

# **INVITATION TO BID**

## **District-wide Trash Removal & Recycle**

Mason Public Schools will accept sealed bids for district-wide trash removal as described in the attached specifications. Bids will be accepted until 11:30am on February 26, 2025, at which time they will be publicly opened and read aloud. No oral, telephonic, telegraphic, or facsimile proposals will be accepted. It is the intent of Mason Public Schools to award the contract to the successful bidder on March 13<sup>th</sup>, 2025.

Contract period shall be three (3) years commencing on July 1, 2025 and running through June 30, 2028. An alternate bid for an additional (3) years of service commencing July 1, 2028 and running through June 30, 2031 will also be considered. Bid submission shall be firm for ninety (90) days from the date of bid opening. Bids must be submitted on the attached bid form and be signed by the bidder. Two (2) signed copies of the bid form should be addressed to the attention of:

**Operations Director  
Mason Public Schools  
201 W. Ash St. Suite 2A  
Mason, Mi 48854**

### **"TRASH REMOVAL BID"**

The Mason Public School's Board of Education reserves the right to accept or reject any or all bids; to waive any informality therein; or to award the contract to other than the low bidder, which is in the best interest of the District.

Questions should be directed to Kevin Doty, Operations Director, at [dotyk@masonk12.net](mailto:dotyk@masonk12.net) or (517) 883-8199.

## TRASH REMOVAL BID - SPECIFICATIONS

1. Specifications are to be considered as the minimum accepted standard. An Alternate Bid that accomplishes the same volume of trash removal per week can be submitted for consideration. The Primary Bid shall be as specified in these documents.
2. Trash pick-up shall be completed for all sites **on or before 10:00 a.m** on the scheduled days. Local laws and ordinances governing noise or nuisance shall be observed.
3. Listed below are building locations where containers are to be placed; number of containers required and number of pick-ups required. (All sites are within Mason, Mi. 48854)

### LOCATIONS

Mason High School  
1001 S. Barnes St

Harvey Education Center  
400 S. Cedar St

Steele Elementary  
531 Steele St

Mason Middle School  
235 Temple St

Alaiedon Elementary  
1723 N. Okemos Rd

Aurelius Elementary  
115 N. Aurelius Rd

Transportation Center  
810 Kim Dr.

SITE NAME	SERVICE TYPE	CONT QTY.	FREQUENCY	RTE DAYS
ALAIEDON ELEM	6 YARD FEL TRASH SERV	1	3X/WEEK	M W F
BUS GARAGE	2 YARD FEL TRASH SERV	1	1X/WEEK	
HARVEY ED CENTER	6 YARD FEL TRASH SERV	1	3X/WEEK	M W F
MASON HIGH SCHOOL	6 YARD FEL TRASH SERV -NORTH	2	3X/WEEK	M W F
MASON HIGH SCHOOL	8 YARD FEL TRASH SERV			
MASON HIGH SCHOOL	CARDBOARD	1	1X/WEEK	
MASON HIGH SCHOOL	6 YARD FEL TRASH SERV - SOUTH	2	3X/WEEK	M W F
MASON MIDDLE SCHOOL	6 YARD FEL TRASH SERV	2	3X/WEEK	M W F
MASON MIDDLE SCHOOL	6 YARD FEL TRASH SERV			
MASON MIDDLE SCHOOL	CARDBOARD	1	1X/WEEK	
NORTH AURELIUS ELEM	6 YARD FEL TRASH SERV	1	3X/WEEK	M W F
STEELE ELEM	6 YARD FEL TRASH SERV	1	3X/WEEK	M W F

**Summer pick-up shall be reduced to 1 time per week. This period will commence on the third Monday of June and run until the third Monday of August. Full service resumes the third Monday in August.**

4. Contractor shall place state and federally approved covered containers in the numbers noted above at the various locations. Should additional containers be required at a later date, they will be provided at a cost per container per month as bid.
5. Contractor agrees to abide by the schedule **as specified**. In instances where this schedule cannot be met because of unusual circumstances, the contractor will contact the Operations Director at (517) 883-8199 as soon as possible. However, this action **will not** relieve the contractor of their responsibility to provide such services as necessary to completely remove any and all accumulated trash and refuse caused by failure to maintain the schedule.

