



JOLIET JUNIOR COLLEGE

1901

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

INSTRUCTIONS TO BIDDERS

Sealed proposals are invited for **REFUSE & RECYCLABLE MATERIAL COLLECTION** pursuant to specifications.

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
Office of Facility Services
L-BUILDING Room #L1005
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **MAY 19, 2015**

FAXES ARE NOT ACCEPTABLE

TIME: **10:00 AM**

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, L-Building Room L1005, plainly marked, with the Bidder's Name and Address and the notation:

BID: **REFUSE & 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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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 **ten (10) 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

1. With each pay application, contractors shall submit certified payroll in a format acceptable to Junior College District #525.

Partial Lien Waivers

1. The contractors' partial lien waiver, for the full amount of the payment, shall accompany the first payment application. Each subsequent payment application shall be accompanied by the contractor's partial waiver, and by partial waivers from all subcontractors and suppliers who were included in the immediately preceding payment application, to the extent of that payment.
2. Lien waivers from the Contractor and all subcontractors and suppliers shall accompany the first payment application when the amount of payment exceeds 50 percent of the total contract sum.

Final Lien Waivers: The contractor's request for final payment shall include:

1. The contractor's final lien waiver in the full amount of the contract.
2. Final lien waivers in the full amount of their contracts from all subcontractors and suppliers for which final lien waivers have not previously been submitted.

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. Contactor 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:

The successful bidder on this proposal must furnish a performance bond and a labor and material payment bond made out to Junior College District #525, prepared on an approved form, as security for the faithful performance of their contract, within ten (10) days of their notification that their bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of Illinois and have an A-XIV best rating. Attorneys in fact who sign bid bonds must file with each bond a certified copy of their power of attorney to sign said bonds. The performance bond is an amount equal to one hundred and ten percent (110%) of the contract sum. Such bonds shall be in force from the date of signing of the contract until one year after issuing of final certificate of payment. The cost of the bonds shall be included in the bidder's proposal.

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.

SEX OFFENDER REGISTRATION REQUIREMENT NOTIFICATION:

Illinois Compiled Statutes (730 ILCS 150/2) requires that any person who is required by law to register as a sex offender and who is either a student or an employee at an institution of higher education, must also register with the police department of the institution they are employed by or attending. For purposes of this act, a student or employee is defined as anyone working at or attending the institution for a period of five (5) days or an aggregate period of more than thirty (30) days during a calendar year. This includes persons operating as or employed by an outside contractor at the institution. Anyone meeting the above requirements is required to register at the Campus Police Department located in G1013, within five (5) days of enrolling or becoming employed. Persons failing to register are subject to criminal prosecution.

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 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:

The bidder and all bidder's subcontractors must participate in applicable apprenticeship and training programs approved by and registered with the United States Department of Labor Bureau of Apprenticeship and Training. The apprenticeship and training programs(s) must be in the same trade in which the firm shall be performing work on behalf of the College under the Contract. This provision shall not apply to federally funded construction projects if, in the opinion of College, such application would jeopardize the receipt or use of federal funds in support of such project.

A STATEMENT TO THE ABOVE EFFECT HAS BEEN ADDED TO THE BID FORM. BIDDERS MUST BE A MEMBER OF AN APPROVED APPRENTICESHIP PROGRAM PRIOR TO BID OPENING ON THE PROJECT. FAILURE TO LIST REQUIRED INFORMATION MAY RESULT IN DISQUALIFICATION OF BID”.

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:

The successful bidder must pay not less than the prevailing hourly wage rate determined by the Illinois Department of Labor for the county where the contract is executed and the craft or type of worker needed to execute the contract. See the prevailing wage scale attached.

If, during the course of work under this contract, the Department of Labor revises the prevailing rate hourly wages to be paid under this contract for any trade or occupation, Owner, will notify Contractor and each Subcontractor of the changes in the prevailing rate of hourly wages. Contractor shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all Subcontractors to each worker to whom a revised rate is applicable. Revisions to the prevailing wage as set forth above shall not result in an increase in the Contract Sum.

