

BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance



Request for Proposal

Rubbish Removal and Recycling

Project Number: PM-15-2427

Request for Proposal Timeline	
11/20/2023	Publication of Request for Proposal (RFP) printed in The Boston Globe
11/20/2023	RFP and instructions available online at www.bphc.org at 10:00 AM
	No bidders conference or walkthrough
11/28/2023	Questions are due in writing by 4:00 PM to jolivo@bphc.org Ktejada@bphc.org Subject: Rubbish Removal & Recycling
12/04/2023	Responses to questions will be emailed to all interested parties.
12/07/2023	<p>Bid due by 10:00 AM – Submit (2) original bids (do not bind) and PDF file of bid on a USB flash drive. Bid documents must be submitted in separate sealed envelope or box addressed to:</p> <p style="text-align: center;">Boston Public Health Commission Attention: Property Management 205 River Street Mattapan MA 02126</p> <p>Clearly mark each envelope or box: Organization Name and Address & Rubbish Removal & Recycling Bid</p> <p>1. No Exceptions to This Deadline</p>
12/12/2023	<p>Notification of Decision</p> <p>Desired date for notification of award to bidder(s) however, BPHC has the discretion to extend this date without notice. BPHC reserves the right to accept or reject any or all bids. BPHC anticipates submitting a Notice of Award to the selected bidder(s) by email or address provided in the RFP responses. The contract(s) will be awarded to the lowest responsible and responsive bidder(s) meeting all requirements. The lowest responsible and responsive bidder shall mean the bidder that best meets the requirements set forth in this solicitation and offers the lowest cost. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).</p>

The responsibility for submitting a bid to BPHC on or before the stated time and date will be solely and strictly the responsibility of the bidder. BPHC will in no way be responsible for delays caused by the United States Mail delivery or caused by any other occurrence. In case of delays as a result of weather emergencies, or natural or man-made disaster, bids may be accepted the next available business day.

OVERVIEW

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC’s mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

BPHC is seeking requests for bids from qualified contractors for Trash and Recycling for BPHC various locations.

BPHC encourages small, local, minority, disadvantaged, women-owned, veteran and/or service-disabled owned business enterprises to participate in all procurement opportunities.

PROPOSED SCOPE OF SERVICE

Services including but not limited to: Supply & delivery of waste containers; Supply & delivery of balers; Supply and delivery of Recycling containers; Pick up and disposal of waste – schedules are site specific; Maintenance of all containers & compactors; Please refer to Campus Profiles for more details.

Long Island Campus
Boston Harbor
Boston, MA 02169

Northampton Square
785 Albany Street
723-727 Mass Ave.
Boston, MA 02118

BPHC - Men Shelter
112 Southampton St.
Boston, MA 02118

Mattapan Campus
(201-215) River Street
Mattapan, MA 0212

Engagement Center
26 Atkinson Street
Boston MA 02118

Boston EMS Locations

BPHC reserves the right to award one or multiple bidders based upon bid is deemed most favorable to BPHC. BPHC has the discretion to modify the scope as necessary prior to execution of the contract with the selected bidder(s). No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor(s). BPHC will work selected bidder(s) to adjust cost(s) based on any revisions to the scope of service. Bidder(s) shall provide special service requests to BPHC as needed but not limited to the scope herein. BPHC will not be responsible for any transportation fees or costs, included but limited to, mileage or fuel cost.

REQUIREMENTS

The following are minimum qualifications and licensing requirements that the bidder must meet to be eligible to submit a bid. Bidders must demonstrate compliance to minimum qualifications. BPHC reserves the right, but is not obligated, to obtain clarification from the bidder if compliance to the minimum qualifications is not clear in the bid. Those that are not clearly responsive to these minimum qualifications shall be rejected by the BPHC without further consideration.

Bidder must have a minimum of 5 years' experience in construction with a minimum of 3 or more contracts of comparable property size and scope as detailed in herein.

Vendor(s) selected to perform the services must agree to the following:

BPHC as the local board of health for the city of Boston, is the holder of private medical information. This service may expose the vendor employees to such information therefore, BPHC requires the vendor to sign the Health Insurance Portability and Accountability Act (HIPAA) - Business Associate Agreement to protect the privacy of BPHC clients.

The vendor must comply with the City of Boston Living Wage Ordinance.

Vendor is solely responsible for informing BPHC if vendor is or has been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, subcontracts, and Federal assistance and benefits in any amount. BPHC will ensure that no party found on Systems for Award Management (SAM) list is awarded a contract.

The vendor must immediately report any discovered damaged property or inoperative items to BPHC so as not to be held accountable. In addition, vendor must report any incidents that involve vendor on BPHC property.

