



REQUEST FOR SEALED BIDS

Trash Removal

FOR SCHOOL BUILDINGS IN THE TIMBERLANE REGIONAL SCHOOL DISTRICT

Prepared By: SCHOOL ADMINISTRATION UNIT #106

On behalf of the Timberlane Regional School District, SAU106 is issuing a Request for Proposal (RFP) for Trash Removal Services for school buildings in the Timberlane Regional School District comprised of Plaistow, Atkinson, Danville, and Sandown, NH.

Sealed Bids: Vendor will deliver one (1) original and two (2) copies to the following address: Superintendent of Schools, 30 Greenough Rd. Plaistow, NH 03865. This submission shall include the entire Request For Bid document and any amendments if issued. Bids received after the below-cited time will be considered a late bid and are not acceptable. Please clearly mark the envelope as follows: "Trash Removal Services". • Please direct technical, purchasing, and procedural questions regarding this Request to Bid to Karl Ingoldsby, Director Of Plant Operations – karl.ingoldsby@timberlane.net.

DUE DATE: August 11, 2022, 11:00AM

I. PROPOSAL DEFINITIONS:

“SAU 106” shall be considered the “Owner/Customer”. “Bidder” is an individual or business submitting a bid to SAU 106. “Contractor” one who contract to perform work or furnish materials in accordance with a contract. Purpose of Proposal: SAU 106 has various school buildings requiring Trash Removal Services. Travel time and/or service charges shall not be included in this proposal.

II. PROPOSAL TERMS:

A. SAU 106 reserves the right to reject any and all proposals received as a result of this Request for Sealed Bid. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor’s qualifications, and capabilities to provide the specified service, and other factors which SAU 106 may consider. SAU 106 does not intend to award a bid fully on the basis of any response made to the proposal; SAU 106 reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet SAU 106’s specifications and needs.

B. SAU 106 reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by SAU 106 to be in the best interests of SAU 106 even though not the lowest bid.

C. The price quotations stated in the bidder’s proposal will not be subject to any price increase from the date on which the proposal is opened at the Superintendent’s Office to the mutually agreed-to date of Bid.

D. Bids must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.

E. In the event it becomes necessary to revise any part of the bid, addenda will be provided, deadlines for submission of the bids may be adjusted to allow for revisions. The entire proposal document with



any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at School Administration Unit #106 offices on or before the date and time specified.

F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the vendor's ability to meet the requirements of the bid. Bids shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

III. VENDOR QUALIFICATIONS

The proposal must include all the following information failure to do so could result in disqualification.

1. List at least four (4) references including names, addresses, phone numbers and contact persons, of clients for whom you have performed similar services as requested in this proposal.
2. List the contracts recently completed by your firm, stating approximate gross cost for each, and the month and year completed.
3. Provide a copy of your license/certification.
4. State how long you have been operating under your present company name.

IV. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to SAU 106 such as the following:

Section 1 - The Contractor is to report to Facilities Management and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda, and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by SAU 106 Administrator.

Section 4 - SAU 106 will review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to SAU 106 Administrator, preferably via email.

V. PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without SAU 106's written approval.

Section 2 The parties agree that the Contractor is neither an employee nor an agent of SAU 106 for any purpose.

VI. INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify SAU 106, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of SAU 106 in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.



VII. INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.

2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. SAU 106 shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of New Hampshire Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. Insurance companies, named insureds and policy forms shall be subject to the approval of the SAU 106 Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to SAU 106. Contractor shall be responsible to SAU 106 or insurance companies insuring SAU 106 for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the SAU 106 Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by SAU 106

Administrator. No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish SAU 106 Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to SAU #106, 30 Greenough Rd. Plaistow, NH, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

VIII. COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA requirements and the Americans with Disabilities Act.

IX. INTEREST OF CONTRACTOR AND SAU 106

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of SAU 106, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

X. CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the



Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, SAU 106 may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift, or contingent fee from the compensation due the Contractor.

XI. EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion, and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business). The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion, and political belief.

XII. EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

XIII. OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by SAU 106. Any publication of the information or results must be co-authored by SAU 106.

XIV. ASSIGNS AND SUCCESSORS

This contract is binding on SAU 106 and the Contractor, their successors, and assigns. Neither SAU 106 nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

XV. TERMINATION OF CONTRACT

Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

XVI. PAYROLL TAXES



The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect SAU 106 against such liability.

XVII. PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

XVIII. CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by SAU 106 and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

XIX. CHOICE OF LAW

This contract is to be interpreted by the laws of New Hampshire and Policies of the Timberlane Regional School District.

XX. TERMS AND CONDITIONS

Award: SAU 106 reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Vendors' qualifications, and capabilities to provide the specified service, and other factors which SAU 106 may consider. SAU 106 does not intend to award a Bid fully on the basis of any response made to the proposal; SAU 106 reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet SAU 106's specifications and needs. Awarded Bidder: Awarded bidder will be determined by the price, qualifications, and capabilities to provide the specified services. Term of Bid: The term of the contract will be for a three (3) year term.



