



REQUEST FOR PROPOSAL

Procurement Services
8600 University Blvd
Evansville, IN 47712-3597

Waste Removal / Recycling Services for Campus and Housing

Proposal No: 20-2-10001-03140 Due Date / Time: 5-7-19/2PM/Local Time	Instructions: See attached spreadsheet	Return to: Dan Martens, Director of Procurement University of Southern Indiana Procurement Services (Support Services Building) 8600 University Blvd Evansville, IN 47712 dmartens@usi.edu Fax: 812-461-5275
---	--	---



GENERAL INSTRUCTIONS TO PROPOSERS
USI Proposal form must be returned to:
PROCUREMENT SERVICES, DAN MARTENS
Support Services Building
dmartens@usi.edu, Fax: 812-461-5275

- Non-sealed proposal form may be faxed or emailed by due date/time.
- Late submissions will NOT be considered in bid analysis.

Please direct any questions concerning this proposal to:

Miles Mann, University of Southern Indiana
Phone: (812) 464-1808 Email: mmann@usi.edu

- Each bidder shall enclose with proposal references from similar sized companies serviced by their company.
- This is a request for a three-year agreement.
Please make prices firm for the period 7-1-19 through 6-30-22.
- This is a request for quotation for a blanket (standing) order.
Order for year 1 will run 7-1-19 through 6-30-20

Insurance Certificate naming USI as "Additional Insured", Workers Compensation, Auto Liability and Employers Liability coverage is to be included in bid package.

For proposal results please view our website at www.usi.edu/procurement/competitive-bids-results

PROPOSAL DETAILS

Waste Removal / Recycling Services for Campus and Housing

BASE BID: \$ _____

Reference attachment for pick-up sites and weekly pick-up frequencies. Provide labor, equipment and materials required to provide waste removal on the University of Southern Indianan campus and the University's New Harmony, Indiana location.

In addition to providing the requested charges outlined in the attachment, please list any value added services such as employee drug testing, employee safety programs, routine clean-up around pick-up sites, etc.

Dumpsters must be numbered.

Vehicles need to be off campus by 7:00 a.m. except for the Griffin Conference Center, which would be after 9:00 a.m.

The vendor will work closely with the University to reduce the amount of waste created, the number of pick-ups necessary to remove this waste and the costs for removal, while also developing methods to increase recycling.

36 months agreement with (three) – 1-year renewals.

All charges need to be listed to include but not limited to:

- Fuel surcharges
- Tipping fees
- Hazmat fees
- Etc.

A. General Terms and Conditions

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Prices are firm for _____ days
2. Expected terms are Net 30, if not, please indicate here: _____
3. Shipment to be made from _____ within _____ days

C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Is your business a certified minority?
Yes _____ No _____
2. If yes, how certified: _____

Company Name: _____

Authorized company signature: _____

Printed name: _____

For questions arising from this proposal request, please complete:

Contact Person Name: _____

Contact Person Email: _____

Contact Person Telephone: _____

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature 
Dan Martens, Director of Procurement

Date 4-16-19