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SOUTHFIELD PUBLIC SCHOOLS
INVITATION TO BID
TRASH REMOVAL AND RECYCLING SERVICES

The Southfield Board of Education will accept bids for regular district Trash Removal and Recycling Service for fifteen -buildings:

Due to the COVID-19 pandemic all bidders are to submit bids electronically via email to the address noted below. If any bidder is unable to submit bids electronically, they should contact Marc Ingram at 248-846-7549 to make alternative arrangements.

Contractors are to submit one pdf document to:

Bids@southfieldk12.org: "PROPOSAL: TRASH REMOVAL AND RECYCLING SERVICES

no later than 2:00 p.m. E.S.T. April 19, 2021, at which the bids will be opened and publicly read aloud remotely via Google Meets <https://meet.google.com/bsg-mpnh-owi?authuser=0&hs=122> or Join By Phone: (US) +1 216-800-5389 PIN: 506 937 599# at 2:15 p.m. Bids must be submitted on the official FORM provided. (3 pages) The Board reserves the right to reject any or all bids.

FAMILIAL DISCLOSURE AND NON IRAN LINKED BUSINESS CERTIFICATION

All Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Southfield Public Schools and a statement certifying its status as a non "Iran Linked Business" as defined by Michigan Public Act 517 of 2012. Proposals that do not include these statements will not be considered or accepted by the Board of Education.

INSTRUCTIONS TO BIDDERS and CONDITIONS:

1. Due to the COVID-19 pandemic all bidders are to submit bids electronically via email to the address **Bids@southfieldk12.org**: “**PROPOSAL: TRASH REMOVAL AND RECYCLING SERVICES** no later than 2:00 p.m. E.S.T. April 19, 2021, at which the bids will be opened and publicly read aloud remotely via <https://meet.google.com/bsg-mpnh-owi?authuser=0&hs=122> or Join By Phone: (US) +1 216-800-5389 PIN: 506 937 599# starting at 2:15 p.m. Bids must be submitted on the official FORM provided. (3 pages) The Board reserves the right to reject any or all bids.
2. The Board reserves the right to reject any and all bids or waive any part thereof. The Board reserves the right to award the contract to other than the lowest Bidder.
3. Federal, state or local taxes are NOT to be included in price.
4. Any questions are to be directed to the Director of Operations Felecia Venable , (via e-mail by 2:00 p.m.. April 12, 2021 Responses to questions will be in the form of addenda and posted on the District website www.southfield.k12.mi.us.
5. Bids to remain firm for sixty days.
6. **ADDENDA:** If it becomes necessary to revise any part of the RFP, notice of the revision will be posted to the District Website for all parties to download. All Addenda shall become a part of the RFP. Each Bidder must in its Proposal to avoid any miscommunication acknowledge all Addenda which it has received both the failure of a Bidder to receive or acknowledge receipt of any Addendum shall not relieve the Bidder of the responsibility for complying with the terms thereof.
7. **REFERENCES:** The contractor must provide the names, addresses and telephone numbers of at least three accounts of similar size, schools preferred.
8. **TERMINATION:** The Southfield Public Schools reserves the right to terminate any award to the bidder for cause, without liability, upon 30 days notice from the Purchasing Manager or his authorized representative.
9. **INSURANCE REQUIREMENTS:** The contractor will secure and maintain during the term of the contract insurance from and insurance company authorized to do business in the State of Michigan that will protect the School district from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The contractor may not start work until evidence of all required insurance has been submitted and approved by the school district. The contractor must cease work if any of the required insurance is canceled or expires. Certificates of insurance shall be submitted for approved by the school district prior to the execution of the contract.

The Certificate shall specifically name the school district as an additional insured party.

The certificates must contain the agreement of the insurance company notifying the school district in writing ten (10) days prior to any cancellation or material alteration of the policy. The limits of insurance shall not be less than the following:

- A. Workers Compensation Insurance in the amount required by Michigan Law.
- B. General Liability: Personal injury, Bodily Injury and Property Damage-

Each occurrence	\$1,000,000
Aggregate	\$2,000,000
- C. Automobile Insurance for vehicles:

Bodily injury each person	\$1,000,000
each accident	\$1,000,000
Property damage each accident	\$1,000,000

10. INSPECTION OF WORKSITE:

Before submitting a bid, each bidder shall inspect the site of the proposed work to arrive at a clear understanding of the conditions under which the work is to be done. He will be held to have compared the premises with the specifications, and to have satisfied himself as to all conditions affecting the execution of the work. Claims for extra payments based on lack of knowledge of existing circumstances will not be allowed.

