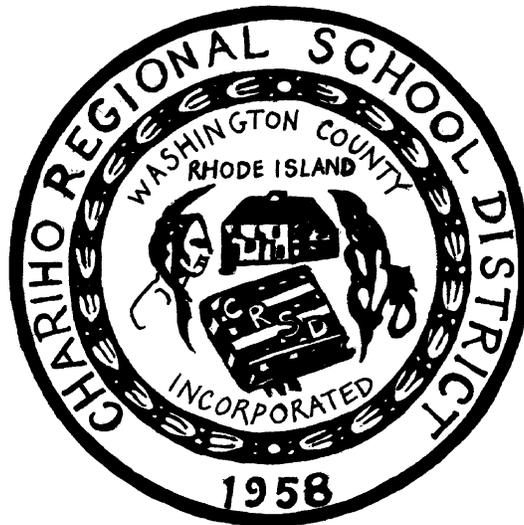


# CHARIHO REGIONAL SCHOOL DISTRICT

## **Rubbish Removal and Recycling Bid**



Bid Due and Opened Publicly

**January 4, 2017**

**11:00 A.M.**

Director of Administration and Finance  
CHARIHO Regional School District  
455A Switch Road  
Wood River Junction, Rhode Island 02894

**Advertisement for Proposals/Bids  
CHARIHO Regional School District**

The CHARIHO Regional School District will receive sealed proposals/bids for the following:

**Rubbish Removal and Recycling Bid**

General proposals/bids shall be received and opened publicly at the office of the Director of Administration and Finance, 455A Switch Road, Wood River Junction, Rhode Island, at 11:00 AM, on January 4, 2017 for the Rubbish Removal and Recycling Bid.

Proposals/Bids received after the stipulated time shall not be accepted.

All proposals/bids must be submitted in sealed envelopes marked Rubbish Removal and Recycling Bid.

Copies of the proposal/bidding documents and performance specifications can be requested electronically at [www.CHARIHO.k12.ri.us/bids](http://www.CHARIHO.k12.ri.us/bids) or by calling the Director of Administration and Finance at 401-364-3260.

Equal Opportunity / Affirmative Action Employer

The CHARIHO Regional School District does not discriminate on the basis of age, gender, marital status, race, religion, National origin, color, creed, political affiliation, sexual orientation, or handicap in accordance with applicable law.

Telephone: (401) 364-3260 Fax: (401) 415-6076 Voice/TDD: (401) 364-1171

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CHARIHO REGIONAL SCHOOL DISTRICT  
455A SWITCH ROAD  
WOOD RIVER JUNCTION, RHODE ISLAND 02894  
401-364-3260

**I. Instructions/Conditions to Bidders**

- A. Sealed proposals for the furnishing, delivery, and installing, where called for, of the services, materials, equipment, and/or supplies, as required by the School District and as set forth in the following specifications will be opened at the Business Office on the day and hour stated on the **Advertisement for Proposal/Bids** page of this document.
- B. The person or entity making such proposal shall submit the bid in a sealed envelope to the Director of Administration and Finance at the place herein mentioned on or before the hour and day stated on page one hereof, and the envelope shall be endorsed on its face with the name of the person or entity making such proposal, the date of its proposal and the title of the bids for which such proposal is made.
- C. The bidder shall insert the price per stated unit and extension against each item in the schedule. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The price inserted must be net and include delivery charges. Computation must be made of the total amount of the bid for all items bid upon, and the total shall be stated in the space provided at the end of the schedule.
- D. When a bidder proposes to furnish the equivalent or equal of any article described in the specifications, the bidder shall attach to its bid a letter or memorandum giving full details and the name of the manufacturer of the article that is to be furnished. The contractor may later be required to submit samples before the contract award. If no such information or memorandum is attached to the bid, it shall be taken for granted that the bidder will furnish the article specified and will not submit an equivalent or equal after the bid is opened and recorded.
- E. Time of delivery and/or installation will be considered as a factor in bids.
- F. No charge will be allowed for cases, boxes, carboys, bottles, etc. or for freight expenses, expressage or cartage. No empty packages, cases, boxes, carboys, bottles, etc. will be returned to the bidder or contractors and none will be paid for by the School District. Such empty cases, boxes, etc. may be removed by the bidder or contractor at their expense.
- G. When a catalog reference follows the description of an item, the catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded as part of the description of the item. All catalogs to which reference is made are available at the Business Office. The use of catalogs is not intended to limit competition.
- H. Each bidder is required to state in its bid the names and places of residence of any and all persons interested in the bid, that the bid is made without any connection with any person making another bid for the same contract, and that it is in all respects fair and without collusion or fraud; also, that no member of the CHARIHO Regional School Committee or any other officer of the School District, or any person in the employ of the School District is directly or indirectly interested in the bid, or in the materials or supplies, of the work to which it relates, or in any other position of the profits thereof.

