

Compton Community College District



Waste and Recycling Services
Request for Proposal
RFP-CCC-032

Bid Proposals due
March 25, 2016
At 2:00 p.m.

Service Location:
Compton Community College District
1111 East Artesia Blvd.
Compton, CA 90221-5393

Contact: Mr. Felipe Lopez
Chief Business Officer
(310) 900-1600 Ext. 2111
(310) 900-1627 Fax

NOTICE IS HEREBY GIVEN that the Compton Community College District (District) will accept Request for Proposals (RFP) for Waste and Recycling Services on or before **March 25, 2016 2:00 p.m.** All bidders who meet the qualifications may submit a proposal to supply all bins, materials, supplies, and labor necessary to provide “Waste and Recycling Services” at the Compton Community College District located at: 1111 East Artesia Blvd., Compton, CA 90221.

The District reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which District may consider. District does not intend to award a contract fully on the basis of any response made to the proposal; District reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet District’s specifications and needs.

1) REQUESTS FOR PROPOSALS (RFP)

Compton Community College District (District) is seeking a contractor to provide “Waste and Recycling Services” i.e. to include the delivery of bins and receptacles and the pick-up of the following items: waste and recyclables for **Plastic Bottles and Aluminum Cans** at: 1111 East Artesia Blvd., Compton, CA 90221.

2) WASTE AND RECYCLING SERVICE RFP REVIEW CRITERIA

District will review the bid proposals based on the following list of criteria:

1. Contractor’s must meet or exceed District’s required insurance coverage requirements.
2. Review of Contractor’s references. Minimum of three references are required.
3. Contractor’s ability to provide quality and quantity of service. District will evaluate proposal based on performance with previous clients.
4. Contractor’s profit sharing ratio for pick-up of materials with the District.
5. Contractor’s ability to provide a representative to monitor on a Weekly / Bi-Weekly / Monthly basis the inspection of the containers to ensure timely emptying and the appearance of the receptacles. (Graffiti / Damaged Containers)

3) INSTRUCTIONS FOR SUBMITTING PROPOSALS

1. All proposals must be submitted by **2:00 p.m. Friday March 25, 2016**. Any proposal received after the aforementioned date & time will not be accepted.
2. Proposals can be submitted in person or delivered by FedEx/UPS to the attention of:
Chief Business Officer
3. If the RFP is hand delivered, please submit to:
Compton Community College District
Business Office (Room C-34)
1111 East Artesia Blvd. Compton, CA 90221-5393

4) *RFP TIMELINE AND SCHEDULE*

1. The proposals and other documents related to this RFP will be kept on file in the Business Services Office, and may be obtained upon written request. The various deadlines for this RFP are as follows and the District reserves the right to change any deadline in its own discretion

RFP SCHEDULE OF EVENTS

DATES/DEADLINES

1.	Deadline for Requests for Information	March 15, 2016
2.	Submittal Deadline for Proposal	March 25, 2016
3.	Finalist Selected & Negotiation Period Starts	April 15, 2016
4.	Notice of Intent to Award	May 17, 2016
5.	Contract Award	June 1, 2016
6.	Start Date	July 1, 2016

Compton Community College District – Waste Services

Bins:

Cost of Delivery and Trash Pick Ups thereafter for 3 Cu. Yd. bins with lids	\$ _____	Per Lift
Cost of Delivery and Trash Pick Ups thereafter for 4 Cu. Yd. bins with lids	\$ _____	Per Lift

On Call Containers:

Cost of 40 Cu.Yd. roll off	\$ _____ Per Lift, plus charge of \$ _____ Per Ton
Cost of 20 Cu.Yd. roll off	\$ _____ Per Lift, plus charge of \$ _____ Per Ton

Other Fees:

Fuel surcharge rates for each of the bins listed above.

Additional Terms and Conditions

1. Scheduled pick-ups for the 3 and 4 cubic yard bins shall be three times a week within Monday-Friday, or as designated by the Facilities Department.
2. Scheduled pick-ups for the 40 Cu. Yd. roll off as designated by the Facilities Department.
3. Reports for District: Quarterly reports shall be sent to the Facilities Department detailing waste diversion statistics.
4. The agreement shall be in effect for the period stated above, unless terminated sooner as provided for herein.
5. All bins will be provided by the vendor.

Compton Community College District – Recycling Services

1. Receptacles: Collections units / stations will be set up around the campus in designated locations to allow access for use by Staff and Students
2. Markings: Each receptacle will be marked with an identifying picture or wording which will clearly delineate the use for each container i.e. Plastic – Aluminum Cans.
3. Durability: Each container will be made of a durable material and will be constructed of a material which is weather resistant.
4. Security: Each container will be equipped with a locking device which will be accessible by the Director of Facilities and a designee to be identified by the contractor.
5. Cleaning: Each collection station will be clean and free of any disfigurements i.e. graffiti – damaged or broken hinges or doors. A heavy duty plastic bag will be placed in each container to keep it free from debris.
6. Emptying: Containers will be emptied on a regular basis, scheduling will be established by the vendor upon routine checks in order to determine a “Rate of Usage”
7. Rate: The rate will be determined by a monthly average of the current market rate for the recycling of products. The District will receive a percentage of the profit based upon the rate of exchange, if the rate drops to a pre-approved agreed upon amount the rate paid to the District can be re-negotiated.
8. Reports for District: Quarterly reports shall be sent to the Facilities Department detailing recycling diversion statistics.

