TO: Refuse Bidders

FROM: Wally High, Asst. Supervisor of Operations

DATE: July 8, 2019

SUBJECT: Refuse Bids for 2019-2020

The Board of Education of Allegany County invites bids for the removal of containerized refuse, along with cardboard containers and removal service, from schools and buildings throughout the county for school year 2019-2020.

Specifications and proposal sheets are attached. All bids should be sent to the office of Wally High, Assistant Supervisor of Operations, at 211 Market Street - Rear, Cumberland, Maryland 21502, by 3:00 PM, Monday, August 5, 2019, at which time the bids are due. If there are any questions, please call Wally High at 301-722-4968.

The Board of Education of Allegany County reserves the right to reject any and/or all proposals and to waive informalities.
INFORMATION FOR BIDDERS

1. The terms of this contract shall commence on September 1, 2019, and terminate on August 31, 2020.

2. All materials, equipment and supplies necessary for satisfactory completion of services to be provided by the contractor.

3. Refuse containers, complete with lids, to meet Health Department standards, shall be kept clean and sanitized each time they are emptied by the contractor. There shall be no casters on containers at any school.

4. The contractor shall be held responsible for and shall be required to make good at his own expense any and all damages done or caused by him or his workmen in the execution of his services.

5. The contractor shall comply with all Federal, State and Local laws and ordinances that affect the work to be done under this contract, or any materials, equipment, or employees connected in any manner whatsoever with such work; and, at its own expense, procure all necessary licenses, permits or insurance necessary to employ therewith.

6. The contractor may be required to post a Performance Bond in the amount of seventy thousand dollars ($70,000) or the actual amount of the contract. Documentation of such bond may be required at the time the contract is awarded.

7. At all times the contractor shall carry a minimum of $1,000,000 bodily injury and $1,000,000 property damage liability insurance for the duration of the agreement and shall furnish evidence satisfactory to the Board of Education of Allegheny County of such insurance.

8. If any school should require an extra dump of their container, the price should be quoted in the bid quotation.

9. Service will be provided Monday through Saturday between the hours of 7:00 a.m. and 5:00 p.m. and the pickups will be made to avoid interfering with recess and to meet school requirements.

10. The contractor shall furnish containers and containerized refuse removal, along with cardboard containers and removal service, according to the Bid Sheet and Service Schedule 2019-2020 for the period of the agreement as herein provided.

11. All necessary containers should be placed at schools and/or buildings by September 1, 2019. Failure to place containers within the time prescribed shall result in a deduction of the amount it will cost to provide comparable service for the location in question and may result in cancellation of the entire contract.

12. Bidders should fill in the attached bid sheet indicating a monthly and yearly charge for each location. The bid will be awarded to the responsible bidder having the lowest total annual charge.

13. Bidders should list references for commercial accounts. Please list the account, the contact person for that account and the telephone number of the contact person. This list of references should be submitted with the bid.
<table>
<thead>
<tr>
<th>LOCATION</th>
<th>REFUSE CONTAINER SIZE CUBIC YARDS</th>
<th>NUMBER OF TIMES SERVICED PER WEEK</th>
<th>CARDBOARD CONTAINER SIZE CUBIC YARDS</th>
<th>NUMBER OF TIMES SERVICED PER WEEK</th>
<th>MONTHLY CHARGE</th>
<th>YEARLY CHARGE</th>
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<tbody>
<tr>
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<tr>
<td>Allegany High School</td>
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<td>6</td>
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<tr>
<td>Beall Elementary School</td>
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<tr>
<td>BelAir Elementary School</td>
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<tr>
<td>Braddock Middle School</td>
<td>8</td>
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<td>4</td>
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<tr>
<td>Career Center</td>
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<td>2</td>
<td>8</td>
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<tr>
<td>Career Center Annex</td>
<td>4</td>
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<td>Cash Valley Elementary School</td>
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<td>Cresaptown Elementary School</td>
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<tr>
<td>Eckhart School</td>
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<tr>
<td>Flintstone Elementary School</td>
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<tr>
<td>Fort Hill High School</td>
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<td>Frost Elementary School</td>
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<tr>
<td>Georges Creek Elementary School</td>
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<td>3</td>
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<tr>
<td>John Humbird Elementary School</td>
<td>6</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Maintenance, Market Street (Front)</td>
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<td>4</td>
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<tr>
<td>Operations/Food Service, Market Street (Rear)</td>
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<td>Mountain Ridge High School</td>
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<td>8</td>
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<td>8 (1)</td>
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<td>Mount Savage School</td>
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<tr>
<td>Northeast Elementary School</td>
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<tr>
<td>Parkside Elementary School</td>
<td>6</td>
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<td>2</td>
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<tr>
<td>South Penn Elementary School</td>
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<td>4</td>
<td>2</td>
<td>1</td>
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<td>Washington Middle School</td>
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<td>4</td>
<td>1</td>
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<td>West Side Elementary School</td>
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<td>2</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Westernport Elementary School</td>
<td>8</td>
<td>1</td>
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<tr>
<td>Westmar Middle School</td>
<td>8</td>
<td>8</td>
<td>3</td>
<td>6</td>
<td>1</td>
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</tbody>
</table>

