



Request for Proposal

For CMU 2848 Campus Waste Resource Management Provider



RFP Issue Date:	September 16, 2025
Proposal Due Date:	October 28, 2025, 11:00am
Issued By:	Tracey Cornwell Purchasing Specialist/Buyer

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Section 1: Administrative information

1. Issuing Office

This Request for Proposal (RFP) is issued by the Colorado Mesa University (University) Purchasing Department on behalf of the Purchasing Department. The Purchasing Department is the SOLE point of contact concerning this RFP. All communication must be done through the Purchasing Department.

2. Official Means of Communication

During the solicitation process for this RFP, all official communication between the Purchasing Department and Offerors will be via postings on the Rocky Mountain E-Purchasing System (RMEPS) website at: <https://www.rockymountainbidsystem.com>. The RMEPS website offers both free and paid registration options that allow for full access of the solicitation documents and for electronic submission of proposals. **NOTE: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.** The University does not have access or control of the vendor side of the RMEPS site; contact RMEPS directly to resolve any issues encountered prior to response deadline at (800) 835-4603.

The Purchasing Department will post notices which will include, but not be limited to, any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning Offeror. **It is incumbent upon Offerors to carefully and regularly monitor the RMEPS website for any such postings.**

The Purchasing Department will also post communications through the University Open Solicitations website at: <https://www.coloradomesa.edu/procurement-payment/open-solicitations.html>. Information on this website is for reference only; the RMEPS website is the platform of record. It is incumbent that bidders review the University's Solicitation Instructions.

3. Purpose

This RFP provides prospective Offerors with sufficient information to enable them to prepare and submit proposals for consideration by the Purchasing Department to satisfy the need for expert assistance in the completion of the goals of this RFP.

4. Definitions

- A. In the following RFP, the term "University" shall be understood to mean "Colorado Mesa University."
- B. In the following RFP, the term "Offeror" shall be understood to mean the individual, company, corporation, or firm formally submitting a response to this RFP and may also be referred to as the "Bidder," "Vendor" or "Contractor."
- C. In the following RFP, the term "Response" shall be understood to mean a written offer to provide goods and/or services in accordance with the general conditions, instruction, and specifications stated herein with the exceptions clearly stated, and may be used interchangeably with the terms "Proposal" and "Bid."

5. Scope

This RFP contains the instructions governing the proposal to be submitted and the material to be included therein; mandatory requirements which must be met to be eligible for consideration; and other requirements to be met by each proposal. All times are Mountain Standard times unless otherwise noted.

6. Schedule of Activities

RFP Issue Date	9/16/2025
Pre-bid Meeting	9/30/2025 at 3:00 PM MST
Written Inquiries Due	10/3/2025 at 11:00 AM MST
Response to Written Inquiries	10/7/2025
Proposal Submission Deadline	10/28/2025 at 11:00 AM MST
Oral Presentations	Week of 12/3/2025 (estimated)
Notice of Award	Week of 1/15/2026 (estimated)
Contract Issued	Week of 2/15/2026 (estimated)

7. Inquiries

Offerors may make written, email inquiries concerning this RFP to obtain clarification of requirements. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Offerors shall confirm successful receipt of said inquiries.

For this RFP, send all inquiries to Tracey Cornwell, Purchasing Specialist/Buyer, at tcornwell@coloradomesa.edu.

Response to any Offeror's inquiries will be published as a modification on the RMEPS website and the University Open Solicitations website in a timely manner per the Schedule of Activities. Offerors should not rely on any other statements that alter any specification or other term or condition of the RFP.

8. Addendum or Supplement to Request for Proposal

In the event that it becomes necessary to revise any part of this RFP, an addendum notice will be posted on the RMEPS website and the University Open Solicitations website. Bidders shall not rely on any other interpretations, changes, or corrections.

9. Written Inquiries and Responses

Any explanation desired by an Offeror regarding the meaning or interpretation of any Request for Proposal provision must be submitted in writing and clearly marked with the RFP number and title. Inquiries can be emailed to the point of contact for the Request for Proposal; it is incumbent upon the Offeror to verify receipt of written inquiries. Written responses to inquiries will be provided as an addendum to be posted on the RMEPS website and the University Open Solicitations website on the date shown in the Schedule of Activities.

10. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by the Offeror prior to the established submission due date and time.

11. Proposal Submission

Proposals must be received on or before the date and time indicated in the Schedule of Activities. Bids will be accepted electronically through the RMEPS website. The Vendor Signature Form MUST be signed by the Offeror or an officer of the Offeror legally authorized to bind the Offeror to the proposal. The Vendor Signature Form is to be included with the proposal. Proposals which are determined to be at a variance with this requirement will not be accepted.

12. Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of the Offeror, or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to this RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any

variations between its proposal and the University's RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

13. Bid Opening

Due to the complexity of this Proposal, information provided at the Bid Opening shall be restricted to the NAME AND NUMBER OF RESPONDERS. Inspection of the Offerors' proposals will not be allowed until after the notice of intent to award is posted on the RMEPS website.

14. Oral Presentations/Site Visits

The Evaluation Committee may conclude after the completion of the proposal evaluation that oral interviews/presentation and/or demonstrations are required to determine the successful Offeror. All Offerors may not have an opportunity to interview/present and/or give demonstrations. The presentation process will allow the Offerors to demonstrate their proposal offering, explaining and/or clarifying any unusual or significant elements related to their proposals. Offeror's key personnel may be required to participate in a structured interview to determine their understanding of the requirements of this proposal, their authority and reporting relationships within their firm, and their management style and philosophy.

