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ADMINISTRATIVE OFFICE

Lakita Watson, Executive Director
7473 Parklane Road
Columbia, SC 29223
Phone: (803) 741-7272 (RCRC)
Fax: (803) 741-2028
Email: info@rcrc.state.sc.us
richlandcountyrecreation.com

INVITATION FOR BID IFB0004-2019 – WASTE DISPOSAL

Invitation for Bid Issued: THURSDAY, JANUARY 23, 2020

Invitation for Bid Due: 10:00 AM FRIDAY, FEBRUARY 7, 2020

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General Information

Richland County Recreation Commission invites you to participate in an Invitation for Bid (IFB) to provide WASTE DISPOSAL SERVICES TO VARIOUS RCRC LOCATIONS.

Inquiries regarding this IFB should be directed to Cicily Shaul at (803) 741-7272 ext. 179 or email Cicily@rcrc.state.sc.us, Monday – Friday between the hours of 9:00am and 4:00pm.

Attached hereto is the IFB instruction document(s). The written requirements contained in this IFB shall not be changed or superseded except by written addenda from the Richland County Recreation Commission. Failure to comply with the written requirements for this request may result in rejection of submission by the Richland County Recreation Commission.

A legible response on company letterhead in the increment of 3 bound paper copies or media sources (Flash Drive, Compact Disc, etc.) should be submitted to the address below.

Submissions should be sealed, marked with IFB control number and title, (as listed above), and mailed or hand delivered no later than **10:00 FRIDAY, FEBRUARY 7, 2020**.

Address:

Richland County Recreation Commission
Attn: Cicily Shaul
7473 Parklane Road
Columbia, SC 29223

Hand delivered copies may be delivered to the above address ONLY between the hours of 9:00am and 4:30pm/EST, Monday through Friday, excluding holidays observed by the Richland County Recreation Commission.

The Richland County Recreation Commission reserves the right to reject any and all IFB(S), waive any technicalities or irregularities, and award business based on the highest and best interest of the Richland County Recreation Commission.

****As It Applies**

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SECTION I - REQUEST FOR IFB SUBMISSION INSTRUCTIONS

A complete signed IFB must include the documents listed below:

A. IFB

Offerors are expected to examine the specifications, price schedule, and all instructions. Failure to do so will be at the offeror's risk. Each offeror shall furnish the information required by the solicitation. The IFB and price schedule must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the offeror.

All IFB(s) received will become a part of the official contract file and may be subject to disclosure.

B. IFB FORMAT

All IFBs should include the information outlined below and in the following order:

1. IFB should be submitted with a cover page on company letter head to include business legal name (Including operating structure, e.g. single proprietorship, partnership, limited liability, corporation, etc.), physical address, or other subordinate element that will perform the services described in this IFB. Include telephone number, point of contact, and official signature of an authorized company representative.
2. Table of Content: Including all sections and sub-sections.
3. Statement of work that clearly defines products and services to be completed. Specification shall include but not limited to equipment or service type, model or serial numbers, descriptions, pricing, warranty information, and any additional cost related to installation or delivery. Additionally, details of product and service performance should be provided in the form of diagrams, specification sheets, and/or pictures of completed product or result.
 - a. Current Project Assignments: Identify any current project assignment(s) and the anticipated completion date(s) for projects currently being managed/performed by key individuals proposed for this project.
 - b. Understanding of the Project: Statement of the firm's understanding of the project and proposed approach for providing requested services. Complete diagrams clearly defined are acceptable for large equipment and/or specific service(s).
 - c. Additional Services Required: Based on the firm's understanding of the project, identify any additional services or turnkey solutions and installations that might be required for a successful program and implementation.

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- d. ****Technical Overview: Key Features; Information Security, Data Ownership, Development & Implementation Schedules, Migration of Existing Data, Source Code and Intellectual Property Ownership; Training Solution, Maintenance, Warranties, Disaster Recovery, End of Contract Data Migration Plan**
- e. **Minimum Qualifications & Experience: Company Profile**
 - a. Number of years In Business
 - b. Number of Employees
 - c. Licenses
 - d. Certifications & Training
 - Key Staff Resumes that will participate on project
 - Evidence of Insurance
 - Price-Business Proposal
 - Identify Risk and Proposal Litigation – List of failed projects, suspensions, debarments, etc.
 - References – Past Performance of projects/contracts substantially similar (**Last Three Years Required: Include Company Name, Project, & Point Contact with phone number and email address**)
 - Financial Statements and/or Dun & Bradstreet Qualifier Report or Number (**Last Two Years Required**)

C. SUBMITTAL FORMAT

ALL Proposal copies (3) must be submitted as follows;

1. United States Postal Service (USPS): Submitted in a sealed envelope or container with the OUTER MOST container stating the Company Name, Address, Telephone number, Invitation Name and Control Number **IFB0004-2019 – WASTE DISPOSAL**.

