



## **Prairie State College Bid Instructions**

Sealed bids will be received by the College for the **Refuse and Recyclable Material Collection** set forth in the attached specifications and/or plans.

### **Bid Proposals**

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms furnished by the College and delivered in a sealed envelope identified as **“BID ENCLOSED Refuse and Recyclable Material Collection** to the address below.

Proposals will be opened and publicly read at the place, date and time stated below.

**Place:** Prairie State College District #515  
Prior to bid opening; Room K143  
Bid opening: K Building Room K143  
202 South Halsted Street  
Chicago Heights, IL 60411

**Date:** June 15, 2020

**Time:** 11:00 AM

***PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE VENDOR UNOPENED.***

Faxed bids will not be considered because they do not meet the sealed bid requirement.

### **Awarding of Bids**

Bids shall be awarded to the lowest responsible bidder. The College reserves the right to reject any and all bids or any part thereof, to waive immaterial technicalities in the bidding, and to accept the bid deemed most favorable to the interest of the College after all bids have been examined and evaluated.

### **Pre-Bid Meeting**

**A pre-bid meeting will be held on June 1, 2020 at 10:00 AM.** The meeting will be at the K Building Room K143, 202 S Halsted Street, Chicago Heights, Il, 60411

### **Taxes**

As a public community college, Prairie State College is exempt from Federal, State and Municipal Taxes. Tax exemption numbers will be provided upon request.

### **Payment for Goods and Services**

Goods and services must be received and an approved invoice be received in the Accounts Payable office a minimum of ten (10) days prior to be processed for payment.

### **Alternate Bids**

Alternate bids shall not be considered a counteroffer. An alternate bid shall not become a part of the contract unless approved by the College upon the award of the bid. If bidding other than specified, alternates must be guaranteed equal or better than that originally specified. Burden of proof lies with the bidder. Alternate bids must include specifications, brand name, numbers and/or trademark, if any, and any other information pertinent to the identification.

### **Time Price Will Be Firm**

Bid prices must be firm for a period of forty (60) days from the date of the bid opening.

### **Delivery Price**

Unless otherwise specified in the invitation to bid, your bid price **must** be a delivered price, F.O.B. Prairie State College, with all transportation and handling charges paid by the bidder.

### **Acknowledgement of Addenda**

Signature of company official on original document shall be construed as acknowledgment of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

### **Compliance With Laws**

The bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County and local government agencies, which may in any manner affect the preparation of proposals or the performance of the contract.

### **Bid Security**

A certified check or bank draft or bid bond, made payable to Prairie State College District #515, Cook County, Illinois, **MUST** be submitted with the bid in the amount of ten percent of your total bid. The bid security will be forfeited by the successful bidder in the event of the bidders failure to enter into a contract. Checks or drafts of unsuccessful bidders will be returned as soon as practicable after opening and checking all bids.

### **Bidding Procedures**

1. No bid shall be modified, withdrawn, or cancelled for (60) days after the bid opening date without the consent of the College Board of Trustees.

2. Changes or corrections may be made in the bid documents after they have been issued and received. In such case, a written addendum describing the change or correction will be issued by the college to all bidder of record. The college will not be responsible for oral instructions.

### **Payments**

#### **Certified Payrolls**

1. With each pay application, contractors shall submit certified payrolls in a format acceptable to Prairie State College District #515.

#### **Partial Lien Waivers**

1. The contractor's partial lien waiver, for the full amount of the payment, shall accompany the first application. Each subsequent payment application shall be accompanied by the contractor's partial waiver, and by partial waivers from all subcontractors and suppliers who were included in the immediately preceding payment application, to the extent of that payment.

Final Lien Waivers: The final request for final payment shall include:

1. The contractor's final lien waiver in the full amount of the contract.
2. Final lien waivers in the full amount of their contracts from all subcontractors and suppliers for which final lien waivers have not previously been submitted

### **Apprenticeship and Training Programs**

The bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor Bureau of Apprenticeship and Training. The apprenticeship and training programs must be in the same trade in which the firm shall be performing work on behalf of the College under this contract. This provision shall not apply to federally funded construction projects if, in the opinion of the College, such application would jeopardize the receipt or use of federal funds in support of such project.

