

FIRM NAME _____

CONTACT _____

ADDRESS _____

PHONE _____

INSTRUCTIONS AND SPECIFICATIONS

REFUSE REMOVAL

2024-2025 SCHOOL YEAR

2025-2026 SCHOOL YEAR

2026-2027 SCHOOL YEAR

2027-2028 SCHOOL YEAR

2028-2029 SCHOOL YEAR

BID OPENING DATE April 2, 2024

CRAWFORD CENTRAL SCHOOL DISTRICT
INSTRUCTIONAL SUPPORT CENTER
11280 MERCER PIKE
MEADVILLE, PENNSYLVANIA 16335

NOTICE TO BIDDERS

Sealed proposals will be received by the **Director of Buildings, Grounds and Transportation** at Crawford Central School District, Crawford County, 11280 Mercer Pike, Meadville, Pennsylvania 16335 until 2:00 p.m., prevailing time Tuesday, April 2, 2024 and will be opened at that time for the following:

REFUSE REMOVAL

These bids will be considered at the April 22, 2024 meeting of the Crawford Central Board of School Directors.

Bidding blanks and specifications may be obtained at the office of the **Business Manager** Crawford Central District, 11280 Mercer Pike in Meadville, Pennsylvania 16335, (814) 724-3170.

Each proposal must be accompanied by a certified check or bid bond in the amount of 10% made out to Crawford Central School District, as a guarantee that the bidder will furnish proper bonds satisfactory to the Crawford Central Board of School Directors and enter into a contract to do the said work and furnish listed items. This check or bid bond will be forfeited to the Crawford Central School District in case of failure to fulfill contract.

All proposals must be upon the forms furnished by the Crawford Central School District. All envelopes containing bid proposals shall be clearly marked with the words, "Sealed Bid", and the bid title, "REFUSE REMOVAL".

The Crawford Central Board of School Directors reserves the right to reject any or all proposals or waive any informality therein and award the contract to the best interests of the School District.

FORM OF PROPOSAL

TO: Crawford Central School District
Instructional Support Center
11280 Mercer Pike
Meadville, PA 16335

Proposals must be delivered before 2:00 p.m. prevailing time, Tuesday, April 2, 2024, in accordance with the advertisement inviting bids for:

REFUSE REMOVAL

and in conformity with specifications, bidding requirements and addenda listed hereafter, the bidder hereby certifies that the bidder is the only person(s) interested in this bid as a principal(s); that an examination has been made of the current School District Specifications, plus any additional specifications, addenda and bulletins and specifications submitted herewith and made a part hereof; that the bidder has had sufficient time to investigate and has based the following bid on the bidder's own independent examination and investigation; that the bidder proposes to furnish all necessary equipment, in the manner and at the time prescribed; that the bidder understands the specified **REFUSE REMOVAL** to be furnished, delivered and installed at the following prices and that said prices include all applicable federal, state and local taxes. The bidder hereby certifies that this bid is made without collusion with any person, firm or corporation.

Dollars _____ (\$ _____)
(Price in Words) (Price in figures)

This proposal is to be considered a firm offer on behalf of the Contractor, subject to acceptance by the Owner under the terms and conditions set forth herein.

It is further proposed to execute all required bonds, in accordance with the requirements of the Specifications, to furnish **REFUSE REMOVAL SERVICES** immediately after receipt of Notice to Proceed.

The Owner shall pay the Contractor for the performance of the contract, in current funds, within thirty (30) days of the delivery of the **REFUSE REMOVAL SERVICES** and its acceptance by the School District. The total bid price, as accepted by the Owner shall be the contract sum, unless altered herein in writing.

Enclosed is Contractor's check certified by the:

(Name of bank of deposit):

Cashier's or Treasurer's Check

or a bid bond issued by the (Name of Surety)

(strike out portions not applicable) in the amount of

made payable to the

as a proposal guaranty which it is understood will be the requirements of the Specifications. The undersigned declares that he is an experienced Contractor and that he has been engaged in the furnishing of **REFUSE REMOVAL SERVICES** similar in character to that covered by this bid, and he further declares that he is fully prepared and has the necessary capital to furnish, deliver and install the refuse containers promptly and to conduct services as required by the Contract and Specifications. Also, Contractor agrees to furnish to the Owner such bonds as are required by the specifications, before commencing performance under the Contract.