SECTION II - REQUEST FOR IFB OVERVIEW AND PROCEDURES

A. INTRODUCTION PURPOSE

The Richland County Recreation Commission (RCRC) desires to solicit competitive BID(s) from responsible offerors to provide Waste Disposal services to various RCRC locations. Options to extend or renew shall be at the discretion of RCRC with notification by January 1st of the 2021 calendar year.

The offeror will provide services per the Scope of Services as indicated in Section III of this proposal (IFB).

B. BID TIMETABLE

The anticipated schedule for the IFB and contract approval is as follows;

1. IFB Documents Available: **THURSDAY, JANUARY 23, 2020**
2. Deadline for submission of questions: **10:00 FRIDAY, JANUARY 31, 2020**
3. Deadline for receipt of IFB: **10:00, FRIDAY, FEBRUARY 7, 2020**

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4. Evaluation/Selection Process: **Five (5) Business Days from Deadline of IFB Deadline**

C. **CONTACT PERSON**

The contact person for this Proposal/IFB is CICILY SHAULL via the following contact information:

Cicily Shaull
Cicily@rcrc.state.sc.us
(803) 741-7272 ext. 179

Offerors are encouraged to contact only the contact person(s) stated above to clarify any part of this Proposal/ IFB. Contact for reasons other than proposal/IFB clarification will be deemed unauthorized and shall not be considered as a basis for responding to this proposal/IFB and also may result in the rejection of the offeror's submittal.

D. **MINIMUM PROPOSAL ACCEPTANCE PERIOD**

Proposals/IFBs shall be valid and may not be resolicited for a period of 30 days from the date specified for receipt of proposals/IFB. *Richland County Recreation Commission will adjust at its discretion based on Best Value Proposal/IFB practices and policies.*

E. **ADDITIONAL INFORMATION /ADDENDA**

The Richland County Recreations Commission will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal/IFB due date. Offerors should not rely on any representations, statements or explanations other than those made in this proposal/IFB or in any addendum to this proposal/IFB. Where there appears to be a conflict between the proposal/IFB and any addenda issued, the last addendum issued will prevail. Request for additional information or clarifications must be made in writing no later than the date specified in the proposal/IFB timetable. The request must contain the offeror's name, address, phone number, and email address. Offerors must acknowledge any issued addenda. Proposal/IFBs which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal/IFB if the addendum contains information which substantively changes the proposal/IFB requirements.

F. **LATE PROPOSALS, WITHDRAWALS, MODIFICATIONS AND REJECTIONS**

Proposals/IFB shall not be modified, withdrawn, or cancelled by the Offeror for a period of sixty (60) days following the time and date designated for the receipt of proposals, and each Offeror so agrees in submitting a proposal/IFB. Negligence on the part of the Offeror in preparation of a proposal/IFB shall not be grounds for the modification or withdrawal of a proposal/IFB after the time set for proposal/IFB opening. Proposals received after the proposal/IFB due date and time are late and will **NOT** be considered. Modifications received after the proposal/IFB due date are also late and will **NOT** be considered.

G. **PROPOSAL OPENING**

IFB schedule prices will not be opened or read aloud publicly until the specified date and

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time. A list of names of firms providing IFB may be obtained from the designated contact person aforementioned in this document when available after the proposal opening.

H. NON-COLLUSION AFFIDAVIT

By submitting a proposal, the offeror represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the offeror has not directly or indirectly induced or solicited any other offeror to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the offeror has not in any manner sought by collusion to secure to that offeror any advantage over any other offeror.

By submitting a proposal, the offeror represents and warrants that no official or employee of the Richland County Recreation Commission has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

Full and prompt disclosure of any known or potential conflicts of interest shall be communicated immediately to the contact therefore advised in this document. Richland County Recreation Commission reserves the right to reject any proposal if evidence of such offeror fails to properly disclose direct or indirect acts of collusion and/or conflict(s) of interest to complete the work contemplated therein.

