

MANDATORY BID FORM

Bidders **must** download The Mandatory Bid Form in its entirety (open, save, or print documents(s) on their own computer system), enter pricing where indicated, complete any other required information, sign all appropriate forms, and attach (upload) the completed Mandatory Bid Form to their HlePRO online bid submission.

BID CHECKLIST

THE FOLLOWING ITEM IN THIS TABLE MUST BE ADDRESSED AND THE COMPLETED BID CHECKLIST SHALL BE UPLOADED WITH THE BIDDERS HIEPRO SUBMISSION.

REQUIREMENT DESCRIPTION	ACTION REQUIRED	COMPLETE
Notice to Bidders	Read and understood	
Bid Requirements	Read and understood	
Technical Specifications	Read and understood	
Special Provisions	Read and understood	
Bid Checklist	Complete and attach to HlePRO	
Basic Bid	Complete and attach to HlePRO*	
Wage Certification	Complete, sign, and attach to HlePRO	
References	Complete and attach to HlePRO	
Bid Signature Page	Complete, sign, and attach to HlePRO	
Business Classification Statement	Complete, sign, and attach to HlePRO	

* The University is not responsible for any errors in bid calculations or extensions not attributed to a system error.

BASIC BID

Bidders must bid on all to be considered for award. All quantities are estimates for award evaluation purposes.

The University reserves the right to increase or decrease the number of containers, size of containers, schedule of pickups, per the bid pricing to meet the needs of the University.

The contract, if awarded, shall be for parts one (1) and two (2), parts three (3) through seven (7) shall be for award evaluation purposes.

Separate purchase orders shall be issued, at the sole discretion of the University, for parts three (3) through seven (7) at the Unit Prices submitted.

Contractor shall collect and dispose of non-hazardous solid waste and recycling safely from all locations listed in the Technical Specifications and Appendix 1. Services and equipment to be furnished include, but are not restricted to: all collection vehicles, all materials and labor, collection containers, trailer(s), maintenance and repair, pressure washing, deodorizing, removal and disposal of waste, recycling of recyclable materials, monthly billing, reporting of tonnage amounts of all solid waste and recycling removed from campus and associated reports.

Prices shall include cost of pickup, transportation, disposal, labor, overhead, and all applicable fees and taxes. Maui Hawaii Tax: Shall not to exceeds 4.712%

Bidders must complete the section below and enter the TOTAL AGGREGATE BID amount identically into HlePRO:

Part I: Regular Academic School Year Schedule - Second Week of August to Second Week of May

Item#	Location	Container Size	Qty	Unit Price per Pickup per Container		No. of Pickups per Week (except as noted)	Pick up Dates		No. of Weeks	Qty x Unit Price x No. of Pickups / wk x No. of Weeks = Total Amount
1	Carpentry	6 cu. yd	1	\$	X	2	M, TH	X	40	
2	Paina Building	3 cu. yd	2	\$	X	3	M, W, F	X	40	
3	O&M BaseYard (Rubbish)	6 cu. yd	1	\$	X	2	T, F	X	40	
4	Paina Building (Cardboard)	4 cu. yd	1	\$	X	1	SAT	X	40	
5	Science Bldg Parking Lot (Green Waste)	30 cu. yd	1	\$	X	1 per month	W (every third Wed of the month)	X	9	
6	Science Bldg Parking Lot (General Waste)	30 cu. yd.	1	\$	X	1 per month	TH (every fourth Thurs of the month)	X	9	
TOTAL AMOUNT, PART 1 (Items 1-6) =										

Part 2: Summer Schedule - Third Week of May to First Week of August

Item#	Location	Container Size	Qty	Unit Price per Pickup per Container		No. of Pickups per Week (except as noted)	Pick up Dates		No. of Weeks	Qty x Unit Price x No. of Pickups / wk x No. of Weeks = Total Amount
1	Carpentry	6 cu. yd	1	\$	X	1	M	X	12	
2	Paina Building	3 cu. yd	2	\$	X	3	M, W, F	X	12	
3	O&M BaseYard (Rubbish)	6 cu. yd	1	\$	X	1	TH	X	12	
4	Paina Building (Cardboard)	4 cu. yd	1	\$	X	1	SAT	X	12	
5	Science Bldg Parking Lot (Green Waste)	30 cu. yd	1	\$	X	1	W (every third Wed of the month)	X	3	
6	Science Bldg Parking Lot (General Waste)	30 cu. yd	1	\$	X	1	TH (every fourth Thurs of the month)	X	3	
TOTAL AMOUNT, PART 1 (Items 1-6) =										

