

September 18, 2023

To:  **Prospective Bidder**

Subject:  **Request for Proposals: Materials Management Services**

Grand Valley State University is accepting proposals for materials management services (i.e., solid waste disposal/removal, recycling and composting collection services at our Allendale, Downtown Grand Rapids Pew Campus (Eberhard Center, DeVos Center, Secchia Hall, and Winter Hall), Lake Michigan Center in Muskegon, Michigan Alternative and Renewable Energy Center in Muskegon, and Holland Meijer campuses. Reference the attached specifications.

This request for proposal is for a four (4) year contract period from January 1, 2024, to January 1, 2028, and we are requesting guaranteed pricing for that four (4) year period. Grand Valley State University reserves the right to renew contract for three (3) additional years in one (1) year increments. Renewal(s) will depend on pricing and the level of service received during the contract period.

**Questions regarding this request for proposal are due by Monday, September 25, 2023, at 10:00 A.M.** Forward questions to [RFP-Received@gvsu.edu](mailto:RFP-Received@gvsu.edu). Subject line to read: Questions 224-14. GVSU to provide response to questions by Monday,

September 29, 2023, at the close of business.

**If you wish to bid on this contract, please submit your proposal for RFP #224-14 no later than 10:00 A.M., Friday, October 13, 2023.** E-mail your proposal to: [**RFP-Received@gvsu.edu**](mailto:RFP-Received@gvsu.edu)

Your proposal must be received electronically by the bid opening date and time. Grand Valley State University is not responsible for e-mail bids affected by spam or not received by the bid opening date & time. No fax, verbal, or telephone proposals will be accepted.

Before submitting proposal, check to be sure that:

1. The Proposal/Certification/Contract form is signed and witnessed. \*
2. All addenda received are acknowledged.

\*Note: Electronic submission becomes your authorized signature

Thank you for your participation.

Valerie Rhodes-Sorrelle, C.P.M.

Vendor Relations Manager

***Procurement Services - 2033 Zumberge Hall - Allendale, MI 49401-9403***

***Phone – 616/331-2283 - fax 616/331-3287***



**Materials Management Services**

**Bid #224-14**

**INTRODUCTION**

Grand Valley State University was chartered by the Michigan legislature in 1960 in response to the need for a public, four-year College in the state’s second largest metropolitan region. Since the first year, when there were 226 students and 14 faculty members, Grand Valley has become a comprehensive university with more than 22,000 students and more than 1,700 full-time and part-time faculty members.

The university offers more than 200 areas of study, including 86 undergraduate programs and 36 graduate programs. The campuses offer state-of-the-art facilities, ranging from wireless academic buildings to modern living centers for more than 6,000 students, as well as performance and athletic facilities.

The university offers degrees from its campuses in Allendale, Grand Rapids, and Holland, and regional centers in Muskegon and Traverse City. The largely residential Allendale campus is 1,322 acres of beautifully wooded grounds. The Mary Idema Pew Library Learning and Information Commons is the intellectual heart of campus and is being recognized as a new national model for 21st century learning. The P. Douglas Kindschi Hall of Science opened in fall 2015 and will help Michigan meet the demand for STEM fields, nursing, and health professions.

The Robert C. Pew Grand Rapids Campus serves more than 10,000 students and focuses primarily on graduate and professional studies. The Grand Valley story is one of continued commitment to a high-quality, student-focused learning experience. It is the story of students, friends, alumni, faculty, and staff members, and donors who have positioned this institution to make a meaningful impact to shape the future within the state, the nation, and the world.

At Grand Valley State University, socially responsible procurement (defined as supporting diversity, socially responsible procurement, and sustainability) is highly valued. These ideals are fundamental to our academic, research, and athletic excellence.  Grand Valley promotes supplier inclusion that is reflective of the diverse business community, and is committed to purchasing environmentally friendly products, while remaining focused on socially responsible procurement methodologies.

### Bid #224-14 INSTRUCTIONS TO BIDDERS

**1. TAX EXEMPTION:** Grand Valley State University is Michigan state sales tax exempt.

Tax free register number is 38730135F.

**2. SUBMISSION OF BIDS:** Bidders must execute the bid fully and properly. **Bids must be submitted on the original Request for Proposal forms furnished by the University**. All responses must be submitted /received via. the following e-mail address: [RFP-Received@gvsu.edu](mailto:RFP-Received@gvsu.edu) on or before the time and date set for the bid opening.

The submission of a bid for this service will be considered as a representation that the bidder has carefully investigated all conditions which affect, or may at some future date, affect the performance of the services covered by the bid, the entire area to be serviced as described in the specifications and other contract documents, and that the bidder is fully informed concerning the conditions to be encountered, character quality and quantity of service to be performed, and equipment and materials to be furnished.

To be considered eligible to submit a bid, a bidder shall have complied with all legal requirements permitting them to operate under the applicable laws of the State of Michigan.

GVSU reserves the right to accept or reject any or all Proposals not withdrawn before the opening date and to waive any irregularity or informality in the Proposal process. The University reserves the right to conduct discussions, request additional information and accept revisions of Proposals from any or all bidders. The University reserves the right to negotiate with the bidder whose proposal is deemed most favorable.

**3. WRITTEN PROPOSAL:** Grand Valley State University requires each bidder to provide a written proposal for the Materials Management Service as part of the bid response. The proposal should include the following:

a. Brief company history including information on in-house transportation and trading groups, trucking service, technical assistance to establish programs, state, local, and federal regulations to be met, what grading structure will be used, available markets, and any other pertinent information.

b. List any equipment which will be provided to run a successful program (i.e., trailers, bailers, etc.).

