



SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873

REQUEST FOR PROPOSAL 5837

DELIVERY INSTRUCTIONS

TITLE: TRASH SERVICES / RECYCLING SERVICES

DATE: OCTOBER 19, 2016

BUYER: SARAH J. STEINNERD
PURCHASING MANAGER

EMAIL: ssteinnerd@semo.edu

PHONE: (573) 651-2588

For USPS/FedEx/UPS, etc.
Proposals must be mailed to:
Purchasing Department
Southeast Missouri State University
One University Plaza, Mail Stop 3280
Cape Girardeau, MO 63701

OR delivered by offeror to:
Purchasing Department
Academic Hall Room 200F
Normal Avenue
Cape Girardeau, MO 63701

PROPOSAL MUST BE RECEIVED NO LATER THAN:

DATE: NOVEMBER 10, 2016

TIME: 3:30 P.M.

The notice of award is made subject to availability and appropriation of funds as specified in the Request for Proposal, and the selection of the offeror is made in accordance with all applicable public procurement laws.

MUST BE SIGNED TO BE VALID

The offeror hereby agrees to furnish items and/or services, at the firm, fixed prices quoted, pursuant to all requirements and specifications contained herein, upon either the receipt of an authorized purchase order from the Purchasing Department or when this document is countersigned by the Purchasing Department as a binding contract, and further agrees that the language of this document shall govern in the event of a conflict with his or her proposal.

AUTHORIZED SIGNATURE		PRINTED NAME/TITLE	
COMPANY NAME			CURRENT DATE
MAILING ADDRESS			TELEPHONE NUMBER/EXT.
CITY		STATE	ZIP CODE
CONTACT PERSON	CONTACT PERSON EMAIL ADDRESS		FACSIMILE NUMBER
DELIVERY DATE: _____ DAYS ARO, FOB DESTINATION PROMPT PAYMENT TERMS: _____% _____ DAYS NET _____ DAYS			
NOTICE OF AWARD (SOUTHEAST MISSOURI STATE UNIVERSITY USE ONLY)			
AUTHORIZED SIGNATURE FOR SOUTHEAST MISSOURI STATE UNIVERSITY			DATE

SOUTHEAST MISSOURI STATE UNIVERSITY
TRASH SERVICES/RECYCLING SERVICES
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INTRODUCTION AND GENERAL INFORMATION

1. This document constitutes a request for proposals from qualified vendors to provide trash services, to include collection and disposal, for Southeast Missouri State University (hereinafter referred to as "University"). This document also includes a request for a recycling program.
2. Trash Services: The University currently has a contract for Trash Services with CWI of Missouri which will expire on December 31, 2016. Current prices and additional information is contained on Attachment 1.
3. Recycling Services: The University currently has a contract for Recycling Services with CWI of Missouri which will expire on December 31, 2016. Current prices per month are as follows:

Container Volume	Eight-cubic Yard
One pick-up per week	46.00
Two pick-ups per week	92.00
Three pick-ups per week	138.00
Four pick-ups per week	184.00
Five pick-ups per week	230.00
Six pick-ups per week	276.00

4. Any offeror with questions must contact Sarah J. Steinnerd, Purchasing Manager, via email at ssteinnerd@semo.edu or phone at (573) 651-2588. Every attempt shall be made to ensure that the offeror receives a prompt response. However, the offeror is strongly encouraged to submit all questions no later than seven (7) calendar days prior to the RFP closing date.
5. The contract awarded as a result of this Request for Proposal will allow for a one (1) year contract with the option of four (4) additional one-year periods in accordance with all terms and conditions as specified herein. It is anticipated that separate contracts will be awarded; one for trash services and one for recycling services.
6. Although an attempt has been made to provide accurate and up-to-date information, the University does not warrant or represent the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

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SCOPE OF WORK – TRASH SERVICES

The contractor must provide trash collection services (to include trash containers (dumpsters) and trash pickup, transportation, and disposal) for Southeast Missouri State University, located in Cape Girardeau, Missouri, in accordance with the terms and conditions contained herein. Unless otherwise indicated as “University provided”, the contractor must provide all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

Trash Services for normal usage: The University has established the following:

1. The contractor shall supply all dumpsters as listed on Attachment 2 unless otherwise instructed by the University.
 - 1.1 The location for each dumpster shall be established by the University and is subject to change.
 - 1.2 All dumpsters must be maintained by the contractor in a good, clean condition at all times. The trash dumpsters must be deodorized and disinfected as requested, either on site or by actual replacement at no additional charge to the University.
 - 1.3 The University will determine which dumpsters will be open-tops and/or which must have lids.
 - 1.4 The contractor shall maintain ownership of all dumpsters unless otherwise specified.
2. The contractor shall provide trash pick-ups as listed on Attachment 2. The University reserves the right to change the number of pickups at each location, depending on need. In addition, the contractor must also provide unscheduled pick-ups on an as needed, if needed, basis.
 - 2.1 The University makes no guarantee of a minimum or maximum number of additional pick-ups that will be required.

Trash Services for temporary usage: The University has established the following:

3. The contractor shall supply all dumpsters as needed by the University.
 - 3.1 The contractor must deliver the requested dumpster no later than three (3) business days after receiving the request for the University.
 - 3.2 The location for each dumpster shall be established by the University and is subject to change.
 - 3.3 All dumpsters must be maintained by the contractor in a good, clean condition at all times. The trash dumpsters must be deodorized and disinfected as requested, either on site or by actual replacement at no additional charge to the University.
 - 3.4 The University will determine which dumpsters will be open-tops and/or which must have lids.
 - 3.5 The contractor shall maintain ownership of all dumpsters unless otherwise specified.
 - 3.6 The contractor shall provide trash pick-ups as determined by the University on an as needed, if needed, basis.
 - 3.7 The University makes no guarantee of a minimum or maximum number of pick-ups that will be required. In addition, the University will not agree to a minimum rental period for any dumpster needed for temporary trash services.

