**REQUEST FOR PROPOSAL**

Purpose:  Waste and Recycling Services for Dunklin R-V School District

Due Date: June 4, 2014                 Time: 10:00 a.m.

Contact Information:  Stan Stratton                     Phone: 636-479-5200

Mail RFP To:                          Stan Stratton

Superintendent

                                      497 Joachim Ave.

                                          Herculaneum, Mo. 63048

                                 RFP – Waste and Recycling Services

The Request For Proposal (RFP) does not create nor legally obligate the Dunklin R-V School District in any manner.

Dunklin R-V School District reserves the right to reject any or all Request For Proposals.  The school district reserves the right to accept the proposal deemed to be in the school district’s best interest. The district also reserves the right to waive any or all informalities, or refuse any or all bids or any part of any bid.  Any bid submitted after the stated due date shall be rejected.

To all interested bidders prudence must be practiced because the quoted goods/services must be at the price submitted.  No price increases are permitted pending acceptance of the bid.  All RFP’s shall be deemed final, and no bid shall be contingent to amendment, miscalculation, error, or correction.

Dunklin R-V School District is not subject to state, local, or federal excise tax.

Prevailing Wage Order #20 or the most recent version thereof requires all bidders to pay labor at the prevailing wage rates.

If the school district was to experience financial difficulty and funding was to become unavailable for waste and recycling service, Dunklin R-V School District shall notify the company in writing not less than 60 days prior to the end of a fiscal period that the contract is terminated.

All interested bids must be delivered or mailed to the address listed above.  The proposal must be signed and dated in a sealed envelope and clearly marked with the bidder’s name, address, and duly noted “Waste and Recycling Services Bid”.

**COLLECTION AND REMOVAL OF TRASH/REFUSE**

Dunklin R-V School District is accepting bids for all equipment necessary for collection, hauling, of trash and recycling, and all labor from its numerous locations as noted below.  If you need more information or have questions, please contact Russell L. Waugh at 636-479-5200 ext: 1020.  Bids will be received at the Central Office until

June 4, 2014 at 10:00 a.m. CST.

School Campus Site Visits - Bidders must visit the following campuses and note the location, size and number of containers and note conditions in which the work is to be performed.  The Superintendent and or his designee will decide any suggested alternative locations requested for refuse containers on school property.  Any changes requested must be in writing and submitted for approval three (3) days prior to the bid opening in the Central Office.

Inspection:  The contractor shall permit the Superintendent or his designee to visit and inspect the facilities of the company prior to or after the opening of the bids.

Permits - The contractor shall acquire and pay for all necessary permits.

Insurance - The contractor shall maintain adequate insurance coverage, which includes workman’s compensation and liability insurance.  Five (5) working days prior to performing work under the contract, the successful bidder must submit proof of insurance coverage, including both bodily and property in the sum of $2,000,000 or greater.

Payments - All payments of work performed under this contract will be paid monthly.  All invoices will be mailed or submitted (prior to the first of each month) to the Central Office located at 497 Joachim Ave., Herculaneum Mo. 63048.  Invoices must include the assigned Purchase Order Number issued by Dunklin R-V School District.

Length of Contract - The contract shall begin **August 1, 2014** and remain effective through **June 30, 2019**.

Trash Collection Time - Trash/refuse pickup shall be done between 6:00 am till 10:30 am or 4:30 pm till 9:00 pm.  School related activities may be in progress and the safety of students and other individuals on our premises is our primary concern.  Careless disregard of people or property by speeding, or careless driving will not be tolerated.  Particular time frames may compromise the safety of children and the school district will reserve the right to restrict trash removal.  Trash/refuse collection and transportation shall not interfere with the beginning of school or the end of the school day.

Collection Time Changes - During the contracted time period if the contractor deems it necessary to alter the time period of collection, the requested time change must be submitted in writing five working days prior to the time change for approval by the Superintendent or his designee.

Containers and Equipment - All trash containers must have self-closing lids and the equipment used for collection and transporting the refuse shall be properly maintained, safe and free of all hazards and meet any applicable codes or laws.  All containers must be uniform in color with the contractor’s name/logo and phone number prominently displayed on the container.  Contractor shall provide all repairs or replacement containers as requested by the school district.