1. Outline any advertising program you would provide including press releases, flyers, signs, and etc.
2. Outline any suggestions you propose to streamline our material management collection process. This could include different styles of containers, compactors, etc.

e. Outline the recycling/composting program you propose for GVSU which should include the types of materials you would accept, what quality control standards will GVSU be required to meet (i.e. no staples in paper), what type of sorting will GVSU be required to do, what recycling center will be used, will on site storage be required - if so, how much space is required - covered or not, how you will implement the proposed service pick-up schedule and maintain the program, and any other pertinent information. Please include any information, graphs, and etc. you feel will be useful in evaluating your proposal. This information will be reviewed prior to the required presentation. We currently accept paper, cardboard, magazines, newspapers, books, plastics, ~~glass~~, tin and aluminum cans, household batteries, computers, and pallets.

**4. PRESENTATION:** Grand Valley State University may choose to require all bidders to give a final presentation on their proposal for Waste, Composting and Recycling Collection Service to the GVSU Recycling Committee and other appropriate staff members. The primary spokesperson must be the service representative who will be responsible for the GVSU account and would be in direct contact with the University's project coordinators. Presentations must have the primary emphasis on the recycling program to be implemented on GVSU's campus, cost effectiveness, advertisement of program, and proposed implementation schedule with secondary emphasis on company background, prior model programs set up by your company, and etc. The service representative should be prepared to answer any and all questions presented to him/her by the committee.

**5. COMMUNICATION:** Any questions regarding this Request for Proposal must be submitted to the following e-mail: [**RFP-Received@gvsu.edu**](mailto:RFP-Received@gvsu.edu)**. Questions regarding this proposal are due by Monday, September 25, 2023 - 10:00 AM.** The University will determine whether any addenda should be issued as a result of any questions or other matters raised.

**6. SIGNATURE:** Signatures shall be by a principal authorized to make contracts. Bidder's legal name shall be fully stated and witnessed. Electronic submission of your proposal/bid becomes your authorized signature.

**7. REFERENCE QUESTIONNAIRE:** Grand Valley State University requires each bidder to complete the enclosed Reference Questionnaire and return it as part of the bid response. The questionnaire requests a list of clients you currently serve in the State of Michigan. This list should include clients with jobs the size and scope the University is requesting. The University reserves the right to make telephone contacts or site visits to these clients for the purpose of reference verification.

**8. CERTIFICATES OF INSURANCE:** Certificates of Insurance evidencing the coverage for compensation, comprehensive general liability, and automobile liability must be forwarded as part of your bid response. The bidder agrees to provide a ten (10) day written notice of cancellation and/or material change to the coverage evidenced. The successful bidder agrees to forward immediately to the GVSU risk manager all renewal certificates of insurance should any of the insurance coverage evidenced expire during the term of the contract.

Refusal or inability of a bidder to furnish the proper insurance may be grounds for rejection of the bid. If the bidder is unable to provide the coverage limits required, depending on the services to be provided, it may be possible for an exception. Bidders should submit evidence of what coverage limits it does possess with the bid proposal and request an exception if necessary.

**9. CONTRACT:** Upon acceptance by the University, the executed duplicate contract thereof will be returned to the successful bidder as his official notice of award. The contract, however, shall not be in force until the successful bidder has complied with all of the requirements for insurance and appropriate licenses.

**10. BID SCHEDULE:**

* Bid proposal questions due by September 25, 2023, by 10:00 AM.
* GVSU to respond to Q-n-A questions by September 29, 2023.
* October 13, 2023 - Proposals Due by 10:00 a.m.
* Presentations, if applicable, will be held during the week of October 16, 2023.
* October 31, 2023, target is to award bid.
* January 1, 2024, Bid contract begins.

### Bid # 224-14 CONTRACTOR'S REQUIREMENTS

1. The contractor shall be regularly engaged in the business of material management services.

2. Any permits, licenses, certificates, proof of insurance or fees required for the performance of the work shall be obtained and paid for by the contractor.

3. The contractor shall become fully informed of all local, state, and federal laws, ordinances, rules and regulations in any manner affecting this service, the work, those engaged in the work and the equipment used. Contractor and/or contractor's employees shall at all times serve and comply with such laws, ordinances, rules and regulations, including the University's standard construction rules.

4. All operations performed and equipment used for this contract shall comply with the requirements of the Michigan Occupational Safety and Health Act latest revisions and with safety policies in effect by the University.

5. The contractor shall provide the amount of labor, materials and incidentals necessary to perform the services on a continuous, uninterrupted basis. The contractor shall continually provide good quality service that meets or exceeds industry standards for like work.

6. The contractor **MUST** be able to respond to service calls **within 24 hours**.

7. The contractor shall supply competent help. All drivers shall be neat, clean and in uniform properly worn. Any inability by the contractor to maintain a regular and consistent workforce may result in default of contract. The University may prohibit from the work site any employee of the contractor deemed to be incompetent, careless, insubordinate, unsuitable or otherwise objectionable, and whose continued employment upon public premises is deemed contrary to the public interest.

8. The contractor shall have and maintain the financial ability to pay the disposal facilities direct for any disposal fees.

9. All contractor invoices **must** show the service location address or building name for each charge.

**Bid # 224-14 TECHNICAL REQUIREMENTS**

**1. SCOPE OF SERVICE:** The scope of this service contract is to provide the services of material management services as specified in accordance with EPA and DNR regulations. These services shall be performed in a manner which is satisfactory to the University and shall be in accordance with provisions set forth herein. The contract may be terminated upon sixty (60) days written notice at the option of the University.

