

**REQUEST FOR PROPOSAL
WASTE DISPOSAL AND RECYCLE MATERIAL COLLECTION
FOR
ILLINOIS VALLEY COMMUNITY COLLEGE
PROPOSAL # RFP2016- P05**

Illinois Valley Community College District No. 513 (the College) is accepting sealed proposals for waste disposal and recyclable material collection as per the following:

- The college will accept bids for the collection, transportation, and disposal of commercial solid waste and recyclables from Illinois Valley Community College, 815 N. Orlando Smith Road, Oglesby, IL 61348.
- Contractual period will be for three (3) years with the option to extend the contract for two (2) one-year periods.
- Any and all exceptions to these specifications **MUST** be clearly and completely indicated on the proposal sheet. Attach additional pages if necessary. **Be advised that any exceptions to vendor directions may cause your proposal to be disqualified.**

Schedule:

Proposals will be received and publicly read aloud in Room C-326, Illinois Valley Community College District No. 513, Oglesby, Illinois, at 10:00 a.m. on June 21, 2016. Proposals received after this time will not be accepted and will be returned to you unopened. Faxed proposals will not be accepted.

Electronic proposal submissions shall be considered a sealed document if they are received at the Purchasing Department by the time and date set herein for receipt of proposals. The vendor assumes the risk of premature disclosure due to submission in an unsealed form. Electronic proposals must be e-mailed to purchasing@ivcc.edu with the subject **PROPOSAL: Waste Disposal and Recyclable Material Collection #RFP2016-P05**.

Proposals must be made in accordance with the instructions contained herein. Questions concerning this proposal may be directed to the Purchasing Department at 815.224.0417. Proposals shall be submitted on the forms furnished by the College in a sealed envelope, plainly marked with the vendor's name and address. Submit all proposals to:

**Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 N. Orlando Smith Road
Oglesby, Illinois 61348**

ACKNOWLEDGEMENT OF ADDENDA:

Signature of a company official on an original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted. **FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

PROPOSAL PROCEDURES:

No proposal shall be modified, withdrawn, or canceled for sixty days after the proposal opening date without the consent of the College's Board of Trustees.

Changes or corrections may be made in the proposal documents after they have been issued and before proposals are received. In such cases, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned and shall become part of the proposal documents. Except in unusual cases, addendum will be issued to reach the vendors at least five (5) days prior to the date established for receipt of proposals.

Each vendor shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a vendor find discrepancies or omissions from documents, or should there be doubt as to their meaning, they shall, at once, and in any event not later than ten (10) days prior to proposal due date, notify the Director of Purchasing who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed in writing to the Director of Purchasing. A list of all questions will be posted to the College's website. After proposals are received, no allowance will be made for an oversight by the bidder.

SIGNATURE ON PROPOSALS:

The College requires the signature on proposal documents to be that of an authorized representative of said company. Each Bidder, by making her/his proposal, represents that she/he has read and understands the proposal documents and that these instructions to vendors are a part of the specifications.

TAX EXEMPTION:

The College is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, Federal Excise Tax, and Municipal Retailer's Occupation Tax (Tax Exemption ID # E9995-5253-06)

TERM OF CONTRACT:

The agreement will commence on September 1, 2016 and end on August 30, 2019 with the option to be renewed for two (2) one- year periods unless terminated.

INVESTIGATION OF BIDDERS:

The College will make any necessary investigation to determine the ability of the bidder to fulfill the proposal requirements. The College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

PROPOSAL AWARD:

The successful contractor, and/or any contractor, shall not proceed on this proposal until it receives a purchase order from the College. Failure to comply is the risk of the contractor.

PROPOSED AGREEMENT:

Please submit a sample of your company's agreement with your proposal.

REFERENCES:

Bidders will provide a minimum of three (3) references for which a comparable project has been performed. References must include company name, phone number, and contact name.