STATEMENT OF HISTORY AND EXPERIENCE (Supplemental sheet, please include with bid)

This statement forms a part of the proposal for the vending services (If a question does not apply to you, place NA on the space provided. (USE ADDITIONAL SHEETS IF NECESSARY TO FULLY ANSWER THE FOLLOWING QUESTIONS)

Company

Name Print

Name Title

Street Address

City, State

Phone Number: _____

Fax: _____

Email Address: _____

a) Are you the full or partial owner? _____

b) What was the total amount of business conducted in the last Fiscal Year?

c) Is your business a: () Sole Proprietorship () Corporation () Partnership

The Compton Community College District requires vendors to submit evidence of adequate insurance coverage, regardless of the dollar amount of the project, prior to performance of work or services on the property. Types of insurance required, are Commercial General Liability, Workers' Compensation, Automobile Liability, and in some instances an Employee Dishonesty Insurance or Fidelity Bond is required.

Certificate of Insurance

The vendor shall provide the District Chief Business Officer with a Certificate of Insurance and Endorsement Letter naming the District as an additional insured and which meets the

following minimum insurance requirements: Commercial General Liability, Workers' Compensation, and Automobile Liability are required in the amount of \$1,000,000 combined single limit or \$500,000 per person, \$1 million per occurrence, and \$100,000 property damage. The vendor further agrees to indemnify, defend and hold harmless District, its officers, agents, and employees against any and all claims, demands damages, costs.

Proof of insurance shall be submitted to the Chief Business Officer within ten days of provisional award of a contract.

The insurance certificate must be prepared pursuant to the requirements listed. Failure to comply with these requirements in a timely manner may jeopardize the renewal and/or continuation of a contract.

1. The FULL name of the Company (ies) affording coverage must be named on the certificate of insurance.
2. Compton Community College District must be named as additional insured on Commercial General Liability and Automobile Liability coverage.
3. The Workers' Compensation policy must contain a *waiver of subrogation of rights* against District
4. The authorized Representative's original signature is required.
5. The cancellation clause MUST read as follows:
Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail 60 days written notice to the below named certificate holder.

NOTE: A Sixty (60) DAY NOTICE OF NON-PAYMENT OF PREMIUMS IS NOT ACCEPTABLE IN LIEU OF ABOVE NOTICE REQUIREMENT.

6. Certificate holder information must read as follows:
Compton Community College District
1111 East Artesia Blvd
Compton, CA 90221
ATTN: Chief Business Officer
7. ALL said insurance shall be maintained by the Contractor in full force and effect during the ENTIRE PERIOD OF PERFORMANCE. Renewal certificates must be received by the Chief Business Officer at least ten (10) days prior to the expiration date in order to ensure continuation of contracts.

Renewal certificates may be sent by email rpatterson@elcamino.edu (Roy Patterson, Purchasing) and original certificates should be sent by mail to the Chief Business Officer.

Appendix A
Company Information and Signatory Page

Company Name: _____

Business Address: _____

Telephone: _____ Fax: _____

Email: _____ Web Site: _____

Type of Firm:

Corporation: _____ Proprietorship: _____

Partnership: _____ Joint Venture: _____

Other: _____

Business License Number: _____

Number of years in Business under firm name: _____

Full names of firm's owners, officers and managing employees:

Has the firm changed its name within the past 3 years? Yes ____ No ____
If yes, provide former name(s)

Have there been any recent (within the last 3 years) changes of ownership?

Yes___ No___

If yes, please explain:

Have any officers or principals of the firm ever had their business license suspended or revoked for any reason? If yes please explain:

Name and title of person completion for submission of this Proposal and the responses to this questionnaire:

Signature: _____ Title: _____

Phone: _____ Email: _____

Appendix B
Non-Collusion Affidavit

State of California
County of _____

I, _____, being first duly sworn, deposes and say that I am
(Typed or Printed Name)

_____ of _____, the party (Title)
(Contractor's Name)

Submitting the foregoing Proposal ("the Contractor"). In connection with the foregoing Proposal, the undersigned declares, states and certified that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or a sham.
3. The Contractor has not directly or indirectly induces or solicited any other Contractor to put in false or sham RFI, and has not directly colluded, conspired, connived, or agreed with any other Contractor or anyone else to put in sham RFI, or to refrain from submitting this Proposal.
4. The Contractor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other Contractor, or fix any overhead, profit or cost element of the Proposal price or that of any other Contractor, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in this Proposal and related documents are true.
6. The Contractor has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this _____ day of _____, 2016 at

(City, Country and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____ Date: _____