REQUEST FOR QUOTE #20200318
USED OIL REMOVAL

Idaho State University
921 S. 8th Ave., Stop 8110
Pocatello, ID 83209
T 208-282-2955 | F 208-282-4722

1. Purpose
Idaho State University (the University) is requesting quotes, and to establish a contract, for removal of used oil from all applicable areas of the University.

The contact for this RFQ is:
Wendy Holder
921 S. 8th Ave., Stop 8110
Pocatello, ID 83209
T 208-282-2955 | F 208-282-4722
holdwend@isu.edu

2. Background
The following is a list of locations that will need service, other locations may be added as needed.

   a. Transportation Services
   b. ISU Idaho Falls Facilities Services
   c. Idaho Accelerator Center
   d. Aircraft Maintenance Technology
   e. College of Technology
   f. Eames Building (future)
   g. Diesel Electric (Dowling Building)
   h. Meridian Campus
   i. Idaho Falls Campus

Addresses and contact information for each location will be provided to the contractor after the award. The University is not obligated to have pick-ups at all listed locations.

A list of locations, volumes, and frequency of pickups is located on Attachment Four (4).

3. Timeline
Quotes are due April 10, 2020 by 5:00 PM MT. (Amended, due date was originally April 3, 2020 5 PM MT).

4. Scope of Work / Specifications
See Attachment One (1)

5. Award and Term
Award will be made to the responsive responsible vendor with the lowest Total Cost as provided on Attachment 2, Cost Sheet, and that meets all requirements on Attachment 1, Scope of Work / Specifications.

The term of the resulting contract will be one (1) year, with the option to renew for three (3) additional one (1) year periods upon mutual agreement.
6. **Response**
Enter your costs on **Attachment 2, Cost Sheet**, complete the **Scope of Work/Specifications on Attachment one (1)**, complete the **Signature Page Attachment three (3)**, and email, fax, or hand deliver to the RFQ contact named above.

7. **Invoice and Payment**

Submit invoices to:

Bonnie Liston  
Idaho State University  
921 S. 8th Ave., Stop 8110  
Pocatello, ID 83209  
listbonn@isu.edu  
208-282-3923

8. **List of Attachments and Required Submittal Items**

<table>
<thead>
<tr>
<th>List of Attachments</th>
<th>Required Submittal Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachment 1 – Scope of Work/Specifications</td>
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</tr>
<tr>
<td>Attachment 2 – Cost Sheet</td>
<td>Attachment 2 – Cost Sheet</td>
</tr>
<tr>
<td>Attachment 3 – University Signature Page</td>
<td>Attachment 3 – University Signature Page</td>
</tr>
<tr>
<td>Attachment 4 – Volume and Frequency Numbers</td>
<td></td>
</tr>
</tbody>
</table>

Failure to include and of the Required Submittal Items may result in your quote being found non-responsive.
Instructions: Check Yes or No indicating that you can, and will, meet the requirements below. If any of the requirements can’t be met your quote may be found non-responsive.

1. Services will be performed on an as needed basis when requested by ISU. Yes _____ No _____
2. Pickup will be scheduled within 15 business days of ISU request. Yes _____ No _____
3. Contractor will wait for an ISU representative of the EHS department to be present prior to beginning an oil removal. Yes _____ No _____
4. The transporter of used oil must have an EPA Identification number and must comply with all State and Federal used oil regulations and the US Department of Transportation regulations, including any applicable hazardous waste or materials requirements. Yes _____ No _____
5. What is your EPA Identification number? __________________________
6. The transporter must provide shipping records. Yes _____ No _____
7. Does your company provide 24/7/365 service? Yes _____ No _____
8. Provide contact information, including mobile phone number for 24/7/365 service. Yes _____ No _____
9. In the event of an unintentional spill during removal the Contractor will mitigate the spill at their own expense and at no additional charge to the University. This requires the Contractor to have a spill response kit on their vehicle with all materials necessary to contain and clean up the spill. Yes _____ No _____
10. Does your company have the ability to remove oil using a bulk storage truck? Yes _____ No _____
11. Is your total halogen threshold more stringent than 1000 ppm? Yes _____ No _____
   If yes, please clarify.