Detailed notes of oral interviews/presentations and/or demonstrations may be recorded and supplemental information (such as briefing charts, etc.) may be accepted. Additional written information gathered in this manner shall not constitute replacement of proposal contents. Once oral interviews/presentations and/or demonstrations have been completed the University reserves the right to make a contract without any further discussion with the Offerors regarding the proposals received. Any cost incidental to the oral interviews/presentations and/or demonstrations shall be borne entirely by the Offeror.

15. Protested Solicitations and Awards

Any actual or prospective Offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the University Purchasing Director. The protest shall be submitted in writing within seven working days after such aggrieved person knows, or should have known, of the facts giving rise thereto. [Reference Colorado Revised Statutes (CRS) Section 24-109-101 et. seq., 24-109-201 et. seq., and University Procurement Rules Section 18.C.1 through 18.C.9.]

With regard to the emphasized language above, it is important for Offerors to note that a challenge to the solicitation's requirements or specifications should be made within 7 days of when the protested item is known. In other words, if you believe that the solicitation contains a requirement you want to protest, the protest should be submitted within the 7-day time period, even if that means it is filed during the time the solicitation is still open.

As noted in the paragraph above, announcement of the apparent winning Offeror will be made via a posting on the RMEPS website. The requirement for timely submission of any protest (7 working days) will begin on the first working day following posting of the award notice on the RMEPS website.

16. Confidential/Proprietary Information

Any restrictions of the use or inspection of material contained within the proposal shall be clearly stated in the proposal itself. The Offeror must state specifically what elements of the proposal are to be considered confidential/proprietary. Confidential/proprietary information must be readily identified, marked, and separately packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

17. RFP Response Material Ownership

All material submitted regarding this RFP becomes the property of the University. Proposals may be reviewed by any person after the "Notice of Intent to Make an Award" letter has been issued, subject to the terms of § 24-72-201 et.seq. CRS, as amended, Public (open) Records.

18. Proposal Prices

Estimated proposal prices are not acceptable. Proposal prices will be considered to be your best and final offer, unless otherwise stated in the RFP. The proposal price will be considered in determining the apparent successful Offeror.

19. Discussion with Responsible Offerors and Revisions to Proposal

Discussions may be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible of being selected for award; for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirement. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals, and such revisions may be permitted after submissions and prior to award, for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

The University reserves the right to hold discussions with Offerors who have been found to be in the competitive range, such discussions may result in the University conducting Best & Final Offers.

20. Selection of Proposal

As described within the RFP, an Evaluation Committee will review, and score offers submitted and make a recommendation for award. The selection will be for award to the responsible Offeror whose proposal is determined to be most advantageous to the University. The Purchasing Department, after review and approval of the evaluation committee's written recommendation, will notify all Offerors via a posting on the RMEPS website of the results of the RFP evaluation. The posting will be an announcement of the "Notice of Intent to Make an Award" will name the apparent successful Offeror.

21. Award of Contract

The award will be given to the responsive and responsible Offeror whose proposal, conforming to the RFP, will be the most advantageous to the University, price and other factors considered. A contract must be completed and signed by all parties concerned. In the event the parties are unable to enter into a contract, the University may elect to cancel the "Notice of Intent to Make an Award" letter and make the award to the next most responsible Offeror.

22. Acceptance of Proposal Content

The contents of the proposal (including people specified to implement the project) of the successful Offeror will become contractual obligations if acquisition action ensues. Failure of the successful Offeror to accept these obligations in a contract may result in cancellation of the award and such Offeror may be removed from future solicitations. Under these conditions, the University reserves the right to enter into negotiations with the next ranking bidder on the same terms and conditions as set forth in the Request for Proposal.

23. Standard Contract

The successful bidder will enter into a contract with the University. The state contract contains certain required provisions for doing business with the state of Colorado, labeled "Special Provisions." The Special Provisions are required to be contained in every state contract without modification or exception. The Offeror shall include with its proposal a separate page entitled "Exceptions to Contract Terms," setting forth in detail all objections and exceptions it may have to any other terms and provisions contained in the special provisions, and failing such, shall be deemed to have accepted such terms and provisions. Failure to accept the University's standard contract

provisions may result in cancellation of the award. The state contract, including the Special Provisions, is attached electronically as a separate PDF document.

24. RFP Cancellation

The University reserves the right to cancel this Request for Proposal at any time, without penalty.

25. Ownership of Contract Products/Services

Proposals, upon established opening time, become the property of the University. All products/services produced in response to the contract resulting from this RFP will be the sole property of the University unless otherwise noted in the RFP. The contents of the successful Offeror's proposal will become contractual obligations.

26. Incurring Costs

The University is not liable for any cost incurred by Offerors prior to issuance of a legally executed contract. No proprietary interest of any nature shall accrue until a contract is awarded and signed by all concerned parties.

27. Non-Discrimination

The Offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age, or sex.

28. Rejection of Proposals

The University reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items proposed if deemed in the best interest of the University. Proposals should be less than 20 pages.

29. Parent Company

If an Offeror is owned or controlled by a parent company, the main office address and parent company's tax identification number shall be provided in the proposal. The tax identification number provided must be that of the Offeror responding to the RFP.

30. News Releases

News releases pertaining to this RFP shall NOT be made prior to execution of the contract without prior written approval by the University.

31. Contract Cancellation

The University reserves the right to cancel, for cause, any contract resulting from this RFP by providing timely written notice to the offeror.

