



# SEATTLE COLLEGES

Central · North · South · SVI

Seattle Colleges

## INVITATION TO BID 509120

### Solar Compacting Waste Receptacles

#### TABLE OF CONTENTS

INVITATION TO BID ..... 1

A. INTRODUCTION ..... 2

B. SCOPE OF WORK/PRODUCT TO BE PROVIDED ..... 2

C. INFORMATION TO BE SUBMITTED ..... 3

D. QUESTIONS, AND SOLICITATION REQUIREMENTS ..... 3

E. DETERMINATION OF APPARENT SUCCESSFUL RESPONDENT ..... 4

F. CONTRACT AWARD PROCEDURES ..... 5

G. ADMINISTRATIVE INFORMATION ..... 5

<b>ITB Issued on:</b>	<b>Responses Due:</b>
<b>Tuesday, March 14, 2017</b>	<b>2:00PM, Tuesday, April 4, 2017</b>



## INVITATION TO BID

### Solar Compacting Waste Receptacles

The Seattle Colleges (hereafter generally referred to as the Purchaser) is seeking responses from prospective Contractors to purchase or lease a number of solar-powered, compacting waste receptacles.

**Obtaining the ITB:** Copies of the Invitation to Bid may be obtained from the Procurement Coordinator identified below.

**Questions:** Any questions or requests for further information must be submitted in writing no later than 2:00PM on Tuesday, March 21, 2017, to the Procurement Coordinator identified below.

Craig Bush

Procurement Coordinator

Telephone: (206) 934-4139

Fax: (206) 934-5523

Email: [craig.bush@seattlecolleges.edu](mailto:craig.bush@seattlecolleges.edu)

**Submission Deadline:** Sealed responses (one original and one copy of each required document), must be received in time to be stamped in by the Purchasing Department not later than 2:00PM, Tuesday, April 4, 2017, at the address below:

Purchasing Department  
Seattle Colleges  
1500 Harvard Avenue  
Seattle, Washington 98122-3803

**Marking Sealed Responses:** Responses must be delivered in sealed envelopes, boxes, or any other method of containment, and clearly identified on the outside of the package with:

**Sealed Proposal No 509120 Solar Compacting Waste Receptacles**

**Craig Bush**

**Due Date 2:00PM, Tuesday, April 4, 2017**

**Rights Reserved:** The Purchaser reserves the right to waive as informality any irregularities in submittals, to reject any and all responses, to amend the solicitation as necessary, and to cancel the solicitation at its sole discretion.

**Seattle Colleges  
Invitation to Bid  
Solar Compacting Waste Receptacles**

**A. INTRODUCTION**

1) **Purchaser: Seattle Colleges, also identified** as “The Purchaser” for purposes of this solicitation is an academic institution authorized under the laws of the State of Washington. The Seattle Colleges serve all of metropolitan Seattle and its surrounding communities, and comprise the largest community college district in the state, educating nearly 50,000 students each year.

2) **General:** The Purchaser is seeking a qualified respondent to purchase or lease a number of solar-powered, compacting waste receptacles.

This solicitation is intended to meet a new need identified by one of the Purchaser’s internal customers.

3) **Contract Form & General Terms and Conditions:** In submitting a response, the Respondent confirms that it will execute a Contract to provide the product specified in this solicitation for the price offered by the Respondent, subject to the Purchaser’s General Terms and Conditions incorporated into this solicitation.

4) **Document Location:** The Contract Form, General Terms and Conditions, and Special Terms and Conditions are available for review and downloading at the Purchaser’s website at <http://www.seattlecolleges.edu/business.aspx>.

In the event that you are unable to view or download the documents, please contact the Procurement Coordinator for this solicitation.

