

**REQUEST FOR PROPOSALS
FOR
WASTE AND RECYCLING SERVICES**

Issued by

Clarkston Community Schools, Holly Area Schools, Lake Orion Community Schools, and Orion Township Public
Library

Hereafter jointly referred to as the Participants

May 15th, 2025

On Thursday, May 15, 2025 at 9:00am, RFP documents may be found online at the following:

clarkston.k12.mi.us (under Departments\Facilities Management\RFPs), hask12.org (under Departments\Business / Finance) and also lakeorionschools.org (under Departments\Facilities, Grounds, Maintenance and Operations\Public Bids). Any changes made to the RFP terms and specifications after the initial distribution will be emailed to all vendors on record requesting the RFP documents. Vendors **MUST** provide an email address to participate in this RFP.

Vendor proposals will be accepted in the form noted below until **Thursday, May 29th, 2025 at 9:00am** at Lake Orion Community Schools Office of Operations Department located at 455 E. Scripps Rd, Lake Orion, MI 48360. Late bids will not be considered.

Bids will be publicly opened on Thursday, May 29th, 2025 at 9:00am. at the Lake Orion Community Schools Operations Office address above.

SPECIFICATIONS**General RFP Information**

This RFP includes Clarkston Community Schools, Holly Area Schools, Lake Orion Community Schools, and Orion Township Public Library. Hereafter, these entities will be referred to as Participants.

Bidders must examine and agree to all terms and conditions of the RFP. Failure to agree and comply with requirements will be at the bidder's risk, and may be cause for rejection of the bid. By submitting a proposal, the potential vendor agrees to all requirements and specifications included in the request for proposal.

Bidders shall inspect the work sites and take such steps as may be reasonably necessary to ascertain the location and nature of the work and general conditions that can affect the work or cost thereof. Failure to do so will not relieve the bidders from responsibility for estimating properly the difficulty or cost of successfully performing the work.

The Participants reserve the right to solicit quotations from other suppliers and award additional work if it is in the best interest of the Participants.

Purchasing award decisions may include, but not limited to, price; product quality; service; delivery; adherence to specifications; past performance; supplier reliability; supplier environmental responsibility; supplier community responsibility; responsible contracting compliance.

The right is reserved to reject any and all bids, to waive informalities, and to award as determined in the best interest of the cooperative Participants.

The Participants reserve the right to accept or reject any or all bids in whole or in part, or, for reasons of establishing uniformity, service time or preference, to award the contract to other than the low bidder.

Vendors by submitting proposals agree, if requested by the Participants, to submit to an interview with the Participants' staff and/or a site visit to the Vendor's main office and/or a site visit to facilities of selected clients of the Vendor at the Participants' sole discretion.

The contents of the RFP and Vendor's submittal shall be incorporated into the contract, if a contract ensues.

The Participants will consider multiple providers for this contract, however, it reserves the right to award the contract to only one provider or make no award if it is in the best interest of the Participants.

It is this RFP's intent to include all Participant locations however any or all of the Participants can opt out individually. Please note if this will have an impact on your pricing.

A bidder may correct, modify, or withdraw a bid prior to the due date and time.

The Participants reserve the right to ask any additional questions regarding bids in order to analyze the overall results.

The Participants may cancel the request for bids, or reject in whole or in part any and all bids, if the Participants determine that cancellation or rejection serves the best interests of the Participants.

All questions must be submitted via email. Responses will be submitted within 24 hours, Monday-Friday, during normal business hours. You may email your questions to the following:

For Clarkston Community Schools, contact Jessica Kimmel at:

jlkimmel@clarkston.k12.mi.us

For Holly Area Schools, contact Jeremy Mason at:

jeremy.mason@hask12.org

For Lake Orion Community Schools, contact Wes Goodman at:

wrgoodman@clarkston.k12.mi.us

For Orion Township Public Library, contact Karen Knox at:

kknox@orionlibrary.org

Submittal Requirements

Vendors must submit a completed **Submittal Cover** sheet with an authorized signature for your company. **Submit on the form provided.**

Vendors must submit a completed **List of References** sheet that includes three references for work performed at facilities similar in nature. References should include facility name, contact name, address, and phone number for the specific person who is knowledgeable about the Vendor's record and performance. References may be contacted for consultation and/or site visits at Participants' discretion. **Submit on the form provided.**

Vendors must submit a **State of Michigan Affidavit** with an authorized signature for your company. **Submit on the form provided.**

Vendors must submit pricing information for waste and recycling services in detail as requested for each work location on the attached **Waste and Recycling Services Pricing** sheet. Use only the form provided when submitting a bid. **Submit on the form provided.**

Vendors must submit pricing for a complete list of additional services items on the attached **Additional Services Pricing** sheet. **Submit on the form provided.**

Vendors must also email excel spreadsheet forms (Waste and Recycling Services Pricing for each Participant and Additional Services Pricing) to wrgoodman@clarkston.k12.mi.us. Do not edit the format of the excel spreadsheet for any reason.