11. SCOPE

The Southfield Public Schools District is seeking bids to provide trash removal and recycle services at eighteen school buildings. Additional trash containers will be required on occasion. **Vendor to include description of its recycling services and costs for such on separate sheet with bid submission.**

12. All Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District(s) and/or any employee of the Proposer and any member of the Board of Education or Superintendent of the Southfield Public Schools and a statement certifying its status as a non "Iran Linked Business" as defined by Michigan Public Act 517 of 2012. Proposals that do not include these statements will not be considered or accepted by the Board of Education.

13. DEBARMENT

Submission of a Proposal in response to this RFP is certification that the Bidder is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the District will be notified of any change in this status.

14. DAMAGE TO PROPERTY

The contractor shall be responsible for any damages incurred by their vehicles to railings, building structures, and/or any other apparatus on school property at such time services are rendered. Necessary replacements or repairs shall be made to the complete satisfaction of the Owner before final payment of the Contract

15. PROHIBITION OF SMOKING IN PUBLIC SCHOOL FACILITIES

In the interest of providing a safe and healthy environment for the employees, students and visitors, smoking is prohibited throughout school buildings, grounds and vehicles (includes construction workers and delivery people). Effective date: July 1, 1993.

16. Southfield Public School district reserves the right to terminate their contract at any time because of the Contractor's failure to comply with the terms of the contract; i.e., placement of approved containers, maintenance of established schedules, proper disposal/recycling procedures, care and maintenance of all containers, and appropriate insurance coverages, or other infractions.

17. Specifications: Any deviation from the specifications set forth must be clearly detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefore.

18. This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.

19. It is expressly understood and agreed between Southfield Public Schools and the awarded Contractor that this Invitation to Bid and bid submission shall constitute a contract for the collection and disposal of mixed refuse and recycling.

20. Southfield Public Schools reserves the option to renew this contract for three additional one year periods subject to approval by the Southfield Board of Education. All prices shall be firm for the first three (3) years of the contract. All increases after three years must be approved by the Southfield Board of Education.

21. The 2020-2021 calendar is included for reference. Regular schedule after Aug, 22, 2021.

**INVITATION TO BID
TRASH REMOVAL AND RECYCLING SERVICES
SPECIFICATIONS**

1. Contractor shall place State and Federally approved covered containers in the numbers noted below at the various locations. Containers shall be front loading with lightweight lids. Containers shall also have side sliding doors. Based on need, the Contractor may be asked to provide lock bars on containers.

Listed below are:

- A. Current container locations at schools and District buildings
- B. Number and size of containers required
- C. Number of pick-ups per week required
- D. All buildings located in city of Southfield, MI

Building/ Address	# container	Container size	School year pickup	Summer Pickup July/Aug & breaks
Adler Elementary 19100 Filmore 48075	1	8 yd	M, W, F	Th
Kennedy Learning Center 16299 Mt. Vernon 48075	1	8 yd	M, W, F	Th
MacArthur K-8/UHSA 19301 W. 12 Mile 48076	3	8 yd	M,T, W,TH, F	Th
McIntyre Elementary 19600 Saratoga 48076	1	8 yd	M, W, F	Th
Stevenson Elementary 27777 Lahser 48034	1	8 yd	M ,W, F	Th
Vandenberg Elementary 16100 Edwards 48076	1	8 yd	M, W ,F	Th
Birney K-8 27225 Evergreen 48076	1	8 yd	M T W TH F	Th
Levey Middle 25300 W Nine Mile 48033	1	8 yd	M T W TH F	Th
Thompson K-8 16300 Lincoln 48076	1	8 yd	M T W TH F	Th
Southfield A & T High 24675 Lahser 48033	2	8 yd	M T W TH F	M,T,W,Th, F
JWE Administration 24661 Lahser 48033	2	8 yd	T TH	Th
Bussey Center 24501 Fredrick 48033	1	8 yd	M W F	Th
Magnolia Center 17050 Dorset 48076	1	6 yd	M TH	Th
Southfield Regional Academic Campus 21705 Evergreen 48075	1	8 yd	M T W TH F	Th
Eisenhower Elementary* 24500 Larkins *(closed school leased during the summer)	1	6 yd	None required unless called. Summer only.	Th

