



**INVITATION TO BID #487**

**FAX: 570-740-0525  
VOICE: 570-740-0370**

Luzerne County Community College will purchase the item(s) listed below. Bid must be received in the College's Purchasing Department before Noon on MONDAY, January 28, 2019.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

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**BID # 487  
WASTE REMOVAL**

**FOR THREE YEARS COMMENCING ON APRIL 1, 2019**

WASTE REMOVAL MONTHLY CHARGE \$ \_\_\_\_\_

ANNUAL WASTE REMOVAL \$ \_\_\_\_\_

**NOTE: BID BOND IS REQUIRED – SEE CONDITIONS OF BID ITEM 3  
THIS FEE WILL REMAIN FIXED FOR THREE (3) YEARS.  
ALL SHIPPING AND HANDLING MUST BE INCLUDED IN THE ABOVE PRICE.  
THE COLLEGE IS TAX EXEMPT, THEREFORE, NO TAX SHOULD BE INCLUDED.**

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

Address: \_\_\_\_\_

Typed/Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_



## SPECIFICATIONS FOR WASTE REMOVAL

- CONTRACT PERIOD:** The contract shall be for three (3) years, commencing on **April 1, 2019**. Containers must be available for use by **April 4, 2019**.
- BID PRICE:** Vendors shall quote a monthly rate to the College. **This rate shall remain fixed for a period of three (3) years.**
- PROPOSED USAGE:** The College will dispose of approximately sixty-eight (68) cubic yards of waste two times a week.
- TRASH PICKUP:** The vendor shall schedule waste pickups between the **hours of 6:00 and 7:00 a.m. weekly on Tuesday and Friday.**
- CONTAINERS:** Containers are to be supplied by the vendor at no additional cost to the College. Ten (10) containers will be needed upon award of the contract. Seven (7) containers will be 8 cubic yards each, three (3) at 4 cubic yards. Additional containers, if needed, will be supplied as needed by the vendor at no cost to the College.
- The size and placement of the trash containers shall be at the discretion of the College. Trash containers are to be maintained in good condition by the vendor so as not to detract from the surrounding environment.
- EXCESS TRASH:** If at any given time the trash containers become full, excess debris will be placed near the containers and removal shall be the responsibility of the driver.
- Should loose debris fall from the truck while in motion, it shall be the responsibility of the driver to stop and pick up such debris.



## LUZERNE COUNTY COMMUNITY COLLEGE GENERAL CONDITIONS OF BID for NON- CONSTRUCTION

In addition to the enclosed material specifications, Luzerne County Community College (LCCC) requires all Bidders to comply with the following:

1. Bids must be sent by Certified Mail, return receipt requested, by shipping company that tracks delivery, or delivered personally to the Purchasing Department and **clearly identified as a bid, including the Bid Number**. Bids must be **sealed** and submitted on the enclosed "**Invitation To Bid**". Send bids to:

**PURCHASING DEPARTMENT  
LUZERNE COUNTY COMMUNITY COLLEGE  
1333 S PROSPECT ST  
NANTICOKE PA 18634-3899**

2. Bids must be received prior to the bid opening stated on the "Invitation to Bid". The bids will be publicly opened and read aloud at that time. Bids received after that date and time will not be accepted. All Bidders are invited to attend bid openings.

3. A **CERTIFIED CHECK, CASHIER'S CHECK, BANK CHECK, MONEY ORDER, OR BID BOND** payable to LCCC, in the amount of ten percent (10%) of the total bid price must accompany each bid. In the event any Bidder shall upon award of the bid, fail to comply with the conditions guaranteeing the performance of the bid, such certified check or bid bond shall be forfeited to LCCC.

4. **NO TAX** should be included in the bid price, as LCCC is tax exempt.

5. Quality of goods and specifications must be acceptable to LCCC. **Equivalent** items will be considered UNLESS "No Substitutions" is listed on the Invitation to Bid. However, where substitutes are submitted, the Bidder shall so **indicate in its bid and furnish literature and specifications for the substitute items. Proof of equivalency is the responsibility of the Bidder.** If requested by LCCC, samples of equivalent items must be furnished to LCCC for evaluation. All samples must be supplied and returned at the Bidder's expense.

6. Bidders are requested to submit a bid on all items. A partial bid is acceptable unless "Partial bids will not be accepted" is specifically stated on the Invitation to Bid.

7. Bid prices shall **INCLUDE** all SHIPPING AND HANDLING fees. Items must be shipped prepaid, FOB, Luzerne County Community College, 1333 SOUTH PROSPECT STREET, NANTICOKE, PA 18634.

8. Delivery shall be completed no later than **as listed in the specifications, and if not listed in the specifications, then no later than 30 days after the Purchase Order date.**

9. Questions concerning the material specifications, bid documents or interpretations of plans should be directed to: Mr. Keith Graham

who may be contacted in writing via email at [kgraham@luzerne.edu](mailto:kgraham@luzerne.edu) no later than **one (1) day unless otherwise noted** prior to stated bid opening.

10. LCCC reserves the right to reject any or all bids or select a single item; LCCC reserves the right to waive defects in the bidding process.

11. LCCC will award the bid to the lowest responsible Bidder. Responsible Bidder is defined as "in the reasonable discretion of the College based upon considerations to include promptness, faithfulness and the capacity and ability to do the work according to plans and specifications, measured by, among other things, the quality of previous work, record of completing projects on time, history of payments to subcontractors and suppliers, maintenance of permanent place of business, adequacy of equipment and plant to do the work, technical experience and whether the Bidder has a solid financial basis to guarantee contract completion."

Questions concerning any requirements of a bid may be directed to Len Olzinski, Director of Purchasing, at (570) 740-0370.

## **INVITATION TO BID**

### **Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC")**

Each owner/operator/individual/officer submitting a bid or for whom a bid is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the bid to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the bid. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative bid, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

**Statement of No Bid Submittal**

If your company does not intend on submitting a Bid, please complete and return this form prior to the date shown for receipt of Bid to the following:

Bid #487– Waste Removal  
Luzerne County Community College  
1333 South Prospect Street  
Nanticoke, PA 18634  
Attn: Len Olzinski  
[lolzinski@luzerne.edu](mailto:lolzinski@luzerne.edu)

We, the undersigned have declined to propose on the above referenced Bid for the following reasons:

- Scope of Work or Terms and Conditions are too “restrictive.” (Please explain below)
- Unable to meet requirements
- Bid was unclear (Please explain below)
- Insufficient time to respond
- We do not offer this type of service or equivalent
- Current workload would not permit us to perform
- Unable to meet insurance requirements
- Other (Please explain below)

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Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_