Vendor must assign a supervisor to each location. All services must be performed by employees of the vendor. The vendor agrees to assume responsibility for the actions and conduct of any of its employees. Vendor's employees who violate any rules shall immediately be removed and banned from all BPHC premise. The vendor must provide a list of employees under the contract if requested by BPHC.

WAIVERS

The BPHC will highly consider companies who are willing to waive the following charges:

2. Fuel & Rental of Open top Dumpster/Containers.
3. Pick Up of Recycling and other costs associated with recycling.

SCHEDULED PICK UPS & HOLLIDAYS

In the event a pickup fall on a holiday the trash will be moved up by one (1) day.

SERVICE OF EQUIPMENT & REPAIRS

Equipment shall be maintained by the awarded vendor. If the equipment malfunctions or is in need of service, repairs shall be made within 24 hours. In the event the equipment cannot be repaired within this timeframe, the selected vendor shall provide and deliver the same capacity equipment at no additional cost until the equipment is returned to full operation.

All costs incurred beyond the specified fixed fee services listed within this contract shall be the responsibility of the selected vendor. BPHC shall not be responsible for any additional fees related to temporary or permanent equipment unless specifically specified within this contract.

ONE HOUR CALL RESPONSE REQUIRED

In the event of a service call regarding the equipment listed within this contract a 1 hour response time is required from the time of BPHC making the service call. A resolution plan must be outlined within an hour time frame. In the event that the one (1) hour response time is not met BPHC reserves the right to terminate the service contract.

LONG ISLAND TRANSPORTATION

Hauling and delivery of equipment is available via barging. Barging times are dependent upon sea tide and weather conditions. All Barges originate at 125 Main Street, Hull MA. Approximate travel time may vary from one (1) hour to one hour and a half (1-1/2) each way.

RECYCLING COST

The Boston Public Health Commission is researching ways to lessen the environmental impact of landfills. Please include and attached a "Recycling Program Profile". The "Recycling Program Profile" shall include frequency of pick-ups, monitoring process of recyclables, and re-uses as well as any other environmentally conscious efforts your company is committed currently.

Vendor must provide a monthly reporting of:

1. Single stream recycling tonnage
2. Cardboard tonnage
3. Compostable
4. Others / weight

Invoice Requirements

The vendor must assign an accounting / financial representative for invoicing and all fiscal responsibilities and correspondence. The following is required for invoice and payments:

Vendors must submit a typed or printed invoice; handwritten invoices are not acceptable.

Monthly invoices for cleaning or special service must be submitted and identified with property location, department name, date, and description of service.

A valid Purchase Order Number must be obtained prior to preparing invoices. Purchase Orders must be typed or printed on each invoice.

All invoices must have a unique invoice number.

Invoices without the required information or documentation, will not be processed. The vendor will be informed in writing to revise and resubmit the invoice.

Invoice payments will be released within 30 days of the invoice date after approval by the authorized BPHC personnel.

TERMS OF SERVICE

BPHC may cancel the RFP or reject all bids at any time prior to award, if BPHC determines its best interest will be served by such action. Written notice of the cancellation will be made to bidders. A bidder's failure to satisfactorily furnish required contract documents within BPHC's Procurement Office request time may result in the bidder forfeiting its award. BPHC reserves the right to select the next lowest responsive and responsible bidder of this RFP.

PREPARATION AND SUBMISSION INSTRUCTIONS

Bidder must review the specifications of this RFP and prepare and submit all bidding documents in the order listed below.

- Complete all bidding documents in Arial or Calibri font and size 12 point.
- Complete all bidding documents; do not leave any questions or requests as blank (unanswered); include "N/A" for any areas not applicable.
- All documents requiring signature must be signed in ink.
- Do not alter any RFP forms. Additional forms requested may be submitted per the company's format.
- Questions and responses and/or addendums must be signed by the bidder and submitted with bidding documents.
- Bidding documents and bid cost must be submitted in separate envelope or box clearly marked with
 1. Organization Name and Address Rubbish Removal and Recycling
 2. Organization Name and Address and Rubbish Removal and Recycling

Submit all required bidding documents in the following order:

1. Cover Form
2. Business Profile
3. Scope of Service
4. Reference Form
5. Certifications (if applicable)
6. Certificate of Liability Insurance
7. W-9 Form
8. Questions & Responses and/or Addendums (if applicable)

Submit all required bid cost sheets in the following order:

1. Cover Form
2. Property Hours of Service
3. Property Location and Facilities
4. Total Annual Cost Including Service and Supplies
5. Monthly and Special Service Cost per Location
6. Company / Entity Cost Sheet of Itemized Cleaning Services

Bids will be rejected if required documentation in specified order as indicated is not submitted.

