

Hempfield School District

Request For Proposal (RFP)

Trash Removal and Recycling

The Hempfield School District is looking to enter into a three-year contract for refuse removal and recycling services at each of our district's building sites. Details are as follows:

Submission and Award: Tabulation sheets are due in the district business office no later than noon on May 16, 2019. They may be returned by mail, fax or email. The electronic version is available upon request.

- Mail the RFP to Hempfield School District, 200 Church Street, Landisville, PA 17538, Attn: Dan Forry.
- Fax the RFP to 717-898-5584
- Email the RFP to dan_forry@hempfieldsd.org

Timeline

- May 16 -20, 2019 Staff reviews of responses
- May 21, 2019 Recommendation to Buildings & Grounds Committee of Board
- June 4, 2019 Board Committee Meeting Review
- June 11, 2019 Expect to award the contract at Board Meeting.

Contact Person: Questions about this RFP should be directed to Dan Forry, Hempfield School District, Chief Operating Officer, phone 717-898-5570.

Contract Duration: The contract will begin July 1, 2019 and end June 30, 2022.

General Conditions:

1. \$The current service being provided is outlined on the enclosed sheet. Pickups during the school term shall occur according to the enclosed schedules.
2. \$The district reserves the right to relocate the "removal area" at no additional cost with two (2) weeks notice. Any additional refuse, in plastic bags, placed in front or next to the containers shall be taken at the time of collection.
3. \$During the student summer vacation months, approximately June 15 through August 15, this schedule may be altered, requiring monthly billing adjustments. Additional pickup requests may be phoned in by the lead custodian from each building or by the maintenance department office.
4. \$HSD is a non-smoking area. The contractor will be liable for damage to all property and equipment. All traffic, signs, regulations, and speed limits shall be strictly observed. Drivers will show extreme caution when students are in the area. Vehicles may not be left unoccupied without the prior removal of the ignition keys.
5. \$Our twelve buildings are in two municipalities and two boroughs. Please be aware of the individual ordinances for trash pickup.
6. \$The district reserves the right to change the container size, the time and/or the frequency of the collections with two (2) weeks notice, at a fee to be mutually agreeable. In addition, the district reserves the right to deduct from the contract, based on a unit cost, for each failure to make a collection as specified or failure to

keep the “removal area” clean of debris. In no event is uncollected refuse to remain at any district site for an extended time, weekend or holiday.

7. We also request the earliest pick up time for each building to avoid pickups during school hours due to safety of students in pickup area.

Recycle: All recycling must be handled via single stream method. District will not sort recyclables into different containers. **Contractor must define in their proposal what material are being accepted for recycling at this time.**

Containers: Contractors will be obligated to provide dumpsters and recycling containers as specified on the following sheets. Containers are to be in good condition and cleaned and serviced as required to insure sanitary and odor-free service.

Price Breakouts: We will be looking at cost in three segments, trash hauling, recycling and combination of the two. Monthly cost x 12 will equal annual cost, even though pickups are reduced in the summer. We are willing to discuss alternatives to the levels of service listed here as a means for reducing our costs and reserve the right to negotiate details with individual contractors to better match the equipment they use and have available. Fuel surcharges will not be automatically passed along to the district during the period of the contract.

Building Locations: Our twelve buildings are in two municipalities and two boroughs. Contractors are encouraged to visit each site to confirm conditions before submitting the RFP. Our building addresses are:

1. Centerville Middle School, 865 Centerville Road, Lancaster, PA 17601-1413 (East Hempfield Township)
2. Hempfield High School, 200 Stanley Avenue, Landisville, PA 17538-1220 (East Hempfield Township)
3. Landisville Intermediate Center, 330 Mumma Drive, Landisville, PA 17538-1428 (East Hempfield Township)
4. Landisville Middle School, 340 Mumma Drive, Landisville, PA 17538-1428 (East Hempfield Township)
5. Landisville Primary Center, 320 Mumma Drive, Landisville, PA 17538-1428 (East Hempfield Township)
6. Landisville Education Center, 220 Church Street, Landisville, PA 17538-1428 (East Hempfield Township)
7. Mountville Elementary School, 200 College Avenue, Mountville, PA 17603-2268 (Mountville Borough)
8. Rohrerstown Elementary School, 2200 Noll Drive, Lancaster, PA 17603-2268 (East Hempfield Township)
9. Centerville Elementary School, 901 Centerville Road, Lancaster, PA 17601-1415 (East Hempfield Township)
10. East Petersburg Elementary School, 5700 Lemon Street, East Petersburg, PA 17520-1327 (East Petersburg Borough)
11. Farmdale Elementary School, 695 Prospect Road, Mount Joy, PA 17552-9327 (West Hempfield Township)
12. Maintenance Building, 350 Mumma Drive, Landisville, PA 17538-1428 (East Hempfield Township)

CONTRACTOR EVIDENCE OF RESPONSIBILITY: Contractor will furnish evidence in writing that such Contractor:

- (a) maintains a permanent place of business
- (b) has adequate equipment, finances, and personnel to furnish satisfactory and expeditiously the work specified and
- (c) is an authorized dealer which is authorized to provide necessary services and warranties for the work specified.

