

INVITATION FOR BIDS (IFB)



AGENCY INVOICE ADDRESS	REFER INQUIRIES TO:
TX Workforce Commission Accounts Payable Email: Appo@twc.texas.gov	TEXAS WORKFORCE COMMISSION Name: Rachel Dean, CTCD, CTCM Email:vendorproposals@twc.texas.gov
SOLICITATION NUMBER	BID DUE DATE
3202500052	June 17, 2024, 10:00 AM CST

VENDOR NAME:		
*DBA (If Sole Owner):		
VENDOR MAILING ADDRESS:		
VENDOR BILLING ADDRESS: (If different from mailing)		
CITY, STATE, ZIP CODE		
VENDOR CONTACT PHONE NUMBER:		FAX NUMBER:
VENDOR CONTACT E-MAIL ADDRESS:		
VENDOR TEXAS IDENTIFICATION NUMBER: (Issued by the Texas Comptroller of Public Accounts)		
VENDOR FEDERAL EMPLOYER IDENTIFICATION NUMBER: (Issued by the Internal Revenue Service)		
*If you are a Sole Owner or Individual Recipient, enter your Social Security Number:		

Check below to claim a preference under statute:

- Goods produced or offered by a Texas bidder that is owned by a Texas resident service-disabled veteran.
- Goods produced in Texas or offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran.
- Agricultural products grown in Texas.
- Agricultural products offered by a Texas bidder.
- Services offered by a Texas bidder that is owned by a Texas resident service-disabled veteran.
- Services offered by a Texas bidder that is not owned by a Texas resident service-disabled veteran.
- Texas Vegetation Native to the Region
- USA produced supplies, materials, or equipment
- Products of persons with mental or physical disabilities.
- Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel
- Energy Efficient Products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants.
- Products produced at facilities located on formerly contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards.
- Recycled or Reused Computer Equipment of Other
- Manufacturers Foods of Higher Nutritional Value

TWC only accepts emailed bids. If a hard copy of the bid is submitted, it will not be accepted and will not be returned. Bids received after the Bid Due Date will be disqualified.

LINE-ITEM NO.	NIGP CLASS & ITEM	DESCRIPTION	QUANTITY	PRICE PER QUARTER	TOTAL
1	926-77	Single Stream Recycling, Main Bldg, 101 E 15 th St., Austin, Tx 78778	12		\$
2			12		
3		Single Stream Recycling, Trinity Bldg, 1117 Trinity St., Austin, Tx 78701	12		
4		Single Stream Recycling, Springdale Bldg, 4404 Springdale Rd, Austin, Tx 78723 Single Stream Recycling, CCRC, 4800 N. Lamar Blvd, Austin, Tx 78756	12		

FAILURE TO SIGN WILL DISQUALIFY BID - SIGNATURE MUST BE IN INK

SIGN HERE:

SIGNATURE DATE:

Respondents should carefully study all specifications, terms, and conditions prior to submitting a bid.

1. INTRODUCTION:

- 1.1 The Texas Workforce Commission (TWC) is requesting bids for a full-service single stream recycling (See section 13 below) units at our capitol complex buildings including the Chris Cole Rehabilitation Center (CCRC), see bid description for addresses.
- 1.2 Authorized Procurement Contact: The individual listed below is the sole point of contact and may be emailed for clarification of this Invitation for Bids (IFB) solicitation and the response submission process. No authority is intended or implied that the specific requirements of this solicitation may be amended, or alternates accepted prior to bid opening without written approval of TWC.

Rachel Dean, Purchaser, CTCD, CTCM

Email: vendorproposals@twc.texas.gov

- 1.3 The individual listed below is assigned by the agency to be the contract administrator after award.

