



# JOLIET JUNIOR COLLEGE

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## JOLIET JUNIOR COLLEGE DISTRICT #525

(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938

### INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **REFUSE AND RECYCLABLE MATERIAL COLLECTION** pursuant to specifications. Vendors who do not submit a bid or who do not respond with a "no bid" will be removed from our vendor list for this item.

#### **PROPOSALS:**

Proposals will be received and publicly read aloud by the Joliet Junior College District #525, Joliet, Will County, Illinois, at the place, date and time hereinafter designated. You are invited to be present if you so desire.

**PLACE:** Joliet Junior College District #525  
Director of Business & Auxiliary Services, H1019  
1215 Houbolt Road  
Joliet, IL 60431-8938

**DATE:** MAY 9, 2011

### FAXES ARE NOT ACCEPTABLE

**TIME:** 2:00 PM

Proposals received after this time will not be accepted.

Proposals must be made in accordance with the instructions contained herein. They shall be submitted on the forms provided on the College's website in a sealed envelope addressed to the Director of Business & Auxiliary Services, H1019, plainly marked, with the Bidder's Name and Address and the notation:

**BID:** REFUSE AND RECYCLABLE MATERIAL COLLECTION

**PRE-BID MEETING: NOT REQUIRED**

**DELIVERY:**

All prices must be quoted F.O.B., Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431 unless otherwise noted.

**TAX EXEMPTION:**

Joliet Junior College District #525 is exempt from Federal, State, and Municipal taxes.

**SIGNATURE ON BIDS:**

Joliet Junior College District #525 requires the signature on bid documents to be that of an authorized representative of said company.

Each bidder, by making his bid, represents that he has read and understands the bidding documents and that these instructions to bidders are a part of the specifications.

**BIDDING PROCEDURES:**

1. No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.
2. Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, a written addendum describing the change or correction will be issued by the College to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.
3. Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a bidder find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the College who will, if necessary, send written addendum to all bidders. The college will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Business & Auxiliary Services. After bids are received, no allowance will be made for oversight by bidder.

**SUBSTITUTIONS:**

1. Each bidder represents that his bid is based upon the materials and equipment described in the bidding documents.
2. Any dealer bidding an equal product must specify brand name, model number, and supply specifications of product. The Board shall be the sole judge of whether an article shall be deemed to be equal.
3. A bidder's failure to meet the minimum specifications as listed may result in disqualification

of his bid.

**REJECTION OF BIDS:**

The bidder acknowledges the right of the College Board to reject any or all proposals and to waive informality or irregularity in any proposal received and to award each item to different bidders or all items to a single bidder. In addition, the bidder recognizes the right of the College Board to reject a proposal if the proposal is in any way incomplete or irregular. The College Board may also award, at its discretion, only certain items quoted on. The College Board also reserves the right to reject the proposal of a Bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a Bidder when investigation shows that Bidder is not in a position to perform the contract.

**ACKNOWLEDGEMENT OF ADDENDA:**

Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific proposal. Identification by number of addenda and date issued should be noted on all proposals submitted.

**FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON PROPOSAL SUBMITTED MAY RESULT IN DISQUALIFICATION OF PROPOSAL.**

**Bidders who obtain a copy of the bid from our web site are responsible for checking back on the site for any addenda issued.**

**CLERICAL ERRORS:**

If applicable, all errors in price extensions will be corrected by Joliet Junior College and totals for award determination corrected accordingly, unless the bidder specifies that no change be made in the total submitted. In this case, all incorrect price extensions will be noted at "lot", and award determination made on the basis of total price submitted.

**SAMPLES:**

Bidder may be required to furnish samples upon request and without charge to the College.

**BID SECURITY:**

A certified check or bank draft or bid bond, made payable to Joliet Junior College District #525, Will County, Illinois, **MUST** be submitted with the bid in the amount of **five (5) percent of your total bid**. The bid security will be forfeited by the successful bidder in the event of the bidders failure to enter into a contract. Checks or drafts of unsuccessful bidders will be returned as soon as practicable after opening and checking the bids.

