



**Kennebec Valley Community College  
92 Western Avenue  
Fairfield, ME 04937**

**Competitive Bid  
Request for Proposal  
This is Not an Order**

**Waste Collection Services**

<b>Date:</b>	<b>May 15, 2018</b>
<b>Pre-Bid Meeting</b>	<b>Not Applicable</b>
<b>Proposals Due On:</b>	<b>June 1, 2018 by 4:00 p.m.</b>
<b>Return Proposals To:</b>	<b>Kennebec Valley Community College Attn: Brianne Pushor Director of Operations and Compliance 92 Western Avenue Fairfield, Maine 04937</b>
<b>Telephone:</b>	<b>(207) 453-5076</b>
<b>Email:</b>	<b><a href="mailto:bpushor@kvcc.me.edu">bpushor@kvcc.me.edu</a></b>



**Competitive Bid Request for Proposal:  
Waste Collection Services**

**1.0 Overview**

Kennebec Valley Community College (KVCC) is requesting proposals for waste collection at the Fairfield Campus located at 92 Western Avenue in Fairfield, Maine and the Alford Campus located off Route 201 in Hinckley, Maine. There will be one contract for both campuses; however, each campus is to be billed separately.

Duration of the contract will be for one (1) year beginning July 1, 2018; renewable twice, with reasonable inflationary increases, and by mutual agreement.

A detailed explanation of the scope and specifications is contained in **Section 3.0, Scope and Specifications**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 6.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

The contract for both campuses will be awarded to one contractor.

**2.0 Schedule**

<b>Proposal Due On:</b>	<b>June 1, 2018 by 4:00 p.m.</b>
Review of Proposals:	June 4, 2018
Notification of Award:	June 6, 2018

Contacting references may require this period to be extended.

## 3.0 Scope & Specifications

### 3.1 Background

Kennebec Valley Community College (KVCC and College) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine, is reached by taking Exit 132 off Interstate 95. The new 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

### 3.2 Scope

The proposed scope of services will include the following:

- a. Waste, cardboard, and recyclable containers placed at designated locations on both the Fairfield Campus and the Alfond Campus. KVCC reserves the right to request more, or fewer containers, at any time, with no penalty. All containers must conform to the following requirements:
  - i. Containers must be maintained in good condition
  - ii. Containers must have functional lids and doors
  - iii. Containers must be lockable
- b. Scheduled pickup of waste, cardboard, and recyclable materials. KVCC reserves the right to modify the pick-up schedule, at any time, with no penalty
- c. Unscheduled pick up of waste, cardboard, and recyclable materials, when required
- d. Minimal Sort Recycling Program  
Proposal must clearly describe recycling program with comprehensive list of what can, and can't, be recycled
- e. Demolition material removal, as needed
- f. Labor and equipment, as needed, at an hourly rate, for demolition and removal services

### 3.3 Specifications

The proposal to provide waste removal services should include the following:

- a. Cost for waste removal, based upon current **Dumpster Inventory, Section 3.4**
- b. List of all containers available and cost
- c. Mark up on tipping fees, if any
- d. List of other services available and cost
- e. Equipment available and cost
- f. Labor rate for demolition work and cost
- g. Any other costs, such as fuel surcharges, After hours fees

### 3.4 Container Inventory

The following waste containers are presently in use.

<b>Dumpster Inventory 92 Western Ave.</b>					
	<b>Location</b>	<b>Qty.</b>	<b>Size</b>	<b>Type</b>	<b>Service</b>
<b>Frye Hall</b>	Faculty/ Staff Parking	1	10 cu. yard	Garbage	Weekly
	Faculty/ Staff Parking	1	6 cu. yard	z-sort	Bi-Weekly
<b>Carter Hall</b>	By overhead door	1	10 cu. yard	Cardboard	Bi-Weekly
	By overhead door	1	10 cu. yard	Garbage	Weekly
<b>Lunder Library</b>	Parking lot 1	1	6 cu. yard	Garbage	Weekly
<b>Dumpster Inventory Alford Campus</b>					
<b>Averill/AG Science</b>	By Culinary	1	8 cu. yard	Garbage	Weekly
	By Culinary	1	6 cu. yard	Cardboard	On-call pickup
	By Culinary	2	Bins	z-sort	On-call pickup
<b>Rec Center</b>	By rear door	1	6 cu. Yard	Garbage	Weekly
<b>Nutter</b>	Parking lot	1	6 cu. yard	Garbage	Weekly

### 4.0 Bid Review and Evaluation

Proposals will be evaluated by the following criteria:

- a. Cost, based upon current container inventory
- b. Cost, based upon projected need for additional containers, services and equipment
- c. Specification match
- d. Past performance
- e. References
- f. Comparative analysis of proposals

### 5.0 Examination of Specifications

Each bidder or authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to the proposal being requested. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

### 6.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Brianne Pushor  
Director of Operations and Compliance  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937

or via email [bpushor@kvcc.me.edu](mailto:bpushor@kvcc.me.edu)

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

## 7.0 Preparation of Bids

KVCC seeks a Proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal should include:

- The contractor's name(s)
- Contact information (address, phone, fax and email)
- Company quote with detailed specifications and pricing listed
- Company specific terms and conditions

The proposal(s) should include a stated price or prices for (inclusive of all known or unknown costs associated with existing laws or government impositions) the relevant term of the proposal(s).

## 8.0 Submission of Bid

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than June 1, 2018 by 4:00 p.m.**

All proposals are to be clearly marked "Waste Collection Services" and mailed to:

Brianne Pushor  
Director of Operations and Compliance  
Kennebec Valley Community College  
92 Western Avenue  
Fairfield, Maine 04937

Deliver proposals to:  
Kennebec Valley Community College  
Carter Hall Office 117  
92 Western Avenue  
Fairfield, Maine 04937

Proposals may also be e-mailed to [bpushor@kvcc.me.edu](mailto:bpushor@kvcc.me.edu), with the subject line "WASTE REMOVAL SERVICES".

## 9.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which

time proposals shall expire unless the bidder had been notified and agrees to an extension. KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facility and training programs.

## **10.0 Taxation and Compliance**

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

## **11.0 Prohibited Terms and Conditions**

### **NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

**KVCC DOES NOT AGREE TO:**

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.