



INVITATION FOR BIDS (IFB) # 25-004
WASTE COLLECTION AND RECYCLING SERVICES

ADDENDUM NUMBER ONE (1)

June 18, 2025

A. INSTRUCTIONS:

1. This addendum shall be included as part of the original Invitation for Bid documents and the scope of work required therein.
2. Receipt of this addendum must be acknowledged by return of the fully executed "Acknowledgement of Receipt of Documents," attached hereto, and must be submitted with the bid.

Any bids not including the "Acknowledgement of Receipt of Documents" form may be considered non-responsive.

B. There are two revisions in this Addendum

- 1. Revised Section B**
- 2. Revised Bid Form**

C. REVISED SECTION B:

Note: The changes made as a result of this addendum have been bolded and highlighted.

SECTION B

B-1 Overview

Pinellas County Housing Authority

The Pinellas County Housing Authority (PCHA) is a public housing authority created pursuant to the Florida Statutes. It develops, owns, manages and maintains low rent public housing, affordable multifamily housing and administers other federal housing subsidy programs. PCHA's central administrative office is located at 11479 Ulmerton Road, Largo, Florida.

B-2 Statement of Work-Waste Collection Services

Crystal Lakes Manor Apartments

PCHA owns and operates a not-for-profit housing development known as Crystal Lakes Manor Apartments, a 19-acre development containing 236 apartment units. Crystal Lakes Manor serves the elderly, disabled and handicapped. Crystal Lakes Manor is located at 4100 62nd Avenue North, Pinellas Park, Florida 33781.

- Monday and Thursday pick-up:
 - **Seven (7)** 6-cubic yard containers (side-slide door)
 - **One (1)** 8-cubic yard containers (side-slide door)
- Once weekly pick-up:
 - Twenty (20) 96-gallon toter containers for single-stream recycling
- Pick-up of one (1) 30 cubic yard container located in PCHA designated area, as needed.

Lakeside Terrace Apartments

PCHA owns and leases 110 units in a garden style apartment complex located at 4200 62nd Avenue North, Pinellas Park, Florida 33781. Lakeside Terrace is a family development and also serves the elderly, disabled and handicapped persons.

- Monday and Thursday pick-up:
 - Four (4) 6-cubic yard side-slide containers
- Once weekly pick-up:
 - Six (6) 96-gallon toter containers for single-stream recycling

Landings at Cross Bayou Apartments

PCHA owns and leases 184 units in a garden-style apartment complex located at 6835 54th Avenue North, St. Petersburg, Florida 33709. Landings at Cross Bayou is a family development and also serves the elderly, disabled and handicapped persons.

- Monday through Saturday pick-up:
 - Three (3) 8-cubic yard side-slide containers
- Delivery and pick-up of one (1) 30 cubic yard container, on an as-needed basis

Rainbow Village Apartments

PCHA owns and leases **125** units spread throughout a 32-acre neighborhood located at 12301 134th Avenue North, Largo, Florida 33774. Rainbow Village is a family development and also serves the elderly, disabled and handicapped.

- Monday and Thursday curbside pick-up:
 - PCHA-provided garbage cans at **125** units
- Monday, Wednesday, and Friday pick-up:
 - One (1) 8-cubic yard container
- Once weekly pick-up:
 - Five (5) 96-gallon toter containers for single-stream recycling
- Pick-up of one (1) 30 cubic yard container located in PCHA designated area, as needed.

Landfill disposal fees are to be billed separately per site and reimbursed to Contractor by PCHA; Contractor shall maintain record of weight/disposal charges from the Pinellas County Solid Waste Division and provide to PCHA upon request.