**PAYMENTS:**

Certified Payroll: **NOT REQUIRED**  
Partial Lien Waivers: **NOT REQUIRED**  
Final Lien Waivers: **NOT REQUIRED**

**INSURANCE:**

The successful bidder will be required to furnish a certificate of insurance in the following amounts:

The insurance coverage required here-in-under shall be the minimum amounts maintained by the Contractor and Subcontractors until all Work is completed and accepted by the Owner.

The Contractor will purchase and maintain "all risks" Builder's Risk property insurance subject only to such exclusions as have been specifically approved by the Owner in writing.

A. Workers Compensation

1. State: Statutory
2. Applicable Federal: Statutory
3. Employer's Liability:
  - a. \$1,000,000 per Accident
  - b. \$1,000,000 Occupational Disease

B. Commercial Comprehensive Liability

1. Each Occurrence: \$2,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$2,000,000
4. General Aggregate: \$2,000,000
5. Policy shall include: \$2,000,000
  - a. Premises: Operations
  - b. Independent Contractors Liability
  - c. Products and Completed Operations: Maintained for minimum of one year after date of final Certificate for Payment, in full amount of the limits specified above.
  - d. Contractual Liability
  - e. Coverage for explosion (x), collapse (c), and underground (u).
6. The Commercial Comprehensive Liability policy shall include a contractual liability endorsement insuring the indemnity required by the contract. The indemnities shall be named as additional insured on the Contractor's Commercial Comprehensive Liability policy using Form CG 20 10 or its equivalent and shall name Joliet Junior College, its Board of Trustees, officers, employees and agents as additional insured's at a minimum. The Contractor hereby agrees to effectuate the naming of such additional insured's as unrestricted additional insured's on the Contractor's policy. The additional insured endorsement shall provide the following:
  - a. That the coverage afforded the additional insurance will be primary insurance for the additional insurance with respect to claims arising out of operations performed by or on behalf of the Contractor.

- b. That the policy shall contain a thirty (30) day notice of cancellation prior to the effective date thereof.
- c. That the additional insureds have other insurance which is applicable to the loss, such other insurance will be on an excess or contingent basis.
- d. That the amount of the company's liability under the insurance policy will not be reduced by the existence of such other insurance.
- e. That the additional insureds will not be given less than thirty (30) days prior written notice of any cancellation thereof.
- f. That the Contractor agrees to indemnify the College for any applicable deductibles.
- g. That the insurance policy from an A.M. Best rated "secured" Illinois State licensed insurer.
- h. The Contractor shall provide the College with a copy of its insurance policy or in the alternative and subject to the College's agreement, an excerpt of a page from the actual policy evidencing the additional insureds as provided for herein.
- i. Contractor acknowledges that failure to obtain such insurance on behalf of the College constitutes a material breach of the contract and subjects Contractor to liability for damages, indemnification and all other legal remedies available to College. The Contractor is to provide the College at all times with a certificate of insurance, evidencing the above requirements have been met. The failure of the College to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the College.
- j. That enclosed is a copy of the endorsement providing additional insured's status and that the Contractor will furnish a Certificate of insurance evidencing the foregoing provisions.
- k. Please include clause below in the policy:  
It is agreed that Joliet Junior College, its Board of Trustees, officers, employees, agents and (Architect/Engineer Name) are additional insureds on the policy.

C. Business Auto Liability (including owned, non-owned and hired vehicles).

- 1. Bodily injury
  - a. \$1,000,000 per person
  - b. \$2,000,000 per accident
- 2. Property damage: \$1,000,000 OR
- 3. Combined Single limit: \$1,000,000

D. Umbrella

- 1. Umbrella Excess Liability: \$4,000,000
- 2. If the Contractor's Workers Compensation, Commercial General Liability and Business Auto policies do not have these minimum limits, an Umbrella policy

written by an insurance company acceptable to the Owner may be used to meet the minimum limits required.

All such policies of insurance shall be written by companies approved by the College and Certificates of Insurance shall be furnished to the College. The College shall be listed as an additional insured under such policies. Each policy shall require at least 30 days notice to the College in the event of cancellation. The contractor agrees to indemnify, defend, and hold harmless the College from and against all suits or claims, which may be based upon any injury to or death of any person or persons or damage to property, which may occur or which may be alleged to have occurred in the course of the performance of this Agreement by the Contractor, whether such sum claim shall be made by an employee of the Contractor, by a third person or their representatives, or whether or not it shall be claimed that the said injury, death, or damage or cause through a negligence act or omission of the Contractor; and the all charges of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and if any judgment shall be rendered against the College in any such action or actions, the Contractor, at its own expense, shall satisfy and discharge the same.