ADDITIONAL SERVICES: SPECIAL AND PRICING SCHEDULES

Part 3: Additional Pickups Upon Request

Item#	Location	Container Size	Frequency per year (estimated)		Unit Price Per Delivery & Pickup	Frequency x Unit Price = Total Amount
1	Carpentry	6 cu. yd	1	X	\$	
2	Paina Building	3 cu. yd	2	X	\$	
3	O&M Baseyard (Rubbish)	6 cu. yd	1	X	\$	
4	Paina Building (Cardboard)	4 cu. yd	1	X	\$	
5	Science Bldg Parking Lot (Green Waste)	30 cu. yd	1	X	\$	
6	Science Bldg Parking Lot (General Waste)	30 cy yd	1	X	\$	
TOTAL AMOUNT, PART 3 (Items 1-6) =						

Part 4: Overfilled Container Charge (i.e. Extra Yardage)

Item#	Location	Container Size	Frequency per year (estimated)		Unit Price Per Pickup	Frequency x Unit Price = Total Amount
1	Carpentry	6 cu. yd	1	X	\$	
2	Paina Building	3 cu. yd	2	X	\$	
3	O&M Baseyard (Rubbish)	6 cu. yd	1	X	\$	
4	Paina Building (Cardboard)	4 cu. yd	1	X	\$	
5	Science Bldg Parking Lot (Green Waste)	30 cu. yd	1	X	\$	
6	Science Bldg Parking Lot (General Waste)	30 cu. yd	1	X	\$	
TOTAL AMOUNT, PART 4 (Items 1-6) =						

Part 5: Trash Compactor (Nedland NSC-200-30)

Item#	Location	Container Size	Frequency per year (estimated)		Unit Price Per Pickup	Frequency x Unit Price = Total Amount
1	Between UHMC AG Building and Maui County Recycling Center	30 cu yd.	8 (estimated at 1 pickup every 6 weeks)	X	\$	
TOTAL AMOUNT, PART 5 (Item 1) =						

Part 6: Cardboard Recycler

Item#	Location	Container Size	Frequency per year (estimated)		Unit Price Per Delivery & Pickup	Frequency x Unit Price = Total Amount
1	Library Building	4 cu. yd	12	X	\$	
TOTAL AMOUNT, PART 6 (Item 1) =						

Part 7: Roll Off Containers

		A	B	C	D	E	F
Item #	Container Size	Frequency per year (estimated)	Unit price per Delivery & Pick up	Unit price per Haul Charge	*Maui County Landfill \$ / Per Ton (if any) Use one (1) ton for this calculation.	*Scrap Metal Tipping Fees \$ / Per ton (if any) Use one (1) ton for this calculation.	A x (B + C + D + E) = F
1	10 cu. Yard Roll-Off	1	\$	\$	\$	\$	\$
2	20 cu. Yard Roll-Off	1	\$	\$	\$	\$	\$
3	30 cu. Yard Roll-Off	2	\$	\$	\$	\$	\$
TOTAL AMOUNT, PART 7 (Items 1 - 3) =							

Disposal costs will be depending on tipping fee assessed at time of dumping, i.e. Net weight of container's debris

****TOTAL AGGREGATE BID (Part 1 + Part 2 + Part 3 + Part 4 + Part 5 + Part 6 + Part 7) = \$_____**

Prices for all items shall include cost of pick up, transportation, disposal, labor, overhead, and all applicable taxes.

Bidders must bid on all items (Part 1 through Part 7) in order to be considered for award.

*Maui County Landfill Fees or Scrap Metal Tipping Fees (if any) shall be billed to University as actuals only.

****Total Aggregate Bid Must Be Entered into HlePRO**

<p>PERCENTAGE OF BIDDER'S PER PICK-UP PRICE WHICH REPRESENTS:</p> <p>Maui County Landfill/Disposal Fee: _____%</p> <p>Labor Costs: _____%</p> <p style="text-align: center;">(for information only)</p>

WAGE CERTIFICATE

Description of Project: _____

(To be filled in by prospective bidder)

Pursuant to Section 103-55, HRS, I hereby certify that if awarded the contract in excess of \$25,000, the services to be performed will be performed under the following conditions:

1. The services to be rendered shall be performed by employees paid at wages or salaries not less than wages paid to the public officers and employees for similar work, if similar positions are listed in the classification plan of the public sector.

2. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by Section 103 55, HRS.

Bidder: _____

Signature: _____

Title: _____

Date: _____

REFERENCES

The names of companies, contact persons, and addresses of THREE (3) agencies for whom undersigned currently provides Refuse and Recycling Collection services are as follows:

	<u>Company</u>	<u>Contact Person</u>	<u>Address & Telephone No.</u>
1.	_____		
2.	_____		
3.	_____		

The University reserves the right to reject the bid submitted by any bidder whose performance on other jobs has been unsatisfactory.