In compliance with the Office of the Attorney General the following is also required of all bidders:

Payment of Prevailing Wage:

- The Act requires that all laborers, workers and mechanics employed by or on behalf of a public body in the construction of public works be paid the general prevailing rate of hourly wages (including allotments for training and approved apprenticeship programs, health and welfare, insurance, vacation and pension benefits) for work of a similar character in the locality in which the work is performed. See 820 ILCS 103/3. The Act contains all relevant definitions, including those for the terms “public body”, “public works” and “general prevailing rate of hourly wages”, which will assist you in the understanding its requirements and your responsibilities. See 820 ILCS 130/2.
- The Illinois Department of Labor publishes the current prevailing wage rate. See <http://www.state.il.us/agency/idol/rates/rates.htm>. The rate is revised regularly and such revision takes effect immediately.

Specifications and Contractual Language:

- Public bodies must insert a provision or stipulation requiring the payment of the prevailing wage rate into every public works resolution or ordinance, call for bids, project specification

and contract. See 820 ILCS 130/4(a).

- Contractors and subcontractors must insert a provision or stipulation regarding the payment of the prevailing wage rate into every public works project and bid specification, subcontract, and contractor's bond. See 820 ILCS 130/4(b), (c).
- Contractors or construction managers who have been awarded public works contracts must post the relevant prevailing wage rate(s) at a location on the project site that is easily accessible by workers. See 820 ILCS 130/4(f).

Record-Keeping Responsibilities:

- All contractors and subcontractors must create and keep for at least three years, records of all laborers, mechanics, and other workers employed by them on a public works project. See 820 ILCS 130/5(a) (1).
- These records must include each worker's name, address, telephone number (if available), social security number, classification(s), hourly wages paid in each pay period, number of hours worked each day, and the starting and ending times of each work day. Each contractor and subcontractor is required to make these records available for inspection by the public body's agents or Illinois Department of Labor officials at a reasonable time and place upon seven business days notice. See 820 ILCS 130/5(a) (1), (b).

Certified Payroll Records:

- A contractor or subcontractor participating in a public works project must also submit a Certified Payroll the public body every month. This Certified Payroll must consist of a complete copy of the records required to be kept under Section 5(a)(1) of the Act, discussed above (with the exception of daily work starting and ending times). See 820 ILCS 130/5(a)(2).
- The monthly Certified Payroll shall also include a statement signed by the contractor or subcontractor submitting that: (1) the records are true and accurate; (2) the hourly rate paid to each worker is not less than the general prevailing wage rate required; and (3) the contractor or subcontractor is aware that filing a Certified Payroll that he or she knows to be false is a class B misdemeanor. See 820 ILCS 130/5(a)(2).
- The Act requires that a public body shall keep all Certified Payrolls submitted pursuant to the Act for at least three years. See 820 ILCS 130/5(a)(2). The retention of these monthly Certified Payroll submissions for three years by public bodies is crucial to the State of Illinois' efforts to enforce the Act and will be of particular interest to the Attorney General's office in the coming months.

Failure to comply with the Act's Requirements:

- No public works project may be instituted unless the provisions of the Act have been met. The Illinois Department of Labor is empowered to sue for injunctive relief against the awarding of any public works contract, or continuation of work under any such contract, if it is not in compliance with the Act's prerequisites. Contracts that are not in compliance with the Act's prerequisites are void as against public policy. See 820 ILCS 103/11.

Please note that this is not a complete list of all relevant requirements and prerequisites under the Act. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties. For a full understanding of all of the Act's requirements and prerequisites, as well as the text of the Act and all related regulations, please see the Illinois Department of Labor's website at www.state.il.us/agency/idol/laws/Law130.htm.

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:

There is no guaranteed amount of services intended either expressly or implied, to be purchased or, contracted for by JJC. However the supplier awarded the contract shall furnish all required services to JJC at the stated price, when and if required.

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.

TERMINATION OF FUNDING:

JJC's contractual obligations will be subject to termination and cancellation without penalty, accelerated payment, or other recoupment mechanism as provided herein in any fiscal year for which the Illinois General Assembly or other legally applicable funding source fails to make an appropriation to make payments under the terms of this Contract. In the event of termination for lack of appropriation, the Vendor shall be paid for services performed under this Contract up to the effective date of termination. JJC shall give notice of such termination for funding as soon as practicable after JJC becomes aware of the failure of funding.

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.

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.



Janice Reedus
Director of Business & Auxiliary Services

JOLIET JUNIOR COLLEGE
ILLINOIS COMMUNITY 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

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
Office of Facility Services
Main Campus L Building, L1005
1215 Houbolt Road
Joliet, IL 60431-8938

**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 _____, 20__.

NOTARY PUBLIC

SCOPE OF WORK

Brief Description:

Joliet Junior College is soliciting proposals 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
- Prepare the college's 5-year trash audit in accordance with the Illinois Solid Waste Management Act (415 ILCS 20/3.1)
- Must be able to partner with PepsiCo Recycling Dream Machine program
- Provide monthly detailed diversion reports
- Provide weekly detailed diversion reports for Higher Education RecycleMania Contest (Contest generally runs January – April)
- Availability of web-based service scheduling, work order generation, and billing information. Mobile app (iOS) highly preferred.

