

INVITATION TO BID

TALBOT COUNTY PUBLIC SCHOOLS

Refuse and Recycling Collection Services

2020-2021 School Year

PRE-BID MEETING: 3/27/2020 9:00 AM

LOCATION: Talbot County Education Center

12 Magnolia Street

Easton, MD 21601

BID DUE DATE: 4/17/2020 at 1:00 PM

LOCATION: Talbot County Board of Education

12 Magnolia Street

Easton, MD 21601

BID OPENING DATE: 4/17/2020 at 1:30PM

LOCATION: Talbot County Board of Education

12 Magnolia Street

Easton, MD 21601

INVITATION TO BID

Sealed Bids are being sought from qualified contractors until 1:00 PM, on April 17, 2020, by the Talbot County Board of Education for **Refuse and Recycling Collection Services**.

All bidders must:

- Be licensed by the State of Maryland
- Have a minimum of 5 years of experience
- Be able to provide references of similar commercial customers in the State of Maryland

A pre-bid meeting will be held on March 27, 2020, at 9:00 am, at the Talbot County Education Center, 12 Magnolia Street, Easton, MD. 21601. Attendance is not mandatory.

Bids must be submitted by the due date to, Mr. Kevin Shafer, Director of Operations, Talbot County Board of Education, 12 Magnolia Street, Easton, MD 21601. Proposals may not be faxed or emailed. The awarding agency reserves the right to waive any informality, or to reject any or all proposals.

Certified Minority and Women-Owned Business Enterprises are encouraged to participate in this procurement.

The Talbot County Board of Education does not discriminate in admissions, access, treatment or employment in their programs and activities on the basis of race, sex, age, color, national origin, religion, disability, sexual orientation or other basis prohibited by law. Appropriate accommodations for individuals with disabilities will be provided upon request.

BY ORDER OF THE TALBOT COUNTY BOARD OF EDUCATION
Dr. Kelly Griffith, Superintendent of Schools

Specifications For Refuse And Recycling Collection Service

1. The Talbot County Board of Education invites the submission of sealed bids for refuse and recycling collection services as specified below, for the period July 1, 2020 through June 30, 2021. The subsequent contract resulting from this invitation for bids, shall be renewable with mutual consent for an additional year, for up to five (5) years. An annual escalation, not to exceed 1% of the original contract amount, may be negotiated for each successful year of service thereafter.
2. The bids must be submitted in a sealed envelope clearly marked "Refuse and Recycling Collection Services Bid, Attn: Kevin Shafer, Director of Operations" Sealed bids will be received at the Talbot County Education Center, Plant Operations Office, 12 Magnolia Street, Easton, Maryland, until **1:00PM, on April 17, 2020**. Sealed bids will be opened at **1:30PM** on that same day, at the Talbot County Education Center.

The Board of Education reserves the right to reject any or all bids and to waive any irregularities or technicalities. It also reserves the right to award the bid(s) on an individual basis as may be to its administrative and/or economic advantage and/or convenience.

3. The collection service shall be containerized method similar to (but not limited to) the Dumpster System. The successful bidder shall furnish closed, lockable metal containers of appropriate size for each of the participating facilities. The containers are to remain the property of the contractor and of such nature that they can be picked up and dumped by the contractor's equipment. The containers are to be kept clean and sanitary so as to eliminate offensive odors and to prevent pest management issues.
4. Any damage to facilities, utilities above and below ground or any property or equipment, shall be repaired or replaced to a condition at least equal to existing by the contractor, subject to approval by the Issuing Officer, at no additional cost to the Board of Education.
5. The Board of Education reserves the right to terminate the contract, for default by the contractor, or convenience, upon seven (7) days notice in writing. The contractor shall be paid for his services for the amount of work satisfactorily completed at the effective date of termination.
6. The contractor shall obtain and continue in force, during the term of the contract, all insurance requirements specified below.
 - A. Each insurance policy shall not be cancelled or changed without thirty (30) days prior written notice by registered mail, given by the insurance carrier to Talbot County Public Schools. The contractor shall submit to the Talbot County Board of Education, prior to execution of the Work Agreement, the following certificates of insurance:

- 1) Worker's Comprehension and Occupational Disease Disability Insurance as required by the laws of the State of Maryland.
- 2) Employer's liability insurance in the amount of \$1,000,000 for each accident.
- 3) Comprehensive automobile liability insurance for vehicles furnished by the contractor with a combined single limit of \$1,000,000 for each occurrence.
- 4) Comprehensive general liability insurance with a limit of \$2,000,000 annual aggregate and \$1,000,000 per occurrence.