Trash Services for normal and/or temporary usage: The University has established the following:

4. The contractor shall be responsible for all federal, state, and local permits, fees, and expenses related to the disposal of trash.
5. The contractor must dispose of all trash in accordance with all federal, state, and local rules and regulations including, but not limited to, the Missouri Department of Natural Resources and Missouri Department of Health.
6. The contractor shall pick up all types of refuse from the containers with the exception of hazardous waste and any other items prohibited by law from being disposed of in landfills.
 - 6.1 In the event hazardous waste or other items prohibited by law from being disposed of in the landfill are found in any container, the contractor must notify the University immediately.
7. The contractor must pick up and empty the dumpsters as often as necessary to prevent overflowing.
 - 7.1 Each time the dumpster is emptied, the contractor shall also pick up and remove loose garbage or spilled trash around the dumpster.
 - 7.2 If the University is compelled to notify the contractor for a trash pick-up due to excess trash generation, the contractor shall empty the trash dumpster within 24 hours of notification.
8. The contractor shall maintain all contractor owned dumpsters in a good mechanical, safe working condition. In addition, the contractor shall assist the University in its effort to minimize visual obtrusiveness.
9. The contractor shall accomplish routine pick-ups between the hours of 10:00 p.m. and 7:00 a.m., unless otherwise specified by the University.
 - 9.1 To mitigate noise impacts on campus, the University may specify certain time periods for pick-ups in the vicinity of residence halls or classroom buildings.
10. The contractor's personnel must be properly trained and qualified for trash removal services.
 - 10.1 The University reserves the right to refuse to accept services from any personnel deemed by the University to be unqualified, disorderly, or otherwise unable to perform assigned work.
11. The contractor shall understand and agree that the University shall assess and recover liquidated damages from the contractor. Since the amount of actual damage would be difficult to establish, the contractor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances.
 - 11.1 In the event any dumpster is not emptied during the normal trash pick-up cycle due to the contractor's failure to perform, the contractor shall pay liquidated damages in the amount of \$50 per incident and \$100 for each twenty-four hour period thereafter in which the contractor fails to perform.
 - 11.2 In the event any dumpster has not been emptied within the twenty-four hour period after notification for as needed, if needed services, due to the contractor's failure to respond, the contractor shall pay liquidated damages in the amount of \$25 per incident and \$50 for each twenty-four hour period thereafter in which the contractor fails to respond.
 - 11.3 The contractor and the University shall agree that liquidated damages shall not be considered as a penalty for the contractor's failure to perform contractual services, but shall constitute a payment for damages suffered by the University due to the contractor's failure

to perform agreed upon services.

- 11.4 The University reserves the right to deduct the liquidated damages payment from the contractor's invoice or invoice the contractor for the payment.
- 12. No later than 10 calendar days after award of the contract, the contractor must submit the number of the operating permit issued by the Department of Natural Resources for each solid waste processing facility and solid waste disposal area operated by the contractor which will be used for the purpose of processing or disposing of any solid waste collected from the University.
 - 12.1 If the contractor plans to use a solid waste processing facility or disposal area operated by any person other than the contractor, the contractor must submit the name and address of the operator and the name, address, and permit number, as issued by the Department of Natural Resources, for all such facilities and areas.

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SCOPE OF WORK – RECYCLING SERVICES

The contractor must provide a recycling program for Southeast Missouri State University, in accordance with the terms and conditions contained herein. Unless otherwise indicated as "University provided", the contractor must provide all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

1. The University prefers a single-stream recycling program. Single-stream recycling allows for all recyclable items to be mixed together during the collection stage and sorted off-site. The recycling program will not include glass or items considered electronic-waste such as computers, printers, scanners, etc. However, the following items must be included:
 - 1.1 Mixed paper
 - 1.2 Cardboard
 - 1.3 Aluminum
 - 1.4 Plastic bottles
 - 1.5 Steel cans
2. The recycling program should include the University's main campus, River Campus, the Regional Education Centers located in Sikeston, Malden, and Kennett.
 - 2.2 A list of the current containers is included on Attachment 2.
3. The contractor shall pick up all types of recycling with the exception of hazardous waste and/or items not accepted as recycling by the contractor.
 - 3.1 In the event hazardous waste or other non-recyclable items are found in any dumpster, the contractor must notify the University immediately.
4. The University will consider different options as to how the recycling program should operate. Options include the following:
 - 4.1 Contractor supplies a minimum of one (1) container for each building and recycling dumpsters to be placed at various locations.
 - It is anticipated that University personnel would collect all recycling materials from each building and deliver such to the contractor's recycling dumpster. Using this method, the University would continue to separate the recycling.
 - 4.2 Contractor supplies a minimum of one (1) container for each building and one recycling dumpster to be centrally located.
 - It is anticipated that University personnel would collect all recycling materials from each building and deliver such to the contractor's recycling dumpster. The contractor would be responsible for separating the recycling.
 - 4.3 A combination of the above programs and/or different programs as proposed by the contractor including revenue sharing.

5. All contractor furnished containers and/or dumpsters must be clearly labeled for recycling materials.
 - 5.1 The location for each container/dumpster shall be established by the University and is subject to change.
 - 5.2 All containers/dumpsters must be maintained by the contractor in a good, clean condition at all times. The containers/dumpsters must be deodorized and disinfected as requested, either on site or by actual replacement at no additional charge to the University.
 - 5.3 The contractor shall maintain ownership of all containers/dumpsters unless otherwise specified.
6. The contractor shall provide pick-ups as mutually determined with the University. The University reserves the right to change the number of pickups at each location, depending on need. In addition, the contractor must also provide unscheduled pick-ups on an as needed, if needed, basis.
 - 6.1 The University makes no guarantee of a minimum or maximum number of pick-ups that will be required.
7. The contractor shall be responsible for all federal, state, and local permits, fees, and expenses related to the recycling program.
8. The contractor must dispose of all recycling in accordance with all federal, state, and local rules and regulations including, but not limited to, the Missouri Department of Natural Resources and Missouri Department of Health.
9. The contractor must pick up and empty dumpsters as often as necessary to prevent overflowing.
 - 9.1 Each time the dumpster is emptied, the contractor shall also pick up and remove loose or spilled recycling.
 - 9.2 If the University is compelled to notify the contractor for a pick-up due to excess recycling, the contractor shall empty the dumpster within 24 hours of notification.
10. The contractor shall maintain all dumpsters in a good mechanical, safe working condition. In addition, the contractor shall assist the University in its effort to minimize visual obtrusiveness.
11. The contractor shall accomplish routine pick-ups between the hours of 10:00 p.m. and 7:00 a.m., unless otherwise specified by the University.
 - 11.1 To mitigate noise impacts on campus, the University may specify certain time periods for pick-ups in the vicinity of residence halls or classroom buildings.
12. The contractor must provide quarterly reports to the University that details the recycling program including, but not limited to, the type of recycling and quantity.

