TROY SCHOOL DISTRICT

RFP 2425-18
WASTE REMOVAL & RECYCLING SERVICES

INSTRUCTIONS TO BIDDERS

PROPOSALS

1. The Troy School District will receive firm, sealed proposals for establishing a three-year service contract with an optional two-year extension for trash, recycling and dumpster services, per the attached schedule, in accordance with the attached specifications.

2. Proposals will be submitted only on the forms provided, will be enclosed in a sealed envelope marked with the name of the bidder, the title of the work and must be delivered to the Troy School District, Purchasing Department, 1140 Rankin, Troy, Michigan 48083, no later than 11:00 a.m., Thursday, May 22, 2025, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted. Oral, telephone, fax or electronic mail bids are invalid and will not receive consideration. Submit one original and one copy.

3. Proposals will be made in conformity with all the conditions set forth in the specifications. All items of furniture and equipment must conform to the specifications.

4. All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Questions must be received no later than noon, Friday May 16, 2025, at no other time prior to the bid opening will questions/concerns be addressed or accepted and may be faxed to: 248.823.4077 or emailed as a Word document to: PurchasingOffice@troy.k12.mi.us. Addendum(s) will be posted only on the Troy School District website: https://www.troy.k12.mi.us/departments/business-services/purchasingbids under the corresponding bid tab thereafter.

5. Proposals must include a bid bond or certified check for not less than five percent (5%) of the contract and must be submitted with the bid proposal form furnished with the specifications. All proposals submitted are FIRM OFFERS and will remain firm for a period of 90 days following the date on which the bids are opened.

6. References in the specifications to any article, product, material, fixture, form or type of construction, etc., by proprietary name, manufacturer, make or catalog number will be interpreted as establishing a standard quality of design and will not be construed as limiting proposals.

7. The Troy Board of Education reserves the right to accept or reject any or all proposals either in whole or in part; to waive any irregularities and/or informalities; and in general, to make awards or cancel this proposal, if deemed to be in the best interests of the owner.

8. A completed Familial Disclosure and an Iran Economic Sanctions form must be included with each proposal submitted or the proposal will not be accepted. Please note these forms must be notarized.

SCOPE

This specification includes all necessary labor, supervision, equipment and related items for trash, recycling and dumpster services, per the attached schedule, at 21 school locations, Troy Administration and Service Buildings, Transportation Department and Operations Warehouse. Service includes pickup and disposal to a legal disposal site provided by the contractor. The contract will cover a three-year period, July 1, 2025, through June 30, 2028, with an optional two-year renewal extension, for the District.

INSPECTION OF SITES

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

SERVICE SCHEDULE

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

DUMPSTER PLACEMENT & CONDITION

The Contractor awarded this bid shall make all provisions to place new (or newly refurbished) dumpsters in the size noted at all building locations in time to begin servicing contract on July 1, 2025. Separate dumpsters are required for all recyclable materials. Dumpsters must be clearly marked “Trash” or "Cardboard Only" as applicable.

The Contractor agrees to maintain dumpsters to an acceptable condition. Broken or missing lids must be repaired or replaced within 14 days of notification due to Oakland County Health Requirements.

GOVERNMENTAL REGULATION

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

PERMITS

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

CONTRACT AWARD

The contract will be awarded in the form of PURCHASE ORDERS mailed to the Vendor(s) selected. It is the intent to award the bid on June 17, 2025, at the regular monthly meeting of the Board of Education. A letter of intent will be supplied to recommended Vendor by May 30, 2025, to allow Vendor to strategize and prepare for implementation.

WITHDRAWAL OF BIDS

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

INSURANCE

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

BID GUARANTEE

Bidders must submit with their proposal a bid bond or certified check for not less than five percent of the bid. Failure to include a five percent (5%) bid guarantee may result in the rejection of your bid.

GUARANTEE BONDS

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

PAYMENTS

Payment in full will be due and payable within thirty (30) days after delivery, providing all goods are approved and accepted by the Board of Education and the contract having been fully performed.

SPECIFICATIONS

RFP 2425-18
WASTE REMOVAL & RECYCLING SERVICES
TROY SCHOOL DISTRICT

BASE BID - REFUSE COLLECTION

The base bid proposal requires the contractor to collect refuse at twenty (21) school sites and four (4) other District sites. Names and location of site, weekly accumulation of solid waste, service days and frequency of pickup are shown on the attached schedules.