### **Prevailing Wage Rate**

The successful bidder must pay not less than the prevailing wage rate determined by the Illinois Department of Labor for the county where the contract is executed and the craft or type of worker needed to execute the contract.

### **Insurance**

The successful bidder will be required to furnish a certificate of insurance in the following amounts:

The insurance coverage required here in under shall be minimum amounts maintained by the contractor and subcontractors until all work is completed and accepted by the owner.

The contractor will purchase and maintain "all risks" Builder's risk property insurance, where applicable, subject only to such exclusions as have been specifically approved by the owner in writing.

A. Workers Compensation

1. State: Statutory
2. Applicable Federal: Statutory
3. Employers Liability:
  - i. \$1,000,000 per accident
  - ii. \$1,000,000 Occupational Disease

B. Commercial Comprehensive Liability

1. Each Occurrence: \$1,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$ 1,000,000
4. General Aggregate: \$2,000,000
5. Policy shall include: \$2,000,000
  - i. Premises: Operations
  - ii. Independent Contractors Liability
  - iii. Products and Completed Operations: Maintained for minimum of one year after date of final Certificate for payment, in full amount of the limits specified above.
6. The commercial comprehensive liability policy shall include a contractual liability endorsement insuring the indemnity required by the contract. The indemnities shall be named as additional insured on the contractor's commercial comprehensive liability policy using form CG 20 10 or its equivalent and shall name Prairie State College, its Board of Trustees, officers, employees and agents as additional insured's at a minimum. The contractor hereby agrees to effectuate the naming of such additional insured's as unrestricted additional insured's on the contractor's policy. The additional insured endorsements shall provide the following:
  - i. That the coverage afforded the additional insurance will be primary/non-contributory insurance for the additional insurance with respect to claims arising out of operations performed by or on behalf of the contractor.
  - ii. That the policy shall contain a thirty day notice of cancellation prior to the effective date thereof.
  - iii. That the additional insureds have other insurance which is applicable to the loss, such other insurance will be on an excess or contingent basis.
  - iv. That the amount of the company's liability under the insurance policy will not be reduced by the existence of such other insurance.
  - v. That the additional insureds will not be given less than thirty days prior written notice of any cancellation thereof.
  - vi. That the contractor agrees to indemnify the college for any applicable deductibles.
  - vii. That the insurance policy from A.M. Best rated "secured" Illinois State licensed insurer.

- viii. The contractor shall provide the college with a copy of its insurance policy or in the alternative and subject to the college's agreement, an excerpt of a page from the actual policy evidencing the additional insureds as provided for herein.
- ix. Contractor acknowledges that the failure to obtain such insurance on behalf of the college constitutes a material breach of the contract and subjects contractor liability for damages, indemnifications and all legal remedies available to the college. The contractor is to provide the college at all times with a certificate of insurance, evidencing the above requirements have been met. The failure of the college to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the college.
- x. That enclosed is a copy of the endorsement providing additional insured's status and that the contractor will furnish a Certificate of Insurance evidencing the foregoing provisions.
- xi. Please include clause below in the policy:  
It is agreed that Prairie State College, its Board of Trustees, officers, employees, agents are additional insured on the policy.

C. Business Auto Liability (including owned, non-owned and hired vehicles)

- 1. Bodily injury
  - i. \$1,000,000 per person
  - ii. \$2,000,000 per accident
- 2. Property damage: \$1,000,000 or
- 3. Combined Single limit: \$1,000,000

D. Umbrella

- 1. Umbrella Excess Liability: \$4,000,000
- 2. If the contractors workers compensation, commercial general liability and business auto policies do not have these minimum, an umbrella policy written by an insurance company acceptable to the owner may be used to meet the minimum limits required.

**Sex Offender Registration Requirement Notification**

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five days or an aggregate period of more than thirty days during the calendar year This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the campus police department located in the main building, within five days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

**Other**

Prairie State College is committed to a policy of non-discrimination. Thus, bidders are required to be in compliance with Federal Executive Orders 11246 and 11375, and the Equal Employment Opportunity Clause issued by the Illinois Fair Employment Practices Commission Public Act 77-1552.

The college shall notify contractors, sub-contractors, vendors, and suppliers of provisions of applicable federal and state equal opportunity rules. In addition, the equal opportunity statement of the college shall be incorporated into each invitation for bid and contract. Contractors shall be notified of the equal opportunity requirements which pertain to them and to their sub-contractors. Notice of applicable federal and state directives concerning equal opportunity for veterans, members of minority groups, and individuals with disabilities shall also be included in contracts and purchase orders.