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 up to four (4) one-year renewals.

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 RFP 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 RFP.
- 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-vehicle 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
 - President's Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
 - Martin Luther King's Birthday
 - Memorial 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 Solid Waste	On Call Basis (approximately every 10 working days)	On Call Basis (approximately every 15 working days)
LEASED Co-mingled 6 Cubic Yard compactor	1	Campus Center Recycling	2x/Week (M, TH)	2x/Week (M, TH)
LEASED Co-mingled 6 Cubic Yard compactor	1	J-Building loading dock Recycling	1x/Week (TH)	1x/Week (TH)
8 cubic Yard Front Load	1	J-Building loading dock Solid Waste	1x/Week (TH)	1X/Week (TH)
20 Cubic Yard Roll Off	3	JJC owned Wood/Metal/C&D	On Call Basis	On Call Basis
2 Cubic Yard Front Load	1	K-Building Solid Waste	On Call Basis	On Call Basis
2 Cubic Yard Front Load	1	C-Building Auto Shop Solid Waste	On Call Basis	On Call Basis
Romeoville Campus-1125 Romeo Road, Romeoville, IL				
2 Cubic Yard Front Load	1	**Gated area Solid Waste	3x/week (M, W, F)	2x/week (T, TH)
2 Cubic Yard Front Load	1	**Gated area Recycling	4x/week (M, T, W, TH)	2x/Week (T, TH)
City Center Campus -214 N Ottawa St, Joliet, IL				
2 Cubic Yard Front Load	1	CCTR Alley Solid Waste	5x/week (M-F)	4x/week (M, T, W, TH)
2 Cubic Yard Front Load	1	CCTR Alley Recycling	4x/week (M, T, W, TH)	4x/week (M, T, W, TH)
Weitendorf Campus- 17840 W Laraway Road, Joliet, IL				
6 Cubic Yard Front Load	1	Weitendorf Campus Solid Waste	On Call Basis	

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

- 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 (15th) 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 RFP 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 Haul	
			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 Solid Waste	On Call Basis	On Call Basis	\$_____	\$_____
LEASED Co-mingled 6 Cubic Yard compactor	1	Campus Center Recycling	2x/week (M, TH)	2x/week (M, TH)	\$_____	\$_____
LEASED Co- Mingled 6 Cubic Yard compactor	1	J-Building loading dock Recycling	1x/week (TH)	1x/week (TH)	\$_____	\$_____
8 cubic Yard Front Load	1	J-Building loading dock Solid Waste	1x/Week (TH)	1X/Week (TH)	\$_____	\$_____
20 Cubic Yard Roll Off	3	JJC owned Wood/Met al/C&D	On Call Basis	On Call Basis	\$_____	\$_____
2 Cubic Yard Front Load	1	K-Building Solid Waste	On Call Basis	On Call Basis	\$_____	\$_____
2 Cubic Yard Front Load	1	C-Building Auto Shop Solid Waste	On Call Basis	On Call Basis	\$_____	\$_____
Romeoville Campus-1125 Romeo Road, Romeoville, IL						
2 Cubic Yard Front Load	1	**Gated area Solid Waste	3x/week (M, W, F)	2x/week (T, TH)	\$_____	\$_____

Container Size	Quantity	Location	Frequency		Pricing per Haul	
			Regular Pick ups	Summer (Mid-May to Mid-Aug)	Regular Pick ups	Summer (Mid-May to Mid-Aug)
2 Cubic Yard Front Load	1	**Gated area Recycling	4x/week, (M, T, W, TH)	2x/week (T, TH)	\$ _____	\$ _____
City Center Campus -214 N Ottawa St, Joliet, IL						
2 Cubic Yard Front Load	1	CCTR Alley Solid Waste	5x/week (M-F)	4x/week (M, T, W, TH)	\$ _____	\$ _____
2 Cubic Yard Front Load	1	CCTR Alley Recycling	4x/week (M, T, W, TH)	4x/week (M, T, W, TH)	\$ _____	\$ _____
Weitendorf Campus- 17840 W Laraway Road, Joliet, IL						
6 Cubic Yard Front Load	1	Weitendorf Campus Solid Waste	On Call Basis		\$ _____	\$ _____

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

Please Select One: _____ We will purchase bailed cardboard from the college at \$ _____ per pound. _____ We are not interested in purchasing bailed cardboard from the college.

