Idaho State University
Invitation to Bid

Hazardous Waste Disposal Services

ITB 20200311

Date of Issuance: March 12, 2020
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Failure to include any of the above attachments marked as Mandatory may result in your bid being found non-responsive.
**ITB ADMINISTRATIVE INFORMATION**

<table>
<thead>
<tr>
<th>ITB Title:</th>
<th>Hazardous Waste Disposal Services</th>
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<tbody>
<tr>
<td>ITB Project Description:</td>
<td>Pick up and disposal of hazardous and highly hazardous waste at numerous locations for Idaho State University.</td>
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<tr>
<td>ITB Lead:</td>
<td>Wendy Holder, Sr. Buyer</td>
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<td></td>
<td>Idaho State University</td>
</tr>
<tr>
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<td>921 S. 8th Ave. Stop 8110</td>
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<td>Pocatello, ID 83209</td>
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<tr>
<td></td>
<td><a href="mailto:holdwend@isu.edu">holdwend@isu.edu</a></td>
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<tr>
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<td>208-282-3111</td>
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**Submit sealed Bid (if submitting manually):**
MANUAL BIDS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY Idaho State University PRIOR TO THE CLOSING DATE AND TIME.

**Address for Courier**
Idaho State University
Administration Building Room 114
921 S. 8th Ave. Stop 8110
Pocatello, ID 83209

**Address for US Mail (same as above)**
holdwend@isu.edu

**Submit electronically via email:**

**Deadline To Receive Questions:**
Questions answered:
March 18, 2020
March 20, 2020

**ITB Closing Date:**
April 24, 2020

**ITB Opening Date:**
April 27, 2020

**Initial Term of Contract and Renewals (or Delivery Date):**
The initial term of the contract will be three (3) years, with the option to renew for two (2) additional years upon mutual agreement.
1 PURPOSE
The Environmental Health and Safety Department of Idaho State University (the University), is requesting Bids from qualified vendors for Hazardous Waste Disposal Services in accordance with the specifications provided below, and on the attachments.

2 GENERAL INFORMATION, SOLICITATION INSTRUCTIONS AND STANDARD TERMS AND CONDITIONS
This solicitation is issued by Idaho State University. The University is the only contact for this solicitation. All correspondence regarding this ITB shall be in writing. In the event that it becomes necessary to revise any part of this ITB, amendments will be posted at https://www.isu.edu/purchasing/vendor-resources/solicitation-process/. It is the responsibility of the bidder to monitor this website for any updates or amendments. Any oral interpretations or clarifications of this ITB shall not be relied upon. All changes to this ITB must be in writing and posted at the ISU website to be valid.

3 INQUIRIES
Questions or other correspondence must be submitted in writing to the University contact listed below.

QUESTIONS MUST BE RECEIVED BY 5:00 P.M. MT ON THE DATE LISTED IN THE ITB ADMINISTRATIVE INFORMATION. Timely received written questions will be answered via an amendment which will be posted at https://www.isu.edu/purchasing/vendor-resources/solicitation-process/

ITB Lead: Wendy Holder
Phone: 208-282-2955
Fax: 208-282-4722
E-mail: holdwend@isu.edu

Written questions must be submitted using Appendix A, Bidder Questions.

Any questions regarding the University Standard Contract Terms and Conditions found at /https://www.isu.edu/purchasing/vendor-resources/terms-and-conditions/ must also be submitted in writing, using Appendix A, Bidder Questions, by the deadline identified in the ITB Administrative Information. The University will not consider proposed modifications to these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

   1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency);
   2. Recommended verbiage for the State’s consideration that is consistent in content, context, and form with the State’s requirement that is being questioned;
   3. Explanation of how the State’s acceptance of the recommended verbiage is fair and equitable to both the State and to the party submitting the question.

Bids which condition the Bid based upon the University accepting other terms and conditions not found in the ITB, or which take exception to the University’s terms and conditions, will be found non-responsive, and no further consideration of the Bid will be given.
4 BACKGROUND

The Environmental Health and Safety Department (EHS) at Idaho State University (ISU) is requesting bids from qualified vendors for the packing, pick-up and disposal of hazardous and regulated wastes. All pick-up, packaging, marking, labeling, transporting and disposal activities must be in accordance with federal and state rules and regulations. This contract may include the removal of high hazard hazardous waste and lithium.