As required by the Business Enterprise for Minorities, Females, and Persons with Disabilities Act (Business Enterprise Act), when the college awards a contract for insurance services, investment services, information technology services, accounting services, architectural and engineering services, and legal services, it shall be the aspirational goal of the college to use business owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on contracts for these services collectively.

The successful bidder must have a license from both City of Chicago Heights and City of Matteson prior to bid opening.

### **Signature On Bids**

Prairie State College District #515 requires the signature on bid documents to be that of an authorized representative of said company. Each bidder represents that he/she has read and understands the bidding documents and that these instructions are a part of the specifications.

Vice President  
Finance and Administration  
Prairie State College

**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

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NAME OF CONTRACTOR/BIDDER

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SIGNATURE

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TITLE

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DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Prairie State College District # 515  
Vice President, Finance and Administration  
202 S Halsted Street  
Chicago Heights IL 60411



**Prairie State College  
Bid Form**

**Refuse and Recyclable Material Collection**

Sealed bids will be received by the College for the **Refuse and Recyclable Material Collection** set forth in the attached specifications and/or plans.

To: Prairie State College  
202 S Halsted Street  
Chicago Heights, Illinois 60411

Faxed bids will not be considered because they do not meet the sealed bid requirement.

**Project:** Refuse and Recyclable Material Collection  
**Date:** June 15, 2020  
**Time & Place** 11:00 AM K Building K143

Submitted by:

\_\_\_\_\_  
(Full Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-Mail)

\_\_\_\_\_  
Signature

**Part 1:**

Having examined the site and having familiarized with conditions affecting the cost of work associated with the **Refuse and Recyclable Material Collection** and with the bidding documents. Bidder hereby proposes to perform everything required and to furnish all labor, materials, necessary tools, expendable equipment and transportation services necessary to complete in a workman manner of work stated in accordance with the bidding documents for the following sums:

**Base Bid for Yearly Pick-up (1<sup>st</sup> Year):**

Dollars (\$ \_\_\_\_\_ )

**Write amount in both alpha and numeric, in case of discrepancy the lesser amount shown will govern**



**Base Bid for Yearly Pick-up (2<sup>nd</sup> Year – Optional based on performance):**

Dollars (\$ \_\_\_\_\_ )

**Write amount in both alpha and numeric, in case of discrepancy the lesser amount shown will govern.**

**Base Bid for Yearly Pick-up (3<sup>rd</sup> Year – Optional based on performance):**

Dollars (\$ \_\_\_\_\_ )

**Write amount in both alpha and numeric, in case of discrepancy the lesser amount shown will govern.**

**Total Base Bid for Year 1 - 3**

Dollars (\$ \_\_\_\_\_ )

**Write amount in both alpha and numeric, in case of discrepancy the lesser amount shown will govern.**

**Informational Only:**

Container Size	Quantity	Location	Frequency Basic (August – May)	Summer/Winter (June – July) (Last two weeks of Dec)	Basic Monthly Price	Summer/Winter Basic Monthly Price	Extra Pick-up
<b>202 S Halsted Chicago Heights Illinois</b>							
32 Yard Compactor	1	Main Building Dock Recycle	On Call 4 times per year	On Call			
6 Yard Compactor	1	Main Building Dock Trash	T-TH	T			
6 Yard Compactor	1	“K” Building Trash	On Call 13 Times per year	On Call			
2 Yard	1	ATOC Trash	T	T			
3 Yard	1	CLC Trash	M-W-F	T- TH			
<b>191 S Halsted Chicago Heights Illinois</b>							
2 Yard	1	TWL Building	T	T			
<b>Matteson, Illinois</b>							
2 Yard	1	Trash	T	T			
2 Yard	1	Recycle	Every two weeks T	Every two weeks T			

Include Environmental Fee, container rental fee, fuel fee and administration costs in your yearly

**Addenda**

The following addenda have been received. The modification to the bid documents noted therein have been considered and all costs thereto are included in the bid sum.