The successful bidder shall provide all labor, equipment, supplies and material but not limited to the following, at sites as designated by the University.

a. The contractor will retain ownership of all containers and will be responsible for the cleaning, repair and replacement as required by the University. **Containers should be clean and in good condition**.

Unless so specified, containers will be exchanged if unsightly, damaged or unusable (at the University's discretion) within 24 hours after notification.

Containers must be clearly labeled for recycling. Vendor must list materials accepted in multi-bins in their proposal. GVSU prefers a single stream recycling program.

b. Collection vehicles must be able to approach each pick-up point and negotiate all roads and streets. Any equipment that is deemed unsightly by the University shall be removed from service until the situation is corrected by the contractor without any loss of service to the University.

c. Use of any small containers in lieu of approximate sizes indicated will not be allowed unless specifically approved by the University.

d. Containers will not be moved from original sites unless approved by the University.

e. The normally scheduled pick-up services shall be as follows.

Pickups for the Allendale campus, Grand Rapids and Health Campus including regional centers. **MUST** be between 5:00 a.m. and 7:30 a.m. to avoid traffic. Pickups for Secchia Hall, 420 W Fulton, should be after 9:00 a.m.

f. The location of pick-up points may be changed and/or the number increased at the discretion of the University to insure a satisfactory and practical collection plan. The University will notify the contractor to provide additional service for special events on an as-required basis.

g. The contractor shall immediately report to the University representative any conditions which prevent the proper performance of contract requirements. Such information will be evaluated, and guidance provided to the contractor.

h. Each element of the services specified is subject to inspection during the contractor's operations and/or after completion of the element. Should any defect or unaccomplished work be brought to the attention of the contractor, the contractor shall meet with the University representative to discuss the work in question as early as mutually agreed and practicable after notification of faulty performance. Any work determined unsatisfactory by the University after the discussion or the contractor's failure to discuss the work in question, will constitute a breach of contract by the contractor.

i. The contractor shall assign a representative as a point of contact with GVSU. The representative assigned this account must have the authority to problem solve and take corrective action and be accessible within one (1) business day after notice.

**2. QUOTATIONS: Each service location should be quoted individually**. Also, for each location, indicate the cost of an extra pickup. The Allendale and Grand Rapids campuses will be awarded together; the Muskegon and Holland locations **may or may not** be awarded separately from the Allendale/Grand Rapids award.

a. GVSU also seeks a revenue sharing plan based on a given percentage X% of the revenue that is above the hauler’s baseline cost for handling recycling on a per ton basis. E.g., if hauler’s baseline cost is $20/ton and hauler sells for $45/ton, GVSU would receive x% of the $25 difference. Please indicate a baseline cost for each recyclable and percentage for revenue sharing.



**GENERAL TERMS & CONDITIONS (REV. 8.31.23)**

1.0 The Supplier shall comply with the University’s policy and procedures (https://www.gvsu.edu/purchasing) and any additional instructions issued from time to time by the University.

1.1.1 During the period of contract, no change is permitted to any of its conditions and specifications unless the Supplier receives prior written approval from the University.

1.1.2 Should the Firm find at any time that existing conditions make modification in contract requirements necessary, it shall promptly report such matter to the University for its consideration and decision.

1.1.3 The Firm shall comply with any and all federal, state or local laws, now in effect or hereafter promulgated which apply to the operation herein specified.

1.1.4 The Firm’s performance may be evaluated by a designee or an Advisory Committee of the University meeting from time-to-time during the period of contract. It will be the responsibility of the Firm to respond, in writing if so requested, to inquiries, requests for change, and recommendations.

1.1.5 The Firm shall provide the University, with telephone numbers and addresses of management personnel and shall arrange for at least one such person to be available during the University’s normal working hours by telephone. The Firm shall also provide sufficient backup in times of staff shortages due to vacations, illnesses, and inclement weather.

1.1.6 The Firm shall maintain applicable insurance coverage with appropriate coverage limits. The Firm shall provide the name of the primary insurance carrier and their trade rating which may apply to the operation herein specified.

2.0 Termination

The University may terminate this agreement for any reason, including but not limited to, changes in the market price of the products and non-appropriation of federal or state funding to University, by delivering not less than thirty days prior written notice to Supplier.

If termination is due to default by Supplier, Supplier shall have ten days from receipt of notice to cure the default. If Supplier fails to cure within the ten-day period, university may terminate this agreement immediately.

The failure of university to exercise its rights of termination for default due to Supplier’s failure to perform as required in any one instance shall not constitute a waiver of termination rights in any other instance.

3.0 General Terms and Conditions

The terms and conditions shall govern any agreement issued as a result of this solicitation.

Additional or attached terms and conditions which are determined to be unacceptable to the University may result in the disqualification of proposals. Examples include, but are not limited to: liability for payment of taxes, subjugation to the laws of another state, and limitations on remedies.

3.1.1 Interpretation, Enforcement and Forum of Laws

For disputes between University and Supplier, this agreement shall be governed by, construed, interpreted, and enforced solely in accordance with the laws of the State of Michigan and the venue shall lie in Kent County.

3.1.2 Compliance with Law

Supplier warrants and certifies that in the performance of this agreement, it has complied with or will comply with all applicable statutes, rules, regulations and orders of the United States, and any state or political subdivision thereof, including but not limited to, laws and regulations pertaining to labor, wages, hours and other conditions of employment.

