

SJUSD

St. Johns Unified School District

NOTICE OF INVITATION FOR BID

Invitation for Bid #: 202102

Bid Due Date: May 28, 2021, 10:00 AM MST

Location: St. Johns Unified School District Office, 450 S. 13th West, St. Johns, AZ 85936
PO Box 1032, St. Johns, AZ 85936 (928) 337-2255

Material, Service and/or Construction: Waste Disposal Services

Bidders are strongly encouraged to carefully read the entire invitation for bid.

Bids must be in the actual possession of the SJUSD district office on or prior to the exact time and date indicated above. Bids received by the correct time and date will be opened and publicly read.

**Bid Opening May 28, 2021 10:05 AM - 450 S. 13th West, St. Johns, AZ 85936
(do not confuse with due date and time)**

Bids must be submitted in a sealed envelope properly addressed to the SJUSD with invitation for bid, the bid number, bid due date and time, and the bidder's name and address clearly indicated on the envelope. The District will not be responsible for late receipt of improperly addressed envelopes. All bids must be completed in ink or typewritten and a complete invitation for bid returned along with the bid by the time and date cited above.

When the District uses the name of a specific brand of merchandise or equipment, it is done to indicate the character or quality desired, or to match an item already in use. Unless marked "**NO OTHER BRAND,**" bidders are not restricted to bidding on the specific brands or makes. Consideration will be given to bids on other brands quoted as "equal". However, the SJUSD will be the sole judge on the question of "equal" quality. If bidding on a brand other than the specified item, full brand name, model, etc., must be written on the bid form and descriptive literature must be furnished. If "other brand" is not show in writing on the bid form, it will be assumed that the bidder is quoting on the specified item and bid will be awarded accordingly.

SJUSD reserves the right to accept or reject any bid or any part thereof, unless specified otherwise, and to waive any minor informality in any bid, deemed by us to be for the best interest of the District.

All information and bids submitted by bidders will be made available for public inspection following the award, except to the extent the bidder designates, and the District concurs, that trade secrets or other proprietary data contained in the bid documents remain confidential. If a bidder designates a portion of its bid as confidential, bidder shall isolate and identify in writing the confidential portion(s) at the time of submission.

Any questions related to this invitation for bid shall be directed to the contract person whose name appears below.

Contact Person: Kimberly Dugdale, Finance Director Phone: (928)337-2255 ext. 1106

THIS BID IS OFFERED BY:

Firm/Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Name: _____

Signature: _____

Title: _____

Date: _____

Phone: _____

A. DIRECTION FOR SUBMITTING BIDS

Vendors shall sign the District bid document. If this document is not properly signed, the bid may be considered non-responsive.

Telephoned, telegraphed, or faxed bids are not acceptable.

In the event that no bid is to be submitted, please advise the SJUSD whether or not further invitation to like items covered by this invitation are desired.

Any bidder not responding to two consecutive invitations for bid for similar procurements may be removed from the bidders list for those items.

B. TERMS AND CONDITIONS

The submission of a bid shall indicate that the bidder has read the terms and conditions, understands the requirements and that the bidder can supply the items specified.

No alterations, erasures or additions are to be made unless initialed in ink. Bids must be legible, typewritten if possible. Illegal or vague bids may be rejected.

No contract exists on the part of the school district until a written purchase order is issued. Issuance of a purchase order will be considered sufficient notice of acceptance of contract.

Prices shall be stated in units as specified (excluding sales tax) and the extension (excluding sales tax) on each item in the bid. In the event of conflict between the unit price and extension, the unit price shall govern.

It is mutually understood and agreed that the successful bidder(s) shall not assign, transfer, convey, sublet or otherwise dispose of the purchase order or contract, or their right, title or interest therein, or power to execute such purchase order or contract to any other person, company or corporation without prior written consent of the SJUSD Finance Director or designee.

SJUSD reserves the right to return any equipment and/or supplies which do not meet specification indicated in the bid at the bidder's expense. The bidder guarantees that the equipment and/or supplies delivered are standard, new and regular stock.

It is the bidder's responsibility to do an on-site visit to ensure the understanding of the scope of the work being bid. When doing an on-site visit, contact **Mr. Nelson Davis, Director of Maintenance & Transportation for personal assistance. (928)337-2221 ext. 1017 or (928) 245-2400**. If he is not available you can contact the district office and ask for Kimberly Dugdale, SJUSD Finance Director. (928)337-2255 ext.1106

Failure to examine any specification and/or instructions will be at the bidder's risk.

