



DeSoto County Schools

Milton Kuykendall,
Superintendent of Education

**Five East South Street
Hernando, MS 38632**

662-449-7227

FAX-662-449-7242

October 26, 2015

NOTICE TO BIDDERS

Sealed bids will be received by the DeSoto County Board of Education, DeSoto County Schools, at the Superintendent's Office at 5 East South Street, Hernando, Mississippi, until 2:00 p.m., November 16, 2015, for Waste Collection for the DeSoto County School District. Bid #193-WC-DCS-16

Specifications are on file at the office of the Superintendent. To receive a copy of the specifications please contact the Purchasing Department at 662-449-7227, by fax at 662-449-7242, by e-mail: melissa.thomas@dcsms.org

The contract will be awarded to the lowest responsible bidder. The owner reserves the right to waive any informalities and to reject any or all bids.

/s/ Milton Kuykendall
Superintendent of Education

To be published: October 27, 2015
 November 3, 2015

DeSoto County Schools
Request for Proposal # 193-WC-DCS-16
Solid Waste Collection and Disposal

Section 1: Information For Proponents

1.1 Introduction

The DeSoto County School District is requesting Proposals from qualified firms for solid waste collection services. In addition to traditional hauling and disposal services, the DeSoto County School District is seeking a service provider who will be proactive in helping the District manage all waste in the most cost- effective manner. The initial contract will be for one year, from January 1, 2016 to December 31, 2016. This contract may be extended for a period not to exceed three years in total, upon the mutual agreement of both the school district and the contractor. There shall be no escalations of service fees. The total period of the contract including extensions shall not exceed thirty-six (36) months.

Section 2: Instructions

2.1 Proposal Schedule

The timeline for the selection process is presented below. Complete responses must be received by **2:00 p.m. on November 16, 2015** and sent to the attention of:

Melissa Thomas
Purchasing Department
5 East South Street
Hernando, MS 38632
RFP# 193-WC-DCS-16

No faxed or electronic submissions will be accepted. Upon award of bid, the District plans to begin services January 1, 2016.

DATE	ACTION
1. October 27, 2015	RFP available
2. November 3 , 2015	Deadline for submission of Acknowledgement of Receipt 2:00 p.m.
3. November 9, 2015	Deadline for submission of questions via email on RFP at 12:00 p.m.
4. November 10, 2015	Summary of questions and comments submitted via email
5. November 16, 2015	Bids due by 2:00 p.m. at the Board of Education.
6. December 7, 2015	Board Approval

DISTRICT-WIDE SOLID WASTE MANAGEMENT

Please provide pricing on a per bin basis.

Please provide pricing for both 20 yard and 30 yard roll-off containers.

Please provide pricing for additional 8 yard containers.

Please provide pricing for additional pick-ups.

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Bins will be provided by the awarded vendor.

The District prefers that pick-ups be made during the hours which would minimize any potential disruption or interference with any school activities.

Bins must be maintained as required under all applicable requirements.

Additionally, the Bidder shall change any bin, provide any cover, and provide lock bars within 48 hours of any request by the District.

Upon a 24-hour written notice, the District may reduce or increase the number of pick-ups for each bin and the District will be obligated to pay only for bin services actually received.

3.1 Terms and Conditions of Proposal

The normal schedule of collections shall be arranged so that the collection at any site will be at the same hour of the day on the same day of the week in each succeeding week. Those sites that have bins in close proximity to homes must be serviced after 7:00 am. Please provide a schedule of collections within your proposal.

Contractor shall at all times provide sufficient personnel and appropriate equipment to maintain the established schedule of collections.

The contractor shall pick up and dispose of waste materials during the then current school calendar according to the Solid Waste Disposal Service Schedule. This schedule may be amended from time to time to reflect changes in the District's requirements and will become part of the agreement for this service. The service schedule lists estimated current needs, but the District reserves the right to change by increasing or decreasing bin size, or frequency of pick-ups according to District needs. Fees for services shall be equitably adjusted to reflect changes in bin sizes or frequency of pick-ups.