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GENERAL CONTRACTUAL REQUIREMENTS

This portion of the RFP pertains to the offeror selected for final contract award ("contractor").

1. The contract shall not bind, nor purport to bind, the University for any contractual commitment in excess of the original contract period, which shall be January 1, 2017, through December 31, 2017 or as mutually determined. The University shall have the right, at its sole option, to extend the contract for four (4) one year periods, or any portion thereof. In the event that the University exercises such right, all terms, conditions, and specifications of the original contract, as amended, shall remain the same and apply during the extension period.
 - 1.1 If the first two extension options are exercised, the contractor shall agree that the price(s) stated on the Pricing Page shall not be increased in excess of the maximum percentage of increase for the applicable option.
 - 1.2 If the last two options are exercised, the contractor shall agree that the prices shall be negotiated with the University. However, the University reserves the right to rebid if a mutual agreement cannot be reached.
 - 1.3 The percentage of increase for the first two extension options shall be computed against and added to the price(s) stated on the Pricing Page for the original contract period. It is not a cumulative increase. If the Pricing Page does not include such percentages or if applicable spaces are not completed by the contractor, the price(s) during the first two extension periods shall be the same as during the original contract period.
 - 1.4 The University may not automatically exercise an extension option based upon the maximum percentage of increase and reserves the right to request justification from the contractor supporting the requested increase. The University reserves the right to request an extension of the contract at a price less than that price derived from the contractor's maximum percentage of increase.
 - 1.5 In the event of an extended re-procurement effort and the contract's available renewal options have been exhausted, the University reserves the right to extend the contract. If exercised, the extension shall be for a reasonable period of time as mutually agreed to by the University and the contractor at the same terms, conditions, provisions, and pricing in order to complete the procurement process and to transition to the new contract.
2. All prices and percentages shall be as indicated on the Pricing Page of this document, or as specifically provided for by this document. The University shall not pay nor be liable for any other costs. The contractor shall not be allowed any additional compensation for any matter of which the contractor might have fully informed itself of prior to the closing date of the Request for Proposal.
 - 2.1 Payment for all goods and services required herein shall be made in arrears on a monthly basis. The contractor must submit an original invoice. Faxed invoices shall not be accepted. Payment will be made upon submittal of the invoice on a Net 30 basis unless discount terms are offered.
 - 2.2 In the event the scope of work is revised by the University, additional compensation shall be considered and negotiated at that time.
3. The contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be employed by the University. The sole relationship between the University and the contractor is as established by this contract. The contractor

acknowledges responsibility for filing all returns and paying all taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., associated with the performance of the contractual requirements herein, and agrees to indemnify, save, and hold the University, its officers, agents, and employees, harmless from and against, any and all losses, costs, attorney fees, and damage of any kind related to such matters. Upon request, the contractor will provide to the University evidence of compliance with these requirements.

4. The contractor shall fully coordinate its activities in the performance of the contract with those of the University.
5. The contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the University may secure identical and/or similar services from other sources at anytime in conjunction with or in replacement of the contractor's service.
6. If approved by the Purchasing Department in writing, the contractor may subcontract for those services described herein provided that any subcontracts include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the University and to ensure that the University is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between Southeast Missouri State University and the contractor. The contractor shall expressly understand and agree that it shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the equipment or services in the contract shall in no way relieve the contractor of the responsibility for providing the equipment or services as described and set forth herein.
7. The contractor and the contractor's drivers who, in the provision of services under the contract: (1) operate any single vehicle with a Gross Vehicle Weight Rating (GVWR) of over 26,000 pounds, (2) operate any size vehicle which requires hazardous materials placards, (3) operate any vehicle designed to transport more than 15 persons (including the driver), or (4) engage in any other activity outlined in the Commercial Motor Vehicle Safety Act, must comply with all other requirements in the Commercial Motor Vehicle Safety Act. If requested by the University, the contractor must submit proof of such no later than 30 calendar days after receipt of the request.
8. The contractor shall understand and agree that the University cannot save and hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the University, its Board of Regents, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. The insurance coverage shall include general liability and appropriate professional liability. The insurance shall include an endorsement that adds the University as an additional insured. Written evidence of the insurance shall be provided by the contractor to the University upon request. The evidence of insurance shall include, but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurer's name, policy number, endorsement by representatives of the insurance company, etc. Evidence of self-insurance coverage or of another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable. In the event the insurance coverage is canceled, the University must be notified immediately.
9. The contractor shall not be responsible for any injury or damage occurring as a result of any negligent act or omission committed by the University, including its Board of Regents, agencies, employees, and assigns.
10. Inasmuch as under the contract the contractor may acquire confidential information, the contractor agrees to use such information only for the sole benefit of the University and to keep confidential such information, as well as all information developed in the conduct of the work contracted for including

information disclosed by the University to contractor or any other person engaged in the contracted work. The contractor further agrees that all data, technical information, and reports developed by contractor or any person engaged in the contracted work are the property of the University and shall not be disclosed to others at any time or used for any other purpose other than for the sole benefit of the University, and that upon termination of the contract, or at any other time the University requests, the contractor or any other person involved in the contracted work will transmit to the University any written, printed, or other materials embodying such confidential information, including all copies and excerpts thereof, given to, prepared by or for the contractor, or any other person involved in the contracted work. It is further understood and agreed that this obligation to keep such information confidential shall continue at all times beyond the completion of the contracted work.