C. BIDDER CERTIFICATON

By submission of this bid, the bidder certifies that:

The bidder has not paid nor agreed to pay any person, other than a bona fide employee, a fee or brokerage resulting from the award of this contract.

The prices in this bid have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other bidder.

If awarded a contract, the bidder agrees not to discriminate against any employee or applicant for employment on the basis of race, religion, color, sex, disability, age or national origin.

D. FIRM AND USER’S INFORMATION

Length of time your firm has been in business (in AZ, if applicable) _____.

Length of time your firm has been providing the services being bid _____.

Do you have a local representative to provide services as required? Yes No

Name and location of sales representative _____.

Please indicate the address of your nearest waste facility: _____

All bidders must demonstrate the willingness and capability of providing substantial local service, which may require the availability of an on-site sales representative, and local stocking facility as may be deemed in the District’s best interest.

E. TAX REQUIREMENTS

Do not include any sales or use tax on individual items in this bid. Instead show below the percent of tax to be charged by you. The District is not exempt from paying sales and/or use tax. Use tax will be paid on any item on which sales tax has not been paid. The District is exempt from paying federal excise tax.

Plus _____ % TAX

F. **BRAND NAMES** *This section does not apply to bid #192002*

Specific brand used in the specification is done to indicate general character or quality desired, or to match an item already in use. Such references are not intended to limit or restrict bidding by other vendors.

If specified items are not available, please bid on suitable alternates. Bidder must be prepared to submit an alternate sample or demonstrate at no cost to the District.

Consideration will be given to bids on other brands quoted as “equal”. However, SJUSD will be the sole judge on the question of “equal quality”. After each item, full brand name, model, etc., must be written on the bid form by all bidders. Descriptive literature must accompany all bid alternates.

G. **SAMPLES** *This section does not apply to bid #192002*

It is the vendor’s responsibility to provide the District with adequate samples and detailed specification for any item bid. If a sample is requested by the District for evaluation, it must be submitted within 10 working days of the request.

Samples submitted for evaluation shall be free of charge, submitted and removed by bidder at bidder’s expense. Award samples may be held for comparison with deliveries. The District shall not be held responsible for any sample damaged or destroyed in the examination/testing process. Samples not removed within 30 days after notice of bid award will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.

Samples submitted will be compared to bid specifications and evaluated as to: materials used in construction, quality and workmanship, durability, adaptability to the use for which the item was intended, and overall appearance.

H. **WARRANTY/GUARANTEE**

All bidders must guarantee full satisfaction of their services.

I. **QUANTITY(S)**

Quantity(s) indicated are the District’s best estimate of projected needs and are in no way guaranteed or implied. Payments will be made to successful bidder for actual quantity(s) ordered and received. Final quantities will be based upon need and funds available.

In the best interest of the District, we reserve the right to increase or decrease quantities as shown, or to place subsequent orders with successful bidder(s). Successful bidder will be contacted prior to the placement of any additional order for verification of bid prices.

J. PRICE CLAUSES

Prices must be firm for a period of 120 days, preferably firm for one year form date of bid award.

After 120 days, the Director of Finance, will review fully documented requests for price increases and may at its sole option accept any changes or cancel from the contract those items concerned. The requested price increase must be based upon a cost increase that was clearly unpredictable at the time of bid, and can be shown to directly affect the price of the item concerned. The SJSUS Director of Finance will determine through competitive market review, trade publications, independent price indexes, and/or other means, whether the requested price increase or an alternative option is in the best interest of the District. The vendor shall offer SJUSD any published price reduction during the contract period. All price adjustments will be effective on acceptance by the SJUSD Director of Finance.

Please indicate the number of days prices are firm. _____

K. FORM OF CONTRACT

The form of contract for this purchase will be properly issued purchase orders referencing the requirements of this invitation for bid. If a firm submitting an offer requires that the District sign an additional contract, a copy of the proposed contract must be included with the bid.

The Purchasing Department will review proposed vendor contract documents. A vendor’s contract document shall not become part of the purchase contract unless and until an authorized representative of the SJUSD signs it. SJUSD’s contract documents shall govern in event of conflict with the terms of a vendor’s contract.

L. CONTRACT LIAISON

The contract liaison for any contract awarded under this invitation for bid will be Kimberly Dugdale, Finance Director, St. Johns Unified School District, (928)337-2255 ext. 1106.

The contract liaison may provide the vendor with general guidance as to contract performance. However, this individual is not authorized to make or approve changes in the contractual or performance requirements of any contract. Changes to an awarded contract shall be effective only upon written approval from the SJUSD Finance Director.

