

**THE UNIVERSITY OF SOUTH CAROLINA
BID REQUEST
FOR THE REMOVAL AND DISPOSAL
OF SOLID WASTE**

PURPOSE:

The University of South Carolina is seeking proposals from qualified vendors for the removal and disposal of trash from the Columbia and Medical School campuses.

SCOPE OF WORK:

Empty and dispose of trash and yard waste from dumpsters, compactors and roll-off containers per specifications and provide verifiable weight information for all waste collected at the University of South Carolina.

Services required under this Contract may include but are not limited to: front load collection containers; self-contained compactors; rolloff containers, collection vehicles; driver and any required labor; removal of trash; and disposal in an approved landfill, incinerator or transfer station.

Contractor Preference & Award

The State will issue a single award for the removal and disposal of trash as specified.

Contract Length

The period of performance covered by each element is from 1 January 2001 through 30 December 2001 with up to four (4) one-year options. The University/State reserves the right to terminate this agreement at any time with 30 days written notice.

University Liaison

All references to the University shall mean Facility Services, office of Business and Finance at the University of South Carolina. The Waste Manager of Facility Services shall serve as the primary University representative for all matters pertaining to this contract. Coordination between the Contractor and the University will be handled primarily by this person. If the Waste Manager is unavailable, a secondary liaison will be available to handle any problems or concerns regarding the contract.

A list of authorized persons along with the facilities that they represent, and their telephone numbers will be exchanged by the University and Contractor for the purpose of handling emergencies only, if the primary and secondary contact cannot be reached. The University of South Carolina personnel designated by Facility Services shall be the only representatives of the University with whom the Contractor should do business for the duration of the contract, without express written permission by an authorized officer of Facility Services. Please see the appendices for this list.

Contractor Liaison

The Contractor will provide a primary representative to coordinate all matters pertaining to this contract. In the event that the Contractor's primary liaison is not available for any reason, a secondary contact will be provided as well. The Contractor will provide the name, telephone number, fax number, email address, business cell phone number, business pager number, emergency telephone number and normal working hours of their primary and secondary liaisons to the University.

The Contractor Liaison shall meet with the University Liaison at a minimum, monthly, at the discretion of the Waste Manager, to discuss issues such as: vehicle routing, frequency of service, special events and additional services, condition of containers, aesthetics, invoices, etc. It is the responsibility of the Contractor to notify the University Liaison of any changes regarding their liaison or if their liaison will be unavailable due to vacation, sick leave, etc.

Invoicing

Invoices shall be submitted on a monthly basis with certified weight certificates for all roll-off containers from the landfill or transfer station. All invoices will include the location of each container, dates of pickup, cost per pickup and total cost for month. The University will be invoiced by the Contractor for outdoor trash collection for dump & return of each container as well as tipping fees. The format for the invoice must be approved by the Waste Manager of the University. One copy of the entire monthly invoice will be mailed to: University of South Carolina, Waste Manager, Facility Services, Columbia, SC 29208. Monthly invoices should be received by the 15th day of the following month.

Monthly Weights

The Contractor must provide verifiable weight information for all waste that is collected under this contract for the Columbia campus only. It is the Contractor's discretion to determine how they will collect this information for the University. This information must be provided to the Waste Manager on a monthly basis with the University's invoice.

Service Log

The Contractor will be required to complete weekly service logs, which will be furnished to the Waste Manager via email or fax. The University and Contractor will agree upon the format of the service log. The purpose of the service log is for the University to obtain regular information regarding blocked dumpsters, containers in need of service, missing signs or labels, or other related needs during the normal course of service.

Communication

The Contractor will be required to report in writing any occurrences or observations of damage to University property, public relations problems, hazardous conditions, or any work assignment that will not be completed as agreed, immediately to the University's Liaison.

Response Time

Any containers that are listed as “on call” in the collection schedule for trash and yard waste collection will require a 24 hour response time from the time the call is placed to the Contractor. All calls for service will be given a confirmation number by the Contractor. If there is no response from the Contractor within 24 hours, the University has the right to seek assistance from another vendor at the expense of the Contractor.

Blocked Containers

It will be the Contractor responsibility to immediately contact the University Police at 777-4215 if the driver (s) encounter any blocked containers while providing services to the University. The Contractor must return to service any blocked container (s), before the route is completed for that day and the driver leaves the University campus. If the Contractor does not return to service the blocked container (s), the Contractor agrees to issue a deduction for the missed container on the next invoice.

Performance Guarantee & Expectations

The Contractor agrees to provide the University with the services and/or products and supplementary items identified in this Bid. All work performed by the Contractor shall be in accordance with the standards of performance and specifications in this document. The Contractor will take ownership and responsibility for this contract and will not rely on the University to drive the expectations of this contract.

Campus Aesthetics

Campus aesthetics are of the utmost importance to the University and its' Administration. The Contractor will cooperate with the University in keeping all collection sites clean. When picking up bags, unloading dumpsters or removing and returning compactor rolloffs any spillages must be picked up and the area left in a sanitary and litter-free condition. The Contractor will ensure that all vehicles will be kept in sanitary and good working condition and are well painted.