11. The University reserves the right to terminate the contract at any time, for the convenience of the University, without penalty or recourse, by giving written notice to the contractor no less than 60 calendar days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the contractor pursuant to the terms of the contract shall at the option of the University, become property of the University. The contractor shall be entitled to receive compensation for that work completed pursuant to the contract prior to the effective date of termination.
12. Authorized Personnel: The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
 - 12.1 If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the University has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the University shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the University. The University may also withhold up to twenty-five percent of the total amount due to the contractor.
 - 12.2 The contractor shall agree to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.
 - 12.3 If the contractor meets the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo the contractor shall maintain enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then the contractor shall, prior to the performance of any services as a business entity under the contract:
 - (a) Enroll and participate in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
 - (b) Provide to the University the documentation required in the exhibit titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program; AND
 - (c) Submit to the University a completed, notarized Affidavit of Work Authorization provided in the attachment titled, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization.

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OFFEROR'S INFORMATION

This portion of the RFP pertains to any interested party which wishes to be provided an opportunity to submit a proposal.

1. Southeast currently issues all solicitations via the University's website at www.semo.edu/purchasing. In addition to the original solicitation, amendments (if any) and all questions and answers received during the solicitation process will be posted to the website. Please note that it is the offeror's sole responsibility to check the website to obtain any additional information posted for the RFP. Additionally, the University will update the website upon award.
2. SUBMISSION OF PROPOSALS: Proposals must be priced, signed and returned (with all necessary attachments) to the Purchasing Department by the closing date and time specified. The unaltered, signed RFP cover sheet and signed cover sheets for any amendments, if applicable, should be placed at the beginning of the offeror's package.
 - 2.1 In addition to the clearly marked original proposal, the offeror should include two complete copies of the proposal for distribution to the appropriate evaluation personnel. The University only requests copies of any pages completed by the offeror and any additional pages added by the offeror. Copies of the original Request for Proposal package or any attachments thereto are not needed.
 - 2.2 Proposal openings are public on the opening date and at the opening time specified on the RFP cover sheet. However, only the names of the respondents shall be read at the proposal opening. The contents of the responses, including prices, shall not be disclosed at the public opening.
3. Any offeror with questions should contact Sarah J. Steinnerd, Purchasing Manager. All offerors and/or anyone else acting on their behalf must direct all of their questions or comments regarding the RFP, evaluation, etc., to the Purchasing Department. Offerors may not contact other University employees regarding any of these matters while the RFP and evaluation are in process.
 - 3.1 It is preferred that all questions be e-mailed to ssteinnerd@semo.edu. However, all questions must be submitted no later than seven (7) calendar days prior to the closing date.
4. Evaluation Process: The award of a contract resulting from the RFP shall be based on the best proposal received in accordance with the following evaluation criteria. The evaluation criteria are further defined in subsequent paragraphs. Failure to provide adequate information for evaluation of the below listed criteria may result in minimal subjective consideration and/or in rejection of the offeror's proposal package. The trash services and recycling services will be evaluated separately.
 - 4.1 Cost: 60%
 - 4.2 Offeror's Experience and Reliability and Expertise of Personnel: 10%
 - 4.3 Proposed Method of Performance: 30%
5. Cost: Cost shall be evaluated based upon the firm, fixed prices indicated by the offeror. Percentages quoted for extension options shall also be considered in the evaluation of cost.
 - 5.1 The offeror shall not be entitled to any other form of payment or reimbursement not specifically provided for by this document. The offeror must state all applicable costs necessary to satisfy the requirements of the RFP. Unless stated, the University shall assume absolutely no other costs exist to satisfy such requirements.

6. Offeror's Experience and Reliability and Expertise of Personnel: Experience and reliability of the offeror's organization will be considered in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to activities similar to the requirements of this RFP. In addition, the qualifications of the personnel proposed by the offeror to perform the requirements specified herein will be considered in the evaluation. Therefore, the offeror should also submit detailed information related to the experience and qualifications of the staff proposed.
 - 6.1 The offeror should provide a list of at least three (3) current customers. The list should include the following: company name, contact name with respective email address, contact's title, city and state, telephone number, and a brief description of the services performed for each customer.
 - 6.2 The offeror should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The relationship of the project leader to management and to support personnel should be clearly illustrated.
 - 6.3 The offeror should submit a copy of all licenses and certifications which may be required for the proposed personnel.
7. Proposed Method of Performance: The offeror should present a written narrative which clearly and concisely states the method by which the offeror proposes to satisfy the requirements of the Scope of Work section. At a minimum, the offeror should specifically address all of the items listed below.
 - 7.1 The offeror should describe in detail all equipment proposed, and how such meets the requirements stated in the Scope of Work.
 - 7.2 The offeror should provide the name and address of the proposed solid waste processing facility and solid waste disposal area.
 - 7.3 The offeror should state the location from which service personnel will originate
 - 7.4 The offeror should state the minimum response time for a service call after notification from the University.
8. Shortly after the due date, all eligible offers received will be evaluated. Southeast reserves the right to award a contract to the offer that, in the sole opinion of Southeast, best serves the interests of the University. If deemed appropriate by the University, negotiations may be undertaken with any or all organizations that submit an offer. However, the University reserves the right to reject all proposals and not award a contract. In addition, the University reserves the right to contact the offeror to clarify or verify the proposal and to develop a comprehensive assessment of the proposal. If deemed necessary, a technical question and answer conference or interview may be conducted.
 - 8.1 The University reserves the right, before awarding the contract, to require the offeror to submit evidence of his/her qualifications, as it may deem necessary. The University may consider any evidence available related to the financial, technical and other qualifications and abilities of the offeror, including past performance with other organizations.
9. Business Information: As a state entity, the University is required to report minority-business and women-business enterprise information to the Office of Administration, Division of Purchasing. Therefore, the offeror is requested to complete and return Attachment 3 with the proposal. Completion of Attachment 3 does not affect contract award.
10. Missouri Service-Disabled Veteran Business Preference: Pursuant to section 34.074, RSMo, a three (3) bonus point preference shall be granted to offerors who qualify as Missouri service-disabled veteran businesses and who complete and submit Attachment 4, Missouri Service-Disabled Veteran

Business Preference with the proposal response. If the response does not include the completed Attachment 4 and the documentation specified on Attachment 4 in accordance with the instructions provided therein, no preference points will be applied.