REMITTANCE ADDRESS

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown above, please indicate remittance address below:

Street Address or P. O. Box

City State Zip Code

BID SIGNATURE PAGE

(IF BY INDIVIDUAL)

	NAME (Signature)	TYPED NAME
	D.B.A.	
FEDERAL TAXPAYER IDENTIFICATION NUMBER	ADDRESS	
	CITY	STATE ZIP CODE
EMAIL ADDRESS	TELEPHONE NUMBER	FAX NUMBER

(IF BY PARTNERSHIP)

	OFFICIAL/LEGAL NAME OF FIRM	
FEDERAL TAXPAYER IDENTIFICATION NUMBER	NAME (Signature)	TYPED NAME
	PARTNER	
EMAIL ADDRESS	ADDRESS	
	CITY	STATE ZIP CODE
	TELEPHONE NUMBER	FAX NUMBER

(IF BY CORPORATION)

	OFFICIAL/LEGAL NAME OF COMPANY	
FEDERAL TAXPAYER IDENTIFICATION NUMBER	*OFFICER (Signature)	TYPED NAME
	TITLE	
EMAIL ADDRESS	ADDRESS OF COMPANY	
	CITY	STATE ZIP CODE
	TELEPHONE NUMBER	FAX NUMBER



IF LICENSED OR INCORPORATED TO DO BUSINESS WITHIN THE STATE OF HAWAII AND SUBJECT TO THE PROVISIONS OF THE HAWAII GENERAL EXCISE TAX LAWS, INDICATE GENERAL EXCISE TAX LICENSE NUMBER

_____.

**For Corporations include evidence of the authority of this officer to submit a bid on behalf of the corporation, giving also, the address and names and addresses of the other officers.*

NOTE: FILL IN ALL BLANK SPACES WITH INFORMATION ASKED FOR OR BID MAY BE INVALIDATED.

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

Vendors: Please complete the following information below. If you answer "No" to question No. 1, complete the certification portion and submit together with your bid document or quote.

(Terms used are taken from the Small Business Administration Rules and Regulations and the Federal Acquisition Regulation [FAR].) (Reference Section A on the reverse side of this form for Category Descriptions.)

This is to certify that the company identified below:

- 1. IS a **small business** as defined in the Small Business Administration regulations.
(see reverse for size standards).

 IS NOT a small business as defined in the regulations.
(If you checked here, STOP, GO TO CERTIFICATION BELOW.)
- 2. IS a **small disadvantaged business concern** and is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-NET).
- 3. IS a **women-owned small business concern** of which at least 51% is owned, controlled, and managed by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women.
- 4. IS a **HUBZone small business concern** that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.
- 5. IS a **veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more veterans; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans.
- 6. IS a **service-disabled veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more service-disabled veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans as defined in 38 U.S.C. 101 (16).

CERTIFICATION:

I hereby certify the information supplied herein to be true and correct.

Company Name: _____

Signature of Company Officer

Type of Goods/Services: _____

*NAICS Code: _____

Company Address: _____

Print Name: _____
Title: _____
Date: _____

Any misrepresentation shall be subject to the provisions stated in item B below.
* North American Industry Classification System (NAICS)

A. "SMALL BUSINESS" SIZE STANDARDS FOR FEDERAL SUB-CONTRACTORS. Small business size is determined by the primary NAICS Code. See Title 13 CFR, Part 121 to determine your NAICS Code and the threshold for determining small business (revised as of January 1, 2004).

A "small business" is a concern including its affiliates, which is independently owned and operated. It is not dominant in the field of operations in which it is selling goods and services to a federal contractor. It meets the following size criteria for its particular industry:

1. CONSTRUCTION TRADES - "Small" if average annual receipts for preceding 3 years do not exceed \$12 million.
2. CONSTRUCTION, GENERAL CONTRACTORS - "Small" if average annual receipts for preceding 3 years do not exceed \$28.5 million.
3. MANUFACTURING - "Small" if 500 employees or less, except for some specific products which will increase the complement of employees to 750 and 1,000, respectively.
4. TRANSPORTATION - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
 - \$21.5 million – general freight trucking, local.
 - \$3 million – travel agencies.
5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS - "Small" if 100 employees or less.
6. RETAIL TRADE - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific products:
 - \$6 million - lumber and building materials, paints, hardware.
7. SERVICES - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
 - a. \$21 million – computer systems design services, custom computer programming services.
 - b. \$10.5 million - refuse collection, protective guard services.
 - c. \$14 million - janitorial services.
 - d. \$21.5 million - passenger car rental
 - e. \$21 million – office Machinery and equipment rental & leasing
 - f. \$6 million - general automobile repair, refrigeration & air conditioning.
8. ALL OTHER TYPES OF BUSINESS - "Small" if 500 employees or less.

Where firm sizes are determined by annual receipts, and the concern is less than 3 complete fiscal years old, its total receipts means for the period it has been in business, divided by the number of weeks, including fractions of a week, and multiplied by 52.

B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall:

1. Be punished by imposition of fine, imprisonment, or both;
2. Be subject to administrative remedies including suspension and debarment; and
3. Be ineligible for participation in a program conducted under the authority of the Act.