

**MIDDLESEX COUNTY COLLEGE  
2600 WOODBRIDGE AVENUE  
P.O. BOX 3050  
EDISON, NEW JERSEY 08818**

**BID # 16-4 – TRASH DISPOSAL AND RECYCLING CONTRACT  
SPECIFICATIONS**

**1. PURPOSE**

The purpose of these specifications is the completion of a service type contract for one (12) month period and two renewable (12) month periods beginning July 1, 2015 and ending June 30, 2016. After the award of the contract, the contractor shall provide scheduled trash disposal and recycling services, as described in Section 4 - Scope of Work.

**2. DESCRIPTION OF FACILITIES**

The campus of Middlesex County College consists of (34) buildings, including (7) residences, on a 175-acre campus. The facilities owned by Middlesex County College related to this contract include, but are not limited to, outdoor pickup locations in parking lots, enclosures, and open areas typical for residence, educational, and office buildings. Middlesex County College embraces sustainable technologies and practices. The College recycles over 112 tons of material per year and continually seeks to increase recycling whenever and where ever possible. All vendors of Middlesex County College should be aware of this commitment to green practices.

**3. WORK LOCATION**

The services covered under this contract will be performed at the Middlesex County College campus located in Edison, New Jersey.

**4. SCOPE OF WORK**

The contractor shall provide all the necessary labor, materials, containers, and equipment required to complete pickup, disposal, and reporting services in the time specified and in a workmanlike manner for each of the locations specified in this bid. It shall be the responsibility of the Contractor to fully familiarize himself with the pickup locations on the campus in order to proceed with all work in a safe and cost effective manner. All materials are to be removed from the campus on the Contractor's designated pickup days.

Recyclable aluminum cans, glass, bimetal cans, and plastic containers may be placed in the containers by the College either loose or in plastic bags. The Contractor may remove the materials from the plastic bag and properly dispose of the plastic bag or pickup both the plastic bag and materials.

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.

## 5. QUALIFICATIONS

The Contractor shall submit verification, with his bid, that a licensed State of New Jersey disposal contractor will perform the work. The Contractor must also be able to provide all the necessary containers, vehicles, compactors, or any other associated equipment with respect to trash disposal and recycling.

The Contractor shall include, with his bid, a listing of four (4) trash disposal and recycling service contracts similar in scope to this contract, which have been satisfactorily completed or are currently in existence. The listing should include the name of the firms for which the services have been performed, a description of the services, and the name and phone number of a reference at each firm who may be contacted by the College.

Failure to include this information in the Contractor's bid may result in the bid being considered non-responsive and subsequently rejected.

## 6. CONTAINERS

The containers used under this section shall be of a quality acceptable to the College's Associate Director of Buildings and Grounds. **The containers shall be new or completely reconditioned at the start of the contract date on July 1, 2015.** Acceptance is based upon, but not limited to, containers that are rust and/or dent free, have attached tops that can be closed, are free of contaminants, and meet the requirements of existing codes, regulations, and laws. Where possible Middlesex County College would prefer the High density Polyethylene Dumpsters in the colors requested.

The Contractor shall provide preventive and repair maintenance services, as required by the College's Associate Director of Buildings and Grounds. If the item to be serviced cannot be repaired, the Contractor shall provide replacements. Containers shall be completely maintained by the contractor. **They shall be steamed cleaned and repainted once per year. Repairs to containers shall be completed within 48 hours of a service request call from the Facilities Department of the College.** If the maintenance cannot be met then a temporary container must be provided for during this time period until the container(s) are repaired.

The materials required under this contract consist of the following containers which will be delivered to their pickup location and removed at the conclusion of this contract:

- A. Three (3) trash containers. They are to be four (4) cubic yard front loading/slant top trash containers and are to be colored Black with lettering on all four (4) sides stating "Trash". They are to be at the following locations:

Performing Arts Center

Physical Education Center  
Crabiel Hall (lot #1B)

- B. Five (5) trash containers. They are to be six (6) cubic yard front loading/slant top trash containers and are to be colored Black with lettering on all four (4) sides stating "Trash". They are to be at the following locations:

Bookstore  
East Hall  
Edison Hall  
Facilities Management  
Main Hall (Lot #3)

- C. Three (3) trash containers. They are to be eight (8) cubic yard front loading/slant top trash containers and are to be colored Black with lettering on all four (4) sides stating "Trash". They are to be at the following locations:

Instructional Resource Center  
Billy Johnson Hall  
Raritan Hall (Lot #7)

- D. One (1) trash compactor. It is to be a VIP eight (8) cubic yard trash compactor and is to be lettered on all four (4) sides stating "Trash". It is to be located at the College Center loading dock. The Contractor shall provide the installation, periodic maintenance, repairs, and removal of the unit. Emergency repairs must be preformed within 24 hours of notification of the Facilities Maintenance Department. An alternate container must be provided if repairs cannot be made within this timeframe.