6. Contractor is responsible for the care and maintenance of all containers under this contract. Any container that becomes unfit for refuse storage, or loses its protection against vermin, shall be replaced at no cost to the Owner. The Owner, or his designee, shall notify the contractor of the need for replacement of any unsatisfactory container.
7. All containers shall have the ability to be locked. The Contractor's driver shall be provided with keys to each dumpster lock. ***Please note:*** In the event of Saturday emptying of containers, the Contractor's driver shall re-lock the containers with locks.
8. Contractor shall submit Certificates of insurance for the following minimum amounts of coverage; Workers compensation - \$100,000 liability - \$300,000, coverage pertaining to vehicles, property damage and public liabilities, personal injury, etc., and shall hold the school district blameless in any incident involving the contractor, his employees, his equipment, and vehicles.
9. Contractors bidding on trash and refuse service for Mason Public Schools shall visit each building area and familiarize themselves with container locations and with access to the area.
10. The contractor shall maintain any licenses required by State of Michigan DNR / DEQ. All equipment, transportation, disposal fees, and other pertinent expenses necessary for the proper execution of the contract are the responsibility of the contractor and are to be included and considered part of the bid price.
11. Mason Public Schools reserves the right to terminate the contract at any time due to the contractor's failure to comply with the terms of the contract; i.e., placement of approved containers, maintenance of established schedules, care and maintenance of all containers, and appropriate insurance coverage. The Owner will notify the contractor of termination thirty (30) days prior to any action being instituted. The contractor will be permitted a rebuttal during this period.
13. Bid price shall be for a period of three (3) consecutive years. The Owner reserves the right to an annual review of compliance with specifications and overall contractor performance. A finding of noncompliance may result in the termination of the contract.
14. It shall be the responsibility of the contractor to pay all costs incurred from a cleanup associated with an environmental hazard created by way of release, spill, leak or other means of contamination caused by accident or negligence.
15. Monthly invoices must be sent to: Mason Public Schools, 201 W. Ash St. Suite 2A, Mason, Mi. 48854 detailing cost for each site.

**Mason Public Schools  
TRASH REMOVAL BID SUBMISSION FORM**

**July 1, 2025 – June 30, 2028 – Bid**

<b>High School</b>	\$ _____	<b>per occurrence</b>
<b>Middle School</b>	\$ _____	<b>per occurrence</b>
<b>Harvey Education Center</b>	\$ _____	<b>per occurrence</b>
<b>Alaiedon</b>	\$ _____	<b>per occurrence</b>
<b>North Aurelius</b>	\$ _____	<b>per occurrence</b>
<b>Steele Street</b>	\$ _____	<b>per occurrence</b>
<b>Transportation</b>	\$ _____	<b>per occurrence</b>

**Alternate bid**

**July 1, 2028- June 30, 2031 – Bid**

<b>High School</b>	\$ _____	<b>per occurrence</b>
<b>Middle School</b>	\$ _____	<b>per occurrence</b>
<b>Harvey Education Center</b>	\$ _____	<b>per occurrence</b>
<b>Alaiedon</b>	\$ _____	<b>per occurrence</b>
<b>North Aurelius</b>	\$ _____	<b>per occurrence</b>
<b>Steele Street</b>	\$ _____	<b>per occurrence</b>
<b>Transportation</b>	\$ _____	<b>per occurrence</b>

<b>20 yard roll-off – “on call” 14 day turn around</b>	\$ _____	<b>per occurrence</b>
<b>30 yard roll-off – “on call” 14 day turn around</b>	\$ _____	<b>per occurrence</b>

The undersigned, representing the bidding firm, does by his/her signature affirm that he/she has read and understands all the terms and conditions of this document. Further, that he/she will abide by these terms and all applicable state, federal and local laws and regulations governing the trash removal industry.

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Print name of signing Representative:** \_\_\_\_\_

**Signature of Representative:** \_\_\_\_\_

**Title of Representative:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

**Please list comments, conditions or exceptions:** \_\_\_\_\_

\_\_\_\_\_