

REQUEST FOR PROPOSAL Waste Disposal Services

Eight (8) public school districts located in the same geographic area are working collaboratively to procure proposals for waste disposal services as described in the attached specifications. The public school districts participating in this joint Request for Proposal for waste disposal services are as follows:

1. Allen Park Public Schools
2. Gibraltar School District
3. Huron School District
4. Melvindale-Northern Allen Park Public Schools
5. River Rouge School District
6. Riverview Community School District
7. Woodhaven-Brownstown School District
8. Wyandotte School District

Sealed bids will be accepted until **3:00 p.m. on Friday, June 29, 2007** at which time they will be publicly opened and read aloud at the address below. Bids are to be delivered to:

Deborah Lee, Director of Finance
Allen Park Public Schools
9601 Vine Ave.
Allen Park, MI 48101

Envelopes containing bids shall be sealed and clearly marked "Waste Disposal Services Bid". The outside of the envelope shall list the name and address of the bidder.

Eight (8) signed copies of the bid shall be submitted.

There will be a **mandatory** pre-bid meeting at 10:00 a.m. on Friday, June 22, 2007 at Allen Park Public Schools, 9601 Vine Ave., Allen Park, MI 48101 in Conference Room B.

Questions concerning this Request for Proposal should be directed to Mr. Lee Anzicek, Allen Park Director of Maintenance, 17411 Champaign Rd., Allen Park, MI 48101, 313-827-2050 (office), 313-350-3482 (cell), lee.anzicek@apps.k12.mi.us (e-mail).

Instructions to Bidders

1. It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.
2. Bids received after the scheduled opening time will not be accepted and will be returned to the bidder unopened.
3. Telephonic or faxed bids will not be accepted.
4. Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of ninety (90) calendar days from the date of the bid opening.
5. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
6. Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the Allen Park Public Schools for the premature opening of a bid not properly addressed or identified.
7. If either a unit price or extended price is obviously in error, and the other is obviously correct, the incorrect price will be disregarded.
8. Participating school districts are exempt from state and federal taxes.
9. The Boards of Education for each participating school district reserves the right to accept or reject any or all bids, to waive irregularities or defects, and accept other than the low bid when deemed to be in the best interest of the participating school districts.

Following Board of Education approval, each participating school district will enter into a contract with the lowest, responsive bidder selected by the participating school districts that meets the functional requirements and needs expressed by the specifications.

10. The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.
11. All information included in a bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.
12. By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
13. The contractor agrees to hold and save the participating school districts, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or

trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

14. Each participating school district requires the successful bidder to procure and maintain for the duration of any work performed, commercial general liability with each participating school district listed as an additional insured. The preferred limit for general liability is \$1,000,000. Also required is workers' compensation insurance with each participating school district listed as certificate holder. Each participating school district, prior to the beginning of work, must receive and accept the certificate of insurance. The required policies and certificates are to be endorsed to give the school districts at least 30 days notice of cancellation or material reduction of insurance coverage.
15. A completed Familial Disclosure form must be included with each proposal submitted or the proposal will not be accepted.

Bid Specifications

1. Detailed information regarding the desired services for each participating school district is attached.
2. During holiday recesses (i.e., Christmas and Spring Break) and the summer months, a school district generates considerably less waste; therefore, each participating school district will adjust frequencies of trash pick-ups. Each participating school district shall have flexibility to adjust its pick-up schedules as needed and establish pick up frequencies during these "not regularly scheduled" periods (see bid submission form).
3. Monthly invoices must be sent to each participating school district providing the following information for each pick-up location within the school district:
 - Size of dumpsters
 - Number of trash pickups per week, per dumpster
 - Days of week trash is picked up
 - Approximate time of day of trash pick ups.
4. Bids shall include pricing for both a one-year contract period and a three-year contract period to be effective September 1, 2007.
5. Bids shall include pricing for waste disposal pick up and recycling of corrugated cardboard.
6. The contractor shall be responsible for any damage to a building or other property caused by his workers while performing the work indicated in these specifications.
7. The contractor shall place state and federally approved covered containers in the numbers noted for the locations noted. Should additional containers be required at a later date, they will be provided at a cost per container per month as bid.

8. The contractor agrees to abide by the schedule as specified. In instances where this schedule cannot be met because of unusual circumstances, the contractor will contact the Director of Maintenance of the affected school district as soon as possible. However, this action will not relieve the contractor of his responsibility to provide such services as are necessary to completely remove any and all accumulated trash and refuse caused by failure to maintain the schedule.
9. The contractor is responsible for the care and maintenance of all containers under this contract. Any container that becomes unfit for refuse storage, or loses its protection against vermin, shall be replaced at no cost to the school district. Each school district shall notify the contractor of the need for replacement of any unsatisfactory container.
10. The successful bidder for waste disposal shall contact the Director of Maintenance of each participating school district to schedule a time to visit each building area and to familiarize himself with container locations and with access to the area.

Local laws and ordinances governing noise or nuisance shall be observed. Waste pick up shall be completed on or before the time specified in the specifications.

11. Each participating school district reserves the right to terminate its contract for any reason with 90-day written notification. Each participating school district reserves the right to terminate its contract immediately for just cause.
12. Each participating school district understands the contractor is subject to a rate adjustment over which he has no control such as dump fees, new legislation, fuel costs, etc. Any increase in charges, not specified in the contract, will require the contractor to provide documentation to support the increases in expenses; i.e. OPIS fuel averages, land fill invoices, etc.
13. It shall be the responsibility of the bidder to pay all costs incurred from a cleanup associated with an environmental hazard created by way of release, spill, leak or other means of contamination caused by accident or negligence.

