

**COUNCIL ROCK SCHOOL DISTRICT
COLLECTION AND DISPOSAL OF ELECTRONIC WASTE
BID #21-29**

APRIL 2021



BID PACKAGE:

- Advertisement
- Instruction to Bidders
- Scope of Work and Bid Form
- Sample Agreement
- Vendor Form and W-9 Form



COUNCIL ROCK SCHOOL DISTRICT
Administration & Business Office
30 North Chancellor Street
Newtown, PA 18940
215-944-1000

April 2021

Prospective Bidders:

Attached herewith are instructions and proposal sheets covering the requirements for **Collection and Disposal of Electronic Waste** that will be used within the Council Rock School District, Bucks County, Pennsylvania during the school year **2021/22 – 2023/24 (3 Year Contract)**: Please return one (1) electronic copy (pdf file) of your bid proposal clearly marked "**Sealed Bid – Collection and Disposal of Electronic Waste Bid #21-29**" on or before **1:30PM Thursday, May 6, 2021** and electronically submit it to:

Submit to: bids@crsd.org
Copy to: **Christine DiEgindio**
Admin. Assistant to Doug Taylor
cdiegidio@crsd.org

Council Rock School District is an equal opportunity education institution and will not discriminate on the basis of race, color, ethnicity, national origin, religion, ancestry, age, sex, sexual orientation, marital status, familial status or non-job-related disability in its activities, programs, contracts or employment practices.

For information regarding civil rights or grievance procedures, contact Dr. Robert Fraser at Council Rock Administration Offices, 30 North Chancellor Street, Newtown, PA 18940. For information regarding services, activities and facilities that are accessible to and usable by handicapped or disabled persons, contact Charles Lambert, Director of Special Services.

Notwithstanding anything contained herein expressly or implicitly to the contrary, the Council Rock School District reserves the right to reject any or all bid proposals submitted in response hereto. By submitting a bid proposal hereunder, a bidder acknowledges that this invitation for bid proposals does not constitute an offer to contract and, further, that no agreement between the Council Rock School District and any bidder shall be formed until and unless such agreement is reduced to a writing dated subsequent to the submission deadline for bids and in a form substantially similar to the Independent Contractor Agreement set forth below and signed by the President of the Board of the Council Rock School District.

Respectfully,
Council Rock School District

Douglas Taylor

Doug Taylor, Assoc. AIA, AVS
Director of Operational Services

COUNCIL ROCK SCHOOL DISTRICT
30 North Chancellor Street
Newtown, PA 18940

1. Bidders are expected to examine the specifications and all instructions. Failure to do so will be at the bidders' risk. (When applicable, Bidders are expected to inspect the site and become familiar with the specifications, all measurements and other documents that would form part of the contract and requirements as necessary to satisfy themselves in regard to the character and amount of work required. Bids must be signed by an authorized officer or agent of the Bidding Company together with proof of corporate authority and corporate seal affixed to the last page of the bid.)
2. Bidder shall furnish the information required by the Bid Form. The person signing the bid must initial erasures or other changes.
3. Unit Prices for each unit bid shall be shown and such price shall include all packing and shipping costs.
4. The Unit Price quoted shall be the net price for each item. If the bidder submits a discount for the award total contract or any part thereof, such discount will not be considered in making the Award of the Contract.
5. Quantities as listed on the specifications are the totals for all buildings of the Council Rock School District. However, when Award of the Contract is made in the form of Purchase Orders for supplies for each of the buildings of the school district and to be delivered to each of such buildings free of all charges for transportation.
6. The Contract to furnish the supplies will be awarded to the responsible bidder whose bid, conforming to these instructions, will be most advantageous to Council Rock School District, price and other factors considered.
7. When Contract and Purchase Orders are issued to the successful bidder, the Council Rock School District reserves the right to make an award on any item less than the quantity or more than the quantity bid upon at the unit price offered.
8. General Insurance Requirements:

All insurers and sureties underwriting Contractor's or any subcontractor's insurance and bonds must be licensed in the Commonwealth of Pennsylvania and have a minimum rating of "A" (financial strength rating) and "VII" (financial size category) in the latest edition of Best's Insurance Reports, unless otherwise approved by the DISTRICT. (Such insurers and sureties shall also meet such additional requirements and qualifications as may be set forth in the Supplementary Conditions.)