32. Certification of Independent Price Determination

- A. By submission of this proposal, each Offeror, and in the case of a joint proposal, each party thereto, certified as to its own organization, that, in connection with this procurement:
 1. The prices in this proposal have been reached independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
 2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to opening, directly or indirectly to any other Offeror or to any Competitor; and
 3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing the Vendor Signature Form of this proposal certified that:

1. They are the people in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein and that they have not participated, and will not participate in any action contrary to (A)(1) through (A)(3) above; or
 2. They are not the person in the Offeror's organization responsible within that organization for the decision as to the prices being offered herein but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and they have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.
- C. A proposal will not be considered for award where (A)(1), (A)(3), or (2) above has been deleted or modified. Where (A)(2) above has been deleted or modified, the proposal will not be considered for award unless the Offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or their designee, determines that such disclosure was not made for the purpose of restricting competition.

33. Conflicts of Interest

The holding of public office or employment is a public trust. A public officer or employee whose conduct departs from their fiduciary duty is liable to the people of the state. Rules of conduct for public officers and state employees:

- A. Proof beyond a reasonable doubt of commission of any act enumerated in this section is proof that the actor has breached their fiduciary duty.
- B. A public officer or a state employee shall not:
 1. Engage in a substantial financial transaction for their private business purposes with a person whom they inspect, regulate, or supervise in the course of their official duties,
 2. Assist any person for a fee or other compensation in obtaining any contract, claim, license, or other economic benefit from their agency.
 3. Assist any person for a contingent fee in obtaining any contract, claim, license, or other economic benefit from any state agency, or
 4. Perform an official act directly and substantially affecting to its economic benefit a business or other undertaking in which they either have a substantial financial interest or is engaged as counsel, consultant, representative, or agent.
- C. A head of a principal department or a member of a quasi-judicial or rule-making agency may perform an official act notwithstanding paragraph (4) of subsection (B) of this section if their participation is necessary to the administration of a statute and if they comply with the voluntary disclosure procedures under CRS section 24-18-110.
- D. Paragraph (3) of subsection (B) of this section does not apply to a member of a board, commission, council, or committee if they comply with the voluntary disclosure procedures under CRS 24-18-110 and if they are not a full-time state employee. Reference CRS 24-18-108.

34. Taxes

Colorado Mesa University, as purchaser, is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code Registration No. 84-6000546) and from all state government use taxes (Ref. Colorado Revised Statutes Chapter 39-26.114(a)). Our Colorado State Sales Tax Exemption Number is 98-03693. Seller is hereby notified that when materials are purchased in certain political subdivisions the seller may be required to pay sales tax even though the ultimate product or service is provided to the state of Colorado. This sales tax will not be reimbursed by the state.

35. Assignment and Delegation

Except for assignment of antitrust claims, neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

36. Availability of Funds

Financial obligations of the University payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void, without penalty to the University and the state of Colorado.

37. Bid Bonds/Security

A bid security in an amount equal to 5% of your proposal shall be furnished if your proposal exceeds \$50,000. If the specifications so state, it may be required for projects of less than \$50,000. **A bid bond will be required for this proposal.**

38. Contractor's Performance Bond

Not required for this Solicitation.

39. Standard Insurance Requirements

- A. The Offeror shall obtain, and maintains at all times during the term of this contract, insurance in the following kinds and amounts:
 1. Workers' Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of offeror's employees acting within the course and scope of their employment.
 2. Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent offerors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - i. \$1,000,000 each occurrence.
 - ii. \$2,000,000 general aggregate.
 - iii. \$2,000,000 products and completed operations aggregate; and
 - iv. \$50,000 any one fire.
 3. Automobile Liability Insurance covering any auto (including owned, hired, and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
- B. Colorado Mesa University shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction contracts will require the additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent). Coverage required of the contract will be primary over any insurance or self-insurance program carried by the University.
- C. The Insurance shall include provisions preventing cancellation or non-renewal without at least 30 days prior notice to the University.
- D. The offeror will require all insurance policies in any way related to the contract and secured and maintained by the offeror to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the University, its agencies, institutions, organizations, officers, agents, employees, and volunteers.
- E. All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to the University.
- F. The offeror shall provide certificates showing insurance coverage required by this contract to the University within seven business days of the effective date of the contract, but in no event later than the commencement of the services or delivery of the goods under the contract. No later than 15 days prior to

the expiration date of any such coverage, the offeror shall deliver the state certificates of insurance evidencing renewals thereof. At any time during the term of this contract, the University may request in writing, and the offeror shall thereupon within 10 days supply to the University, evidence satisfactory to the University of compliance with the provisions of this section.

- G. Notwithstanding subsection A of this section, if the offeror is a “public entity” within the meaning of the Colorado Governmental Immunity Act CRS 24-10-101, et seq., as amended (“Act”), the offeror shall at all times during the term of this contract maintain only such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Act. Upon request by the University, the contractor shall show proof of such insurance satisfactorily to the University.

40. Independent Contractor Clause

All personal service contracts must contain the following clause:

“The contractor shall perform its duties hereunder as an independent contractor and not as an employee. Neither the contractor nor any agent or employee of the contractor shall be or shall be deemed to be an agent or employee of the state. Contractor shall pay when due all required employment taxes and income tax withholding, shall provide and keep in force worker’s compensation (and show proof of such insurance) and unemployment compensation insurance in the amounts required by law, and shall be solely responsible for the acts of the contractor, its employees and agents.”

41. Indemnification

To the extent authorized by law, the contractor shall indemnify, save and hold harmless the University, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the contractor or its employees, agents, subcontractors, or assignees pursuant to the terms of the contract resulting from this RFP.

42. Venue

The laws of the state of Colorado, U.S.A. shall govern in connection with the formation, performance, and the legal enforcement of any resulting contract. Further, Title 24, C.R.S. as amended, Article 101 through 112 and Rules adopted to implement the statutes govern this procurement.

