



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
Business & Auxiliary Services
A-BUILDING Room #A3100
1215 Houbolt Road
Joliet, IL 60431-8938

DATE: **MAY 14, 2020**

FAXES ARE NOT ACCEPTABLE

TIME: **10:00 AM**

Proposals received after this time will not be accepted.

Proposals must be submitted through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal. A step-by-step supplier registration guide is posted to the college's website for your reference. General supplier guides are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

Registration Link:

<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

General Supplier Guide (ESM Documents):

<https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

Supplier Registration Guide (JJC Document):

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

PRE-BID MEETING: NOT REQUIRED (See video link on the [JJC Purchasing webpage](#))

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 is exempt from Federal, State, and Municipal taxes.

SIGNATURE ON BIDS:

Joliet Junior College 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 No bid shall be modified, withdrawn, or cancelled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.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.

BUSINESS ENTERPRISE PROGRAM (BEP):**MINORITIES, FEMALES, AND PERSONS WITH DISABILITIES PARTICIPATION AND UTILIZATION PLAN:**

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation contains a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575).

Because these goals vary by business ownership status and category of procurement, we urge interested businesses to visit the Department of Central Management Services (CMS), [Business Enterprise Program \(BEP\)](http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx) web site to obtain additional details. To qualify, prime vendors or subcontractors must be certified by the CMS as BEP vendors prior to contract award. Go to <http://www2.illinois.gov/cms/business/sell2/bep/Pages/default.aspx> for complete requirements for BEP certification.

For applicable projects, vendors may be asked to submit a [utilization plan](#) and [letter of intent](#) that meets or exceeds the identified goal. If a vendor cannot meet the goal, documentation and explanation of good faith efforts to meet the specified goal may be required within the utilization plan.

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: NOT REQUIRED

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, where applicable, 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: \$1,000,000
2. Products/Completed Operations Aggregate: \$2,000,000
3. Personal/Advertising Injury: \$1,000,000
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 named 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/non-contributory 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.

3. Follow-form or Primary/Non-Contributory (PNC) status and Waiver of Subrogation (WOS) for Joliet Junior College

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 named 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.

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.

DISCLOSURE:

Vendor shall note any and all relationships that might be a conflict of interest and include such information with the bid.

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**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.

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, 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.

The parties to any contract (inclusive of subcontractors) resulting from this bid hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. Any vendor awarded a contract as a result of this bid must comply with the Illinois Department of Human Rights Equal Opportunity Act/Rules Sections 750.5 and 5/2-105.

Pursuant to Section 50-80 of the Illinois Procurement Code, each bidder who submits a bid or offer for a State of Illinois contract under this Code shall have a sexual harassment policy in accordance with paragraph (4) of subsection (A) of Section 2-105 of the Illinois Human Rights Act. A copy of the policy shall be provided to the college entering into the contract upon request.

The Customer reserves the right to request additional information after your proposal has been submitted.

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.



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/community/vendors>

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 SCANNED AND SUBMITTED WITH YOUR BID

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)
- 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)
Pallets		Campus Center baled cardboard (stored outside)	On Call Basis (approximately 10 bale pallets per month)	
LEASED Co-mingled 6 Cubic Yard Front Load compactor	1	J-Building loading dock Recycling with container lifter	2x/Week (M, TH)	2x/Week (M, TH)
8 cubic Yard Front Load	1	J-Building loading dock Solid Waste	5x/Week (M-F)	4x/Week (M- TH)
20 Cubic Yard Roll Off	3	JJC owned 1) Mixed Wood 2) Mixed Metal 3) Construction Demolition	On Call Basis	

2 Cubic Yard Front Load	1	K-Building Solid Waste	On Call Basis	
2 Cubic Yard Front Load	1	C-Building Auto Shop Solid Waste	On Call Basis	
2 Cubic Yard2 Cubic Front Load	1	Greenhouse Solid Waste	On Call Basis	
Romeoville Campus-1125 Romeo Road, Romeoville, IL				
LEASED 6 Cubic Yard Front Load Compactor	1	**Gated area Solid Waste	2 x/week (M, TH)	2x/week (T, TH)
2 Cubic Yard Front Load	2	**Gated area Recycling	2 x/week (T, F)	2x/Week (T, TH)
City Center Campus -214 N Ottawa St, Joliet, IL				
2 Cubic Yard Front Load	2	CCTR Alley Solid Waste	5x/week (M-F)	4x/week (M-TH)
2 Cubic Yard Front Load	2	CCTR Alley Recycling	5 x/week (M-F)	4x/week (M-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

PRICING MUST BE ENTERED INTO THE MATRIX PROVIDED THROUGH THE ONLINE BIDDING TOOL. THE FOLLOWING PRICING SHEET IS FOR REFERENCE PURPOSES ONLY.

- a. The Contractor will supply the cost of services as follows:
 - 1) Pricing for standard scheduled pick ups will quoted on a per month cost per container.
 - 2) Pricing for on call containers will be quoted per haul.
 - 3) For baled cardboard, if there is a charge for pick up, please indicate price per baled pallet and minimum number of bales required for pick up.