During the "off schedule" months of June and July, pickups at all locations excluding the Central Office may be reduced to once a week for solid waste. Months which contain both regular service and "off schedule" will be prorated accordingly.

Two weeks prior to the start of the contract, contractor shall be allowed to place bins in the required locations, if needed. The contractor shall furnish covered (hinged at the rear) metal containers of the type, size, and quantity specified herein, and maintain them in a state of good repair and cleanliness. Capacity of bins is shown in the schedule below. Bin design and cleanliness shall be in accordance with all applicable rules and regulations of all government agencies including the Cities and Counties in which the schools reside. The Contractor will provide a locking bar, locks and keys to all bins.

All metal containers supplied by the contractor shall be steam cleaned inside and out, disinfected and deodorized as often as required, but not less than once per year, to assure that all bins are sanitary. Cleaning of bins to take place off site. The contractor shall replace bins that the District considers unsafe or unsanitary within 24 hours of the District's written request. Bins must be leak proof.

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At the end of each month, an itemized statement shall be sent directly to DeSoto County Schools Plant Maintenance Department, 5 East South Street, Hernando, MS 38632. Invoices must show the schools and sites serviced, and for each school and site, the number and dates of pick-ups per week. The parent account shall have one account number.

Special pickups shall be invoiced and itemized individually, showing the date, location, bins picked up, applicable rate and total number of special pick-ups. There shall be an account number for each school that requires special pick-ups.

Payment will be made monthly by the District within forty five (45) days of receipt of a proper, undisputed invoice, in accordance with the terms set forth in the contract. Deductions will be made for service missed and not rescheduled.

The contractor will secure and pay for all necessary licenses, permits, taxes, fees, and any other costs which are required by city, county, state and federal government or agencies for the performance of solid waste collection services for the District.

W-9 and Insurance Requirements:

The District requires the attached W-9 form be completed and included in your bid submission. The District requires a current copy of the Liability and Workers' Compensation Insurance be included in your bid submission.

Solid Waste Disposal Service Schedule

The proposed solid waste bins and associated pick-up and disposal schedules are as follows:

	Location	Bin Size/Service	M	T	W	TH	F
1	Central Office 5 E. South Street Hernando, MS 38632	2 – 8 yard waste 3 x week	x		x		x
2	Hernando Elementary 455 Riley Street Hernando, MS 38632	3 – 8 yard waste 2 x week		x		x	
3	Hernando Hills Elementary 570 McIngvale Road Hernando, MS 38632	3 – 8 yard waste 2 x week		x		x	
4	Oak Grove Central Elementary 893 Oak Grove Road Hernando, MS 38632	3 – 8 yard waste 2 x week		x		x	
5	Hernando Middle School 700 Dilworth Lane Hernando, MS 38632	3 – 8 yard waste 2 x week		x		x	
6	Hernando High School 805 Dilworth Lane Hernando, MS 38632	3 – 8 yard waste 2 x week		x		x	