- I. The School District reserves the right to accept this bid by items or as a whole, or, in its discretion, reject all bids and re-advertise (Chapter 16-2-18, Title 16 of the General Laws).
- J. Under R.I. Gen. Laws § 16-2-18.1, all contractors associated with this bid shall undergo a national and state criminal background check. The contractor to whom this bid is awarded shall be responsible for providing copies of the background check for each person working under this bid to the Director of Finance and Administration prior to that person commencing work. The contractor shall ensure that no person who has any “disqualifying information” as that term is defined in R.I. Gen. Laws § 16-2-18.1 shall work on the bid. To the extent that the criminal background check reveals any other adverse information, CHARIHO may, in its sole discretion, prohibit the person from working under the bid.
- K. Delivery will be required to be made to the receiving platform of the school unless the schedule or purchase order issued to the successful bidder thereon indicates otherwise. Where the schedule or purchase order provides for direct delivery to schools, the items must be placed at a point within the building as directed at the place of delivery. The weight, count, measure, etc., will be determined at the points of delivery. The contractor will be required to furnish proof of delivery in every instance. Bulk materials are to be placed on skids or pallets on the receiving platform as directed by receiving personnel. Mixed loads of more than one item, color, size, etc., must be sorted when directed by the receiving personnel. No help unloading will be provided by the School District. Suppliers should notify their truckers accordingly.
- L. Deliveries shall be made between the hours of 9:00 a.m. and 3:00 p.m. on weekdays other than Saturdays and holidays, unless otherwise specified. All materials and supplies must be securely packed in uniform containers, adequately marked as to contents, and delivered without damage or breakage in such units as are specified in the schedule.
- M. Each bidder is requested to read carefully the **Instructions/Conditions to Bidders** and the Specifications. The information contained in the specifications is believed to be reasonably correct, but is not to be considered in any way, as a warranty.
- N. All bids received after the designated time as stated on the **Advertisement for Proposal/Bids** page of this document, will not be considered by the School District and returned to the bidder unopened. The bidder assumes the risk of any delay in the mail or in the handling of bids by employees of the School District whether sent by mail or by means of personal delivery; the bidder assumes the responsibility for having his/her bid deposited at the Office of the Director of Administration and Finance.
- O. No bid will be considered from any person whose performance on any previous contract with the School District has been unsatisfactory in the opinion of the School District.
- P. Payment will be made by the School District after presentation of a vendor's invoice in triplicate, which must be submitted subsequent to delivery and/or performance of the work or services.
- Q. The School District reserves the right to require any bidder to submit a sample either before or after the awarding of the bid to ascertain whether or not the product will be suitable for the purpose for which it is to be used. All samples shall be delivered to a place designated by a representative of the School District. The bidder assumes full responsibility for properly identifying each sample requested by price, and when necessary to do so, the bidder will be responsible for assembling any sample.

- R. In awarding any bid, the School District may select a number of units within a range of 30% above or below the number of units for which a bid was required for such item. The purchase of additional units within 90 days after the bid has been awarded shall be at the same price per unit quoted in the bid.
- S. Whenever, within one year of the final acceptance of the apparatus, equipment, supplies, materials, work or services by the School District, the contractor is notified in writing by the School District that any item of apparatus, equipment, supplies, material, and/or workmanship has proven defective or is not meeting the specification requirements, the bidder shall immediately replace, repair or otherwise correct, as the School District may determine, the defect or deficiency without cost to the School District.
- T. The School District reserves the right to reject any or all bids or any part thereof, or to accept any bids or any part thereof, or to waive any technical defect or any informalities of the bid and to award the contract to other than the lowest bidder if the evidence submitted by or investigation of such a bidder fails to satisfy the School District that such bidder is properly qualified to carry out the obligations of the contract and to satisfactorily complete the work contemplated therein. The School District reserves the right to reject any and all bids, to waive any technical defect or informality in the bids received, and to accept any of the bids deemed most favorable to the interest of the School District.
- U. No proposals/bids may be withdrawn for a period of thirty (30) calendar days subsequent to the date of the proposal/bid opening.
- V. It is not the intent of these specifications to limit the bidding to any one bidder, but it is the intent to define the essential minimum requirements as to quality of materials, construction, finish and overall workmanship. Minor variations from the specified methods and details of construction will be considered by the School District for acceptability; providing quality, workmanship, economy of operation, maintenance, service and suitability for the purpose for which the equipment is intended, is not impaired. No substitutions for materials specified will be accepted.
- W. The successful bidder shall furnish all necessary materials and labor to install, in place, all equipment ready for operation shown on the drawings and called for in the Equipment Specifications. All such material, equipment, and the like shall be installed in place, which shall consist of delivery to the building, unpacking, assembling and setting in place all items, all machinery and the like to be cleaned thoroughly.
- X. The successful bidder shall remove all dirt, rubbish, debris and the like caused by its installation from the premises as the work progresses.
- Y. The successful bidder must take into consideration that school sessions may be in operation and must be continued as usual during the progress of the work.
- Z. When stated in the specifications, the successful bidder shall prepare all shop drawings of all items called for, and submit prints, cuts, brochures and the like in quadruplicate or more, as requested to the School District, for approval before fabrication and/or installation.
- AA. The successful bidder shall furnish the School District with all applicable operating and maintenance brochures for all equipment and accessories purchased by the School District.
- BB. When stated in the specifications:

1. The bidder must submit the bid proposal on Bid Forms accompanying the specification and must itemize the bid according to the list of items and totals as applicable on separate sheets attached to the Bid Form.
  2. Before submitting a proposal, bidders shall carefully examine the drawings and specifications and further inform themselves as to all existing conditions concerning the solicitation. Should a bidder find any discrepancies in or omissions from the specifications or drawings or have any doubt as to their meaning, the bidder shall notify the School District who will make clarifications. The bidder shall be responsible for all work on plans as well as in "Equipment Schedule".
- CC. Bidder must submit the following data with the proposal.
1. The successful bidder must, upon request, furnish evidence of financial responsibility.
  2. A list of other installations of similar equipment specified herein, which the School District may easily visit for inspection.
  3. A plan, with elevations, showing any variations in design, arrangement, sizes and the like which bidder proposes to furnish as different from those called for in the specifications.
  4. Cuts of each item proposed as alternate equipment to that specified, with a list of any variation from specified methods and details of construction and from specified designs. The bidder shall state in the proposal the number of days required to complete installation of this equipment from the date of authorization to proceed with the work.
- DD. The School District may, subject to the following provisions, by written notice of default to the contractor, terminate the whole or any part of this contract in any one of the following circumstances:
1. If the contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extensions thereof; or if the contractor fails to perform any of the other provisions of this contract, or fails to make progress such as to endanger performance of this contract in accordance with its terms and in either of these two circumstances does not remedy such failure within a period of 10 days after receipt of notice from the Director of Administration and Finance specifying such failure.
  2. In the event the School District terminates this contract in whole or in part, the School District may procure, upon such terms and in such manner as the School Committee may deem appropriate, supplies or services similar to those so terminated, and the contractor shall be liable to the School District for any excess costs for such similar supplies or services: Provided, that the contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.
- EE. The contractor shall pay the prevailing wage rates. The contractor shall comply with all of the labor laws of the State of Rhode Island, and under no condition shall the contractor, sub-contractor or their employees obstruct any person employed by the School District. The State Labor Laws, particularly Title 37, Chapter 13, General Laws of Rhode Island as

amended, prevailing wage scales, state, and local building codes and ordinances must be complied with at all times. All costs, fees and permits are to be paid by the contractor. The contractor shall make every effort to utilize local labor, if at all possible. Additional information can be found at: <http://www.dlt.ri.gov/pw/> or by calling the RI Dept. of Labor & Training, Division of Professional Regulation at (401) 462-8541. Rhode Island building trade rates can be found at: <http://www.access.gpo.gov/davisbacon/ri.html>

## **II. Insurance Summary:**

- A. The contractor shall provide insurance as delineated below:
- B. The School District shall be named as an additional insured.
- C. The contractor shall submit a certificate of insurance with bid proposal.
  - 1. Workers' Compensation:
    - a. State-Statutory
    - b. Employer's Liability - \$500,000
  - 2. Comprehensive General Liability:(Including Premises-Operations; Independent Contractors Protective; Broad Form Property Damage, Products & Completed Operations).
    - a. Bodily Injury, Property Damage, Contractual Liability & Personal Injury
      - i. \$1,000,000 - Each Occurrence
      - ii. \$2,000,000 - Annual Aggregate
      - iii. Property Damage Liability Insurance will provide X, C, or U coverage as applicable.
      - iv. Products and completed Operations are to be maintained for one year after final payment.
      - v. Personal Injury, with Employment Exclusion Deleted:
  - 3. Comprehensive Automobile Liability:
    - a. Bodily Injury: \$500,000 - Each Person; \$1,000,000 Each Occurrence
    - b. Property Damage: \$500,000 - Each Occurrence
  - 4. Commercial Umbrella Excess Liability
    - a. \$1,000,000 - Each Occurrence
    - b. \$1,000,000 - Annual Aggregate
  - 5. Builders Risk Coverage
    - a. All Risk
    - b. As required, maximum deductible of \$1,000