SCOPE OF WORK

Requirements -

The selected contractor must provide waste/refuse collection, transportation, and disposal.

The trash/refuse contractor shall have a designated company representative to coordinate services with the school district.

The contractor shall provide all qualified labor, and equipment (maintained in a safe and proper working order) as to safely collect and transport the trash/refuse.

The number of sites and the number of trash/refuse containers may change according to the needs of the school district.

The contractor must coordinate services with school district personnel to ensure safe, and timely removal of trash/refuse.  Any school property damaged by collection or transportation of trash/refuse shall be reimbursable to the school district for repair/replacement.

Any container deemed by the school to be unsafe or in a state of disrepair will be repaired or replaced within 24 hours after notification by the school district.

The contractor will ensure that any of it’s employees providing services on school property wear a uniform with their company name or wear a badge identifying the individual as an employee.

Personnel of the contractor providing services on the school property must have had a fingerprint background check completed.  No contractor employee may perform services on school premises if a conviction of selling/using any controlled substances or if convicted of physical or mental abuse of a minor.

Future Recycling Requirements -

The school district may at a future date begin a recycling program and the contractor will need to be able to provide this service.  The contractor must be able to provide an educational in-service program to enhance our efforts.   Additionally, the selected party must be able to provide the proper containers, qualified personnel, and access to proper recycling facilities in a timely manner, at a competitive price.

The recycling program must accommodate the mixing of recyclables which may be the following:  classroom, computer and office paper, cardboard, art room construction paper, multi-colored paper, folders, metal cans (tin or aluminum), magazines and newspapers, and plastic eating and drinking containers.

Any spillage of recyclables during the collection/transportation process shall be cleaned up immediately by the contractor.  If the spillage is due to the school district’s behavior, for example improper use of or the overfilling of containers, the school district is to be notified immediately and the school will take measures to correct the situation.

The contractor must notify the school district in writing noting the name and address location of where the recyclables are to be processed.  The items designated recyclables are not to be disposed of in a landfill.

The school district may pursue additional recycling measures such as ink cartridges, light bulbs, lighting ballasts, fluorescent tubes, batteries, and infectious waste in a future date.

Additional Requested Services - The contractor must note on the bid forms, the cost for each additional service as indicated below:

1. Cost to increase the size of the trash container by yard.

2. Cost to add additional day of collection to the routine schedule.

3. Cost to have an additional collection not on the routine schedule.

4. Cost to have an additional collection on a Saturday.

Rejection of Bids - The School Board of Education for Dunklin R-V School District reserves the right to reject any or all bids.

Return To -

Stan Stratton - Superintendent

Dunklin R-V School District

497 Joachim Ave.,

Herculaneum, Mo. 63048

**DUNKLIN R-V 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:

**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 A

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

**PRICING PAGE**

**This agreement shall be effective for a period of five years (first year 7/1/14 – 6/30/15, second year 7/1/15 – 6/30/16, third year 7/1/16 – 6/30/17, fourth year 7/1/17-6/30/18, fifth year 7/1/18-6/30/19).**

The undersigned proposes and agrees to furnish all labor, materials and equipment for the collection and hauling of refuse and trash from the various locations of the Dunklin R-V School District.

**BID**

1. Total bid proposal cost for hauling and

refuse $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Additional services:

1. Cost to increase size of trash

container (per yard). $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Cost to add extra day to schedule $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Cost to provide additional pickup

(not on schedule) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Cost to furnish and pickup for weekends $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Cost to furnish on-call 20 yard roll off $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Cost to furnish on-call, a 40 yard roll off $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1st Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2nd Year Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% maximum increase from 1st year**

**3rd Year Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% maximum increase from 2nd year**

**4th Year Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% maximum increase from 2nd year**

**5th Year Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% maximum increase from 2nd year**

**NOTE: In order to determine the potential maximum liability of the district, any percentages proposed by the offerer for contract extension options shall be evaluated. The offerer hereby agrees to provide the services and/or items, at the prices quoted, pursuant to the requirements of this document.**

**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.**