Container Size	Quantity	Location	Frequency		Scheduled: Pricing per Month On Call: Pricing per Pick Up	
			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	Pick Up Fee/Haul Rate \$_____	Disposal Charge (cost/ton): \$_____
					Rental Fee: \$_____	

LEASED Co-mingled 6 Cubic Yard Front Load compactor	1	J-Building loading dock Recycling	2x/week (M, TH)	2x/week (M, TH)	Monthly Rate \$_____ Rental Fee: \$_____	Monthly Rate \$_____ Rental Fee: \$_____
8 cubic Yard Front Load	1	J-Building loading dock Solid Waste	5x/Week (M-F)	4X/Week (M-TH)	Monthly Rate \$_____	Monthly Rate \$_____
20 Cubic Yard Roll Off	1	JJC Owned Mixed Metal recycling	On Call	On Call	Pick Up Fee/Haul Rate \$_____ Disposal Charge (cost/ton): \$_____	
20 Cubic Yard Roll Off	1	JJC Owned Mixed Wood recycling	On Call	On Call	Pick Up Fee/Haul Rate \$_____ Disposal Charge (cost/ton): \$_____	
20 Cubic Yard Roll Off	1	JJC owned Construction/ Demolition Waste	On Call Basis	On Call Basis	Pick Up Fee/Haul Rate \$_____ Disposal Charge (cost/ton): \$_____	
2 Cubic Yard Front Load	1	K-Building Solid Waste	On Call Basis	On Call Basis	Pick Up Fee/Haul Rate \$_____	
2 Cubic Yard Front Load	1	C-Building Auto Shop Solid Waste	On Call Basis	On Call Basis	Pick Up Fee/Haul Rate \$_____	
2 Cubic Yard Front Load	1	Greenhouse Solid Waste	On Call Basis	On Call Basis	Pick Up Fee/Haul Rate \$_____	

Pallets		Campus Center bales cardboard	On Call Basis	On Call Basis	Pick Up Fee/Haul Rate per bale pallet \$ _____ Minimum number of bales required for pick up _____	
Romeoville Campus -1125 W Romeo Rd, Romeoville, IL 60446						
LEASED 6 Cubic Yard Front Load Compactor	1	**Gated area Solid Waste	2x/week (M, TH)	2x/week (T, TH)	Monthly Rate \$ _____ Rental Fee: \$ _____	Monthly Rate \$ _____ Rental Fee: \$ _____
2 Cubic Yard Front Load	2	**Gated area Recycling	2x/week (T, F)	2x/week (T, TH)	Monthly Rate per container \$ _____	Monthly Rate per container \$ _____
City Center Campus -214 N Ottawa St, Joliet, IL						
2 Cubic Yard Front Load	2	CCTR Alley Solid Waste	5x/week (M-F)	4x/week (M-TH)	Monthly Rate per container \$ _____	Monthly Rate per container \$ _____
2 Cubic Yard Front Load	2	CCTR Alley Recycling	5x/week (M-F)	4x/week (M-TH)	Monthly Rate per container \$ _____	Monthly Rate per container \$ _____
Weitendorf Campus- 17840 W Laraway Road, Joliet, IL						
6 Cubic Yard Front Load	1	Weitendorf Campus Solid Waste	On Call Basis		Pick Up Fee/Haul Rate \$ _____	

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

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. The cost of this audit is considered to be included in the overall pricing provided above and will not be charged as a separate cost.

C. General Contract Terms

1. Beginning and End Date of Initial Term - The Contract for services shall run from July 1, 2020 through and including June 30, 2021, with a 4 year renewal option. **Dumpsters/Compactors and all associated additional equipment must be in place on 07/01/2020.**
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 2020-2021 Refuse and recycle contract.

APPENDIX A

1.0 Containers:

Campus Center – 1215 Houbolt Rd – Joliet

- 1 Leased container: Self-contained 30 yards Garbage compactor for solid waste
- Solid waste container will be on-call notification, pick up within 24 hours
- Leasing company will be required to install and maintain the compactor
- Leasing company will provide us with power requirements
- Company will coordinate the removal/disposal of cardboard bales from exterior storage.

J-Building loading dock – 1215 Houbolt Rd – Joliet

- 1 Leased container: 6 yard front load compactor for co-mingled recycling, appropriate recycling signage required
- Container lifter and special configuration will be required for this location for loose material recycling
 - **Company MUST provide written description of container lifter, special configuration, and recommended procedure as discussed during pre-bid meeting.**
- Recycling container will be emptied 2 day a weeks (Monday, Thursday)
- Leasing company will be required to install and maintain the compactor
- Company will supply us with Power requirements.
- 8 yard front load dumpster with their cubic yard size marked on the unit for solid waste
- Solid waste container will be emptied 5 day a week (Monday-Friday), special schedules from mid-May through mid-August.
- There may be additional Saturday pickups due to events. Advanced notice will be given by JJC Superintendent of Custodial or designee