## **III. Conditions:**

- A. All bids must be in writing and in sealed envelopes delivered to the Office of the Director of Administration and Finance, CHARIHO Regional School District, 455A Switch Road, Wood River Junction, RI 02894, at or before 11:00 AM, January 4, 2017. No quotes, changes, or amendments to any quotes submitted after that hour and date will be considered. It shall be the sole responsibility of the bidder to deliver his/her quote to the Office of the Director of Administration and Finance on or before the closing hour and date.
- B. The bidder is not to separate the instructions, conditions, specifications and bid contract form from the proposal form and must return the same complete.

- C. The bidder will complete the bid contract form.
- D. The bidder agrees to all stipulations noted in the instructions to bidders.
- E. The bidder will supply a complete description of each item bid upon.
- F. When applicable, all individuals involved in installation of this project must provide proof of having successfully completed the ten-hour safety-training program required by the RI Division of Occupational Safety.
- G. References and prior work performed for CHARIHO Regional School District will be used in the bid evaluation process.

**IV. General Scope and Services:**

- A. The Chariho Regional School District is requesting proposals from qualified firms for the removal of all disposable rubbish and the recycling of all items identified by the Department of Environmental Management for the period of July 1, 2017 through June 30, 2018, with the options of awarding the rubbish removal and recycling bid for each of the two subsequent years, July 1, 2018 through June 30, 2019 and July 1, 2019 through June 30, 2020. No commingling of waste and materials from recyclable bins will be allowed under this bid. All recyclables from containers shall remain separate from waste and any documented occurrence of commingling of waste and recyclable container material will result in a reduction of the monthly bill by \$250.00. All commingling of recyclables materials must reviewed by Chariho Regional School District.
- B. Rubbish is to be removed from the following locations:
  - 1. Ashaway Elementary School, 12A Hillside Avenue, Ashaway, RI
  - 2. Chariho High School, 453 Switch Rd., Wood River Jct., RI
  - 3. Chariho Middle School, 455B Switch Rd., Wood River Jct., RI
  - 4. Chariho Career & Tech. Center, 459 Switch Rd., Wood River Jct., RI
  - 5. Charlestown Elementary School, 363 Carolina Back Rd., Charlestown, RI
  - 6. Hope Valley Elementary School, Main Street, Hope Valley, RI
  - 7. Richmond Elementary School, 190 Kingstown Rd., Wyoming, RI
  - 8. RYSE School, 455C Switch Rd., Wood River Jct., RI
  - 9. Maintenance & Technology Building, 455D Switch Rd., Wood River Jct., RI
- C. The Contractor will supply the following containers at the specified locations by July 1, 2017: All containers will be **painted each year and free of rust perforations.**
  - 1. Ashaway Elementary School
    - a. 1 - 6 yard (trash)
    - b. 1 - 4 yard (cardboard)
    - c. 4 – 1 yard container (cans/bottles)
  - 2. Chariho High School
    - a. 1 - 30 yard compactor (trash)
    - b. 1 - 10 yard (cardboard)
    - c. 4 – 1 yard container (cans/bottles)
  - 3. Chariho Middle School
    - a. 1 - 30 yard compactor (trash)
    - b. 1 - 10 yard (cardboard)
    - c. 4 – 1 yard container (cans/bottles)

4. Chariho Career & Tech. Center
  - a. 1 - 4 yard (trash) south side
  - b. 1 - 6 yard (trash) north side
  - c. 1 - 6 yard (cardboard) north side
  - d. 4 - 1 yard container (cans/bottles) north side
5. Charlestown Elementary School
  - a. 1 - 18 yard compactor
  - b. 1 - 4 yard (cardboard)
  - c. 4 - 1 yard container (cans/bottles)
6. Hope Valley Elementary School
  - a. 1 - 6 yard trash
  - b. 1 - 4 yard (cardboard)
  - c. 2 - 1 yard container (cans/bottles)
7. Richmond Elementary School
  - a. 1 - 18 yard compactor
  - b. 1 - 4 yard (cardboard)
  - c. 2 - 1 yard container (cans/bottles)
8. RYSE School
  - a. 1 - 4 (trash)
  - b. 1 - 4 (cardboard)
  - c. 2 - 1 yard container (cans/bottles)
9. Maintenance & Technology Building
  - a. 1 - 4 (trash)
  - b. 1 - 1 yard container (cans/bottles)