2. Contractor agrees to abide by pickup schedule as noted above. Any deviations from pickup schedule must have prior written approval from Southfield Public Schools, Department of Buildings and Grounds. . Owner reserves the right to adjust the number of containers at a later date based on recycling efforts, opening or closing of facilities or any other circumstances markedly affecting solid waste and/or recycling disposal volumes. In the event District reduces the number of pickups or containers contractor to reduce invoice according to cost per pickup and container size. In the event the District increases the number of pickups per week or adds an additional container the District will be charged per container pick up price listed on the official bid form.
3. Southfield Public Schools will accept alternate proposals on pickup schedule and container sizes if it is in the District's best interest.
4. Pickups should avoid schools during normal high traffic times usually between 7 a.m. to 9 a.m. and 2:00 p.m. to 4:00 p.m. Contractor to review pickup times with Southfield Public School Facility Manager before commencement of contract.
5. Contractor will be held responsible for the care and maintenance of all containers under this contract; shall replace any and all containers, which are or become unfit for storage and for protection against vermin as determined by the Southfield Facilities Manager.
6. Contractor agrees to abide by the specified schedule. In instances where this schedule cannot be met because of unusual circumstances, the Contractor will advise the school district by telephone and will confirm by letter. *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.*
The Contractor must dispose of all non-recyclable refuse at an approved disposal site in accordance with Act 641 of the Public Acts of 1978 as amended.
7. Refuse picked up by the Contractor under the terms of this contract will be disposed of in a State-approved landfill (preferably owned by contractor). Must provide certificate.
8. Operators handling dumpster service equipment shall be experienced and shall exercise prudent safety precautions in the performance of their duty when students are present. The Contractor and/or equipment operators shall perform services in a manner which leaves the premises of each, and Southfield School district sites and adjacent private properties in a clean and orderly condition. The Contractor shall be responsible for clean-up of debris and/or oil spillage from pavement caused by their vehicle to complete satisfaction of the Owner. **They shall not receive monthly payment for services until the necessary clean-up is completed.**
9. Contractor to observe all City of Southfield ordinances. No container can be emptied before 7:00 a.m. in the morning.
10. Contractors shall submit a three year proposal, covering the life of the contract which shall begin July 1, 2021.
11. 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.
12. The successful Contractor shall, prior to starting work, submit appropriate documents of insurance coverage's pertaining to vehicles, property damage and public liabilities, personal injury, worker's compensation, environmental liability insurance, etc., and shall name each school district an "additional insured" on their coverage as it pertains to this contract.

13. Alternate I: Recycling

Currently, the District does not participate in a recycling program. Contractor is requested submit as an alternate a description of its recycling program including the cost per pickup for recycling and all requirements. i.e. bagging.. Recycling dumpsters will be painted **GREEN** and clearly labeled with recycling symbols and provided with locks, if necessary. Recyclable materials to include:

- . White paper (bond, copy, computer, typing, scratch, calculator), mixed paper (colored, manila file folders, yellow legal, construction, bulletin board, brown envelopes, notebook) . Corrugated cardboard
- . Polystyrene trays, cups
- . Newspapers, magazines, catalogs
- . Foil and metal cans
- . Plastics

Documentation of waste and recycling (tonnage/volume) removed by the yard shall be supplied routinely.

14. None of the services covered by this contract shall be subcontracted *without the prior written approval* of the Southfield Public School district. Such a covenant shall not constitute a basis for privity between the school district and the subcontractor and the Contractor agrees to indemnify and hold the school districts harmless from any such claims initiated pursuant to any subcontracts it enters into in performance of this contract.

15. It is expressly understood and agreed that strikes, labor disputes, work stoppages, or "slow downs", or the like, shall not provide, in any manner, an acceptable or excusable basis for delay, partial performance, or non-performance by the contractor.. In the event of the occurrence of such strikes, labor disputes, work stoppages or "slow downs", or the like, the Contractor shall remain obligated and liable to the Southfield Public School District for the complete and proper performance of the services contained in this contract.

16. The Contractor may be required to maintain adequate records and submit such timely reports as required by the Southfield Public Schools to determine the efficiency and effectiveness of the solid waste program. These reports will include, but not be limited to, daily quantities of collection of materials, market prices of recyclables, rate of recycling, and any other data requested by the said districts to analyze the solid waste program.

17. During school breaks, (winter, midwinter, and spring) the District may suspend services and/or require less frequent pickups. Reduced pickup during breaks to be arranged with the District Facility Manager and reflected in the invoice.