If at any time while on University property, fuel, motor oil, hydraulic fluid or other vehicle fluids, leak and/or spill from the Contractor's vehicle, the driver is to immediately report the incident to the Waste Manager. The Contractor will be required to respond to complaints regarding these matters within twelve (12) hours of notification. The Contractor is responsible for all costs associated with any clean up.

All outdoor dumpsters will need to be placed far enough from campus buildings or walls to ensure that any lids can be closed after the container has been emptied.

Regulations

The Contractor agrees to abide by all City of Columbia, State of South Carolina and U.S. Federal Government regulations regarding waste management, including but not limited to South Carolina Solid Waste Policy and Management Act of 1991 and the Resource Conservation and Recovery Act.

Backup Warning

All vehicles used by the Contractor in conjunction with this contract must be equipped with a warning device, which automatically sounds when the vehicle is in reverse gear. Should the Contractor be required to use a vehicle without such a warning device, an employee of the Contractor must manually sound an alarm and act as a guide to caution all pedestrians in the area that the vehicle is backing up.

Gates and Enclosures

Several outdoor collection locations have gates or other type of enclosures surrounding trash dumpsters and other containers. The Contractor will be responsible for ensuring that these gates or enclosures are closed before leaving the site. If there are any sites that are locked, the Contractor will be provided with the necessary keys to service those locations.

Schedule of Service & Operating Seasons

No service will be allowed at any of the outdoor Residence Hall trash containers before 7a.m. on any day. All other outdoor containers for trash will be serviced between the hours of 8 p.m. and 10:00 a.m. on each scheduled day of service. All roll-off containers and compactors are to be returned to the campus within three hours of pickup unless authorized by the Waste Manager.

During the calendar year there are three distinct operational seasons: the Academic Season (approximately 38 weeks), the Winter Holiday Season (approximately 2 weeks) and the Summer Season (approximately 12 weeks).

During the Academic Season, the attached trash schedule will be utilized (see appendices). During the Winter and Summer Seasons, there is less trash, generated at the University, and will therefore require a reduction in service for some trash containers and temporary suspension of service for some containers.

The University has the right to increase, decrease or to eliminate service from any building and will request so in writing within five (5) business days.

Special Events and Extra Services

During seasonal activities and special events held throughout the year the volume of trash and recyclables runs heavier than normal. The University will require extra pickups and/or containers (usually roll-offs), including some weekend pickups and multiple pickups per day, including weekends. Extra services and containers (usually roll-offs) may also be required for construction, demolition and landscaping projects at the University. Requests for additional containers and/or services for these type of activities will be requested in writing with at least five (5) business days notice.

Such seasonal activities may include but not be limited to the following:

- Student Move-In during middle of August (about 2 weeks long)
- Homecoming Float Building in October/November (about 1 week long)
- Student Move-Out end of April/beginning of May (about 2 weeks long)
- Commencement Activities beginning of May (about 1 week long)

Emergency Service

There may be some unforeseen occasions where the University will require extra containers and/or service with little notice to the Contractor. The Contractor should be able to respond to any requests for extra containers within 4 hours. The Contractor will make every attempt possible to accommodate the University during these instances.

Weekend Operations

There are several occasions throughout the year where weekend service including Sundays, will be needed for trash service. The Contractor will need to work with the University in every way possible to accommodate our needs during these times. Examples of weekend service needed are during Move-In, Move-Out, Commencement and Homecoming.

Composition of Trash

It should be noted that the majority of all trash will be placed in bags inside the trash containers. However, there will also be some bulk trash including but not limited to: carpet, furniture and scrap wood included in this contract. These items will be placed into an open-top roll off container located at the Facility Services waste center.

Waste Audits

The Contractor shall cooperate in conducting a semi-annual waste audit during the Fall and Spring semesters. During these audits, the University will assess the quantity of trash and recyclables generated each day. The Contractor will be expected to provide additional containers at a specified location on or near the campus and to provide collection to these containers once the audit is completed. The Contractor will also be required to meet with the audit team to discuss waste generation and characterization issues.

Collection Efficiencies

During the course of the contract, the Contractor agrees to provide regular technical assistance in studying ways to improve the efficiencies and economies in the operation using established techniques and state-of-the-art developments.

Costs

All submitted proposals will be based on a per unit cost. The per unit cost will include labor, material, equipment and related costs associated with the collection and disposal of trash from the University as noted below:

All pricing for pickups and hauling should be contained on one itemized invoice. Prior to commencement of contract, Contractor will be required to meet with the University Waste Manager to agree on the invoice contents and structure.

All prices quoted for pickup service and/or rental will be inclusive for all containers, regardless if a container is on the permanent schedule or for temporary use only.

Bulk Trash

Open top containers will be required for bulk refuse. These containers will be emptied on

an “on call” basis and are currently rented by the University. Currently the University rents two open top rolloffs for bulk refuse.

