

THE HANCOCK COUNTY SCHOOL DISTRICT

BID DOCUMENTS

WASTE REMOVAL



**Prepared by:
NICK BOLING
Facility Systems Director**

INVITATION TO BID

BOARD OF EDUCATION OF HANCOCK COUNTY, KENTUCKY EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

83 State Route 3543
Hawesville KY 42348
Ph# 270-927-6914

WASTE REMOVAL BID

The Board of Education of Hancock County, Kentucky (hereinafter called The Board of Education) will receive **sealed bids** for the items and/or services listed herein. You are invited to submit a sealed bid, subject to the terms and conditions of this invitation to bid. Please read all the instructions and specifications carefully. **Failure to comply with these instructions shall disqualify your bid.**

Bids shall be mailed or delivered to Nick Boling, Facility Systems Director, The Hancock County School District, 83 State Route 3543, Hawesville, KY 42348 in a **sealed envelope marked "WASTE REMOVAL BID" in the lower left hand corner.**

Copies of this invitation may be obtained at the Board of Education office, at the above address, between 8:00 a.m. and 4:00 p.m., Monday through Friday, prior to the time and date specified for bid opening.

PERIOD OF CONTRACT

The period of the contract will be from July 1, 2019 through June 30, 2020. Prices may be negotiated in April of each year, but may not exceed the percentage change of the Consumer Price Index annualized (from monthly percentage changes) as published on the Bureau of Labor Statistics web site. (<http://stats.bls.gov/cpi/home.htm>)

TIME OF BID OPENING

Bids will be opened at **2:00 p.m. on Monday, May 13, 2019.** All bids must be received by the time designated in this invitation and none will be considered thereafter. **Failure to have bid in official bid box prior to the bid opening will automatically prevent the reading of your bid.**

The Board of Education cannot assume the responsibility for any delay as result of failure of the mail to deliver bids on time.

LOCATION OF BID OPENING

Bids will be opened and read in the board office, The Hancock County School District, 83 State Route 3543, Hawesville, KY 42348. You are invited to be present at the bid opening.

BID AWARD

Contract(s) may be awarded to the lowest and/or the best evaluated bidder(s) meeting all specifications and conditions, and subject to all other provisions of this invitation to bid, **on a per item basis, on a group basis, or on a total basis, whichever is deemed to be in the best interest of The Board of Education.** Bids shall be awarded at the board meeting held on May 23, 2019.

GENERAL BID INSTRUCTIONS AND CONDITIONS
(PLEASE READ CAREFULLY)

A. ACCEPTANCE OF BIDS

The Board of Education reserves the right to accept any bid, to reject any or all bids, to waive any irregularities or informalities in bids received where such acceptance, rejection or waiver is considered to be in its best interest. The Board of Education also reserves the right to reject any bid where evidence or information submitted by the bidder does not provide satisfactory proof that the bidder is qualified to carry out the details of the contract.

B. BID DOCUMENTS

Bid forms are provided with this "Invitation to Bid". All Proposals shall be submitted on the "Bid Form".

C. SPECIFICATIONS

Specifications are attached and are a part of this proposal. All materials or services furnished must be in conformity with the specifications and will be subject to inspection and approval of the Purchasing Agent after delivery. The right is reserved to reject and return at the risk and expense of the supplier, any item that may be defective or fail to comply with these specifications.

It is important that each person submitting a bid follow carefully the specifications detailed herewith. The bidder is instructed to complete all blanks and spaces where information concerning any item is requested. Only items meeting the requirements are to be quoted on the regular bid form.

The Board of Education reserves the right to waive compliance of any material or services with any particular specification where such waiver is considered to be in its best interest, including but not limited to cases where such waiver is necessary due to technical errors or inconsistencies in the preparation of such specifications.

D. CONFLICTS OF INTEREST

Conflicts of interest, gratuities and kickbacks as defined in KRS 45A.445 and as provided for in KRS 45A.455 are absolutely prohibited. The provisions of these statutes shall be noted and acknowledged by the users of this procurement document.

E. TAXES

Hancock County School's tax exempt status applies in accordance with revenue policy 51P370 P370 revised 060183 and in accordance with 103 KAR 26:070. A state sales tax exempt certificate upon request shall be provided to the awarded bidder.

F. BIDS

Businesses that fail to respond to invitations for bid or notices of availability on two (2) consecutive procurements of similar items may be removed from the applicable bidder mailing list.

The Purchasing Department will make tabulations and each qualified bidder will be mailed a formal tabulation after the Board of Education has taken official action. The Board of Education meetings are normally held on the third Thursday of each month. Bidders are requested not to call the Purchasing Office for a tabulation of the bids.

