



## REQUEST FOR PROPOSAL

Procurement  
8600 University Blvd  
Evansville, IN 47712-3597

### Waste Removal / Recycling Services for Campus, Housing and NH

<b>Proposal No:</b>  26-1-10001-03140  <b>Due Date / Time:</b> 4-15-25/2PM/Local Time	<b>Instructions:</b>  See attached spreadsheet	<b>Return to:</b>  Jeff Sponn, Director of Procurement University of Southern Indiana Procurement (Support Services Building) 8600 University Blvd Evansville, IN 47712 <a href="mailto:jsponn@usi.edu">jsponn@usi.edu</a>
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#### GENERAL INSTRUCTIONS TO PROPOSERS

USI Proposal form must be returned to:  
PROCUREMENT, JEFF SPONN  
Support Services Building  
[jsponn@usi.edu](mailto:jsponn@usi.edu),

Late submissions will NOT be considered in bid analysis

Please direct any questions concerning this proposal to:

William "Bruno" Martin, University of Southern Indiana  
Phone: (812) 465-7111 Cell: (812) 431-7460 Email: [wmartin2@usi.edu](mailto:wmartin2@usi.edu)

- o Each bidder shall enclose with proposal references from similar sized companies serviced by their company.
- o This is a request for a three-year agreement.  
Please make prices firm for the period 7-1-25 through 6-30-28.
- o This is a request for a proposal for a Standing (blanket) Order.  
Purchase Order will be issued 7-1-25.

Insurance Certificate naming USI as "Additional Insured", Workers Compensation, Auto Liability and Employers Liability coverage is to be included in bid package.

For proposal results please view our website at  
<https://www.usi.edu/procurement/purchasing/suppliersvendors/competitive-bids-and-results>

## PROPOSAL DETAILS

### Waste Removal / Recycling Services for Campus and Housing

BASE BID: \$ \_\_\_\_\_

Reference attachment [\(view both tabs\)](#) for pick-up sites and weekly pick-up frequencies.

Provide labor, equipment and materials required to provide waste removal on the University of Southern Indianan campus and the University's New Harmony, Indiana location.

In addition to providing the requested charges outlined in the attachment, please list any value added services such as employee drug testing, employee safety programs, routine clean-up around pick-up sites, etc.

Dumpsters must be numbered.

Vehicles need to be off campus by 7:00 a.m. except for the Griffin Conference Center, which would be after 9:00 a.m.

The vendor will work closely with the University to reduce the amount of waste created, the number of pick-ups necessary to remove this waste and the costs for removal, while also developing methods to increase recycling.

All charges need to be listed to include but not limited to:

- Fuel surcharges
- Tipping fees
- Hazmat fees
- Etc.

**A. General Terms and Conditions**

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.
6. Material Safety Data Sheets are to be submitted with your proposal for any applicable items or products.

**B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Prices are firm for \_\_\_\_\_ days
2. Expected terms are Net 30, if not, please indicate here: \_\_\_\_\_
3. Shipment to be made from \_\_\_\_\_ within \_\_\_\_\_ days

**C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)**

1. Is your business a certified minority?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, how certified: \_\_\_\_\_

Company Name: \_\_\_\_\_

Authorized company signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

For questions arising from this proposal request, please complete:

Contact Person Name: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Contact Person Telephone: \_\_\_\_\_

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature   
Jeff Spohn, Director of Procurement

Date 4-1-25