

COLUMBUS STATE

COMMUNITY COLLEGE

REQUEST FOR PROPOSAL
SOLID WASTE AND CO - MINGLED RECYCLING SERVICES

Request for Proposal Number: 24-005

May 13, 2024

PREPARED BY:

COLUMBUS STATE COMMUNITY COLLEGE
FACILITIES OPERATIONS
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I. Proposal Scope

Columbus State Community College is issuing a Request for Proposal (RFP) for the solid waste and co – mingled recycling services for the Downtown Columbus, and Delaware, Ohio campuses and Bolton Field Regional Learning Center location.

II. Proposal Due Date and Delivery

Proposals will be accepted by the Purchasing Office, Columbus State Community College, Discovery Exchange, 3rd Floor Room 308, attention Darrin Albaugh, Assistant Director until 2:00 PM local time on Friday, May 24, 2024. Emailed proposals will not be considered. The Vendor’s name, address, and phone number must appear on the proposals. **Late proposals will not be accepted or considered.**

III. Vendor’s Proposal

Vendor’s delivery of a proposal to Columbus State Community College (College) shall be construed as evidence of having read, acknowledged, accepted, and complied with these instructions to Supplier.

Vendors should submit one (1) original and three (3) copies of their proposal. The proposal must be signed by a representative of company who has the authority to make offers and enter into contractual agreements on behalf of the Supplier. No Vendor may withdraw his or her proposal for a period of ninety (90) days after the date of the proposal due date.

Columbus State does not represent or guarantee the accuracy or completeness of the information presented herein. This material is provided as a guide to the contractor as required in its sole judgement to submit an accurate and firm quote.

IV. Questions

Bidders may submit questions to Darrin Albaugh, in Purchasing at dalbaug1@csc.edu by May 17, 2024, with all questions gathered and responded to collectively on May 22, 2024.

V. <u>Schedule of Events</u>	<u>Target Date</u>
• Issue/advertise RFP	Monday May 13, 2024
• Questions Cut-off	Monday, May 20, 2024
• RFP Questions Response	Friday, May 24, 2024
• RFP Submission Due	Friday, May 31, 2024
• Vendor Selection & Notification	Wednesday, June 5, 2024
• Contract Negotiations	Friday, June 21, 2024
• Implementation	Monday, July 1, 2024

VI. Method of Award

Award for goods and services will be made to the Vendor providing the lowest responsive and responsible proposal. The College reserves the right to reject any or all proposals, or portions thereof, and is not bound to accept the lowest cost proposal if that proposal is not in the best interest of the College. In making an award, factors such as, but not limited to, the Vendor’s service capability, integrity, facilities, equipment, fill rates, response time, location and past performance will be weighed.

VII. Start Date/ Contract Term

The successful Vendor will begin service on July 1, 2024. The term of this contract will be for five (5) years. The College may elect to continue for (2) additional one-year terms. Both parties will mutually agree upon such arrangement and a written agreement executed.

All terms and conditions will remain unchanged through the life of the contract. If any change in price should occur after year one, it must be the result of increased regulatory or other cost increases associated with the disposal of solid waste. The Director of Facilities Operations must be notified in writing at least 30 days prior to increases taking effect and should be accompanied with documentation outlining such increase. If increases result in unapproved price changes by the College, the College shall reserve the right to make a vendor change if needed.

At any point throughout the duration of this agreement, the College may choose to change, modify, improve, or streamline its operation. Such changes could result in additional or less delivery locations either on or off campus. If such changes are to result in additional fees or price increases incurred by the College, both parties agree to negotiate such fees prior to changes being made.

Columbus State Community College is committed to being active stewards in the reduction of solid waste at its locations. Columbus State Community College reserves the right to adjust the collection schedule outlined in the RFP as needed based on monitored demand.

Columbus State Community College requests the awarded Vendor provide service within a 24-hour period when a request is made for an unscheduled pickup, by the college.



VIII. About Columbus State Community College

The mission of Columbus State Community College is to educate and inspire, providing our students with the opportunity to achieve their goals. The college is chartered to serve four counties in central Ohio: Franklin, Delaware, Union, and Madison. Through its dynamic curriculum and commitment to diverse learners, the college serves as a catalyst for creating and fostering linkages among the community, business, and educational institutions. The college proactively responds to the changing needs of its communities and its role in the global economy through the use of instructional and emerging technologies.