#### **PERFORMANCE BONDS: NOT REQUIRED**

#### **LAWS AND ORDINANCES:**

In execution of the work, the Contractor shall comply with applicable state and local laws, ordinances and regulation, the rules and regulations of the Board of Fire Underwriters, and OSHA standards.

#### **DAMAGE AND NEGLIGENCE:**

The Contractor agrees to indemnify and save harmless the College and employees from and against all loss, including costs and attorney's fees, by reasons or liability imposed by law upon the College for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damage to property including loss of use thereof as provided in the General Conditions and Supplementary Conditions.

College shall not be responsible for damages, delays, or failure to perform on its part resulting from acts or occurrences of force majeure. "Force majeure" means any (a) act of God, landslide, lightning, earthquake, hurricane, tornado, blizzard, floods and other adverse and inclement weather conditions; (b) fire, explosion, flood, acts of a public enemy, war, blockade, insurrection, riot or civil disturbance; (c) labor dispute, strike, work slow down, picketing, primary boycotts, secondary boycotts or boycotts of any kind and nature, or work stoppages; (d) any law, order, regulation ordinance, or requirement of any government or legal body or any representative of any such government or legal body; (e) inability to secure necessary materials, equipment, parts or other components of the project as a result of transportation difficulties, fuel or energy shortages, or acts or omission of any common carriers; or (f) any other similar cause or similar event beyond the reasonable control of College.

#### **INVESTIGATION OF BIDDERS:**

The College will make any necessary investigation to determine the ability of the bidder to fulfill

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the proposal requirements. Joliet Junior College reserves the right to reject any proposal if it is determined that the bidder is not properly qualified to carry out the obligation of the contract.

**APPRENTICESHIP AND TRAINING PROGRAMS: NOT REQUIRED**

**SUBCONTRACTORS:**

Bidders must state on the proposal form all subcontractors he intends to use for this project. Failure to do so may be cause for rejection of bid.

**PREVAILING WAGE RATE: NOT REQUIRED**

**BLACKOUT PERIOD:**

After the College has advertised for bids, no pre-bid vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of bid specifications, clarification of bid submission requirements or any information pertaining to pre-bid conferences. Such bidders or sub-bidders making such request shall be made in writing at least seven (7) days prior to the date for receipt of bids. No vendor shall visit or contact any College officers or employees until after the bids are awarded, except in those instances when site inspection is a prerequisite for the submission of a bid. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response.

**OTHER:**

This contract is subject to and governed by the rules and regulations of the Illinois Human Rights Act. The Customer reserves the right to request additional information after your proposal has been submitted.

**BID QUANTITIES:**

The College Board will reserve the right to increase or decrease, within reasonable limits, such quantities as need requires and at the unit price stated.

**BID AWARDS:**

The successful contractor, and/or any contractor shall not proceed on this bid until it receives a purchase order from the college. Failure to comply is the risk of that contractor.

**CHANGES TO CONTRACT AFTER BID AWARD:**

There shall be no deviations from any work without a written change order. All change orders must be approved by the Director of Business & Auxiliary Services or Vice President of Administrative Services as well as executed by the successful contractor.

If a change order or aggregate of change orders are 10% or more of the contract price, and such change orders are not approved, in writing, by either the Director of Business & Auxiliary Services or Vice President of Administrative Services, the successful contractor shall not be entitled to any type of compensation for services or materials provided.

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**GENERAL:**

Joliet Junior College is committed to a policy of non-discrimination on the basis of sex, handicap, race, color, and national or ethnic origin in the admission, employment, educational programs, and activities it operates. Inquiries should be addressed to the Director of Human Resources.

The contractor (or vendor) shall agree to save and hold harmless the Joliet Junior College District #525, the members of its College Board, its agents, servants and employees, from any and all actions or causes of action, or claim for damages, including the expense of defending suit, arising or growing out of the performance of, or failure to perform its contract.



