

REQUEST FOR PROPOSAL

November 22nd 2024
FRANCIS HOWELL SCHOOL DISTRICT

DISTRICT-WIDE TRASH AND RECYCLING SERVICES

PROPOSAL MUST BE RECEIVED BY DECEMBER 2nd, 2024 at 11:30 AM

This inquiry implies no obligation on the part of the Francis Howell School District.

The Francis Howell School District reserves the right to reject any or all bids and accept that bid which appears to be in the school district's best interest. The district reserves the right to waive any informalities or reject any or all bids or any part of any bid. Any bid received after the specified time and date shall not be considered.

Bidders are cautioned that the quoted goods and/or services must be provided at the price submitted. No increase in price will be permitted pending acceptance or rejection of the bid. All bids shall be deemed final, and no bid shall be subject to correction or amendment for error or miscalculation.

Purchases made by the Francis Howell School District are not subject to state or local taxes or federal excise taxes. The official state tax exemption letter shall be furnished upon request.

In the event no funds or insufficient funds are appropriated and budgeted for this service, the district shall, not less than sixty (60) days prior to the end of a fiscal period, in writing, notify the company to terminate the contract.

Bids must be mailed to the **Francis Howell School District Facilities and Operations Office, 828 O'Fallon Road, St. Charles, MO 63304** or hand carried to this office at the above address. Only bids typed or written in ink will be considered. The bid must be signed and sealed in an envelope, marked clearly with the bidder's name, address, and **"FRANCIS HOWELL SCHOOL DISTRICT TRASH AND RECYCLING SERVICES BID."**

If you need more information or have any questions, please email **Claudia Carrillo** at claudia.carrillo@fhdschools.org

Bidders are responsible for checking the Francis Howell school district website for addendums and other bid process updates. Website: <https://www.fhdschools.org/search-results?q=bid>

All questions and requests for information or clarification pertaining to this bid must be submitted in writing to the above e-mail address. The deadline for questions is Monday, November 27, 2024, at noon (CST)

FRANCIS HOWELL SCHOOL DISTRICT

COLLECTION AND HAULING OF TRASH AND RECYCLING

The Francis Howell School District is accepting bid proposals for all labor, containers, and equipment necessary for the collection, and hauling of solid waste and recycling from its various locations as specified below. Bid proposals must be submitted on the attached form and must be sealed and clearly marked "**FRANCIS HOWELL SCHOOL DISTRICT TRASH AND RECYCLING SERVICES BID.**" If you need more information or have any questions, please email Claudia Carrillo at claudia.carrillo@fhdschools.org. Bids will be received in the Office of the Director of Operations and Facilities, Francis Howell School District, 828 O'Fallon Road, St. Charles, Missouri 63304, until **11:30 AM on December 2nd, 2024.**

SCHOOL VISITS: Bidders shall visit the schools and examine the locations for trash and recycling containers and fully acquaint themselves with the conditions under which the work is to be done. The Director of Operations and Facilities will advise on the tentative locations desired for the recycling container (s) on the school premises. Suggested changes for the relocation of the containers, if necessary, shall be requested in writing and submitted for approval three days prior to the opening of the bids in the Office of the Director of Operations and Facilities, 828 O'Fallon Road, St. Charles, Missouri 63304.

INSPECTION: The contractor shall permit the Director of Facilities and Operations, or his designated representative, to visit and inspect the equipment and premises of the company prior to or after the opening of the bids.

PERMITS: The contractor shall apply and pay for all necessary permits.

INSURANCE: The contractor shall maintain adequate insurance coverage, including workmen's compensation and liability insurance. Before beginning work under the contract, the successful bidder shall submit proof of insurance, both bodily and property, in the sum of no less than \$2,000,000.

PAYMENTS: Payment of this contract work will be made monthly. Invoices will be submitted to the Office of the Director of Operations and Facilities, Francis Howell School District, 828 O'Fallon Road, St. Charles, Missouri 63304, on or before the first month with a referral made to the purchase order number originally issued as the authority to perform the service.