3.1.3 Funding Provided by Federal Contracts or Grants

Where federal contracts or grants provide funding to University, it is the responsibility of the Supplier and University to comply with all FAR (Federal Acquisition Regulations) applicable laws and regulations by completing any certifications and disclosures and any other requirements. When federal contract or grant funds are used on purchases under this agreement, which exceed $25,000, certification must be provided in writing that the Supplier is not debarred, suspended, or proposed for debarment by the Federal Government.

3.1.4 Insolvency

In the event of any proceedings in bankruptcy or insolvency by or against Supplier, or in the event of the appointment (with or without it’s consent) of an assignee for the benefit of creditors, or a receiver, University may cancel this agreement without prior notice and without incurring any liability whatsoever to Supplier.

3.1.5 Assignments

Supplier shall not assign this agreement or any of Supplier’s rights or obligations hereunder, without University’s prior written consent. Any purported assignment made without prior written consent shall be void and of no effect.

3.1.6 Patent Trademark and Copyright Infringement

The Supplier warrants that the products/services hereby sold, either alone or in combination with other materials, do not infringe upon or violate any patent, copyright, trademark, trade secret, application or any other proprietary right of any third party existing under laws of the United States or any foreign country. The Supplier agrees, at its own expense, to defend any and all actions or suits alleging such infringements and will hold University, its officers, agents, servants, and employees harmless from any and all losses, expenses, claims, (including reasonable attorney’s fees), or judgments arising out of cases of such infringement.

3.1.7 Use of Name, Logos, etc. in Advertising

Supplier agrees not to make reference to this agreement or use University logo or trademarks in any advertising material of any kind without expressed written permission. University agrees not to make reference to this agreement or use the logo of Supplier in any advertising and marketing materials of any kind without the expressed written permission of the Supplier.

3.1.8 Indemnification

Supplier agrees to indemnify and hold University harmless from and against all liability, losses, damages, claims, liens, and expenses (including reasonable legal fees) arising out of or connected with the products purchased, work or services performed, or resulting from damages or injuries incurred by or to University by reason of any defect in manufacture, construction, inspection, delivery, material, workmanship, and/or design of any goods and services furnished hereunder, excepting only such liability as may result solely from the acts of negligence of University or its employees. Supplier, at the request of University, shall undertake to defend any and all suits and to investigate and defend any and all claims whether justified or not, if such claim or suit is commenced against University or its respective officers, agents, servants, and employees.

3.1.9 Insurance

The Supplier will procure and maintain, at all times during the term of this contract, at their sole cost and expense the following minimum insurance coverages:

a. Commercial General Liability with Pollution Legal Liability in limits of not less than $2,000,000 per occurrence and $10,000,000 policy aggregate.

b. Auto Liability with appropriate endorsements for transporting and pick up delivery and non-owned disposal sites: $1,000,000 Combined single limit

c. Workers Compensation with Statutory limits and Employers Liability: $500,000 each incident and each disease

d. Umbrella or Excess Liability: $5,000,000 per occurrence and in the aggregate. Coverage will sit excess over Supplier’s Commercial General Liability/Pollution Legal Liability, Employers Liability, and Auto Liability/Pollution Legal Liability

The Supplier shall name Grand Valley State University as Additional Insured on a primary and noncontributory basis under the following policies: Commercial General Liability, Umbrella or Excess Liability and Auto Liability. The Supplier shall waive rights of subrogation against Grand Valley State University on any policy where said waiver is legally permitted. The Supplier shall provide Grand Valley State University with Certificate(s) of Insurance which evidence all required coverages, as well as copies of all applicable endorsements. Failure to provide a Certificate of Insurance, or the relevant Endorsement(s) does not waive the Supplier’s obligation to carry the required coverage.

3.2.1 Licenses/Permits/Taxes and Tax Exempt Status

Supplier shall be responsible for obtaining all permits, licenses and bonding, to comply with the rules and regulations of any state, federal, municipal or county laws or any city government, bureau or department applicable and assume all liability for all applicable taxes.

University is a 501(c) (3) not-for-profit corporation and is exempt from state sales and use taxes imposed for services rendered and products, equipment or parts supplied.

All prices listed and discounts offered are exclusive of sales and use taxes. Supplier has the duty to collect all taxes in connection with the sale, delivery or use of any items, products or services included herein from University (if for the purpose of resale), at the taxable rate in effect at the time of invoicing. Supplier shall comply with the tax requirements of the State of Michigan. University shall furnish to Supplier a certificate of exemption in form and timeliness acceptable to the applicable taxing authority.

3.2.2 Americans with Disabilities Act

Supplier shall comply with all applicable provisions of the Americans with Disabilities Act and applicable federal regulations under the Act.

3.2.3 Alcohol, Tobacco & Drug Rules and Regulations

Employees of the Supplier and its subcontractors shall comply with all instructions, pertaining to conduct and building regulations of the University. University reserves the right to request the removal or replacement of any undesirable employee at any time.

All buildings at all University locations are tobacco-free. Use of tobacco products is not permitted in any area inside any buildings. Smoking is prohibited within twenty-five (25) feet of any building, within twenty-five feet of any bus stop on University property and within twenty-five feet of the Little Mac Bridge on the Allendale campus. The Supplier is expected to respect this tobacco-free policy and fully comply with it.

The Supplier agrees that in the performance of this agreement, neither the Supplier nor any of its employees shall engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, including alcohol, in conducting any activity covered by this agreement. University reserves the right to request a copy of the Drug Free Workplace Policy. The Supplier further agrees to insert a provision similar to this statement in all subcontracts for services required.