11. Affidavit of Work Authorization and Documentation: Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo definition of a "business entity" (<http://www.moga.mo.gov/statutes/C200-299/2850000525.HTM>), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete applicable portions of Attachment 5, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. The applicable portions of Attachment 5 must be submitted prior to an award of a contract.
12. The attached Terms and Conditions, Request for Proposal (revised 06/01/2016), are hereby incorporated. Offeror's terms and conditions which conflict with this Request for Proposal and/or the attached Terms and Conditions could result in rejection of the offeror's proposal.

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PRICING PAGE – TRASH SERVICES

The offeror must complete, sign, and return this Pricing Page.

1. Trash Services for normal usage: The offeror must provide a firm, fixed price for each item listed below. Pricing for the smaller containers should be per month. Unless otherwise indicated, the below prices must also include the trash container rental and trash disposal.

Container Volume	Two-cubic yard	Three-cubic yard	Four-cubic Yard	Six-cubic yard	Eight-cubic yard
One pick-up per week					
Two pick-ups per week					
Three pick-ups per week					
Four pick-ups per week					
Five pick-ups per month					
Six pick-ups per week					
Extra pick-up					
		Monthly Rental	Cost per each Unloading	Cost per each ton for disposal	
20-cubic yard open top, roll off unit					
30-cubic yard open top, roll off unit					
40-cubic yard open top, roll off unit					

2. Percentage of increase: In the event the University exercises its option to renew the contract, the offeror must state below the maximum percentage of increase for each renewal option. Statements such as "consumer price index" or "cost of living increase" are not acceptable. Before completing this section, the offeror is strongly encouraged to review page 8, paragraph 1. Failure to complete this section and/or provide the same information elsewhere in the response may result in the rejection of the offeror's proposal.

Please note: The percentage of increase indicated below is computed against and added to the original price(s). Therefore, if the offeror anticipates a yearly increase of 1%, you must indicate 1% for year one, 2% for year two, etc.

_____ % Maximum percentage of increase
First twelve-month renewal period

_____ % Maximum percentage of increase
Second twelve-month renewal period

3. Trash Services for temporary usage: The offeror must provide a firm, fixed price for each item listed below. Pricing for the smaller containers should be per month. Unless otherwise indicated, the below prices must also include the trash container rental and trash disposal.

Container Volume	Two-cubic yard	Three-cubic yard	Four-cubic Yard	Six-cubic yard	Eight-cubic yard
One pick-up per week					
Two pick-ups per week					
Three pick-ups per week					
Four pick-ups per week					
Five pick-ups per month					
Six pick-ups per week					
Extra pick-up					
		Monthly Rental	Cost per each Unloading	Cost per each ton for disposal	
20-cubic yard open top, roll off unit					
30-cubic yard open top, roll off unit					
40-cubic yard open top, roll off unit					

4. Percentage of increase: In the event the University exercises its option to renew the contract, the offeror must state below the maximum percentage of increase for each renewal option. Statements such as "consumer price index" or "cost of living increase" are not acceptable. Before completing this section, the offeror is strongly encouraged to review page 8, paragraph 1. Failure to complete this section and/or provide the same information elsewhere in the response may result in the rejection of the offeror's proposal.

Please note: The percentage of increase indicated below is computed against and added to the original price(s). Therefore, if the offeror anticipates a yearly increase of 1%, you must indicate 1% for year one, 2% for year two, etc.

_____ % Maximum percentage of increase
First twelve-month renewal period

_____ % Maximum percentage of increase
Second twelve-month renewal period

By signature below, the offeror hereby affirms that the prices indicated above are quoted in accordance with all terms and conditions of Request for Proposal 5837. In addition, the offeror understands and certifies the following:

- The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

- If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the University shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the University. The University may also withhold up to twenty-five percent of the total amount due to the contractor.
- The contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

In addition, the contractor shall maintain enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services included herein.

Company Name

Signature/Date

SOUTHEAST MISSOURI STATE UNIVERSITY
TRASH SERVICES/RECYCLING SERVICES
REQUEST FOR PROPOSAL 5837

PRICING PAGE – RECYCLING SERVICES

The offeror must complete, sign, and return this Pricing Page to be considered for award of the Recycling Services.

1. Recycling Services: A narrative must be included that details the proposed recycling program. The following items should be addressed:
 - List of acceptable and unacceptable items to be included in the single stream recycling program (i.e. unacceptable – pizza boxes, aluminum foil, etc.).
 - Will the University will be responsible for any costs?
 - Will the revenue from the sale of the recycling be shared with the University?
 - Number of anticipated recycling containers needed, proposed location of such, and applicable costs.
 - Number of anticipated recycling dumpsters needed, proposed location of such, and applicable costs.
 - Content of reports to be provided to the University.
 - Provide the name and address of the proposed recycling facility.

2. Percentage of increase: In the event the University exercises its option to renew the contract, the offeror must state below the maximum percentage of increase for each renewal option. Statements such as "consumer price index" or "cost of living increase" are not acceptable. Before completing this section, the offeror is strongly encouraged to review page 8, paragraph 1. Failure to complete this section and/or provide the same information elsewhere in the response may result in the rejection of the offeror's proposal.

Please note: The percentage of increase indicated below is computed against and added to the original price(s). Therefore, if the offeror anticipates a yearly increase of 1%, you must indicate 1% for year one, 2% for year two, etc.

_____ % Maximum percentage of increase
First twelve-month renewal period

_____ % Maximum percentage of increase
Second twelve-month renewal period

By signature below, the offeror hereby affirms that the information included is quoted in accordance with all terms and conditions of Request for Proposal 5837. In addition, the offeror understands and certifies the following:

- The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.
- If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the University shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the University. The University may also withhold up to twenty-five percent of the total amount due to the contractor.
- The contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

In addition, the contractor shall maintain enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services included herein.

