



University of Missouri (UM) Procurement

BID REQUEST NO.: 22010

**TITLE: COLLECTION & DISPOSAL OF
TRASH/RECYCLED ITEMS**

ISSUE DATE: JULY 28, 2021

SOURCING CONTACT: Wade A. Jadwin

PHONE NO.: 573-341-4049

E-MAIL: jadwinw@mst.edu

BID DUE DATE: AUGUST 11, 2021 AT 2:00 PM CST

MAILING INSTRUCTIONS: Print or type **Bid Request No. and Due Date** on the envelope. **Bids are to be contained in a sealed envelope and mailed or hand delivered to the address below by the due date and time noted above. FAXED OR E-MAILED BID RESPONSES WILL NOT BE CONSIDERED. The University assumes no responsibility for any bidder's on-time receipt at the designated location for bid opening.**

**RETURN BID TO: University of Missouri Procurement
Attention: Wade A. Jadwin, Strategic Sourcing Specialist
1201 North State Street – Suite G5C
Rolla, MO 65409**

You are invited to submit a bid on the items or services specified. All bids must be made on this form and shall be subject to the terms and conditions included herein. Bidder offers and agrees to furnish and deliver the items or perform the services upon which prices are quoted herein. Any quotations sent to the University of Missouri prior to this request for bid are void and will not be considered.

The bidder agrees the language of this bid document shall govern in the event of a conflict with supplier's bid response. The bidder further agrees that upon receipt of an authorized purchase order from the University of Missouri or when a Notice of Award is signed and issued by an authorized official of the University of Missouri, a binding contract shall exist between the bidder and The Curators of the University of Missouri.

If you have any questions regarding the RFB, please send them to:

Wade A. Jadwin, Strategic Sourcing Specialist
University of Missouri Procurement
1201 North State Street – Suite G5C
Rolla, MO 65409
jadwinw@mst.edu

All questions regarding the RFB must be received no later than August 4, 2021 at 2:00 PM CST.

The University reserves the right to waive any informalities in Request for Bids and to reject any or all bids.

AUTHORIZED BIDDER REPRESENTATION

Authorized Signature	Date
Printed Name	Title
Company Name	
Mailing Address	
City, State, Zip	
Phone No.	Federal Employer ID No.
Fax No.	E-Mail Address
Number of calendar days delivery after receipt of order: _____	Payment Terms: _____ Note: Net 30 is default. Early pay discounts encouraged.
Select Payment Method: SUA ACH Check	
Circle one: Individual Partnership Corporation	
If a corporation, incorporated under the laws of the State of _____	
Licensed to do business in the State of Missouri? ___yes ___no	
Maintain a regular place of business in the State of Missouri? ___yes ___no	

This signature sheet must be returned with your bid.

BID REQUEST AND BID CONDITIONS

This Bid Request and Bid is made upon and subject to the following conditions, all of which are accepted by bidder. Upon acceptance by University, this Bid Request and Bid and the University Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