Vendors shall provide a written description of recycling services with proposals.

Vendors shall provide a written description of any restrictions regarding use of containers as to type, size, weight, etc. of trash or debris placed in the containers.

Recycle containers should come with lockable lids. We are looking for commingled recycle containers. Please include your recycling rules.

Vendors may provide any other information they feel will be helpful to the selection committee.

Vendors shall provide a written description of any variations or exceptions to the agreed schedule included in the bid amount. No changes will be made during the term of the contract without written approval from the Participants.

Vendors' final individual building bid amounts and final total combined bid amount should include all costs. The cost for recycling services should be inclusive of any and all cash back programs, and/or rebates.

Proposals must be received in a sealed envelope clearly marked with the vendor's company name and **"Waste and Recycling Services Proposal"** on the outside of the envelope. Vendors are required to use the proposal submittal forms included within this RFP.

Email attachments will be accepted for this bid.

Scope of Services

For Clarkston Community Schools, Holly Area Schools, and Lake Orion Community Schools, pick-up schedules will be reduced for the summer. Pick-up schedules for the summer will be provided by the Districts upon bid.

School Year Full Pick-up Schedule: August 25 to June 12

Summer Reduced Pick-up Schedule: June 15 to August 22

No waste removal service is required on the following holidays for all Participants:

- o Labor Day
- o Thanksgiving Thursday
- o Thanksgiving Friday
- o Christmas Eve
- o Christmas Day
- o New Years Eve
- o New Years Day
- o Martin Luther King Day
- o President's Day
- o Good Friday
- o Memorial Day

Containers are to be furnished and maintained by the Vendor. The compactors listed are owned by the Districts. Any variations of containers such as but not limited to size must be noted.

The information for each building are listed below, which include location, size of containers, number of containers, and schedule for trash collection (Please Note: W = Waste, R = Recycle):

Clarkston Community Schools	Location/Address			School Year Weekly Service
Early Childhood Ctr / Admin SQFT = 68,925 STUDENT COUNT=180+40	6397/6389 Clarkston Rd	Clarkston	48346	1-W 6yd; 3x 1-R 6yd; 1x
Andersonville Elementary SQFT = 56,643 STUDENT COUNT = 350	10350 Andersonville Rd	Davisburg	48350	1-W 6yd; 3x 1-R 6yd; 1x
Bailey Lake Elementary SQFT = 62,742 STUDENT COUNT = 550	8051 Pine Knob Road	Clarkston	48348	1-W 8yd; 3x 1-R 6yd; 1x
Bus Garage SQFT =14,400	6590 Middle Lake Road	Clarkston	48346	1-W 6yd; 1x
Clarkston Elementary SQFT = 62,092 STUDENT COUNT = 365	6589 Waldon Road	Clarkston	48346	1-W 6yd; 3x 1-R 6yd; 1x
Clarkston Jr High School SQFT = 238,027 STUDENT COUNT =1360	6595 Waldon Road	Clarkston	48346	35yd Compact 1-R 8yd; 1x
Clarkston High School SQFT = 423,066 STUDENT COUNT = 1860	6093 Flemings Lake Rd	Clarkston	48346	35yd Compact 2-R 8yd; 1x
Community Ed Ctr SQFT = 63,189 STUDENT COUNT = 235	6558 Waldon Road	Clarkston	48346	1-W 6yd; 3x
Independence Elementary SQFT = 70,967 STUDENT COUNT = 480	6850 Hubbard Road	Clarkston	48348	1 -W 8yd; 3x 1- R 6yd; 1x
North Sashabaw SQFT = 55,732 STUDENT COUNT = 360	5290 Maybee Road	Clarkston	48346	1-W 6yd; 3x 1-R 6yd; 1x
Pine Knob Elementary SQFT = 64,556 STUDENT COUNT = 520	6020 Sashabaw Road	Clarkston	48346	1-W 6yd; 3x 1-R 6yd; 1x
Sashabaw Middle School SQFT = 270,713 STUDENT COUNT = 1260	5565 Pine Knob Road	Clarkston	48346	35yd Compact 1-R 8yd; 1x
Springfield Plains Elementary SQFT = 75,145 STUDENT COUNT = 540	8650 Holcomb Road	Clarkston	48348	1-W 8yd; 3x 1-R 6yd; 1x