Property	Address	Scope		
		Quantity	Container Size	Pick-up Times/Week
Crystal Lakes Manor	4100 62 nd Avenue North, Pinellas Park, FL 33781	7	6-cu.yd. (side-slide door)	2
		1	8-cu.yd. (side-slide door)	2
Lakeside Terrace	4200 62 nd Avenue North, Pinellas Park, FL 33781	4	6-cu.yd. (side-slide door)	2
Landings at Cross Bayou	6835 54 th Avenue North St. Petersburg, FL	3	8-cu.yd. (side-slide door)	6
Rainbow Village-Curbside Pick-up	12301-134 th Avenue, Largo, FL 33774	200	96-gal	2
Rainbow Village-Dumpster Pick-up	12301-134 th Avenue, Largo, FL 33774	1	8-cu.yd. (side-slide door)	3

1) Removal: The Contractor shall be responsible for removal and disposal of the contents from each container stipulated in the contract. Each container shall be emptied and returned to its original position/location.

Collection containers will be provided by the Contractor as needed. Garbage and refuse spilled during collection process shall be swept up and removed by Contractor's employees during the occurring pick-up and prior to leaving the serviced location.

2) Disposal: Disposal shall be accomplished in accordance with all Federal, State, County and Local rules and regulations.

3) Required Invoice Information: Each invoice shall list individual property name, number of containers serviced per property.

4) Acceptance: All invoices are subject to acceptance of work performed in accordance with the contract and this IFB document.

5) Billing: Invoices shall be prepared by individual property name and include all charges specific to the individual property. Each invoice shall list individual number of containers serviced. At no time shall properties be combined on any invoice.

6) Additional services: Any/all additional services will require prior written approval by both parties via an executed amendment to the contract.

7) Dumpster Enclosure Damage: In the event dumpster enclosures are damaged by the Contractor's driver, it shall be the Contractor's complete responsibility to pay for dumpster enclosure repairs and/or replacements.

8) Adjustment of Services: PCHA reserves the right to adjust the size, and/or number of containers on an as need basis, frequency of pickups, as well as increasing/reducing the number of locations necessary for pickup during the term of the contract. The unit cost per container shall be utilized to obtain any change in contract price resulting in deductions and/or increases in service through the issuance and approval of a written amendment to the contract.

B-2-B Statement of Work-Recycling Services

Background

PCHA has a strong commitment to waste reduction and recycling. Recycling has been implemented into PCHA's Green Procurement Policy and employees and residents have been participating in the program for the past several years.

PCHA's Recycling Program will:

- Be easy to understand
- Foster high participation
- Be easy to implement and achieve a high recovery rate
- Be convenient for employees and residents to produce high quality recyclables
- Capture a variety of materials
- Track program performance (in terms of yards or tons diverted)

The Recycling Program shall consist of a single-stream sorting process (fully commingled collection), with the following recyclable items:

- Cardboard (all types, with the exception of wax finish)
- Paper (office paper, newspaper, magazines, brochures, envelopes, coffee cups)
- Plastic containers (#1 - #7)
- Aluminum Cans
- Steel Containers
- Paper juice/milk cartons
- Glass

Please list items that are not acceptable for recycling.

The successful Contractor will:

- Provide external collection containers as needed for recyclables at each location including the management office and mail kiosks (e.g. 96-gallon carts or dumpsters; may differ by location according to space availability and contractor's collection method)
- Collect recyclables on a regularly scheduled basis, determined by the Contractor and agreed upon by PCHA
- Work with property management to ensure that materials are sorted and disposed of properly and according to specifications

- Provide quarterly reports to Contract Administrator on the volume or tonnage of materials collected at each property

Property	Address	Scope		
		Quantity	Container Size	Pick-up Times/ Week
Crystal Lakes Manor	4100 62 nd Avenue North Pinellas Park, FL 33781	20	96-gallon cart	1
Lakeside Terrace	4200 62 nd Avenue North Pinellas Park, FL 33781	6	96-gallon cart	1
Landings at Cross Bayou	6835 54 th Avenue North St. Petersburg, FL 33709	5	96-gallon cart	1
Rainbow Village	12301-134 th Avenue Largo, FL 33774	5	96-gallon cart	1
Rainbow Village	12301-134th Avenue Largo, FL 33774	25-50	14-gallon bin	1

B-3 Schedule of Services

Each development location has an individual schedule. Days of the week on which service is to be scheduled must be approved by the PCHA.