Section 2: Background, Overview, and Goals

1. Background, Overview and Goals

Colorado Mesa University is seeking to initiate a relationship with a waste resource management provider for campus waste and recycling removal. The University intends to significantly increase the campus waste diversion by partnering with a provider that has successfully implemented a waste/recycling program that has achieved measurable waste diversion with clients comparable in size to Colorado Mesa University. The University is committed to enhancing its campus sustainability. The successful provider will advise a variety of initiatives aimed at reducing the University’s environmental impact, promoting sustainable practices, and education.

The University has continuously undergone considerable campus growth year after year with steady additions to the campus facilities since 2006. At present, the University’s main campus in Grand Junction consists of over 2.4 million square feet of buildings encompassing 141 acres including academic buildings, sporting venues, residence halls, student union, office space, etc. The University’s career and technical division, CMU Tech, is located on a separate campus in Grand Junction and will also need to be serviced by the waste resource provider. A new residence and dining hall in the Formation District are slated to open August 2026. This will add 310 beds to the campus community which is comprised of over 10,000 students and over 1,100 faculty and staff.

The initial period of the contract issued resultant of this RFP will begin upon contract execution for an initial period of one (1) year with the option to renew for 4 additional one (1) year periods. Exercising the option to renew will be at the sole discretion of the University but will be executed upon mutual agreement between the University and the Contractor.

Section 3: Statement of Work

Colorado Mesa University recognizes the tremendous potential ecological benefits by augmenting the campus recycling program. The University has an interest in promoting and enhancing sustainability awareness and promoting initiatives that demonstrate our commitment and responsibility to the environment. There are opportunities with this solicitation to demonstrate a commitment to three core elements of sustainability: Environmental Protection, Social Development and Economic development. The University is interested in learning about the Offeror's sustainability programs that address these core elements and how they can be incorporated into delivering the services required in this solicitation that promote and communicate our responsibility to the environment

Contractors are encouraged to examine the current recycling/waste practices of the University and provide suggestions for improvement in their bid response. To assist Contractors in their assessment of Colorado Mesa University's waste removal needs, a pre-bid meeting and site visit is scheduled for Tuesday, September 30, 2025, at 3:00 PM at:

Colorado Mesa University Center Room 213

1455 N 12th Street

Grand Junction, CO 81501

<https://www.coloradomesa.edu/campus-info/documents/campusmap.pdf>

#35 on the campus map with parking adjacent to the building

The University requires that all containers provided be maintained to preserve an aesthetically pleasing appearance; equipment shall be replaced or repaired as it begins to show signs of wear. All dumpsters and recycling containers included. The contractor shall be responsible for the cleanliness and sanitation of all recycling containers. Contractors are welcome to provide an alternate size/style in their bid response. Please include metal and plastic with specifications for all bins.

Demonstrate examples of how issues of disruption have been dealt with at existing facilities, etc.

The University anticipates that the successful recycling contractor will assist the University with educational efforts, including literature, videos, and presentations to staff, faculty and students. Educational efforts will be on-going throughout the term of the contract. The goal of educating staff, faculty and students is to promote awareness and understanding, emphasizing the benefits of the recycling program not only to the institution but also the environment. Working with the University Sustainability Group will be expected.

Quarterly waste audits will be conducted by the waste removal service provider to monitor total waste generated, and total recyclable materials diverted. Waste audits will also be used to make suggestions for improvements to the recycling program. Goals and benchmarks for the recycling program will be established to effectively measure

progress of the program. A monthly summary should be generated that includes data on pounds of recyclables collected. When rebates are generated from cardboard, fiber, glass, metal etc. These should be documented and credited back to the University quarterly.

Purchasing shall be notified about contaminated recycled materials. Notification must take place within 24 hours of pickup, pictures of the contamination, the type of contaminant, date, bin number, and location of pick-up. Fines or charges will be evaluated on a case-by-case basis. Inability to provide the information will make it impossible to trace and the University cannot be held responsible. Education such as contamination should be covered with the University Sustainability Team to put best practices and to mitigate these instances.

Solid waste containers should include a mixture of dumpsters, roll-offs, and compactors, detailed in Appendix A. Colorado Mesa University currently moves many dumpsters to a central location. This process is not optimum, and Colorado Mesa University is open to feedback on how we can incorporate best practices from other business and Universities. Colorado Mesa University is open to cost-saving proposals that offer efficiencies in the ratio of dumpsters to pick up locations. The campus utilizes large roll-offs for student move-out and other special events. The campus currently requires a minimum of 16 roll-offs twice a year that require frequent servicing during the deployment period. The University hosts special events on an off campus that require additional dumpsters and pick-ups on short notice; explain in the bid response the timing of pickups and equipment that can be provided. The service frequency must also be adjustable during summer and winter periods as most dumpsters will not need to be serviced as frequently when classes are not in session. The provider must provide complete trash removal service for pickup of trash to assure sanitary conditions and prompt removal of trash from the established collection points with disposal of the trash to a certified Material Recovery Facility (MERF). To ensure that residents are not disturbed during early morning hours, the trash removal service for residence halls will not be picked up before 10 am.

The contractor must ensure that loose trash around bins is picked up at the time of service. Trash picked up around the bins will not be charged as an additional cost. The University will work with the Contractor to ensure that there are an adequate number of bins to reduce excess trash. Contractor will leave the pick-up area free of any debris, trash, etc. Containers are to be placed in their designated areas after each pick up.