Idaho State University generates hazardous waste from its research laboratories, academic programs, vocational technology programs, art studios and facilities operations. The following locations may generate hazardous waste:

- Pocatello Campus
- Center for Advanced Energy Studies (Idaho Falls, Idaho)
- Center for Higher Education (Idaho Falls, Idaho)
- Sam and Aline Skaggs Health Science Center (Meridian, Idaho)
- Diesel Armory
- Diesel Dowling
- Eames Complex
- Business and Technology Center
- Idaho Accelerator Center

Other locations generating hazardous waste may be identified and will be communicated to the contractor. The University’s main campus in Pocatello is a large quantity generator. See Attachment 2 for a list and description of waste stream profiles.

5 SPECIFICATIONS / SCOPE OF WORK

Specifications and mandatory requirements are on Attachments 4A and 4B. You must check Yes or No next to each specification or requirement. A column is provided for explanations if needed. Any specifications not checked ‘yes’ or ‘no’ may cause your Bid to be found non-responsive, unless an explanation acceptable to the University is provided. Attachment 4A is pass/fail, attachment 4B will be scored.

The contractor will provide services on an as needed basis. The contractor must properly package, mark and label wastes for shipment including containerization, over-packing, lab-packing wastes as directed by EHS. This may also include the proper packaging, handling and labeling of shock sensitive material, reactive and gas cylinders. The contractor will provide qualified personnel, and identify a Project Team for service at ISU. ISU requires any personnel assigned to service ISU under this contract to be fully trained, equipped and ready to work upon arrival to campus.

6 COST

Provide your fully burdened unit prices, and a total cost based on estimated usage on the Bid Schedule, Attachment 1.

The Bidder must provide fully-burdened unit prices which must include, but not be limited to, all operating and personnel expenses, such as: overhead, salaries, over time, per diem, administrative expenses, travel, profit, equipment and supplies. Unit prices provided shall be all inclusive, no additional charges for materials, travel expenses, waste profiling, waste pickup, etc. will be accepted. Waste disposal services and costs must include: labor, manifesting, labeling and any disposal taxes or technology surcharges that may be applicable. There is no obligation to the University to generate any particular amounts of hazardous or regulated waste.

A cost must be entered for every line on the Bid schedule. Failure to do so may cause your Bid to be found non-responsive. Costs provided must be valid for ninety (90) business days from the ITB closing date found on the ITB Administrative Information of this ITB.
SUBMISSION REQUIREMENTS

6.1 Required Bid Submission Items
Your Bid Submission must consist of the following:

6.1.1 Bid Schedule
Provide your cost information on (Attachment 1), Bid Schedule. Do not submit your Bid on any other form or modify the form. Submitting your Bid on a form different than the Bid Schedule may cause your Bid to be rejected as non-responsive.

6.1.2 Specification / Scope of Work Sheet
Provide a completed Specification Sheet (Attachments 4A and 4B), indicating “Yes/No” and including a description or attachments, as appropriate.

6.1.3 Insurance Acknowledgement
Provide a signed Insurance Acknowledgement (Attachment 5).

6.1.4 References (Attachment 3)
References are submitted DIRECTLY TO THE ITB LEAD by your reference. Vendors who do not receive a minimum of three references with an average score of 70% or greater MAY NOT BE CONSIDERED FOR AWARD. You are strongly encouraged to follow up with your selected references and may contact the ITB Lead to determine whether references have been received.

6.1.5 Idaho State University Signature Page (Attachment 6).
The Idaho State University Signature Page is required. Failure to include the signed Signature Page with your Bid may result in your Bid being found non-responsive.

6.1.6 Sample Pick Up Cost Sheet (Attachment 7).
6.1.7 Export Compliance (Attachment 8).

6.2 Bid Submission Methods
Bids may be submitted manually in a sealed envelope/package, or via e-mail. Do not fax your Bid. Your Bid must be received at the University by the date and time specified on the ITB Administrative Information page. The official time, for Bid closing purposes, is the University’s time clock.