Company Name

Signature/Date

SOUTHEAST MISSOURI STATE UNIVERSITY
TRASH SERVICES/RECYCLING SERVICES
REQUEST FOR PROPOSAL 5837

ATTACHMENT 1

Trash Services for normal usage: Current prices per month are as follows:

Container Volume	Two-cubic yard	Three-cubic yard	Four-cubic yard	Six-cubic yard	Eight-cubic yard
One pick-up per week	33.00	52.50	52.50	69.25	85.75
Two pick-ups per week	57.35	90.15	90.15	120.30	150.30
Three pick-ups per week	81.75	127.95	127.95	171.50	214.85
Four pick-ups per week	106.00	165.75	165.75	222.62	279.50
Five pick-ups per month	130.50	203.50	203.50	273.75	344.00
Six pick-ups per week	154.85	241.25	241.25	325.00	408.50
Extra pick-up	12.25	15.30	15.30	18.40	22.50
		Monthly Rental	Cost per each Unloading	Cost per each ton for disposal	
20-cubic yard open top, roll off unit		45.00	119.00	41.00	
30-cubic yard open top, roll off unit		45.00	119.00	41.00	
40-cubic yard open top, roll off unit		45.00	119.00	41.00	

Trash Services for temporary usage: Current prices per month are as follows:

Container Volume	Two-cubic yard	Three-cubic yard	Four-cubic yard	Six-cubic yard	Eight-cubic yard
One pick-up per week	50.00	70.00	70.00	90.00	110.00
Two pick-ups per week	100.00	140.00	140.00	180.00	220.00
Three pick-ups per week	150.00	210.00	210.00	270.00	330.00
Four pick-ups per week	200.00	280.00	280.00	360.00	440.00
Five pick-ups per month	250.00	350.00	350.00	450.00	550.00
Six pick-ups per week	300.00	420.00	420.00	540.00	660.00
Extra pick-up	25.00	35.00	35.00	45.00	55.00
		Monthly Rental	Cost per each Unloading	Cost per each ton for disposal	
20-cubic yard open top, roll off unit		45.00	119.00	41.00	
30-cubic yard open top, roll off unit		45.00	119.00	41.00	
40-cubic yard open top, roll off unit		45.00	119.00	41.00	

Trash Container Locations:

Service Address	Container Size	# of Pick-Ups/Week
122 S. Ellis	4	1
Academic Hall	4	5
Charles Hutson Greenhouse on Bertling	4	1
Crisp Hall	6	2
Dempster Hall	8	2
FBC/Alumni - 926 Broadway	6	2
FM Service Center	6	3
General Services 2	8	2
Grael Building	4	2
Kent Library	6	3
Magill Hall	4	2
Memorial hall	4	1
Pacific Hall	4	1
Scully	6	3
Seabaugh Polytech	6	3
Show Me Center	8	3
Student Rec Center	6	2
River Campus	6	1
River Campus Seminary (Roll-Off)	8	2
Houck	8	1
Pole Barn	40	1/mo
Cottonwood	6	3
Cheney Hall	4	3
Dearmont on Blacktop	6	3
Group Housing	6	3
Myers Hall	8	3
Vandiver Hall	8	6
Vandiver Hall	4	6
Towers East	8	5
Towers Kitchen	6	6
Towers North	6	5
Towers West	8	5
Greek Village - Show Me Drive	6	1
Henderson Hall	4	2
LaFerla Hall (982 Greek Dr)	8	6
Dobbins Hall	8	3
University Center	8	5
University Center	6	6
University Center (lower level)	4	3
Autism Center - 611 N Fountain	2	2
Univ School for Young Children, 2089 Bessie	6	1

Catapult Creative Labs - 612 Broadway	2	1
Horizon Enrichment - 2100 Themis	6	1

Recycling Container Locations:
FMSC - 610 Washington
Show Me Center
Dearmont
Group Housing
Towers North
University Center
River Campus-Lower Side
2089 Bessie (UCEC)

ATTACHMENT 3 MINORITY VENDOR INFORMATION

In order to identify information requested by the Office of Administration, Division of Purchasing, please complete the following by placing a check mark in the appropriate box next to the classification which best represents your business. Completion of the following information does not affect purchase order/contract award.

BUSINESS TYPE

- | | |
|---|---|
| <input type="checkbox"/> A. Small, Minority, Missouri | <input type="checkbox"/> F. Large, Non-Minority, Missouri |
| <input type="checkbox"/> B. Small, Non-Minority, Missouri | <input type="checkbox"/> G. Large, Minority, Non-Missouri |
| <input type="checkbox"/> C. Small, Minority, Non-Missouri | <input type="checkbox"/> H. Large, Non-Minority, Non-Missouri |
| <input type="checkbox"/> D. Small, Non-Minority, Non-Missouri | <input type="checkbox"/> I. Female-Owned Business |
| <input type="checkbox"/> E. Large, Minority Missouri | <input type="checkbox"/> J. Unable to Classify |

SMALL: An organization with less than 500 employees.

LARGE: An organization with greater than 500 employees.

MINORITY:

An organization that has been (1) certified socially and economically disadvantaged by the Small Business Administration, (2) certified as a minority business enterprise by a state or federal agency, or (3) is an independent business concern that is 51% owned and controlled by a minority group member including:

- a. Black American
- b. Hispanic American with origins from Puerto Rico, Mexico, Cuba, South or Central America
- c. Native Indian, Eskimo, or Native Hawaiian
- d. Asian Pacific American with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, northern Marianas, Laos, Cambodia, Taiwan, or the Indian Subcontinent

NON-MINORITY:

An organization that does not satisfy the criteria listed above for Minority.

MISSOURI:

An organization whose state of incorporation is in Missouri, or if not incorporated whose principal place of business is in Missouri.

NON-MISSOURI:

An organization whose state of incorporation is not in Missouri, or if not incorporated whose principal place of business is located outside Missouri.

For example: An organization having 50 employees, owned by a Black American, and whose General Mailing Address is Tampa, Florida would be classified as follows: Small, Minority, Non-Missouri.