B. The contractor shall cause the aforesaid insurance policies to be duly and properly endorsed by insurance underwriters as follows:

- 1) To provide that Talbot County Public Schools is endorsed as additional insured to the contractor on liability coverage for work performed by the contractor.
- 2) To provide that said insurance shall be primary in all instances with respect to work performed by the contractor for Talbot County Public Schools.
- 3) To provide contractual liability coverage for liability assumed under the terms of this contract.
- 4) To provide thirty (30) days prior written notice of cancellation or change in coverage.

7. The refuse and recycling pickup shall be scheduled per the attached schedule.
8. Bidders should include in their proposal the cost of extra pickups, which may be necessary because of special circumstances.
9. Bids must include cost information for each individual location as the attached Bid Pricing Form requires.
10. Monthly invoices must be itemized by individual locations.

**TALBOT COUNTY PUBLIC SCHOOLS
REFUSE AND RECYCLING COLLECTION SERVICES**

Bid Pricing Form

The following is a list of buildings to be served by the Refuse & Recycling Collection
Effective dates July 1, 2020 through June 30, 2021

VENDOR:
ADDRESS:
PHONE NUMBER:
CONTACT NAME:

TOTAL ANNUAL COST: _____

REFUSE

RECYCLE

**August 17, 2020 - June 30, 2020 ** (summer schedule on next page)

Location	Number of Dumpsters	Size	Number of Pickups	Days	Cost	Extra Pickup Charge	Number of Dumpsters	Size	Number of Pickups	Cost	Extra Pickup Charge	Monthly Total
St. Michaels Elementary School	1	8 yard	2 x w	Tu, Fri			1	8 yard	1 x w			
White Marsh Elementary School	1	8 yard	2 x w	Tu, Fri			1	8 yard	1 x w			
Chapel District Elementary School	1	8 yard	2 x w	Tu, Fri			1	8 yard	1 x w			
Talbot County Education Center	1	8 yard	2 x w	Mo, Th			1	8 yard	1 x w			
Tilghman Elementary School	1	8 yard	1 x w	Tu			1	8 yard	1 x w			
Easton Elementary School	2	8 yard	5 x w	Mo-Fri			1	8 yard	1 x w			
Easton Middle School	1	8 yard	5 x w	Mo-Fri			1	8 yard	1 x w			
Easton High School	2	8 yard	5 x w	Mo - Fri			1	8 yard	1 x w			
St. Michaels High School	1	8 yard	2 x w	Tu, Fri			1	8 yard	1 x w			
Total Cost w/o Extra Pickup:							Total Cost w/o Extra Pickup:					

** Schedule subject to change

REFUSE - SUMMER PICK UP

RECYCLE - SUMMER PICK-UP

July 1, 2020 - August 14, 2020

Location	Number of Dumpsters	Size	Number of Pickups	Days	Cost	Extra Pickup Charge	Number of Dumpsters	Size	Number of Pickups	Cost	Extra Pickup Charge	Monthly Total
St. Michaels Elementary School	1	8 yard	1 x w				1	8 yard	1 x bi-w			
White Marsh Elementary School	1	8 yard	1 x w				1	8 yard	1 x bi-w			
Chapel District Elementary School	1	8 yard	1 x w				1	8 yard	1 x bi-w			
Talbot County Education Center	1	8 yard	1 x w				1	8 yard	1 x bi-w			
Tilghman Elementary School	1	8 yard	1 x bi-w				1	8 yard	1 x bi-w			
Easton Elementary School	1	8 yard	1 x w				1	8 yard	1 x bi-w			
Easton Middle School	1	8 yard	1 x w				1	8 yard	1 x bi-w			
Easton High School	1	8 yard	1 x w				1	8 yard	1 x bi-w			
St. Michaels High School	1	8 yard	0 x w				1	8 yard	0 x w			
Total Cost w/o Extra Pickup:							Total Cost w/o Extra Pickup:					

TALBOT COUNTY EDUCATION CENTER
12 MAGNOLIA STREET
EASTON, MARYLAND 21601

Refuge and Recycling Services
Bid Submission Agreement Form

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for ninety (90) days from the date of opening of bids, and the undersigned shall abide the bid specifications.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work to be accomplished by the contractor submitting this bid document as described in the specifications.

Should I/We be awarded the subsequent contract, I/We pledge to achieve substantial completion of all the work as described.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall be bound to the obligations described herein.

I am / We are an Individual / a Partnership / a Corporation

By _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____

(SEAL)

By: _____

(Authorized Signature)

(Title)

Date: _____