Any bids received after scheduled time of opening will be returned unopened to the bidder.

Each bid must be in a separate sealed envelope with the bid name appearing in the lower left-hand corner of the envelope.

No bid can be corrected or altered or signed after being opened. The Board of Education shall not be responsible for errors or omissions on the part of bidders in the creation of their bids. Any bids received unsigned shall be rejected.

All regular bids must be submitted in accordance with specifications on the bid form supplied with this invitation. The submission of a bid on the bid form certifies that the product meets any and all specifications except as noted on such form.

G. PRICES

All prices quoted by the various bidders must be firm for a maximum period of sixty (60) days to allow acceptance by the Board of Education. If awarded the contract, the prices shall then be firm for the time period that is indicated under "Period of Contract".

All prices and quotations must be in ink or typewritten. No pencil figures will be permitted. Mistakes are to be crossed out with correction inserted adjacent thereto and initialed by person signing the bid. Also, corrections made with correction tape or fluid are to be initialed.

Quote on each item separately. Prices must be stated in units specified herein.

Bids that have clerical errors or irregularities are subject to correction only with concurrence with the Purchasing Agent. Unit prices should be listed, extended, and totaled. Should errors exist in the extended price, the unit price will prevail.

AWARDING OF CONTRACT(S)

Contracts may be awarded to the lowest evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this invitation to bid. The Board of Education has the right to reject any and all bids if it is deemed in its best interest.

OTHER CONDITIONS

All blanks and information requested are to be completed on the Bid Forms in order to qualify your bid. Do not bid any special groupings other than those listed herein.

SPECIAL CONDITIONS

FIRM PRICES: Price(s) are to remain firm for the period of the contract.

WORKMANSHIP AND QUALIFICATIONS: The work outlined shall be done by an experienced, qualified contractor that will perform in a professional manner in strict compliance with safety requirements prescribed in current standards of O.S.H.A., state, and local codes. Where there is a conflict in the minimum standards to be met among the various codes, the most stringent will take precedence. **As a requirement of this bid, the bidder must submit with their proposal a reference list of at least three previous customers.**

REFUSE: All refuse resulting from the work performed under this contract(s) will be properly disposed of by the contractor.

INSURANCE: General Conditions require all contractors working for The Hancock County School District to carry liability and workmen's compensation insurance and to furnish proof of such coverage. The minimum coverage acceptable is:

- a. Statutory Workmen's Compensation Insurance.
- b. Public Liability not less than \$1,000,000 single limit per occurrence.
- c. Property Damage Liability, including Contractual Liability, with limits of not less than \$1,000,000 single limit per occurrence.
- d. Automobile Liability Insurance, including all Owner, non-Owner or hired vehicles, with limits of not less than \$500,000.00 single limit per occurrence.

Contract Termination: Hancock County Schools reserves the right to terminate this contract for reasons of contractor non-compliance with the terms discussed in these specifications, for poor performance, or for contractor actions which in any way endanger personnel and/or property at any of the Hancock County Schools, or for the District's sole convenience. Such termination shall be by 60 days written notice.

Other Conditions:

All blanks and information requested are to be completed on the Bid Forms in order to qualify your bid.

The Board of Education also reserves the right to bid specific item(s) if it is in the best interest of The Board of Education.

Do not bid any special groupings other than those listed herein.

Where no quantity is known a quantity of "1" will be used for evaluation purposes.

**WASTE REMOVAL BID
BID SPECIFICATIONS**

Page 1

1. The successful bidder shall be required to furnish all labor and equipment necessary to adequately facilitate the removal of waste from all The Hancock County School District locations as specified herein.
2. The bidder must provide an adequate number of front and rear end load trucks, personnel, and waste containers to adequately service the school system. Vehicles used by contractor personnel shall be identified in accordance with state and local regulations.
3. A weekly schedule of regular pick-ups required under this contract is listed on the Bid Form. Additions or deletions to this schedule may be made at any time with a 48-hour notice from the Facility Systems Director, The Hancock County School District.
4. Unit prices will prevail for any new or deleted location or extra pick-up requested under this contract.
5. In those cases where a location has an urgent temporary need of an extra pick-up, the contractor shall empty the waste containers at that location within a 24-hour period upon notice from the Buildings and Grounds Department, The Hancock County School District.
6. Interruptions in the regularly scheduled weekly pick-ups not authorized by the Buildings and Grounds Department causing missed pick-ups will not be paid by the Board of Education.
7. A series of serious interruptions in the regular weekly schedule continuing for a period longer than 2 calendar weeks, as determined by the Board of Education, will be considered grounds for termination of this contract by the Board of Education.
8. Bidder shall supply all waste containers at monthly rental prices to The Hancock County School District. The bidder further agrees to furnish and provide all necessary labor and equipment to fully perform the contract. All collected refuse must be hauled in closed or covered containers at all times.
9. The bidder agrees to keep all trucks and equipment used in the performance of this contract fully insured by an insurance carrier licensed to write insurance in the Commonwealth of Kentucky against claims for property damage, and against claims for personal injury, and to furnish The Hancock County School District with a copy or original or memorandum of insurance with a certification by an authorized insurance agent that the above-mentioned insurance is in full force and effect.
10. Bidder shall furnish a place to dispose of the waste, garbage, trash and refuse. Such place and manner of disposal to be approved by any applicable governmental agency in accordance with all applicable laws and regulations.