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_  
 Addendum# \_\_\_\_\_ Dated \_\_\_\_\_  
 Addendum# \_\_\_\_\_ Dated \_\_\_\_\_  
 Addendum# \_\_\_\_\_ Dated \_\_\_\_\_

**Part 2:**

This offer shall be open to acceptance and is irrevocable for (60) days from bid closing date.

If the bid is accepted by the owner within the time period stated above, we will:

1. Execute the agreement within (10) days of receipt of Notice of Award.
2. Furnish the required Certificate of Insurance within (10) days of receipt of Notice of Award

**Part 3:**

If the bid is accepted, we will:

1. Complete the work in manner consistent to meet the requirements of the schedule of 1 year from the date established in the contract documents.

**Part 4:**

**Business Enterprise for Minorities, Females, and Persons with Disability Act Information**

It shall be the aspirational goal of the college to use business owned by minorities, females, and persons with disabilities as defined in the Business Enterprise Act for not less than 20% of the total amount spent on construction contracts for these services collectively. Please provide information on qualifying businesses who are anticipated to participate in this project as a contractor, sub-contractor or supplier. This is for accounting purposes only.

Business Name	Minority	Female	Persons w/ disabilities	Veteran	Contract Amount

**PART 2 ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Bid Sum.

Addendum # \_\_\_\_\_ Dated \_\_\_\_\_

Addendum #  
Addendum #

Dated  
Dated

**PART 3 BID FORM SIGNATURES(S)**

The Corporate Seal of:

\_\_\_\_\_  
(Bidder – please print the full name of your Proprietorship, Partnership, or Corporation)

Was hereunto affixed in the presence of:

\_\_\_\_\_  
(Authorized signing officer)

\_\_\_\_\_  
(Title)

(Seal)

\_\_\_\_\_  
(Authorized signing officer)

\_\_\_\_\_  
(Title)



**Prairie State College**  
**Refuse and Recyclable Material Collection**  
**Scope of Work**

Prairie State College is soliciting proposals from vendors that will provide waste and recycling services. Vendors will be required to:

1. Provide end-use containers to Prairie State College's campus
2. Collect, transport and dispose of waste materials
3. Collect, transport, sort recyclables and ensure that recyclables are delivered to their proper markets/end users
4. Document the delivery of recyclables and report recycling/waste performance
5. Prepare the college's 5 year trash audit in accordance with the Illinois Solid Waste Management Act (415 ILCS 20/3.1). Next submission is due March 2024.
6. Provide monthly detailed diversion reports
7. Availability of web-based service scheduling, work order generation, and billing information.
8. As part of this bid, the successful contractor will supply the college with composting options for a possible addition in the future. The composting options will detail the type of composting services you provide including:
  1. Type of acceptable waste for composting
  2. Container size options
  3. Price structure for both regular and on-call services, and
  4. The final destination for composted waste
9. The successful contractor will develop reports on monthly waste (landfilled, recycled, or otherwise) removed from campus. These should include the weight of waste picked up from each container. Where weight can not feasibly be directly measured an estimate based on container size is acceptable.

**Solicitation Response Requirements**  
**Refuse and Recyclable Material Collection**

- A. Summary of supplies and services required:  
PSC is seeking bids from responsible recycling/waste, vendors to provide solid waste hauling services and recyclable collection services. This is an annual contract with an option for up to three year one year renewals.
- B. Services Required:  
The vendor hereby agrees to work with the Director of Facilities in connection with carrying out and conducting all of the following duties and responsibilities during the term of this contract.

**Recycling Services:**

Materials to be collected and marketed, but not limited to, the following;

Office paper, aluminum cans, newspaper, shredded paper, plastic bottles (clear, brown and green color). Magazines/glossy materials, hardbooks, soft cover books, plastic containers, cardboard, food waste, food containers and biodegradable packaging.

Upon request, the contractor shall provide a statement of assurance indicating that all material collected as part of this contract is being recycled and weight. This includes, but is not limited to, a listing of where the recyclable materials were shipped, how the materials were transported, if the materials changed form and any other information that proves that the materials were recycled and not burned, incinerated or land fill.

The contractor shall be solely responsible for any disposal costs associated with the collection of the recyclables.

Prairie State College reserves the right to add or delete dumpster/recycling locations and/or recyclables at any time, provided that the new locations are located on the Prairie State College property.

The contractor shall be responsible for the purchase/acquisition, supply, distribution, maintenance, and replacement of all supplied containers used for this service. See attached container list.

The containers shall be uniform design durable, rust resistance and wheeled. The lids must be workable and be such weight as to remain closed when kept outside during inclement, windy weather. Containers will be clearly marked with the contractor's name, phone number and the type of material.

The contractor shall collect all recyclables/waste from designated locations on a regular time and timely manner. The current collection frequencies are listed in this document. The frequency of collections can be changed either in the proposal or during the contract; however, the contractor must notify PSC Manager prior to changing and the change will not become effective until written approval is provided.

If the contractors' driver comes across obstacles in performing recyclable/waste pick-up services, such as blocked access to a container, the Facilities and Operations Department must be made

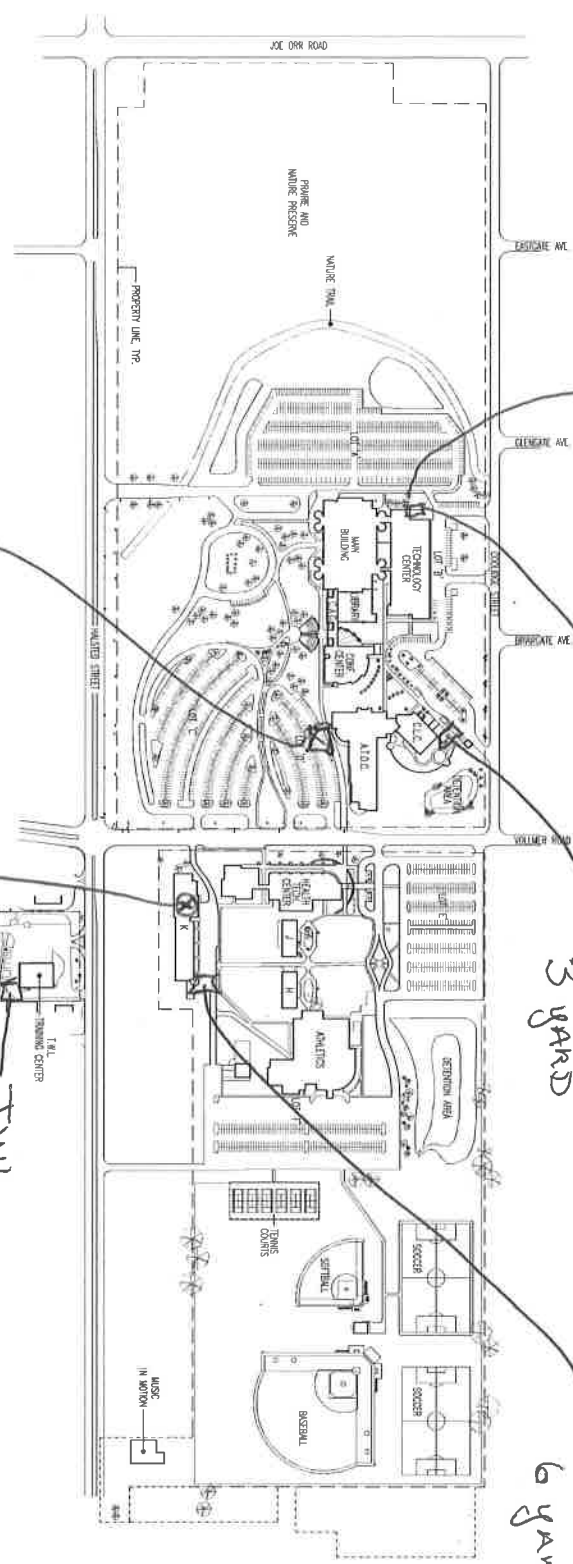
aware of this problem while the driver is still on site. Failure to alert PSC Facilities and Operations will not excuse the failure of pick-up from designated areas.

The college owns the following equipment:

2- 6 Yard Compactor

1 – 32 Yard Compactor (Box to be supplied by successful bidder)

# Dumpster Location



Recycle  
32 yards on call

Main Compactor  
6 yards  
Compactors  
3 yards

5 Buildings  
6 yards each

ATOC  
2 yards

TWL  
2 yards

Pre-bid and opening  
location

Matteson Location  
4821 Southwick Drive  
Matteson IL 60443  
2 yard Garbage  
2 yard Recycler