

# **INVITATION TO BID**

## **District-wide Trash Removal**

Napoleon Community Schools will accept sealed bids for district-wide trash removal as described in the attached specifications. Bids will be accepted until 11:00 AM on Tuesday, January 10, 2023, at which time they will be publicly opened and read aloud. No oral, telephonic, telegraphic, or facsimile proposals will be accepted. It is the intent of the Board of Education to award the contract to the successful bidder on January 23, 2023.

Bidding period shall be three (3) years commencing on March 1, 2023 and running through December 31, 2026. Bid submission shall be firm for ninety (90) days from the date of bid opening. Bids must be submitted on the attached bid form and be signed by the bidder. Signed copies of the bid form should be addressed to the attention of:

**Kendra Leib  
LEA Business Manager  
Napoleon Community Schools  
200 West St.  
Napoleon, MI 49261**

### **"TRASH REMOVAL BID"**

The Napoleon Community School Board of Education reserves the right to accept or reject any or all bids; to waive any informality therein; or to award the contract to other than the low bidder, which is in the best interest of the District.

Questions should be directed to Shawn Murphy, Director of Operations, at (517) 905-5709.

**NAPOLEON COMMUNITY SCHOOLS  
TRASH REMOVAL BID - SPECIFICATIONS**

**SPECIFICATIONS**

1. Specifications are to be considered as the minimum accepted standard. Alternates will be accepted for evaluation only. The primary bid shall be as specified in these documents.
2. Trash pick up shall be completed for all sites **on or before 6:00AM** on the scheduled days. Local laws and ordinances governing noise or nuisance shall be observed.
3. Listed below are building locations where containers are to be placed; number of containers required and number of pick-ups required.

<u>LOCATION</u>	<u>NUMBER OF CONTAINERS</u>	<u>PICK-UPS PER WEEK*</u>
4126 Brooklyn Rd. Ackerson Lake	1 - 6 yd.	2 times
198 West St. Bus Barn	1 - 2 yd.	2 times
204 West St. Middle School	1 - 8 yd.	2 times
220 West St. Eby Elementary School	2 - 8 yd.	2 times
201 West St. High School	3 - 8 yd.	2 times

\*Summer pick-up will be once a week. This period will commence on the second Monday of June and run until the second Monday of August. Full service resumes the third Monday in August.

**Note:** Pick-up day(s) which are scheduled twice (2) weekly will be Monday and Thursday.

4. Contractor shall place state and federally approved covered containers in the numbers noted above at the various locations. Should additional containers be required at a later date, they will be provided at a cost per container per month as bid.

5. 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 Operations at (517) 905-5709 as soon as possible. However, this action **will not** relieve the contractor of their 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.
6. 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 Owner. The Owner, or his designee, shall notify the contractor of the need for replacement of any unsatisfactory container.
7. Contractor shall submit Certificates of ACORD for the following minimum amounts of coverage; Workers compensation - \$100,000 liability - \$300,000, coverage pertaining to vehicles, property damage and public liabilities, personal injury, etc., and shall hold the school district blameless in any incident involving the contractor, his employees, his equipment, and vehicles.
8. Contractors bidding on trash and refuse service for Napoleon Community Schools shall visit each building area and familiarize themselves with container locations and with access to the area.
9. Napoleon Community Schools reserves the right to terminate the contract at any time due to the contractor's failure to comply with the terms of the contract; i.e., placement of approved containers, maintenance of established schedules, care and maintenance of all containers, and appropriate insurance coverage. The Owner will notify the contractor of termination thirty (30) days prior to any action being instituted. The contractor will be permitted a rebuttal during this period.
10. Contractor shall submit a list of four (4) references complete with names, addresses, phone numbers and a contact person to allow the Owner to verify ability to meet the terms of this document
11. Bid price shall be for a period of three (3) consecutive years. The Owner reserves the right to an annual review of compliance with specifications and overall contractor performance. A finding of noncompliance may result in the termination of the contract.
12. The Owner understands the contractor is subject to a rate adjustment over which he has no control such as dump fees, new legislation, etc. The Owner will, therefore, review such adjustments in charges annually with the contractor.
13. It shall be the responsibility of the contractor 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.

**NAPOLEON COMMUNITY SCHOOLS  
TRASH REMOVAL BID SUBMISSION FORM**

**One (1) year bid** \$ \_\_\_\_\_ **annual service**

**SPECIAL PICK-UP SERVICE** \$ \_\_\_\_\_ **per pick-up**

The undersigned, representing the bidding firm, 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.

**Signature of Representative:** \_\_\_\_\_

**Title of Representative:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

**Please list comments, conditions or exceptions:** \_\_\_\_\_

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