- E. Four (4) containers. They are to be four (4) cubic yard containers for recyclable corrugated cardboard and are to be colored White with lettering on all four (4) sides stating "Corrugated Cardboard & Mixed Paper". They are to be at the following locations:

East Hall  
Instructional Resource Center  
Facilities Management (Rear)  
Billy Johnson Hall

- F. One (1) trash compactor (to be used for Corrugated Cardboard Only) to be located at the College Center loading dock. It is to be a VIP eight (8) cubic yard trash compactor. The unit shall be lettered with the words "Corrugated Cardboard/Mixed Paper" which shall be located on (4) sides of the container. The Contractor shall provide the installation, periodic maintenance and repairs as well as service on the unit. The unit is to be painted white.

G. One (1) trash compactor (to be used for Corrugated Cardboard Only) to be located at the College Bookstore Loading Dock. It is to be a VIP eight (8) cubic yard trash compactor. The unit shall be lettered with the words "Corrugated Cardboard" which shall be located on two (2) visible sides on the container. The unit is to be painted white. The contractor shall provide installation, periodic maintenance and repairs as well as service on the unit. The unit shall be emptied once per week as the case with the other units on campus. \* **During the last two weeks of July, first two weeks of August, and entire month of January this unit shall be emptied twice per week during these time frames through the duration of this contract period.**

H. Six (6) containers. They are to be two (2) cubic yard containers for recyclable aluminum cans, mixed glass, bimetal cans, and plastic containers. The containers are to be colored Red with lettering on all four (4) sides stating "Glass & Aluminum". They are to be at the following locations:

Facilities Management  
Instructional Resource Center  
Main Hall (Lot #3)  
Raritan Hall  
Billy Johnson Hall  
West Hall-parking lot #1B

I. One (1) container. It is to be four (4) cubic yard container for recyclable aluminum cans, mixed glass, bimetal cans, and plastic containers. The container is to be colored Red with lettering on all four (4) sides stating "Glass & Aluminum".

College Center Loading Dock

J. The seven (7) residence homes shall be provided with two (2) containers each supplied by the Vendor. They must be of rugged construction and comparable to containers utilized by municipal trash collection agencies. They must have two wheels for maneuverability and an attached swing type of lid. The units are to have a 65 gallon capacity. Specifications and a photograph must be provided for these fourteen (14) new containers at the start of the contract period.

## 7. PICKUP SCHEDULE

All pickups shall be completed between 4:00 am and 7:00 am on the day specified for each material fifty-two (52) weeks per year in accordance with the following schedule:

<u>Material</u>	<u>Pickup Day(s)</u>
Trash including residences	Tuesday and Friday
Corrugated Cardboard	Wednesdays
Aluminum, Glass, Bimetal, and Plastic	Thursday or Friday's

In the event, the contractor fails to pickup trash containers prior to 7:00 am due to mechanical, scheduling, or other scenarios the dispatcher shall contact the Facilities Department and notify the Associate Director of Buildings and Grounds. Failure to collect trash and recyclable items prior to the set schedule must be rescheduled through the Associate Director of Buildings and Grounds. Changes to the agreed upon schedule shall be requested by the Contractor in writing to the College seven (7) days prior to the requested change. The operation of the College shall have preference in agreeing to the schedule and/or changes.

The trash at the seven (7) campus residence homes shall be picked up on Tuesday and Friday between 7:00 am and 4:00 pm.

Failure to comply with this section may result in a prorated deduction from the contract payment(s) for missed pickups.

## 8. REPORTS

The Contractor shall maintain records of the volume and/or weight of each of the trash and recyclable materials collected at the College in accordance with the State of New Jersey Mandatory Recycling Act. *A written report of these records shall be submitted by the Contractor to the College's Associate Director of Buildings and Grounds on a quarterly basis. This report shall include: commingled products, corrugated cardboard & newspaper as well as food waste.* Failure to comply with this section may result in the withholding of the contract payment(s) until the reports are received.

**Employee wage reporting:** The contractor and any subcontractor thereof engaged under a contract pursuant to this specification is subject to and shall comply with the provisions of N.J.S.A. 34:11-68 with respect to record keeping of all individuals engaged in the collection or transportation of solid waste or recyclable material, excluding recycled or reclaimed asphalt or concrete, collected under this contract as follows:

1. The contractor shall keep an accurate record showing the name, the actual hourly rate of wages paid to, and the actual daily, overtime and weekly hours worked by, each individual engaged in the collection and transportation work done under the contract, and any other records

deemed necessary by the commissioner for the enforcement of wage payments. In addition the records shall be preserved for two years from the date of payment. The record shall be open at all reasonable hours to the inspection of Middlesex County College awarding the contract, any other party to the contract, and the commissioner.