Columbus State serves its community at its two (2) campus locations (downtown Columbus and Delaware County) and at three (3) regional learning centers located in Franklin, Delaware and Union Counties. The college serves approximately 25,000 students and has over 1,166 full-time employees and more than 1,298 adjunct faculty.

IX. Compensation

The Vendor shall submit an invoice for services on a monthly basis with the Purchase Order (PO) number listed on each invoice. Columbus State will issue a new PO at the beginning of each Fiscal Year (July 1 – June 30) basis. Each invoice shall contain an itemization of the Work performed, and the sum due at that time pursuant to this Agreement. All invoices shall contain the Vendor's name and address and shall reference College. Upon receipt and approval of the invoice by College a voucher for payment shall be processed. Vendor shall be paid within thirty (30) days from the date of Vendor's invoice. Vendor's invoicing shall include option for 1.5% discount for net 15-day payment.

A. Freight Terms:

All prices quoted are to be F.O.B. Destination. Unless clearly stated otherwise by the Vendor, prices quoted shall include all charges for transportation, packaging, crate containers, fuel surcharges, regulatory costs, etc., necessary to complete delivery on an F.O.B. Destination basis.

X. Proposal Format

The submitted proposal must include the following information submitted on company letterhead in the following sequence labeled accordingly and related to the Request for Proposal. Failure to include all of the information may result in disqualification.

A. Contractors Qualifications:

Vendor must provide history of company, year founded, staff profile, and evidence of qualifications which would influence the ability to satisfactorily perform the services required by Columbus State Community College.

B. References:

Vendor must also include four (4) references from current customers receiving the same or similar services. Include name, contact name and phone number. Columbus State Community College reserves the right to contact these businesses, institutions, etc. Failure to provide this information will result in a proposal rejection.

C. Alternatives:

Vendor will need to describe comparable solid waste and recycling programs the company currently offers.

D. Process

Vendor must include how the company will collect and measure solid waste and recyclable material. Please provide all relevant collection details.

E. Reporting:

Columbus State Community College requires that tonnage and/or volumes be reported monthly for the recycling and solid waste collected. Please explain how your company will track, record, and submit this data.

F. Additional information required:

1. Describe in as much detail as possible the education value, training and marketing services your company can provide Columbus State Community College to assist in improving the in-house recycling program.
2. Interior recycling container pricing or allowance. If the company proposes to furnish these containers to Columbus State Community College at no charge, please note it accordingly.
3. Columbus State is working to bridge the gap between what students learn and the skills employers need by collaborating with industry partners to create relevant programs and career pathways through the Center for Workforce Development. If awarded, please explain how your company will support student success at Columbus State Community College.

XI. Compliance with Federal, State and Local Laws

Vendor represents and warrants in submitting a proposal to the RFP and in the performance of any contract awarded as a result of this RFP, it has complied with and/or shall comply with all applicable Federal, State and local laws, rules and regulations. No Vendor or any person acting on behalf of any Vendor shall, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance or work under the contract on account of race, color, religion, sex, age, handicap, national origin or ancestry.

A. Ohio Revised Code 9.24

Ohio Revised Code (O.R.C.) Section 9.24, prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying the College of such finding.

B. Indemnity

Vendor understands that as a State Community College, Columbus State is prohibited from indemnifying third parties.

C. Model Protective Agreement/ Public Record Law

It is expressly understood by the parties that Columbus State Community College is a public institution and is subject to the Ohio Public Records Act, O.R.C. 149.43, et seq. Upon receipt of a public records request, Columbus State is required to provide prompt inspection or copies within a reasonable period of time of responsive records that Columbus State determines, in its sole discretion, are public records subject to release. Regardless of any other term in this contract or agreement, release of public records in compliance with Ohio law will not be deemed a breach of this RFP. If a Respondent designates any information within its proposal as protected from disclosure by applicable law and the College receives a request for disclosure of any such information, the College will attempt to provide sufficient notice to Respondent so that Respondent may have the opportunity, within a reasonable period of time, to obtain protection from such disclosure. If, after a request for disclosure, litigation is brought attempting to compel production of the material or to protect the materials from production, Respondent shall be solely responsible, at its cost, for establishing the basis for non-disclosure of the information. If an appropriate tribunal determines that the information must be disclosed or fails to protect the information from disclosure, the College will release the material.

D. Taxes and Infringement

It is understood that all Proposals received shall be exclusive of any Use, Sales, Federal, State or local tax. The College is an institution qualified for exemption from customary taxes. Tax Exemption certificates will be furnished upon request. The College shall be saved harmless by the Vendor from payment of any and all claims and costs (including attorney fees) arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, materials, processes, or any copyright, trademark, trade secret, or any proprietary right of any third party used by them in the execution of the contract.