The Contractor's personnel shall be properly trained and qualified to perform the service. The University reserves the right to reject services from any personnel deemed by the University to be unqualified, disorderly or otherwise unable to perform the assigned work.

Section 4: Offeror's Response Format

Contractor's response format shall be structured to respond to each item listed in this section as well as those outlined in the Statement of Work. Responses should be prepared to bring clarity to the Contractor's proposal and subsequent evaluation process, simply and economically, in a straight-forward and concise manner to fully describe the Contractor's ability to meet the requirements of the RFP.

Company Information

Contractor shall provide documentation demonstrating their company as an established waste removal and recycling provider with adequate resources and personnel to perform the work as identified above. The company must demonstrate a satisfactory record of performance.

Provide an illustrative narrative that defines your company's qualifications that uniquely position the Contractor as a partner for Colorado Mesa University including but not limited to customer base, years in business, and the number of staff employed. Contractor may list any additional information not requested as part of this solicitation which the Contractor believes should be considered in the evaluation of a response.

Provide the address of the local service center and call center that will service Colorado Mesa University. Include a description of personnel that will be directly involved with this project highlighting the account manager assigned to the University. Indicate the number of staff employed currently in operations. Include after hour phone number case of emergency.

Provide the number and type of trucks included in waste removal fleet.

How is service of compactors and other equipment completed? What is the process for service?

Describe the depth of resources available to services the University's account.

Provide three (3) referrals of similar size (Large Accounts) as Colorado Mesa University, within Colorado, using your services. Include the following:

- Company Name & Address
- Contact Name & Title
- Current Phone Number
- Length of time serving the customer

Is your company currently for sale or involved in any transaction to expand or become acquired by another business entity? If yes, explain the future impact to the organizational and operational structure of your existing company.

Provide any details of past or impending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with Colorado Mesa University.

Provide information on major accounts lost within the last three years and the reasons for the loss.

Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) on respondent contracts; explain the litigation, the issue, and its outcome or anticipated outcome.

The Contractor's bid response shall define the formula(s) to calculate waste and recycling removal for the campus. Appendix A outlines the current locations. The University requires that minimal University staff time be needed for invoice reconciliation; provide a sample invoice that illustrates the data and charges associated for waste removal.

Future needs should include the Centennial Housing and Dining Hall located in the Formation District. Forecasting will require the contractor to estimate the needs of a 310-bed residence hall and the new dining hall.

To effectively utilize space in the Formation District for the Centennial Housing and Dining Hall, several strategies can be implemented. These strategies focus on optimizing the layout, enhancing functionality, and ensuring a welcoming environment for students. The Formation District Dining Hall future print is attached for proposed layout considerations: loading dock considerations, flow of movement to reduce congestion during peak hours and events, and to allow students and the community to enjoy the new environment.

By implementing these strategies, Colorado Mesa University can maximize the space in the Formation District, creating a vibrant and functional environment that meets the needs of students and enhances their overall experience.

Recycling

Detail the system for collection of recycled material from the campus. Include the minimum tonnage required for pick up, how pick-ups are conducted if the minimum is not met. Provide a list of acceptable recycled materials and whether contaminated materials will be collected. What is the maximum response time for call for collection?

The University currently requires cardboard compactors cardboard is compacted and bailed by the food service staff. University requires frequent bale pick up to reduce the number of bales accumulated in limited space.

Continuing education about the benefits of recycling is critical to the success of a recycling program. Explain how you can assist the University in on-going education; provide any printed material developed and any training sessions that can be provided for University participants. Provide documentation of successful educational programs for other clients and Universities.

Provide the specifications and approach to your recycling program and the approach to be employed to expand Colorado Mesa University's recycling program.

General Waste Removal

Provide a detailed transition plan to quickly change from the incumbent contractor to a new contractor. The plan should provide for an orderly change of equipment and minimize the impact to the University. State how much time is needed to complete the transition. The transition will be implemented upon award of contract.

It is important that the contractor keep consistent records for load pick up for the University and provide this information to campus personnel. Drivers should keep a simple log noting whether waste containers are $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ or full. If this methodology is currently employed provide a sample log, if not currently used provide a suggestion for a document to easily record this data. Continuous communication with the University about the account is critical for a satisfactory partnership; data about the account will be reviewed with campus personnel on a quarterly basis to ensure that the contractor is performing adequately and to notify the University of any adjustments that may need to be made to ensure successful completion of all tasks.

Contractors must fill out pricing in the attached Appendix A and submit with their proposals. Contractor shall detail any fees not provided in Appendix A such as gate charges, binlock and fuel fees. Offerors should understand that the University will not agree to automatic annual escalators proposed in a contract. Necessary price increases for contractual operational costs will need to be agreed upon by Contractor and University prior to annual renewal period. Annual unit rates are to remain in effect for the University's fiscal year which runs from July 1st to June 30th.

Additional Waste Removal Services

In addition to waste removal, recycling, and composting, E-waste, hazardous waste, and other uncommon waste removal services. Please indicate any additional waste removal service options that you can provide.

Section 5: Evaluation Process and Criteria

1. Evaluation Process

All proposals submitted in response to this RFP will be reviewed for responsiveness prior to referral to the evaluation committee. Each response will be scored by each member of the Evaluation Committee in each of the following areas outlined in Section 4, Offeror's Response Format and each area will be rated on a scale from 1-10 with 10 being the highest rating and 1 being the lowest rating.

Colorado Mesa University reserves the right to award a single contract, or multiple contracts for waste removal and recycling services for the University as deemed to be in the best interest to the University. Contractors are encouraged to bid either on the recycling program or the waste removal program, or both. If a Contractor is submitting a proposal that provides pricing for both programs the Contractor must indicate in their bid response if pricing is predicated upon total award of the contract.

