



**REQUEST FOR PROPOSAL
RFP 9841
CONTAINER REFUSE COLLECTION SERVICE
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed proposals for furnishing all necessary labor, equipment and related items for trash, recycling and dumpster services, per the attached schedule, at 20 school locations, Troy Administration and Service Buildings, Transportation Department and Central Warehouse, for the three-year period, July 1, 2017, through June 30, 2020, with an optional two-year renewal extension, for the District.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the "Business Services" tab listed under "Departments", then click "Purchasing" and go into the "Current Bids" tab, scroll down to locate and access the bid document.

Your proposal, and one copy marked "**RFP 9841 Container Refuse Collection Service**" must be delivered no later than 1:30 p.m., Wednesday, March 15, 2017, to Troy School District, Purchasing Department, 1140 Rankin, Troy, Michigan 48083, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the services specified, the RFP specified, or the RFP terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Questions must be received no later than noon, Monday, March 6, 2017; at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: PurchasingOffice@troy.k12.mi.us.

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Purchasing Department
Troy School District
Troy, MI 48083

INSTRUCTIONS TO BIDDERS

PROPOSALS

1. The Troy School District will receive firm, sealed proposals for establishing a three-year service contract with an optional two-year extension for trash, recycling and dumpster services, per the attached schedule, in accordance with the attached specifications.
2. Proposals will be submitted only on the forms provided, will be enclosed in a sealed envelope marked with the name of the bidder, the title of the work and must be delivered to the Troy School District, Purchasing Department, 1140 Rankin, Troy, Michigan 48083, no later than 1:30 p.m., Wednesday, March 15, 2017, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration. Submit one original and one copy.
3. Proposals will be made in conformity with all the conditions set forth in the specifications. All items of furniture and equipment must conform to the specifications.
4. All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Questions must be received no later than noon, Monday, March 6, 2017, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077, or emailed as a Word document to: PurchasingOffice@troy.k12.mi.us.
5. Proposals must include a bid bond or certified check for not less than five percent of the contract and must be submitted with the bid proposal form furnished with the specifications. All proposals submitted are FIRM OFFERS and will remain firm for a period of 90 days following the date on which the bids are opened.
6. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.
7. The Troy Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general to make awards or cancel this proposal, if deemed to be in the best interests of the owner.
8. A completed Familial Disclosure and an Iran Economic Sanctions form must be included with each proposal submitted or the proposal will not be accepted, please note these forms must be notarized.

SCOPE

This specification includes all necessary labor, supervision, equipment and related items for trash, recycling and dumpster services, per the attached schedule, at 20 school locations, Troy Administration and Service Buildings, Transportation Department and Central Warehouse. Service includes pickup and disposal to a legal disposal site provided by the contractor. The contract will cover three-year period, July 1, 2017, through June 30, 2020, with an optional two-year renewal extension, for the District.

INSPECTION OF SITES

Before submitting a proposal, each bidder should personally inspect the sites of the proposed service and work to arrive at a clear understanding of the conditions under which the work is to be done. No price allowance or extra consideration on behalf of the contractor(s) will subsequently be allowed by reason of error, oversight, or failure to reasonably inspect on the part of the bidder and/or contractor(s).

SERVICE SCHEDULE

See the attached sheet for detail listing of district buildings, container sizes and pick-up schedules. All servicing of these locations must occur outside the normal school "high traffic" times (normally 7:00am-9:00am, 11:00am-1:00pm and 2:00pm-4:00pm) to avoid school buses, parental drop-offs and lunchtime recess. When school is not in session during the summer months, the service schedule will be adjusted, to be determined prior to June 30 each respective year of the contract. Awarded bidder will adjust the billing accordingly based on this reduced service. All service must be in compliance with City of Troy ordinances. Bidders are solely responsible to verify allowable hours of operation.

DUMPSTER PLACEMENT

Contractor awarded this bid shall make all provisions to place new (or newly refurbished) dumpsters in the size noted at all building locations in time to begin servicing contract on July 1, 2017. Separate color dumpsters are required for all recyclable materials. Dumpsters must be clearly marked "Trash" or "Cardboard Only" as applicable.

GOVERNMENTAL REGULATIONS

Contractor agrees to comply with all federal, state, and local laws, rules, regulations, executive orders, and ordinances that are applicable to contractor's performance of its obligations under this contract. In addition, contractor warrants that the materials covered by this contract, when delivered to the Troy School District, will comply with all applicable federal, state and local laws, rules, regulations, executive orders and ordinances.

PERMITS

All necessary permits, tests, inspections and approvals will be procured by the contractor(s) and will be included in the proposal.