3.2.4 Equal Opportunity

The provisions of Section 202 of Executive Order 11246.41 C.F.R. Sec. 60-1.1 C.F.R. Sec. 60-250.4 and 41 C.F.R. Sec. 60-741.4 are incorporated herein by reference and shall be applicable to this agreement unless this agreement is exempted under the rules, regulations, or orders of the U.S. Secretary of Labor.

3.2.5 Non-Discrimination

In the provision of goods and/or services to Grand Valley State University, the parties agree to comply with applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination and Grand Valley State University’s Commitment to Inclusion and Equity and Equal Opportunity/affirmation Action Policy. In the performance of a contract to provide goods or services to Grand Valley State University, the vendor agrees to not discriminate on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty status or weight.

3.2.6 Sexual Harassment and Bias Incidents

Federal law and the policies of the University prohibit sexual harassment. Supplier is required to exercise control over its employees so as to prohibit acts of sexual harassment. If University in its reasonable judgment determines that any employee of Supplier has committed an act of sexual harassment, Supplier agrees as a term and condition of this agreement to cause such person to be removed from University’s facility and to take such other action as may be reasonably necessary to cause the sexual harassment to cease.

3.2.7 Compliance with Specifications

The Supplier warrants that all goods, services, or work supplied under this agreement shall conform to specifications, drawings, samples, or other descriptions contained or referenced herein and shall be merchantable, of good quality and workmanship and free from defect. The Supplier also warrants that all goods covered by this agreement which are the product of the Supplier or are in accordance with its specifications, will be fit and subject to University inspection before acceptance, and also to later rejection if use reveals defects not apparent upon receipt; and if rejected will be held at Supplier’s risk and expense for storage and other charges after 60 days of storage, goods may be disposed of without cost to University. Neither receipt of goods nor payment therefore shall constitute a waiver of this provision.

3.2.8 Gratuities

University may, by written notice to Supplier, cancel the agreement if it discovers that gratuities, in the form of entertainment, gifts or the like, were offered or given by Supplier to any officer or employee of University with a view toward securing an agreement or securing favorable treatment with respect to the awarding of this agreement.

3.2.9 Covenant Against Contingency Fees

Supplier certifies that it has neither offered nor paid a contingency fee to any individual, agent, or employee of University to secure or influence the decision to award this agreement to Supplier.

3.3.1 Suspension or Debarment

University may, by written notice to the Supplier, immediately terminate the agreement if it is determined that the Supplier has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor by any public procurement unit or other governmental body.

3.3.2 Conflict of Interest

In order to avoid even the appearance of any conflict of interest, neither University nor Supplier shall employ any officer or employee of the other party for a period of one year from the date hereof.

3.3.3 Strikes or Lockouts

In the event Supplier should become involved in a labor dispute, strike or lockout, Supplier will be required to make whatever arrangements that may be necessary to insure that the conditions of this agreement are met in their entirety. Should the Supplier be unable to fulfill its obligations under this agreement, University shall have the right to make alternative arrangements to insure the satisfactory performance of the agreement during the time Supplier is unable to perform the required duties. Any costs incurred by University, as a result of such job action, shall be reimbursed by the Supplier.

3.3.4 Force Majeure

Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.

3.3.5 Modification of Terms

No waiver or modification of any of the provisions hereof shall be binding unless mutually agreed upon by University and the Supplier, in writing, with signatures of authorized representatives of all parties authorizing said modification.

3.3.6 Continuation of Performance through Termination

Supplier shall continue to perform, in accordance with the requirements of this agreement, up to the date of termination, as directed in the termination notice.

3.3.7 Proprietary/Confidential Information

University considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure. Supplier is hereby notified that University adheres to all statutes, court decisions and the opinions of the State of Michigan regarding the disclosure of proposal information.

All information, documentation, and other materials submitted by Respondent in response to this solicitation or under any resulting contract may be subject to public disclosure under the Freedom of Information Act.

3.3.8 Strict Compliance

The parties may at any time insist upon strict compliance with these terms and conditions, notwithstanding any previous custom, practice or course of dealing to the contrary.

3.3.9 Entire Agreement

This agreement together with the Exhibits annexed hereto constitutes the entire agreement between the parties and supersedes all prior agreements whether written or oral between the parties. Documents subject to Freedom of Information Act will only be released after award.

3.4.1 Addendums

If any vendor addendum(s) and/or exhibit(s) conflict with GVSU’s specifications, terms and conditions, GVSU’s terms and conditions will prevail.

EXPORT CONTROLS. It is Grand Valley State University policy to remain compliant at all times with all U.S. export control regulations, including but not limited to the International Traffic in Arms Regulations and Export Administration Regulations. Before furnishing goods, software, services or technical data that are on the U.S. Munitions List (22 CFR 121) or in the 500- or 600-series of the Commerce Control List (15 CFR 774), [named Agreement party or any other party to this agreement] must notify Grand Valley State University’s Office of Research Compliance and Integrity that such items are export-controlled. [Named Agreement party or any other party to this agreement] will ship export-controlled items only after Grand Valley State University’s Office of Research Compliance and Integrity has furnished written confirmation that Grand Valley State University is prepared to accept delivery of such items.



**Exhibit A**

The exhibits attached to this Agreement are incorporated herein and shall be considered a part of this Agreement for all purposes.

**Exhibit A to General Terms and Conditions (Rev. 8.31.23):**

1. PROTECTION OF PERSONS AND PROPERTY:

Supplier shall:

Confine their operations and vehicular traffic to existing paved walks and roads and shall park vehicles and store materials only in locations approved by the University.