**B. SCOPE OF WORK/PRODUCT TO BE PROVIDED**

**Quantity 10) Outdoor Waste Receptacles,**

- Solar-powered
- Compacting
- Dual Waste and Recycling Stations
- Foot Pedal Activated
- Ability to be “Wrapped” in Advertisements
- Waste Liner Bags Per Case
- Delivery/Installation/Warranty

**PLEASE PROVIDE EITHER PURCHASE PRICE OR LEASE AGREEMENT. LEASE TERMS WILL BE ANUALLY AND INCLUDE DELIVERY/INSTALLATION, MONTHLY LINER SUPPLY, ANY TRACKING/DIAGNOSTIC SOFTWARE, MAINTENANCE/CLEANING/INSPECTION, AND CUSTOMER SUPPORT/TRAINING.**

Brand names, if used in this solicitation, are intended solely to establish a standard against which other brands or trade name products shall be measured. By submitting a response, the Respondent expressly warrants all products and services to be provided are at least equal in quality, performance and use to the standard of quality identified in the solicitation. Any response containing a brand that is not of equal quality, performance and use to the standard of quality identified in the solicitation shall be rejected as non-responsive.

### **C. INFORMATION TO BE SUBMITTED**

Your response must contain one original and one copy of the following documents:

- 1) A completed quotation/proposal, signed in ink by a person authorized by the Respondent to bind the company to any contract;
- 2) A completed Respondent Fact Sheet, including references.

Where appropriate, the Purchaser reserves the right to request of samples, literature, testing of products, or manufacturer's certification of the Respondent's authorization to provide goods and/or services. Submittal of such materials shall be at the Respondent's expense.

Respondents who decline or are unable to comply with such requests may be rejected as non-responsive. Any samples or materials submitted for testing will be returned to Respondents upon completion of the evaluation.

A Respondent may amend a Response at any time prior to the date and time specified for receipt of responses.

### **D. QUESTIONS, AND SOLICITATION REQUIREMENTS**

- 1) **Due Date for Questions:** Technical questions regarding substantive matters related to this ITB or requests for further information must be submitted in writing in accordance with the deadline and submission requirements specified on Page One of this ITB.
- 2) **Due Date and Place for Submission:** Sealed responses must be received by the Purchaser by the date and time and at the place specified on Page One of this Solicitation. Responses must be labeled on the outside of the sealed envelope with the Solicitation Number and Title, and the Respondent's Name, Address, and Telephone Number.

Upon receipt of each Response, the Purchaser Department will date-stamp it to show the exact time and date of receipt. Upon request, Purchaser will provide the Respondent with an acknowledgment of receipt. Respondents are encouraged to ensure that their response arrives sufficiently prior to the deadline to permit this action. The deadline is firm as to place, date, and time. The Purchaser will not consider any response received after the deadline and will return all such responses unopened.

Your Response should not include binders or plastic folders unless it is essential due to the size of your submission. This supports promotion of environmentally preferable practices and avoids heavy and bulky proposals packages that require storage space.

All responses shall become the property of the Purchaser upon receipt.

***Faxed or e-mailed responses are not acceptable and will not be considered.***

3) **Required Number of Copies:** Respondents to this ITB shall submit one original and one copy of all required documents. Each of the forms indicated below must also be completed and submitted with the original response:

- a) Quotation/Proposal
- b) Respondent Fact Sheet

5) **Addenda:** In the event there are changes or clarifications to this Solicitation, the Purchaser will issue addenda as necessary. Addenda will be transmitted to Solicitation recipients via email, fax transmittal, US Postal Service, or other delivery service as is most efficient and economical. Respondents are cautioned not to seek any information regarding this solicitation from any Purchaser personnel other than the Procurement Coordinator. Any such action may constitute grounds for rejection of a response. Only written information provided via addenda shall be deemed binding on the Purchaser.

6) **Rights Reserved by the Purchaser:** The Purchaser reserves the right to waive as informality any error or irregularity it finds in a response. Informality is an immaterial variation from the exact requirements of the competitive solicitation, having no effect or merely a minor or negligible effect on quality, quantity, or delivery of the supplies or performance of the services being procured, and the correction or waiver of which would not affect the relative standing of, or be otherwise prejudicial, to bidders.

The Purchaser also reserves the right to reject any or all responses, and to cancel a solicitation at any time prior to execution of a contract.

#### **E. DETERMINATION OF APPARENT SUCCESSFUL RESPONDENT**

1) **Determination of Responsiveness:** Responses received by the time and date specified for receipt will be reviewed after opening to determine responsiveness. To be considered responsive, a response must include a completed quotation/proposal signed by a party authorized to bind the Respondent and a Respondent Fact Sheet. Non-responsive responses will be rejected.