2. Evaluation Criteria

B. Evaluation Criteria

- Qualifications, experience and stability of the Contractor – **40%**
 - Quality of references supplied from the State of Colorado
 - Recycling program
 - Financial/operational support for recycling
 - Waste reduction
 - Recycled product use
 - Education/Sustainability Practices
 - Contractor's experience to provide waste removal services to clients similar in size to the University
 - Local resources committed to the contract, equipment and personnel
 - Service of down or broken equipment processes.
- Contractor's response clearly indicates the ability to accomplish the goals specified in the RFP – **30%**
 - Growth Forecasting
- Overall Cost– **30%**

While a numerical rating system may be used to assist the evaluation committee in selecting the competitive range (if necessary) and making the award decision, the award decision ultimately is a business judgment that will reflect an integrated assessment of the relative merits of the proposals using the factors and any relative weights if established.

3. Basis of Award

The technical factors will be assessed based on the soundness of the Offeror's approach and understanding of the requirements. The experience and/or demonstrated capabilities factor will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Assessments include a judgment concerning the potential risk of unsuccessful or untimely performance and the anticipated amount of University involvement necessary to ensure timely, successful performance. The selection is ultimately a business judgment that will reflect an integrated assessment of the relative merits of proposals using the factors identified above. The University reserves the right to reject any (or all) proposal(s) that pose in the judgment of the University, unacceptable risks of unsuccessful or untimely performance, unacceptable University resource requirements, or costs exceeding budget constraints.

Failure of the Offeror to provide any information requested in the RFP may result in disqualification of the proposal and shall be the responsibility of the Offeror.

Section 6: Required Submittals

- Vendor Signature Form
- All items requested in the body of the RFP
- Bid Bond

VENDOR SIGNATURE FORM**CMU 2848****For CMU 2848 Campus Waste Resource Management Provider**

Proposals Due: October 28, 2025, _____ Time: 11:00 am MST

Bids will be accepted electronically through the Rocky Mountain ePurchasing System (RMEPS) website at <https://www.rockymountainbidsystem.com>. The RMEPS website offers both free and paid registration options that allow for full access of the solicitation documents and for electronic submission of proposals. [Note: Free registration on the site may take up to 24 hours to process; plan registration to allow time for on-time bid submission.] Colorado Mesa University does not have access or control of the vendor side of the RMEPS website, contact RMEPS directly to resolve any issues encountered prior to response deadline (800) 835-4603.

The Offeror herein noted has carefully examined all components, instructions and requirements of this RFP and proposes to furnish the services described herein. The undersigned hereby agrees to provide Campus Waste Resource Management Services on behalf of Colorado Mesa University in accordance with the specifications, requirements, terms, and conditions contained herein for the rates quoted. The undersigned certifies that all representations, certifications, and statements within its proposal are true and accurate as of the date of the proposal's submission. The person signing this Vendor Signature Form certifies that they are a duly authorized officer for the Offeror, and that the information and any materials enclosed with this proposal represent the capability of the company to provide the services described in the quote.

This Vendor Signature Form page **MUST** be signed for proposal to be valid.

COMPLETE THE FOLLOWING:

Federal Employer ID No. _____ Date: _____

Company Name: _____

Authorized Signature: _____

Typed/Printed Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Phone No.: _____

Contact for Clarifications:

Name: _____

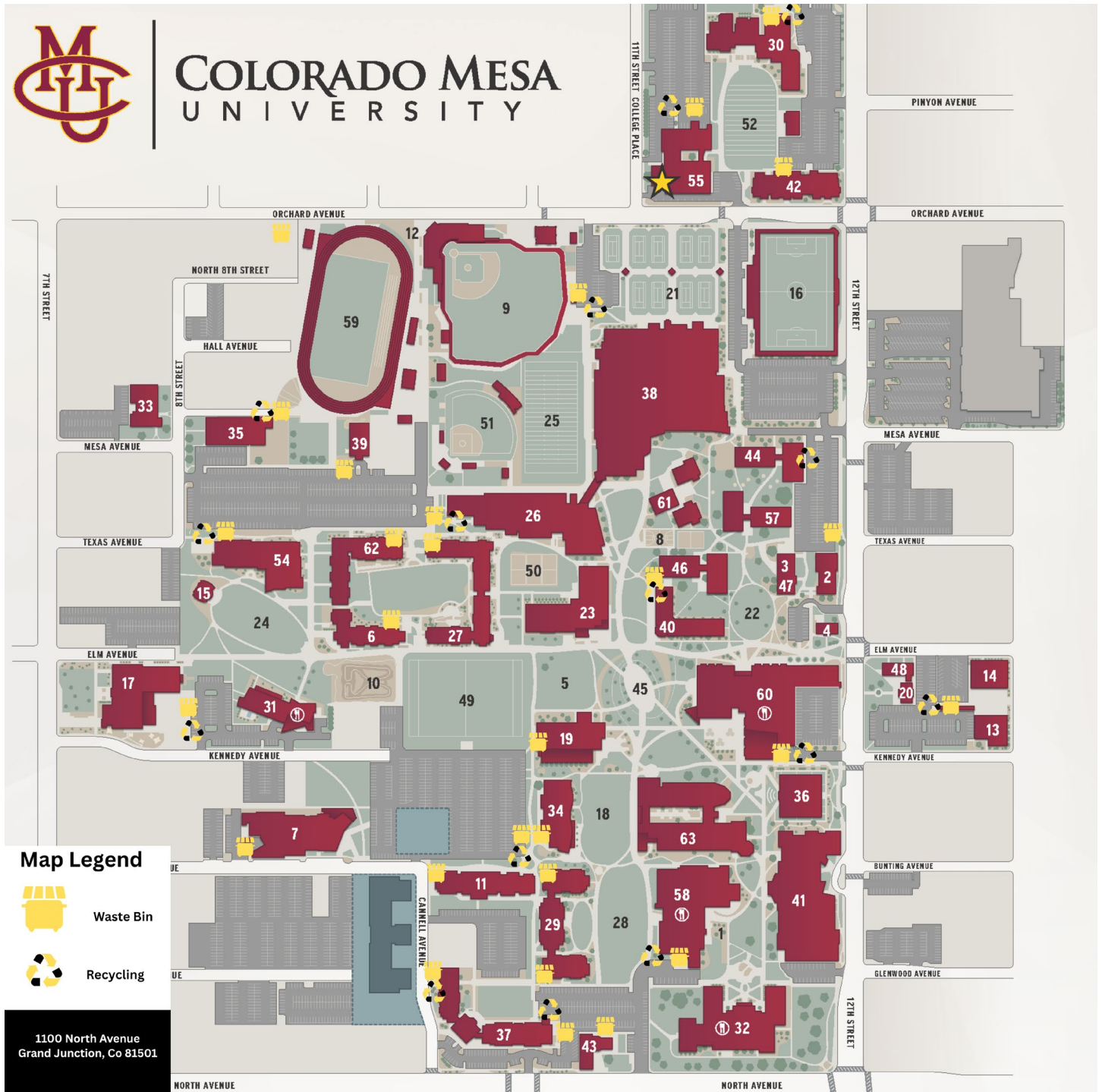
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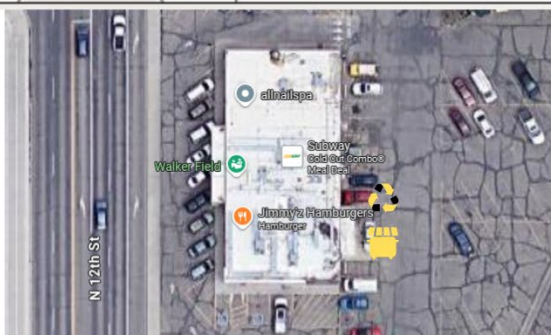
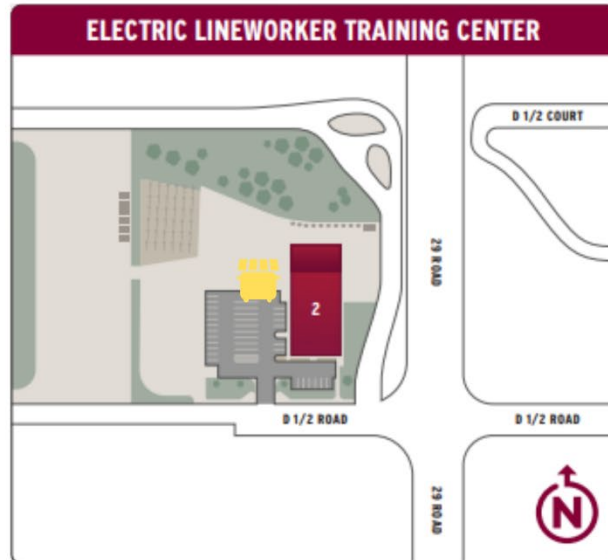
Phone No.: _____

Email: _____

Offeror Acknowledges Receipt of Addendum No. _____, _____, _____, _____ (Addendums MUST be acknowledged)

Locations (subject to change without notice)





12th St. Plaza

Appendix A

List is Dynamic				
Location	Address	Size	Cost	Quantity
CMU-Library Behind NASH (Sodexo 75%) (Library 25%)	1200 Maverick Way	2YD Recycle		1
CMU-University Center (UC 30%)	1455 N 12th St	2YD Recycle		1
CMU-Foster Field House	1631 Maverick Way	30YD Compactor Lease w/service		1
CMU-Escalante	1120 Mesa Ave	3YD Dumpster		Remove
CMU-Garfield 2	885 Kennedy (CP9)	3YD Dumpster		1
CMU-Monument/Rait (Rait 50%) (Monument 50%)	885 Kennedy (CP9)	3YD Dumpster		1
CMU-Rait	885 Kennedy (CP9)	3YD Dumpster		1
CMU-Moss Art	1221 N 12th	40YD Compactor		1
CMU-7th St Maintenance	1752 N 129th	40YD Rolloff Recycle		1
CMU-Library Behind NASH (Sodexo 75%) (Library 25%)	1200 Maverick Way	4YD Dumpster		1
CMU-Wingate	901 Texas	4YD Dumpster		2
CMU-Grand Mesa Hall	1200 Houston	4YD Dumpster		1
CMU-Fine Arts	1002 Bunting Ave	4YD Dumpster		2
CMU-Mini Mavs (Little Mavs)	1704 N 12th	4YD Dumpster		1
CMU-Health Sciences	2021 N 12th	4YD Dumpster		1
CMU-Blichman Bldg A	2508 Blichmann Ave	4YD Dumpster		1
CMU-Blichman Bldg B	2508 Blichmann Ave	4YD Dumpster		1