University obligations:

1. Used oil will be stored in bulk tanks and/or 30 or 55 gallon drums.
2. Provide process information and will pre-screen used oil.

Company Name: ____________________________________________________________

Contact Name / Phone: ______________________________________________________

Contact Email: _____________________________________________________________
Instructions: Provide your cost for each category below, and answer minimum requirement questions:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulk Used Oil Removal Cost per Gallon</td>
<td>$ _______________________________</td>
</tr>
<tr>
<td>Fee if minimum gallon requirement is not met?</td>
<td>$ _______________________________</td>
</tr>
<tr>
<td>Cost per 30 Gallon Drum</td>
<td>$ _______________________________</td>
</tr>
<tr>
<td>Cost per 55 Gallon Drum</td>
<td>$ _______________________________</td>
</tr>
<tr>
<td>Provide a list and a price for any other fees not shown on this sheet. You may use a separate sheet if needed.</td>
<td>$ _______________________________</td>
</tr>
<tr>
<td>Minimum Drum Requirement</td>
<td></td>
</tr>
<tr>
<td>Minimum Gallon Requirement</td>
<td></td>
</tr>
</tbody>
</table>

Vendor Name: ___________________________________________________________________________

Vendor Contact Name: ___________________________________________________________________

Contact Name Phone / Email: ___________________________________________________________________

Your costs must remain in effect for ninety (90) business days from the closing date of this RFQ and for the duration of the contract.
SIGNATURE PAGE for Use with a Manually Submitted Request for Quotation Response NO LIABILITY WILL BE ASSUMED BY THE UNIVERSITY FOR A VENDOR’S FAILURE TO OBTAIN THE TERMS AND CONDITIONS AND ANY PROPERLY ISSUED SOLICITATION ADDENDUMS IN A TIMELY MANNER FOR USE IN THE VENDOR’S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE VENDOR TO CONSIDER THE TERMS, CONDITIONS, AND ANY ADDENDUMS IN THE VENDOR’S RESPONSE TO THE SOLICITATION.

Email your quote to:  holdwend@isu.edu

OR

Fax your quote to:  208-282-4722 (attn. Randy Jones)

OR

Mail your quote to:  Idaho State University
921 S. 8th Ave., Stop 8110
Pocatello, ID 83209
Attn. Wendy Holder (T 208-282-2955)

This RFQ response is submitted in accordance with all documents and provisions of the specified RFQ Number and Title provided below. By my signature I accept the terms, conditions and requirements contained in the solicitation, including, but not limited to, IDAHO STATE UNIVERSITY STANDARD CONTRACT TERMS AND CONDITIONS and the SOLICITATION INSTRUCTIONS TO VENDORS in effect at the time this RFQ was issued, as incorporated by reference into this solicitation; as well as any SPECIAL TERMS AND CONDITIONS incorporated in the solicitation documents (e.g. Software, Telecommunications, Banking, etc.). As the undersigned, I certify I am authorized to sign and submit this response for the named Vendor. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

RFQ # ___________________________  RFQ TITLE: ___________________________

VENDOR (Company Name): _______________________________________________________

ADDRESS: ______________________________________________________________________

CITY, STATE, ZIP: ______________________________________________________________

PHONE: __________________   FAX: __________________   FEIN: __________________________

EMAIL: ________________________________________________________________________

____________________________________________________________  ______________________
Signature                                                                                     Date

____________________________________________________________  ______________________
Printed Name                                                                                   Title
Below is background information on each ISU location/dept. to be serviced showing estimated volumes and frequency of pickups needed, additional locations may be added if necessary:

1. Transportation: 200 – 250 gallons quarterly

2. Accelerator Center: 100 gallons annually

3. College of Technology: 300 gallons semi annually

4. Aircraft: 100 gallons annually

5. Idaho Falls: 5 gallons annually

6. Diesel Tech: 500 gallons annually

The above information is estimations only and does not obligate the University to any pick up amounts or frequencies.