ATTACHMENT 4
MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE

Pursuant to 34.074 RSMo, Southeast Missouri State University has a goal of awarding three (3) percent of all contracts for the performance of any job or service to service-disabled veteran businesses (see below for definitions included in 34.074 RSMo) either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

Definitions:

Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business is defined as a business concern:

- a. not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. the management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the bidder **must** provide the following with the bid in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable:

- a. a copy of a letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder has a service-connected disability rating ranging from 0 to 100% disability; and
- b. a completed copy of this attachment

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the bidder's discharge paper to this Attachment.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Service-Disabled Veteran's Name
(Please Print)

Service-Disabled Veteran Business Name

Service-Disabled Veteran's Signature

Missouri Address of Service-Disabled Veteran Business

ATTACHMENT 5
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The bidder must certify their current business status by completing either Box A or Box B on this Attachment.

BOX A: To be completed by a non-business entity as defined below.

BOX B: To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent utilizes the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (IFB/RFP/RFQ number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide Southeast Missouri State University with all documentation required in Box B of this attachment.

Authorized Representative's Name
(Please Print)

Authorized Representative's Signature

Company Name (if applicable)

Date

ATTACHMENT 5 continued

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the bidder/offeror/contractor must perform/provide each of the following. The bidder/offeror/contractor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/offeror's name and the MOU signature page completed and signed, at minimum, by the bidder/offeror and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/offeror's name and company ID, then no additional pages of the MOU must be submitted.; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Attachment.

ATTACHMENT 5 continued

AFFIDAVIT OF WORK AUTHORIZATION:

The bidder/offeror who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the University for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

**SOUTHEAST MISSOURI STATE UNIVERSITY
TERMS AND CONDITIONS
REQUEST FOR PROPOSAL**

1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **Amendment** means a written, official modification to an RFP or to a contract.
- b. **Attachment** applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications and which the offeror should complete and submit with the sealed proposal prior to the specified opening date and time.
- c. **Buyer** means the procurement staff member of the Purchasing Department. The **Contact Person** as referenced herein is usually the Buyer.
- d. **Contract** means a legal and binding agreement between two or more competent parties, in exchange for consideration, for the procurement of equipment, supplies, and/or services.
- e. **Contractor** means a person or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- f. **May** means that a certain feature, component, or action is permissible, but not required.
- g. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a proposal being considered non-responsive and not evaluated nor considered for contract award.
- h. **Offeror** means the person or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- i. **Pricing Page(s)** applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The pricing pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal opening date and time.
- j. **Proposal Opening Date and Time** and similar expressions mean the exact deadline required for the physical receipt of sealed proposals in the Purchasing Department.
- k. **Request for Proposal (RFP)** means the solicitation document issued by the Purchasing Department to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Attachments, and Amendments thereto.
- l. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the operations of the University's Purchasing Department.
- m. **Shall** has the same meaning as the word **must**.
- n. **Should** means that a certain feature, component and/or action is desirable but not mandatory.
- o. **University and/or Southeast** means Southeast Missouri State University.

2. APPLICABLE LAWS, REGULATIONS, AND POLICIES

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the University.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- d. The contractor must file and pay, in a timely fashion, all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contract shall be in the Circuit Court of Cape Girardeau County, Missouri.
- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.
- g. The contractor shall comply with the University's Tobacco Usage in the Workplace Policy. The University is a tobacco-free campus except in designated areas. Therefore, smoking (both indoors and outdoors) is prohibited on University property and in University vehicles except in designated areas. The use of smokeless tobacco is prohibited inside all University buildings other than the student residential housing units.
- h. The contractor shall never have been terminated from a contract under section 432 of the HEA for a reason involving the acquisition, use, or expenditure of Federal, State, or local government funds, or have been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds; or contract with or employ any individual, agency, or organization that has been, or whose officers or employees have been convicted of, or pled nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or Administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds.

3. OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

- a. It shall be the offeror's responsibility to ask questions, request changes or clarification, or otherwise advise the Purchasing Department if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from offerors regarding specifications, requirements, competitive proposal process, etc., must be directed to the Purchasing Department. Such communication should be received at least seven (7) calendar days prior to the official proposal opening date.
- b. Every attempt shall be made to ensure that the offeror receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all offerors will be advised, via the issuance of an amendment to the RFP, of any relevant or pertinent information related to the procurement. Therefore, offerors are advised that unless specified elsewhere in the RFP, any questions received less than seven (7) calendar days prior to the RFP opening date may not be answered.
- c. Offerors are cautioned that the only official position of the University is that which is issued by the Purchasing Department in the form of the RFP or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. Southeast monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among offerors, price-fixing by offerors, or any other anticompetitive conduct by offerors which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. The RFP and any Amendments are available for viewing and printing from the University's website. Registered offerors may be electronically notified of the proposal opportunity based on the information maintained in the University's vendor database.
- f. The University reserves the right to officially amend or cancel an RFP after issuance. E-mail notification of the amendment or cancellation will not be issued.

4. PREPARATION OF PROPOSALS

- a. Offerors **must** examine the entire RFP carefully. Failure to do so shall be at offeror's risk.
- b. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the RFP, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The offeror may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the proposal. In addition, the offeror shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements, and (2) why the proposed equivalent should not be considered an exception thereto. Proposals which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Proposals lacking any indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFP.
- e. All equipment and supplies offered in a proposal must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- f. Prices shall include all packing, handling and shipping charges and must be stated FOB destination, unless otherwise specified in the RFP.
- g. Proposals, including all prices therein, shall remain valid for 90 days from proposal opening unless otherwise indicated. If the proposal is accepted, the entire proposal, including all prices, shall be firm for the specified contract period.
- h. Any foreign offeror not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their proposal in order to be considered for award.