Be responsible for protection of University's property during the period of service and shall take care to prevent damage to structures, equipment, utility services, storm and sanitary drainage systems, lawns, trees, plant material, fences, walks, drives, and other improvements in and adjacent to the area of work under this Contract. Any damage to University's property resulting from Supplier operations shall be repaired or replaced by the Supplier without additional cost to the University.

Take all known and available measures and employ all techniques for the protection of the site, work in progress, and/or materials and equipment stored on site from damage, injury or loss from the elements, vandalism, theft or accelerated degradation or depreciation.

Put into place and continuously manage a meaningful and effective safety program, coordinated among all subcontractors with the Supplier's personnel, knowledgeable, trained, experienced and actively employing safety education, risk recognition and avoidance, all OSHA and MIOSHA requirements, signage, tooling, personal protection devices and periodic inspections of all working conditions on site. The Supplier shall inspect record and enforce for violations. The Supplier shall not rely upon or assume any specialized safety knowledge or experience on the part of the University.

Comply with the Williams-Steiger Occupational Safety and Health Act of 1970 (OSHA), the Michigan "Occupational Safety and Health Act", Act 154 of the Public Acts of 1974 (MIOSHA), and all revisions contained therein. Compliance is a condition of this Contract for all services, construction, alteration and/or repair, including painting and decorating. No Supplier shall require or permit any laborer or mechanic, employed in the performance of the Contract, to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to their health.

Because buildings may be occupied during the work period, the Supplier shall coordinate access to buildings with the University.

2. INSPECTION: Supplier shall at all times permit and facilitate inspection of the work by the University. The University shall have the authority to stop work or reject work which in its opinion does not meet requirements of the Contract.

3. CLEAN-UP: Supplier shall at all times keep the premises free from accumulations of waste material or rubbish caused by their employees or work and at the completion of the work Supplier shall remove all their waste, tools, equipment, staging and surplus materials from the structure and grounds and leave their work clean and ready for use. Supplier may not use University's trash containers. Burning of materials on the site is prohibited.

Supplier shall provide for the control of materials which can leach into the ground. Supplier shall remove from the site immediately after the completion of the work all delivered, manufactured, spilled, disposed of, or stored chemicals, lime-based materials, hazardous materials or toxic substances used on University property as substances in accordance with all laws and regulations. Supplier agrees to indemnify the University against all obligations and liabilities arising out of claims made or suits resulting from environmental contamination due to the acts of the Supplier or any subcontractor acting under this Contract. Supplier shall insure that all subcontractors fully comply with these clean-up provisions.

4. CONTRACT AWARD: The University reserves the right to split the contract (i.e., paper materials and all other recyclables), if it is financially or otherwise beneficial. The award will be based on the written and verbal proposal, financial arrangements, references, qualifications, requested documentation and completion of RFP.

Upon written notification of contract award by the University, the Supplier shall submit all required insurance certificates, and such other documentation as may be requested or required herein. Upon their receipt and subsequent approval, the University will forward to the Supplier a purchase order which constitutes a notice to proceed services. Services shall not begin until such notice to proceed is received by the Supplier.

5. ACCIDENT REPORTING: All accidents including vehicle and container spillage and leakages are to be reported immediately to the GVSU Public Safety Department. The Supplier is responsible for cleanup of any spillage from equipment which may occur. The Supplier is to reimburse the University for damages for which it is responsible.

6. HAZARDOUS MATERIAL: All hazardous materials including but not limited to liquids, oil, paint, hot ashes, gasoline, paint thinner, acids, alkalis, and explosives deposited in containers must be reported to the University representative immediately and shall be cause for nonservice of container(s) by the Supplier. The container shall be emptied of hazardous material by the University before collection and disposal of the content is rescheduled.

**2023 Bid Specifications/Response Form:**

**Alumni House**, Allendale Campus 5:00 am – 7:30 am

Waste: One 4-yd FL – 2x per week MF $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**AGS**, Allendale Campus 5:00am-7:30am

Waste: One 4-yd FL – 2x per week MF $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Football Center**, Allendale Campus 5:00-7:30am

Waste May-Jul One 8-yd FL – 3x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-Apr Two 8-yd FL – 5x/ week M-F $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Meadows Golf Course**, Allendale Campus 5:00 am – 7:30 am

Waste May-Oct One 8-yd FL – 2x/ week TTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste Nov-Apr One 8-yd FL – As needed $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Meadows Maintenance Building**, Allendale Campus 5:00 am – 7:30 am

Waste May-Oct One 6-yd FL – 2x/month $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste Nov-Apr One 6-yd FL – As needed $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Service Building**, Allendale Campus 5:00 am – 7:30 am

Recycle Aug-Apr Two 8-yd FL – 5x/week M-F $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_

Recycle May-Jul Two 8-yd FL – 2x/week M-Th $\_\_\_\_\_\_\_\_\_ /mo Extra pickup $\_\_\_\_\_\_\_\_\_

Recycle Multi-bin 30 yd As needed $\_\_\_\_\_\_\_\_\_/mo Pickup Fee $\_\_\_\_\_\_\_\_\_\_

Waste One 30-yd open top Pull Charge $\_\_\_\_\_\_\_\_\_\_ Tip Fee $\_\_\_\_\_\_\_\_\_/ton

Waste 45 yd compactor on call $\_\_\_\_\_\_\_\_\_/mo Tip fee $\_\_\_\_\_\_\_\_\_/ton

Waste Aug-Apr Two 8-yd FL – 2x/ week MF $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Kirkhof Center**, Allendale Campus 5:00 am – 7:30 am