CERTIFICATE OF INSURANCE:

Refer to Section: CONTRACTOR'S INSURANCE AND INDEMNITY REQUIREMENTS

CERTIFICATION FORM:

Bidders must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Rights Act dealing with Sexual Harassment. The signed Certification must be submitted with your proposal. Failure to do so may result in the rejection of your proposal.

EQUAL OPPORTUNITY EMPLOYMENT:

Respondent shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended, and any rules and regulations promulgated in accordance therewith, including, but not limited to, the Equal Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. In addition, the respondent shall comply with the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended. Furthermore, the respondent shall comply with Public Act 98-107, which requires nearly any party that contracts with a community college to post employment of vacancies with the state's job board: IllinoisJobLink.com.

LAW GOVERNING:

Any contract resulting from this RFP shall be governed by and construed according to the laws of the State of Illinois, without regard to conflict of law principles.

W-9 FORM:

Please complete the enclosed W-9 form and return with your proposal.

INSTRUCTIONS

IVCC reserves the right to reject any and all proposals, and waive any proposal irregularities. It is the intent of IVCC to award a contract to the lowest responsible bidder meeting the specifications. The College reserves the right to determine the lowest responsible bidder on the basis of an individual item, groups of items, past history with the bidder, financial qualifications, company history, or in any way determined to be in the best interests of the College.

Award will be based on the following factors:

- a) Adherence to all conditions and requirements of the proposal specifications;
- b) Price;
- c) Qualifications of the bidder, including past performance, financial responsibility, general reputation, experience, and service capabilities.

If any portion of this job is to be sub-contracted, bidder must disclose this information in bid document and identify the name, address, phone number, and contact person of the sub-contractor. IVCC reserves the right to approve or reject all sub-contractors and to reject any bid where an unacceptable sub-contractor is identified. If this information is not disclosed, bidder may be immediately disqualified. Contractor is responsible for all work done by sub-contractor(s) and all actions of sub-contractor(s) while on IVCC premises, including providing copies of contracts with sub-contractors to IVCC and inserting waiver of lien rights in all sub-contracts.

Proposals will be considered to be firm for a period of sixty (60) days from the date of the opening of proposals. This contract requires board approval and is scheduled to be considered at the July board meeting.

REFERENCES

List three companies, community colleges preferred, for whom your firm has provided the same or similar services:

1. Company Name _____
- Address _____
- City, State, Zip Code _____
- Telephone Number _____
- Contact Person _____
- Dates of Service _____

2. Company Name _____
- Address _____
- City, State, Zip Code _____
- Telephone Number _____
- Contact Person _____
- Dates of Service _____

3. Company Name _____
- Address _____
- City, State, Zip Code _____
- Telephone Number _____
- Contact Person _____
- Dates of Service _____

AUTHORIZATION OF PROPOSAL RESPONSE

Waste Disposal and Recyclable Material Collection – Proposal # RFP2016-P05
Illinois Valley Community College District No. 513

UNIT PRICING

Waste Disposal

Monthly cost for one (1) 6.0 cubic yard compactor _____

Monthly cost for one (1) 6.0 cubic yard container _____

Per pull cost for one (1) 20 cubic yard roll-off container (on call) _____

Recyclable Material Collection

Monthly cost for (1) 6.0 cubic yard container – cardboard _____

Monthly cost for one (1) 6.0 cubic yard - paper, plastic,
aluminum, and glass (can be commingled) _____

PLEASE NOTE: We will need approximately 36 35-gallon containers for indoor use to collect recyclables.

Charges for Extra Pickups:

6 cubic yard compactor	\$
6 cubic yard container (waste)	\$
6 cubic yard container (recycling)	\$

Temporary Dumpsters (as needed basis)

20 cubic yard dumpster	\$
30 cubic yard dumpster	\$

AUTHORIZATION OF BID RESPONSE

Waste Disposal and Recyclable Material Collection
Illinois Valley Community College District No. 513

These proposal documents are respectfully submitted this _____ day of _____ 2016.