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	Location	Bin Size/Service	M	T	W	TH	F
7	DCS Warehouse/Child Nutrition 325 Kapik Drive Hernando, MS 38632	1 – 8 yard waste 1 x week			x		
8	Horn Lake Elementary 6341 Ridgewood Drive Horn Lake, MS 38637	3 – 8 yard waste 3 x week	x		x		x
9	Horn Lake Elementary Oil Shack @ Bus Lot 6341 Ridgewood Drive Horn Lake, MS 38637	1 – 8 yard waste 1 x week			x		
10	Shadow Oaks Elementary 3780 Shadow Oaks Pkwy. Horn Lake, MS 38637	3 – 8 yard waste 3 x week	x		x		x
11	Horn Lake Intermediate 6585 Horn Lake Road Horn Lake, MS 38637	3 – 8 yard waste 3 x week	x		x		x
12	Horn Lake Middle 6125 Hurt Road Horn Lake, MS 38637	3 – 8 yard waste 3 x week	x		x		x
13	Horn Lake High 3360 Church Road Horn Lake, MS 38637	4 – 8 yard waste 3 x week	x		x		x
14	DeSoto Co. Alternative Center (DCAC) 6870 E. Center Horn Lake, MS 38637	2 – 8 yard waste 3 x week	x		x		x
15	Walls Elementary 6131 Delta View Road Walls, MS 38680	3 – 8 yard waste 2 x week		x		x	
16	Lake Cormorant Elementary 3285 Wilson Mill Road W. Lake Cormorant, MS 38641	2 – 8 yard waste 3 x week	x		x		x
17	Lake Cormorant Middle 3203 Wilson Mill Road Lake Cormorant, MS 38641	3 – 8 yard waste 3 x week	x		x		x
18	Lake Cormorant Middle Oil Shack @ Bus Lot 3203 Wilson Mill Road Lake Cormorant, MS 38641	1 – 8 yard waste 1 x week			x		
19	Lake Cormorant High 10201 Star Landing Road Lake Cormorant, MS 38641	3 – 8 yard waste 3 x week	x		x		x
20	Lewisburg Elementary 1717 Craft Road Olive Branch, MS 38654	2 – 8 yard waste 3 x week	x		x		x

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	Location	Bin Size/Service	M	T	W	TH	F
21	Lewisburg Primary 1707 Craft Road Olive Branch, MS 38654	2 – 8 yard waste 3 x week	x		x		x
22	Lewisburg Primary Oil Shack @ Bus Lot 1707 Craft Road Olive Branch, MS 38654	1 – 8 yard waste 1 x week			x		
23	Lewisburg Middle 1711 Patriot Drive Olive Branch, MS 38654	2 – 8 yard waste 3 x week	x		x		x
24	Lewisburg High 1755 Craft Road Olive Branch, MS 38654	3 – 8 yard waste 3 x week	x		x		x
25	Olive Branch Elementary 9549 E. Pigeon Roost Olive Branch, MS 38654	3 – 8 yard waste 3 x week	x		x		x
26	Chickasaw Elementary 6391 Chickasaw Olive Branch, MS 38654	2 – 8 yard waste 3 x week	x		x		x
27	Olive Branch Intermediate 8631 E. Pigeon Roost Olive Branch, MS 38654	3 – 8 yard waste 3 x week	x		x		x
28	Olive Branch Intermediate Oil Shack @ Bus Lot 8631 E. Pigeon Roost Olive Branch, MS 38654	1 – 8 yard waste 1 x week			x		
29	Olive Branch Middle 6530 S. Blocker Street Olive Branch, MS 38654	3 – 8 yard waste 3 x week	x		x		x
30	Olive Branch High 9366 Sandidge Road Olive Branch, MS 38654	2 – 8 yard waste 3 x week	x		x		x
31	DeSoto County Career Tech – East 8890 Deerfield Drive Olive Branch, MS 38654	1 – 8 yard waste 1 x week			x		
32	Center Hill Elementary 13662 Center Hill Road Olive Branch, MS 38654	3 – 8 yard waste 2 x week		x		x	
33	Overpark Elementary 8530 Forest Hill Irene Olive Branch, MS 38654	2 – 8 yard waste 3 x week	x		x		x
34	Center Hill Middle 8756 Forest Hill Irene Olive Branch, MS 38654	2 – 8 yard waste 3 x week	x		x		x