Holly Area Schools	Location/Address			School Year Weekly Service
Holly High School SQFT = 265,000 STUDENT COUNT= 1,160	6161 E Holly Rd	Holly	48442	2-W 8yd; 3x 1-CR 8yd; 3x 5-R 90gal; 1x
Holly Middle School SQFT = 100,000 STUDENT COUNT= 750	14470 N Holly Rd	Holly	48442	2-W 8yd; 3x 1-R 8yd; 1x 6-R 90gal; 1x
Karl Richter Campus SQFT = 104,371	920 Baird St	Holly	48442	2-W 8yd; 3x
Transportation SQFT =	920 Baird St	Holly	48442	1-W 8yd; 1x
Holly Elementary SQFT = 53,095 STUDENT COUNT= 355	801 E Maple Rd	Holly	48442	1-W 8yd; 4x 1-R 2yd; 1x 2-R 96gal; 2x
Davisburg Elementary SQFT = 61,700 STUDENT COUNT= 295	12003 Davisburg Rd	Davisburg	48350	1-W 8yd; 4x 1-R .45yd; 1x
Patterson Elementary SQFT = 63,500 STUDENT COUNT= 415	3231 Grange Hall Rd	Holly	48442	2-W 6yd; 2x 1-R 90gal; 1x
Rose Pioneer Elementary SQFT = 63,500 STUDENT COUNT= 335	7110 Milford Rd	Holly	48442	1-W 8yd; 4x 1-CR 8yd; 1x 1-R 90gal; 1x

Lake Orion Community Schools	Location/Address			School Year Weekly Service
Lake Orion High School SQFT = 415,000 STUDENT COUNT=2,490	495 E. Scripps Road	Lake Orion	48360	4-W 8yd; 6x 2-R 6yd; 2x
Lake Orion High School (Lower Pool Lot)	495 E. Scripps Road	Lake Orion	48360	1-W 8yd; 3x
Oakview Middle School SQFT = 140,000 STUDENT COUNT=556	917 Lake George Rd	Oakland	48363	1-W 8yd; 3x 1-R 6yd; 1x
Scripps Middle School SQFT = 139,150 STUDENT COUNT=654	385 E. Scripps Road	Lake Orion	48360	1-W 8yd; 3x 1-R 6yd; 1x
Waldon Middle School SQFT = 141,902 STUDENT COUNT=610	2509 Waldon Road	Lake Orion	48360	1-W 8yd; 3x 1-R 6yd; 1x
CERC Building- North End SQFT = 131,500 STUDENT COUNT=58	455 E. Scripps Road	Lake Orion	48360	1-W 6yd; 2x 1-R 6yd; 1x
CERC Building- South End SQFT = Inc. in CERC	455 E. Scripps Road	Lake Orion	48360	1-W 6yd; 2x
Blanche Sims Elementary SQFT = 55,288 STUDENT COUNT=333	465 E. Jackson St	Lake Orion	48362	1-W 6yd; 3x 1-R 6yd; 1x
Carpenter Elementary SQFT = 49,430 STUDENT COUNT=451	2290 Flintridge Street	Lake Orion	48359	1-W 6yd; 3x 1-R 6yd; 1x
Orion Oaks Elementary SQFT = 64,400 STUDENT COUNT=588	1255 Orion Oaks	Lake Orion	48360	1-W 6yd; 3x 1-R 6yd; 1x
Paint Creek Elementary SQFT = 72,175 STUDENT COUNT=471	2800 Indianwood Rd	Lake Orion	48362	1-W 6yd; 3x 1-R 6yd; 1x
Stadium Drive Elementary SQFT = 55,393 STUDENT COUNT=486	244 Stadium Drive	Lake Orion	48360	1-W 6yd; 3x 1-R 6yd; 1x
Webber Elementary SQFT = 63,000 STUDENT COUNT=457	3191 W. Clarkston Rd	Lake Orion	48362	1-W 6yd; 3x 1-R 6yd; 1x
Transportation Bldg SQFT = 3,000	3620 Giddings Road	Orion	48359	1-W 6yd; 1x 1-R 6yd; 1x
Administration Building SQFT = 6,000 (Through 12/31/25)	315 N Lapeer St	Lake Orion	48362	1-W 6yd;1x 1-R 6yd;1x
Administration Building SQFT = 20,000	1335 Joslyn Rd	Lake Orion	48360	1-W 6yd;1x 1-R 6yd;1x
Early Childhood Ctr SQFT =	1155 Joslyn Rd	Lake Orion	48360	1-W 6yd;3x 1-R 6yd;1x