The Contractor shall not start work under this Contract until Contractor has obtained, at its own expense, all of the insurance called for hereunder and such insurance has been approved by the DISTRICT; nor shall Contractor allow any subcontractors to start work on any subcontract until all insurance required of the subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of Contractor and subcontractors by the DISTRICT will be granted only after submission to the DISTRICT of original, signed certificates of insurance or, alternately, at the DISTRICT's request, certified copies of the required insurance policies. Approval of insurance required shall not be unreasonably withheld.

Contractor shall require all subcontractors to maintain, during the term of this agreement, commercial general liability insurance, business auto liability insurance and workers' compensation and employers' liability insurance in the same manner as specified for Contractor. Contractor shall furnish subcontractor's certificates of insurance to the DISTRICT immediately upon request.

All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation, non-renewal, material change or reduction in coverage until sixty (60) days prior written notice has been given to the DISTRICT.

Each insurance policy required by this Contract, except for the workers' compensation policy, shall contain the following clause:

"The DISTRICT, its board members, employees, agents, officials and volunteers are hereby added as additional insureds as respects the operations and activities covered by this policy."

Any insurance maintained by the DISTRICT shall apply in excess of the insurance required by this Contract.

No acceptance and/or approval of any insurance by the DISTRICT shall be construed as relieving or excusing Contractor, or the surety, or its bonds, from any liability or obligation imposed upon either or both of them by the provisions of the Contract.

CONTRACTOR'S INSURANCE

Contractor shall secure and maintain, at its own expense, the following insurance:

Commercial general liability insurance which insures against claims for bodily injury and property damage arising out of or in connection with any operations or work under the Contract Documents whether such operations be by Contractor, its employees or subcontractors or their employees. The policy shall provide minimum limits of coverage as follows:

\$1,000,000 combined single limit - each occurrence
\$2,000,000 general aggregate
\$2,000,000 products/completed operations aggregate

Any aggregate limit shall apply per project and per location.

This insurance shall name the DISTRICT, its board members, employees, agents, officials and volunteers as additional insureds in accordance with Article 6A above. The commercial general liability policy shall afford coverage for explosion, collapse and underground hazards, contractual liability and liability arising from independent contractors. Products and completed operations insurance shall be maintained for two years after completion of the Project.

Business auto liability insurance that insures against bodily injury and property damage claims arising out of the maintenance, use or operation of any "auto". The minimum limit shall be a combined single limit of \$1,000,000 per accident. This policy shall include the Motor Carrier Act endorsement if applicable.

Workers' compensation insurance and employers' liability insurance which satisfies Contractor's legal obligation to its employees in the states in which they operate on the District's behalf. In any event, employers' liability insurance shall be secured by Contractor with minimum limits of \$100,000 per employee for bodily injury by accident, \$100,000 per employee for bodily injury by disease and a \$500,000 aggregate policy limit for bodily injury by disease. Coverage for Pennsylvania benefits must be specifically referenced on certificates and certified policies provided to the DISTRICT

9. Brand names as used in the specifications, or catalog numbers from a designated supplier, are intended to be descriptive, but not restrictive, and are used to indicate the quality and characteristics of the item unless otherwise specified. When an item is bid that is not exactly as specified, the brand name and catalog number shall be given and the description of the item must appear in the vendors catalog under the brand name and catalog specified. A copy of the vendor's catalog must be included with the bid. It is the responsibility of the vendor to demonstrate the compliance of the said item.
10. Where samples for specific items are required with the bid, these items are stipulated on the pages of the detailed specifications. If further sampling is deemed necessary, the bidder will be required to furnish the sample upon request. All samples must be plainly marked with the name of the bidder and the item number the sample represents. The bidder must prepay all charges for transportation for such samples, including drayage.
11. The Non-Collusion Affidavit as attached must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
12. Bids and modifications or withdrawals thereof received after the time set for the bid opening of same will not be considered.
13. A successful bidding contractor will carry out all work in strict accordance with specifications as approved and accepted by the Council Rock School District and any work not conforming will be reinstated or replaced at the contractor's expense.
14. All bids must conform to the specifications as listed; however, the Board reserves the right to waive any and all failures to meet specifications.
15. The privilege is reserved to the School District to reject any materials furnished, which are not in strict compliance with the requirements of the specifications.
16. The vendor shall bring to the attention of the district any discrepancies or omissions noted on the specifications and all pertinent documents.
17. The Contractor is responsible for providing the custodial services required to dust, clean, wax and buff the work area and return it to its original condition of cleanliness.
18. All debris shall be removed from the premises immediately following completion of the work and disposed of in accordance with all Local, State, and Federal regulations.
19. Every precaution shall be made to protect the building and grounds during the course of the work. If damage is caused by the Contractor, the Contractor and his insurance must remedy the damage at no cost to the Council Rock School District.
20. The School District will accept deliveries of supplies during the weekdays, Monday through Friday, between the hours of 8:00AM and 3:00PM. NO DELIVERIES SHALL BE MADE ON SATURDAYS OR SUNDAYS.
21. The School District reserves the right to change, increase, or reduce the work as necessary and in such event shall notify the contractor in writing, provided suitable adjustment is made in the original contract price.
22. Pursuant to 62 Pa.C.S.A. §3701, the Contractor agrees as follows:
 1. In the hiring of employees for the performance of Work under the Contract or any subcontract, no Contractor, subcontractor or any person acting on behalf of the Contractor or subcontractor shall by reason of gender, race, creed or color discriminate against any