CONTRACT AWARD

The contract will be awarded in the form of PURCHASE ORDERS mailed to the Vendor(s) selected. It is the intent to award the bid on April 18, 2017, at the regular monthly meeting of the Board of Education.

WITHDRAWAL OF BIDS

Any bidder may withdraw their bid at any time prior to the scheduled time for receipt of bids. No proposal may be withdrawn until after 45 days after bid opening.

INSURANCE

Satisfactory Workers' Compensation coverage of at least \$1,000,000.00 and General Liability and Property Damage Insurance of at least \$1,000,000.00 per occurrence and \$1,000,000.00 in Aggregate must be carried and paid for by the contractor(s) who undertakes the work on this contract. Insurance coverage must also include automobile insurance of at least \$1,000,000.00. Bid number and Troy School District as additional insured must be noted on the insurance certificate. Certificate holder will be Troy Schools.

BID GUARANTEE

Bidders must submit with their proposal a bid bond or certified check for not less than five percent of the bid. Failure to include a five percent bid guarantee will result in the rejection of your bid.

GUARANTEE BONDS

Prior to the issuance of a purchase order authorizing commencement of this project, and in all cases before beginning work under the contract, the Vendor/Contractor(s) selected will qualify for, sign and deliver to the Purchasing Office, an executed performance bond and executed labor and materials payment bond secured by the surety company. Each bond will be in the amount of 100 percent of the contract. Troy Schools requires that the bonding companies be limited to those listed on the U.S. Department of Treasury Circular 570, and must be licensed in the State of Michigan. The U.S. Department of Treasury Circular 570 can be viewed at the following web site: <http://www.fms.treas.gov/c570/c570.html>. Certificates of such insurance and bonds will be filed with the Purchasing Office within five working days of notification of bid award and before any work begins.

PAYMENTS

Payment in full will be due and payable within thirty days after delivery, providing all goods are approved and accepted by the Board of Education and the contract having been fully performed.

SPECIFICATIONS
RFP 9841
CONTAINER REFUSE COLLECTION SERVICE
TROY SCHOOL DISTRICT

BASE BID - REFUSE COLLECTION

The base bid proposal requires the contractor to collect refuse at twenty (20) school sites and four (4) other District sites. Names and location of site, weekly accumulation of solid waste, service days and frequency of pickup are shown on the attached schedules.

RECYCLE CONTAINERS

Recycle containers are to be placed in the same location that they are presently set. Service is to be once a week during the school year. Troy Administration Center and Services Building recycle containers are to be serviced 12 months of the year.