Orion Twp Public Library	Location/Address			Weekly Service
Orion Twp Public Library	825 Joslyn Rd	Lake Orion	48362	1-W 4yd; 1x 1-R 2yd; EOW

General Terms and Conditions

CONTRACT PERIOD: The length of this contract shall be for one year, with an option to extend for a second and third year. Total contract is not to exceed three years.

COMMENCEMENT DATES:

Clarkston Community Schools, Lake Orion Community Schools, and Orion Township Public Library
August 1, 2025

Holly Area Schools
July 1, 2025

PRICE ADJUSTMENT: Prices shall remain firm per the RFP submittals for the length of the contract. Charges for additional services must be itemized and payments for such services will be added to the regular monthly payment.

Vendor will not be permitted to charge for fuel or environmental costs for the duration of contract.

INVOICES: Vendor invoices must be directed to each individual Participant per location, itemized; detailing application and/or services per location. Include contract/order number on each invoice to expedite payment. The invoices must be sent to each Participant individually.

PAYMENT: Payments by the Participants shall be made in twelve (12) equal monthly payments based on proposal annual pricing.

COMPLIANCE: It is the responsibility of the Vendor to keep informed of all existing and future Federal, State, or Local ordinance and regulations, which in any manner affect the work to be performed. The Vendor and all his/her agents shall at all times observe and comply with all such laws and ordinances, and shall protect and indemnify the Participants and all their representatives against any claim, loss, or liability arising or resulting from violation of any such laws or ordinances. Any Vendor not found in compliance with Local, State and Federal Regulations regarding this work might at any time result in immediate termination of contract as evidence of nonperformance.

CANCELLATION: Each Participant may cancel any Purchase Order/Contract within 60 days written notice to the Vendor. There will be no automatic renewal language in the contract after the contract period.

BANKRUPTCY: In the event the Vendor files for bankruptcy protection, the contract is automatically null and void, and will be terminated without further order.

INSURANCE: Vendor shall provide a Certificate of Insurance upon bid issuance, covering liability and property claims with Participants specified as co-beneficiary.

Minimum amounts of coverage are: General Liability \$1,000,000 Property Damage \$500,000.

SCHEDULE: Any reduction in the number of scheduled trash pickups by the Contractor will be credited against additional trash pickups requested by the Participants.

Vendor must communicate with the Participants if there are any temporary variations to the routine schedule put in place upon commencement of the contract.

Failure by the Vendor to provide the scheduled services for three (3) consecutive weekdays may result in termination of any obligation to the Contractor on the part of the Participants.

Waste removal services shall follow all local ordinances including hours of operation.

ACCEPTANCE: Signature of bid response will signify acceptance to all contract terms, conditions, and bid schedule items.

Submittal Cover

SUBMITTED BY:

COMPANY NAME:

ADDRESS:

AUTHORIZED SIGNATURE:

AUTHORIZED NAME (please
print):

TITLE: DATE:

PHONE #: FAX #:

E-MAIL:

List of References

REFERENCE

#1: _____

FACILITY NAME

ADDRESS

CONTACT NAME

PHONE NUMBER

REFERENCE

#2: _____

FACILITY NAME

ADDRESS

CONTACT NAME

PHONE NUMBER

REFERENCE

#3: _____

FACILITY NAME

ADDRESS

CONTACT NAME

PHONE NUMBER

STATE OF MICHIGAN AFFIDAVIT: No contract or renewal of any contract may be awarded by the state or any of its political subdivision to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

“Debt” means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivision because of a judgment, fine, permit violation, license assessment, defaulted workers’ compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

“Debtor” means any individual, corporation, partnership, association, Limited Liability Company or any other form of business association owing a debt to the state or any of its political subdivisions.

“Political subdivision” means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities.

“Related party” means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent (5%) of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers’ compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of Michigan, including, but not limited to, the Michigan Secretary of State’s Office, the Michigan Tax Department, Michigan Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency’s policies, procedures and rules.

Under penalty of law for false swearing, it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor’s Signature _____

Date: _____