Uniforms

All employees of the Contractor will wear a uniform to identify themselves and the Contractor at all times when on University property. The uniform shall consist of at least a shirt or smock with the Contractor’s name and employee’s name.

Summary of Expectations

The Contractor will be expected to: provide quality, timely service according to the collection schedules or special requests; notify the University if there are any problems with performing the services of this contract; take action to correct any problems and work with the University to ensure smooth operations.

Damage to State Property

Extreme care shall be exercised to avoid damaging trees, shrubs, plants, containers, buildings or other structures. If any of the above is damaged or destroyed due to negligence of the Contractor, they shall be repaired or replaced at no cost to the University.

**University of South Carolina
Costs for Trash Service**

THIS PAGE MUST BE COMPLETED AND RETURNED WITH BID RESPONSE

I. Container Pickup- Unit price includes pickup, hauling and all landfill charges.

A	B		C		D
Container Size	Projected Number of Pickups (1)		Bidder's Unit Price		Column B x Column C Results
2 yd	1,290	X	\$	=	\$
8 yd	12,460	X	\$	=	\$
8 yd VPI	234	X	\$	=	\$
30 yd SCC	152	X	\$	=	\$
40 yd	104	X	\$	=	\$
	14,240		TOTAL*		\$

Note (1): Total projected number of pickups may vary by up to +/- 15 percent based on the needs of the University.

*LOT TOTAL to be inserted on Page 10 as directed.

For information only, bidders must provide the following rental costs:

II. Container Rental Fees- Fee includes delivery and pickup of container.

Container Size	Monthly Rental Fee	Weekly Rental Fee	Hauling/Disposal Fee
2 yd	\$	\$	\$ see above
8 yd	\$	\$	\$ see above
20 yd open top	\$	\$	\$
30 yd open top	\$	\$	\$
40 yd open top	\$	\$	\$ see above

For information only, bidders must complete the following and return with the bid response:

Questionnaire

All questions must be answered completely.

Describe trash collection routes planned including start time and ending time.

Describe how your company will provide additional services to the University during peak periods such as the Student Move-In in August and the Student Move-Out in May. Include the hours and types of services you would be able to perform on Saturday and Sunday.

Describe how your company will provide verifiable weight information to the University for all waste collected for the Columbia campus under this contract.

Describe your company's method for providing a liaison to visit the campus to discuss operational activities of this contract with the Waste Manager.

Primary Liaison: _____

Business Hours: _____

Telephone Number: _____

Fax Number: _____

Email address: _____

Business Cell phone: _____
Business pager: _____

Secondary Liaison: _____
Business Hours: _____
Telephone Number: _____
Fax Number: _____
Email address: _____
Business Cell phone: _____
Business pager: _____

The successful vendor will provide 2-way communication devices in each vehicle. What devices will your company use?

Describe your methodology for keeping outdoor container free of trash and debris that may drop as the containers are being emptied.

The University of South Carolina requires that all employees servicing its' campuses be able to fluently speak, write and read the English language. Can you meet this requirement? Yes No

All employees of your company must wear a uniform that has the company logo/name and employees name on it. Describe your company uniform.

Has your company ever had a State Contract terminated or revoked prior to completion of said contract? Yes No
If yes, please describe why:

Provide the address of your local office and base of operations that would serve the University.

What are your normal operating days and hours?

Are you open for business on the weekends? If yes, describe what days, hours and types of service would be available on the weekends.

Describe the type (make, model, year) of collection vehicle would be used for servicing the University?

Describe the type (make, model, year) of backup collection vehicle would be used for servicing the University if the primary vehicle is being serviced?

How many and what type is the total fleet maintained at local office?

How many employees will be on each vehicle when servicing the University?

What landfill and/or transfer station will you utilize to dispose of the University's trash?

COMPANY NAME: _____
COMPANY ADDRESS: _____
AUTHORIZED SIGNATURE: _____
DATE: _____

**University of South Carolina Liaison & Contacts
For Waste Hauling**

Facility Services (all buildings indicated with an ES)

Primary Contact: Waste Manager, Laura Pergolizzi
Telephone Number: 777-8733
Fax Number: 777-1028
Email address: recycle@sc.edu
Business Cell Phone: 315-3041
Business Hours: 8 am - 4:30 pm Mon- Fri

Secondary Contact: Jill Washington
Telephone Number: 777-4223
Fax Number: 777-1028
Email address: jill@fmc.sc.edu
Business Cell Phone: NA
Business Hours: 8 am - 4:30 pm Mon-Fri

ONLY TO BE USED IN IF PRIMARY OR SECONDARY CONTACT CANNOT BE REACHED:

Housing (all buildings indicated with an RH)

Primary Contact: Bob Harman
Telephone Number: 777-4286
Fax Number: 777-8129
Email address: bobha@gwm.sc.edu

Koger Center

Primary Contact: Ron Pearson
Telephone Number: 777-9732
Fax Number: 777-9774
Email address: ron.pearson@sc.edu

Medical School (all buildings indicated with MS)

Primary Contact: Harvey Shealy
Telephone Number: 733-3209
Fax Number: NA
Email address: NA