REQUEST FOR PROPOSAL

Please submit proposals on the item(s) listed below. The right is reserved to reject any or all bids. If substitutions are offered, give full particulars. There will be a public opening of this proposal no later than 30th of August, 2013 @ 2:00 P.M. / Central Time, 2013

The Shelby County Schools reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of the Shelby County Schools. Successful vendor shall be paid only when delivery is complete. *For the appropriate purchases, all material data safety data sheets (MSDA) must accompany all shipments covered under Tennessee Hazardous Chemical Right to Know Law- Tennessee Public Chapter #417- House Bill #731.

We propose to furnish the item(s) listed below at prices quoted and guarantee safe delivery F.O.B. delivered and as specified. These prices are submitted with a declaration that no Shelby County Schools Board of Education Commissioner or employee has a financial or beneficial interest in this transaction.

INVOICES WILL BE PAID ACCORDING TO TERMS BID

NAME OF FIRM

ADDRESS

CITY STATE ZIP CODE

TERMS

PHONE FAX #

E-MAIL ADDRESS

__CHECK HERE IF YOU ARE A MINORITY VENDOR

__CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR

PRINT AUTHORIZED REPRESENTATIVE NAME

PLEASE NOTE: Per the Local Vendor Preference Resolution adopted by the SCS Board of Commissioners on January 29, 2013, local vendors must have physical address located within the limits of Shelby County. A Post Office Box is not acceptable.

__CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE.

“Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.”
REQUEST FOR PROPOSAL

SUBJECT: PROPOSAL FOR HAZARDOUS UNIVERSAL WASTE DISPOSAL SERVICES

DATE: August 15, 2013

PROPOSAL DUE DATE: August 30, 2013

PROPOSAL DUE TIME: 2:00 P.M

The Shelby County Schools (“SCS”) invites the submission of Proposals for the provision of the services described above (“Proposals”) in accordance with the specifications enclosed herewith.

Proposals MUST be received by SCS by the due date and time set forth above. Questions regarding submission of Proposals may be directed to SCS via telephone at (901) 416-5376 or via facsimile at (901) 416-5325.

Sincerely,

Jacqueline Saunders
Director
Department of Procurement Services
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SECTION A

ANNOUNCEMENT
August 15, 2013

ANNOUNCEMENT

Request for Proposals:

Hazardous Universal Waste Disposal Services

With this request for proposal (this “RFQ”), Shelby County Schools (“SCS”) hereby solicits submissions of written proposals (“Proposals”), on a competitive basis, from qualified companies (“Respondents”) to provide for SCS the services described herein, all in accordance with the terms and conditions detailed herein. In particular, the services sought by SCS will require the Respondent to provide

To properly package, manifest, transport, and dispose of its hazardous and universal waste in accordance with all Local, State, and Federal regulations. The District consists of one large quantity waste generator and several small quantity generators. The SCS maintenance facility is a large quantity generator. There are other facilities (schools, satellite offices, maintenance shops) that generate waste around the District that can be considered small or conditionally exempt small quantity generators. Hazardous and universal wastes are generated from teaching and maintenance operations.

If required in RFP, the respondents are to provide a copy of current licenses and proof of insurance with each proposal.

Shelby County Schools reserves the right to reject or accept any or all documents submitted. Shelby County Schools shall have the right to consider factors other than the proposal response in awarding a contract.

Respondents are required to include a copy of standard contract, modified as deemed necessary for this RFP. This contract will be considered only as a sample. Shelby County Schools reserves the right to modify or reject the sample contract in the event the Respondent is selected.

(All of such services are referred to herein as the “Services”). More information about the requirements pertaining to the Services is set forth in Section B of this RFP.

About SCS

Shelby County Board of Education includes the merged school districts of Memphis City and Shelby County Schools. More than 150,000 PreK-12 students are served in 257 schools. The unified school district has approximately 24,000 full-time and part-time employees. The school system is one of the largest employers in Shelby County.
Submission of Proposals

Proposals will be accepted until 2:00 P.M. on August 30, 2013. PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED. One (1) original, one (1) CD/ USB (with Proposal formatted into a single pdf file), and seven (7) copies of your Proposal must be submitted. SCS expects to award a contract to the successful contractor not later than September 1, 2013. SCS RESERVES THE RIGHT TO CONTRACT IN THE BEST INTEREST OF SCS, AND TO REJECT ANY AND ALL PROPOSALS AT ANY TIME PRIOR TO AWARD.

Proposals must be sealed in a container marked on the lower left-hand corner with the name and address of the Respondent. SCS will date stamp the container with the submission date and the submission time. In addition, the sealed container in which the Proposal is submitted should be labeled “Employee Assistance Program Services”. FAXED RESPONSES WILL NOT BE ACCEPTED. Further instructions for submitting Proposals may be obtained from:

DEPARTMENT OF PROCUREMENT SERVICES
SHELBY COUNTY SCHOOLS
160 SOUTH HOLLYWOOD STREET
ROOM 126
MEMPHIS, TENNESSEE 38112

All completed Proposals and accessory documents should be mailed or delivered to:

TONI JONES
PROCUREMENT SERVICES
SHELBY COUNTY SCHOOLS
160 SOUTH HOLLYWOOD STREET
ROOM 126
MEMPHIS, TENNESSEE 38112

Inquiries for information regarding procurement procedures, Proposal submission requirements or other administrative concerns may be directed to my office at (901) 416-5376.

Thank you for your participation.

Jacqueline Saunders
Director
Department of Procurement Services
SECTION B

SCOPE OF SERVICES
SCOPE OF SERVICES

Hazardous Universal Waste Disposal Services

1.0 THE SERVICES.

1.1 The Services. SCS hereby solicits submissions of written Proposals, on a competitive basis, from qualified Respondents to provide for SCS the services described herein, all in accordance with the terms and conditions detailed herein. In particular, the services sought by SCS will require the Respondent to provide

1.2 Scope of Services. SCS, a governmental agency and school district organized under the laws of the State Tennessee, desires to enter into an agreement pursuant to which the Services described above will be provided (the “Agreement”), all subject to the terms and conditions set forth in this RFP and any agreed upon modifications or additions hereto. The basic purpose of this RFP is for the Respondent to provide to SCS the Services described above.

1.3 Joint Ventures. Respondents are encouraged to enter joint ventures for the purposes of responding to this RFP and providing the Services. Respondents are particularly encouraged to enter joint ventures with local small business enterprises, as defined in the SCS Fair Business Program. A copy of the Fair Business Program may be obtained by downloading from our website at www.scsk12.org Procurement, forms, or by requesting a copy in person at 160 South Hollywood Street, Room 126, Memphis, Tennessee, 38112.