I. COST INCURRED BY OFFERORS

All expenses involved with the preparation and submission of proposal(s)/BID(s) to the Richland County Recreation Commission, or any work performed in connection therewith shall be borne by the offeror(s). No payment will be made for any responses received or for any other effort required of or made by the offeror(s) prior to commencement of work as defined by a contract approved by the Richland County Recreation Commission.

J. MINORITY BUSINESS ENTERPRISE POLICY STATEMENT

It is the policy of the Richland County Recreation Commission that no person or business shall be excluded from participation, denied the benefits of, or otherwise discriminated against in relation to the award and performance of any contract or subcontract on the grounds of race, color, creed, national origin, age, or sex.

K. SITE VISIT

Offerors are expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

L. AWARD OF CONTRACT

This is a past performance/ technical/ price trade-off source proposal selection in which competing offeror's past and present performance history and technical ability will be evaluated on a basis approximately equal to price. Award will be made to the responsible

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offeror whose proposal represents the best value after evaluation in accordance with the factors listed in Section IV herein. The Richland County Recreation Commission may reject any or all proposals if such action(s) is in the best interest of the Richland County Recreation Commission.

M. MULTIPLE AWARDS

The Richland County Recreation Commission reserves the right to make multiple awards, however it is our intent to award only to a single offeror.

N. QUALIFICATION OF OFFERORS

The Richland County Recreation Commission may make reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work and the offeror shall furnish to the Richland County Recreation Commission such information and data for this purpose as may be requested.

The Richland County Recreation Commission reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Richland County Recreation Commission that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

O. ALTERNATE PROPOSALS

Alternate proposals or proposals that deviate from the requirements of this solicitation will not be considered. Offerors shall not insert in their proposal any written statement which will have the effect of making any changes in the Scope of Services or in any contract between the parties covering subject matter thereof.

SECTION III - SCOPE OF SERVICES

A. INTRODUCTION AND PURPOSE

The offeror shall provide all personnel, equipment, tools, materials, supervision, means of communication, and other items and services necessary for achieving the desired product and service results to be completed for the period of February 15, 2020 through February 15, 2021. Option to extend or renew for additional years up to and not to exceed three (3) years shall be at the discretion of Richland County Recreation Commission and shall be communicated to Contractor no later than December 1, 2020.

B. GENERAL REQUIREMENTS

Waste Disposal: The offeror shall provide waste disposal services to Richland County Recreation Commission locations. Offeror shall provide to the Richland County Recreation Commission a roster of supervisors and other person(s) that will be on site at any time throughout the duration of the project. Offeror shall provide quarterly pest control treatments to each individual location listed in "Exhibit A".

1. Access Control: Offeror shall have full access to the designated areas. Coordination for earlier and after hour access is required through the responsible Richland County Recreation

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Commission contact.

2. Contract Performance Period: Contract performance period shall be from February 15, 2020 through February 15, 2021. Extension of contract for additional services shall be submitted in writing and shall be approved at the sole discretion of Richland County Recreation Commission. Termination of contract for failure to perform according to the contract shall be provided in writing to the Offeror and effective thirty (30) calendar days from the date of the mailing (certified mail). Termination by Richland County Recreation Commission shall be immediate upon offeror failure to comply with any of the terms.

3. Hours of Operation: The sites shall be open and available per "Exhibit A". Offeror shall advise of additional or revised accommodation requirements for site within proposal.

C. ADDITIONAL REQUIREMENTS

1. INSURANCE

- a. The Offeror shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance specified below. The insurer should be authorized to do business in the State of South Carolina and have a BESTS rating of no less than A.
- b. Before commencing work under contract, the Offeror shall provide to Richland County Recreation Commission a Certificate of Insurance evidencing the required minimum types and values of insurance as follows;
 - i. Workers' Compensation - Offerors are required to comply with applicable Federal and South Carolina State workers' compensation statutes. Policies covering Workers' Compensation liability shall provide coverage of statutory benefits and employers liability of at least \$1,000,000 each accident; at least \$1,000,000 each employee for disease and \$1,000,000 policy limit for disease.
 - ii. General Liability - \$2,000,000 aggregate; \$1,000,000 per occurrence; 50,000 fire damage; 5,000 medical expenses; 1,000,000 products completed operations; 1,000,000 personal and advertising injury or greater. Coverage should be on a per occurrence basis.
 - iii. Automobile Liability - Automobile liability insurance shall be written on the comprehensive form of policy- Combined single limit of at least \$1,000,000 to include Hired Autos and Non-owned Autos. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing the contract.
 - iv. Excess Liability - \$1,000,000 on a per occurrence basis
- c. The Certificate of Insurance evidencing required insurance shall contain an