When Bidder is an **INDIVIDUAL**:

_____(SEAL)
Bidder

Address

Telephone Number

When Bidder is a **PARTNERSHIP**:

_____(SEAL)
Bidder

Address

Telephone Number

By:

_____(SEAL)
Partner

_____(SEAL)
Partner

_____(SEAL)
Partner

When Bidder is a **CORPORATION**: *

Corporation Name

Address

Telephone Number

By:

_____(SEAL)
President or Vice President

ATTEST:

_____(SEAL)
Secretary, Assist. Secretary or Treasurer

*The _____ is a corporation organized and existing under the law of _____ and has (has not) been registered to carry on business in Pennsylvania.

NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any Contract awarded pursuant to this bid. According to the Pennsylvania Anti-Bid-Rigging Act, 73 P.S. § 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process and includes the knowing submission of bid higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. **Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.**
7. **Said Non-Collusion Affidavit shall be submitted with the bid. Failure to complete and return the Affidavit is sufficient cause for the rejection of the bid.**

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____

State of _____:

_____ : s.s.

County of _____:

I state that I am _____ of _____
[Title] [Name of my firm]

And that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor appropriate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (5) _____, its affiliates,
[Name of my firm]

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____

[Name of my firm]

understands and acknowledges that the above representations are material and important, and will be relied on by

[Name of public entity]

in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in the affidavit is and shall be treated as fraudulent concealment from

[Name of public entity]

of the true fact relating to the submission of bids for this contract.

[Name and Company Position]

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20_____

Notary Public

My Commission Expires

CRAWFORD CENTRAL SCHOOL DISTRICT
11280 Mercer Pike
Meadville, Pennsylvania 16335

REFUSE REMOVAL BID

Specifications and Instructions to Bidder

To assure the Board of Directors that all bidders are being offered an equal opportunity to bid and that all bidders are bidding on equal materials and conditions, the following must be adhered to. Any deviations shall be considered sufficient cause for rejection.

1. Each proposal must be accompanied by a certified check or bid bond in the amount of 10% of the total bid, made out to Crawford Central School District, as a guarantee that the bidder will furnish proper bonds satisfactory to the Crawford Central Board of School Directors and enter into a contract to do the said work or furnish items listed. This check or bid bond will be forfeited to the Crawford Central School District in case of failure to fulfill contract.
2. Under no circumstances shall these specifications be altered.
3. The number and brand names used are to indicate a minimum of acceptable quality, and if not stated "**or equal**" shall be implied. However, if a bidder bids an item other than what is specified, he shall so indicate and the responsibility of providing a substituted item as an equal to that specified shall be the duty of the bidder. It shall not be the responsibility of the Crawford Central School District. Proof of an item(s) as being equal shall accompany the bid and be indexed to the item(s) as contained in our specifications.
4. No bidder may withdraw his bid for a period of sixty (60) days after the date set for the opening of bids. The Crawford Central School District shall have a maximum of sixty (60) working days from the date of opening bids for issuing notice of acceptance and the awarding of contract.
5. The bidder shall furnish and install all items as herein specified and all installation shall be performed in accordance with applicable Pennsylvania and local codes.
6. The bidder shall take out and maintain during the life of the contract public liability and property damage insurance against claims of damages for bodily injury, including wrongful death, as well as from claims for property damages, which may arise from operation under this contract, whether such operations be by the bidder or by any sub-contractor or anyone directly employed on the project. This insurance shall not expire or be cancelled without ten (10) days written notice to the Crawford Central School District.

The amount of such insurance shall be as follows:

- a. Public Liability Insurance in an amount not less than two hundred fifty thousand dollars (\$250,000), for injuries and/or wrongful death, to any one person and subject to the same limit for each person and in the amount not less than five hundred thousand dollars (\$500,000) on account of any one accident, and property damage insurance in an amount of not less than two hundred fifty thousand (\$250,000) for any accident, subject to an aggregate of two hundred fifty thousand dollars (\$250,000).
 - b. Automobile and truck insurance including non-ownership and hired car coverage, in an amount not less than two hundred fifty thousand dollars (\$250,000) for injuries and/or wrongful death, to any one person and subject to the same limit for each person and in an amount not less than five hundred thousand dollars (\$500,000) on account of an accident, and property damage insurance in an amount not less than two hundred fifty thousand dollars (\$250,000).
7. The bidder shall accept, insofar as the work covered by this contract is concerned, the provisions of the Worker's Compensation Act of 1915, and any supplements or amendments thereof including any which may hereafter be passed, and shall insure his full liability thereunder for all parts of this bid being performed by him, his partners, associates, employees or those of any subcontractor he may employ hereon, or file with the Crawford Central School District a certificate of exemption from insurance from the Bureau of Worker's Compensation of the Department of Labor and Industry.
 8. The bidder shall include as part of his bid proper evidence of carriage of the insurance required hereunder. Certificates will be acceptable proof of liability, property damage and worker's compensation insurance.
 9. Bid prices shall be F.O.B. to the buildings within the Crawford Central School District as applicable.
 10. The Crawford Central School District is exempt from all federal, state, and local taxes; therefore, the bid price shall be net of any taxes.
 11. The Board of School Directors reserves the right to accept or reject any or all bids in total or in part.
 12. The totals of each bid shall be firm and irrevocable. These totals shall appear on the Bid Form included herein.