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

Important: This disclosure statement must be included with your bid as required by state law (Public Act 232 of 2004).

As required by Public Act 232 of 2004, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Boards of Education or the Superintendent of Schools of the following school districts:

Allen Park Public Schools
Gibraltar School District
Huron School District
Melvindale-Northern Allen Park Public Schools
River Rouge School District
Riverview Community School District
Woodhaven-Brownstown School District
Wyandotte School District

The Boards of Education shall not accept a bid that does not include this sworn and notarized disclosure statement.

++++

The undersigned, the owner or authorized officer of _____
_____ (the "Bidder"), pursuant to the familial disclosure
requirement provided in the attached invitation to bid, hereby represent and warrant,
except as provided below, that no familial relationships exist between the owner(s) or
any employee of the company and any member of the Boards of Education or the
Superintendent of Schools of the school districts listed above. If such a relationship
exists, please explain:

By: _____ (bidder' signature)

Name: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20 ____ A.D., in and for the County of _____,

Michigan. My commission expires: _____

Signature of Notary

WASTE DISPOSAL BID SUBMISSION FORM

All School Districts

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Regularly scheduled pick ups</u>			
Cost per cubic yard for waste	\$ _____	\$ _____	\$ _____
Cost per cubic yard for recycling	\$ _____	\$ _____	\$ _____

Not regularly scheduled one time charges, e.g. summer months and holiday recesses

<u>Individual container one time pick up</u>			
4 cubic yard	\$ _____	\$ _____	\$ _____
6 cubic yard	\$ _____	\$ _____	\$ _____
8 cubic yard	\$ _____	\$ _____	\$ _____
<u>Roll off container one time pick up</u>			
20 cubic yard	\$ _____	\$ _____	\$ _____
30 cubic yard	\$ _____	\$ _____	\$ _____
40 cubic yard	\$ _____	\$ _____	\$ _____

Allen Park Public Schools

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Annual cost</u> (38 weeks Sept. 1 to June 15, this excludes 2 weeks at Christmas and 1 week for spring break)			
Waste disposal service	\$ _____	\$ _____	\$ _____
Recycling service	\$ _____	\$ _____	\$ _____
 Cost per month (4 weeks of service)	 \$ _____	 \$ _____	 \$ _____

Gibraltar School District

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Annual cost</u> (38 weeks Sept. 1 to June 15, this excludes 2 weeks at Christmas and 1 week for spring break)			
Waste disposal service	\$ _____	\$ _____	\$ _____
Recycling service	\$ _____	\$ _____	\$ _____
 Cost per month (4 weeks of service)	 \$ _____	 \$ _____	 \$ _____

Huron School District

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Annual cost</u> (38 weeks Sept. 1 to June 15, this excludes 2 weeks at Christmas and 1 week for spring break)			
Waste disposal service	\$ _____	\$ _____	\$ _____
Recycling service	\$ _____	\$ _____	\$ _____
Cost per month (4 weeks of service)	\$ _____	\$ _____	\$ _____

Melvindale-Northern Allen Park Public Schools

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Annual cost</u> (38 weeks Sept. 1 to June 15, this excludes 2 weeks at Christmas and 1 week for spring break)			
Waste disposal service	\$ _____	\$ _____	\$ _____
Recycling service	\$ _____	\$ _____	\$ _____
Cost per month (4 weeks of service)	\$ _____	\$ _____	\$ _____

River Rouge School District

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Annual cost</u> (38 weeks Sept. 1 to June 15, this excludes 2 weeks at Christmas and 1 week for spring break)			
Waste disposal service	\$ _____	\$ _____	\$ _____
Recycling service	\$ _____	\$ _____	\$ _____
Cost per month (4 weeks of service)	\$ _____	\$ _____	\$ _____

Riverview Community School District

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Annual cost</u> (38 weeks Sept. 1 to June 15, this excludes 2 weeks at Christmas and 1 week for spring break)			
Waste disposal service	\$ _____	\$ _____	\$ _____
Recycling service	\$ _____	\$ _____	\$ _____
Cost per month (4 weeks of service)	\$ _____	\$ _____	\$ _____

Woodhaven-Brownstown School District

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Annual cost</u> (38 weeks Sept. 1 to June 15, this excludes 2 weeks at Christmas and 1 week for spring break)			
Waste disposal service	\$ _____	\$ _____	\$ _____
Recycling service	\$ _____	\$ _____	\$ _____
Cost per month (4 weeks of service)	\$ _____	\$ _____	\$ _____

Wyandotte School District

	<u>1 year contract</u>	<u>3 year contract</u>	
		2 nd year	3 rd year
<u>Annual cost</u> (38 weeks Sept. 1 to June 15, this excludes 2 weeks at Christmas and 1 week for spring break)			
Waste disposal service	\$ _____	\$ _____	\$ _____
Recycling service	\$ _____	\$ _____	\$ _____
Cost per month (4 weeks of service)	\$ _____	\$ _____	\$ _____

The undersigned, representing the bidding contractor, does by his/her signature affirm that he/she has read and understands all the terms and conditions of this document. Further, that he/she will abide by these terms and all applicable state, federal and local laws and regulations governing the trash removal industry.

Company Name: _____

Address: _____

Signature: _____

Name: _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____

Date: _____