Shelby County Schools is seeking qualified companies to properly package, manifest, transport, and dispose of its hazardous and universal waste in accordance with all Local, State, and Federal regulations. The district consists of one large quantity and several small quantity generators. The SCS maintenance facility is a large quantity generator. There are other facilities (schools) that generate waste around the district that can be considered small or conditionally exempt small quantity generators. Hazardous and universal wastes are generated from teaching and maintenance operations.

The minimum of five (5) waste pick-ups per year will be made at the large quantity generator sites. These pickups shall occur not more than ninety (90) days apart. The small quantity generator sites will have one or two pick-ups per year or as needed.

A sample Waste Profile is included as Attachment A. The quantities shown represent historical data only. The contract shall cover the actual needs of the District throughout the term of the contract whether they are more or less than the quantities indicated.

1.2 General Requirements for qualified Contractor:

- Perform services as required in the RFP
- Provide reliable, prompt, and thorough services per the terms of this RFP
- In some instance, provide emergency assistance with disposal, spills, etc.
- Provide all necessary packing materials, containers, forms, labels, etc.
- Provide accurate and timely submittal of documentation (manifests, universal bills of lading, certificates of recycling, tracking reports and invoices)
- Perform work safely and efficiently while on site
- Maintain appropriate record keeping
- Handle emergency situations during transport
- Maintain records for safety and regulatory compliance
- Maintain appropriate certification/licenses as required by Local, State, and Federal regulations to perform the tasks required in this RFP.

1.3 Quality of Treatment, Storage and Disposal Facilities (TSDF):

- Maintain records for regulatory compliance
- Provide emergency preparedness and prevention information
- Provide record keeping and inventory control
- Handle electronics presented for reuse/recycling/disposal including data protection standards
- Process complicated waste streams
- Provide for disposal of residues from treatment processes

1.4 Disposal Facilities: List all primary disposal facilities that will be used (listed on manifests). Provide the following information for each facility.

- Name, EPA TSDF 10 number, and address
- Name of State Environmental Agency contact
- Date and results of most recent inspection
- Copies of all NOVs received in the past three (3) years
- Summary and status of Consent Agreements
- Summary of recycling efforts undertaken
- Description of treatment processes for disposal of residue

Also, provide the following in your response:

- Number of waste disposal sites
- Time from pickup to destruction/de-manufacturing of wastes and issuance of certificates of recycling or disposal
- Potential for long term liability

1.5 Transportation: Provide the following information for each transporter.

- Name, transporter's license numbers and addresses
- Emergency phone number
- Summary of any pending liability claims
- Statement of compliance with Federal Motor Carrier Safety Regulations

1.5.1 Miscellaneous: List and describe any available in-transit storage areas, secondary transporters, or subcontractors that may be used in the transport of wastes to the primary disposal facility.

1.6 Transportation costs:
All costs associated with transportation, including fuel, shall be included in the pricing submitted. **Fuel surcharges will not be accepted.**

1.7 **Job Site Safety:**

The Contractor shall adhere to the Occupational Safety and Health Administration's (OSHA) most recently published safety and health regulations for general Occupational Safety and Health (29 CFR 1910) for the duration of this contract. Successful Contractor shall submit to the Department of Risk Management two copies of the Contractor's written Hazard Communication Program. Prior to the commencement of any phase of work under this contract, the Contractor will submit the name(s) of the person(s) who shall have designated responsibility for job site safety under this contract and who shall be knowledgeable about the OSHA regulations.

1.8 **Contractor’s Liability Insurance:**

The Contractor and any subcontractor shall purchase and maintain such insurance that will protect Contractor from claims set forth below which may arise out of or result from the Contractor's or subcontractor's execution of the work, whether such execution is by the Contractor or by anyone directly or indirectly employed by any Contractor.

1. Claims under Workers' Compensation, disability benefit and other similar employee benefit acts;

2. Claims for damages because of bodily injury, occupational sickness or disease, or death of their employees;

3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than their employees;

4. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from;

5. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle.

A. General Liability shall provide coverage for premises and operations, products and completed operations, Contractual and personal injury liabilities. Coverage shall be provided on a standard Insurance Services Office Commercial General Liability Form CG001 or comparable form.

General Liability shall be provided with the following minimum limits:

1. General Aggregate $5,000,000
2. Products & Completed Operations Aggregate $5,000,000
3. Personal Injury Aggregate $1,000,000
4. Each Occurrence $1,000,000
5. Owners and Protective Liability included in above limits.

Aggregate limits shall apply to all activities conducted under this contract.
B. Professional Liability, Errors and Omissions

1. Each occurrence $1,000,000

C. Workers' Compensation Coverage shall be provided on a statutory basis according to Tennessee Law and will apply to all personnel on the job site.

1. Employer's Liability
   Bodily Injury by Accident $500,000 each accident
   Bodily Injury by Disease $500,000 each employee
   Bodily Injury by Disease $500,000 policy limit

D. Auto Liability Insurance shall cover all owned and hired vehicles as well as Employer's non-ownership liability.

1. Combined Single Limit of Liability $1,000,000

Shelby County Schools shall be named as additional insured on the Commercial General Liability Insurance. As additional insured and certificate holder, the District should be named as follows:

Shelby County Schools
Risk Management
Florida-Kansas Annex
90 West Olive St., 2nd Floor
Memphis, TN 38106

Said certificates, in addition to proof of coverage, shall contain the standard statement pertaining written notification in the event of cancellation, with a thirty (30) day notification period.

Certificates of Insurance shall be filed with:

Office of Contract Services
Shelby County Schools
160 South Hollywood Street
Room 114
Memphis, TN 38112

All coverage shall be provided by companies licensed by the State of Tennessee, Department of Commerce and Insurance.

Property Insurance: Contractor is responsible for property insurance on all of the tools, equipment or material brought to the site. Any damage to any of the materials provided by the Contractor is the responsibility of the Contractor.
1.9 Performance Terms and Conditions:

1.9.1 Quantities: A Waste Profile Report is included as Attachment A. The quantities shown represent historical data for the most recent two years of available data. The contract shall cover the actual needs of the District throughout the term of the contract whether they are more or less than the quantities shown.

1.9.2 Employees: The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the District. If the Contract Administrator or designee notifies the Contractor in writing that any person employed on this contract is incompetent, is disorderly, or otherwise unsatisfactory, such person shall not again be employed in the execution of this contract without the prior written consent of the Contract Administrator.

1.9.3 Inspection: The District reserves the right to inspect any and all transportation, storage, treatment, or disposal facilities unannounced during regular business hours.

1.9.4 Condition and Care of Site and Protection of Work: The Contractor shall continuously maintain adequate protection of all work covered by the contract from damage or loss and shall protect the property from injury or loss arising in connection with the contract, and shall make good any such damage, injury or loss. The Contractor shall adequately protect adjacent property as provided by law and the contract documents.

All of such services are referred to herein as the “Services”.