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	Location	Bin Size/Service	M	T	W	TH	F
35	Center Hill High 13250 Kirk Road Olive Branch, MS 38654	3 – 8 yard waste 3 x week	x		x		x
36	Southaven Elementary 8274 Claiborne Drive Southaven, MS 38671	3 – 8 yard waste 2 x week		x		x	
37	Hope Sullivan Elementary 7985 Southaven Circle W. Southaven, MS 38671	3 – 8 yard waste 3 x week	x		x		x
38	Greenbrook Elementary 730 Rasco Road Southaven, MS 38671	3 – 8 yard waste 3 x week	x		x		x
39	Southaven Intermediate 175 Rasco Road E. Southaven, MS 38671	3 – 8 yard waste 3 x week	x		x		x
40	Southaven Middle 899 Rasco Road W. Southaven, MS 38671	3 – 8 yard waste 3 x week	x		x		x
41	Southaven High 735 Rasco Road W. Southaven, MS 38671	3 – 8 yard waste 3 x week	x		x		x
42	DeSoto County Career Tech – West 847 Rasco Road Southaven, MS 38671	1 – 8 yard waste 3 x week	x		x		x
43	DeSoto Central Elementary 2411 Central Parkway Southaven, MS 38672	2 – 8 yard waste 3 x week	x		x		x
44	DeSoto Central Primary 3210 Getwell Road Southaven, MS 38672	2 – 8 yard waste 3 x week	x		x		x
45	Pleasant Hill Elementary 7686 Pleasant Hill Road Olive Branch, MS 38654	3 – 8 yard waste 2 x week		x		x	
46	DeSoto Central Middle 2611 Central Parkway Southaven, MS 38672	3 – 8 yard waste 3 x week	x		x		x
47	DeSoto Central High 2911 Central Parkway Southaven, MS 38672	3 – 8 yard waste 3 x week	x		x		x
48	Transportation 2211 Central Parkway Southaven, MS 38672	1 – 8 yard waste 1 x week			x		

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	Location	Bin Size/Service	Monthly Cost Aug - May	Monthly Cost June - July
1	Central Office 5 E. South Street Hernando, MS 38632	2 – 8 yard waste 3 x week		
2	Hernando Elementary 455 Riley Street Hernando, MS 38632	3 – 8 yard waste 2 x week		
3	Hernando Hills Elementary 570 McIngvale Road Hernando, MS 38632	3 – 8 yard waste 2 x week		
4	Oak Grove Central Elementary 893 Oak Grove Road Hernando, MS 38632	3 – 8 yard waste 2 x week		
5	Hernando Middle School 700 Dilworth Lane Hernando, MS 38632	3 – 8 yard waste 2 x week		
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10	Shadow Oaks Elementary 3780 Shadow Oaks Pkwy. Horn Lake, MS 38637	3 – 8 yard waste 3 x week		
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17	Lake Cormorant Middle 3203 Wilson Mill Road Lake Cormorant, MS 38641	3 – 8 yard waste 3 x week		
18	Lake Cormorant Middle Oil Shack @ Bus Lot 3203 Wilson Mill Road Lake Cormorant, MS 38641	1 – 8 yard waste 1 x week		
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31	DeSoto County Career Tech – East 8890 Deerfield Drive Olive Branch, MS 38654	1 – 8 yard waste 1 x week		
32	Center Hill Elementary 13662 Center Hill Road Olive Branch, MS 38654	3 – 8 yard waste 2 x week		
33	Overpark Elementary 8530 Forest Hill Irene Olive Branch, MS 38654	2 – 8 yard waste 3 x week		
34	Center Hill Middle 8756 Forest Hill Irene Olive Branch, MS 38654	2 – 8 yard waste 3 x week		
35	Center Hill High 13250 Kirk Road Olive Branch, MS 38654	3 – 8 yard waste 3 x week		
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45	Pleasant Hill Elementary 7686 Pleasant Hill Road Olive Branch, MS 38654	3 – 8 yard waste 2 x week		
46	DeSoto Central Middle 2611 Central Parkway Southaven, MS 38672	3 – 8 yard waste 3 x week		
47	DeSoto Central High 2911 Central Parkway Southaven, MS 38672	3 – 8 yard waste 3 x week		
48	Transportation 2211 Central Parkway Southaven, MS 38672	1 – 8 yard waste 1 x week		

20yd Roll-Off Container			30yd Roll-Off Container			Added 8yd Container	Extra Pickup per Site
Delivery	Rental	Per Pull	Delivery	Rental	Per Pull		

COMPANY: _____

ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

BY: _____

(Signature)

(Printed name)

TITLE: _____ DATE: _____