Bids may be withdrawn in writing by mail or email to BPHC prior to date and time of RFP opening. Withdrawn bids may be resubmitted until the date and time of bid opening.

- Email Request: shall have letter attached on company letterhead with the bidder contact's signature and submitted five (5) business day before the date of RFP opening to jolivo@bphc.org Ktejada@bphc.org
- Mail Request: shall be in writing on company letterhead and postmarked five (5) business days before the date of RFP opening to:

Boston Public Health Commission
Property Management Office c/o Jonathan Olivo
205 River Street Mattapan, MA 02126

Property Hours of Service

Property Management Office	
Mattapan Campus	Monday – Friday 8:00AM – 4:00PM

Rubbish Removal and Recycling Price Sheets

A. Long Island Campus FY'24 FY'25 FY'26

30 yard open container – Blackstone Park – General trash / non compactable

On call (once a month)			
Monthly Rental	\$ _____	\$ _____	\$ _____
Cost of Pull	\$ _____	\$ _____	\$ _____
Waste Disposal / ton	\$ _____	\$ _____	\$ _____

15 yard self contained compactor – From May to September - General Trash

Pick Up twice a week			
Location: Camp Harbor			
Monthly Rental	\$ _____	\$ _____	\$ _____
Cost of Pull	\$ _____	\$ _____	\$ _____
Waste Disposal / ton	\$ _____	\$ _____	\$ _____

B. 28 Atkinson Street - 3 Waste Container 2 Cu Yd

Pick Up Once a day			
Monthly Rental	\$ _____	\$ _____	\$ _____
Cost of Pull	\$ _____	\$ _____	\$ _____
Waste Disposal	\$ _____	\$ _____	\$ _____

C. Northampton Square Campus FY'24 FY'25 FY'26

35-yard self container – General trash

On call (once a month)			
Monthly Rental	\$ _____	\$ _____	\$ _____
Cost of Pull	\$ _____	\$ _____	\$ _____
Waste Disposal / ton	\$ _____	\$ _____	\$ _____

Recycling #20 – 96 Gallon totes
Miranda-Creamer Bldg. (785 Albany St.)
Weekly pick up

	\$ _____	\$ _____	\$ _____
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Rubbish Removal and Recycling Price Sheets

EMS – Locations/Accounts	FY'24	FY'25	FY'26
85 Bragdon St. Roxbury			
8 cubic yard container – Weekly Pick up			
Monthly Rental / Service (combined)	\$ _____	\$ _____	\$ _____
Recycling –			
2 – 80 96 Gal. totes – weekly pick up	\$ _____	\$ _____	\$ _____
512 Main St. Charlestown			
2 Cubic Yard waste container – two pick up / month			
Monthly Rental / Service (combined)	\$ _____	\$ _____	\$ _____
Recycling –			
1 – 96 Gal. totes – weekly pick up	\$ _____	\$ _____	\$ _____
67 Shirley St. Roxbury			
6 cubic yard container – Two pick up / Weekly			
Monthly Rental/ Service (combined)	\$ _____	\$ _____	\$ _____
Recycling –			
1 – 96 Gal. totes – weekly pick up	\$ _____	\$ _____	\$ _____
257R Western Ave. Brighton			
8 cubic yard container – Weekly Pick up			
Monthly Rental/ Service (combined)	\$ _____	\$ _____	\$ _____
Recycling –			
1 – 96 Gal. totes – weekly pick up	\$ _____	\$ _____	\$ _____
17. 201 Rivermoor			
1-8 yard – Weekly Pick up	\$ _____	\$ _____	\$ _____

This form serves as the cover page for bid documents and bid cost submissions. Bids will be rejected without Cover Form.

Addendum Received: _____ out of _____

Company / Entity Information

Company or Entity Name: _____

Address: _____

Telephone: _____

Email: _____

Taxpayer Identification #: _____

Business Classification:

Check appropriate item(s) and submit certification(s) in the bidding documents.

- _____ Small Business Enterprise
- _____ Local Business Enterprise
- _____ Minority Owned Business Enterprise
- _____ Woman Owned Business Enterprise
- _____ Veteran Owned Business Enterprise
- _____ Service-Disabled Owned Business Enterprise

Bidder Contact

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Bidder Contact:

Telephone Number:

List three (3) similar construction projects within the past five (5) years.

Business Reference 1

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 2

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 3

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____



Non-Collusion Form & Tax Compliance Form

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name