- 1.** No oral explanation regarding the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, they may submit to the University a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The University will not be responsible for any other explanation or interpretations of the proposed documents.
- 2.** The University reserves the right to reject any and all bids and to waive any informality in bids.
- 3.** Whenever the name of a manufacturer or vendor is mentioned herein and words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designation unless the context specifies "no substitution". University assumes that items bid as equal are equal. University reserves the right to return at the bidder's expense all items that are furnished which are not acceptable as equals to items specified by the Bid Request and Specifications, and supplier agrees to replace such items with satisfactory items at the original bid price.
- 4.** Unless it is so noted on the bid it will be deemed that the article furnished is that designated. If the supplier proposes to furnish an item of a different manufacturer or supplier other than the one specified on the face hereof, the manufacturer or supplier of the substituted items shall be noted and complete descriptive literature describing the items to be substituted must accompany the bid.
- 5.** All items bid shall be new unless otherwise specified by the University.
- 6.** Bidder agrees to unconditionally guarantee all items bid upon against defects in material and workmanship for a period of one year from the date of acceptance by the University unless otherwise specified.
- 7.** Materials and services furnished the University are not subject to either Federal Excise Taxes or the Missouri Sales Tax. Exemption certificates will be furnished on request.
- 8.** Prices quoted are to be firm and final, and prices shall be stated in units of quantity specified with packing and drayage charges included.
- 9.** Shipments shall be marked as directed on the Purchase Order.
- 10.** All deliveries shall be made FOB Destination with freight charges fully included and prepaid. C.O.D. shipments will not be accepted. The seller must pay and bear all freight charges.
- 11.** The University will not be responsible for articles or services furnished without a Purchase Order.
- 12.** Risk of loss or damage to the goods prior to the time of their receipt and acceptance by the University is upon the supplier.
- 13.** All invoices and correspondence shall show the Purchase Order Number. All invoices must contain full descriptive information on items or service furnished. Separate invoices shall be rendered for each order and forwarded to the University.
- 14.** Supplier agrees to defend, protect, and save the University harmless from all claims and actions arising out of patent infringement.
- 15.** University reserves the right to cancel all or any part of orders if shipment is not made as promised. Supplier shall notify the University if shipment cannot be made as promised. Time of proposed delivery must be stated in definite terms in the space provided.
- 16.** The bidder hereby guarantees that no article listed herein is adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act or an article which may not, under the provisions of Federal Law, be introduced into interstate commerce.
- 17.** Samples, when required, are to be furnished prior to the date specified for receipt of bids.
- 18.** In case of any doubt or difference of opinion as to the items to be furnished hereunder or the quality thereof, the decision of the UM Chief Procurement Officer shall be final and binding upon both parties.
- 19.** The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.

- 20.** In awarding the contract, the University may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, the financial standing of the bidder or bidders; the amount of other work being carried on by the bidder; the quality, efficiency, and construction of the equipment proposed to be furnished; the period of time within which the equipment is to be furnished and delivered; and the necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of his bid.
- 21.** In the event time and materials are a portion of this bid, the University reserves the right to audit supplier's records concerning this bid.
- 22.** All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard. All alleged violations and deviations from said State and Federal regulations or standards of the items of services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bid. Or if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the bidder is awarded the contract hereunder, the bidder must notify UM Procurement immediately in writing.
- 23.** The University serves from time to time as contractor for the United States Government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
- 24.** As required by Section 508 of the Rehabilitation Act (36 C.F.R., Pt. 1194) and other state and federal laws, the University requires that all products provide equivalent ease of use for individuals with disabilities as for non-disabled individuals. To fulfill this obligations, Bidder shall: (1) ensure that all products comply with the Web Content Accessibility Guidelines (WCAG); (2) provide the University with an Accessibility Conformance Report; (3) respond promptly to accessibility complaints or reported deficiencies at no cost to the University; and (4) indemnify and hold the University harmless in the event of any claims arising from inaccessibility.
- 25.** Bidder certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).
- 26.** If this bid involves health care services or products, the Bidder agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Bidder with regard to patients of the University. All services provided pursuant to this bid shall be provided in accordance with all applicable federal and state laws, including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264, the Administrative Simplification sections and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Administration. Bidder represents that Bidder is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Bidder agrees to notify the University of any imposed exclusions or sanctions covered by this representation.
- 27.** If the contract resulting from this bid involves the acquisition of disposal of services, supplies, information technology, or construction and has a total potential value of \$100,000 or more, and if awarded supplier is a company with ten (10) or more employees, then Supplier certifies that it, and any company affiliated with it, does not boycott Israel and will not boycott Israel during the term of this Contract. In this paragraph, the terms "company" and "boycott Israel" shall have the meanings described in Section 34.600 of the Missouri Revised Statutes.
- 28.** Any contract issued as a result of this RFB shall be construed according to the laws of the State of Missouri. Additionally, the awarded supplier shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- 29.** In accordance with University policy, preference shall be given to Missouri products, materials, services, and firms when the goods or services to be provided are equally or better suited for the intended purpose. In assessing overall value, consideration will be given to the extent to which proximity or Missouri preference of the supplier provides potential advantages or reduction of risks. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
- 30.** In connection with the furnishing of equipment, supplies, and/or services as a result of this bid, the contractor and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for

employment on the basis of race, color, religion, national origin, sex, age, disability or veteran status. The contractor shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts, including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.