Waste 25 yd compactor on call $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-Jul Two 8-yd FL – 3x /wk MWF $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-Apr Two four 4-yd FL – 6x/wk M-F $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle May-Jul Two four 4-yd FL – 2x/wk MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Commons Building**, Allendale Campus 5:00 am – 7:30 am

Waste Aug-Apr One 8-yd FL – 6x/ week M-Sa $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-Jul One 8-yd FL – 3x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-Apr Two 8-yd FL – 5x/ week M-F $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle May-Jul Two 8-yd FL – 2x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Holton Hooker, Allendale Campus 5:00am-7:30am

Waste Aug-May One 8-yd FL – 6x/ week M-Sa $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste Aug-May One 8-yd FL – 6x/ week M-Sa $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-May Two 8-yd FL – 5x/ week M-F $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-May Two 8-yd FL – 5x/ week M-F $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Kleiner Commons**, Allendale Campus 5:00 am – 7:30 am

Waste Aug-May One 8-yd FL – 6x/ week M-Sa $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-May Two 8-yd FL – 5x/ week M-F $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Kindschi/Marketplace**, Allendale Campus 5:00am-7:30am

Waste Aug-May One 8-yd FL – 6x/ week M-Sa $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-May Two 8-yd FL – 5x/ week M-F $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Calder Art Center**, Allendale Campus 5:00 am – 7:30 am

Waste Aug-Apr One 8-yd FL – 3x/ week MWF $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-Jul One 8-yd FL – 1x / week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-Apr One 6-yd FL – 3x/ week MWF $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle May-Aug One 6-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Ravines Center**, Allendale Campus 5:00am-7:30am

Waste Aug-Apr Five 8-yd FL – 3x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Multi-bin 30yd – as needed Mo charge $\_\_\_\_\_\_\_\_\_/mo Pickup Fee $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-Apr One 6-yd FL – 3x/ week MWF $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Turf Bldg**, Allendale Campus 5:00 am – 7:30 am

Waste Aug-Apr One 8-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-Jul One 8-yd FL – 1x / week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-Apr One 8-yd FL – 2x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle May-Aug One 8-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**South Housing**, Allendale Campus 5:00 am – 7:30 am

Waste Aug-Apr Two 8-yd FL – 2x/ week MF $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-Jul Two 8-yd FL – 1x / week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-Apr One 8-yd FL – 1x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle May-Aug One 8-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**South Compactor**, Allendale Campus 5:00 am – 7:30 am

Waste 42 yd compactor on call $\_\_\_\_\_\_\_\_\_/mo Tip Fee $\_\_\_\_\_\_\_\_\_\_/ton

**Laker Village (includes Lot H, K, J)**, Allendale Campus 5:00 am – 7:30 am

Waste Aug-Apr Five 8-yd FL – 3x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste Aug-Apr Five 8-yd FL – 3x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-Jul Five 8-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

The waste container in the SE corner of Lot J needs a Saturday pickup – Aug-Apr

Recycle Multi-bin 30yd – as needed Mo charge $\_\_\_\_\_\_\_\_\_/mo Pickup Fee $\_\_\_\_\_\_\_\_\_\_

**Grand Valley Apartments**, Allendale Campus 5:00 am – 7:30 am (service will be reduced in the summer)

Waste Aug-Apr Three 4-yd FL – 2x MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-Jul Three 4-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Multi-bin 30yd– as needed Mo charge $\_\_\_\_\_\_\_\_\_/mo Pickup Fee $\_\_\_\_\_\_\_\_\_\_

**Performing Arts Center**, Allendale Campus 5:00 am – 7:30 am (service will be reduced in the summer)

Waste Aug-Apr One 6-yd FL – 2x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-July One 6-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Niemeyer Living Center**, Allendale Campus 5:00 am – 7:30 am (service will be reduced in the summer)

Waste Aug-Apr One 8-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-July One 8-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**The Connection**, Allendale Campus – 42nd street 5:00 am – 7:30 am

Waste Aug-Apr One 8-yd FL – 3x/ week MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Waste May-Jul One 8-yd FL – 1x / week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Aug-Apr Two 8-yd FL – 3x/ week MWF $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle May-Aug Two 8-yd FL – 1x/ week M $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Wesley House**, Allendale Campus 5:00am-7:30am

Waste Aug-Apr Three 4-yd FL – 2x MTh $\_\_\_\_\_\_\_\_\_/mo Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Housing move in/out 1 wk August 1 wk April,** Allendale Campus 5:00 am – 7:30 am

Waste several 30-yd open tops Pull Charge $\_\_\_\_\_\_\_\_\_\_ Tip Fee $\_\_\_\_\_\_\_\_\_/ton

**GVSU OPS Dept**, 120 Front St.

Waste One 8-yd front load – 6x per week M-S $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle (1) 2-yd 1 x week

Recycle (1) 95 gal recycle carts 1x/wk. $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Eberhard Center**, 301 W Fulton, downtown GR campus 5:00 am – 7:30 am

Waste One 8-yd front load – 6x per week M-S $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle (3) 95 gal recycle carts 1x/wk. $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost ( 1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Seidman College of Business**, 50 Front Ave SW

Waste One 8-yd front load – 4x per week M-S $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle (1) 2-yd 1 x week

Recycle (2) 95 gal recycle carts 1x/wk. $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Raleigh J Finkelstein**, 500 Lafayette Ave NE

Waste One 8-yd front load – 6x per week M-S $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle (1) 2-yd 1 x week

Recycle (1) 95 gal recycle carts 1x/wk. $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Operations Dept. Health Sciences**, 301 Michigan St. NE

Waste One 8-yd front load – 6x per week M-S $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle (1) 2-yd 1 x week

Recycle (1) 95 gal recycle carts 1x/wk. $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**DeVos Center**, 401 W Fulton, downtown GR campus 5:00 am – 7:30 am

Waste (north) One 8-yd front load – 6x per wk M-Sa $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Multi-bin – as needed Mo charge $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Compost (1) 8-yd front load $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Secchia Hall,** 420 W. Fulton**,** downtown GR campus across from DeVos Center After 9:00 a.m.