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endorsement to the effect that any cancellation or any material change adversely affecting The Richland County Recreation Commission interest shall not be effective until 60 days after the insurer or the Offeror gives written notice to the Purchasing Administrator.

- d. The Certificate of Insurance shall reference the proposal and project name as evidence of complying to this requirement.
- e. The Offeror shall insert the substance of this requirement, including this paragraph, in subcontracts under the contract that requires work on Richland County Recreation Commission property and shall require subcontractor(s) to provide and maintain a copy of all subcontractor(s) proofs of required insurance, and shall make copies available to the Richland County Recreation Commission upon request.
- f. The following persons or entities are to be listed on the Offeror's general liability policy of insurance as additional insured: Richland County Recreation Commission
7473 Parklane Road Columbia, SC 29223

D. SPECIFIC TASKS

1. Containers must be provided for the locations listed in "Exhibit A", with the sizes indicated. The containers must be emptied following the schedule indicated in "Exhibit A". Must adhere to the special instructions listed for each location in "Exhibit A".
2. Services under the contract will commence as aforementioned in Section III.B.3. Offeror will communicate with the specified contact for information, instructions, and possible issues.

SECTION IV - SELECTION PROCESS AND EVALUATION CRITERIA

The Richland County Recreation Commission intends to evaluate all IFB and award a contract without discussions with offerors. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint. The Richland County Recreation Commission reserves the right to conduct discussions if the Richland County Recreation Commission later determines them to be necessary.

A. EVALUATION CRITERIA

Evaluation criteria to be used in determining the selected firm in order of importance are:

1. FIRM EXPERIENCE in providing services(s) to public sector organizations.
2. QUALIFICATIONS of staff assigned to the contracts.
3. UNDERSTANDING OF THE REQUIREMENT and the ability to provide a safe and accessible work site.

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4. REFERENCES including applicable past work and financial statement, and/or Dun & Bradstreet qualifier or number.
5. OFFEROR FURNISHED EQUIPMENT including adequacy and relevancy for performance of the requirements of the contract.
6. CONTRACT PRICE Completed Schedule of Services/Prices/Proposal Sheet submitted as a separate file, to include an appropriate advertising and marketing schedule.

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SECTION V - PROPOSAL FORMS

IFB0004-2019 – WASTE DISPOSAL

Proposal Form

Date: _____

Company Name: _____

Business Address: _____

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

Contact Person: _____

Business Phone #: _____

Cell Phone #: _____

Email Address: _____

****Total Proposal Price: \$** _____

**Total Proposal Price shall include all labor, material, equipment, taxes, etc. for services and project in accordance with the proposal documents and Scope and/or Statement of Work.

Payment schedule shall also be included for consideration.

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In compliance with the IFB, the Offeror hereby proposes and agrees to perform and furnish all work for the requirements known as IFB IFB0004-2019 – WASTE DISPOSAL in strict accordance with the proposal documents, within time set forth therein, and at the attached price proposed above. By submission of this Proposal, the offer certifies, and in the case of a joint offeror, each party thereto certifies as to its own organization that:

- 1. The offeror has examined and carefully studies the proposal documents and the Scope of Services and/or Statement of Work.**
- 2. The Offeror agrees that this proposal may not be revoked or withdrawn after the time set for the opening of proposal but shall remain open for acceptance for a period of sixty (60) days following such time.**

Signature: _____

Date: _____

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SECTION V.1 - PROPOSAL FORMS

Addendum Acknowledgement

The Offeror has examined and carefully studied the Specifications and the following Addenda.

Receipt of all of which is hereby acknowledged:

Addendum No. _____ Dated _____ Initials _____

Addendum No. _____ Dated _____ Initials _____

Addendum No. _____ Dated _____ Initials _____

Addendum No. _____ Dated _____ Initials _____

Offerors must acknowledge any issued addenda. Proposal which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the proposal if the addendum contained information which substantively changes the Owner's requirements.