- 31.** Due to the changing nature of the COVID-19 pandemic, awarded supplier will monitor and comply with CDC and other federal, state and local guidance; modifications to University operating procedures; and directives of University relating to protection of the health and safety of the University community.

NOTIFICATION TO UNIVERSITY IN EVENT OF POSITIVE COVID-19 CASE: In the event any of the successful Contractor's personnel who have or are presently performing services for the University of Missouri (a) tests positive for COVID-19, or (b) has been in close contact with someone that tests positive for COVID-19, the successful Contractor shall immediately notify the University designated contact, and take immediate action to quarantine such person and any other Contractor Personnel who may have come in contact with the person testing positive for COVID-19, and assist University in identifying any other persons on the University campus who may have come in contact with such person. Contractor must clean and disinfect all areas any infected person may have contacted on University's campus, and any cleaning or sanitation costs resulting from a positive COVID-19 test of Contractor personnel are the sole cost and responsibility of Contractor.
- 32.** Suppliers shall refrain in offering any offers of gifts to the University and all University of Missouri employees in accordance with University of Missouri Policy, #26301, Suppliers.
- 33.** The University reserves the right, in its best interest as determined by the University, to cancel the contract by giving written notice to the Supplier thirty (30) days prior to the effective date of such cancellation.
- 34.** Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred. For consulting services and/or contract labor services performed for MU Health Care, the hourly rate and the number of hours worked must be included in the agreement and/or on the invoice submitted. Payment may not occur unless this information has been provided. The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based paymentsolution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms. No additional fees shall be charged for the use of University credit cards.
- 35.** The intended coverage of this RFB, and any contract resulting from this solicitation, shall be for the use by all faculty, staff, students, departments, locations, and affiliates of the University of Missouri, including MU Health Care. The University of Missouri System seeks to make the terms and prices of this bid available to other public entities and higher education institutions. Extension of the terms and prices to any or all other higher education institutions and public entities is at the discretion of bidders and shall not be considered in the award of this bid. The bidder shall further understand and agree that participation by other higher education institutions and public entities is discretionary on the part of these institutions, and the University of Missouri System bears no financial responsibility for any payments due the supplier by such entities, nor will the University be responsible for contract administration other institutions.

**UNIVERSITY OF MISSOURI
SPECIAL CONDITIONS & DETAILED SPECIFICATIONS**

University of Missouri Procurement is requesting bids for the furnishing and **COLLECTION and DISPOSAL of TRASH / RECYCLED ITEMS** for University of Missouri – St. Louis Campus.

All quantities are estimated based upon anticipated needs. The University reserves the right to order more or less as needed. Instructions for ordering will be provided at time of notice of award and/or issuance of purchase order.

AWARD:

The award will be based on lowest bid meeting all specifications. The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. **If a split award is not acceptable to a bidder, it must be stated in the bid response.**

Note: The University of Missouri reserves the right to negotiate best and final terms with the bidder selected.

CONTRACT TERM:

The contract period shall be from date of award for two (2) years with the option to renew for one (1) one-year periods.

Pricing shall remain firm for the initial term of the contract. Each bidder is required to state their maximum percent increase for items awarded for the successive annual renewal periods, if applicable. The percent increase shall be a percentage change in the unit prices and shall not exceed that percent. The percent increase will be considered when evaluating the bids.

The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in Section 172.250 RS MO. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with thirty (30) days' notice.

INSURANCE REQUIREMENTS:

Contractor agrees to maintain, on a primary basis and at its sole expense, at all times during the life of any resulting contract the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the University's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities or obligations assumed by Contractor under any resulting contract. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an

Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse The Curators of the University of Missouri, its officers, employees and agents as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

Business Auto Liability (If required in service performance) Contractor agrees to maintain Business Automobile Liability at a limit not less than \$1,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Workers' Compensation & Employers Liability Contractor agrees to maintain Workers' Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$500,000 each accident, disease each employee and disease policy limit.

Contract Language The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. Contractor/Party is required to maintain coverages as stated and required to provide written notice of cancellation according to the policy provisions. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

Indemnification The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor's operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the University, agrees to pay to or reimburse the University for the Defense Costs incurred by the University in connection with any such liability claims, or demands.

The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice.