1.10 Scope of Services. SCS, a governmental agency and school district organized under the laws of the State of Tennessee, desires to enter into an agreement pursuant to which the Services described above will be provided (the “Agreement”), all subject to the terms and conditions set forth in this RFP and any agreed upon modifications or additions hereto. The basic purpose of this RFP is for the Respondent to provide to SCS the Services described above.

1.11 Joint Ventures. Respondents are encouraged to enter joint ventures for the purposes of responding to this RFP and providing the Services. Respondents are particularly encouraged to enter joint ventures with local small business enterprises, as defined in the SCS Fair Business Program. A copy of the Fair Business Program may be obtained by downloading from our website at www.scsk12.org Procurement, forms, or by requesting a copy in person at 160 South Hollywood Street, Room 126, Memphis, Tennessee, 38112.

2.0 DURATION OF THE AGREEMENT. The term of the Agreement shall commence on the date that the Agreement is executed by all parties thereto. Thereafter, unless earlier terminated, the term of the Agreement shall continue for an initial term of one (1) year. The Agreement shall reserve for SCS the unilateral option of extending the term of the Agreement for two (2) additional terms of one (1) year(s) each, provided that the maximum duration of the Agreement shall not exceed three (3) years. The Agreement shall also contain a provision granting to SCS the right to terminate the Agreement, with or without cause, upon thirty (30) days’ notice. (Hereinafter, the period from the time of commencement of the term of the Agreement until the time of expiration of the term of the Agreement shall be referred to as the “Agreement Term”).
3.0 FORMAT OF PROPOSAL. The Proposal submitted by the Respondent must contain the following information, which information collectively constitutes the Proposal.

3.1 Description of the Services. The Proposal must contain a thorough description of the Services being offered in response to this RFP. The Proposal should show that the Services being provided, at a minimum, meet the specifications set forth in this RFP. All requests included in this RFP for information regarding the Services should be included in this part of the Proposal, including but not necessarily limited to the following:

a. Cover Letter Referencing the RFP;
b. Table of Contents;
c. Company’s Background
d. Company’s Mission Statement and Customer Focus
e. A description of any additional services the Respondent believes are necessary to fully provide the Services or which the Respondent believes would be beneficial to SCS within the context of the Services requested in this RFP; and
f. Any other relevant information about the proposed Services deemed to be material.

3.2 Description of the Respondent. The Proposal must contain a thorough description of the background of the Respondent and sufficient evidence showing that the Respondent is capable of providing the Services. All requests included in this RFP for information describing the Respondent should be included in this part of the Proposal, including but not necessarily limited to the following:

a. A brief description of the history and mission of the Respondent, including the Respondent’s background and mission statement, the length of time the Respondent has been in business, a description of the Respondent’s organizational structure and a description of the Respondent’s customer make-up;
b. Disclosure of the Respondent’s Dunn and Bradstreet number;
c. References of the Respondent, including at least three (3) other clients for whom the Respondent has provided services similar to the Services (with preference given to clients comparable to SCS) and, for each such reference, the business name, the identification of a contact person, the title of the contact person and a telephone number;
d. Disclosure of the volume of sales the Respondent has had in each of its past two fiscal years;
e. A description of the number and qualifications of the Respondent’s employees who will participate in the performance of the Services, including the total number of employees at the Respondent’s Memphis location, the names and titles of key employees who will be assigned to provide the Services, a description of the role to be filled by each such key employee and a resume of each such key employee;
f. A description of any other resources available to the Respondent that will be useful in providing the Services;

g. A description of the business design of the Respondent, including the number and locations of facilities and offices of the Respondent and specification of the location of the home office of the Respondent;

h. A statement of whether the Respondent has been certified by any certification agency as a minority business enterprise or any other type of business qualified for an allowable preference under the SCS Fair Business Program and, if so, a copy of written documentation supporting such certification;

i. A description of the methods used by the Respondent to measure the satisfaction of its clients;

j. Any other relevant information about the capabilities of the Respondent deemed to be material.

3.3 Experience of the Respondent. A sufficient description of the experience and knowledge base of the Respondent to show the Respondent’s capabilities should be included in the Proposal. At a minimum, the description of the experience and knowledge base of the Respondent included in the Proposal should include, but not necessarily be limited to, the following:

a. A statement of how long the Respondent has provided services similar to the Services requested herein;

b. A general description of the Respondent’s experience and background in providing services similar to the Services requested herein;

c. Any other relevant information about the experience and knowledge base of the Respondent, which is deemed to be material.

d. A statement regarding previous experience, if any, in providing “Services” to SCS.

3.4 Sample Contract. A sample agreement, substantively similar to the agreement the Respondent proposes to use if awarded the final contract, should be included in the Proposal.

3.5 SCS Fair Business Program Forms. The SCS Fair Business Program forms referenced in Section D of this RFP, completed and properly executed, must be included in the Proposal along with any additional documentation required or permitted thereby.

3.6 Pricing Schedule. The pricing schedule contained in Section E of this RFP, entitled “Pricing Schedule”, if any, must be completed and included in the Proposal along with any additional documentation required or permitted thereby.

4.0 COMPENSATION. The successful contractor will be compensated for the Services provided in accordance with any other compensation arrangement negotiated between SCS and the successful contractor. To the extent the provisions of this paragraph contradict any provision regarding compensation set forth in Section C of this RFP, the provisions set forth in this paragraph shall govern.
5.0 BONDING REQUIREMENTS. The successful contractor shall be required under the Contract to comply with the bonding requirements listed below, if any. See Section 10:22-10:23
SECTION C

INSTRUCTIONS TO RESPONDENTS
INSTRUCTIONS TO RESPONDENTS

1.0  PURPOSE. Shelby County Schools ("SCS") hereby solicits submission of written proposals ("Proposals"), on a competitive basis, from qualified companies (the “Respondents”) capable of providing the scope of products or services described in Section B hereof (the “Services”). These instructions provide detailed legal and technical requirements for the acquisition of the Services. This Request for Proposal (this “RFP”) will become part of any final contract entered between SCS and the Respondent for the provision of the Services.

SCS will review the Proposals submitted and, ultimately, will enter into a contract with the successful Respondent for the Services. The Services are more particularly described in Section B of this RFP, which section is entitled “Scope of Services”.

2.0  PERIOD OF CONTRACT PERFORMANCE. The period of performance for the Services to be provided to SCS by the Respondent as a result of this RFP and any resulting contract or agreement shall be as agreed and negotiated. It is the intent of SCS to award a contract, or agreement, for the term, or duration, defined in Section B of this RFP. The contract or agreement resulting from this RFP shall also contain a provision granting to SCS the right to terminate the Agreement, with or without cause, upon thirty (30) days’ notice. A sample agreement containing provisions consistent with the provisions set forth in this paragraph must be included with the Proposal.