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Judy L. Mitchell  
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE DISTRICT #525  
(Business & Auxiliary Services)  
1215 Houbolt Road  
Joliet, Illinois 60431-8938  
Telephone: (815) 280-6640  
Fax: (815) 280-6631

**INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:**  
<http://www.jjc.edu/info/purchasing>

**QUESTIONS PERTAINING TO OUR BIDS CAN BE EMAILED TO:**  
[purchasing@jjc.edu](mailto:purchasing@jjc.edu)

**CERTIFICATION OF CONTRACT/BIDDER**

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/BIDDER

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

THIS FORM **MUST** BE RETURNED WITH YOUR BID TO:

Joliet Junior College District #525  
Director of Business & Auxiliary Services, H-1019  
1215 Houbolt Road  
Joliet IL 60431

**CERTIFICATE OF COMPLIANCE WITH  
ILLINOIS DRUG-FREE WORKPLACE ACT**

\_\_\_\_\_, does hereby certify pursuant to the *Illinois Drug-Free Workplace Act* (30 ILCS 580/) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

\_\_\_\_\_  
By Authorized Agent

\_\_\_\_\_  
Date

SUBSCRIBED AND SWORN TO before me  
This \_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
NOTARY PUBLIC

**EXECUTE AND ATTACH TO PROPOSAL FORM**

SPECIFICATIONS  
**REFUSE AND RECYCLABLE MATERIAL COLLECTION**

Brief Description:

Joliet Junior College is soliciting bids from vendors that will provide waste and recycling services. Vendors will be required to:

- Provide end-use containers to Joliet Junior College's campuses
- Collect, transport and dispose of waste materials
- Collect, transport, sort recyclables and ensure that recyclables are delivered to their proper markets/end-users
- Document the delivery of recyclables and report recycling/waste performance

Joliet Junior College will evaluate responsiveness based on the following criteria:

- Experience and record of performance in previous contracts of similar size and scope.
- Experience, ability capability, skill, and financial resources to provide the requested services.
- Proposal that provides for maximum recycling over other disposal techniques i.e. incineration or land filling. This includes overall recovery rate for recyclable materials, as well as processes for handling contamination.
- Total price proposed for services.
- The environmental impact of the business operations of the contractor.

**SOLICITATION RESPONSE REQUIREMENTS**  
**REFUSE AND RECYCLABLE MATERIAL COLLECTION**

A. Summary of supplies and services required:

JJC is seeking bids from responsible recycling/waste, vendors to provide solid waste hauling services and recyclable collection services. This is an annual contract with an option for renewal of 2 or 3 yrs.

B. Services Required:

The vendor hereby agrees to work with JJC Superintendent of Custodial in connection with carrying out and conducting all of the following duties and responsibilities during the term of this contract:

Recycling Services:

1.1 Materials to be collected and marketed

a. The contractor will collect recyclables including, but not limited to, the following:

- Office paper
- Aluminum cans
- Newspaper
- Shredded paper
- Plastic bottles
- Clear, green and brown bottles
- Magazines/glossy materials
- Hardback books
- Spiral-Bound books
- Soft-Cover books
- Telephone Books
- Various plastic containers
- Cardboard-both baled and unbaled
- Non-animal food waste
- Metal kitchen/food containers
- Post –consumer organic waste including food and biodegradable packaging material

- b. The contractor shall have recycling markets/end users for all recycling items collected.
- c. The contractor shall collect, process, prepare and sell all specified recyclables to brokers or end users, ensuring and documenting that the materials are recycled. Burning, incineration or land filling shall not be considered recycling for purposes of this contract.
- d. Upon request, the contractor shall provide a statement of assurance indicating that all material collected as part of this contract is being recycled. This includes, but is not limited to, a listing of where the recyclable materials were shipped, how the materials were transported, if the materials changed form and any other information that proves that the materials were recycled and not burned, incinerated or land fill.
- e. The contractor shall take ownership of all Recyclables removed by the contractor from JJC's properties participating in this program.
- f. The contractor shall be solely responsible for any disposal costs associated with the collection of the Recyclables.
- g. JJC reserves the right to add or delete recycling locations and/or recyclables at any time, provided that the new locations are located on JJC property.