- citizen of this Commonwealth who is qualified and available to perform the Work to which the employment relates.
2. No Contractor or subcontractor or any person on their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under the Contract on account of gender, race, creed or color.
 3. The Contract may be canceled or terminated by the District, and all money due or to become due under the Contract may be forfeited for a violation of the terms or conditions of that portion of the Contract.
23. HUMAN RELATIONS ACT - The Contractor acknowledges application of the Pennsylvania Human Relations Act, 43 P.S. 951, et seq., prohibiting discrimination based on race, color, ethnicity, national origin, religion, ancestry, age, sex, sexual orientation, marital status, familial status or non-job-related disability, by employers, employment agencies, labor organizations, contractors and others. The Contractor shall comply with the provisions of the Act, as amended, which is hereby made a part of these specifications.
24. STANDARD OF QUALITY - The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product specified, but rather to name or describe it as the absolute minimum standard that is desired and acceptable. A material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or an approved equal", they shall be subject to equals only as approved by the architect and/or engineers.
25. The Board of School Directors of the Council Rock School District reserves the right to make award by items, classes, groups of items or as a whole, **to reject any or all bids** and to waive technicalities or formalities in their execution and filling if deemed advantageous for the Council Rock School District. The School Board also reserves the right to reject any or all material furnished which, in their opinion, is not in strict compliance and conformity with the requirements of the specifications. The bidder, at his own expense must remove and replace any article so rejected by the Board.
26. In accordance with Act 3 of the 1978 General Assembly of the Commonwealth of Pennsylvania, if any steel or steel products are to be used or supplied in the performance of this Contract, only those produced in the United States as defined therein shall be used or supplied in the performance of the contract or any subcontracts thereunder. In accordance with Act 161 of 1982, cast iron products shall also be included and produced in the United States. Act 141 of 1984 further defines "steel products" to include machinery and equipment. The act also provides clarifications and penalties.
27. Contractor will operate within the policies of the District and the goals, policies and procedures now or at some date established or approved by the District's administration with regard to the safety of pupils, the security of the District's grounds and buildings and the District's operations generally. Contractor shall maintain a current Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare (Act 111), provide a satisfactory criminal history background check (Act 34 PA), and FBI fingerprinting clearance (Act 114) to the District for each individual engaged by Contractor to provide services who will come in direct contact with children in providing such services, including Contractor.
28. All workmen employed by the Contractor shall be competent and first class workmen, duly skilled in their respective branches of labor.
29. Bidder shall submit a Bid Bond in the amount of ten (10) percent of the total bid or a certified, bank cashier's or treasurer's check in the amount of five (5) percent of the total bid.
30. If this Bid or any portion thereof is accepted within one hundred twenty (120) calendar days from the date of opening, the successful bidder agrees to furnish all of the items upon which the prices

are quoted, at the set price opposite each item, delivered to the building which will be designated on the Award of bid and Purchase Orders, with the time specified.

Council Rock School District
30 North Chancellor Street
Newtown, PA 18940

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti Bid-Rigging Act, 62 Pa.C.S.A. § 4501 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. The member, officer or employee of the bidder who makes the final decision on prices must execute this Non-Collusion Affidavit and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids is unlawful and may be subject to criminal prosecution. The person who signed the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the Bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with the term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of _____:

: S.S.

County of _____:

I state that I am _____ (Title) of _____
(Name of my Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners,
directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this
bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation,
communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor
approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or
potential bidder and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on
this contract, or to submit a bid higher than this bid, or to submit any intentionally high or
noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or
inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers directors
and employees are not currently under investigation by any governmental agency and have not in
the last four years been convicted or found liable for any act prohibited by State or Federal law in
any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract,
except as follows:

I state that _____ (Name of Firm) understands and
acknowledges that the above representations are material and important, and will be relied on by Council
Rock School District in awarding the contract(s) for which this bid is submitted. I understand that my firm
understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from
Council Rock School District of the true facts relating to the submission for this contract.