PERIOD OF SERVICE: The collection period shall begin on July 1, 2025, for a three year term .

TIME OF COLLECTION: Work shall be done between 4:00 – 9:00 p.m. and/or between 6:15 – 8:00 a.m. School activities may be in progress and the contractor understands that *the safety of the children is of paramount importance*. No speeding or careless driving will be permitted. The district reserves the right to exclude certain times that may pose a hazard to children. In the event the access to the container(s) is blocked, the provider will notify the district while on site in order to gain access to the container(s) and provide the service as scheduled. If access is unable to be arranged the provider will notify the District of the next date the service will take place (service make-up day).

CHANGES IN COLLECTION: If the contractor, at any time in the execution of the contract, finds it necessary to change the time of collection, they shall submit the request in writing for approval to the Office of the Director of Facilities and Operations.

CONTAINERS AND EQUIPMENT: The recycling and trash containers and equipment used are to be substantial, safe, and maintained in good working order. Containers shall be painted. Replacement of or repairs to containers (i.e., bent doors, latches, repainting, etc.), including those that have been set on fire or otherwise vandalized, shall be done within a two-week period.

SCOPE OF WORK: The work to be done includes all labor, containers, and equipment for the collection and hauling of solid waste and recycling from the various locations of the Francis Howell School District, as specified below.

REJECTION OF BIDS: The Board of Education reserves the right to reject any or all bids or to waive technicalities.

RETURN TO: Salum Stutzer , Director of Facilities and Operations
Francis Howell School District
828 O'Fallon Road
St. Charles, Missouri 63304

Appendix A-References

FRANCIS HOWELL SCHOOL DISTRICT REFERENCES FOR SIMILAR WORK IN THE LAST TWO YEARS

REFERENCE #1

Name: _____

Phone Number: _____

Project: _____

Location: _____

Contract Price: _____

Project Started: _____ Project Completed: _____

Scope of Project: _____

REFERENCE #2

Name: _____

Phone Number: _____

Project: _____

Location: _____

Contract Price: _____

Project Started: _____ Project Completed: _____

Scope of Project: _____

REFERENCE #3

Name: _____

Phone Number: _____

Project: _____

Location: _____

Contract Price: _____

Project Started: _____ Project Completed: _____

Scope of Project: _____

Appendix B-“E-Verify”

FEDERAL WORK AUTHORIZATION PROGRAM (“E-VERIFY”) ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” (formerly known as “Basic Pilot”) work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: _____ (signature)

Printed Name and Title: _____

For and on behalf of: _____ (company name)

EXHIBIT C-Affidavit

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by _____ (hereinafter "Company") and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: _____ (individual signature)

For _____ (company name)

Title: _____

Subscribed and sworn to before me on this _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires _____

Appendix D-Pricing

PRICING PAGE

The undersigned proposes and agrees to furnish all labor, materials, and equipment for the collection and hauling of recycling and trash from the Francis Howell School District's various locations.

- | | | | |
|-------------------------------|----------------------|---------|------------------|
| 1. Year one proposal | Recycling | \$_____ | 7/1/24 – 6/30/25 |
| | Trash | \$_____ | 7/1/24 – 6/30/25 |
| | Recycling and Trash | \$_____ | 7/1/24 – 6/30/25 |
| 2. Year two proposal | Recycling | \$_____ | 7/1/24 – 6/30/26 |
| | Trash | \$_____ | 7/1/24 – 6/30/26 |
| | Recycling and Trash | \$_____ | 7/1/24 – 6/30/26 |
| 3. Year three proposal | Recycling | \$_____ | 7/1/24 – 6/30/27 |
| | Trash | \$_____ | 7/1/24 – 6/30/27 |
| | Recycling and Trash | \$_____ | 7/1/24 – 6/30/27 |
| 4. Additional pick up | Recycling | \$_____ | |
| | Trash | \$_____ | |
| 5. Roll Off Container | 20 yard Construction | \$_____ | |
| | 40 yard Construction | \$_____ | |
| | 20 yard Regular | \$_____ | |
| | 40 yard Regular | \$_____ | |