L-Building storage location – 1215 Houbolt Rd – Joliet

- Three (3) JJC owned 20 yard roll off containers
- Roll off containers will be on-call notification, pickup within 24 hours
- Containers used for source separate bulk mixed metal, wood, and construction and demolition solid waste

K-Building – 1215 Houbolt Rd – Joliet

- 2 yard front load solid waste container with cubic yard size marked on the unit
- Solid waste container will be on-call notification, pickup within 24 hours

C-Building Auto Shop – 1215 Houbolt Rd – Joliet

- 2 yard front load solid waste front load container with cubic yard size marked on the unit
- Solid waste container will be on-call notification, pickup within 24 hours

Greenhouse – 1215 Houbolt Rd – Joliet

- 2 yard front load solid waste container with cubic yard size marked on the unit
- Solid waste container will be on-call notification, pick up within 24 hours

City Center Campus – 214 N Ottawa St - Joliet

- Alley, under overhang – driver will be responsible for ensuring appropriate clearance
- Two (2) 2 yard containers for solid waste
- Pick up 5 days a week (Monday through Friday) for solid waste, special schedules from mid-May through mid-August.
- There may be additional Saturday pickups due to events. Advanced notice will be given by JJC Superintendent of Custodial or designee
- Two (2) 2 yard containers for recycling (comingled)
- Pick up Four (5) days a week (Monday through Friday) for recycling, special schedules from mid-May through mid-August

North Campus-1125 Romeo Road, Romeoville, IL

- Gated area – driver will be responsible to close gate after each dump
- 1 Leased container: One (1) 6 yard front load compactor for solid waste
- Leasing company will be required to install and maintain the compactor
- Company will supply us with Power requirements.
- Pick up (2) days a week (Monday, Thursday) for solid waste, special schedules from mid-May through mid-August
- Two (2) 2 yard front load containers recycling/Co-Mingled
- Pick up (2) days a week (Tuesday, Friday) for recycling, special schedules from mid-May through mid-August

Weitendorf Campus – 17840 Laraway Rd – Joliet

- One (1) 6 yard front load container for solid waste
- Solid waste container will be on-call notification, pick up within 24 hours

2.0 Mixed Metal Credit/Rebate

Joliet Junior College owns 3 blue 20 yard roll off that is used for Wood, Metal, and Construction solid waste. They will have to be dumped on an on-call basis. Please provide credit/rebate

option for bulk mixed metal picked up from this roll off.

You will be prompted to choose one of the following options through the online bidding tool:

_____ 1) Company will provide a credit/rebate for mixed metal recycling picked up from the 20 yard roll off. Credit/rebate will be calculated at a rate of (choose one):

- \$_____fixed credit/rebate per pick up
- \$_____per pound/ton (please indicate pounds or tons)
- Credit/rebate will be a line item credit on monthly invoice

_____ 2) Company will not provide a credit/rebate for mixed metal recycling picked up from the 20 yard roll off.

3.0 Cardboard Bale Purchases

Joliet Junior College will bale and palletize cardboard bundles. In addition to the Company's requirement to pick up and recycle baled cardboard:

You will be prompted to enter the following information through the online bidding tool:

_____ 1) Company will rebate/credit baled cardboard from the college

- Credit/rebate will be a line item credit on monthly invoice
- Please indicate how rebate/credit will be calculated and/or index used:

_____ 2) Company will not provide a rebate/credit for baled cardboard from the college.

4.0 Additional Container Cost

In the event Joliet Junior College needs additional containers on a short-term, temporary basis, Company will supply cost for all sizes of containers they would charge:

PRICING MUST BE ENTERED INTO THE MATRIX PROVIDED THROUGH THE ONLINE BIDDING TOOL. THE FOLLOWING PRICING SHEET IS FOR REFERENCE PURPOSES ONLY.

Container Size	Week Day		Saturday	
	Delivery Fee	Removal Fee	Delivery Fee	Removal Fee
Two (2) yard				
Four (4) yard				
Six (6) yard				
Eight (8) yard				
20 Yard – Mixed Metal				
20 Yard – Mixed Wood				
20 Yard – C/D				

5.0 Additional Pick Up Rate

In the event Joliet Junior College needs a container listed in **1.8 Pricing** picked up in addition to the regular schedule, Company will supply rate charged for the additional pick up:

PRICING MUST BE ENTERED INTO THE MATRIX PROVIDED THROUGH THE ONLINE BIDDING TOOL. THE FOLLOWING PRICING SHEET IS FOR REFERENCE PURPOSES ONLY.

Container Size	Week Day		Saturday	
	Pick Up Fee/Haul Rate Solid Waste	Pick Up Fee/Haul Rate Recycling	Pick Up Fee/Haul Rate Solid Waste	Pick Up Fee/Haul Rate Recycling
Two (2) yard				
Six (6) yard				
Eight (8) yard		NA		NA

6.0 Subsequent Increases

Company will supply the factor to subsequent years increases:

You will be asked to choose one of the followings options in the ESM bidding tool:

_____ 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 increase.

