

Salem State University
RFP 2020-04 Solid Waste, Recycling and Compost
Addendum II – Minutes from Pre-Bid Conference
November 5, 2019.

There was a pre-bid conference held at Salem State University (SSU) on November 5, 2019. The following represents questions and topics discussed at that conference.

Major points addressed during this meeting:

- Any questions or concerns please email them to the Purchasing Director at: PurchasingDirector@salemstate.edu. All questions will be responded and emailed out to everyone and posted on COMM BUYS, Polaris and the SSU web site.
- Pick-up times are important and are an integral part of the RFP and contract. Since SSU is part of the Salem community we mandate the following:
 - No pickups before 7am Monday through Friday.
 - No pickups before 8 am on Saturdays and none on Sunday.
- Important Dates to Note:
 - Move-out in mid-May: students move out of the dorms, so there will be a requirement for bigger dumpsters. There will be coordination with the awarding bidder in order to have a smooth process during this time.
 - Move-in day (usually falls on Labor Day weekend: there are 6 resident halls with a standard rotation process for pick-up and drop-off of bins for each. This process will be communicated between SSU, the successful vendor, and Salem State Police who will assist us in closing streets or access points as necessary.
- Currently we have a new food service and catering vendor (Aramark). There is a strong emphasis to use composting material(s) making sure all their paper plates, cups and utensils can be disposed of effectively. Also, bins should be provided for leftover food and appropriate pick up times. This is something currently set in place by our current vendor, JRM.
- SSU is an evolving campus so flexibility is very important. For example, previously one of our main dining halls (Marsh) closed at 7pm; now is open 24 hours. This results in producing more trash and recyclable goods.
- Summer time operations are slower, so there are modifications to the schedule.
- All bids are due **Tuesday November 26, 2019 at 3pm**. This is a firm deadline so please don't wait until 2:59 to submit your response. Any late bids cannot be accepted.
- Please make sure you read and review the RFP, thoroughly. Use the forms provided and in the order requested.
- Any additional information after the RFP will be communicated in the usual fashion as an addendum and provided at the discretion of SSU.

- Winning bidder must sign a Commonwealth of Massachusetts Standard Contract, Terms and Conditions, and provide a W-9 form.
- Proper insurance coverage is mandatory. Appropriate coverages, limits, etc. are listed within the RFP and must be maintained during the contract term. The vendor must supply and verify such coverages at time of submission. Please list the respected limits and other insurance elements for worker's compensation, general liability and motor vehicle insurance.
- On the RFP there is important solid waste information and how it will be addressed. There is also form on the cost of solid waste removal that must be filled out.
- Also, there is a form for (3) businesses references. These must be supplied in writing as part of the submission.
- The pre-bid conference was mandatory so other bidders who did not attend will not be responding.

Closing Discussion

Responses must be received on or before **Tuesday, November 26, 2019, by 3:00 pm** in the Purchasing Department Salem State University or emailed to Purchasing Director at this email address: PurchasingDirector@salemstate.edu.

Campus Tour

- A short tour was conducted concerning compost and refuse areas around campus.
- Areas visited were: South Campus, Central Campus (including Marsh Hall), North Campus (including N. Campus Dining Hall), and O'Keefe Center.
- It was decided by consensus that the tour would not visit Cat Cove. It was left at the vendor's discretion to visit this facility at their convenience.