**TOTALS**

**EXTRA DUMP CHARGE**
July 8, 2019

TO: Refuse Vendors

FROM: Wally High,
Asst. Supervisor of Operations and Central Purchasing

Please indicate on this letter whether or not you wish to remain on the pricing proposal list for supplying trash removal for the schools in Allegany County.

We do ____________

We do not ____________

Date ________________________________

Name of Company ________________________________

Mailing Address ________________________________

Signature of Manager/Owner ________________________________

Please return to: Wally High, Assistant Supervisor of Operations
Board of Education of Allegany County
108 Washington Street
P.O. Box 1724
Cumberland, Maryland 21501-1724

IF WE DO NOT GET A RESPONSE FROM YOUR COMPANY, WE WILL DROP YOU FROM OUR PRICING PROPOSAL LIST.

“Great Teaching. Great Learning. Every Student. Every Day.”
AFFIDAVIT OF BRIBERY CERTIFICATION

I, ________________________, hereby certify that, to the best of my knowledge and belief, no corporate officers, directors or partners, or any employee of ______________________ has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government.

By:
Seal: ______________________

Title: ______________________

Date: ______________________

County of ______________________

State of ______________________

Sworn and subscribed to before me this _____ day of _______, 20__. 

Seal: ______________________

Notary

My commission expires on the _____ day of ________, 20__. 


AFFIDAVIT OF CONFLICT OF INTEREST CERTIFICATION

I, __________________________, hereby certify that, to the best of my knowledge and belief, no corporate officers, directors or partners, or any employee of __________________________ has or has had any direct or indirect interest with the Superintendent or any Board Member of the Board of Education of Allegany County.

By:

Seal: __________________________

Title: __________________________

Date: __________________________

County of __________________________

State of __________________________

Sworn and subscribed to before me this _____ day of _______, 20__.

Seal: __________________________

Notary

My commission expires on the _____ day of _________, 20__.
TO: Fuel Oil Vendors

FROM: Wally High, Asst. Supervisor of Operations

DATE: July 8, 2019

SUBJECT: Fuel Oil Bids for 2019 – 2020

The Board of Education of Allegany County will receive bids until 3:00 p.m., Monday, August 5, 2019, for the furnishing of fuel oil for the schools listed below. All bids should be the total cost of furnishing the fuel oil with all charges included. No additional charges shall be added to the invoices once the bid has been awarded. The bids will be summarized and may be presented to the Board of Education of Allegany County for approval at one of their regular meetings. Successful vendors will be notified after Board approval is given, at which point, they should sign the Agreement for Furnishing Fuel Oil and return it to the Assistant Supervisor of Operations.

Bids will be received on an individual school basis and bidders may bid on furnishing fuel oil to one or more schools according to their ability to supply the demand. However, we have traditionally awarded the contract to one supplier for all of our buildings. Bids should be sealed and addressed as follows:

FUEL OIL BIDS
Wally High, Asst. Supervisor of Operations
211 Market Street (Rear)
Post Office Box 1724
Cumberland, Maryland 21501-1724

Bidders are reminded that the Board of Education of Allegany County reserves the right to reject any and/or all bids.