1.2 Containers:

- a. The contractor shall be responsible for the purchase/acquisition, supply, distribution, maintenance, and replacement of all end-user containers used to service recyclables covered under this contract. See Appendices A for a list of containers currently being used for JJC's recycling and waste hauling program. Containers owned by the college are not to be removed from the premises unless granted approval by JJC's Superintendent of Custodial.
- b. All containers shall be of uniform design durable, rust resistance and wheeled
- c. Container lids must have workable hinges and be of such a weight as to remain closed when kept outside during inclement, windy weather.
- d. Contractor shall place end use containers in areas as designated in Appendix A. Contractors are encouraged to provide alternate proposals to meet the intent of the bid in an innovative way that varies from the information included in Appendices A, but must submit that in addition to the base of what is asked in this bid.

- e. The contractor shall ensure that all containers are marked with the contractor's name, phone number and the type of material to be recycled.
- f. The contractor shall provide labels and any other signage required for their recycling containers necessary to differentiate the containers from the waste only containers.
- g. The Contractor shall be responsible for keeping recycling areas and containers clean, in orderly condition and for cleaning up any spills that may result from its collection activities.
- h. The Contractor shall place containers or relocate existing containers at JJC's locations (including satellite campuses) when requested by the college.
- i. All containers broken or destroyed as a result of improper or careless handling by the contractor or persons employed by the Contractor shall be replaced by the Contractor at the Contractor's expense.

### 1.3 Collection

- a. The Contractor shall collect all recyclables/waste from designated locations on a regular and timely manner. The current collection frequencies are listed in appendix's A. The frequency of collections can be changed either in the proposal or during the contract; however, the Contractor must notify JJC Superintendent of Custodial prior to changing and the change will not become effective until written approval is provided by JJC Superintendent of Custodial.
- b. If the Contractors' driver comes across obstacles in performing recyclable/waste pick-up services, such as blocked access to a container, The Facilities Department must be made aware of this problem while the driver is still on site. Failure to alert JJC Facilities will not excuse the failure to pick up recyclables from designated areas.
- c. At no time will a hauling vehicle be permitted to drive over JJC's lawn or non vehicles pathways unless requested and scheduled to do so by JJC Facilities or JJC Superintendent of Custodial. Damage to JJC landscape and other property as a result of unsanctioned activity will be charged back to contractor.
- d. The college is closed for the following holidays:
  - New Year's Day
  - Martin Luther King's Birthday
  - President's Day
  - Memorial Day

- Labor Day
- Thanksgiving Day
- Christmas Day
- Fourth of July
- Day after Thanksgiving
- Day after Christmas Day

e. All collections of recyclable material shall be scheduled as follows:

Container Size	Quantity	Location	Frequency	
			Regular Pick ups	Summer (Mid May to Mid Aug)
Main Campus-1215 Houbolt Rd, Joliet IL				
LEASED 30 Cubic Yard Compactor	1	Campus Center	To be determined See**	To be determined See**
LEASED Co-mingled compactor	1	J-Building loading dock	To be determined See**	To be determined See**
**Pick up based on Two (2) 8 yard full dumpsters picked up 5 days a week				
8 cubic Yard	1	J-Building loading dock	5x/Week (M-F)	3X/Week (T,W,TH)
20 Cubic Yard	3	JJC owned	On Call Basis	On Call Basis
North Campus-1125 Romeo Road, Romeoville, IL				
6 Cubic Yard	1	**Gated area	2x/week (T, F)	2x/week (T, TH)
City Center Campus -214 N Ottawa St, Joliet, IL				
8 Cubic Yard	1	**Gated area	6x/week (M-S)	6x/week (M-S)
Weitendorf Campus- 17840 W Laraway Road, Joliet, IL				
6 Cubic Yard	1	Weitendorf Campus	On Call Basis	
As needed	1	Weitendorf Campus	On Call Basis	

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Gated Area- Driver will be responsible to close the gate after pick up

\*\* Compactors are a new venture for JJC for our current rate based on

Two (2) 8 yard full dumpsters picked up 5 days a week

f. The Contractor shall maintain the established collection schedule making approved changes only as needed to increase efficiency without a decrease in quality of service.