RECYCLE CONTAINERS

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

LOCATIONS	SIZE	CONTRACTOR FURNSIHED DUMPSTER	SERVICE PER WEEK	SERVICE DAYS
BARNARD ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
3601 Forge, Troy, MI 48083	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
BEMIS ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
3571 Northfield Pkwy, Troy, MI 48084	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
COSTELLO ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
1333 Hamman, Troy, MI 48085	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
HAMILTON ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
5625 Northfield Pkwy, Troy, MI 48098	6YD	1-FRO NT LOADER RECYCLE	1 X PER WEEK	MTR
HILL ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
4600 Forsyth Dr., Troy, MI 48085	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
LEONARD ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
4401Tallman Dr., Troy, MI 48085	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
MARTELL ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
5666 Livernois, Troy, MI 48098	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
MORSE ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
475 Cherry St., Troy, MI 48083	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
SCHROEDER ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
3541Jack Dr., Troy, MI 48084	6YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
TROY UNION ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
1340 E. Square Lk Rd., Troy, MI 48085	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
WASS ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
2340 Willard Dr., Troy, MI 48085	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
WATTLES ELEMENTARY	8 YD	1-FRONT LOADER	2 X PER WEEK	MTR
3555 Ellenboro, Troy, MI 48083	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
BAKER MIDDLE SCHOOL	8 YD	2-FRONT LOADER	3 X PER WEEK	MWF
1291 Torpey Dr., Troy, MI 48083	8 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MWF
BOULAN PARK MIDDLE SCHOOL	8 YD	2-FRONT LOADER	3 X PER WEEK	MWF
3570 Northfield Pkwy, Troy, MI 48084	6YD	1-FRONT LOADER RECYCLE	2 X PER WEEK	MWF
LARSON MIDDLE SCHOOL	8 YD	2-FRONT LOADER	3 X PER WEEK	MWF
2222 E. Long Lake Rd., Troy, MI 48085	6 YD	1-FRONT LOADER RECYCLE	2 X PER WEEK	MWF
SMITH MIDDLE SCHOOL	8YD	2-FRONT LOADER	3 X PER WEEK	MWF
5835 Donaldson, Troy, MI 48085	6 YD	1-FRONT LOADER RECYCLE	2 X PER WEEK	MWF
ATHENS HIGH SCHOOL	6 YD	4-FRONT LOADER	5 X PER WEEK	MTWTRF
4333 John R, Troy, MI 48085	6 YD	1-FRONT LOADER RECYCLE	2 X PER WEEK	MTWTRF
TROY HIGH SCHOOL	8 YD	3-FRONT LOADER	5 X PER WEEK	MTWTRF
4777 Northfield Pwky, Troy, MI 48098	6YD	1-FRONT LOADER RECYCLE	2 X PER WEEK	MTWTRF
INTERNATIONAL ACADEMY EAST	8 YD	2-FRONT LOADER	2 X PER WEEK	MTWTRF
1291 Torpey Dr., Troy, MI 48083	8 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTWTRF
TROY LEARNING CENTER	6 YD	1-FRONT LOADER	2 X PER WEEK	MTR
1522 E Big Beaver, Troy MI 48093	6 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
TROY PRESCHOOL 205 W. Square Lk Rd., Troy, MI 48098	8 YD	1-FRONT LOADER	3 X PER WEEK	MWF
TROY ADMINISTRATIVE CENTER 4400 Livernois Rd., Troy, MI 48098	6 YD	1-FRONT LOADER	1 X PER WEEK	TR
TROY SERVICES BUILDING	8 YD	1-FRONT LOADER	1 X PER WEEK	MTR
4420 Livernois Rd., Troy, MI 48098	8 YD	1-FRONT LOADER RECYCLE	1 X PER WEEK	MTR
TROY TRANSPORTATION DEPARTMENT 120 Hart St., Troy, MI 48098	6YD	1-FRONT LOADER	1 X PER WEEK	TR
TROY MAINTENANCE/OPERATIONS/PURCHASING 1140 Rankin Rd., Troy, MI 48083	40 YD	1- ROLL-OFF	AS NEEDED	

PROPOSAL FORM

PROPOSAL: BID 2425-18 Waste Removal & Recycling Services
DUE: 11:00 a.m., May 22, 2025

We propose to furnish Troy School District all necessary labor, supervision, equipment and related items for waste, recycling and dumpster services, per the attached schedule, at 21 school locations, Troy Administration & Service Buildings, Transportation Building and Operations/Warehouse, for the three-year period, July I, 2025, through June 30, 2028, with an optional two-year renewal extension, pick up and disposal to disposal site provided by the contractor, in accordance with these specifications:

	2025-26	2026-27	2027-28	Optional Year I	Optional Year 2
Refuse Collection: Cost Per Cubic Yard	$____	$____	$____	$_____	$_ _ _ _ _
Recycle Collection: Cost Per Cubic Yard	$____	$____	$____	$_____	$_ _ _ _ _
Large 40yrd Roll-Off	$____	$____	$____	$_____	$_ _ _ _ _

BIDDER'S FIRM NAME _____

ADDRESS _____

CITY/STATE _____ ZIP _ _ _ _ _

TELEPHONE # _____ FAX # _____

SIGNED BY _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ TITLE_____

TYPED NAME _____ DATE _____

E-MAIL ADDRESS _____

SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT

FAMILIAR DISCLOSURE AFFIDAVIT

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

List any Familial Relationships:

Contractor:

_____
Print Name of Contractor

By: ----------

Its: _____

Subscribed and sworn before me, this _ _ _ _ Seal:

day of_____, 20___, a Notary Public

in and for _ _ _ _ _ _ County, _ _ _ _

_____
(Signature)
NOTARY PUBLIC

My Commission expires _ _ _ _ _ _ _ _ _

CERTIFICATION OF COMPLIANCE- IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of2012

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

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

_____

NAME OF COMPANY

_____

NAME AND TITLE OF AUTHORIZED REPRESENTIVE

_____

SIGNATURE

_____

DATE

Acceptance of Proposal

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

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

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

BIDDER'S FIRM NAME _____

BUSINESS ADDRESS _____

_____

TELEPHONE NUMBER _____

FAX NUMBER _____

BY (SIGNATURE) _____

PRINTED NAME _____

TITLE _____

SIGNED THIS _____ DAY OF_____, 20_____

E-MAIL ADDRESS _____