1.9 Trash Audit

In accordance with Section 3.1 of the Illinois Solid Waste Management Act (415 ILCS 20/et. seq), the vendor will be required to complete a comprehensive 5-year waste reduction survey update to the Department of Commerce and Economic Opportunity, Illinois College Assistance Program for Recycling and Waste Reduction. The comprehensive survey will include, but is not limited to, background information, review of current existing recycling and composting activities, review of current source reduction activities, review of procurement activities, detailed investigation of waste generation and characterization, certification that the college has met/exceeded the state mandated goal, an investigation of materials not recycled or composted, recommendations for future waste reduction activities and recommendations for target reduction goals. The requirements of the Act and submittal information is subject to change at any time by the Department of Commerce and Economic Opportunity. The vendor agrees to complete the survey, all required reports and supporting documentation as required within the most current version of the Act. The vendor will work with JJC Superintendent of Custodial for scheduling and survey and plan completion.

C. General Contract Terms

1. Beginning and End Date of Initial Term - The Contract for services shall run from July 1, 2015 through and including June 30, 2016, with a 4 year

renewal option. **Dumpsters/Compactors must be in place on 07/01/15.**

2. Renewal - At the end of the initial term of this contract JJC may initiate an option for a 4 year 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 RFP. 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 2015-2016 Refuse and recycle contract.

APPENDIX A

Campus Center – 1215 Houbolt Rd – Joliet

1. 2 Leased containers
 - Self-contained 30 yards Garbage compactor for solid waste
 - Solid waste container will be on-call notification, pick up within 24 hours
 - 6 yard co-mingled compactor for recycling, appropriate recycling signage required
 - Recycling container will be emptied 2 days a week (Monday and Thursday)
 - Leasing company will be required to install and maintain the compactors
 - Leasing Company will provide us with power requirements

J-Building loading dock – 1215 Houbolt Rd – Joliet

1. 2 Leased containers
 - 8 yard dumpster with their cubic yard size marked on the unit for solid waste
 - Solid waste container will be emptied 1 day a week (Thursday)
 - 6 yard co-mingled compactor for recycling, appropriate recycling signage required
 - Recycling container will be emptied 1 day a week (Thursday)
 - There may be additional Saturday pickups due to events. Advanced notice will be given by JJC Superintendent of Custodial or designee
 - Company will supply us with Power requirements.

L-Building storage location – 1215 Houbolt Rd – Joliet

1. 3 JJC owned 20 yard roll off containers
 - Containers used for source separate large metal and wood recyclables and construction and demolition solid waste

K-Building – 1215 Houbolt Rd – Joliet

1. 1 Leased container
 - 2 yard solid dumpster with cubic yard size marked on the unit for solid waste
 - Solid waste container will be on-call notification, pickup within 24 hours

C-Building Auto Shop – 1215 Houbolt Rd – Joliet

1. 1 Leased container
 - 2 yard solid dumpster with cubic yard size marked on the unit for solid waste
 - Solid waste container will be on-call notification, pickup within 24 hours

City Center Campus – 214 N Ottawa St - Joliet

1. 2 Leased containers
 - Alley, under overhang – driver will be responsible for ensuring appropriate clearance
 - One (1) 2 yard container for solid waste
 - Pick up 5 days a week (Monday through Friday), special schedules from mid-May through mid-August.
 - One (1) 2 yard for recycling (comingled)

- Pick up Four (4) days a week (Monday, Tuesday, Wednesday, Thursday), special schedules from mid-May through mid-August

North Campus-1125 Romeo Road, Romeoville, IL

1. 2 Leased containers
 - Gated area – driver will be responsible to close gate after each dump
 - One (1) 2 yard recycling/Co-Mingled
 - Pick up (4) days a week (Monday through Thursday), special schedules from mid-May through mid-August
 - One (1) 2 yarder for solid waste
 - Pick up (3) days a week (Monday, Wednesday, Friday), special schedules from mid-May through mid-August

Weitendorf Campus – 17840 Laraway Rd – Joliet

1. 1 Leased container
 - One (1) 6 yard solid waste
 - Pick up on call basis

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	Week Day Pick up	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.