D. The following containers will be picked-up **as needed**:

- |                                |                       |
|--------------------------------|-----------------------|
| 1. Chariho High School         | 1 - 30 yard compactor |
| 2. Chariho Middle School       | 1 - 30 yard compactor |
| 3. Chariho Career & Tech. Ctr. | 1 - 30 yard roll-off  |
| 4. Charlestown School          | 1 - 18 yard compactor |
| 5. Richmond School             | 1 - 18 yard compactor |

E. **One pick-up each week** from the following locations from September 1 through June 30 and **as needed** during the months of July and August:

1. Ashaway School
  - a. 1 - 6 yard (trash)
  - b. 1 - 4 yard (cardboard)
  - c. 4 - 1 yard container (cans/bottles)
2. Chariho High School
  - a. 1 - 10 yard (cardboard)
  - b. 4 - 1 yard container (cans/bottles)
3. Chariho Middle School
  - a. 1 - 10 yard (cardboard)
  - b. 4 - 1 yard container (cans/bottles)
4. Chariho Career & Tech. Center
  - a. 1 - 4 yard (trash) south side

- b. 1 – 6 yard (trash) north side
- c. 1 - 6 yard (cardboard) north side
- d. 4 – 1 yard container (cans/bottles) north side
- 5. Charlestown School
  - a. 1 - 6 yard (cardboard)
  - b. 4 – 1 yard container (cans/bottles)
- 6. Hope Valley School
  - a. 1 -6 yard trash
  - b. 1 - 4 yard (cardboard)
  - c. 2 – 1 yard container (cans/bottles)
- 7. Richmond School
  - a. 1 – 18 yard compactor
  - b. 1 - 4 yard (cardboard)
  - c. 2 – 1 yard container (cans/bottles)
- 8. RYSE School
  - a. 1 - 4 (trash)
  - b. 1 - 4 (cardboard)
  - c. 2 – 1 yard container (cans/bottles)
- 9. Maintenance & Technology Building
  - a. 1 – 4 (trash)
  - b. 1 -1 yard container (cans/bottles)

- F. The Contractor shall be responsible for the removal and recycling of all rubbish generated by the District.
- G. The Chariho Regional School District's municipal allocation, after recycling is 668 tons. Its proper usage is the responsibility of the Contractor.
- H. All bidders are to use the Municipal Tipping Fee of \$32.00 per ton in the calculations of their bid.
- I. The Contractor will invoice the District in twelve equal payments.
- J. The District will subtract all tipping fees, billed by RI Resource Recovery Corp., from the monthly payments noted in item I above.
- K. The impact of a change in either the municipal allocation or the municipal tipping fee will be negotiated by the Contractor and the District as it relates to the remaining term of the contract.
- L. The Contractor shall submit a certificate of insurance as outlined in the insurance summary of this document **with his/her bid submission.**
- M. The successful bidder shall obtain and maintain for the duration of the contract, a refuse collection, and hauling license from the Town of Richmond, Town of Charlestown, and Town of Hopkinton.
- N. The bidder is not to separate the specifications, instructions/conditions, insurance summary, and the bid contract form from the proposal and must return same complete.
- O. **All trash compactors are to be fully cleaned before being returned to the school each time they are removed off site.**
- P. **On-site contractor emptying of dumpsters/containers shall be determined by Chariho School Administration so as to ensure student/staff safety.**

**V. Bid and Contract Form:**

**Rubbish Removal and Recycling Bid**

Whereas, the CHARIHO Regional School District has duly asked for bids for the supply of goods and/or services in accordance with the aforementioned specifications;

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications which are hereby incorporated by reference in exchange for the bid price below;

The offer shall remain open and irrevocable until the CHARIHO REGIONAL SCHOOL DISTRICT shall transform the bid into a contract.

Company Name			
Company Street Address			
City		State, Zip	
Bidder's Signature			
Printed Name		Title	
Date		Phone Number	
Fax Number		Email	

July 1, 2017 – June 30, 2018	\$
July 1, 2018 – June 30, 2019	\$
July 1, 2019 – June 30, 2020	\$