The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

DETAILED SPECIFICATIONS (The following are minimum specifications.):

The University is seeking bids for the **COLLECTION and DISPOSAL of TRASH / RECYCLED ITEMS**. The services are for the University of Missouri – St. Louis Campus and will include any / all of the following residence halls/buildings:

Scope of Work

Furnish and deliver

1. Trash Disposal Services,
2. Single Stream Recycling Services,
3. Accurate Reports with Auditing Assistance, and
4. Optional Services, potentially including
 - a. Off-Site Composting,
 - b. as needed Bulk Material Pick-up at off-site rental properties, and
 - c. Universal Waste Recycling Services for UMSL North Campus, South Campus, and various locations throughout St. Louis.

Bid Specifications

1. TRASH DISPOSAL

Contractor is to provide all labor, equipment and necessary licenses and fees to accomplish trash disposal services for the University of Missouri–St. Louis.

Anticipated requirements for trash disposal are shown in the table below.

No	Location	Location	Container Size (cubic yard)
1	Mark Twain Building	North Campus	(2) 6
2	Social Science and Business Building	North Campus	8
3	Seton Hall	South Campus	6 & 8
4	Fine Arts Building	North Campus	6
5	Express Scripts Hall	North Campus	6
6	Millennium Student Center	North Campus	Compactor
7	Benton Hall/Science Complex	North Campus	8
8	Woods Hall	North Campus	6
9	JC Penney Building	North Campus	6
10	Clark Hall	North Campus	6
11	Campus Police Building	North Campus	6
12	Lucas Hall	North Campus	6
13	Arts Administration Building	North Campus	(2) 8
14	South Campus Boiler House	South Campus	8
15	Music Building	South Campus	6
16	Regional Center for Edu. And Work (RCEW)	South Campus	8
17	Marillac Hall Behind U-Mart	South Campus	8
18	Kathy Weinman Building	South Campus	4
19	Provincial House	South Campus	6 & 8
20	Touhill Performing Arts Center	North Campus	8

21	Sculpture and Ceramics Building	North Campus	6
22	MSC Garage North (Maintenance)	North Campus	30
23	Oak Hall	South Campus	(2) 8
24	Sassin Building	South Campus	6
25	4443 West Pine, Children's Advocacy	Off Site	4
26	3651 Olive Street, Grand Center	Off Site	4
27	UMSL Post Office	North Campus	6
28	Recreation and Wellness Center	North Campus	8
29	Patient Care Center	South Campus	6

The University reserves the right to change the quantity, size and location of trash containers. The University will work with the awarded contractor when changes are made.

BID SUBMISSION

Enter the Total Price Per Pickup for each container size. Prices quoted shall include all applicable costs such as, but not limited to, rental fees, MO landfill taxes, etc. UMSL is tax exempt from Missouri State Sales Tax and Federal Excise Tax, do not include in bid, an exemption certificate will be furnished. Environmental fees, fuel surcharges and/or any other miscellaneous charge will not be accepted on any invoice. Freight costs must be included in the price and not listed as a separate line item.

TRASH COLLECTION

Item	Description	Unit Price (\$)
1	4 cubic yard container	\$
2	6 cubic yard container	\$
3	8 cubic yard container	\$
4	30 cubic yard container	\$
5	Compactor	\$

Vendor to furnish dimensions and specification brochures of containers and compactors. All sizes being offered on the Bid are subject to University inspection and approval.

TRASH DISPOSAL EQUIPMENT

Equipment used must be such as can be operated properly with any physical restriction as may exist.

Compactor

- A self-contained compactor shall be furnished at the Millennium Student Center dock, operating on 208

volt, 3 phase, 60 cycle, 60 amp.

- Maintenance shall be the responsibility of the Contractor at no additional cost to the University. Compactor is to be repaired by Contractor within four (4) hours from time of notification of failure by the University. Contractor to provide alternate service until compactor is operational. Maximum allowable down time is 24 hours.
- Electrical power shall be furnished by the University. The Contractor shall be responsible for unplugging and plugging compactor, if necessary, when dump is made.
- A concrete pad with curbing and drains will be provided by the University. The height of the compactor is to be at dock level for loading by University Food Service employees.
- Compactor to have a key switch on it. Contractor to provide six (6) keys to the University.

