

Northern Lehigh School District
1201 Shadow Oaks Lane
Slatington, PA 18080

Instructions for bidders

Of

RFP for Garbage/Trash Collection and Recycling Services

Sealed proposals will be received by the Northern Lehigh School District for garbage/trash collection and recycling services for an agreement period of five years beginning on July 1st, 2025 to June 30th, 2030.

Sealed proposals will be received until 1pm prevailing time on March 31st, 2025. Bid proposals will be opened and read publicly in the District Office at 1pm, March 31st, 2025.

Proposals shall not include Federal or State Taxes- Tax Exemption Form will be furnished upon request.

Proposals must be submitted in a sealed envelope clearly marked on the outside "Garbage Trash Collection Proposal" and delivered to the district office at 1201 Shadow Oaks Lane, Slatington, PA 18080.

All proposals must contain the information requested on the proposal form.

For questions or site visit contact

Christopher Mann Director of Operations

Office: (610) 767-9807

Email: cmann@nlsd.org

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General Conditions

The following general conditions apply to all bids received by the Northern Lehigh School District, and any contracts entered into with such bidders:

1. Northern Lehigh School District is EXEMPT from ALL excise taxes as well as Pennsylvania Sales tax. No tax shall be included in the bid price.
2. No bid or contract may be assigned or transferred without the written consent of the Board of Education of the Northern Lehigh School District.
3. The bidder hereby agrees to save harmless and fully indemnify the Northern Lehigh School District and all its officers or agents from all damage, costs, or expenses that may be at any time imposed or claimed for infringement of any patent right of any person, association, or corporation as a result of the use by the District or any of its officers, agents, or employees of article(s) supplied under the bid and of which the bidder is not the patentee, assignee, or licensee with full right and authority to use the patent or supply the patented item on or for this project.
4. The bidder hereby certifies that the price in his bid is neither directly nor indirectly the result of any agreement with any other bidder.
5. The District reserves the right to reject any and all bids, to waive any technical defects and to accept or reject any part of any bid, if in the judgment of the District, the best interest of the District will be served. The District reserves the further right to require a bidder to furnish all items specified in the advertisement for bids and to reject any bid which fails to satisfy such requirements.
6. No award will be made to any bidder who, in the opinion of the District is in default on any bid proposal, or purchase order, or contract with the District prior to the date of the bid proposal under consideration or whose performance under any prior proposal or contract has been determined by the District to be unsatisfactory.
7. Any work that is defective or fails in any way to meet the terms of the contract or purchase order will be rejected. The decision of the District shall be final and the rejected material will be replaced by and at the expense of the contractor.
8. The District may reject any bid not meeting specifications. If a bidder furnishes material not meeting specifications, and does not replace such articles, or if there is a failure to deliver within the specific time, the District may contract for the same in the open market, deduct the expense, including any excess in price over the called for in the contract from the amount due the bidder from the District. If the amount due the bidder is not sufficient to meet such expenses and cost of securing substitute material, the District may proceed

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against the bidder or has sureties under the bond or surety to collect such deficiency, by proper action through the District solicitor.

9. It is understood and agreed that any reference to a particular manufacturer's product either by trade name or by limited description, is made solely for the purpose of more clearly indicating the minimum standard of quality desired. The term "or approved equal" is defined as meaning any other make equal in material, workmanship, and service, and as efficient and economical in operation. An article meeting these conditions may be accepted.
10. Bidders shall not insert in their proposal or in the instructions to bidders or specifications any written statement which will have the effects of making any material change or changes in the same or in any contract between the parties covering the subject matter thereof. However, any deviations or variations from the specifications shall be clearly and separately stated on the proposal form.
11. Failure to comply with any part of the proposal, instructions to bidders and/or specifications may result in the disqualification of the bid and/or cancellation of the contract at the discretion of the District.
12. Adequate postage to cover mailing must be affixed to insure prompt delivery of proposals. The District will not be responsible nor will accept proposals delivered late or with postage due.
13. No bidder may withdraw his bid for a period of 60 days.
14. No asbestos containing material allowed.
15. Proposals received prior to the time of opening shall be held unopened. No responsibility will be assumed by the District or its representatives for the premature opening of proposals that are not properly identified as stated.

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Instructions For Non-Collusion Affidavit

- This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti-Bid-Rigging Act, 73 P.S & 611 et seq., government agencies may require Non-Collusion Affidavit to be submitted together with bids. This Non-Collusion Affidavit must be executed by the member, officer, or employee of the bidder who makes the final decision on the prices and the amount quoted in the bid.
- Bid rigging and other efforts to restrain competition, and the Making of false sworn statements in connection with the submissions of bids are unlawful and may be subject to criminal prosecution. The person who signs 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 responsibility for the preparation, approval, or submission of the bid.
- 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.
- The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that 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 other form of bid submitted for the purpose of giving a false appearance of competition.
- Failure to file an Affidavit in compliance with these instructions could result in a disqualification of the bid.

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Proposal form

What can be placed in the Recycling Container?

What cannot be placed in the Recycling Container?

What can be placed in the Trash Container?

What cannot be placed in the Trash Container?