- g. The Contractor shall provide additional collection services during periods of unusually heavy recyclable generation including office relocations and student move in and move out periods when contacted in writing (including email notification) by JJC Superintendent of Custodial.
- h. Contractor shall honor special collection requests in a timely manner when notified in advanced by JJC Superintendent of Custodial. A timely manner is within twenty four hours of the unscheduled collection request.

#### 1.4 Commodities

- a. Material collected by the contractor shall not be disposed of in landfill unless there is excessive contamination. The percent contamination that justifies land filling must be noted in the proposal,
- b. If material is not recycled due to contamination, the contractor shall contact JJC Superintendent of Custodial immediately, while the truck is on site, so that he/she may inspect the contamination. This will improve the process of identifying the source of contamination and allow for prompt resolution.
- c. The college shall not reimburse the contractor for refuse pulls due to contamination in the recycling container.

#### 1.5 Equipment

- a. Any tools, materials and equipment required by the contractor in the performance of the contract will be provided by the contractor unless otherwise agreed upon by JJC Superintendent of Custodial.
- b. Truck used for the collection of recyclables shall be equipped so that recyclables will not escape from the truck. In addition, the name of the contractor and telephone number shall be printed on each side of the truck in letters of legible size

#### 1.6 Reporting

- a. The Contractor shall furnish a monthly report to be received via e-mail to JJC Superintendent of Custodial by the fifteenth (15<sup>th</sup>) of each month recording the previous month's collection. A monthly report must detail the location served, commodity collected and total pounds or tons collected at the location. The report

must also include the total pounds or tons of recyclables land filled due to contamination.

- b. Invoicing is to be cleared and specific. All JJC accounts are to be billed separately per the price schedule with all information clearly listed.
- c. Any extra charges are to be clearly listed and the location stated. JJC must be notified of any extra charges.
- d. The college may, on unannounced occasions, audit the collections, conveyance separation and weighing procedure.

#### 1.7 Miscellaneous

- a. Upon request, the Contractor should be able to submit a detailed description of their process, including labor and equipment used, for carrying out all of the above services. This includes, but is not limited to, how weights are determined for a given load, what materials get recycled, what residues remain and how those residues are managed. In addition, the contractor should provide information on ultimate destination of all products recycled or reused under this contract. Upon request, the contractor should identify to the greatest extent possible, all end markets that will be utilized by the contractor for some or all of the recyclable commodities being collected from the college. The college reserves the right to request additional information, if required, when reviewing contract activity.
- b. All services provide under this contract must be carried out in compliance with Federal, State, and Local Laws, and regulations. Regulations to be complies with include, but are not limited to, those dealing with environmental protection, occupational health, safety, and Transportation. It is the responsibility of the Contractor to determine what laws and regulations are applicable and to fully comply with those laws and regulations. Nothing in the bid is to be interpreted as allowing, promoting or requiring actions that would cause a violation of any applicable law or regulation. The Contractor shall provide full documentation of all applicable licenses and permits for landfills used for refuse disposal, as well as any transfer yards used for refuse or recycling collection and transfer.

- c. Absent the specific written approval of JJC, Contractor shall not permit any hazardous or toxic substance to be brought upon, produced, stored, used, discharged or disposed of in, on or about JJC’s property, and in the event JJC grants such approval, it shall be contractor’s sole responsibility to use, store and dispose of any such hazardous or toxic substance in accordance with any and all applicable laws, rules, and regulations.
- d. JJC Superintendent of Custodial shall be responsible for coordinating the College’s recycling program. Any problems or complaints shall be coordinated through JJC Superintendent of Custodial.
- e. The Contractor will participate in a minimum of four events per year geared toward training, informing or promoting JJC’s Recycling program. Each request for participation will come in writing from JJC Superintendent of Custodial no fewer than two (2) weeks prior to any such event.