John Meyer, Contract Administrator

Texas Workforce Commission 101 East 15th Street, Room 109

Austin, Texas 78778-0001

Phone (512) 463-5659

Cell (512) 269-1396

E-Mail john.meyer@twc.texas.gov

2. GUIDANCE FOR BID PREPARATION:

- 2.1 Each bidder by signing their bid form certifies that their bid meets or exceeds all mandatory specifications set forth in this IFB.
- 2.2 An authorized officer of the vendor must sign bids. They must be responsive to this specification but may contain additional information considered pertinent by the bidder. The state reserves the right to not make an award for this invitation for bids.
- 2.3 Submit your bid response via email: vendorproposals@twc.texas.gov. Bid responses received after the Bid Due Date will be disqualified.

- 2.4 TWC is not responsible for responses emailed late, illegible, incomplete, or otherwise considered disqualified due to failure of electronic equipment or operator error.
- 2.5 Submit one (1) original electronic copy of signed bid along with completed Fee Schedule and licenses/certifications. Should the electronic file attached via email be larger than 50MB, submit your response in multiple emails, indicating the number of emails in the subject line, following the required IFB number, Title, Bid Due date, and time.

Example: 3202500052 Recycling Services, 06/17/24, 10:00 AM CST.

Event	Date
IFB release date	May 28 19, 2024
Bids due	June 17, 2024, 10:00AM CT
Anticipated Contract start date	Upon Contract Execution

3. CONTRACT AWARD

TWC reserves the right to make an award on the basis of **Low Line-Item Bid** or in any other combination that will serve the best interest of the State, to reject any and all bid items in the sole discretion of the State, waive minor technicalities, and make an award in the best interest of the State.

4. CONTRACT TERM

Initial contract will have an award date of 09/01/2024 through 08/31/2025. If TWC determines in its sole discretion that renewal is warranted, this Contract may be renewed in writing prior to contract expiration under the same general terms and conditions for up to one (1) one-year renewal period.

5. TWC BUILDING LOCATIONS:

Main Building - 101 E 15th St, Austin, Tx 78778, Trinity Building – 1117 Trinity St, Austin, Tx 78701, Springdale Building - 4404 Springdale Rd, Austin, Tx 78723, CCRC – 4800 N Lamar Blvd, Austin, Tx 78756.

- **LOCAL OFFICE:** The awarded contractor must have an office local to the Austin area within a 30-mile radius from any of the listed project sites in order to be eligible to bid.

Please provide address if not listed as the main business contact address.

6. INSPECTION PRIOR TO SUBMITTING BID:

Bidders are cautioned to carefully study all parts of this specification and its terms and conditions prior to submitting a bid. Each prospective bidder is encouraged to visit the job site and assess work location and conditions prior to bidding.

Visits are to be scheduled during normal business hours. Normal business hours are 7:00am-4:00pm, Monday-Friday. Site visit can be schedule between May 28, 2024, and June 16, 2024; no site visits will be allowed after June 16, 2024.

7. INSURANCE:

The Contractor shall procure and maintain insurance at their expense during the term of this contract and any extensions thereof. Insurance shall be written by companies licensed in the state of Texas with an "A" rating from A.M. Best and authorized to provide the corresponding coverage. Vendor shall provide and maintain Insurance in accordance with statutory limits as stated within the General Terms and Conditions section 3.19 Insurance Requirements. A certificate of such insurance is to be supplied to the TWC within two weeks (10 business days) after bids have been awarded. Contractor also agrees to maintain Worker's Compensation and Employer's Liability insurance for the protection of the employees to comply with these statutory requirements.

8. WORKING HOURS:

Work hours are Mon.-Fri., 7:00am-4:00pm

9. LEGAL REQUIREMENTS AND PERMITS:

If applicable, the Contractor shall procure, at his own expense, all necessary licenses and permits and shall conform to all law's regulations, and ordinances regarding the performance of this contract.