E. Endorsements

The Vendor shall not permit endorsements by photographs or written statements involving the College or use of the college trademarks or logos, without prior written approval of the College through the Director of Operations.

F. Governing Law

The laws of the State of Ohio will govern the interpretation, validity and effect of the RFP and any resulting contract documents. Any disputes arising out of this RFP or resultant contract shall be litigated in the appropriate Court in Franklin County, Ohio.

Exhibit A

Dumpster Locations and Capacity

Building	Address	Zip	Size (Cubic Yard)	Type	Sample Schedule	Price Per Pick Up	\$ per 1 ton
Aquinas Hall	550 E Spring St. Columbus	43215	30	30 yd. Compactor Mixed Solid Waste	On call		
Mitchell Hall	250 Cleveland Ave Columbus	43215	30	30 yd. Compactor Mixed Solid Waste	On call		
Union Hall	424 Edward St. Columbus	43215	30	30 yd. Compactor Mixed Solid Waste	On call		
Workforce Development	315 Cleveland Ave Columbus	34215	30	30 yd. Compactor Mixed Solid Waste	On call		
278 East Spring	278 East Spring St Columbus	43215	30	30 yd. Open Top Mixed Solid Waste	On call		
OP Gallo	164 N. Grant Ave Columbus	43215	8	Dumpster Mixed Solid Waste	Once Weekly		
Mid-Ohio Market at CSCC	400 Grove St Columbus	43215	8	Dumpster Mixed Solid Waste	Once Weekly		
Bookstore	283 Cleveland Ave Columbus	43215	8	Dumpster Mixed Solid Waste	Once Weekly		
Davidson Hall	550 East Spring St Columbus	43215	8	Dumpster Mixed Solid Waste	Once Weekly		
EMS Tech	375 N Grant Ave Columbus	43215	8	Mixed Solid Waste	Once Weekly		
Parking Garage	531 E Spring St Columbus	43215	4	Mixed Solid Waste	Once Weekly		
Facilities Management	407 N Grant Ave. Columbus	43215	8	Mixed Solid Waste	Once Weekly		
Bolton Field	5355 Alkire Rd Columbus	43228	8	Mixed Solid Waste	Once Weekly		
Moeller Hall	5100 Cornerstone Dr Delaware	43015	8	Mixed Solid Waste	Once Weekly		
278 East Spring	278 East Spring St Columbus	43215	20	Open Top Plant Material	On call		
Union Hall	489 Edwards St Columbus	43228	8	Co-Mingled Recycling	On call		
Moeller Hall	5100 Cornerstone Dr Delaware	43015	4	Co-Mingled Recycling	Once Weekly		

Percentage Increase: 2025-2026 ____% 2026-2027 ____% 2027-2028 ____% 2028-2029 ____%

PLEASE NOTE: The compactors are owned by Columbus State. Price per pickup must include all applicable charges, including but not limited to, fuel surcharges, regulatory costs, and any additional fees associated with this agreement. Frequency pick-up may change throughout the duration of this agreement, based on usage increases or decreases. College has contracted with SmartTrash to monitor the capacity of our compactors and notify Vendor when they need emptied.



NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, states that all of the following are true:

1. He/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, conspiracy, or agreement, directly or indirectly, with any person relative to the price to be bid by anyone at such letting;
2. He/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, conspiracy, or agreement, directly or indirectly, with any person to prevent any person from bidding;
3. He/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, conspiracy, or agreement, directly or indirectly, with any person to include anyone to refrain from bidding;
4. This bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding; and
5. This bid is genuine and not a sham.

He/She further states that no person or persons, firms, or corporation has, have, or will receive, directly or indirectly, any rebate, fee gift, commission, or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ____ day of _____, _____

Name of Organization

Title of Person Signing

Signature

COLUMBUS STATE

COMMUNITY COLLEGE

ACKNOWLEDGEMENT

STATE OF _____

COUNTY OF _____

Before me, a Notary Public, personally appeared the above-named and swore that the statements contained in the foregoing document were true and correct.

Subscribed and sworn to me this ____ day of _____, _____.

Notary Public Signature

My Commission Expires: _____



Signature Page

Signature

Company Name

Print Name

Company Address

Title

City

St.

Zip

Telephone#

Fax#

Federal ID#

Email Address

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.