6.2.1 Manual Submission
If submitting manually (via U.S. Mail, courier/hand-delivery), use address on the Administrative Information page, seal all Required Bid Submission Items in a single envelope or package (be certain to include an original hand-written signature in ink OR an electronic signature on the Idaho State University Signature Page) and label the outside of the package as follows:

Attn: Wendy Holder, Idaho State University Purchasing Services
Bidder Name:
ITB Number: 20200311
ITB Title: Hazardous Waste Disposal Services

Bidders submitting manually must provide one (1) original and two (2) copies of their Bids. Please clearly identify the original manual submission and be certain that the Signature Page is located at the front of the original Bid.
7 **AWARD**
Award will be made, all or none, to the responsive responsible bidder with the highest total points earned from the Scope of Work (Attachment 4B), Bid Schedule (Attachment 1), Sample Pick Up Cost (Attachment 7), and References (Attachment 3).

<table>
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<tr>
<th>Possible Points</th>
<th>Scope of Work Requirements (4B)</th>
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<tbody>
<tr>
<td>References</td>
<td>300</td>
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<tr>
<td>Cost</td>
<td>400</td>
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<td><strong>Total</strong></td>
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Cost will be calculated as follows: bidder with the lowest overall cost will receive all 400 points for cost. Other bids will receive a portion of the available cost points based on the formula: 400 x lowest bid/bid being evaluated.

8 **REFERENCES**
See Attachment 3 for References. Provide three (3) completed Reference Questionnaires. The University requires at least 2 of these references be from similar institutions for which you have performed similar services. References will be scored. ISU may not be used as a reference. Any bidders with a reference score of less than 70% may be considered non-responsive.

9 **CONTRACT MONITORING**
Contract will be monitored on a minimum of the following:
- Response time to requests for service.
- On time arrival for service dates.
- Billing accuracy as compared to Unit Pricing.
- On time delivery of shipping papers and documentation of disposal.

**Strategy for Correcting Non-Compliance:**
Idaho State University EHS will document deficiencies and notify the Contractor in writing if they do not meet the required level of expectation. The University may meet with the Contractor to discuss the issues and potential resolutions. The Contractor shall have ten (10) business days after the receipt of the written notification to submit a written response to the University identifying how they will correct the findings. The University may also require the Contractor to submit a Corrective Action Plan, which meets the University’s approval. The Corrective Action Plan shall be submitted within ten (10) business days after the Contractor has been notified in writing of the findings. Continued non-compliance may result in additional remedies outlined in the University’s Standard Terms and Conditions, up to and including termination of the contract.

10 **REPORTING REQUIREMENTS/BILLING PROCEDURES**
Invoices submitted by the contractor must be itemized by location served, indicating the item, quantity, unit price and the total price. In addition, charges for disposal must include the manifest number, drum numbers and or profile numbers, with drum sizes and quantities of each.

Invoices shall be emailed to Jennifer Parrot, Environmental Program Manager, or to her designee for validation prior to payment.
All correspondence, manifests and related shipping and disposal certificates and documentation shall be addressed as follows, and routed regular U.S. Mail.

Jennifer Parrott, Environmental Program Manager
Idaho State University
921 S. 8th Ave., STOP 8042
Pocatello, ID 83209-8042

Whenever possible, electronic versions of required documents and invoices should be emailed to the attention of Jennifer Parrott at parrjenn@isu.edu

Prospective vendors should base their proposed rates on prices in effect for calendar year 2020. It is understood that the final disposal site may adjust its disposal prices for waste received at the site during the period of this contract. In the event of a disposal site price increase, the successful vendor may request a price adjustment for this contract, to include a copy of the disposal site's notice of site fee increase, as support for the vendor request to pass the price increase on to the University.
APPENDIX A-BIDDER QUESTIONS
ITB #20200311 – Hazardous Waste Disposal Services

PLEASE DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY’S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the ITB section number that the question is for in the “ITB Section” field (column 2). If the question is a general question not related to a specific ITB section, enter “General” in column 2. If the question is in regards to a State Term or Condition or a Special Term or Condition, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example “Attachment A”) in the “ITB Section” (column 2), and the attachment page number in the “ITB page” field (column 3).
3. Do not enter text in column 5 (Response). This is for the State’s use only.
4. Once completed, this form is to be e-mailed per the instructions in the ITB. The e-mail subject line is to state the ITB number followed by “Questions.”
<table>
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<tr>
<th>ITB Section</th>
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