5. SUBMISSION OF PROPOSALS

- a. All proposals must (1) be signed by a duly authorized representative of the offeror's organization, (2) contain all information required by the RFP, (3) be priced as required, (4) be sealed in an envelope or container, and (5) be mailed or hand-delivered to the Purchasing Department and officially clocked in no later than the exact opening time and date specified in the RFP.
- b. Mailed proposals should be clearly marked on the outermost envelope with (1) the official RFP number, and (2) the official opening date and time. Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.
- c. A proposal which has been delivered to the Purchasing Department may be modified by signed, written notice which has been received by the Purchasing Department prior to the official opening date and time specified. A proposal may also be modified in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone, telegraphic, email, or faxed requests to modify a proposal shall not be honored.
- d. A proposal which has been delivered to the Purchasing Department may only be withdrawn by a signed, written notice or facsimile which has been received by the Purchasing Department prior to the official opening date and time specified. A proposal may also be withdrawn in person by the offeror or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or e-mail requests to withdraw a proposal shall not be honored.
- e. Offerors must sign and return the RFP cover page or, if applicable, the cover page of the last amendment thereto, in order to constitute acceptance by the offeror of all RFP terms and conditions. Failure to do so may result in rejection of the proposal unless the offeror's full compliance with those documents is indicated elsewhere within the offeror's response.
- f. Faxed proposals shall not be accepted. However, faxed and e-mailed no-bid notifications shall be accepted.

6. PROPOSAL OPENING

- a. Proposal openings are public on the opening date and at the opening time specified on the RFP document. Only the names of the respondents shall be read at the proposal opening. The contents of the responses shall not be disclosed at that time.
- b. Proposals which are not received in the Purchasing Department prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Under extraordinary circumstances, the Purchasing Department may authorize the opening of a late proposal. The following guidelines may be utilized to determine the criteria for an extraordinary circumstance: (1) University offices were closed due to inclement weather conditions or other unforeseen reasons, and (2) postal or courier services were delayed due to labor strikes or unforeseen "Acts of God".

7. PREFERENCES

- a. In the evaluation of proposals, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority- and women-owned businesses in selecting subcontractors.
- d. In the evaluation of proposals, a service-disabled veteran business preference shall be applied in accordance with Section 34.074 RSMo.

8. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the Purchasing Department before contract award. Upon discovering an apparent clerical error, the buyer shall contact the offeror and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are (1) misplacement of a decimal point, and (2) obvious mistake in designation of unit.
- b. Any pricing information submitted by an offeror shall be subject to evaluation if deemed to be in the best interest of the University.
- c. The offeror is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the University. However, unless otherwise specified in the RFP, pricing shall be evaluated at the maximum potential financial liability to the University.
- d. Award shall be made to the offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP, (2) is the lowest and best proposal, considering price, responsibility of the offeror, and all other evaluation criteria specified in the RFP and any subsequent negotiations, and (3) complies with Sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all offerors fail to meet the same mandatory requirement in the RFP, the University reserves the right, at its sole discretion, to waive that requirement for all offerors and to proceed with the evaluation. In addition, the University reserves the right to waive any minor irregularity or technicality found in any individual proposal.
- f. The University reserves the right to reject any and all proposals. When all proposals are non-responsive or otherwise unacceptable and circumstances do not permit a rebid, the University may negotiate for the required supplies.
- g. When evaluating a proposal, the University reserves the right to consider relevant information and fact, whether gained from a proposal, from an offeror, from offeror's references, or from any other source.

- h. Any information submitted with the proposal, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a proposal and the award of a contract.
- i. Negotiations may be conducted with those offerors who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing offerors.
- j. Any award of a contract shall be made by notification from the Purchasing Department to the successful offeror. The Purchasing Department reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by the Purchasing Department based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the University.
- k. Pursuant to Section 610.021 RSMo, proposals and related documents shall not be available for public review until after a contract is executed or all proposals are rejected.
- l. The Purchasing Department reserves the right to request clarification of any portion of the offeror's response in order to verify the intent of the offeror. The offeror is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. The final determination of contract award shall be made by the Purchasing Department.
- n. The Purchasing Department's website will be updated upon contract award for offerors to view for a reasonable period of time.
- o. Any proposal award protest must be submitted in writing and must be received within ten (10) business days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (9). A protest submitted after the ten (10) business day period shall not be considered.

9. CONTRACT/PURCHASE ORDER

- a. By submitting a proposal, the offeror agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of (1) the RFP, amendments thereto, and any Best and Final Offer (BAFO) request(s) with RFP changes/additions, (2) the contractor's proposal including any contractor BAFO response(s), (3) clarification of the proposal, if any, and (4) University's acceptance of the proposal by "notice of award" or by "purchase order." All Attachments included in the RFP shall be incorporated into the contract by reference.
- c. A notice of award issued by the University does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the University, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the University.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Purchasing Department or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

10. INVOICING AND PAYMENT

- a. The University does not pay state or federal taxes unless otherwise required under law or regulation. The University's Missouri sales tax exemption number is 10124128.
- b. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the University.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP.
- e. The University assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the University's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the University shall be subject to late payment charges as provided in Section 34.055 RSMo.

11. DELIVERY

Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

12. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The University reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The University's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the University may have.

13. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for said equipment, supplies, and/or services.

14. CONFLICT OF INTEREST

- a. Officials and employees of the University, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

15. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the University of any existing or future right and/or remedy available by law in the event of any claim by the University of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the University of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the University.

16. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the University may cancel the contract. At its sole discretion, the University may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 working days from notification, or at a minimum the contractor must provide the University, within 10 working days from notification, a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the University will issue a notice of cancellation terminating the contract immediately.
- c. If the University cancels the contract for breach, the University reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the University deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the University for any period in which funds have not been appropriated, and the University shall not be liable for any costs associated with termination caused by lack of appropriations.

17. COMMUNICATIONS AND NOTICES

Any notice to the offeror/contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, posted to the University's website, transmitted by facsimile, transmitted by e-mail or hand-carried and presented to an authorized employee of the offeror/contractor.

18. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the Purchasing Department immediately.
- b. Upon learning of any such actions, the Purchasing Department reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

19. INVENTIONS, PATENTS AND COPYRIGHTS

The contractor shall defend, protect, and hold harmless the University, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

20. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

If discrimination by a contractor is found to exist, the University shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the University until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

21. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

22. FILING AND PAYMENT OF TAXES

The University shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in Chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore offeror's failure to maintain compliance with Chapter 144, RSMo may eliminate their proposal from consideration for award.

23. EMERGENCIES

In the event a catastrophic situation occurs at the University, the University may request the contractor's assistance with the emergency procurement or transportation of equipment, supplies, and/or services.

24. TITLES

Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

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