2. The contractor or subcontractor shall submit a certified payroll record showing only the name, the actual hourly rate of wages paid to, and the actual daily, overtime and weekly hours worked by each individual engaged in the collection and transportation work done under the contract, in a form satisfactory to the commissioner, to Middlesex County College for each payroll period not more than 10 days after the payment of wages. Reporting under this section may be fulfilled by using the N.J. Department of Labor and Workforce Development's "[Payroll Certification for Public Works Project](#)" and completing columns 1-5 for each covered employee. The certification shall be submitted to: Middlesex County College 2600 Woodbridge Ave, Edison, NJ 08818.

By entering into a contract, the contractor acknowledges the provisions of N.J.S.A. 34:11-68 with regard to the authority of the Commissioner of the Department of Labor and Workforce Development to investigate the contractor or subcontractor's wages and any penalties that may result from failure to comply.

9. **WORKMANSHIP**

All work shall be performed by skilled operators in a workmanlike manner typical of the trades involved. No work shall be performed under conditions unsuitable for best results.

Proper care should be taken to protect all areas surrounding the pickup sites so as not to cause any damage. Following completion of pickups at each site, the Contractor must clean up any materials dropped during the pickup. The Contractor shall immediately report at the time of the incident (to the College Police or Associate Director of Buildings and Grounds) and repair any damage caused while providing the services required in this contract. The contractor must properly return the damaged area(s) to their original condition.

10. **SAFETY & FAMILIARIZATION:**

The Contractor shall be required to follow the rules and requirements of the Middlesex County College Contractor Guide.

Spills, such as from hydraulic lines, shall be immediately reported to the College Police Department at 732-906-2500. The Contractor shall be responsible for the clean up and reporting of any spills and shall reimburse the College for any materials and/or labor expended in containing spills while awaiting the Contractor's abatement action. The Contractor's response shall be within one hour of notification.

**11. PAYMENT**

Contractor shall submit one (1) invoice only per month. Payment shall be based upon the costs bid for actual work performed. Payment will be made following the submission of an invoice for completed work, except as noted in Section 8 – Reports and Section 7 – Pickup Schedule. No price increases shall be accepted for the term of this contract, except as noted in Section 14 - Additional Fees.

**12. HOLIDAYS**

Scheduled pickups that fall on a holiday shall have an alternate pickup date of the next weekday immediately following the holiday. The Contractor's bid shall include a listing of the holidays observed by the Contractor for which alternate pickups will be made.

**13. SITE VISIT**

Interested bidders can make an appointment to inspect the campus pickup locations included in this contract by calling Ronald Balint, Associate Director of Buildings and Grounds at 732-906-4171.

Questions pertaining to these technical specifications may be directed to Ronald Balint, Associate Director of Buildings and Grounds at 732-906-4171. Questions related to the bidding requirements may be directed to David Fricke, Director of Purchasing and Inventory at 732-906-2519.

No subsequent claim for additional cost based on lack of full knowledge of the conditions and scope of work of this contract will be considered by the College.

**14. ADDITIONAL FEES**

Only the following additional fees resulting from orders of a regulating authority, such as the New Jersey Department of Environmental Protection and Energy (NJDEPE) or Board of Public Utilities (BPU), will be accepted by the College in the following manner:

A. Change in Disposal Site

If the current trash disposal site, Edgeboro Landfill in East Brunswick, New Jersey, is changed during the term of this contract, the cost change shall be added or deleted from the contract. The cost change shall be based on the actual increase or decrease in mileage traveled from the College to the disposal site at the per mile rate stated in the Contractor's bid for two trips per week.

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.

B. Increase in Fees

Increases in tipping fees, surcharges, and/or taxes shall be invoiced and paid for separately by the College for the actual weight of trash removed from the campus. No fuel charges shall be implemented. The Contractor shall submit a monthly invoice for these increases along with copies of the Contractor's backup documentation and verification to the College's Grounds Superintendent for approval of the weight. Upon approval the invoice will be forwarded to the College's Business Office for payment.

15. ON GOING SUSTAINABLE PRACTICES

Middlesex County College endeavors to embrace new recycling and sustainable practices whenever and where ever possible, the contractor will need to recognize the efforts of the College and cooperate with any service requests or changes.

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.