. \$100,000 per accident
 - ii. \$500,000 Disease, policy limit
 - iii. \$100,000 Disease, each employee

2. Comprehensive or Commercial General Liability (including premises-operations; independent contractors protective, products and completed operations; broad form property damage).
 - a. Bodily injury: \$1,000,000 combined single limit
 - b. Property damage: \$1,000,000 combined single limit
 - c. Products and completed operations to be maintained for one (1) year after final payment; \$1,000,000 combined single limit

- d. Property damage liability insurance shall provide X, C and U coverage
 - e. Broad form property damage coverage shall include completed operations
3. Contractual Liability:
- a. Bodily injury: \$1,000,000 combined single limit
 - b. Property damage: \$1,000,000 combined single limit
4. Personal injury, with employment exclusion deleted: \$1,000,000 combined single limit
5. Business auto liability (including owned, non-owned and hired vehicles):
- a. Bodily injury: \$1,000,000 combined single limit
 - b. Property damage: \$1,000,000 combined single limit
6. If the General Liability coverages are provided by a commercial liability policy, the:
- a. General aggregate shall be not less than \$2,000,000 per occurrence and shall apply, in total, to this project only. **This shall be confirmed by a Certificate of Insurance.**
 - b. Fire damage limit shall be not less than \$50,000 on any one fire.
 - c. Medical expense limit shall be not less than \$5,000 on any one person
 - d. A deductible of no more than \$500
7. Meramec Valley R-III School District to be named as "Additional Insured".

ADDITIONAL QUALIFIER(S):

Meramec Valley School District is committed to environmental stewardship. The successful vendor must partner with the District in this effort.

Be advised, however, that termination could occur under the following conditions:

- 1. Lack of appropriate funds, or dissolution of the user office. A written discontinuance notice will be issued by an authorized purchasing official of Meramec Valley R-III School District.
- 2. Poor or non-performance on the part of the successful vendor by giving the vendor thirty (30) calendar days' notice of intent to cancel.

COMPENSATION PAYMENT SCHEDULE:

The vendor shall bill the District on a monthly basis for services provided. Within 30 days of the start of the Contract, the vendor shall coordinate with the District's Business Office to establish mutually acceptable billing forms. The District will retain full auditing rights of contractor's accounting records as they pertain to the District's contract.

FORCE MAJEURE:

The contract will provide that neither party shall be liable to the other for any delay in, or failure of, performance where performance is prevented or delayed by acts of God, fire, explosion, accident, flood, earthquake, epidemic, war, riot, rebellion, restraints or injunctions, or other legal processes from which a party affected cannot reasonably relieve itself by security or otherwise.

SELF-RELIANCE:

The District makes no guarantee on any of the estimates contained in the bid provides this data for informational purposes only. Contractors are expected to conduct their own investigations and research of relevant information used to develop their proposals, including but not limited, anticipated participation, diversion, container weights and all conditions related to the services provided. The vendor shall make no claims against the District as a result of estimates or projections used herein, statements, or interpretation of data by District staff or its agents.