1.8 Pricing

- a. The Contractor will supply the cost of dumping JJC’s owned roll offs that are used for Recycling/Co-Mingled:

Container Size	Quantity	Location	Frequency		Pricing per schedule	
			Regular Pick ups	Summer (Mid May to Mid Aug)	Regular Pick ups	Summer (Mid May to Mid Aug)
Main Campus-1215 Houbolt Rd, Joliet IL						
LEASED 30 Cubic Yard Compactor	1	Campus Center	To be determined See**	To be determined See**	\$ _____	\$ _____
LEASED Co-mingled compactor	1	J-Building loading dock	To be determined See**	To be determined See**	\$ _____	\$ _____
**Pick up based on Two (2) 8 yard full dumpsters picked up 5 days a week						
8 cubic Yard	1	J-Building loading dock	5x/Week (M-F)	3X/Week (T,W,TH)	\$ _____	\$ _____
20 Cubic Yard	3	JJC owned	On Call Basis	On Call Basis	\$ _____	\$ _____

North Campus-1125 Romeo Road, Romeoville, IL						
6 Cubic Yard	1	**Gated area	2x/week (T, F)	2x/week (T, TH)	\$ _____	\$ _____
City Center Campus -214 N Ottawa St, Joliet, IL						
8 Cubic Yard	1	**Gated area	6x/week (M-S)	6x/week (M-S)	\$ _____	\$ _____
Weitendorf Campus- 17840 W Laraway Road, Joliet, IL						
6 Cubic Yard	1	Weitendorf Campus	On Call Basis		\$ _____	\$ _____
As needed	1	Weitendorf Campus	On Call Basis		\$ _____	\$ _____

\*\*\* Gated Area- Driver will be responsible to close the gate after pick up

\*\* Compactors are a new venture for JJC for our current rate based on

Two (2) 8 yard full dumpsters picked up 5 days a week

C. Qualifications of Vendors

A bidder must submit the information below, so as to allow JJC to effectively evaluate its bid. This information should be prepared on standard 8 1/2 x 11 paper, bound on the left-hand side, with materials printed on both sides, and separated by section (tab dividers are not required), but contractor should provide means for easily identifying sections. The font used should be 12 points or greater.

1. Title page containing:

- Bid: **REFUSE AND RECYCLABLE MATERIAL COLLECTION - B11028**
  - Your firms name
- Name, address, telephone number, facsimile number and if available, email address of the contact person. i.e., the person who will be responsible for the firm’s relationship with JJC.
- Date of your Bid submission

2. Table of Contents

3. A Cover letter on your firm’s letter head, specifying the services for which you are submitting a bid, a commitment to perform these services in accordance with this bid and a summary as to why the firm believes itself to best qualified to perform the work, including a discussion of relevant prior experience in this area. The cover letter should also contain a statement that
- (i) all information provided in connection with your bid is true and accurate as of the date of

its submission, and (ii) if any of the information subsequently becomes (or is discovered to be) false or inaccurate, you will promptly so notify JJC.

4. Implementation Plan and Pricing Page: Detailed description of how the contractor plans to meet the criteria of the bid, including descriptions of how material will move from campus containers to trucks, to transfer stations(if applicable), to end use or waste disposal. If the Contractor has an alternate proposal for container distribution, that should be included here as well, including the price for the base proposal and any alternate proposal,
5. References, which shall include no less than three references, two of whom shall be institutions of higher education. References must include the name and telephone number of a contact person at the referring entity.
6. Detail any and all criminal investigations or pertinent litigation against your firm or members of your firm, either pending or concluded within the past three years, including but not limited to, debtor in bankruptcy, defendant in a lawsuit for deficient performance on a similar contract, and defendant in any criminal action.
7. Provide a general description of your firm's experience, including a summary of all services that are similar to those for which you are submitting a bid that your firm or members of your firm have supplied to institutions for higher education within the prior three years.
8. Summarize your firm's anti-discrimination, sexual harassment, affirmative action and equal opportunity policies. Identify any conflicts of interest that may arise as a result of your section under this bid.
9. The environmental impact of the Contractor's business operations including:
  - Fuel use per vehicle mile traveled
  - Environmental impact Statements for any authorities having jurisdiction
  - Emissions released from any building owned, leased, or operated by the contractor
  - Any citations received for violations of municipal, State or Federal environmental law
10. Document any other factors not mentioned above which you believe should be considered by JJC in its selection process.