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

OFFERER'S PRINTED NAME: _____

OFFERER'S SIGNATURE: _____ DATE: _____

Signature verifies that bid is good for at least 90 days

Appendix E-Locations

Site	Material Stream	# containers	Size	Frequency
EC central	Trash	1	8yd FL	3x/week
	Recycle	1	4yd FL	1x/week
EC Hackman	Trash	1	4yd FL	3x/week
	Recycle	1	4yd FL	1x/week
EC Meadows	Trash	1	4yd FL	4x/week
	Recycle	1	4yd FL	1x/week
Becky David Elem.	Trash	1	8yd FL	5x/week
	Recycle	1	8yd FL	2x/week
Castillo Elem.	Trash	2	8yd FL	4x/week
	Recycle	1	8yd FL	2x/week
Central Elem.	Trash	1	8yd FL	5x/week
	Trash	1	8yd FL	2x/week
	Recycle	1	8yd FL	2x/week
Daniel Boone Elem.	Trash	2	8yd FL	2x/week
	Recycle	1	8yd FL	2x/week
Fairmount Elem.	Trash	2	6yd FL	5x/week
	Recycle	2	8yd FL	2x/week
Harvest Ridge Elem.	Trash	1	8yd FL	4x/week
	Recycle	1	8yd FL	2x/week
Henderson Elem.	Trash	1	8yd FL	5x/week
	Recycle	1	8yd FL	2x/week
Independence Elem.	Trash	1	8yd FL	5x/week
	Recycle	1	8yd FL	2x/week
John Weldon Elem.	Trash	1	8yd FL	5x/week
	Recycle	1	8yd FL	3x/week
Warren Elem.	Trash	1	8yd FL	5x/week
	Recycle	1	6yd FL	2x/week
Barnwell Middle	Trash	1	8yd FL	5x/week
	Recycle	1	8yd FL	2x/week
Bryan Middle	Trash	1	8yd FL	5x/week
	Recycle	1	8yd FL	2x/week
Francis Howell Middle	Trash	2	6yd FL	4x/week
	Recycle	2	8yd FL	2x/week
Hollenbeck Middle	Trash	2	6yd FL	4x/week
	Recycle	2	8yd FL	2x/week
Saeger Middle	Trash	2	8yd FL	4x/week
	Recycle	1	8yd FL	2x/week
New Admin Building 801 Corporate	Trash	1	8yd FL	3x/week
	Recycle	1	8yd FL	1x week
FH High	Trash	3	6yd FL	5x/week
	Recycle	3	8yd FL	2x/week
FH High Central	Trash	3	8yd FL	4x/week
	Recycle	3	8yd FL	2x/week
FH North	Trash	5	4yd FL	5x/week
	Recycle	2	4yd FL	3x/week
Annex/Transportation	Trash	4	4yd FL	1x/week

	Recycle	2	4yd FL	2x/week
Facilities	Trash	1	4yd FL	3x/week
	Recycle	1	8yd FL	1x/week
FHSD-Trash Roll Off	Trash	1	40yd Open	on call
FHSD- Yard Waste Roll Off	Yard Waste	1	40yd Open	on call
4545 building	Trash	1	4yd FL	2x/week
	Recycle	1	4yd FL	1x/week
Heritage Alternative (PAT)	Trash	1	2yd FL	every other week
	Recycle	1	96gal	1x/week
Westwood	Trash	1	4yd FL	2x/week
	Recycle	1	4yd FL	1x/week
Burbes Building	Trash	1	8yd FL	1x/week
	Recycle	1	8yd FL	1x/week

Appendix F-Locking Containers

Locations that ***must have locking trash*** and recycling containers:

Central Elementary
Administration Building
Early Childhood-Central School Road
Burbes Building
Becky-David Elementary
Fairmount Elementary
Warren Elementary (added 5-25-21)