Vendors who wish to have their proposals considered should include a copy of the items listed below:

1. Maryland Oil Handling Permit
2. Toll free telephone number we can call to order oil
3. Certification showing the pumps and meters on the delivery vehicles have been tested for accuracy within the past year
4. Material Safety Data Sheet for Number 2 fuel oil
5. Emergency telephone number for 24 hours per day, 7 days per week service.

"Great Teaching. Great Learning. Every Student. Every Day."
### 2018 – 2019 SCHOOL CONSUMPTION

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>GALLONS CAPACITY</th>
<th>TANK</th>
<th>SCHOOL</th>
<th>GALLONS CAPACITY</th>
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<tr>
<td>BelAir Elem.</td>
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<td>5,000</td>
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<td>0</td>
<td>2,000</td>
<td>*Mt. Savage</td>
<td>0</td>
<td>2,000</td>
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<tr>
<td>*Cash Valley Elem</td>
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<td>2,000</td>
<td>*Parkside Elem.</td>
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<td>5,000</td>
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<tr>
<td>Flintstone School</td>
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<tr>
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<td>diesel oil</td>
<td>Generator</td>
<td>Westernport</td>
<td>diesel oil</td>
<td>Generator</td>
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<tr>
<td>George's Creek</td>
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<td>10,000</td>
<td>*Mountain Ridge</td>
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<td>2,000</td>
</tr>
<tr>
<td>*John Humbird</td>
<td>0</td>
<td>1,000</td>
<td>Westmar Middle</td>
<td>diesel oil</td>
<td>Generator</td>
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<tr>
<td>*Alleghany High</td>
<td>0</td>
<td>2,500</td>
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</tbody>
</table>

*These schools have been equipped with gas/oil combination and will use natural gas as the primary fuel as long as price and supply warrant.

Vendors should also be aware that we may have to top off some fuel oil storage tanks in preparation for tank testing as required by Maryland State Law. If this is the case, the tanks will most likely be tested in the Spring or Summer after the heating season. If the price per gallon for any oil delivered to top off the tanks is different than the regular delivery price, the Vendor should indicate the price differential in the original bid proposal.

"Great Teaching. Great Learning. Every Student. Every Day."
July 8, 2019

TO: Heating Vendors

FROM: Wally High, Asst. Supervisor of Operations and Central Purchasing

Please indicate on this letter whether or not you wish to remain on the pricing proposal list for supplying coal and/or oil to the schools in Allegany County.

We do __________

We do not __________

Date ____________________________

Name of Company ____________________________

Mailing Address ____________________________

Signature of Manager/Owner ____________________________

Please return to: Wally High, Asst. Supervisor of Operations
Board of Education of Allegany County
108 Washington Street
P.O. Box 1724
Cumberland, Maryland 21501-1724

IF WE DO NOT GET A RESPONSE FROM YOUR COMPANY, WE WILL DROP YOU FROM OUR PRICING PROPOSAL LIST.

"Great Teaching. Great Learning. Every Student. Every Day."
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I, ___________________________, hereby certify that, to the best of my knowledge and belief, no corporate officers, directors or partners, or any employee of ___________________________ has been convicted of bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government.

By:
Seal: ______________________

Title: ______________________

Date: ______________________

County of ______________________

State of ______________________

Sworn and subscribed to before me this ____ day of ______, 20__. 

Seal: ______________________

Notary

My commission expires on the _____ day of ________, 20__. 
AFFIDAVIT OF CONFLICT OF INTEREST CERTIFICATION

I, ________________________, hereby certify that, to the best of my knowledge and belief, no corporate officers, directors or partners, or any employee of ______________________ has or has had any direct or indirect interest with the Superintendent or any Board Member of the Board of Education of Allegany County.

By:
Seal: ________________________

Title: ________________________
Date: ________________________

County of ________________________

State of ________________________

Sworn and subscribed to before me this _____day of ______, 20__.