(Names and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

of _____, 20 _____.

Notary Public

My Commission Expires _____

COUNCIL ROCK SCHOOL DISTRICT

VENDOR INFORMATION FORM

TAX ID#, EIN or Social Security Number:

Company Name:

Company Billing Address (Remit to):

Company Web Address:

Phone Number (sales, accounts receivable, or customer service):

Fax Number (sales, accounts receivable, or customer service):

E-mail address (sales, accounts receivable, or customer service):

Electronic Funds Transfer (EFT): YES NO

Bank Information for EFT:

Routing Number for EFT:

Bank Account Number for EFT:

Bank Account Type for EFT: Checking Account
 Savings Account

Signature:

Printed Name:

Title:

**Council Rock School District
30 North Chancellor Street
Newtown, PA 18940**

**COLLECTION AND DISPOSAL OF ELECTRONIC WASTE REQUEST FOR PROPOSAL
Bid #21-29**

SCOPE OF WORK

1.0 Purpose

As a part of our Green Initiative, the Council Rock School District is seeking Professional Service Proposals for the collection and recycling of the electronic waste throughout the entire school district as described in the Instructions to Bidders and Scope of Work. The facilities for electronic waste collection include, but may not be limited to the following:

- **CR High School North** - 62 Swamp Road, Newtown PA 18940
- **CR High School South** - 2002 Rock Way, Holland PA 18966
- **Holland MS** - 400 East Holland Road, Holland PA 18966
- **Newtown MS** - 116 Richboro Road, Newtown PA 18940
- **Former Richboro MS** - 98 Upper Holland Road, Richboro PA 18954
- **Churchville ES** - 100 New Road, Churchville PA 18966
- **Goodnoe ES** - 298 Frost Lane, Newtown PA 18940
- **Hillcrest ES** - 420 East Holland Road, Holland PA 18966
- **Holland ES** - 597 Beverly Rd and Crescent Dr, Holland PA 18966
- **MM Welch ES** - 750 New Road, Churchville PA 18966
- **Newtown ES** - 1 Wrights Road, Newtown PSA 18940
- **Richboro ES** - 125 Upper Holland Road, Richboro PA 18954
- **Rolling Hills ES** - 340 Middle Holland Road, Holland PA 18966
- **Sol Feinstone ES** - 1090 Eagle Road, Newtown PA 18940
- **Wrightstown ES** - 729 Penns Park Road, Wrightstown PA 18940
- **Chancellor Center (Admin. Bldg.)** - 30 North Chancellor Street, Newtown PA 18940
- **Newtown Bus Garage** - 470 South State Street, Newtown PA 18940
- **Wrightstown Bus Garage** - 895 Swamp Road, Rushland PA 18956
- **CR STAR Center** - 30 Upper Holland Road, Richboro PA 18954
- **Twining Ford Road Maintenance Facility** - 301 Twining Ford Rd, Richboro PA 18954

2.0 Contract

A contract will be issued to most qualified collection and recycling company. The terms of the contract are identical to the Terms and Conditions of the contract are outlined in this Request for Proposal

2.1 Contract Period

The contract period for this service contract three years. Starting date for this contract is **July 1, 2021** ending no later than **June 30, 2024**. **NOTE:** This bid is for a three (3) year contract. Owner may terminate this agreement at any time for convenience upon thirty (30) days written notice to the Contractor.

Placement of collection bins	July 15, 2021
Collection of electronic waste (Applies to single or multiple bldgs.)	As needed (10 days advance notice)
Community Collection/Earth Day	April of each year (Date TBD)
Community Collection/American Recycle Day	November of each year (Date TBD)
Other Community Collections upon mutual agreement	

The majority of this work can be accomplished during normal working hours (see below). If needed, it will be the contractor's responsibility to perform work on this project on weekends and after working hours identified in the bid documents to accomplish this work prior to the completion date. The contractor's Quote shall reflect this fact. In no case will Council Rock School District (CRSD) pay overtime or a premium for work outside of normal working hours. Normal working hours are Monday thru Friday 3:30PM through 10:00PM and Saturday's 8:00AM though 4:00PM (Minimum 24 hour notice for Saturday work).

2.2 Schedule

The contractor must provide a written schedule for special projects in coordination with the district.