CMU-Bus Barn D Rd	2898 Riverside Pkwy	4YD Dumpster		1
CMU-C Rd Rodeo	3106 C Rd	4YD Dumpster		1
CMU-C Rd Rodeo (WCCC Club)	3106 C Rd	4YD Dumpster		Remove
CMU-Confluence Hall	745 N 9th	4YD Dumpster		1
CMU-SM/Mec St. Mary's	849 Texas Ave	4YD Dumpster		1
CMU-Mini Mavs	880 Mesa Ave	4YD Dumpster		1
CMU-Baseball Field (Maverick Center 50%)	951 Orchard Ave	4YD Recycle		1
CMU-Student Wellness South	1060 Orchard Ave	4YD Recycle		1
CMU-Escalante	1120 Mesa Ave	4YD Recycle		Remove
CMU-Pinon/Tolman (Pinon 50%)	1671 N 12Th St	4YD Recycle		1
CMU-Res Life (Offices)	1589 N 12th	4YD Recycle		Remove
CMU-Foundation	1450 N 12th St	4YD Recycle		1
CMU-Mini Mavs (Little Mavs)	1704 N 12th	4YD Recycle		1
CMU-Bishop Health	2501 Blichman Ave	4YD Recycle		1
CMU-Blichman Bldg A	2508 Blichmann Ave	4YD Recycle		1
CMU-Blichman Bldg B	2508 Blichmann Ave	4YD Recycle		1
CMU-AEC Compound	2510 Foresight Cir	4YD Recycle		1
CMU-Garfield	700 Elm St	4YD Recycle		1
CMU-Confluence Hall	745 N 9th	4YD Recycle		1
CMU-Monument/Rait (Rait 50%) (Monument 50%)	885 Kennedy (CP9)	4YD Recycle		1
12th ST Plaza	885 Kennedy (CP9)	4YD Recycle		1
CMU-Aspen Apartments	885 Kennedy (CP9)	4YD Recycle		1
CMU-SM/Mec St. Mary's	849 Texas Ave	4YD Recycle		1
CMU-NASH Retail	950 North Ave	4YD Recycle		2

CMU-Health Sciences	2021 N 12th	4YD Dumpster		1
CMU-OASH	1062 Orchard Ave	4YRD Dumpster		1
CMU-NASH Dorms	1200 Maverick Way	4YRD Dumpster		2
CMU-BASH	1280 Cannell Ave	4YRD Dumpster		1
CMU-Foundation	1450 N 12th St	4YRD Dumpster		1
CMU-Garfield	700 Elm St	4YRD Dumpster		1
CMU-Walnut Ridge	885 Kennedy (CP9)	4YRD Dumpster		1
CMU-Student Wellness South	1060 Orchard Ave	6YD Dumpster		1
CMU-Baseball Field (Baseball 50%)	951 Orchard Ave	8YD Dumpster		1
CMU-Pinon/Tolman (Pinon 50%)	1159 Mesa Ave	8YD Dumpster		1
CMU-Res Life (Offices)	1589 N 12th	8YD Dumpster		1
CMU-University Center (Bookstore 20%)	1455 N 12th St	8YD Dumpster		2
Tolman Hall	1671 N 12th St	8YD Dumpster		Remove
CMU-12th Street Plaza	1840 N 12th St	8YD Dumpster		1
CMU-AEC Compound	2510 Foresight Cir	8YD Dumpster		1
CMU-Line School	441 D 1/2 Rd	8YD Dumpster		1
CMU-Asteria Theater	846 Bunting Ave	8YD Dumpster		1
CMU-NASH Retail	950 North Ave	8YD Dumpster		1
CMU-12th Street Plaza	1840 N 12th St	8YD Recycle		1
CMU-Mav Center Field	1040 Mesa Ave	96 Gal Recycle		Remove
CMU-Outdoor Program	1060 North Ave	96 Gal Recycle		2

CMU-Student Wellness South	1060 Orchard Ave	96 Gal Recycle		2
CMU-Library Behind NASH (Sodexo 75%) (Library 25%)	1200 Maverick Way	96 Gal Recycle		3
CMU-NASH Dorms	1200 Maverick Way	96 Gal Recycle		1
CMU-Houston Hall	1150 North Ave	96 Gal Recycle		4
CMU-Pinon/Tolman (Pinon 50%)	1671 N 12Th St	96 Gal Recycle		2
CMU-Res Life (Offices)	1589 N 12th	96 Gal Recycle		6
CMU-Moss Art	1221 N 12th	96 Gal Recycle		Remove
CMU-Dominguez Hall	1400 Houston Ave	96 Gal Recycle		4
CMU-Lowell Heiny Hall	1319 N 12th	96 Gal Recycle		6
CMU-Foundation	1450 N 12th St	96 Gal Recycle		6
CMU-University Center (Sodexo 50%)	1455 N 12th St	96 Gal Recycle		8
CMU-Mini Mavs (Little Mavs)	1704 N 12th	96 Gal Recycle		2
CMU-Health Sciences	2021 N 12th	96 Gal Recycle		2
CMU-Bishop Health	2501 Blichman Ave	96 Gal Recycle		2
CMU-Blichman Bldg A	2508 Blichmann Ave	96 Gal Recycle		4
CMU-Blichman Bldg B	2508 Blichmann Ave	96 Gal Recycle		4
CMU-AEC Compound	2510 Foresight Cir	96 Gal Recycle		1
CMU-Eureka Bldg	1400 N 9th	96 Gal Recycle		3
CMU-Confluence Hall	745 N 9th	96 Gal Recycle		3
CMU-Mav Innovative Center	1705 N 8th	96 Gal Recycle		2
CMU-SM/Mec St. Mary's	849 Texas Ave	96 Gal Recycle		4
CMU-Mini Mavs	880 Mesa Ave	96 Gal Recycle		2

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CMU-NASH Retail	950 North Ave	96 Gal Recycle		4
CMU-Eureka Bldg	1400 N 9th	96 Gal Dumpster		2