Pricing Proposal

1st Year Pricing

\$ _____/Month

\$ _____/Year

Monthly Amount written out: _____

Yearly Amount written out: _____

2nd Year Pricing

\$ _____/Month

\$ _____/Year

Monthly Amount written out: _____

Yearly Amount written out: _____

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3rd Year Pricing

\$ _____/Month \$ _____/Year

Monthly Amount written out: _____

Yearly Amount written out: _____

4th Year Pricing

\$ _____/Month \$ _____/Year

Monthly Amount written out: _____

Yearly Amount written out: _____

5th Year Pricing

\$ _____/Month \$ _____/Year

Monthly Amount written out: _____

Yearly Amount written out: _____

Pick up charge per container on an as needed basis

\$ _____/recycling container

Written amount / recycling container _____

\$ _____/trash container

Written amount / trash container _____

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Contractor contact information

Company Name _____

Company Address _____

Phone Number _____

Email _____

Signature _____

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Specifications

Garbage /Trash Collection and Recycling services

Provide labor and equipment to pick up, transport and disposal or recycling of Northern Lehigh School District garbage, trash, and recycling. Containers are to be supplied by the contractor, in like-new condition with lids. All openings/sliding doors/lids of each container must have the capability to be locked.

The successful bidder will supply the following containers.

Peters Elementary School

1-10yard square trash container

1- 10yard square recycling container

Slatington Elementary

2-10yard square containers for trash

1-10yard square container for recycling

Northern Lehigh Middle School

2-10yard square containers for trash

1-10yard square container for recycling

Northern Lehigh High School

3-10yard square containers for trash

1-10yard square containers for recycling

Northern Lehigh Stadium

1-10yard square container for trash

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The successful bidder will be required to empty the trash containers at all five locations on Tuesday and Friday of each week and/or any other additional days when notified by the District to do so.

The successful bidder will be required to empty the recycling containers at all four locations on Friday of each week and/or any additional days when notified by the District to do so.

Containers are to be supplied by the contractor, in like new condition with lids. All openings, sliding doors, and lids of each container must have the capability to be locked. If needed the contractor will supply locks and keys for the container.

The successful bidder shall bear the responsibility of maintaining the trash containers.

The containers must not present a threat to the health or general safety of the public.

The storage, hauling, and disposal of trash and recyclables must be in compliance with all Department of Environmental Protection regulations as well as Federal, State, and Local regulations.

Bids will be firm for the agreement period of July 1st, 2025, through June 30th, 2030. No escalation clauses.

All fees, licenses, and dumping permits, etc. are the responsibility of the successful bidder and should be included in the proposal price. Noncompliance with the specifications may result in the District canceling the agreement.

The successful bidder must supply proof of insurance

Recycling containers must be clearly labeled "Recycling Container"

Regular trash containers must be labeled "Trash Container"

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NON-COLLUSION AFFIDAVIT

PROJECT/PROPERTY LOCATION (STREET ADDRESS):

CONTRACT/PROJECT NUMBER:

This Non-Collusion Affidavit is material to any contract/purchase order awarded pursuant to this bid. According to Section 4507 of Act 57 of May 15, 1998, 62 Pa. C.S., ss 4507, governmental agencies may require Non-Collusion Affidavits to be submitted with any bids.

By submittal of a bid for the above referenced project and execution of this affidavit, the following statements are acknowledged:

- The price(s) and amount of bid have been arrived at independently and without consultation, communication or agreement with any other Contractor, potential Contractor or bidder.
- Neither the price(s), amount of this bid nor the approximate price(s) or amount of bid, have been disclosed to any other company or person who may be a Contractor or potential Contractor, nor will they be disclosed prior to this bid opening.
- No attempt has been made, or will be made, to induce any company or person to refrain from bidding on this contract or submit a proposal higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- This bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from any company or person to submit a complementary or other noncompetitive bid.
- To my best knowledge, the Contractor, 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.
- The Contractor is not currently under suspension or review by the commonwealth, or any other Federal, State or Local Governmental entity. If certification cannot be made, a written explanation to support the inability of providing such shall be submitted with this bid.

LEGAL NAME OF CONTRACTOR OR CONSTRUCTION COMPANY (PLEASE PRINT):

AUTHORIZED REPRESENTATIVE (PLEASE PRINT):

TITLE:

I state that I am authorized to make this affidavit on behalf of the above name Contractor or Construction Company and am the person responsible for submitting this bid and price(s) and amount included therein.

SIGNATURE (AUTHORIZED REPRESENTATIVE):

NOTARY PUBLIC:

SWORN TO AND SUBSCRIBED

BEFORE ME THIS ____ DAY

OF _____, 20____

MY COMMISSION EXPIRES:

The following information is to provide (at minimum) an overall explanation of non-collusion and the role/responsibility of entities desiring to participate in the bidding process for pending projects as advertised.

- A Non-Collusion Affidavit must be executed by the person responsible (i.e; owner, employee, officer) for making decisions on price(s) and amount(s) quoted in the bid.
- Bid rigging and other efforts to restrain competition, and making false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should be aware of all bidding requirements and protocol. By signing this document, she or he must be assured that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder as to their responsibilities for the preparation, approval and/or submission of the bid.
- In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid proposal, and an affidavit be submitted separately on behalf of each party.
- The term "complementary bid" as used in the affidavit, incorporates the meaning commonly associated with its' use in the bidding process. This includes the knowing submission of bid amounts higher than the bid from another Contractor, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
- Failure to submit an affidavit with the bid proposal in compliance with these instructions may result in disqualification of the bid.