2.3 Contract Application for Payments

The contractor shall submit Application for Payments in accordance with the following requirements:

- The application for payment must be submitted covering work completed.
- 10% retainage will be withheld from each application for payment, until such time that the final payment is issued. Reductions in retainage are not possible.
- A signed waiver of liens shall be submitted with each application for payment, covering the work completed. The waiver of liens shall cover all subcontractors and companies working under the control of the prime contractor.
- Pencil copies or draft applications must be received no later than the 20th of the month for approval. This would cover work completed in the previous 30 days.
- Final notarized application for payments must be submitted no later than the 25th of the month.
- Payments will be submitted the 25th of the month for payment no later then the 30th of the following month.
- No interim payments can be made.

3.0 Contract Staffing

The contractor shall provide sufficient staffing to accomplish this work in the allotted time frame. Contractor's foreman or superintendent will be on CRSD property during all work performed under this contract.

4.0 Work and/or Equipment Provided by Council Rock School District

Council Rock School District will not provide any labor, materials or equipment to the contractor for any work under this contractor.

The Council Rock School District will provide an Owners Representative to provide general oversight to the work. All project correspondence, including bidding questions, will go directly to the following contact person:

Doug Taylor, Assoc. AIA, AVS
Director of Operational Services
Council Rock School District
30 North Chancellor Street
Newtown, PA 18940
Phone: 215-944-1015
Email: dougtaylor@crsd.org

4.1 Work and/or Equipment Provided by the Contractor

The Contractor shall provide all necessary labor, materials, supplies, equipment, and safety devices to complete all phases of work in a safe manner with regard to the public.

5.0 Disposal of Waste Material

All waste materials generated by the contractor performing work under this contract will be legally disposed of off site by the contractor at the contractor's expense. Disposal of all materials must be in compliance with all Local, State, and Federal guidelines, regulations, and requirements. Reference Article 10.0 for additional information.

No materials are permitted to be disposed of in Council Rock School District dumpsters.

6.0 Submittals

The contractor shall submit the following upon the execution of a Contract:

- Contract
- Schedule
- Certificate of Insurance
- Proof of R-2 Certification

- Copy of PA Beneficial Use Permit WMR081
- Third Party Manifest Documents for all electronics collected
- Documentation which demonstrates the pounds saved from landfill or other pertinent info to convey the benefits of the services with staff, board and community (Green Info)
- Clearance Forms

7.0 Quality Assurance

The contractor shall:

- Engage an experienced staff properly trained and with sufficient experience to insure that all services provided under this contract are expeditiously and safely completed.
- The Contractor must adhere to the all industrial standards and practices as it pertains to their respective activities.
- Within five (5) days of receiving Intent to Award, the Contractor must provide a list of references of work completed in the past five (5) years. The references must include the facility's name, a contact name, and phone number for the contact.
- All work is to be closely coordinated with CRSD and no work shall begin until authorized by CRSD.
- The Contractor agrees that the Council Rock School District shall have the sole authority to determine that the work is properly done and may direct the Contractor to redo any work, at the Contractor's expense, that is not to his satisfaction. The Council Rock School District may withhold partial or all payment until the work is completed to the satisfaction of the District.
- Covered devices collected through any program in the Commonwealth of PA, whether by a manufacturer, retailer, for profit or not –for-profit corporation or unit of government, shall be recycled in a manner that is in compliance with all applicable Federal, State and local laws, regulations and ordinances and may not be exported for disposal in a manner that poses a significant risk to the public health or the environment.
- All entities shall, at a minimum, demonstrate to the satisfaction of the CRSD, compliance with the Environmental Protection Agencies: Guidelines for Materials Management of the Partnership referred to as Plug-In to e-Cycling or Responsible Recycling (R-2) Practices for use in Accredited Certification Programs as issued or any subsequent revisions or new editions and make this available on the internet website described in subsection (c) in addition to any other requirements mandated by Federal or State law, THE FACILITY TO BE USED TO RECYCLE COVERED DEVICES HAS ACHIEVED AND MAINTAINED THIRD-PARTY ACCREDITED CERTIFICATION THE RESPONSIBLE RECYCLING (R-2) PRACTICE STANDARD.

8.0 Field Measurements

It is the contractor's responsibility to verify all measurements, equipment and quantities for this contract.

9.0 Safety

Safety of students, staff, public and visitors is paramount in executing this contract. This contractor should never compete with building activities to continue/complete his work. If necessary, this contractor will return to occupied areas after normal working hours.

- All work under this contract must follow **ALL** state and federal environmental rules and regulations.
- The Contractor is responsible for ensuring the areas are secured to prevent personnel from entering the work area during construction periods.