Waste Two 8-yd front load - 2x/week M Th $\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_\_

Recycle Multi-bin – as needed Mo charge $\_\_\_\_\_\_\_\_\_/mo Pickup Fee $\_\_\_\_\_\_\_\_\_\_

**Winter Hall**, 32 Winter St, downtown GR campus 5:00am – 7:30am

Waste: (2) 8 – yd front load 2x/week M Th $\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Holland,** 515 S Waverly Rd

Waste (north) One 8-yd front load – 6x per wk M-Sa $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Multi-bin – as needed Mo charge $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**IDC**, 227 Winter Ave NW

Waste (north) One 8-yd front load – 6x per wk M-Sa $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle Multi-bin – as needed Mo charge $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**GVSU**, 609 Watson

Waste Two 8-yd front load - 2x/week M Th $\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_\_

**WRI**, 740 W Shoreline Dr.

Waste One 8-yd front load – 6x per week M-S $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

Recycle (1) 2-yd 1 x week

Recycle (1) 95 gal recycle carts 1x/wk. $\_\_\_\_\_\_\_\_\_\_ Extra pickup $\_\_\_\_\_\_\_\_\_\_

**Baseline Cost for Recyclables and Percentage of Revenue Sharing**

Cardboard $\_\_\_\_\_\_\_\_\_/ton % of revenue sharing above baseline \_\_\_\_\_\_\_%

Paper $\_\_\_\_\_\_\_\_\_/ton % of revenue sharing above baseline \_\_\_\_\_\_\_%



**REFERENCE QUESTIONNAIRE**

Grand Valley State University requires all bidders responding to this Request For Quotation to complete the following questionnaire and return it as part of the response. Failure to include this questionnaire may disqualify your response to this RFQ.

1. Describe the metrics your company uses in terms of account management?
2. Describe any sustainability and diversion platforms for your customer?

1. Describe your sustainability goals in West Michigan and what your company is doing to promote a circular economy?
2. Does your local landfill support any local businesses with renewable energy?
3. What local community organizations does your company support?
4. Is your recycling single stream?

1. Can your company recycle light bulbs, batteries, aerosol container and ink cartridges?

1. What size containers does your company offer for stationary compactors?
2. What technology does your company utilize to maximize container are serviced at maximum capacity?
3. Describe the process for seasonal service changes.
4. GVSU looks to foster a partnership with its vendors. What does your company offer in terms of students and staff engagement?

1. How is your company reducing your fleet's carbon footprint?
2. How many years have you been in business as a contractor under your present name? \_\_\_\_\_\_\_\_\_\_\_\_
3. List any other business name(s) and location(s) you have operated as a contractor:
4. Firm Name & Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List three references of similar nature and size to this RFQ your organization contracted for within the past five years. GVSU reserves the right to contact any or all of the references listed. Additional references may be requested prior to the award of this bid.

COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT OF WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT OF WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TYPE OF WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT OF WORK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

START DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Explain approximately your proposed plan for performing the services required.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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List the equipment you own including containers as specified herein to perform the work proposed.

Are you willing to rent or lease such equipment in order to perform the work?

Yes \_\_\_\_ No\_\_\_\_\_

*Equipment Quantity Size/Capacity*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case of strike by your employees, how would you handle solid waste disposal and/or recycling collection services as required by this contract?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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19. Specify emergency contacts:

Daytime contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evening contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekend/holiday contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**PROPOSAL AND CONTRACT**

**Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bid No: \_\_\_224-14\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bid Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Materials Management Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bid opening date and time: \_\_\_\_\_Friday, October 13, 2023, at 10:00 a.m.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attached or included are the following proposed Contract Documents:**

* Invitation to Bid
* Introduction
* Instructions to Bidders
* Contractor’s Requirements
* Technical Requirements
* General Conditions
* Exhibit A
* Bid Specifications / Response Form
* Questionnaire
* Proposal & Contract

**Bidder acknowledges receipt of the following addenda:**

Addendum No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Addendum No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If awarded this contract, the undersigned agrees to start work on January 1st, 2024, upon receipt of contract signed by Grand Valley State University.

The undersigned proposes to furnish all labor, materials, equipment, tools, and services required to complete the work in accordance with the proposed Contract Documents listed herein, including all addenda issued pertaining to same, for the sum or sums indicated herein, and agrees that these Documents will constitute the Contract if accepted by Grand Valley State University.

**Bidder declares the following legal status in submitting this proposal:**

( ) A corporation organized and existing under the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

( ) A partnership.

( ) An individual doing business as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Federal Employer Identification No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The undersigned certifies that company is at least 51% owned, controlled and actively managed by:

( ) African American ( ) Asian American ( ) Hispanic American

( ) Native American ( ) Woman/Women ( ) Disabled Person(s)

( ) Veteran Owned

Firm Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/Zip Code\_\_\_\_\_\_\_\_\_\_

Bidder's Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title of person signing bid

**ACCEPTANCE:** This proposal is accepted by Grand Valley State University.

Signature of Authorized Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title

Witness’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Title

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GVSU Federal Identification No.381684280