Contractor may not withdraw quote for a period of thirty (30) days after the date set for the receipt thereof. No rights shall accrue to any Contractor submitting a quotation until such quotation has been awarded and until purchase orders are delivered by the School District.

The successful Contractor shall not assign the performance of the contract nor any portion thereof to any other person without the prior written consent from the School District.

The successful Contractor agrees that in the event a school agency has accepted and paid for a shipment of specified item(s), but later discovers that the item(s) do not conform to specifications or requirements of the contract, the Contractor agrees to replace all of the non-conforming items with products that meet specifications and/or conform to the requirements of the contract without extra charge to the School District.

COMPLIANCE WITH REQUIREMENTS - Any inability to comply with the conditions and specifications as outlined must be clearly stated in the quotation.

AWARD - CONTRACT - The Contractor shall provide the services. The School District reserves the right to accept or reject any quotation in whole or in part and/or to select one or more items from the quotation. The contract shall be interpreted, construed, and given effect in all respects according to the laws of the Commonwealth of Pennsylvania.

Proposal Evaluation Criteria:

- Price for services (total costs)
- Ability to provide services for entire district or large portion of district
- Feedback from references (**submittal should provide references for comparable size accounts**)

BILLING - Invoices shall be sent to the Business Office, HEMPFIELD SCHOOL DISTRICT, 200 CHURCH STREET, LANDISVILLE, PA 17538. The School District strives to process payment to vendors within 45 days or less from the billing date assuming all goods and services are properly received.

Invoices submitted to Hempfield School District are paid via board approved checks. The District processes payments on the 20th of the month for payment approval on the second Tuesday of the next month. Any invoices processed after the 20th of the month may be held until the following month.

TAXES - The School District is exempt from State sales tax and Federal excise taxes.

HEMPFIELD SCHOOL DISTRICT

4/16/19

200 Church Street)

Landisville, PA 17538)

2019-20, 2020-21 2021-22 Trash Removal Requirements)

<u>BUILDING</u>	<u>MONTHLY TRASH COST</u>	<u>MONTHLY RECYCLING COST</u>	<u>TRASH PICK-UP PER WEEK</u>	<u>RECYCLING PICK UP PER WEEK</u>	<u>SIZE OF TRASH CONTAINER</u>	<u>SIZE OF RECYCLING CONTAINER</u>
200 Stanley Ave HIGH SCHOOL: Buchanan Gym			3 times	2 times	1 - 8 yd	1 - 8 yd
Arts Dock			3 times	2 times	1 - 8 yd	1 - 8 yd
Kitchen			3 times	2 times	2 - 8 yd	1 - 8 yd
330 Mumma Landisville Intermediate Center			2 times	1 time	1 - 8 yd	1 - 8 yd
350 Mumma Maintenance Shop		N/A	2 times	none	1 - 6 yd	none
320 Mumma Landisville Primary Center			2 times	1 time	1 - 8 yd	1 - 8 yd
340 Mumma Landisville Middle School			2 times	1 time	1 - 8 yd	1 - 8 yd
220 Church Landisville Education Center			2 times	1 time	1 - 8 yd	1 - 8 yd
865 Centerville Rd Centerville Middle School			2 times	1 time	1 - 8 yd	1 - 8 yd
901 Centerville Rd Centerville Elementary School			2 times	1 time	1 - 8 yd	1 - 8 yd
695 Prospect Rd Farmdale Elementary			2 times	1 time	1 - 8 yd	1 - 8 yd
200 College Ave Mountville Elementary School			2 times	1 time	1 - 8 yd	1 - 8 yd
5700 Lemon St. East Petersburg Elementary			2 times	1 time	1 - 8 yd	1 - 4 yd
2200 Noll Rd Rohrerstown Elementary			2 times	1 time	1 - 8 yd	1 - 8 yd

TOTAL COST PER MONTH:

<u>On Call Pick-ups</u>	<u>Per Call</u>	<u>Per Call</u>				
Football Stadium (fieldhouse) (concession stand)			on call	on call	1 - 8 yd	1 - 8 yd
					1 - 6 yd	1 - 6 yd
Landisville Campus large dumpster		N/A	on call		1 - 20 yd	

Summer months (starting third week in June, ending last week of August) - one time per week pickup for trash and recycling one time per week during this time period.

For this spreadsheet please price as per our requirements.

What are the current materials being recycled?