10. PAYMENT TO CONTRACTOR:

- 10.1 Payment for contracted goods and services will be made in accordance with TWC Terms and Conditions, Section 8, Payment, upon receipt of a complete and accurate invoice that complies with the requirements of TWC Terms and Conditions, Section 7, Invoicing, submitted to appo@twc.texas.gov.
- 10.2 Before the termination date of the contract, TWC will make, or have made, an inspection to determine full compliance in every respect with the contract. Failure of the Contractor to perform under the intent of this contract fully and faithfully

shall subject them to the requirement to fully complete the contract. The State of Texas, acting through the Texas Workforce Commission may withhold any moneys due the Contractor or claimed to be due them until the terms of the contract have been fulfilled and the work of the Contractor accepted.

11. CONTRACTOR:

- 11.1 Awarded contractor shall furnish all labor, tools, transportation, equipment, materials, and supplies, as necessary to provide monthly services.
- 11.2 Awarded contractor shall be responsible for this service supervision, work, clean up and disposal, and must have all applicable permits.
- 11.3 Contractor must have a history of successful product service for a minimum of two (2) years.

12. SCHEDULE:

- 12.1 Services are to be preformed accordingly to the SOW (section 14).

13. LOCATIONS (Single Stream Recycling):

- 13.1 Main Building, 101 E 15th St, Austin, Tx 78701
- 13.2 Trinity Building, 1117 Trinity St, Austin, Tx 78701
- 13.3 Springdale Building, 4404 Springdale Rd, Austin, Tx 78723
- 13.4 Criss Cole Rehabilitation Center, 4800 N Lamar Blvd, Austin, Tx 78756

14. SCOPE OF WORK (Single Stream Recycling):

- 14.1 Contractor will provide single stream recycling removal/hauling service for four (4) TWC buildings located in Austin, TX. Contractor shall provide all labor, transportation, permits, and licensing required to perform these services.

14.2 Single Stream Recycling Materials include but are not limited to:

- Mixed office paper
- Plastics (1,2,4, 5, 6, and7)
- Glass bottles
- Metal and aluminum cans
- Soft cover books/manuals/folders
- Cardboard, paper bags and food boxes

14.3 Materials not included:

- Paper towels
- Styrofoam
- Food waste

14.4 Contractor will provide the quantity, size, and type of containers needed to meet the requirements at each location. These containers will be undamaged, rodent resistant, painted and leak proof. No advertising, except for the contractor's name, will be allowed on these containers. Any containers damaged during the term of this contract will be replaced at no cost to TWC. Requirements are as follows:

14.4.1 Main Building – Ten (10) each of the 96 gallon two-wheeled containers unloaded at dock level on Tuesday and Thursday of each week.

14.4.2 Trinity Building - Six (6) each of the 96 gallon two-wheeled containers unloaded at ground level on Thursday of each week.

14.4.3 Springdale Building - Twelve (12) each of the 96 gallon two-wheeled containers unloaded at dock level every other Tuesday.

14.4.4 CCRC Building – Four (4) 96 gallon two wheeled containers unloaded at ground level on Monday of each week.

14.4.5 CCRC Building – Three (3) .5 cubic yard open top rolling bins (furnished by TWC) unloaded at ground level on Monday of each week.

14.5 All work will be performed during normal business hours which for this contract will be **7:00am to 4:00pm**. If a scheduled pick-up day occurs on a State designated holiday, the contractor will return the next business day that the agency is open for business to remove recyclable materials.

Holiday schedule is as follows:

Holiday	Agency Status
Labor Day	All agencies closed
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>
<i>Rosh Hashanah</i>	<i>Optional Holiday</i>
<i>Yom Kippur</i>	<i>Optional Holiday</i>
Veteran's Day	All agencies closed
Thanksgiving Day	All agencies closed
Day after Thanksgiving	All agencies closed
Christmas Eve Day	All agencies closed
Christmas Day	All agencies closed
Day after Christmas	All agencies closed
New Year's Day	All agencies closed
Martin Luther King, Jr. Day	All agencies closed
Confederate Heroes' Day	Skeleton crew required
Presidents' Day	All agencies closed
Texas Independence Day	Skeleton crew required
<i>Cesar Chavez Day</i>	<i>Optional Holiday</i>
<i>Good Friday</i>	<i>Optional Holiday</i>
San Jacinto Day	Skeleton crew required
Memorial Day	All agencies closed
Emancipation Day	Skeleton crew required
Independence Day	All agencies closed
LBJ's Birthday	Skeleton crew required

14.6 All recyclable material will be delivered to an approved recycling facility. Contractor will provide name and location of this facility to the Contract Administrator (para. 1.3) within five (5) business days of contract award.