3.0  PRE-PROPOSAL CONFERENCE. No pre-Proposal conference will be held. QUESTIONS REGARDING THIS RFP. Questions or requests for clarification of technical issues and terms pertaining to this RFP must be submitted in writing via e-mail to jonesta@scsk12.org, and must be received by SCS no later than 11:00 a.m., C.T. on August 20, 2013. Questions should include a return e-mail address and should specifically reference the section of the RFP to which the question pertains. All questions must be submitted in writing. IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. (Questions and answers will be posted on the SCS webpage on August 21, 2013). These guidelines for communication have been established to ensure a fair and equitable evaluation process for all Respondents. Any attempt to bypass the above lines of communication may be perceived as establishing an unfair or biased process and will lead to disqualification.

4.0  MINIMUM STANDARDS. The successful contractor shall be capable of providing the Services in accordance with the minimum standards, specifications and performance requirements, as well as in accordance with all of the terms and conditions, stated in this RFP. The standards, specifications, performance requirements, terms and conditions set forth in this RFP reflect the primary considerations of SCS concerning the minimum services and capabilities expected, but may not necessarily reflect all the services and capabilities required. Additional standards, specifications, performance requirements, terms and conditions may be set forth in the final contract. In this regard, the successful contractor shall furnish all management and resources (including but not limited to personnel, technical support, computerized and other systems support, equipment, materials and miscellaneous supplies) necessary to provide the Services in a thorough, comprehensive, timely, efficient and effective manner.

5.0  SPECIFICATIONS. The Respondent, if and when it is awarded a contract, shall provide all the Services described in Section B of this RFP, entitled “Scope of Services”.

6.0  PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS.
6.1 **General Requirements.** In order to be considered for selection, successful Respondents must submit a complete response to this RFP. One (1) original, one (1) CD/USB (with Proposal formatted into a single pdf file) and seven (7) copies of each Proposal, including all attachments, forms and other related documents, must be submitted to SCS at the place and in the manner indicated below. No other distribution of the Proposal shall be made by the Respondent. Proposals submitted by telegraphic or facsimile will not be considered.

6.1.1 **Signatures; Completeness.** Proposals shall be manually signed by an authorized representative of the Respondent. The printed name and title of the person signing the Proposal must appear on the signature page of the Proposal. Proposals must concisely set forth all of the information requested by this RFP in a full, accurate and complete manner, including all required attachments. If any required information is not contained in the Proposal, the Proposal will be considered non-responsive and, consequently, will not be considered.

6.1.2 **Simplicity.** Proposals should be prepared simply and economically, providing a straightforward, concise description of the Respondent’s capability of satisfying the requirements of this RFP. Emphasis should be on completeness and clarity of content. Responses should focus on efficient and cost effective systems, which ensure cost management, timely services and minimized paperwork.

6.1.3 **Binding.** Each copy of the Proposal should be bound or contained in a single 1” volume. All documentation submitted with the Proposal should be contained in that single volume.

6.2 **Place and Time for Submission.** Proposals will be received by SCS at its Procurement Services office located at 160 South Hollywood Street, Room 126, Memphis, Tennessee 38112, until 2:00 P.M. LOCAL TIME ON AUGUST 30, 2013 (THE “SUBMISSION DEADLINE”). PROPOSALS RECEIVED AFTER THIS DATE AND TIME WILL BE REJECTED AND WILL BE RETURNED TO THE RESPONDENT UNOPENED.

6.2.1 **Delivery.** All Proposals shall be deemed received when delivered to the above address. Each Respondent is solely responsible for ensuring that its Proposal is timely delivered. Any Respondent who relies on overnight delivery services, the United States mail, private mail services, local couriers or any other delivery service remains solely responsible for the timely delivery of its Proposal and assumes all risk of late delivery, mis-delivery and non-delivery. Respondents may verify delivery of Proposals by contacting SCS at (901) 416-5376.

6.2.2 **Receipt by SCS; Markings.** Upon receipt, all Proposals will be date-stamped, time-stamped, logged and deposited by SCS staff. Respondents are reminded that all Proposals must be securely sealed and clearly marked.

6.3 **Pricing.** Pricing information shall be provided on the pricing schedule form attached to this RFP. In determining its pricing proposal, the Respondent should take into account the following considerations.
6.3.1 **Tax Exemption.** SCS is a tax-exempt entity and, as such, is exempt from the payment of taxes, including but not limited to sales and use taxes, federal excise taxes and federal high use taxes.

6.3.2 **Extra Charges.** Unless agreed by the parties in writing, charges in excess of the amounts agreed upon in the final contract shall not be allowed.

6.4 **Forms.** Along with the Proposal, the Respondent will provide signed copies of all forms required by this RFP to be submitted. Information required by any forms must be submitted on the forms furnished. If erasures or other changes appear on the forms, such erasures or changes shall be initialed by the person(s) signing the form and the Proposal.

6.5 **Identity of the Respondent.** The Proposal must reveal the full name and business address of the Respondent. SCS will enter an agreement only with the person or entity named as the Respondent in the Proposal of the successful contractor.

6.6 **Modifications Following Submission.** Modifications of Proposals following submission will be allowed, provided the modification is received by the SCS at the place designated for submission of Proposals prior to the Submission Deadline.

6.7 **Duration of Validity.** Proposals shall be valid for a minimum period of ninety (90) days subsequent to the Submission Deadline. Proposals expiring less than ninety (90) days from Submission Deadline will be considered non-responsive and, consequently, will not be considered.

**7.0 CHANGES TO THE SPECIFICATIONS.** Any modification, amendment or other change to this RFP will be made by SCS via written addendum and will be forwarded to all persons and firms to whom the RFP has been transmitted. Any unapproved deviation, exception, substitute, alternate or conditional qualification contained in a Proposal may be cause for rejection of the Proposal.

**8.0 EVALUATION PROCESS.**

8.1 **Evaluation Committee.** SCS will appoint an evaluation committee, consisting of representatives of SCS, to evaluate submitted Proposals and recommend a Respondent for a final contract with SCS for provision of the Services. The committee will apply the evaluation criteria set forth in this RFP, or in any addenda hereto that may be issued by SCS, in order to identify a Respondent for a final contract. An evaluation criterion is deemed to include any unstated “sub criterion” that logically might be included within the scope of the stated criterion.

8.2 **Evaluation.** The evaluation committee shall consider a number of criteria in determining with which Respondent and SCS will enter a final contract. SCS reserves the right to negotiate fees and other terms with the selected Respondent and, if no agreement is reached including desired fees and terms, the right to select and negotiate with another Respondent. SCS may request additional information from any Respondent at any time after the Submission Deadline. However, unsolicited information may not be accepted from any Respondent after the Submission Deadline. SCS will assume that all Proposals are complete as received.

