

**Huntingdon Area School District
Refuse Service Bid Specifications**

Bid Due: April 4, 2018 by 2:00 P.M. Public bid opening at that time in the Administrative Office.

Service Period: 3 Years – beginning July 1, 2018 and ending June 30, 2021 .
No price changes are permitted during this period.

1. Intent:

The purpose of this bid is to secure a single source for rubbish removal services for the specified period.

2. Basis Of Award:

This contract will be awarded to the responsive and responsible bidder offering the lowest total cost for the three year period This bid is to service all four (4) school buildings and the athletic field. Bids will be awarded on total cost of service for the entire district, not on an individual building basis.

3. Container Specifications:

Suitable containers (dumpsters) shall be supplied by the contractor at all collection locations. The quantity, type, and size of these containers are as follows:

<u>Location</u>	<u>Type</u>	<u>Quantity</u>	<u>Size Yards</u> <small>(Cubic)</small>
High School	Dumpster	1	6 yd.
	Dumpster	1	1 yd.
	Cardboard	1	3 yd.
	Co-Mingle Recycle	1	3 yd.
Middle School	Dumpster	1	6 yd.
	Cardboard	1	3 yd.
	Co-Mingle Recycle	1	3 yd.
Southside Elementary	Dumpster	1	4 yd.
	Cardboard	1	3 yd.
	Co-Mingle Recycle	2	½ yd.
Standing Stone Elementary	Dumpster	1	3 yd.
	Dumpster	1	2 yd.
	Cardboard	1	3 yd.
	Co-Mingle Recycle	2	½ yd.
Athletic Field	Dumpster	1	3 yd.

4. Recycling Requirements:

When submitting a bid, due to the Borough of Huntingdon's mandatory recycling, consider that the HASD is recycling cardboard, office paper, clear glass, plastic, and cans. **Co-Mingle Recycle for this service contract will mean that all recyclable materials, with the exception of cardboard, will be placed in a single container to be separated by the refuse service contractor.**

5. Collection Schedules:

High School/Administration Building - 2400 Cassady Avenue, Huntingdon, PA

Collect each day during the school term at cafeteria and garage entrance, and when contacted occasionally for additional pickups. (Pick up at two different locations at building)

Summer schedule - Collect twice a week (Tuesday & Friday) at garage entrance, and when contacted occasionally for additional pickups.

Middle School - 2500 Cassady Avenue, Huntingdon, PA

Collect each day during the school term at receiving room and cafeteria, and when contacted occasionally for additional pickups.

Summer schedule - Collect twice a week (Tuesday & Friday) at receiving room, and when contacted occasionally for additional pickups.

Southside Elementary – 10906 Station Road, Huntingdon, PA

Collect each day during the school term, and when contacted occasionally for additional pickups.

Summer schedule - Collect once per week (Friday), and when contacted occasionally for additional pickups.

Standing Stone Elementary – Ten 29th Street, Huntingdon, PA

Collect each day during the school term at receiving area and bus loop, and when contacted occasionally for additional pickups.

Summer schedule – Collect twice a week (Tuesday & Friday), and when contacted occasionally for additional pickups.

Athletic Field – One Bearcat Alley, Huntingdon, PA

Collect two times per week (Wednesday & Friday mornings) outside of gate area by field house. Collection to begin first week of August and continue until the end of football season; including playoffs.

Remainder of year - Contact as needed for pickups.

NOTE: School term service will begin two weeks prior to the first day of school and end two weeks after the last day of school. A copy of the HASD school calendar for each year is available on the school district website. Collection is not required for "In-service" days or "Vacation" days, except by request. On "Half-day In-service/Parent Conference" days collection will be necessary. All pickups must be complete; that is, containers must be completely emptied.

Pick-up times must be **before or after** school hours on days that school is in session and be coordinated as not to interfere with daily activities of each building. The Huntingdon

Area School District is willing to discuss the time schedule and make any adjustments so long as it does not create a major conflict with the District's daily operations.

6. Contractor Requirements:

- A Performance Bond for 10% of the bid amount shall be provided by the successful bidder.
- Proof of general liability and automotive liability insurance shall be provided to the District by the successful bidder.
- Notarized Non-Collusion Affidavit
- Chronic poor performance will result in forfeiture of Performance Bond.