D. General Contract Terms

1. Beginning and End Date of Initial Term - The Contract for services shall run from July 1, 2011 through and including June 30, 2012, with 2 or 3 year renewal option.  
**Dumpsters/Compactors must be in place on 07/01/11.**
2. Renewal - At the end of the initial term of this contract JJC may initiate an option for a 2 or 3 yr. renewal provided both parties agree to such extension in writing at least 90 days prior to the expiration of the contract. The decision whether to renew the contract rests entirely with JJC.
3. Early Termination - JJC reserves the right to terminate this contract without cause and without penalty or further payment being required upon 30 days prior written notice. Upon exercise of this right, JJC shall pay for supplies and services satisfactorily provided and for authorization expenses incurred up to the time of termination.
4. Sub-Contractor - The use of a sub-contractor must have prior approval from JJC's Superintendent of Custodial
5. Container changes – Any changes in the size, number or location of containers will be made to the company within seven (7) days of receipt of the written notice (or email) for said change. It will be the responsibility of the company to effect all changes with their equipment. A revised contractual amount will be computed based upon pricing information given in the bid. All change information must be agreed upon by JJC's Superintendent of Custodial.
6. The company shall keep all containers in a good state of repair as determined by JJC's designated Recycling Coordinator. Containers will be cleaned at any time when deemed necessary for health or nuisance reasons upon notification by JJC's Superintendent of Custodial.
7. All containers will be clearly marked with their cubic yard size. Requirements for the new 2011-2012 Refuse and recycle contract.

## APPENDIX A

### Campus Center – 1215 Houbolt Rd – Joliet

1. Leased
  - Self-contained 30 yards Garbage compactor
  - Leasing company will be required to install and maintain the compactor
  - Leasing Company will provide us with power requirements

### J-Building loading dock – 1215 Houbolt Rd – Joliet

1. Leased
  - Placement of an 8 yard dumpster with their cubic yard size marked on there
  - Will be emptied 5 days a week (Monday through Friday)
  - There may be additional Saturday pickups due to events. Advanced notice will be given by JJC's Designated Recycling Coordinator
  - Company will supply a leased cost for a comingled compactor. This will be placed at the loading dock for recyclables.
  - Company will supply us with Power requirements.

### City Center Campus – 214 N Ottawa St - Joliet

- Gated area – driver will be responsible to close gate after each dump
- One (1) 4 yard container for garbage
- Pick up 6 days a week – Garbage - (Monday through Saturday)
- One (1) 6 yard for recycling (comingled)
- Pick up Five (5) days a week (Monday through Friday)

### North Campus-1125 Romeo Road, Romeoville, IL

- Gated area – driver will be responsible to close gate after each dump
- One (1) 6 yarder recycling/Co-Mingled
- Pick up (4) days a week (Monday through Thursday)
- One (1) 4 yarder for garbage
- Pick up (3) days a week (Monday, Wednesday, Friday)

### Weitendorf Campus – 17840 Laraway Rd - Joliet

- One (1) 6 yard garbage
- Pick up on call basis
- One (1) 4 yarder for recycling/Co-Mingled
- Pick up on call basis

B11028

1. Joliet Junior College owns 3 blue 20 yard roll off that is used for Recycle/Co-Mingled. They will have to be dumped on a call basis.

- Company will need to provide the cost per dump on this container

2. Company will supply cost for all sizes of containers they would charge us:

(In case we need to increase)

Container Size	Regular School Days	Summer/Saturday Pick up
Two (2) yard		
Four (4) yard		
Six (6) yard		
Eight (8) yard		
20 Yard		

Choose one option:

- \_\_\_\_\_ 1) For the annual renewals after the initial one-year term, we will provide annual service at the above cost plus an escalator of \_\_\_\_\_ per year.
- \_\_\_\_\_ 2) For the annual renewals after the initial one-year term, we will provide annual service at the above cost plus inflation as determined by the increase in CPI for the Chicago area.
- \_\_\_\_\_ 3) We propose an inflation factor tied to (specify your index or means of computing the increase) \_\_\_\_\_.
- \_\_\_\_\_ 4) We do not wish to provide a factor to subsequent years increases.

**REFERENCES:**

List a minimum of three jobs of similar type and scope performed in the last five years:

1.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone

B11028

2.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Phone

3.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY      STATE      ZIP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

BID INFORMATION CAN BE VIEWED AT [WWW.JJC.EDU/Purchasing](http://WWW.JJC.EDU/Purchasing)