8.2.1 **Evaluation Criteria.** Proposals shall be evaluated based upon the following criteria:
8.2.1.1 The extent to which the Services offered in response to this RFP meet or exceed the minimum specifications required of the Services;

8.2.1.2 The ability of the Respondent to provide the Services requested or offered;

8.2.1.3 The quality of the Services being offered by the Respondent;

8.2.1.4 The price for which the Services are offered; and

8.2.1.5 Any and all other factors the evaluation committee deems reasonably applicable.

8.3 Oral Presentation. SCS reserves the right to interview, or require an oral presentation from, any Respondent for clarification of information set forth in the Respondent’s Proposal. In this regard, at the discretion of the evaluation committee, some or all Respondents who submit an Proposal in response to this RFP may be asked submit to an interview or give an oral presentation of their respective Proposals to the evaluation committee. If so, this is not to be a presentation restating the Proposal, but rather an in-depth analysis of certain qualifications of the Respondent. The interview or oral presentation, if utilized, is intended to provide an opportunity for the Respondent to clarify or elaborate on its qualifications without restating the Proposal. The interview or oral presentation is to be a fact finding and explanation session only and is not to be used to negotiate any terms of contract. If required, the time and location of such interview or oral presentation will be scheduled by the Procurement Director of SCS. Interviews and oral presentations are strictly an option of SCS or its evaluation committee and, consequently, may or may not be conducted. All travel expenses to and from the interview or oral presentation shall be the responsibility of the Respondent.

8.4 Qualifications of the Respondent. SCS may make such reasonable investigations as deemed proper and necessary to determine the ability of the Respondent to provide the Services. The Respondent shall furnish to SCS all such information and data as may be requested for this purpose. SCS further reserves the right to reject any Proposal if the evidence submitted by, or investigation of, the Respondent fails to satisfy SCS that the Respondent is properly qualified to carry out the obligations required in this RFP and the final contract and to provide the Services contemplated therein.

8.5 Inspections. SCS reserves the right, at reasonable times, to inspect the part of the plant or place of business of the Respondent or any subcontractor thereof which is related to the performance of any contract awarded or proposed to be awarded by SCS. SCS further reserves the right, at reasonable times and places, to audit the books and records of any Respondent who has submitted a Proposal to the extent that such books and records relate to cost or pricing data contained in the Proposal.

9.0 AWARD OF CONTRACT. The final contract for provision of the Services will ultimately be awarded to the Respondent deemed by SCS in its sole discretion to be the lowest responsive and responsible Respondent. In determining which Respondent is the lowest responsive and responsive Respondent, SCS will consider which Respondent is fully qualified and best suited, offers the best Services for the most reasonable price and is altogether most advantageous to SCS among those submitting Proposals in response to this RFP, as determined based upon evaluation of the criteria set forth in this RFP and upon the results of negotiations. Terms of engagement will be negotiated with the
selected Respondent, and the final contract will be awarded in the manner deemed by SCS to be fair and most advantageous to SCS.

9.1 **Rejection of Proposal.** SCS reserves the right to reject any or all Proposals and to waive informalities and irregularities in any or all Proposals submitted. In this regard, SCS, at its own discretion and at any time prior to award, may cancel this RFP or reject any Proposal, in whole or in part, and is not required to furnish a statement of the reason why a particular Proposal or Proposal was rejected or was not deemed to be the most advantageous.

9.2 **Bid Preferences.** SCS applies a five percent (5%) bid preference to Respondents, which qualify as local businesses.

9.3 **Negotiation and Approval of Contract.** Should, at any time, SCS determine in its sole discretion that only one Respondent is fully qualified or that one Respondent is clearly more qualified than the others under consideration, a proposed contract may be negotiated for award to that successful Respondent. SCS shall have no obligation to include in any such proposed contract any part of any sample contract submitted by the Respondent. The proposed contract must be presented to the board of commissioners of the SCS (the “Board”) for final approval of award. Provision of the Services may not commence until: (i) a contract between SCS and the successful Respondent is properly negotiated, executed and entered; (ii) the contract is approved by the Board, as required; and (iii) SCS issues to the successful Respondent a written notice to proceed.

9.4 **Compensation.** The successful contractor will be paid for the Services provided in accordance with a compensation arrangement to be negotiated between SCS and the successful Respondent. More specific guidance regarding compensation may be set forth in Section B of this RFP.

9.5 **Price Adjustment.** The price to SCS, including fee, profit or any other portion of the compensation payable to the Respondent, shall be adjusted to exclude any significant sums by which SCS finds that the price was increased because the fees, costs or pricing data furnished by the Respondent were inaccurate, incomplete or not current as of the date of the contract.

9.6 **Charges Not Required.** The successful contractor and SCS both shall agree that SCS shall not be required to pay to the successful contractor any cost, fee or charge which is not specifically required to be paid by the contract.

9.7 **Performance.** SCS and the successful contractor each shall agree to fully perform all of their respective obligations under the Agreement. However, failure of SCS to perform such obligations shall not automatically relieve the successful contractor of its obligation to perform under the contract.

9.8 **Protests.** SCS will consider all protests filed in a timely manner regarding the award of a contract, or the process of awarding a contract, in relation to this RFP, whether submitted before or after award. All protests are to be submitted in writing.

10.0 **GENERAL TERMS AND CONDITIONS.**

10.1 **No Commitment.** This RFP does not commit SCS to award a contract, pay any costs incurred in the preparation of any Proposal submitted or procure or contract for Services from any Respondent or any other person. Accordingly, each Respondent shall be responsible for all costs
incurred in the preparation and submission of its Proposal or in any part of its participation in the pre-award process.

10.2 **Conditions and Assumptions.** All Proposals and related documents submitted shall be based on the same conditions and assumptions that will underlie any prospective final contract between SCS and the successful Respondent. Thus, in establishing the terms of any resulting contract, SCS may assume the conditions and assumptions underlying the Proposal submitted by the successful Respondent are accurate.

10.3 **Termination.** Failure by the successful contractor to comply with the terms and conditions of this RFP or to deliver the Services identified in this RFP or the contract at the prices quoted shall void the contract award. In the case of the successful contractor’s failure to deliver the Services in accordance with the contract terms and conditions, SCS, after due oral or written notice, may procure such Services from other sources and hold the successful contractor responsible for any resulting additional purchase and administrative costs.

SCS reserves the unilateral right to cancel and terminate any resulting contract, in part or in whole, without penalty, whenever SCS in its sole discretion determines that such a termination is in the best interest of SCS. Any such termination shall be enacted by delivery to the successful contractor by certified mail, at least thirty (30) calendar days prior to the termination date, a notice of termination specifying the extent to which performance shall be terminated and the date upon which such termination shall become effective. After receipt of a notice of termination, the successful contractor must stop all work or deliveries under the contract on the effective date and to the extent specified in the notice of termination. However, any such contract termination notice shall not relieve the successful contractor of the obligation to deliver and perform on all outstanding orders issued prior to the effective date of termination. No payment shall be made for anticipated profit on unperformed services.