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SECTION VI DOCUMENTS CHECK LIST:

CHECKLIST:

1. **Cover Letter** ☐
2. **Table of Contents** ☐
3. **Business Information** ☐
4. **Qualifications and Experience** ☐
5. **References/ Reference Projects** ☐
6. **Financial Information and Documentation** ☐
7. **Other Relevant Information** ☐

****MANDATORY PROPOSAL FORMS (SECTION V) Offeror must complete, execute and include with the proposal the following mandatory documents:**

- A. **Proposal form (provided)** ☐
- B. **Acknowledgement of Addenda (provided)** ☐
- C. **Schedule of Services/Supplies and Price Proposal (Must be submitted separately in a sealed envelope)** ☐
- D. **Security Plan** ☐

OPTIONAL FORMS (SECTION VI)

- A. **IFBs List Application – (required for submissions \$50,000+) ☐**

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EXHIBIT A

Location	Type of Waste container	Address of Location	Lift Schedule
St. Andrews Park	6 Cubic Yards	920 Beatty Road	Once per week (Oct. – Feb.) Twice per week (March – Sept.)
Caughman Road Park	8 Cubic Yards	2800 Trotter Road	Once per week (Oct. – Feb.) Twice per week (March – Sept.)
Blythewood Park	6 Cubic Yards (Park)	126 Boney Road	Once per week (Oct. – Feb.)
(2 Containers)	8 Cubic Yards (Ballfields)		Twice per week (March – Sept.)
Trenholm Park	6 Cubic Yards	3900 Covenant Road	Once per week (Oct. – Feb.) Twice per week (March – Sept.)
Hopkins Park	8 Cubic Yards	150 Hopkins Park Road	Once per week (Oct. – Feb.) Twice per week (March – Sept.)
North Springs Park	8 Cubic Yards	1320 Clemson Road	Once per week (Oct. Feb.) Twice per week (March – Sept.)
Friarsgate Park	8 Cubic Yards	1712 Chadford Road	Twice per week
Polo Road Park	8 Cubic Yards (Park)	730 Polo Road	Twice per week
(2 Containers)	8 Cubic Yards (Soccer)		Twice per week
Pine Grove Comm. Center	4 Cubic Yards	937 Piney Woods Road	Once per week
Meadowlake Park	8 Cubic Yards	600 Beckman Road	Twice per week
Cross Roads Park	6 Cubic Yards	Highway 601	Once per week
Richland County Tennis Center	6 Cubic Yards	7500 Parklane Road	Once per week
Upper Richland Comm. Center	6 Cubic Yards	280 Campground Road	Twice per week
(2 Containers)	6 Cubic Yards		Once per week
Killian Park	6 Cubic Yards	Marthan Road	Once per week
Bluff Road Park	6 Cubic Yards	5800 Bluff Road	Once per week
Eastover Park	8 Cubic Yards	1031 Main Street (Eastover)	Once per week
Adult Activity Center	6 Cubic Yards	7494 Parklane Road	Once per week
Ballentine Park	4 Cubic Yards	Bickley Road	Once per week
Denny Terrace	8 Cubic Yards	6429 Bishop Ave.	Once per week
Gadsden Park	4 Cubic Yards	Goodwin Circle	Once per week
Crane Creek	6 Cubic Yards	7405 Fairfield Road	Once per week
Garners Ferry Sports Complex	4 Cubic Yards	8620 Garners Ferry Road (Hopkins)	Once per week
Forest Lake	4 Cubic Yards	6820 Wedgefield Rd	Once per week
Kelly Mill	2 EA 6 Cubic Yards	171 Bombing Range Rd, Elgin	Once per week
New Castle/Trenholm Acres Community Center	4 Cubic Yards	5819 Shakespeare Road, Columbia, SC	Once per week
Admin Office	6 Cubic Yards	7473 Parklane Rd, Columbia, SC	Once per week
Perrin Thomas	2 EA 6 Cubic Yards	1010 Andres Rd, Columbia, SC	Once per week
	2 EA 4 Cubic Yards		Once per week
Ridgewood	4 Cubic Yards	805 Crest St, Columbia, SC	Once per week

**As It Applies