Seal: ________________________

Notary

My commission expires on the _____ day of ________, 20__.
TO: Coal Vendors
FROM: Wally High, Asst. Supervisor of Operations
DATE: July 8, 2019
SUBJECT: Coal Bids for 2019 – 2020

The Board of Education of Allegany County will receive bids until 3:00 p.m., Monday, August 5, 2019, for the furnishing of coal for the schools listed below. The bids will be summarized and may be presented to the Board of Education of Allegany County for approval at one of their regular meetings. Successful vendors will be notified after Board approval is given, at which point, they should sign the Agreement for Furnishing Coal and returning it to the Assistant Supervisor of Operations.

Bids will be received on an individual basis. Bidders may bid on furnishing coal to one or more schools according to their ability to supply the demand. Bids should be sealed and addressed as follows:

COAL BIDS
Wally High, Asst. Supervisor of Operations
211 Market Street (Rear)
Post Office Box 1724
Cumberland, Maryland 21501-1724

Bidders are required to submit with their bids the certified results of a laboratory analysis of the coal they wish to supply. Analysis results should be provided for all parameters including size. It is preferred that this be in the form of the actual or a copy of the laboratory analysis result sheet. Results must be from a representative sample taken and tested within the last three months with the name of the seam and location of the mine being specified on the laboratory analysis result sheet. Bids will not be accepted as valid unless accompanied by the required analysis results. Test samples are to be taken on the first of each month and submitted to the Operations Department.

Bidders should also include a copy of the Material Safety Data Sheet for coal with their bid.

“Great Teaching. Great Learning. Every Student. Every Day.”
The type of stoker coal to be used at each school is presently undetermined. The vendor should submit a bid for each type of coal on a school-by-school basis, making sure to bid on each type of stoker coal as specified. The Board of Education of Allegany County reserves the right to use any combination of the types of stoker coal.

Prior to submitting their bids, bidders are encouraged to visit schools which require coal deliveries to ensure familiarization with potential delivery problems and elimination of them prior to making actual deliveries. Also, prior to submitting their bids, bidders should read the specifications and bid requirements very carefully. Any questions should be directed to the Assistant Supervisor of Operations prior to the expiration time and date for submitting bids.

Bidders are reminded that the Board of Education of Allegany County reserves the right to reject any and/or all bids.

### 2018-2019 CONSUMPTION

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<thead>
<tr>
<th></th>
<th>Tons</th>
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<th>Tons</th>
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</thead>
<tbody>
<tr>
<td>Braddock Stoker</td>
<td>258.76</td>
<td>Fort Hill Stoker</td>
<td>121.82</td>
</tr>
<tr>
<td>Washington Stoker</td>
<td>155.52</td>
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</tr>
</tbody>
</table>

WH:pe
July 8, 2019

TO: Heating Vendors

FROM: Wally High,
Asst. Supervisor of Operations and Central Purchasing

Please indicate on this letter whether or not you wish to remain on the pricing proposal list for supplying coal and/or oil to the schools in Allegany County.

We do  ________

We do not  ________

Date  ___________________________________

Name of Company  ___________________________________

Mailing Address  ___________________________________

Signature of Manager/Owner  ___________________________________

Please return to: Wally High, Asst. Supervisor of Operations
Board of Education of Allegany County
108 Washington Street
P.O. Box 1724
Cumberland, Maryland 21501-1724

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By: ____________________________
Seal: ____________________________
Title: ____________________________
Date: ____________________________

County of ____________________________
State of ____________________________

Sworn and subscribed to before me this _____day of ________, 20__. 

Seal: ____________________________
Notary

My commission expires on the _____ day of ____________, 20__. 
AFFIDAVIT OF CONFLICT OF INTEREST CERTIFICATION

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By:
Seal: ______________________

Title: ______________________

Date: ______________________

County of ______________________

State of ______________________

Sworn and subscribed to before me this _____day of ______, 20____.

Seal: ______________________
      Notary

My commission expires on the _____ day of ________, 20____.