10.4 **Ethics in Public Contracting.** By submitting its Proposal, Respondent certifies that its Proposal is submitted without collusion or fraud, that it has not offered or received any kickback or inducement from any other Respondent, supplier, manufacturer, subcontractor, customer or other person in connection with its Proposal and that it has not conferred on any public employee or official having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, employment, service or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

10.5 **Prohibited Contact.** Registered and non-registered lobbying of SCS staff members or Board members with respect to a pending project or award is prohibited during the time period between the date the RFP is advertised and the date a final contract is awarded. Any contact between SCS staff members or Board members and any representative of a Respondent relating to a pending project or award (whether by writing, telephone, e-mail or otherwise) outside of properly scheduled meetings, other than as intended and initiated by an SCS staff member or a Board member, shall be grounds for disqualification of the Respondent from the bid process. By submitting a Proposal, the Respondent represents and warrants that it has not made, and will not make, any contact prohibited by this paragraph.

10.6 **Conflict of Interest.** Respondent certifies that no SCS Board member, staff member or any SCS employee has a financial or beneficial interest in the Respondent.
10.7 **Mandatory Use of Form and Modification of Terms and Conditions.** Failure to submit a Proposal on any official form provided for that purpose may be cause for rejection of a Proposal. Return of the complete form is required. Modification of, or additions to, the general terms and conditions of this RFP may be cause for rejection of the Proposal. Notwithstanding, the SCS Director of Purchasing reserves the right to decide, on a case by case basis, in his or her sole discretion, whether to reject such a Proposal.

10.8 **Errors or Omissions.** The Respondent shall not be allowed to take advantage of any errors or omissions in the specifications set forth in this RFP. Where errors or omissions occur in this RFP, the Respondent shall promptly notify the contact person listed in this RFP and report the identified error or omission. Inconsistencies in the specifications are to be reported before Proposals are submitted to SCS.

10.9 **Liability for Improper Date or Time Processing.** By submitting a Proposal, the Respondent agrees that, if it becomes the successful contractor, the Respondent will indemnify and hold harmless SCS and the officers, employees, Board members and agents of SCS against any claim of, or liability for, breach of any contract related to the Services that is caused directly or indirectly by the failure of computer software or any device containing a computer processor to accurately or properly recognize, calculate, display, sort or otherwise process dates or times.

10.10 **Audit.** Unless the contract is a firm fixed price contract, SCS shall be entitled to audit the books and records of the successful contractor or any subcontractor thereof to the extent that such books and records relate to the performance of the successful contractor’s contract with SCS. Accordingly, the successful contractor agrees, and any subcontractor thereof will agree, to retain all books, records and other documents relative to this RFP and the related contract for a period of three (3) years from the date of final payment under the contract for the contractor and for a period of three (3) years from the date of final payment under the subcontract for the subcontractor, unless a shorter period is otherwise authorized in writing the SCS. By submitting a Proposal, the successful contractor grants to SCS the right to perform, or have performed by its authorized agents and/or auditors, an audit of the books and records of the successful contractor. Consequently, SCS will have full access to, and the right to examine, any of said materials following the giving of reasonable notice during said period. RESPONDENTS ARE HEREBY NOTIFIED THAT ALL RECORDS OF ALL PERSONS CONTRACTING WITH THE SCS MAY BE SUBJECT TO THE TENNESSEE PUBLIC RECORDS ACT.

10.11 **Compliance with Procedures.** The successful contractor will comply with all procedural instructions that may be issued from time to time by SCS. However, the substantive terms and conditions of the contract shall not change without the written consent of all parties thereto.

10.12 **Obligation of Successful Contractor.** By submitting a Proposal, the successful contractor covenants and agrees, based upon its own investigation of the conditions to be met, that it fully understands its obligation and that it will not make any claim under, or have any right to cancellation or relief from, the contract because of any misunderstanding or lack of information.

10.13 **Format of Services; Satisfaction of SCS.** The Respondent agrees that, if it becomes the successful contractor, the Respondent will fully provide to SCS, to the best of its capabilities, the Services in substantially the format, quality and scope required by, or indicated in, this RFP, including any modifications and additions hereto. Furthermore, the Respondent agrees to be responsible for providing the Services in a manner and to an extent satisfactory to SCS.
10.14 **Delivery.** By submitting a Proposal, the Respondent agrees that, if it becomes the successful contractor, the Respondent will deliver to SCS all items required to be delivered by this RFP and the Agreement in a form, which is complete and ready for use.

10.15 **Taxes.** The successful contractor shall determine, be responsible for and pay any applicable taxes related to the Services or the Agreement, including but not limited to any property tax, sales tax, federal excise tax or federal highway use tax. SCS is a tax-exempt organization and shall not be billed for, nor be expected to pay, any taxes applicable to the Services. A COPY OF DOCUMENTATION VERIFYING THE “TAX EXEMPT” STATUS OF SCS IS AVAILABLE AND WILL BE FURNISHED TO THE SUCCESSFUL CONTRACTOR UPON REQUEST.

10.16 **Support.** If it becomes the successful contractor, the Respondent agrees and affirms that, throughout the Agreement Term, it will utilize its best efforts to assist and support SCS in addressing any problem whatsoever relating to the Services or the Agreement.

10.17 **Deviation from Specification.** Accountability for the Services will rest solely with the successful contractor. Any inaccuracy in or other deviation of the Services from the required specifications will be corrected by the successful contractor within two (2) weeks after the successful contractor is notified of the inaccuracy or discrepancy.

10.18 **Time for Performance.** In order to minimize the disruption of schools and other SCS facilities, the successful contractor will perform the Services during hours, which will be determined by SCS.

10.19 **Non-Discrimination.** The Respondent is obligated not to discriminate against any employee of, or applicant for employment with, the Respondent on the basis of race, color, religion, handicap, national origin, sex or socio-economic status. This obligation shall include, but not be limited to the following matters: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Respondent is obligated to comply with all requirements of the Americans with Disabilities Act. In addition, all vendors wishing to do business with Respondent shall be afforded the same equal opportunity and non-discrimination. By submitting a response to this RFP, the Respondent confirms and asserts that it is not currently discriminating, and will not discriminate, against any person in any manner related to this RFP or to any Proposal or contract related hereto, including in the performance under any such contract.

10.20 **Fair Business Program.** The Respondent must comply with the requirements of the SCS Fair Business Program. A copy of the Fair Business Program may be obtained by calling Procurement Services at (901) 416-5376, by requesting a copy in person at 160 South Hollywood, Room 126, Memphis, Tennessee 38112, or by visiting [www.scsk12.org](http://www.scsk12.org) clicking on Doing Business with SCS, then Fair Business Program.

10.21 **Bonding or Other Security.** If the Services include any type of construction or maintenance of a public building, work or other project to be provided under a contract having a contract price of more than One Hundred Thousand Dollars and No/100 Dollars ($100,000.00), then, prior to the commencement of work under the contract, the successful contractor will execute and provide to SCS a good and solvent bond to the effect that the successful contractor will pay for all the labor and materials used by the successful contractor or by any subcontractor, immediate or remote, in connection with the contract, in lawful money of the United States, as
required by Section 12-4-118 of the Tennessee Code Annotated. The bond shall be for at least twenty-five (25%) of the contract price. The bond shall provide that the successful contractor shall promptly make payment when due of all taxes, licenses, assessments, contributions, penalties and interest on the project.

10.22 **Insurance.** By submitting a Proposal in response to this RFP, the Respondent certifies that, if awarded a contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Respondent certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Tennessee. During the term of the contract, SCS reserves the right to require the successful Respondent to furnish certificates of any required insurance for the coverage required by SCS, if any is required.

10.23 **Confidential and Proprietary Information.** SCS is subject to the Tennessee “Public Records Act.” Accordingly, no claim of confidentiality or proprietary information in all or any portion of any Proposal submitted in response to this RFP will be honored unless a specific exemption from the Public Records Act exists and such exemption is cited in the Proposal. Any claimed exemption must be specifically cited by page and paragraph number(s). An incorrectly claimed exemption does not disqualify the Respondent.

10.24 **Ownership of Computer Programs and Data.** Ownership of all computer systems, programs, software, data, materials, documentation or similar products purchased, created or compiled in connection with the performance of the Services or the performance of obligations under any contract resulting from or related to this RFP, now or hereafter, shall vest completely and exclusively with SCS. Upon expiration of the term of the contract, the successful contractor will relinquish and convey to SCS any right it may have in such computer systems, programs, software, data, materials, documentation or similar products.

10.25 **Assignment of Contract.** Upon execution, the contract shall not be assigned or subcontracted by the successful contractor, in whole or in part, without the prior written consent of SCS.

10.26 **Binding Nature of This RFP.** By submitting a Proposal, the Respondent agrees to be bound by all of the provisions of this RFP. The Respondent further agrees that, if it becomes the successful contractor, the Respondent and its heirs and assigns will continue to be bound by the provisions of the RFP for the duration of the Agreement Term except to the extent any provision hereof is explicitly waived in the Agreement.

10.27 **Applicable Laws and Courts.** This RFP and any related Proposal and resulting contract shall be governed in all respects by the laws of the State of Tennessee. Jurisdiction over any matter arising in connection with this RFP or any related Proposal or resulting contract hereunder shall be held by the federal and state courts having jurisdiction in Shelby County, Tennessee. Furthermore, the Respondent shall comply with all applicable federal, state and local laws and regulations.
SECTION D

FAIR BUSINESS PROGRAM
The Respondent must comply with the requirements of the SCS Fair Business Program. A copy of the Fair Business Program, including copies of the forms required to be completed and submitted along with a Proposal, may be obtained by calling Procurement Services at (901) 416-5376, by requesting a copy in person at 160 South Hollywood Street, Room 126, Memphis, Tennessee 38112, or by visiting www.scsk12.org clicking on Doing Business with SCS, then Fair Business Program.
SECTION E
PRICING SCHEDULE
PRICING SCHEDULE

Cost Proposal

The following cost response/questionnaire requests information on the financial aspects of your proposal. This response must be completed in full and returned with your proposal. (Please see Section A for information on required format, number of copies, distribution, and timing.)

For information that has been requested in a specific format, please provide your response in the indicated format. Missing information should be indicated as “not available.” Information that is not applicable to your organization should be indicated as N/A.

Failure to provide all requested information, or to follow requested response formats, may exclude your proposal from further consideration, at the sole discretion of SCS.

Your organization must agree to comply with the requirements, indicated preferences, proposed SCS contracts, and/or contract terms and conditions, and assumptions set forth throughout this RFP. Any exceptions must be clearly identified in your response to this cost response/questionnaire, and should immediately follow the acceptance signature page in your proposal offer.
PRICING SCHEDULE

Hazardous Universal Waste Disposal Services

(Note: Pricing responses should be labeled in the proposal as “Pricing Schedule.”)

On-Site Costs:

1. Provide labor costs for lab pack, bulking, and loading operations. Include job titles and the number of each classification normally sent on lab pack waste pickups. Also include job descriptions for each class of employee sent.
2. Provide costs for cleaning and decontaminating rooms or labs. Describe how these services are performed and priced.
3. Describe the costs associated with fingerprinting unknowns and any unusual disposal costs associated with the unknown (i.e. charge per unknown, labor charges, suits, special packing, and special crews).
4. Describe how services for call out and response to emergencies such as spills or leaks are performed and priced.
5. If applicable, list a minimum service charge for a single pickup.

Disposal Categories and Cost:

1. Lab packs: List lab pack container sizes and the quantity of waste that will fit in the container (gallons of liquid and cubic feet of solids).
2. Lab packs: For each of the following categories:
   - List the disposal facility and disposal method for each waste category
   - Provide the cost for disposal of one (1) pound of lab packed waste
   - List the cost of disposal for each size lab pack
   - If incinerated, specify whether lab packs will be de-packed before incineration
     Categories:
     - Standard Lab pack Chemical (i.e. lab packs not listed elsewhere)
     - Acutely Toxic Lab packs (e.g. P&F (H) listed wastes
     - Oxidizer (e.g. Nitric Acid)
     - Reactive (e.g. Sodium Metal)
     - Formaldehyde packed specimens
     - Pesticides and DEA controlled substances
     - Cyanide/Sulfide
     - Dioxin/Furan
     - PCB
3. Bulk Quantities: For each of the following categories:
   - List the disposal facility and disposal method for each waste category
   - Unless otherwise specified, provide the cost for disposal of a 55-gallon drum
including any applicable shipping charges.

Categories:
- Mixed Organic Solvents (low chlorine, <3,000 BTU/gal)
- Mixed solvents halogenated
- Organic solvent or oil-contaminated soils and sludge
- Acids/bases containing heavy metals (e.g. chromium, lead, cadmium, copper)
- Waste Photographic Fixture (30-gallon drum for silver recovery)
- PCB containing fluorescent light ballasts (cost per pound or Kg)
- PCB containing electrical transformers (cost per pound or Kg)
- Contaminated aqueous liquids for waste water treatment

4. Universal Waste Electronics Recycling and Preferred Recycle Wastes: For each of the following Categories:
   - List the disposal facility
   - Provide the unit cost for recovery and method of recycling

Categories:
- Mercury containing glass/debris and recyclable mercury compounds
- Fluorescent lamps (List pricing for T5, T8, and T12 if different)
  - 4' tubes
  - 8' tubes
  - U tubes
- Other Mercury containing compact lamps
- Mercury batteries
- Lead Acid (gel type)
- Nickel cadmium and nickel hydride
- Lithium Ion batteries (Li)
- Televisions, Computer CRTs
- Gaylord Boxes of used Electronic Equipment (Non-CRT)

5. Compressed Gas Cylinders:
   - Provide price per unit for known contents
   - Provide price per unit for unknown contents

6. Radioactive Wastes: For each of the following categories:
   - List the disposal facility
   - Specify disposal container size and cost
   - Describe packaging requirements and categories of cost

Categories:
- Lab pack quantities of mixed radioactive/hazardous wastes
- Drum quantities of low-level radioactive waste with mixed isotopes
SECTION F

FORMS AND DOCUMENTS
VENDOR INFORMATION
(Please Complete Form)

The SCS reserves the right to accept or reject any or all proposals, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in the best interest of the SCS. Successful vendor shall be paid only when delivery is complete. *Material safety data sheets (MSDA) must accompany all shipments covered under the Tennessee Hazardous Chemical Right To Know Law: Tennessee Public Chapter #417 – House bill #731.

Name of Firm: ____________________________________________

Address: _________________________________________________

City: _____________________ State: ____ Zip Code: __________

Phone #: ______________ Fax #: _____________________________

E-Mail Address: ___________________________________________

Time Required for Delivery: ________________________ Days

Payment Terms: __________________________________________

Print Authorized Representative Name: ______________________

We propose to furnish the item(s) listed at prices quoted and guarantee safe delivery F.O.B. delivered and as specified. These prices are submitted with a declaration that no Shelby County Schools Board of Education Commissioner or SCS employee has a financial or beneficial interest in this transaction.

*IS YOUR COMPANY A MINORITY-OWNED OR DISADVANTAGED BUSINESS AS DEFINED BELOW?  ☐ Yes  ☐ No

If your response is YES, check the category that properly defines your minority status:

☐ Black  ☐ American Indian  ☐ Alaskan Native  ☐ Asian American  ☐ Hispanic  ☐ Women

☐ Other (Please specify __________________________)  ☐ HUBZone  ☐ Small Business

“A minority business is defined as a business that is both owned and controlled by minorities and/or women. Minorities and/or women must own at least 51% of the business and control its management and daily operations. Minorities include Black, Women, American Indians, Alaskan Natives, Asian American, Hispanics and members of other groups determined to be economically or socially disadvantaged by the Small Business Administration under Section A of the Small Business Act as amended (15 USC 637 a)” HUBZone business as determined by the Small Business Administration is a small business located within a HUBZone.

☐ CHECK HERE IF YOUR COMPANY QUALIFIES AS A LOCAL VENDOR

☐ CHECK HERE IF YOU ATTACHED A COPY OF A VALID SHELBY COUNTY BUSINESS LICENSE. (Please attach copy of license to the first line item of the bid/quote.)

“Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age. For more information, please contact the Office of Equity Compliance at (901) 416-6670.”
SECOND TIER PURCHASING

Shelby County Schools utilizes a race neutral program for all purchases and contracts. In order to set benchmarks for all Local, Small, Women Owned Business Enterprises, we ask that our vendors review and actively participate in the Fair Business Program which can be found in the Procurement Services website at: www.scsk12.org-Procurement Services link.

In order to track the purchases and contracts issued to MBE’s (Minority Business Enterprises), we ask our vendors to indicate their level of second tier purchasing commitment. Second tier purchasing is defined below:

**Second-tier purchasing** is the process through which a first-tier (or prime) supplier utilizes a minority supplier either directly or indirectly.

Please indicate below the level of participation, in both dollars and percentage that would define the level of minority business enterprise participation for this project.

Second Tier Commodity_________________________(Example: Office supply vendors may purchase subsets from minority owned companies. Manufacturers may purchase a certain percentage from minority suppliers. This line asks for the commodity.)

MBE category for second tier supplier - **PLEASE CHECK ONE:**

- [ ] Hispanic
- [ ] Black
- [ ] Asian American
- [ ] Native American Indian
- [ ] Woman Owned

Dollars expended for this commodity, this project $____________________

Percentage of this project________________%

Name of Business (Please Print)  Print Authorized Representative Name

_____________________________  ______________________________
Signature of Authorized Representative  ______________________________

Date
LOCAL PREFERENCE PURCHASING PROGRAM

In compliance with the resolution requiring the establishment of a Local Preference Purchasing Program adopted by the Board of Commissioners at the regular meeting of January 29, 2013, Shelby County Schools has determined that it is in the best interest of the city to give a Local Preference to Local Businesses in Shelby County, Tennessee.

Local Preference means that if the lowest responsive bidder is a regional or non-local business, then all bids received from responsive Local Businesses shall be decreased by five (5) percent. The original bid is not changed; the five (5) percent decrease is calculated only for the purposes of determining the Local Preference. The Local Preference cost differential is not to exceed $100,000.00.

This preference shall only apply when:

1. The total dollar purchase is $10,000 or more;
2. The vendor has a valid Shelby County business license, issued by Shelby County at least six (6) months prior to bid or proposal opening date;
3. The vendor has a physical business address located within the limits of said locality (excluding P.O. Boxes); the vendor has been doing business in Shelby County, Tennessee for a year or more;
4. In the case of Request for Proposals and other selected competitive negotiation, Local Businesses shall be assigned five (5) percent of the total points of the total evaluation points up to a maximum of five (5) points.

In the event of a tie between a local and non-local vendor, the tie shall be broken in favor of the local vendor.

In order to receive or be considered for Local Preference the following is required:

- Each vendor must provide a copy of Shelby County Business License;
- Each vendor must provide proof of payment of Shelby County Personal Property Taxes

Exclusions – This preference shall not apply to purchases

- Funded in whole or part by a governmental entity
- Purchases or contracts made under emergency or non competitive situations
- Application of the Local Preference may be waived upon written justification and recommendation of Shelby County Schools Board of Commissioners
CERTIFICATION REGARDING DEBARMENT, SUSPENSION
AND OTHER RESPONSIBILITY MATTERS –
PRIMARY AND LOWER TIER COVERED TRANSACTIONS

1. By signing and submitting this proposal, the prospective primary and/or lower tier participant ("participant") is providing the certification set out below. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction, however failure of the prospective participant to furnish a certification or explanation shall disqualify such person from participation in this transaction. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including termination for cause or default, suspension and/or debarment.

3. The prospective participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all covered transactions and in all solicitations for covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including termination of this transaction for cause or default, suspension and/or debarment.

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(1) The prospective participant certifies to the best of its knowledge, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) The prospective participant and its principals have not, within a three (3) year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(3) The prospective participant and its principals are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses in Paragraph 2 of this certification.

(4) The prospective participant and its principals have not, within a three (3) year period preceding this application/proposal, had one (1) or more public transactions (Federal, State or local) terminated for cause or default.

(5) Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Agency: __________________________________________

Signature: _________________________________________

Date: _____________________________________________