

## **WASTE SERVICES AT GIRARD COLLEGE**

### **REQUEST FOR PROPOSAL**

**Background Information:** Girard College is an independent, college preparatory boarding school serving academically talented, financially underserved students 1<sup>st</sup> through 12<sup>th</sup> grade. Founded in 1848 by Philadelphia philanthropist and entrepreneur Stephen Girard, Girard College was opened to assist orphaned, white males. The school became integrated in 1965 and later began accepting female students in 1984. The school is operated by the Board of Directors of the City Trusts (BODCT), which consists of members appointed by the Mayor of Philadelphia. The school's campus is located on 43 acres in the Fairmount section of Philadelphia and is on the national register of historic places. Founder's Hall, one of four buildings original to the campus and designed by architect Thomas U. Walter, is a national historic landmark. Today, Girard College serves approximately 320 students from the Greater Philadelphia region, Delaware and New Jersey.

**Considerations:** Girard College invites qualified waste management service providers to submit proposals for the regular collection and disposal of waste and recyclables. This RFP outlines the requirements and expectations for servicing the college's waste containers, including recycling, bulk trash, general waste, and additional construction containers.

**Scope of Work:** The scope of work includes the following tasks:

Girard College is seeking a waste management service provider to handle the following waste containers and services:

- Trash Dumpsters: 8 containers, 8-yard capacity each, collected twice per week (Tuesdays and Fridays).
- Recycling Dumpster: 1 container, 8-yard capacity, collected every other Tuesday.
- 96-Gallon Toters: 4 containers, collected twice per week (Tuesdays and Fridays).
- Bulk Trash Container: 1 container, 40-yard capacity, which remains on site and is collected and replaced when full (on-call basis).
- Construction Container: Provide pricing for 1 construction container with varying duration options for retention.

## Waste Collection Requirements

The successful bidder will be responsible for the following:

- Municipal Trash Dumpsters (8 yards each):
  - **Frequency:** Picked up twice a week (Tuesday and Friday)
- Container Count: 8 containers
- (96-gallon Toters)
  - **Frequency:** Picked up twice a week (Tuesday and Friday)
- Container Count: 4 containers
- Recycle Dumpster (8 yards):
  - **Frequency:** Picked up every other Tuesday
- Container Count: 1 container
- 40-Yard Bulk Trash Container:
  - **Frequency:** Remove and replace on an on-call basis when full

## Construction Container:

- **Size:** Provide pricing for 1 off-site construction container (20, 30, or 40-yard options).
- **Retention Duration:** Specify the cost of retaining the construction container for varying periods 1 week, 2 weeks and 1 month. Indicate any cost for extended retention beyond standard durations.
- **Collection:** Provide the cost for container delivery, removal, and associated fees.

## RFP Selection Timetable:

- November 22, 2024—RFP posted
- December 11, 2024 –Responses to RFP Deadline
- December 18, 2024—Final selected company is notified

## **Process:**

**Proposal Format and Requirements:** Please address the following topics in order in a written proposal. You may submit additional information on your company, but only the proposal itself will be submitted initially to the Selection Committee. Other material will be supplied at their request.

### Company Information:

- Company name, address, and contact details.
- Brief company history and relevant experience in similar projects.
- Copies of licenses, certifications, and insurance.
- Safety Record- Details of your company's safety program, any relevant safety certifications, and any OSHA violations within the past 2 years.
- References- A minimum of 2 references for similar service contracts within the past 2 years

### Contract Terms

- The initial contract term will be for 1 year, with the option to renew for additional years based on satisfactory performance and mutual agreement.

### Cost Proposal

Proposals should provide monthly service costs based on the collection intervals outlined above. Include any additional fees associated with the on-call bulk container removal and replacement. The pricing breakdown should include:

- Cost per pickup for each container type (trash, recycle, toters).
- Bulk container removal and replacement charges.
- Cost and retention period options for 1 off construction container.
- Any other surcharges or service fees.
- If different from regular or after-hours rates, provide rates for emergency response services within 2 hours of the request.

### Evaluation Criteria:

Proposals will be evaluated based on pricing, service reliability, sustainability efforts, response times, and experience with similar projects.

### Additional Requirements:

- Sustainability: Include details on how your company promotes environmental sustainability, such as eco-friendly waste disposal, recycling programs, and carbon footprint reduction.
- Performance Metrics: Proposals should outline key performance metrics, including average response times for pickups and resolutions for service issues. Penalties may be

applied for missed or late pickups.

- **Emergency Pickups:** Please provide pricing and procedures for emergencies or unscheduled pickups outside of the regular intervals.
- **Insurance:** Vendors must provide proof of liability insurance and name Girard College as an additional insured.
- **Customer Service:** Vendors should outline their customer service protocols, including response times, and provide contact information for service escalation.
- **Digital Tracking:** We encourage vendors to offer digital tracking and reporting of waste collection and recycling, including monthly reports for transparency.
- **Contract Renewal and Termination:** Define contract renewal terms, early termination conditions, and any associated penalties.
- **Annual Price Adjustments:** Please specify any potential price adjustments during the contract term, such as adjustments due to inflation or fuel price changes.
- **Customer Service:** Outline the process for scheduling additional pickups or bulk removals.

**Proposals are due no later than Wednesday, December 11, 2024 (Proposal window closed.)**

Proposals to be submitted electronically to: Sumi Blodgett, Director of Business Services  
[procurement@girardcollege.edu](mailto:procurement@girardcollege.edu).

All questions must be submitted by email to [rpavoni@girardcollege.edu](mailto:rpavoni@girardcollege.edu).