2, 4, 6, or 8 yard Containers

All equipment is to be front loading style.

- Four cubic yard containers must be low profile type with lids. Containers to have two (2) lids per unit. Container lids to have sufficient handles for ease of opening. Containers to have NO center bars of obstruction.
- Six cubic yard to eight cubic yard containers to have side doors either sliding or swinging style with latching device for closure. Minimum size to be 30" x 30". Sliding doors must work freely.

All containers and compactor are to be kept clean and in good repair and replaced as needed. The Contractor is responsible for proper positioning of containers after each dump.

Trash Disposal Containers to be marked with "NO PARKING" or "DO NOT BLOCK". The University has the option to require additional signage or markings.

Container colors to be tan, brown, blue, or approved equal. Bright colors will not be permitted. Subdued colors are requested to blend in with the University surroundings and décor. Alternate or blending colors are subject to approval by the University.

The University has the option to require additional containers at various locations at no additional charge for replacement or removal.

TRASH DISPOSAL SCHEDULING

Trash is to be picked up on an as needed basis. University will contact Contractor to schedule the next day's pickups.

Pickups are to be no earlier than 0600 and must be completed by 0730 to comply with existing ordinances of adjacent municipalities.

2. SINGLE STREAM RECYCLING

Contractor is to provide all labor, equipment and necessary licenses and fees to accomplish Recycling Collection services for The University of Missouri—St. Louis.

Anticipated requirements are shown in the table below:

No	Location	Location	Container (cubic yard)	Size	Service Frequency
1	Mark Twain Building	North Campus	4		CALL IN
2	Social Science and Business Building	North Campus	8		CALL IN
3	Seton Hall	South Campus	8		CALL IN
4	Fine Arts Building	North Campus	4		CALL IN
5	Express Scripts Hall	North Campus	2		CALL IN
6	Millennium Student Center	North Campus	(2) 8		CALL IN
7	Benton Hall/Science Complex	North Campus	8		CALL IN
8	Woods Hall	North Campus	4		CALL IN
9	JC Penney Building	North Campus	8		CALL IN
10	Clark Hall	North Campus	4		CALL IN
11	Campus Police Building	North Campus	4		CALL IN
12	Lucas Hall	North Campus	8		CALL IN
13	Arts Administration Building	North Campus	8		CALL IN
14	South Campus Boiler House	South Campus	8		CALL IN
15	Music Building	South Campus	4		CALL IN
17	Marillac Hall Behind U-Mart	South Campus	8		CALL IN
18	Kathy Weinman Building	South Campus	4		CALL IN
19	Provincial House	South Campus	8		CALL IN
20	Nursing Administration Building	South Campus	8		CALL IN
21	Touhill Performing Arts Center	North Campus	4		CALL IN
22	Sculpture and Ceramics Building	North Campus	2		CALL IN
23	MSC Garage North (Maintenance)	North Campus	8		CALL IN
24	Oak Hall	South Campus	8		CALL IN
25	Sassin Building	South Campus	8		CALL IN
26	4442 West Pine, Children's Advocacy	Off Site	2		CALL IN
27	3651 Olive Street, Grand Center	Off Site	2		CALL IN
29	UMSL Post Office	North Campus	4		CALL IN
30	Recreation and Wellness Center	North Campus	4		CALL IN
31	Patient Care Center	South Campus	4		CALL IN

BID SUBMISSION:

Enter the Total Price Per Pickup for each container size. Prices quoted shall include all applicable costs such as, but not limited to, rental fees, MO landfill taxes, etc. UMSL is tax exempt from Missouri State Sales Tax and Federal Excise Tax, do not include in bid, an exemption certificate will be furnished. Environmental fees, fuel surcharges and/or any other miscellaneous charge will not be accepted on any invoice. Freight costs must be included in the price and not listed as a separate line item.

RECYCLING MATERIAL

Item	Description	Scheduled Service Unit Price (\$)	Unit Price (\$) per Call-In Request
1	2 cubic yard recycle container	\$	\$
2	4 cubic yard recycle container	\$	\$
3	6 cubic yard recycle container	\$	\$
4	8 cubic yard recycle container	\$	\$

RECYCLING COLLECTION EQUIPMENT

Equipment used must be such as can be operated properly with any physical restriction as may exist.

Recycling Containers to be marked with signage indicating acceptable recyclable materials. The University has the option to require additional signage or markings.

RECYCLING COLLECTION SCHEDULING - CALL IN SERVICE ONLY

Contractor will perform regularly scheduled pick-ups at the intervals as specified herein and for those costs prescribed in the Recycling Collection Schedule.

Contractor will make additional pick-ups at the request of the University. Costs for additional call-in pickups will be as established under the Recycling Collection Schedule.

Contractor will perform services under a fixed-price contract where payment for services rendered will be established as prescribed by the format of the attached UMSL Recycling Collection Schedule. With the exception of additional services requested, the Contractor will be paid for its basic contract performance period services no greater than those costs awarded under the Recycling Collection Schedule. All remaining permissible costs will be paid based upon the authorized rendering of the service by the Contractor at the rate awarded under the Recycling Collection Schedule or the negotiated price, where permitted.

As with the trash, recycling collection pickups are to be no earlier than 0600 and must be completed by 0730. The Contractor is responsible for proper positioning of containers after each dump, and containers are to be kept clean and in good repair and replaced as needed.

The University may alter the Contractor's Recycling Collection Schedule to meet the needs of the campus. Such alterations may result in increases or decreases in service. Where the costs of such services are affected, the University and the Contractor will negotiate in good faith to establish an adjustment to the contract costs. Any adjustment will be recorded via an official notification letter from the University Procurement staff.

Services and Costs Related to Both Trash Disposal and Recycling Collection

Contractor will bear all costs associated with performing the services hereunder to include fees, licenses, charges and tipping fees required by the nature of the business and those laws which are applicable thereto.

Contractor will assume full responsibility and liability for all materials collected from point of collection, during transportation and any transfer, delivery to disposal point, and final disposition.

Contractor shall furnish all labor and equipment to properly provide the services specified herein.

- Contractor personnel shall be uniformed and clearly identified as employees of the Contractor. Contractor personnel shall use proper etiquette and decorum while on the campus of the University. The University reserves the right to require the Contractor to remove any employee performing services on the campus which the University finds of unacceptable presence on the campus. Please note the University of Missouri–St. Louis does not permit smoking on campus.
- Contractor shall only use equipment judged by the University to be in a good state of repair and operational condition. The University reserves the right to (a) conduct a survey of the Contractor's equipment proposed to be used in performing the services hereunder and (b) require the removal of any equipment from the performance of this contract which the University finds objectionable, or a safety or health hazard. Contractor may be asked to provide an identification list of the model, style/type and capacity of its equipment to be used on the University campus.

Contractor will accomplish collections at the frequencies specified in the Schedules.

Contractor shall commence performance of services upon the date specified in the contract award document at the frequency prescribed by Trash Disposal and Recycling Collection Schedules. All collections will be made before 7:30 a.m. unless emergency situations require otherwise.

Contractor will perform call-backs at the request of the University and at no additional costs.

Contractor will perform Call-Back services within 24 hours of the call being placed by the University. ["Call-Back" collections are services required of the Contractor to correct services or performance of the Contractor

Contractor will perform Call-In services within 48 hours of the call being placed by the University. "Call-In" collections are services provided by the Contractor to the University in addition to the regular Recycling Program Schedule. These services are not to be confused with requests for the Contractor to return to the University for a collection because of malperformance on behalf of the Contractor where any additional costs to the Contractor ("Call-Back") will not be compensated by the University.

Contractor shall be responsible for debris and waste caused or left by its collections. Contractor is responsible for assuring that collection sites are left in a clean and sanitary condition after each collection. The University may require a call-back or assess the Contractor the costs for the removal of such debris or waste when such is determined by the University as to have been caused by the Contractor.

Contractor shall maintain an office in the local geographical area with toll-free telephone access. The telephone number will serve to receive and resolve discrepancy reports and complaints filed by the University. Contractor will maintain a log to record such complaints from time of registry until resolution. Such log will be made available to the University upon request.

Contractor will be assessed liquidated damages for all discrepancies and complaints not corrected within the time period prescribed in this section. The value of these damages will be based on a pro-rated cost derived from the Recycling Program Schedule for the applicable type and duration of service not performed.

3. AUDITING AND REPORTING

The Contractor is expected to assist in monitoring outcomes and savings, and report metrics in writing to the University on a yearly basis.

Contractor shall provide the University on a monthly basis a report of the total weights of all collections, including trash and single stream recycling. This report shall be provided the Sustainability Coordinator no later than 15 days after the last day of the last month of each quarter. The report will separately report refuse and recycled collections. If the weight must be estimated at any point rather than by real-time measurements recorded by weight tickets and/or scales, detailed explanation of the estimation methodology and rationale must be provided by the Contractor.

Contractor will retain the expertise to and perform semi-annual solid waste audits. Contractor will use these audits to advise the University on the services it performs and make recommendations as to the most economical structuring of its solid waste and recycling disposal program. The Contractor's review will include recommendations as to pick-up scheduling and the placement and use of containers to optimize their capacity while reducing frequency of servicing. The University reserves the right to reduce/increase the number of pick-ups with a contract price adjustment based on the costs recorded on the Recycling Collection Schedule.

The Contractor will assist with educating and training University employees as needed on proper recycling procedures, segregation of recyclables/waste, and effects of recyclable contamination.

4. OPTIONAL SERVICES

The following services may be included in the bid.

Off Site Composting

Contractor will provide collection containers for compostable materials. Compostable materials will be collected from Sodexo kitchen area in The Nosh and in the South Campus Cafeteria, from the dining area in The Nosh and the South Campus dining hall in Provincial House, and from catered events from Sodexo.

Composting has not been conducted at UMSL in the past. As an optional service, Contractor is asked to propose an approach to composting that will take the organic materials from the Sodexo kitchens and the dining areas and compost those materials off site. Special consideration must be given to cleanliness and odor control at all collection points.

BY CHECKING THIS BOX THE BIDDER ACKNOWLEDGES ALL SPECIFICATIONS CAN BE MET AND ALL REQUESTED INFORMATION PERTAINING TO QUALIFICATIONS IS ACCURATE.

**ATTACHMENT A
SUPPLIER DIVERSITY PARTICIPATION FORM**

The University of Missouri System is committed to and supports supplier diversity as an essential part of the University’s mission and core values. The University’s Supplier Diversity efforts reflect this mission.

Tier 2 Supplier Diversity Information - The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers will be asked to submit Tier 2 information with Minority and Diverse Owned companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect.

- Direct dollars - those dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.
- Indirect dollars - based on a percentage of revenue the University represents to the supplier. An example is as follows:
 1. Supplier's Total Revenues: \$10,000,000
 2. Revenues from University \$: \$ 4,000,000
 3. University % of Total Revenues: 40% (#2 divided by #1)
 4. Total Minority and Diverse owned Dollars \$: \$ 400,000
 5. University % Attributable Revenue: 1% (#4 divided by #2)

1. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with Minority and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse subcontracting, publicize bid opportunities, provide certification assistance, etc.?) Provide examples (use additional pages if needed):

2. If you are a non-diverse owned company, what percentage of your company's total contracting and procurement spend for the prior year was with Minority and Diverse Owned businesses? _____
Are you able to provide this information specific to University of Missouri business? _____

3. If you are a non-diverse owned company, complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful bidder. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

Supplier Name	% of Contract	Specify Direct or Indirect

If there are questions regarding supplier diversity at the University, contact Teresa Vest, vestt@umsystem.edu.

**ATTACHMENT B
SUPPLIER REGISTRATION INFORMATION**

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN: Yes No

NOTE: The term "small business concern" shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a "small business concern".

WOMAN OWNED BUSINESS (WBE): Yes No

NOTE: A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE): Yes No

NOTE: A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh

Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

Black - A U.S. citizen having origins in any of the Black racial groups of Africa.

Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only.

Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.

VETERAN BUSINESS ENTERPRISE Yes No

SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE Yes No

NOTE: A Veteran or Service-Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

MISSOURI FIRM: Yes No

NOTE: A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

SUPPLIER'S CERTIFICATION:

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect, including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes.

Signature of Person Authorized to Sign this Form: _____

Title: _____ Date: _____