13. Bids shall be received **in duplicate** at the Office of the **Director of Buildings, Grounds and Transportation** of the Crawford Central School District, 11280 Mercer Pike, Meadville, PA. 16335 until **2:00 p.m., Tuesday, April 2, 2024** and will be publicly opened at that time. All bid envelopes shall be properly sealed and appropriately marked on the envelopes "**Refuse Removal Bid**". All proposals must be on the forms furnished by the Crawford Central School District. **Questions regarding the actual bid may be directed to Matthew Tarr, Director of Buildings, Grounds and Transportation at (814)724-3156.**
14. The contractor shall visit the sites of the proposed work and acquaint himself with the physical condition involved in this work. No allowance will be made for any failure or error in estimating the cost in performing the work necessary to complete the contract as intended by the specifications.
15. The work shall include the providing of all labor tools, equipment and materials for complete removal of refuse as required and herein specified.
16. All materials used on the job shall be new and the best of their respective kind and delivered to the job site.
17. All work under the contract shall be subject to the inspection of the School Board or their designated representative, and where in their opinion, the collecting procedures are not in accordance with standard practice, or as required, they may order such work to be done at no additional cost to the School District.
18. Upon completion of work, contractor shall remove all materials, equipment and debris and leave the premises in a clean and acceptable condition.
19. All work shall be performed to the complete satisfaction of the School Board or its accepted representative before payment is authorized.
20. The contractor shall not sublet, sell, transfer, assign, or otherwise dispose of the contract, or any portion thereof, or of his rights, title or interest therein, without the written consent of the owner.
21. The proper care of the building, adjoining grounds, public and private streets or driveways shall rest with the contractor during the progress of the work until the contract is completed. He shall make good, at his own expense, any damage done to curbing, sidewalks, adjoining properties, trees, shrubbery and sodded areas resulting from execution of this contract.

The contractor shall confine his equipment and construction operations to such limits as may be directed by the owner.

CRAWFORD CENTRAL SCHOOL DISTRICT
 11280 Mercer Pike
 Meadville, PA 16335

BID FORM FOR REFUSE REMOVAL
 2024-2025, 2025-2026, 2026-2027, 2027-2028, and 2028-2029

Deadline for receipt of Bid: **2:00 p.m. Tuesday, April 2, 2024**

MEADVILLE ATTENDANCE AREA

Location	Frequency	Container Qty-Size	Fee per Month
Instructional Support Center	2/week (year round)	1-4 yd.	\$ _____.
First District Elementary	2/week*	1-8 yd.	\$ _____.
Second District Elementary	2/week*	1-8 yd.	\$ _____.
East End Elementary	2/week (year round)	1-6 yd.	\$ _____.
West End Elementary	2/week*	1-6 yd.	\$ _____.
Neason Hill Elementary	2/week*	1-6 yd.	\$ _____.
Meadville Area Middle School	3/week*	1-6 yd.	\$ _____.
Meadville Area Senior High	3/week (year round)	2-8 yd.	\$ _____.
Barco Duratz Complex	2/week**	1-4 yd.	\$ _____.
Total Bid - Meadville Area per Month			\$ _____.

COCHRANTON ATTENDANCE AREA

Location	Frequency	Container Qty-Size	Fee per Month
Cochranton Elementary	2/week	1-6 yd.	\$ _____.
Cochranton Jr/Sr High	2/week	2-6 yd.	\$ _____.
Total Bid - Cochranton Area per Month			\$ _____.
Total Bid - Both Areas per Month			\$ _____.

Contract period will be for July 1st through June 30th of each year.

- July and August pickups will be made on an on-call basis as required by the School District.

** Contract Period: August 1st - November 30th , March 15th - May 31st only

TOTAL BID VALUE FIVE (5) YEARS **\$ _____.**

FIRM NAME _____
 ADDRESS _____

Signature _____ Title _____ Date _____