2) **Determination of Responsibility:** The Purchaser will evaluate the qualifications of the respondent to determine whether the Respondent is deemed responsible. In conducting reference checks, the Purchaser may include itself as a reference if the Respondent has performed work for the Purchaser, even if the Respondent did not identify the Purchaser as a reference. In determining Respondent's responsibility, the following elements shall be given consideration:

1. The ability, capacity, and skill of the Respondent to perform the contract or provide the service required;
2. The character, integrity, reputation, judgment, experience, and efficiency of the Respondent;
3. Whether the Respondent can perform the contract within the time specified;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the Respondent with laws relating to the contract or services;
6. Responses provided by the Respondent's references;
7. The Respondent's demonstrated record of fiscal and financial integrity;

8. The Respondent's previous performance providing goods or services to the Purchaser, whether the Purchaser was or was not listed as a reference; and
  9. Such other information as may be secured having a bearing on the decision to award the contract.
- 3) **Protest:** Any protest of the selection process shall be resolved in accordance with the Purchaser's Protest Policy and Procedures, which can be obtained from the Procurement Coordinator.

## **F. CONTRACT AWARD PROCEDURES**

- 1) **Contract Award:** The Contract will be awarded to the Respondent submitting the lowest proposed total price, whose response is deemed responsive, and who is determined upon evaluation to be responsible. Determinations of responsiveness and responsibility shall be made in accordance with the provisions of Section E of this solicitation.

Upon award and favorable determination of responsiveness and responsibility, a contract shall be forwarded to the successful respondent for signature and return. Upon receipt of two signed original contracts and any other required materials or documents, the Purchaser shall execute the contract and return one copy of the fully executed contract to the respondent with a notice to proceed with delivery of the product

- 2) **Determination of Non-Responsive Response or Non-Responsible Respondent:** In the event that the Purchaser determines that a response is non-responsive, or that a respondent is not responsible, the Procurement Coordinator will advise the respondent, and proceed with a notice of award to the respondent with the next-lowest proposed price.
- 3) **Contract Term:** Unless otherwise specified, if a lease option is selected, the Purchaser expects to execute a Contract for goods and/or services for one trail year with an option to extend for up to **six (6)** years.
- 4) **Additional Goods/Services:** The Purchaser reserves the right, subject to the concurrence of the selected Contractor, to execute a change order to acquire additional goods and services materially comparable to those specified in the Contract, and at a comparable price, for the benefit of other campuses, departments or elements of the Seattle Colleges.

## **G. ADMINISTRATIVE INFORMATION**

- 1) **Minority-owned and Women-owned Business Enterprises:** The Purchaser strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit responses and/or to participate as partners with Respondents to this solicitation.
- 2) **Basic Eligibility:** The successful Respondent must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Respondent and any subcontractors must not be debarred, suspended, or otherwise ineligible to contract with the Purchaser, and must not be included on the United States Government's "List of Parties Excluded From Federal Procurement and Nonprocurement Programs" or the State of Washington's listing of debarred or suspended contractors.
- 3) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this Solicitation, the Purchaser expressly reserves the right,

through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this Solicitation.

**4) Defined Terms:** Terms utilized in this solicitation are defined as follows:

All defined terms included in the General Conditions are deemed to apply as defined terms in this solicitation. The terms below are also defined terms for purposes of the Solicitation.

**Addendum:** A change to the specifications, terms, conditions, or schedule of a solicitation transmitted to potential Respondents in writing by the Procurement Coordinator.

**Procurement Coordinator:** The individual identified by the Purchaser as the sole party to receive inquiries or questions concerning this Solicitation.

**Respondent:** Individual, Corporation, Partnership, or other party who submits a response to this solicitation. The common terms Bidder, Proposer, Offeror, Contractor, or Consultant are considered to be equivalent terms for purposes of common understanding.

**Response:** The complete body of material provided by the Respondent pertaining to the solicitation, including the Bid Form, Unit Price Sheet, Respondent's Fact Sheet, and Bid Bond (if such a bond is required).

**End of Solicitation, other than forms and attachments**