7. Performance Requirements:

- Caution shall be exercised at all times to prevent damage to school properties. The contractor/hauler shall be responsible for the immediate cleaning and/or removal of spillage, leakage, etc., including oil leakage from their equipment.
- Contractor/employees of contracted hauler shall not enter a school building without permission.
- No vulgar, profane or obscene language shall be allowed on school grounds.
- The use of tobacco is prohibited on school grounds.
- Successful bidder shall maintain reasonable office hours and be available by telephone.

8. Removal/Addition of School or Schools from Contract

It may be necessary to delete or add a school or schools from the list of schools that are now being bid at a future date due to unknown conditions relative to changes in pupil enrollment. Therefore, it is the sole right and final determination of the Board of Education to reduce or add a school at any time during this contract. Schools added to this contract will cause an increase in the total price and schools removed will reduce the total price. Any such adjustment shall be equal to the current charge for a school of the same size and type.

9. General

Interested bidders are encouraged to visit and inspect the school site before submitting a bid in order to familiarize themselves with work requirements. Additional information, if required, can be obtained from the Supervisor of Buildings & Grounds at 814-643-4140. The Supervisor of Building & Grounds or the Building Operator at each school will assist in inspection and review. Failure to visit the school will not relieve the contractor of their obligation to confirm their ability to perform the work indicated in the specifications. Further information and references on any individual or company placing a bid may be required prior to the awarding of a bid.

10. Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify the Huntingdon Area School District, its agents and servants, from and against any and all claims, suits, damages, costs, losses and expenses resulting from such negligent acts, errors or omissions while conducting activities associated with this bid.

Bid Proposal

Bid amounts below should state the annual cost, not a monthly figure. This amount will be paid in twelve (12) equal monthly payments. Bid prices will include delivery, F.O.B. destination, without extra compensation.

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Senior High School	\$ _____	\$ _____	\$ _____
Middle School	\$ _____	\$ _____	\$ _____
Athletic Field	\$ _____	\$ _____	\$ _____
Southside	\$ _____	\$ _____	\$ _____
Standing Stone	\$ _____	\$ _____	\$ _____
Total Annual Bid	\$ _____	\$ _____	\$ _____

Total for 3 Year Service Period \$ _____

AFFIRMATION OF BIDDER

The undersigned bidder affirms and declares:

- 1) That this contract proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the Bid Specifications and proposal which are made a part of the contract.
- 2) That should any part of this proposal be accepted in writing, said bidder will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices bid, and in compliance with the Specifications.

PROPOSAL: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services to the Huntingdon Area School District named at the prices bid herein.

Type of Business	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sub Chapter S Corp.	<input type="checkbox"/> Corporation
Company Name		Doing Business As (Trade Name)		
Business Address		City	State	Zip Code
Signature of Person Authorized to Sign This Bid		Title	Date	
Print Name of Signer		Phone	Fax	

Bids are to be submitted in a sealed envelope marked “**REFUSE BIDS**” by 2:00 P.M. on Wednesday, April 4, 2018 to:

Huntingdon Area School District
Attention: Faith Swanson
2400 Cassady Avenue, Suite 2
Huntingdon, PA 16652

The Huntingdon Area School District reserves the right to accept or reject any or all bids.

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti Bid-Rigging Act, 73 P.S. SS 1161 et. seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connections with the prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of completion.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

NON-COLLUSION AFFIDAVIT

State of _____: Contract/Bid Title: _____
s.s.
County of _____:

I state that I am _____ of _____
(Title-print) (Name of my firm-print)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____, its affiliates, subsidiaries,
(Name of my firm- print)
officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law on any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and
(Name of my firm- print)

acknowledges that the above representation are material and important, and will be relied on by Huntingdon Area School District in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Huntingdon Area School District of the true facts relating to the submission of bids for this contract.

(Signature – Date)

(Print name and company position)

Sworn to and subscribed before me
This _____ day of _____, 2018.

Notary Public

My commission expires:
