

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

Summary

McHenry County College requests proposals from companies to provide **Waste & Recycling Collection**.

Date Issued:	March 15, 2018
Service Requested:	Waste & Recycling Collection
IFB Closing Date/Time:	April 19, 2018 – 8:00am
IFB Contact:	Jennifer Jones, Director for Business Services JJONES@MCHENRY.EDU

Proposals must be sealed and delivered to the attention of Jennifer Jones, Director for Business Services, McHenry County College, 8900 US Highway 14, Crystal Lake, IL 60012 on or before April 19, 2018 at 8:00am CST. Bid opening is April 19, 2018 @ 8:00am.

All late proposals will be rejected.

All proposals must be signed by a duly authorized representative of the firm.

All unsigned proposals will be automatically rejected.

SPECIAL NOTE: This Invitation for Bids (IFB) does not obligate McHenry County College (MCC) or its Board of Trustees to award a contract or complete the proposed project, and each reserves the right to cancel this IFB if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the IFB format or binding specifications, may be rejected. Responding vendors must include the required information called for in this IFB. MCC reserves the right to reject a proposal if required information is not provided or is not organized as directed. MCC also reserves the right to change the evaluation criteria or any other provision in this IFB by posting notice of the change(s) on MCC's IFB website, www.mchenry.edu/bid. For this IFB, posting on the captioned website above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final proposal.

McHenry County College administration will competitively evaluate all qualified proposals and present a recommendation to enter into an agreement with the Board of Trustees at the May 24, 2018 Board meeting.

We appreciate your interest in McHenry County College and look forward to your response.

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION



INVITATION FOR BIDS

Waste & Recycling Collection

IFB #04192018

Issue Date: March 15, 2018

Bid Due/Bid Opening: April 19, 2018 @ 8:00am

McHenry County College
8900 US Highway 14
Crystal Lake, Illinois 60012-2761
Telephone: (815) 455-3700

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

1.0 GENERAL REQUIREMENTS

1.1 Introduction: McHenry County College (hereinafter “MCC”) is inviting responsible Vendors (hereinafter “Bidder” or “Contractor”) to submit proposals for **Waste & Recycling Collection** services. A more complete description of the supplies and/or services sought is provided in the “Bid Specifications”. If you are interested and able to meet these requirements, we would appreciate and welcome a bid. This IFB will set forth any evaluation criteria to be used in determining product or service acceptability. It may require the submission of bid samples, descriptive literature, technical data, references, licenses, or other information or material.

Unsolicited bid samples or descriptive literature however, are submitted at the vendor’s risk, may not be examined or tested, will not be deemed to vary any of the provisions of the IFB, and may not be utilized by the vendor to contest a decision or understanding with MCC.

1.2 Background: McHenry County College (MCC) is a community college offering pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. McHenry County College serves one of the fastest growing counties in Illinois. MCC is located forty-five miles northwest of downtown Chicago, the college is committed to providing high quality, need-based educational and training opportunities to adult residents of Community College District 528. Nearly 250,000 residents live within the MCC district boundaries. The campus is located at 8900 U.S. Highway 14, Crystal Lake, IL 60012.

1.3 Contact Information: The contact, identified below, is the sole point of contact regarding the IFB from the date of issuance until selection of the successful vendor.

Jennifer Jones
Director of Business Support Services
McHenry County College
8900 US Highway 14
Building A, Room 246
Crystal Lake, IL 60012
Email: jjones@mchenry.edu

1.4 Contract Terms: The contract is for three (3) years, July 1, 2018 thru June 30, 2021 with an optional two year renewal upon mutual agreement.

1.5 Minimum Bidder Qualifications: The Bidder shall have had a minimum of three (3) years, previous experience and possess manpower and equipment, financial resources, and an organization as herein specified to perform the type, magnitude, and quality of work specified.

McHENRY COUNTY COLLEGE
 INVITATION FOR BIDS - #04192018
 WASTE & RECYCLING COLLECTION

1.6 Key Dates: The following dates are set forth for informational and planning purposes; however, MCC reserves the right to change the dates.

March 15, 2018	MCC Issues IFB Waste & Recycling Collection listed at www.mchenry.edu/bid
Arrange site visit by appointment only Site Visit Date/Time March 19-23, 2018 (8a-2p only)	Christine Fisher 815-455-8760
March 27, 2018	Last day for vendors questions via email jjones@mchenry.edu
March 29, 2018	Response to vendor questions will be listed by addendum at www.mchenry.edu/bid
April 19, 2018, 8:00am	Bid Opening - Bldg A Board Room 217
May 24, 2018	Recommendation to Board of Trustees
May 29, 2018	Notification of Award by
July 1, 2018	Contract Start Date
Project Manager	Todd Wheeland, Director Facilities 815-455-8564

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

2.0 BID SUBMISSION

- 2.1 Examination of Solicitation Documents and Explanation to Bidders.** Bidders are responsible for examining the solicitation documents and any addenda issued to become informed as to all conditions that might in any way affect the cost or performance of any work. Failure to do so will be at the sole risk of the bidder. Should the bidder find discrepancies in or omissions from the solicitation documents, or should their intent or meaning appear unclear or ambiguous, or should any other question arise relative to the solicitation documents, the bidder shall promptly notify the Director of Business Services via email. The bidder making such request will be solely responsible for its timely receipt by the Director of Business Services. Replies to such notices may be made in the form of an addendum to the solicitation.
- 2.2 Submission:** The submission of a response shall be *prima facie* evidence that the vendor has full knowledge of the scope and nature of the project requirements. **Faxed Bids ARE NOT acceptable.**
- 2.3 Interpretation or Representations.** MCC assumes no responsibility for any interpretation or representations made by any of its officers or agents unless interpretations or representations are incorporated into a formal written addendum to the solicitation.
- 2.4 IFB Questions and Clarifications:** Questions and requests for clarification are only accepted via e-mail. Official answers to questions will be provided via addendum.
- 2.5 Addendum:** The only method by which any requirement of this solicitation may be modified is by written addendum. If an addendum to the bid document is a result of a pre-bid conference, MCC will e-mail the addendum within a reasonable time following the conference. MCC is not responsible if a vendor does not receive the proposal revision in time to include the information with the proposal submission. Any addendum will be posted to MCC's website at www.mchenry.edu/bid. The addendum shall be acknowledged by signature and included in your bid submission.
- 2.6 Bid Preparation Costs.** The costs for developing and delivering responses to this IFB are entirely the responsibility of the bidder. The University is not liable for any expense incurred by the bidder in the preparation and presentation of their bid or any other costs incurred by the bidder prior to execution of a Purchase Order or Contract.
- 2.7 Cancellation of IFB:** If the Director of Business Services determines that it is in MCC's best interest, he/she reserves the right to do any of the following: (1) Cancel this IFB (2) Modify this IFB in writing as needed or (3) Reject any or all proposals received in bid to this IFB.
- 2.8 Accuracy/ Withdrawal of Proposals Prior to Bid Opening:** Bids may be withdrawn in writing any time prior to the opening hour. However, no proposal may be withdrawn for a period of sixty (60) days subsequent to the opening of the Bid without the prior written approval of the Director of Business Services of McHenry County College.
- 2.9 Taxes:** MCC is exempt from all federal excise, state and local taxes unless otherwise stated in this document. In the event taxes are imposed on the services purchased, MCC will not be responsible for payment of the taxes. The vendor shall absorb the taxes entirely. Upon request, MCC's Tax Exemption Certificate will be furnished.

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

2.10 Evaluation: In evaluating the bids submitted, MCC will apply the “Best Value” standard in selecting the vendor to be awarded a contract for this project. Purchase price is not the only criteria that will be used in the evaluation process. Any award resulting from this bid will be made to that vendor whose offer conforms to the bid and it is determined to be the most advantageous, or “best value” to MCC, in the sole judgment of MCC. The selection process will include, but not be limited to, the following considerations:

- The purchase price
- Qualifications/experience/service needs met
- The supplier’s reputation-(relevant references in scope and size)

- The quality of the supplier’s goods and services
- Other relevant factors:
 - Enhanced services offered at no cost
 - Thoroughness and Completeness of Proposal

2.11 Award of Contract: MCC reserves the right to reject any or all prices or bids submitted, waive irregularities, and to accept that bid which is considered to be in the best interest of the College. Any such decision shall be considered final and not subject to recourse. Unless we are advised to the contrary, it is understood that the bid has been submitted in strict accordance with specifications. Any exceptions and explanations regarding the items listed should be delivered with the bid. Submit complete specifications for any substitute offered. In the event two bidders have submitted equal values for items listed, the in-district bidder will be given preference, everything else being equal.

2.12 The successful bidder will be notified within three business days by e-mail or telephone of their award of contract following the Board of Trustees meeting. The vendor may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof without written permission from MCC. This bid will be awarded in its entirety to one vendor. We reserve the right to make moderate quantity alterations to conform to budget limitations.

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

3.0 INSTRUCTION TO BIDDERS

Read the following instructions carefully before submitting any bid. Failure to follow these instructions and the rules may result in the rejection of your bid. MCC reserves the right to reject any and all bids, to waive minor or immaterial irregularities, informalities or technicalities, to advertise for new bids, or to request confirmation or clarification from any bidder regarding a bid.

3.1 Bid Format and Content: In order for MCC to evaluate bids fairly and completely, bidders must follow the format set forth herein and must provide all of the information requested. All items identified in the following list must be addressed as concisely as possible in order for a bid to be considered complete. Failure to conform to the stated requirements may necessitate rejection of the bid.

1. **Cover Letter.** The cover letter must confirm that the **bidder understands all the terms and conditions contained in this IFB and will comply with all the provisions of this IFB.** Further, that should the contract be awarded to your company, you would be prepared to begin services upon contract approval from MCC. The cover letter must include the full contact information of the person(s) MCC shall contact regarding the bid. A bidder representative authorized to make contractual obligations must sign the cover letter. The letter must also state whether or not subcontractors will be used.
2. **Experience & Operational Plan.** Bidders must describe their capabilities to provide the services requested in this IFB by providing the following:
 - A description of Bidder's experience in Waste Disposal Service.
 - Staffing and operational plan for this contract, including use of any subcontractors and description of equipment to be used.
3. **Pricing.** Bidder shall submit on the bid submission form, prices for each item listed for Waste Disposal Service.

3.2 Packaging of Response: Please submit one (1) original and one (1) copy on a flash drive, of the bid document. The bid documents, must be submitted by mail, hand delivery, overnight carrier or certified mail in a package sealed and labeled showing the following information on the outside:

- Bidder's complete name and address
- Solicitation Number
- Bid Due Date and Time
- Bid for Waste Disposal Service
- Sealed Bid

3.3 Late Bids. *Regardless of cause, late bids will not be accepted and will automatically be disqualified from further consideration.* It shall be the bidder's sole risk to assure delivery at the designated office by the designated time. Late bids will not be opened and may be returned to the bidder at the expense of the bidder or destroyed if requested.

3.4 Bidder's Signature. The bid submission form must be signed in ink by an individual authorized to legally bind the business submitting the bid. The bidder's signature on a bid in response to this IFB guarantees that the offer has been established without collusion and without effort to preclude MCC from obtaining the best possible supply or service.

3.5 Submit Bids To:

McHenry County College
Attn: Jennifer Jones
Director of Business Support Services
8900 US Highway 14
Building A, Room 246
Crystal Lake, IL 60012

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

- 3.6 Bid Opening:** MCC will open all bids that are submitted in a proper and timely manner submission, and will record the names and other information specified by law and rule. All bids become the property of MCC and will not be returned except in the case of a late.
- 3.7 Responders' Costs:** The cost of developing a bid for this IFB belongs solely to the bidder and may not be charged to MCC.
- 3.8 Price Adjustment (Escalation / De-escalation):** The Contractor is to submit a bid that will be fixed for three (3) years and a bid for a two (2) year extension.

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

4.0 GENERAL TERMS AND CONDITIONS

- 4.1 Applicability:** These general terms and conditions will be observed in preparing the proposal to be submitted.
- 4.2 Purchase:** After notice of the award, purchase will be put into effect by means of purchase orders or suitable contract documents executed by the Director of Business Services.
- 4.3 Right to Cancel:** MCC may cancel contracts resulting from this IFB at any time for a breach of any contractual obligation by providing the contractor with thirty-calendar day's written notice of such cancellation. Should MCC exercise its right to cancel, such cancellation shall become effective on the date as specified in the notice to cancel.
- 4.4 Proprietary Information:** Bidder should be aware that the contents of all submitted bids are subject to public review and will be subject to the Illinois Freedom of Information Act. All information submitted with your bid will be considered public information unless bidder identifies all proprietary information in the proposal by clearly marking on the top of each page so considered, "Proprietary Information." The Illinois Attorney General shall make a final determination of what constitutes proprietary information or trade secrets. While MCC will endeavor to maintain all submitted information deemed proprietary within MCC, MCC will not be liable for the release of such information.
- 4.5 Negotiation:** MCC reserves the right to negotiate all elements, which comprise the bidder's proposal to ensure the best possible consideration, be afforded to all concerned. MCC further reserves the right to waive any and all minor irregularities in the proposal, waive any defect, and/or reject any and all proposals, and to seek new proposals when such an action would be deemed in the best interest of MCC.
- 4.6 Retention of Documentation:** All bid materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of MCC.
- 4.7 Insurance Requirements:** If fabrication, construction, installation, service or other work is specified to be conducted on MCC's premises, supplier shall maintain in force during the period of such work the following coverage's: (a) worker's compensation, as required by the laws of the State of Illinois; (b) commercial general liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence; (c) automobile liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence. The successful bidder shall provide a certificate of insurance naming McHenry County College as additional insured.
- 4.8 Performance and Payment Bond:** For every project greater than Fifty Thousand Dollars (\$50,000), Contractor shall procure a performance and payment bond for the full amount of the contract price. Prior to commencement of any work on the Project, Contractor shall submit insurance and bonds. Any provisions contained within the bonds creating a condition precedent for Owner, or abrogating Owner's rights or remedies otherwise available in contract or law, are void.
- 4.9 Department of Employment Security Law:** By entering into this contract, Vendor agrees to either (1) link its employment vacancies with the IllinoisJobsLink.com System or successor system, or (2) provide an online link to its employment vacancies so that this link is accessible through the web page of the IllinoisJobLink.com System or successor system, as required by Illinois Public Act 098-0107 (20 ILCS 1005/1005-47). **NOTE:** Vendors who are parties to a collective bargaining agreement with a bona fide labor organization for the performance of construction or construction-related services are exempt from this requirement.
- 4.10 Prevailing Wage Law:** Contractor shall pay prevailing wages, and shall make, keep and file certified payroll, and shall comply with all requirements of the Prevailing Wage Act, 820 ILCS 130/0.01 *et seq.* This is not a prevailing wage project.
- 4.11 Non-Discrimination:** The successful bidder will comply with all Federal and State requirements concerning fair employment, employment of the handicapped, and the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, national origin, or physical handicap.
- 4.12 Sexual Harassment:** An amendment to the Illinois Human Rights Act requires eligible bidders for State contracts to implement detailed and specific sexual harassment policies. Every party bidding for and/or obtaining a public contract is required to have written sexual harassment policies that must include, at a minimum, a statement that sexual harassment is illegal; the definition of sexual harassment under State law; a description of sexual harassment (utilizing examples); the party's internal complaint process including penalties, the legal recourse, investigative and complaint process available through the Illinois Human Rights Department and the Commission (including directions on how to contact the Department and Commission); and the applicability of protection against as provided by the Human Rights Act.
- 4.13 Governmental Restrictions:** In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of any item offered on this bid prior to delivery, it shall be the responsibility of the successful bidder to notify the Purchasing Office at once, indicating in

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

writing the specific regulation which requires such alterations. McHenry County College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract.

- 4.14 Award, Payment, and Assignment:** Award will be made to the responsive and responsible bidder whose bid is most economical according to criteria designated in the solicitation. Acceptance is to be confirmed by purchase order issued by or on part of McHenry County College, including shipping and billing instructions. McHenry County College is responsible for all payments. Neither the contract nor payments due may be assigned except with prior written approval from the Vice President for Finance, McHenry County College.
- 4.15 Indemnification:** The Contractor shall protect, indemnify and hold MCC harmless against any liability claims and costs for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the Contractor.
- 4.16 Compliance with Law:** Contractor will comply with all valid federal, state and local laws and all ordinances and regulations applicable to the manufacture, sale delivery and labeling of the goods ordered and in the performance of any work pursuant hereto. Contractor also certifies that the merchandise supplied meets both Illinois Life Safety Code and OSHA regulations.
- 4.19 Disclosure:** Contractors shall note any and all relationships that might be a conflict of interest and include such information with the bid.
- 4.20 Terms of Payment:** MCC operates under terms of payment for work completed and product delivered within Net 30 days from date of invoice. All payments of invoices need to be approved on a monthly basis. In no case will MCC agree to late fees prior to 60 days before payment is received, this is based on State Statutes for State funded entities.

McHENRY COUNTY COLLEGE
 INVITATION FOR BIDS - #04192018
 WASTE & RECYCLING COLLECTION

5.0 BID SPECIFICATIONS

McHenry County College is inviting responsible Contractors to submit bids for **Waste & Recycling Collection**. The successful bidder will supply all materials and perform all labor necessary to complete the project based on the specifications listed below. Proposal must include the supply of all garbage/recycling waste receptacles and bags to complete the routine maintenance listed below. Please check the box next to each item to indicate you understand services required, agree to provide items/services requested, and also to provide the information requested. If your product/service varies or if you do not provide an item or service, please indicate in the second column. Failure by the bidder to meet the specified guidelines presented herein may result in deduction(s) to the total invoiced payables for the month in the form of liquidated damages.

Waste	How Product/Service Varies
<input type="checkbox"/> One 8 cubic yard front load dumpster for <i>Garbage</i> to be serviced five times per week; every weekday, Monday - Friday. Service time to be between 6:00 AM - 12:00 PM. Any deviations/adjustments to the agreed schedule must be received and confirmed by the appropriate MCC Facilities Representative <i>at least</i> 12hrs prior to the previously agreed pickup time.	
Recycling	How Product/Service Varies
<input type="checkbox"/> One 8 cubic yard front load dumpster for <i>Recycling</i> to be serviced five times per week; every weekday, Monday – Friday. Service time to be between 6:00 AM - 12:00 PM. Any deviations/adjustments to the agreed schedule must be received and confirmed by the appropriate MCC Facilities Representative <i>at least</i> 12hrs prior to the previously agreed pickup time.	
<input type="checkbox"/> Five each 95-gallon tote bins for <i>Recycling</i> services inside the facility serviced weekly.	
<input type="checkbox"/> Two each 65 gallon totes. Food scrap/organics recycling services Year round collection would begin at once a week, with two 65G totes. Program can and will be adjusted as volume changes. For each 60-65-gallon tote bins for food scrap/organics Recycling services that include food scrap/organics collection during College special events. These services will be arranged per event (coordinated through the Conference Center and the Sustainability Center). <i>Please list ways we can save if volume increases.</i>	
<input type="checkbox"/> List the types of materials accepted and not accepted for composting.	
<input type="checkbox"/> Include a description of the method used to provide the weight or volume of organic materials collected each month.	
<input type="checkbox"/> Include the description and location of the composting facility that will be used.	
<input type="checkbox"/> Provide documentation of the composting facility as an approved IL Department of Environmental Protection composting facility.	
<input type="checkbox"/> Organics will be collected and compiled into totes provided by the hauler. Compostable liners should be included in the cost, if needed.	
<input type="checkbox"/> Year Round Food Waste collection including meat, bones, dairy, fruit and vegetable scraps, coffee grounds, meat, dairy products, eggs, grains, bread and plants.	
<input type="checkbox"/> All compostable material must be composted it at a state approved facility. Compostable items include hot and cold cups, plates paper, napkins, paper and towels. Other compostable items such as to-go containers and utensils will be added as mutually agreed upon at a later date.	
<input type="checkbox"/> Recycling Program Recommendations: MCC request that Bidders include within their proposals any specific recycling recommendations for MCC Recycling Programs. These recommendations may be suggestions for consideration which would allow MCC to potentially improve their Recycling Programs enhance conservation, improve the quality of the environment, and potentially save money.	

McHENRY COUNTY COLLEGE
 INVITATION FOR BIDS - #04192018
 WASTE & RECYCLING COLLECTION

Billing/Cost/Audit	How Product/Service Varies
<input type="checkbox"/> Service Provider shall include weekly & monthly rates in proposal for furnishing supplementary garbage bin(s) of like capacity, should the need arise for providing a temporary solution to house and remove additional waste from campus site.	
<input type="checkbox"/> Container delivery charges (if any) shall be included in the monthly fee.	
<input type="checkbox"/> Fuel charges/environmental charges/other additional charges of any kind will not be allowed for the duration of the agreement. These costs should be built-in to the monthly charges for each contract year.	
<input type="checkbox"/> Waste removal services are to be invoiced monthly under NET30 terms and itemized into a 'Garbage vs. Recycling' billing format. The bill should also include (listed separately) the total monthly volume of garbage, recycling and food scrap/organics pickup. Weight data must include weight of garbage, recycling and food scrap/organics. Data must be separated by category, tons by day, monthly summaries and the historical comparison for previous years.	
<input type="checkbox"/> The hauler must provide an annual waste audit of the materials being collected. Audits will entail the firm periodically tipping the contents of collected refuse on the tipping floor at the transfer station or otherwise agreed upon location and visually observing and documenting the contents (with a detailed weight-based characterization study once per calendar year). Contents must be categorized into the following groups: organics, paper products, metal, glass, plastics, to give a general profile of refuse collected.	
<input type="checkbox"/> Waste Diversion, Conservation Measures and Cost Savings: The vendor is responsible for identifying and communicating any cost saving and/or waste reduction opportunities based on observations during the formation of the proposal and ongoing service(s) to the campuses annually at a minimum or as updates occur.	
<input type="checkbox"/> Upon a 24-hour or 48-hour notice, MCC may reduce or increase the number of pick-ups for each bin and MCC will be obligated to pay only for bin services actually received.	

McHENRY COUNTY COLLEGE
 INVITATION FOR BIDS - #04192018
 WASTE & RECYCLING COLLECTION

Misc	How Product/Service Varies
<input type="checkbox"/> All routine service pickups will take place between the hours of 6:00A.M. - Noon.	
<input type="checkbox"/> Routed Driver will maintain the cleanliness of a surface radius of 15' around the waste vehicle &/or waste receptacles for any/all spillage resulting from the routine pickup of garbage and recycling waste from the campus facility.	
<input type="checkbox"/> Location and re-placement of waste receptacles will be maintained within the designated demarcation area(s) which is currently the loading dock.	
<input type="checkbox"/> Service Provider shall have an emergency driver on standby to provide immediate service, should routine pickup(s) fail to occur within the previously arranged timeframe(s) or if service provider fails to meet the specified guidelines presented herein. Such notification(s) shall come from the appropriate MCC Facilities Representative on the scheduled day of service prior to 4:00pm.	
<input type="checkbox"/> Service Provider's Account Manager is to contact the appropriate MCC Facilities Representative on a monthly basis to assess the current quality of services, necessary repairs/replacement of receptacles on site, and any other matters relating to the standing service agreement.	
<input type="checkbox"/> Any containers used for the purpose of collecting and disposing of food scraps or food scraps and yard waste must display weather proof signage affixed to the container by the firm. Signs will contain information stating what type of waste is acceptable and not acceptable to be disposed of within said container.	
<input type="checkbox"/> Maintenance: All bins supplied by the vendor shall be steam cleaned inside and out, disinfected and deodorized as often as required, but not less than once per year, to assure that all bins are sanitary. Cleaning of bins is to take place off site. The vendor shall replace bins that MCC considers unsafe or unsanitary within 48 hours of MCC's request. Bins must be leak proof.	
<input type="checkbox"/> Bin Signage: Vendor is to ensure that all bins provided to MCC include proper signage as to delineate intended materials to be placed in that bin.	
<input type="checkbox"/> Bin design and cleanliness shall be in accordance with all applicable federal, state, and local rules and regulations. The Vendor will provide a locking bar, locks and keys to all bins (if applicable).	
<input type="checkbox"/> Clean Up: Vendor shall perform all work in such a manner as not to create a nuisance. Waste spilled or scattered on the sidewalks, gutters, parking lots and roadways during collection shall be immediately cleaned up by the vendor.	
<input type="checkbox"/> Bulk Items: The vendor shall provide bulk item collection services on an as needed basis. No electronic will be requested.	
<input type="checkbox"/> Large rollways will be provided for metal recycling and construction debris during construction or renovation to campuses upon request. This will include miscellaneous building metal materials, replacement parts, wire, motor, etc. and revenue will be shared with appropriate MCC.	
<input type="checkbox"/> Contractor shall provide a contact number to call for missed pickups and/or for additional pickups. This phone must be answered by an individual employee of the disposal service during normal business hours. Answering services or automated services are acceptable only for after hours or holidays and weekends. Contractor shall arrange to pick up missed containers, at no additional charge to the college, no later than four (4) hours after notification or 12:00 noon the next day if notice is received after 1:00 PM.	
<input type="checkbox"/> Any scheduled pick up that falls on a holiday will be picked up the following business day. Schedule to be confirmed in advance with the college's Facilities Director.	

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

6.0 ATTACHMENTS

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

**ATTACHMENT A1
BID SUBMISSION FORM**

Bid Submitted By and Authorized Signature: The individual's signature below constitutes that the person is an officer of the company who is authorized to contractually obligate the company listed below. They further constitute that they have read and agree to all instructions and specifications listed in this bid document unless otherwise marked and listed in the "exception to bid" section.

Bid Submitted by: _____

Signature: _____

Title: _____

The Owner/
Sole Proprietor Member of the
Partnership Officer of the
Corporation Member of the
Joint Venture

WBE SBE MBE VBE

Company: _____

Address: _____

Email Address: _____

Telephone: _____

Fax: _____

Date: _____

Contact Person: _____

FEIN: _____

McHENRY COUNTY COLLEGE
 INVITATION FOR BIDS - #04192018
 WASTE & RECYCLING COLLECTION

**ATTACHMENT A2
 BID SUBMISSION FORM**

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
One 8 cubic yard front load dumpster for <i>Garbage</i> to be serviced five times per week;, Monday – Friday, between 6:00 AM - 12:00 PM.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
One 8 cubic yard front load dumpster for <i>Recycling</i> to be serviced five times per week, Monday – Friday, 6:00 AM - 12:00 PM.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Five each 95-gallon tote bins for <i>Recycling</i> services inside the facility weekly.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Two each 60-65-gallon tote bins for food scrap/organics recycling services that include composting shall be done weekly. During College special events, these services will be arranged per event.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other, Please Explain	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Other, Please Explain	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL BID AMOUNT	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL THREE YEAR COST	\$ _____				

McHENRY COUNTY COLLEGE
 INVITATION FOR BIDS - #04192018
 WASTE & RECYCLING COLLECTION

Bulk Item Collection	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____
	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____
Large rollways for metal recycling	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____
	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____
Large rollways for construction debris	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____
	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____
Supplementary Garbage Bin(s):	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____
	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____
Supplementary 95 Gallon Recycling Bin(s):	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____
	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____
Supplementary 60-65 Gallon Recycling Bin(s):	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____	Weekly Rate \$ _____
	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____	Monthly Rate \$ _____

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

ATTACHMENT B - CONTRACTOR CERTIFICATION

Illinois Revised Statute 1987
Chapter 38, Sections 33E-3 and 33E-4

The undersigned hereby certifies that it is not barred from bidding on this contract as a result of violation of either Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Revised Statutes 1987, Chapter 38.

Under penalty of perjury, the undersigned Contractor certifies that this bid has not been arrived at collusively or otherwise in violation of Federal or Illinois antitrust laws.

Company Name _____

By * _____

Address _____

City/State/ZIP _____

* Must be actual signature in ink of a representative of Contractor authorized to legally commit the Contractor.

Section 33E-5(b) pertains to disclosure of information related to the terms of a bid and any bidder's responsiveness to a request for bids. Specifically, district officials or employees must not knowingly open a sealed bid at a time or place other than as specified by the district. Also, any official who knowingly discloses any information related to the terms of a sealed bid or any bidder's responsiveness to the request for bids commits a class 3 felony. This section does allow, however, that no violation occurs if any disclosure made to an interested person also is made generally available to the public. **CONSEQUENTLY, COLLEGES SHOULD BE CAUTIOUS NOT TO DISCLOSE ANY INFORMATION THAT IS NOT RELEASED TO THE PUBLIC.**

Section 33E-6 contains several provisions potentially impacting College purchasing procedures. **SPECIFICALLY, A PERSON COMMITS A CLASS 4 FELONY WHEN INFORMATION CONCERNING THE SPECIFICATIONS OF A CONTRACT IS KNOWINGLY CONVEYED TO A BIDDER OR PROSPECTIVE BIDDER OTHER THAN THROUGH THE BID INVITATION, PRE-BID CONFERENCE, OR CONTRACT SOLICITATION PROCEDURE.** Thus, once a IFB for a particular contract is released, MCC cannot respond to individual inquiries from bidders. Likewise, no information may be volunteered concerning potential Subcontractors if the contract involves subcontracting work.

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

ATTACHMENT C - EXCEPTIONS TO BID

(PLEASE LIST BELOW, ATTACH SHEETS IF NECESSARY): Any exceptions, variations, or clarifications to the Specifications must be set forth on this form and included with the Bid Proposal Form. These exceptions must be spelled out in detail, numbered, and make reference to exact page number for easy comparison.

Failure of the bidder to note on this form any and all exceptions to any portion of the specifications, means that the bidder must meet or exceed in all respects any and all specifications not so noted.

Failure to denote exceptions in the above manner may be cause for rejection of the entire bid.

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

ATTACHMENT D - REFERRAL LIST

List four companies, schools preferred, to whom your company has sold and installed comparable products within the last three years:

1. NAME: _____
ADDRESS: _____

PHONE: _____

2. NAME: _____
ADDRESS: _____

PHONE: _____

3. NAME: _____
ADDRESS: _____

PHONE: _____

4. NAME: _____
ADDRESS: _____

PHONE: _____

McHENRY COUNTY COLLEGE
INVITATION FOR BIDS - #04192018
WASTE & RECYCLING COLLECTION

ATTACHMENT E – W9 FORM

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requestor's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)	Social security number																								
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td> </tr> <tr> <td colspan="4" style="text-align: center;">-</td><td colspan="4" style="text-align: center;">-</td> </tr> </table>									-				-											
-				-																					
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="8" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td><td style="width: 15%;"> </td> </tr> <tr> <td colspan="4" style="text-align: center;">-</td><td colspan="4" style="text-align: center;">-</td> </tr> </table>	Employer identification number																-				-			
Employer identification number																									
-				-																					

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.