GENERAL SPECIFICATIONS

1. SCOPE OF WORK

- a. SAU 106 is establishing a contract for trash removal services in SAU 106 buildings in the Plaistow, NH area on an as-needed basis. The Contractor who is selected will be expected to provide these services based on the prices quoted in this bid.
- b. The Contractor shall provide all labor, materials, equipment, and supervision with incidental services necessary to make needed repairs.
- c. Timberlane Regional School District currently consists of 8 school facilities and one office building, ranging in age.
- d. When extra services are required, the Contractor will be contacted by the Director of Plant Operations or their staff and will be expected to perform the services in a timely manner.
- e. If services are beyond the scope of this pricing, the Contractor is expected to contact the Director of Plant Operations with an explanation and an estimated price for these repairs.
- f. The contractor will be expected to fully complete the attached price breakdown in the bid form.
- g. The accepted bidder will be offered a contract valid for three years. It is expected that these prices will be in effect until then.
- h. SAU 106 reserves the right before making an award to have the premises of the bidder inspected, or to take any action necessary to determine fitness, reliability, and ability to perform. The inspection could check the physical location, facilities, and/or equipment for the ability to perform and comply with the conditions of the bid. Upon completion of each repair, or when directed by the Business Operations Coordinator, the Contractor shall conduct careful inspection with the Business Operations Coordinator or designee and shall correct all defective work to the satisfaction of the Owner. Contractor shall remove all scrap, litter and debris resulting from operations specified herein, and leave work and the premises in clean and satisfactory condition
- i. The bidder shall submit any information regarding educational opportunities for the students in both Districts to include presentations, literature, or other community outreach opportunities.



Supplemental Information for Request for Sealed Bids

Customer Service & Fleet:

- ✓ What is the number of customer service representatives on staff and describe the hours of operation of your customer service call center?
- ✓ What is your average speed of answer to your customer service call center? What is your call abandonment rate and how is it measured?
- ✓ Describe your account management team. Does your organization have dedicated account managers?
- ✓ In the event of a missed pickup, does your company have a formalized recovery process? Please describe this process and how it is measured against established goals.
- ✓ What is the average age of your organizations existing power fleet (trucks)? Does your company perform any preventative maintenance to the fleet?
- ✓ How does dispatch communicate with fleet drivers? Describe any tracking and/or route auditing processes that are conducted by your company's operations team to ensure timely and safe deliveries and pickups.

Safety:

- ✓ Describe your company's documented safety philosophy and how it is applied in day-to-day operations. Is there a dedicated Safety Manager?
- ✓ Does your company require background checks for its driver workforce? If so, please describe the level of detail involved in this process.
- ✓ Describe the safety training your company's delivery drivers receive at hire. How are the results of this training?
- ✓ What is your company's DOT rating? Please provide written proof of your most recent DOT audit rating.



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

 Timberlane.net

 @TimberlaneRegional

 @TimberlaneRSD

 @TimberlaneRSD

- Describe the process your organization observes in conducting both scheduled and unscheduled maintenance on containers and compactors on-site. Does this maintenance include a safety audit?



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

Timberlane.net

@TimberlaneRegional

@TimberlaneRSD

@TimberlaneRSD

TIMBERLANE REGIONAL SCHOOL DISTRICT

SCHOOL NAME	ADRESS	CITY	MATERIAL	CONTAINER	PICK FREQUENCY	UP
Atkinson Academy	17 Academy Ave.	Atkinson	MSW	10 yard	2 X week	
Atkinson Academy			Recycling	10 yard	1 X week	
Danville Elementary	23 School St.	Danville	MSW	10 yard	2 X week	
Danville Elementary			Recycling	10 yard	1 X week	
Pollard	120 Main St.	Plaistow	MSW	10 yard	2 X week	
Pollard			Recycling	10 yard	1 X week	
Timberlane High School	36 Greenough Rd.	Plaistow	MSW	35-yard compactor	On Call (Per Pick Up)	
Timberlane High School			Recycling	10 yard	2 X week	
Timberlane Middle School	44 Greenough Rd.	Plaistow	MSW	(2) 10 yard	2 X week	
Timberlane Middle School			Recycling	10 yard	2 X week	
Sandown Central	RT 121A	Sandown	MSW	10 yard	2 X week	
Sandown Central			Recycling	10 yard	1 X week	
Sandown North	23 Stagecoach Rd.	Sandown	MSW	10 yard	2 X week	
Sandown North			Recycling	10 yard	1 X week	
Superintendent's Office	30 Greenough Rd.	Plaistow	MSW	4 yard	2 X week	
Superintendent's Office			Recycling	4 yard	1 x week	
Performing Arts Center	40 Greenough Rd.	Plaistow	MSW	4 yard	2X week	
Performing Arts Center	40 Greenough Rd.	Plaistow	Recycling	4 yard	1X week	
Timberlane Schools	Varies		Construction	30 yard	On Call	

****All containers including recycling shall be field verified with the District Facilities Supervisor.**

Field visits can be scheduled by appointment by contacting:

Karl Ingoldsby, Director of Plant Operations, Timberlane Regional School District



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

Timberlane.net

@TimberlaneRegional

@TimberlaneRSD

@TimberlaneRSD

Bid Sheet

Timberlane Only	Price 9 locations
October 31, 2022, to June 30, 2023 (8 months)	
July 1, 2023, to June 30, 2024	
July 1, 2024, to June 30, 2025	
Price per pick up of 35-yard compactor	
Price per Month for 30 yard roll off	
Price per pick up of 30 yard roll off	
Any other fees? If yes, please explain.	

Company Name: _____

Authorized Signature: _____

Printed Name _____

Date: _____