WASTE REMOVAL BID

BID SPECIFICATIONS

Page 2

11. Bidder shall maintain and furnish proof of workman's compensation and unemployment insurance on his employees and maintain and furnish proof of liability insurance covering both bodily injury and property damage and agree and guarantee to save The Hancock County School District harmless from any and all liability, claims and damages of every kind and nature arising or growing out of collection of garbage, trash, or refuse, including claims and damages foreseeable or unforeseeable, known or unknown.
12. All waste containers shall be kept clean, in good repair, and free of pests. Containers must have lids. Bidder agrees to provide the following measures of pest control with regard to dumpsters, the cost of such to be included in the bid rate: All **Containers Deodorized & Sanitized following each collection.**
13. List any restrictions in your collection procedure or schedules that The Hancock County School District needs to consider on the Bid Form.
14. Federal Excise Taxes or Kentucky Sales and Use Taxes are not applicable to any purchase for use of the Board of Education. Bids should not include any such taxes. Exemption certificates will be furnished as required.
15. Except as otherwise provided, bid prices must be firm and prices bid subject to qualifications such as: in effect on receipts of contract/order, escalation or other variables may be rejected as non-responsive.
16. The contract will be awarded to the lowest evaluated bidder meeting all specifications and conditions, and subject to all other provisions of this invitation to bid.
17. The Board reserves the right to modify (reduce) the pick-up schedule for times when school is not in session (ie. summer break, winter break, spring break, etc.) in an effort to reduce cost. Prices for the reduced services would revert to the pricing supplied in the request for bids.

Note: Any specification bid in contrast to that stated herein must be approved by the Facility Systems Director at the Hancock County School District prior to the bid opening. Where not noted in the base bid, a quantity of 1 shall be used for evaluation purposes.

Upon Bid Submittal Bidder Shall Provide the Following:

- Completed attached Bid Form
- Proof of required insurance
- Three work references

**THE HANCOCK COUNTY SCHOOL DISTRICT
WASTE REMOVAL
BID FORM
Page 1**

Having carefully examined the instructions to bidders and the specifications, on the above referenced bid, the undersigned bidder proposes to furnish all labor, materials, equipment, tools, supplies, services, and temporary devices required to complete the work in accordance with the contract documents and any addenda listed below for the price stated herein.

Addenda _____ (Insert the addenda numbers received or the word "none" if no addenda received.)

EXCEPTIONS:

Company _____
Contact/Title _____
Street Address _____
City _____ State _____ Zip _____
Telephone _____
Fax _____
E-Mail _____
Payment Terms _____
Authorized Bidder's Signature _____
Date _____

List any restrictions in your collection procedure or schedules that The Hancock County School District needs to consider.

**THE HANCOCK COUNTY SCHOOL DISTRICT
WASTE REMOVAL
BID FORM
Page 2**

OPTION A:

WASTE REMOVAL: Bidder shall enter dollar amounts under “Monthly Dumpster Rental, Monthly Pick-Up Service, and Total/Month”. Service includes normal waste containers. The Board reserves the right to add, reduce or cancel service anytime during the contract period.

School/Facility	Number of Dumpsters/Dumpster Size/ Frequencies	Monthly Dumpster Rental	Monthly Pick-Up Service	Total/Month
Hancock County High School 80 State Route 271 South Lewisport KY 42351	2 – 8 yard 2 Times per week			
Hancock County Middle School 100 State Route 271 South Lewisport KY 42351	2 – 4 yard 2 Times per week			
North Hancock Elementary School 330 Frank Luttrell Road Lewisport KY 42351	1 – 4 yard 1 – 6 yard 2 Times per week			
South Hancock Elementary School 8631 State Route 69 Hawesville KY 42348	1 – 4 yard 1 – 6 yard 1 Time per week			
Hancock County Board of Education 83 State Route 3543 Hawesville KY 42348	1 - 4 yard 1 Time per week			

The container sizes listed are for evaluation purposes only. The awarded contractor shall be responsible to perform an on-site audit to match the size and top of containers currently being used.