LOCATIONS	SIZE	CONTRACTOR FURNISHED DUMPSTER	SERVICE PER WEEK	SERVICE DAYS
BARNARD ELEMENTARY 3601 Forge, Troy, MI 48083	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
BEMIS ELEMENTARY 3571 Northfield Pkwy, Troy, MI 48084	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
COSTELLO ELEMENTARY 1333 Hamman, Troy, MI 48085	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
HAMILTON ELEMENTARY 5625 Northfield Pkwy, Troy, MI 48098	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
HILL ELEMENTARY 4600 Forsyth Dr., Troy, MI 48085	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
LEONARD ELEMENTARY 4401 Tallman Dr., Troy, MI 48085	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
MARTELL ELEMENTARY 5666 Livernois, Troy, MI 48098	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
MORSE ELEMENTARY 475 Cherry St., Troy, MI 48083	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
SCHROEDER ELEMENTARY 3541 Jack Dr., Troy, MI 48084	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
TROY UNION ELEMENTARY 1340 E. Square Lk Rd., Troy, MI 48085	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
WASS ELEMENTARY 2340 Willard Dr., Troy, MI 48085	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
WATTLES ELEMENTARY 3555 Ellenboro, Troy, MI 48083	8 YD 6 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTR MTR
BAKER MIDDLE SCHOOL 1291 Torpey Dr., Troy, MI 48083	8 YD 8 YD	2-FRONT LOADER 1-FRONT LOADER RECYCLE	3 X PER WEEK 1 X PER WEEK	MWF MWF
BOULAN PARK MIDDLE SCHOOL 3570 Northfield Pkwy, Troy, MI 48084	8 YD 6 YD	2-FRONT LOADER 1-FRONT LOADER RECYCLE	3 X PER WEEK 2 X PER WEEK	MWF MWF
LARSON MIDDLE SCHOOL 2222 E. Long Lake Rd., Troy, MI 48085	8 YD 6 YD	2-FRONT LOADER 1-FRONT LOADER RECYCLE	3 X PER WEEK 2 X PER WEEK	MWF MWF
SMITH MIDDLE SCHOOL 5835 Donaldson, Troy, MI 48085	8 YD 6 YD	2-FRONT LOADER 1-FRONT LOADER RECYCLE	3 X PER WEEK 2 X PER WEEK	MWF MWF
ATHENS HIGH SCHOOL 4333 John R, Troy, MI 48085	6 YD 6 YD	4-FRONT LOADER 1-FRONT LOADER RECYCLE	5 X PER WEEK 2 X PER WEEK	MTWTRF MTWTRF
TROY HIGH SCHOOL 4777 Northfield Pkwy, Troy, MI 48098	8 YD 6 YD	3-FRONT LOADER 1-FRONT LOADER RECYCLE	5 X PER WEEK 2 X PER WEEK	MTWTRF MTWTRF
INTERNATIONAL ACADEMY EAST 1291 Torpey Dr., Troy, MI 48083	8 YD 8 YD	2-FRONT LOADER 1-FRONT LOADER RECYCLE	2 X PER WEEK 1 X PER WEEK	MTWTRF MTWTRF
NILES COMMUNITY HIGH SCHOOL 201 W. Square Lk Rd., Troy, MI 48098	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
TROY ADMINISTRATIVE CENTER 4400 Livernois Rd., Troy, MI 48098	6 YD	1-FRONT LOADER	1 X PER WEEK	M
TROY SERVICES BUILDING 4420 Livernois Rd., Troy, MI 48098	8 YD 8 YD	1-FRONT LOADER 1-FRONT LOADER RECYCLE	1 X PER WEEK 1 X PER WEEK	MTR MTR
TROY TRANSPORTATION DEPARTMENT 120 Hart St., Troy, MI 48098	6 YD	1-FRONT LOADER	1 X PER WEEK	M
TROY MAINTENANCE/OPERATIONS/PURCHASING 1140 Rankin Rd., Troy, MI 48083	40 YD	1- ROLL-OFF	AS NEEDED	



DUE: 1:30 p.m., March 15, 2017
PROPOSAL: BID 9841 Container Refuse Collection Service

PROPOSAL FORM

We propose to furnish Troy School District all necessary labor, supervision, equipment and related items for trash, recycling and dumpster services, per the attached schedule, at 20 school locations, Troy Administration and Service Buildings, Transportation Department and Central Warehouse, for the three-year period, July 1, 2017, through June 30, 2020, with an optional two-year renewal extension, pick up and disposal to disposal site provided by the contractor, in accordance with these specifications:

	2017-18	2018-19	2019-20	<u>Optional</u>	
				Year 1	Year 2
Refuse Collection:					
Cost Per Cubic Yard	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Recycle Collection:					
Cost Per Cubic Yard	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Large 40yrd Roll-Off	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

BIDDER'S FIRM NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _____

TELEPHONE NUMBER _____ FAX # _____

SIGNED BY _____ TITLE _____

TYPED NAME _____ DATE _____

E-MAIL ADDRESS _____

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

FAMILIAR DISCLOSURE AFFIDAVIT

The undersigned, the owner or authorized office of the below-named contractor (the ‘Contractor’), pursuant to the familial disclosure requirement provided to Troy Schools, hereby represents and warrants that, excepts as provided below, no familial relationship exists between the owner or key employee of the Contractor, and any member of the Troy School Board or the Troy School Superintendent. A list of the School District’s Board of Education Members and its Superintendent may be found at <http://www.troy.k12.mi.us>.

List any Familial Relationships:

Contractor:

Print Name of Contractor

By: _____

Its: _____

Subscribed and sworn before me, this _____ Seal:

day of _____, 20 ____, a Notary Public

in and for _____ County, _____

(Signature)
NOTARY PUBLIC

My Commission expires _____

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in Troy School District’s Request For Proposal, the “RFP”, hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District’s investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

NAME OF COMPANY

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

Acceptance of Proposal

The undersigned agrees to execute a Contract for work covered by this Proposal provided that he is notified of its acceptance within thirty days after the opening of the Proposal.

It is agreed that this bid will not be withdrawn until after forty-five (45) days after receipt of bids.

The undersigned affirms that the bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other bidder(s) to maintain the prices of indicated work or prevent any other bidder(s) from bidding the work.

BIDDER'S FIRM NAME _____

BUSINESS ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BY (SIGNATURE) _____

PRINTED NAME _____

TITLE _____

SIGNED THIS _____ DAY OF _____, 20 _____

E-MAIL ADDRESS _____