10.0 Details of Work

Whether stated or not the essence of this contract is to provide a systematic electronic waste collection and disposal process as outlined in the Specifications and Scope of Work. This project consists of the following items of work:

- Schedule all work with the Owner prior to commencing any activities on site.
- Report to the building maintenance operator or building representative before any work is started.
- The Contractor must make the Owner aware of any conditions that require repair prior to the repair being made.
- Presentable collection bins (Approximately 48"x48"x36" high) will be provide at each facility upon the request of the District as listed in the Instruction to Bidders (Bin location(s) at each facility must be approved by the CRSD). The bins shall be removed from any facility within a ten (10) business day request of the CRSD.
- Contractor must be in the possession of a valid R-2 Certification. Contractor must provide updated copies of the Certification to the CRSD.
- Contractor must possess PA Beneficial Use Permit WMR081. Contractor must provide updated copies of the Certification to the CRSD.
- Contractor must destroy all data prior to recycling any items collected. A Third Party Manifest is required to be submitted to the CRSD for any items collected.

- Contractor shall provide additional collection bins for, and participate in, two (2) annual district wide collections that will be open to the public.
- Items considered for collection shall include, but not necessarily be limited to the following:
 - Copy Machines
 - Computers
 - Televisions (clarify cost for CRT's on proposal page)
 - Video Cassette Recorders
 - Other Electronic Devices
 - Miscellaneous Recycling Items of interest to Contractor (ie: metal furniture)

END OF SPECIFICATIONS

**Council Rock School District
30 North Chancellor Street
Newtown, PA 18940**

**COLLECTION AND DISPOSAL OF ELECTRONIC WASTE
BID #21-29**

BID PROPOSAL

Firm and Fixed Price - Provide a lump sum price to perform all work associated with the project (July 1, 2021 through June 30, 2022).

(\$ _____)
(Figures)

Firm and Fixed Price - Provide a lump sum price to perform all work associated with the project (July 1, 2022 through June 30, 2023)

(\$ _____)
(Figures)

Firm and Fixed Price - Provide a lump sum price to perform all work associated with the project (July 1, 2023 through June 30, 2024)

(\$ _____)
(Figures)

UNIT PRICING 2021-2022	
Cost per pound for Cathode Ray Tube (CRSD disposal)	\$
Cost per TV for Community Collection Event (Billed directly to Community at Collection Event)	\$
Other-Describe:	\$
Other-Describe:	\$
UNIT PRICING 2022-2023	
Cost per pound for Cathode Ray Tube (CRSD disposal)	\$
Cost per TV for Community Collection Event (Billed directly to Community at Collection Event)	\$
Other-Describe:	\$
Other-Describe:	\$
UNIT PRICING 2023-2024	
Cost per pound for Cathode Ray Tube (CRSD disposal)	\$
Cost per TV for Community Collection Event (Billed directly to Community at Collection Event)	\$
Other-Describe:	\$
Other-Describe:	\$

Please indicate Addendums received:

Addendum #	Dated
_____	_____
_____	_____

By: _____

Signature

Name of Firm

Address of Firm

City State Zip code

Telephone Fax

Email Address

Cell Phone

AFFIX CORPORATE SEAL

_____ Attest

END OF PROPOSAL FORM

**COUNCIL ROCK SCHOOL DISTRICT
COLLECTION AND DISPOSAL OF ELECTRONIC WASTE
S A M P L E A G R E E M E N T
Bid No. 21-29**

THIS AGREEMENT made this Third (3rd) day of June, 2021, by and between XXXXXX , a corporation organized and existing under the laws of the State of Pennsylvania (hereinafter called the "CONTRACTOR"), and the COUNCIL ROCK SCHOOL DISTRICT, a second class school district located in the Commonwealth of Pennsylvania (hereinafter called the "DISTRICT").

WITNESSETH, that the CONTRACTOR and DISTRICT, for the consideration stated herein, mutually agree as follows:

ARTICLE 1. STATEMENT OF WORK

The CONTRACTOR shall furnish all supervision, personnel, labor, materials, tools, minimum equipment and services, including work zone traffic control, utility and transportation services, and perform and complete all work required for the stated Council Rock School District Bid – Collection and Disposal of Electronic Waste Bid # 21-29, all in accordance with the listed Contract Documents dated April 2021 as prepared by the District.