I HEREBY AUTHORIZE THE ABOVE PROPOSAL, ACKNOWLEDGING THAT I UNDERSTAND AND AGREE TO PROPOSAL INSTRUCTIONS AND SPECIFICATIONS. FAILURE TO HAVE READ ALL THE PROVISIONS OF THIS SOLICITATION SHALL NOT BE CAUSE TO ALTER ANY RESULTING CONTRACT OR REQUEST ADDITIONAL COMPENSATION. BY SIGNING THIS DOCUMENT, I CERTIFY THAT THE FIRM IS NOT BARRED FROM BIDDING IN THE STATE OF ILLINOIS OR AT THE FEDERAL LEVEL.

Name (Please print or type)

Name of Company

Authorized Signature and Title

Street Address

Telephone Number

City, State & Zip Code

Fax Number

Email

Proposals must be made in the official name of the firm or individual which business is conducted, stating official business address, and must be signed in ink by a person authorized to legally bid the person, partnership, company, or corporation submitting the proposal.

CONTRACTOR’S INSURANCE AND INDEMNITY REQUIREMENTS

1. **SAFETY:** The contractor, its agents, employees, and its subcontractors will perform all work on the project in a safe and responsible manner, and in compliance with all federal, state, and local safety requirements and standards.
2. **INDEMNIFICATION:** The work performed by the contractor shall be at the risk of the contractor exclusively. To the extent permitted by law, contractor shall indemnify, defend, and hold harmless the College, its officers, directors, employees, agents, successors, and assigns (“Indemnified Parties”), from and against any and all claims for bodily injury, death, or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys’ fees and costs, and consultant’s fees and costs) which arise in whole or in part or are in any way connected with the work performed, equipment furnished, or services provided under this agreement by the contractor or its agents.
3. **INSURANCE:** Upon execution of this agreement, and prior to the contractor commencing any work or services, contractor will provide insurance with the minimum limits and coverages as shown below, insuring the College by insurance companies acceptable to the College, and providing that the insurer must give the College at least 30 days prior written notice of cancellation and termination of the contractor’s coverage thereunder:
 - a. **COMMERCIAL GENERAL LIABILITY:** Not less than \$1,000,000 each occurrence, \$2,000,000 in the aggregate.
 - b. **WORKERS’ COMPENSATION AND EMPLOYERS LIABILITY INSURANCE:** As required by law and providing coverage of not less than \$500,000 for bodily injury caused by accident; \$500,000 for bodily injury by disease and \$500,000 policy limit.
 - c. **BUSINESS AUTO LIABILITY INSURANCE:** Written in the amount of not less than \$1,000,000 each accident.
 - d. **UMBRELLA LIABILITY INSURANCE:** Written in the amount of no less than \$5,000,000 dollars each accident.
 - e. Contractor shall provide the College with a certificate of insurance and additional insured endorsement naming the College as additional insured thereunder on a primary and noncontributory basis. Coverage is to be maintained for not less than four years after the duration of the contract.
 - f. **WAIVER OF SUBROGATION:** Contractor shall obtain from each of its insurers a waiver of subrogation on Commercial General Liability and Workers’ Compensation in favor of College with respect to losses out of or in connection with the contract.

Contractor Signature

Date

BID SPECIFICATIONS

Waste Disposal and Recyclable Material Collection

GENERAL REQUIREMENTS:

1. Pricing is to include but not limited to the outlined specifications. Attach documents to this bid that clearly state equipment to be provided, power requirements, maintenance requirements, and all other aspects of your company's bid and pricing.
2. IVCC recommends the Contractor visit the site to become acquainted with the adjacent areas, means of approach to the site, conditions of actual job site, and facilities for delivering, storing, placing, and handling of materials, and equipment.
 - a. Failure to visit the site or failure to examine any and all contract documents will in no way relieve the successful bidder from necessity of furnishing any materials or equipment, or performing any work, that may be required to complete the work in accordance with the contract documents. Neglect of above requirements will not be accepted as reason for delay in the work or additional compensation.
3. **Contract Documents:** If a separate contract is not written, the contract entered into by the parties shall consist of the invitation to bid, the signed bid submittal by the contractor, the specifications including all modifications thereof, and a purchase order, all of which shall be referred to collectively as the contract documents.
 - a. The initial term shall be for a period of three (3) years beginning September 1, 2016, with mutual written agreement from the parties this contract may be extended for two (2) additional one-year periods.
 - b. After the initial contract term the contractor may provide updated pricing for each one-year extension period. IVCC reserves the right to accept or reject the contractor's offer. If rejected, the contract will be re-bid.
 - c. Fuel surcharges will NOT be allowed. Any rate increase must be submitted in writing to the Vice President for Business Services at least sixty (60) days prior to proposed effective date.
 - d. The bid price shall include charges for rental of containers, collection costs, disposal or tipping fees, transportation, insurance, and all other costs.
4. Bidder will include a copy of their standard contract with their bid submittal.
5. Bidder will include a sample certificate of insurance depicting insurance coverages.
6. Vendor will promptly provide emergency pick up for any missed locations.

7. All of the aforementioned material must be collected in enclosed trucks except for the roll-off container which should be tarped prior to removal. The trucks must be “Load Packer” type or an approved equal.
8. The handling and transportation for the aforementioned material shall be accomplished in such a way as not to litter, in the slightest, the college campus, any public streets, or private premises.
9. Contact Person: The Director of Facilities will act as the contact for contractual services.

SCOPE OF WORK:

1. **IVCC Main Campus:**
 - a. One (1) 6 cubic yard compactor for waste to be picked up weekly;
 - b. One (1) 6 cubic yard container for waste to be picked up weekly;
 - c. One (1) 6 cubic yard container for recycling (cardboard) to be picked up weekly;
 - d. One (1) 6 cubic yard container for recycling (single stream/commingled) to be picked up weekly;
 - e. One (1) 20 cubic yard roll off container on call.
2. **Changes to Container Size:** The vendor must survey volumes of materials taken from containers quarterly to insure the most efficient size container is being used at each location. Recommendations must be made to the contact person to reduce or increase container sizes when necessary. Contractor may not make changes to container sizes, at any location, without written approval of the contact person.
3. Waste must be disposed of in accordance with State regulations.
4. **Housekeeping:** Vendor will be responsible for cleaning up all spillage.
5. **Maintenance:** Vendor will provide all maintenance, at no cost to the College, on all contractor furnished equipment. Appearance must be kept presentable and proper mechanical operation must be maintained throughout the terms of this contract.

RESPONSIBILITY FOR COLLECTIONS:

The vendor shall furnish monthly invoices. Invoices shall be mailed to “Accounts Payable.” Payment will be upon submittal of an invoice. Invoices must include a purchase order number, location, size, and frequency of pick-up for each container.

CERTIFICATION FORM

**TO: ILLINOIS VALLEY COMMUNITY COLLEGE DISTRICT NO. 513
OGLESBY, IL 61348**

**Pertaining to the proposal titled: Waste Disposal and Recycle Material Collection
#RFP2016-P05**

I/We, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under *Article 33E* of the “*Criminal Code of 1961*”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with *Section 2-105 of the Illinois Human Rights Act* and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

TITLE

DATE

THIS FORM MUST BE RETURNED WITH YOUR PROPOSAL TO:

Illinois Valley Community College District No. 513
Purchasing Department – Room C343
815 North Orlando Smith Road
Oglesby, Illinois 61348

**Request for Taxpayer
Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return. Name is required on this line; do not leave this line blank.)	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <i>Note.</i> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Apply to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
OR									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/wo9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.