M. DELIVERY OF BID ITEMS *This section does not apply to bid #192002*

Delivery to be F.O.B. destination, freight prepaid to the SJUSD, St. Johns, AZ, as indicated on the purchase order. Prompt delivery is of the essence and may be a factor in bid award, therefore, bidder must indicate delivery time following receipt of purchase order on the bid form. Failure to deliver order within the specified time frame may result in the cancellation of the purchase order.

All deliveries shall be accompanied by delivery tickets or packaging slips. Ticket shall contain school district purchase order number, vendor name and name of the article. Purchase order number, vendor name and name of article shall identify cartons.

All equipment must be marked with manufacturer’s name either by stamping or embossing.

Indicate the number of days for delivery after receipt of purchase order _____.

N. GENERAL INFORMATION

Any formal written protest arising from the solicitation and/or award of this invitation for bid shall be filed with the District representative, Edward Burgoyne. Written protest relating to the initial solicitation must be filed with the District representative prior to bid opening. All other protests must be filed within 10 days after protester knows or should have known the basis of the protest, whichever is earlier. Contact with the district representative may be made at (928)337-2255 for the information required in filing of a formal written protest pursuant to State Board of Education School District Procurement Rule (ADESDPR)R7-2-1142.

This invitation for bid is issued in accordance with the requirements of the Arizona Department of Education School District Procurement Rules (Arizona Administrative Code, R7-2-1001 through R7-2-1195). Any contract awarded as a result of this invitation for bid shall be governed by said rules.

Any vendor submitting an offer in response to the invitation for bid, or entering a contract awarded from said offer, agrees to the ADESDPR as the exclusive means of adjudication of protests, claims, controversies, and/or appeals. This exclusive means of adjudication is entered under the free will of all parties and in consideration of the bid contract.

O. SERVICE TO INCLUDE BUT NOT LIMITED TO

Prompt delivery of services following receipt of purchase order as indicated.

Prompt response to SJUSD inquiries regarding services.

A periodic visit to the SJUSD from a representative to provide service as required.

Ability and willingness to advise SJUSD personnel when special needs arise.

Ability and willingness to promptly investigate claims of defective and/or inferior quality and to make the necessary adjustments in order to correct the problem. Investigations to include on-site response if necessary.

P. EVALUATION CRITERIA AND BIDDER CHECK LIST

The SJUSD shall evaluate all offers and award a contract to the apparent low responsive and responsible bidder(s). Price shall not be the sole factor in making a bid award, and bidders should not anticipate that the lowest priced item or service will be awarded in all instances; responsiveness to the solicitation and responsibility to successfully carry out the contract must be evident. Award will be made as determined to be in the best interest of SJUSD, and the District’s decision is final.

The following will be used as an evaluation tool. Please use as a checklist to ensure compliance.

FIRM/PERSON _____	<u>YES</u>	<u>NO</u>
1. Prices indicated by unit totals	_____	_____
2. Information provided as requested in spaces indicated	_____	_____
3. Local representative and/or outlet	_____	_____
4. Delivery will be made promptly after receipt of purchase order	_____	_____
5. Percentage of sales tax has been indicated	_____	_____
6. Page two bid document is properly signed	_____	_____
7. Compliance with all bidder certification requirements (sect. C.)	_____	_____
8. Other factors to be considered in making the award include but are not limited to: conformity with specifications, reliability of bidder, satisfaction of bidder’s previous service, time of delivery, user need and preference, safety of supplies and/or equipment and adherence in providing information as requested in this invitation for bid.		

Bid will be awarded to one vendor. The District reserves the right to award to the secondary bidder, if primary bidder is unable to perform the contract’s requirements.

All information and bids submitted by bidders will be made available for public inspection following the award, except to the extent the bidder designates, and the District concurs, that trade secrets or other proprietary data contained in the bid documents remain confidential. If a bidder designates a portion of its bid as confidential, bidder shall isolate and identify in writing the confidential portion(s) at the time of submission.

Award is anticipated 2 weeks after bid opening.

Q. BID SPECIFICATION

1. Provide dumpsters at 4 locations
2. Provide waste receptacles at 1 location
3. Removal of dumpster waste two times a week during the school operating months (August – May), and 1 time a week when school is not in session (June and July).
4. Removal of receptacle waste 1 time a week

Please provide the annual price for the services described above = _____

5. Periodic dumping fees at the landfill nearest to SJUSD

Please provide the price per ton for periodic dumping at the landfill = _____

6. On-site placement and pick up of industrial waste container

Please provide the price for periodic on-site industrial waste container = _____