ARTICLE 2. THE CONTRACT PRICE

The DISTRICT will pay the CONTRACTOR per unit of work completed, as described in the specifications, with an estimated total sum of XXX dollars (\$XXX) for all work to be performed under this Contract (CRT's will be disposed of at \$XX (XXX) per pound, CRT's collected at community events will be billed to the respective resident at a flat fee of \$XX (XXX Dollars) per CRT device, payable as stipulated in the Contract Documents for the item of work or the several respective items of work actually completed.

ARTICLE 3. CONTRACT

The Contract Documents shall consist of the following:

- | | | | |
|----|------------------------|----|-----------------------------|
| A. | This Agreement. | E. | Drawings |
| B. | Addenda. | F. | Contractor's bid submission |
| C. | Instruction to Bidders | | |
| D. | Scope of Work | | |

THIS AGREEMENT, together with the other documents enumerated in this ARTICLE 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract between the parties hereto. In the event that any provisions in any component part of this Contract conflict with any provision of any other component part, the provisions of the component part first enumerated in this ARTICLE 3 shall govern, except as otherwise specifically stated.

ARTICLE 4. STIPULATION AGAINST LIENS

a. At the time of and immediately before the execution of the Contract and before any authority has been given by the said DISTRICT to the said CONTRACTOR to commence work on the said project or purchase materials for the same, in consideration of the making of the said Contract with the said CONTRACTOR, it is agreed that no mechanic's claims or other liens shall be filed against the project, building and/or lot of ground appurtenant thereto by any subcontractor of the CONTRACTOR, nor by

any of the CONTRACTOR'S materialmen or suppliers for any materials, supplies or labor purchased or furnished in connection with the CONTRACTOR's work of the said project or any part thereof, the right to file such claims or liens being expressly waived and relinquished herewith.

b. A waiver of liens in a form satisfactory to the DISTRICT shall be filed in the Office of the Prothonotary of Bucks County at such time as may be necessary to preclude the filing of any liens by any subcontractor or material suppliers. In any event, the filing of the waiver of liens must occur no later than one (1) day prior to the start of operations for execution of the Contract work.

c. In exchange for each and every payment tendered to CONTRACTOR by the DISTRICT under the Contract, CONTRACTOR shall submit to the DISTRICT or its designee an unconditional partial lien waiver for the portion of the work for which each payment is being tendered (and in exchange for final payment, a complete and final lien waiver) and which acknowledges receipt of such payment, in a form acceptable to the DISTRICT or its designee.

ARTICLE 5. INDUCEMENT AND INTEREST

As an inducement to the execution of this Contract by the DISTRICT, the CONTRACTOR represents and agrees that the CONTRACTOR has not employed any persons to solicit or procure this Contract, and has not made, and will not make, any payments to anyone, nor any agreement for the payment of any commission percentage, brokerage, compensation fee, or other compensation to anyone in connection with the procurement of this Contract; and that the CONTRACTOR has not now and will not acquire any direct or indirect present or prospective interest, including but not limited to that of real estate agent, broker, or appraiser, in any of the portions or parcels in the Project Area covered; and has not employed and will not employ, in connection with the work or services to be performed hereunder, any persons having any such interest, direct or indirect, during the term of this Contract.

ARTICLE 6. INDEMNIFICATION

It is understood and agreed that the CONTRACTOR is a third party CONTRACTOR and is not a servant, agent or employee of the DISTRICT. To the extent permitted by law, Contractor covenants to save, defend, keep harmless and indemnify the DISTRICT, its elected and appointed officials, servants, agents and employees from and against any and all claims, loss, damage, injury, cost including court costs and attorney's fees, charge, liability or exposure, however caused, resulting from or arising out of or in any way connected with Contractor's performance (or failure of performance) of the Contract terms or its obligations under the Contract.

Nothing herein contained shall be construed as limiting in any way the extent to which CONTRACTOR may be held responsible for payments of damages to persons or property resulting from CONTRACTOR'S or its subcontractors' performance (or nonperformance) of the work covered under this Contract.

A. GENERAL INSURANCE REQUIREMENTS

All insurers and sureties underwriting Contractor's or any subcontractor's insurance and bonds must be licensed in the Commonwealth of Pennsylvania and have a minimum rating of "A" (financial strength rating) and "VII" (financial size category) in the latest edition of Best's Insurance Reports, unless otherwise approved by the DISTRICT. (Such insurers and sureties shall also meet such additional requirements and qualifications as may be set forth in the Supplementary Conditions.)