**SOUTHFIELD PUBLIC SCHOOLS
OFFICIAL BID PROPOSAL FORM
TRASH REMOVAL AND RECYCLING SERVICES (page 2)**

We, the undersigned in compliance with the specifications will provide trash removal and recycling service for the bid amounts listed below. We acknowledge that we have read and understand the specifications and hereby submit our bid in accordance with the terms and conditions of the bid specifications:

Regularly Scheduled Waste Disposal

	Trash Removal Cost/ pickup 8 yd. container	Cost/ pickup 6 yd. container
Year 1 - July 1, 2021- June 30, 2022	\$ _____	\$ _____
Year 2- July 1, 2022- June 30, 2023	\$ _____	\$ _____
Year 3- July 1, 2023- June 30, 2024	\$ _____	\$ _____

Additional Pricing

Price for temporary Trash- cost per extra container One time fee (if any)	Year 1
	6 yard \$ _____
	8 yard \$ _____
	10 yard \$ _____
Trash- cost per extra container pickup (not in regular schedule)	6 yard \$ _____
	8 yard \$ _____
	10 yard \$ _____
Price for temporary Trash- cost per extra container One time fee (if any)	Year 2
	6 yard \$ _____
	8 yard \$ _____
	10 yard \$ _____
Trash- cost per extra container pickup (not in regular schedule)	6 yard \$ _____
	8 yard \$ _____
	10 yard \$ _____

**SOUTHFIELD PUBLIC SCHOOLS
OFFICIAL BID PROPOSAL FORM
TRASH REMOVAL AND RECYCLING SERVICES (page 2)**

Price for temporary
Trash- cost per extra container
One time fee (if any)

Year 3

6 yard \$ _____

8 yard \$ _____

10 yard \$ _____

Trash- cost per extra container pickup
(not in regular schedule)

6 yard \$ _____

8 yard \$ _____

10 yard \$ _____

Year 1 - Cost per Open Top Container

10 Yard \$ _____

20 Yard \$ _____

30 Yard \$ _____

Year 2 - Cost per Open Top Container

10 Yard \$ _____

20 Yard \$ _____

30 Yard \$ _____

Year 3 - Cost per Open Top Container

10 Yard \$ _____

20 Yard \$ _____

30 Yard \$ _____

Alternate I

Recycling program

Cost per pickup 8 yard container \$ _____

Cost per pickup 6 yard container \$ _____

Include on separate page description and price for recycling services for Year 1-3

NAME OF COMPANY: _____

SIGNATURE & TITLE REPRESENTATIVE: _____

ADDRESS: _____

CITY _____ **STATE, ZIP** _____

PHONE: _____ **DATE:** _____

**SOUTHFIELD PUBLIC SCHOOLS
OFFICIAL BID PROPOSAL FORM
TRASH REMOVAL AND RECYCLING SERVICES (page 3)**

1. Number of years in the commercial solid waste disposal business _____

2. Number of years collecting and marketing recyclable multi-materials

3. List three (3) current customers (school districts preferred) include phone and contact

4. Approved sanitary landfill to be used:

5. Current recycling markets: _____

6. Other significant data

Affidavit of Bidder - Familial Relationships Form

The undersigned, the District or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Southfield Public School District (the "School District") advertisement for service Proposal, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder(s) or any employee of the School District, and any member of the Board of Education of the School District or the Superintendent of the School District.

List any familial relationships: _____

_____ **There is no familial relationship that exists** between the owner and any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools. (check if none)

Bidder's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribed and sworn to by _____ before me on the
_____ day of _____, _____.

Signature _____

Printed name _____

Notary public, State of Michigan, County of _____
Acting in the County of _____

Seal:

My commission expires _____

BOARD OF EDUCATION

- Charles A Hicks, *President*
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- Yvette Ware-DeVaull, *Trustee*
- Dr. Jennifer Green, *Superintendent*

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 (the "Company"), pursuant to the compliance certification requirement provided in the Southfield Public School's Request For Proposal (the "RFP"), hereby certifies, represents, and warrants that the Company (which includes 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 the Southfield Public Schools 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 the Southfield Public School'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

**Southfield Public Schools
2020-2021 Calendar**

2020

August 22	District Wide Opening Day	Tuesday
August 28	All Students Report -Full Day -First Day of School	Monday
September 1, 4	Labor Day Recess -No School	Friday, Monday
November 22, 23, 24	Thanksgiving Recess -No School	Wed-Friday
December 22 2018	Winter Recess -End of School Day	Friday

2021

January 8	Classes Resume	Monday
January 15	Dr. Martin Luther King Jr. Day -No School	Monday
February 16	Mid-Winter Break -End of School Day	Friday
February 26	Classes Resume	Monday
March 29	Spring Recess -End of School Day	Thursday
April 9	Classes Resume	Monday
May 25, 28	Memorial Day Recess -No School	Friday, Monday
June 15	Last Day for All Students	Friday
June 18	Last Day for Teachers to Report	Monday