15. CONTRACTOR SHALL:

- 15.1 Keep clean working areas to avoid any damage.
- 15.2 Be conscientious of consumers and CCRC/TWC staff in and out of the building and always use safety guidelines.
- 15.3 Be aware of consumer/staff activity around work site, including sidewalks and city bus stop within 60 feet from work site.
- 15.4 Comply with strict parking policy and parking area guidelines, i.e., trucks, heavy equipment, materials. Delivery driveway shall always be clear for any deliveries throughout the day.
- 15.5 Promptly repair damage to the building or facility caused by the contractor's negligence at no cost to TWC.
- 15.6 Provide sufficient crews and equipment so that the service may progress without interruption or unnecessary delay.

16. PRICE ADJUSTMENT CLAUSE:

Renewal of this contract shall be for the original bid price; however, if the option to renew is exercised, TWC will permit a price adjustment upwardly or downwardly after the end of the first contractual period and each renewal period when correlated with the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), U.S. City Average, (All items) published by the Bureau Labor Statistics (BLS), Washington D.C. The initial contractual period rate may be adjusted by the latest announced change in the CPI-W for the prior 12-month period, limited to a maximum of 4% increase per contract period or any amount of decrease.

At any time during the contract, in the event of government mandated increases in minimum wages and/or federal FICA or Social Security tax rates, TWC may allow a proportional rate increase.

17. DEFINITIONS:

Award-The act of accepting an offer, thereby forming a contract between the State and a vendor.

Bid-An offer to contract with the State, submitted in response to an IFB.

Bidder-An individual or entity that submits a bid. The term includes anyone acting on

behalf of the individual or entity that submits a bid, such as an agent, employee and representative.

Bidder's List-A list of vendors that have expressed an interest in doing business with the State. See Centralized Master Bidders List (CMBL)

Bid Tabulation-The recording of bids and bid data submitted in response to an IFB. The bid tabulation is used for comparison, analysis, and record keeping.

Centralized Master Bidders List (CMBL)-An online directory, maintained by SPD, containing contact information and product categories of vendors registered to receive procurement opportunities from public entities.

Contract-A legally enforceable agreement between two or more parties.

Contract Term-The period of time during which the Contract will be effective from begin date to end, or renewal date. The Contract Term may or may not be the same as the budget period.

Due Date-Established deadline for submission of a document or deliverable.

Electronic State Business Daily (ESBD)-An online application, administered by SPD, that publishes solicitations for the purpose of informing vendors of procurement opportunities and provides public notice of contract awards.

Invitation for Bid (IFB)-A written solicitation requesting the submission of bids; also referred to as a bid invitation.

Late Response-A response that is received after the date and time established for receipt of responses to a solicitation.

Opening Date-The date and time that bids are due in response to an IFB. Used interchangeably with the term "Closing Date."

Solicitation-A document such as an IFB requesting bids from vendors to provide specified goods and services. The term also refers to the process of obtaining responses from vendors to provide specified goods and services.

Specifications-The "line item" descriptors within a solicitation that define the good or service that the vendor must offer to be considered for award.

State-The State of Texas.

Statement of Work-A statement that defines specific services to be performed.

Texas Bidder-For the preference to resolve tie bids, "Texas Bidder" means a business (1) incorporated in Texas, (2) that has its principal place of business in Texas, or (3) that has an established physical presence in Texas.

Texas Resident Bidder-For purposes of reciprocal preference law, "resident bidder" refers to a person whose principal place of business is in Texas, including a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

TWC-Texas Workforce Commission.

Vendor-A potential provider of goods or services.

Vendor Terms and Conditions(1.30.24) Uploaded Separately