The Contractor shall not start work under this Contract until Contractor has obtained, at its own expense, all of the insurance called for hereunder and such insurance has been approved by the DISTRICT; nor shall Contractor allow any subcontractors to start work on any subcontract until all

insurance required of the subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of Contractor and subcontractors by the DISTRICT will be granted only after submission to the DISTRICT of original, signed certificates of insurance or, alternately, at the DISTRICT's request, certified copies of the required insurance policies. Approval of insurance required shall not be unreasonably withheld.

Contractor shall require all subcontractors to maintain, during the term of this agreement, commercial general liability insurance, business auto liability insurance and workers' compensation and employers' liability insurance in the same manner as specified for Contractor. Contractor shall furnish subcontractor's certificates of insurance to the DISTRICT immediately upon request.

All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation, non-renewal, material change or reduction in coverage until sixty (60) days prior written notice has been given to the DISTRICT.

Each insurance policy required by this Contract, except for the workers' compensation policy, shall contain the following clause:

"The DISTRICT, its board members, employees, agents, officials and volunteers are hereby added as additional insureds as respects the operations and activities covered by this policy."

Any insurance maintained by the DISTRICT shall apply in excess of the insurance required by this Contract.

No acceptance and/or approval of any insurance by the DISTRICT shall be construed as relieving or excusing Contractor, or the surety, or its bonds, from any liability or obligation imposed upon either or both of them by the provisions of the Contract.

B. CONTRACTOR'S INSURANCE

Contractor shall secure and maintain, at its own expense, the following insurance:

Commercial general liability insurance which insures against claims for bodily injury and property damage arising out of or in connection with any operations or work under the Contract Documents whether such operations be by Contractor, its employees or subcontractors or their employees. The policy shall provide minimum limits of coverage as follows:

\$1,000,000 combined single limit - each occurrence
\$2,000,000 general aggregate
\$2,000,000 products/completed operations aggregate

Any aggregate limit shall apply per project and per location.

This insurance shall name the DISTRICT, its board members, employees, agents, officials and volunteers as additional insureds in accordance with Article 6A above. The commercial general liability policy shall afford coverage for explosion, collapse and underground hazards, contractual liability and liability arising from independent contractors. Products and completed operations insurance shall be maintained for two years after completion of the Project.

Business auto liability insurance that insures against bodily injury and property damage claims arising out of the maintenance, use or operation of any "auto". The minimum limit shall be a combined

single limit of \$1,000,000 per accident. This policy shall include the Motor Carrier Act endorsement if applicable.

Workers' compensation insurance and employers' liability insurance which satisfies Contractor's legal obligation to its employees in the states in which they operate on the District's behalf. In any event, employers' liability insurance shall be secured by Contractor with minimum limits of \$100,000 per employee for bodily injury by accident, \$100,000 per employee for bodily injury by disease and a \$500,000 aggregate policy limit for bodily injury by disease. Coverage for Pennsylvania benefits must be specifically referenced on certificates and certified policies provided to the DISTRICT

ARTICLE 7. INTERPRETATION

In the event a dispute arises regarding this Contract or the work to be performed by Contractor hereunder, the parties agree that the District's initial determination regarding a proper resolution of such dispute shall prevail subject to the right of the Contractor to perform any disputed work under protest, the notice of which shall be provided to the District by advance written notice.

ARTICLE 8. BACKGROUND CHECK

Contractor will operate within the policies of the District and the goals, policies and procedures now or at some date established or approved by the District's administration with regard to the safety of pupils, the security of the District's grounds and buildings and the District's operations generally. Contractor shall maintain a current Child Abuse History Clearance as provided by the Pennsylvania Department of Public Welfare (Act 111), provide a satisfactory criminal history background check (Act 34 PA), and FBI fingerprinting clearance (Act 114) to the District for each individual engaged by Contractor to provide services who will come in direct contact with children in providing such services, including Contractor.

ARTICLE 9. MISCELLANEOUS

The term of this agreement shall be from July 1, 2021 through June 30, 2024. Notwithstanding anything herein to the contrary, OWNER may terminate this Agreement at any time for its convenience upon thirty (30) days written notice to the Contractor.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three (3) copies on the day and year first above written.

Attest:

By: _____

Contractor:
By

(Title)

(Street)

(City)

DISTRICT (Owner)

Ed Salamon
Board President

Attest:

(Secretary)

CERTIFICATIONS

I, _____, certify that I am the _____ of the Corporation named as Contractor herein, that _____ who signed this Agreement on behalf of the Contractor, was then _____ of said corporation; that said Agreement was duly signed for and on behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(Corporate Seal)

(Print or type the names underneath all signatures)