B-4 Standards for Performance/Acceptance of Work

The Contractor shall be responsible for the thorough execution of services contracted for in this document. All work shall be performed promptly. All work shall be subject to approval and acceptance by the PCHA. Such approval and acceptance shall not relieve the contractor from the obligation to correct any incomplete or defective work, all of which shall be promptly remedied by the Contractor, on demand without cost to the PCHA. Should the Contractor fail to provide the services contracted for and contained in this document for each individual development location, then the PCHA shall deduct whatever expenses are incurred by agents of the PCHA in providing such services from Contractor's invoice. Failure to perform contracted services shall be cause for cancellation of the contract and recovery from the Contractor of any difference in cost.

B-5 Continuity of Services

The Contractor shall be required to provide Waste Collection and Recycling Services as specified in this document. Waste Collection and Recycling Services shall not be discontinued for any reason including, but not limited to the following: bad weather, insufficient manpower, lack of vehicles, labor disorders or lack of satisfactory equipment.

1. The PCHA shall not be obligated to assume any additional costs under this contract for any overtime or other cost incurred by the contractor for maintaining Waste Collection and Recycling Services as described in this document. Any work to be performed by the Contractor and not covered by this document must receive the written approval of the Contract Administrator.

2. The Contractor will abide by and carry out, without additional charge, such reasonable directions or requests as the PCHA may from time to time give or make, incidental to the performance of such work as necessary or proper in connection therewith. All work hereunder shall be performed in cooperation with the PCHA and duly authorized agents, representatives or officers.

B-6 Penalties

The Contractor shall arrange with the Contract Administrator to obtain on every working day of this contract between the hours of 9:00 a.m. and 4:00 p.m., a list of any complaints made in connection with the Waste Collection and Recycling Service. The Contractor shall be obligated to inspect the sites of such complaints and make arrangements satisfactory to the PCHA to remedy the source of such complaint within one working day of receipt of such complaint. In the event that any valid complaint, the remedy of which is the responsibility of the Contractor, is not remedied within one working day after notification to the Contractor or after the Contractor would have been notified had he contacted the Contract Administrator as required herein, the PCHA shall then have the right to terminate the contract as provided in the General Conditions for Non-Construction Contracts, attached hereto, or in lieu of termination, the PCHA may at its sole option, elect to make other arrangements for the performance of such work and the Contractor shall be responsible for the cost incurred, and the PCHA shall deduct the cost for the performance of such work from the amount due under the contract.

B-7 Conditions of Work

Each Bidder is responsible for verification of the condition of each location relating to the work involved at the overall projects and the employment of labor thereon. Failure to do so will in no way relieve the successful bidder(s) of any obligation to furnish all material and labor necessary to carry out the provisions of the contract(s).

Insofar as possible, the Contractor in performing the work, must employ such methods or means as well as not cause any interruptions of or interference with other work at any given site.

REVISED BID FORM

DATE: _____

Pinellas County Housing Authority

For: IFB# 25-004 Waste Collection and Recycling Services at Crystal Lakes Manor Apartments, Lakeside Terrace Apartments, Landings at Cross Bayou Apartments, and Rainbow Village Apartments

To Pinellas County Housing Authority:

The undersigned, hereinafter called "Bidder," having visited the site of the proposed project and familiarized himself with the local conditions, nature and extent of the work, and having examined carefully the Specifications, the Form of Agreement, and other Contract Documents and the requirements therein, proposes to furnish all labor, materials, equipment and other items, facilities, and services for the Waste Collection and Recycling Services at Crystal Lakes Manor Apartments, Lakeside Terrace Apartments, Landings at Cross Bayou Apartments and Rainbow Village Apartments in full accordance with the Advertisement for Bid, Invitation to Bid, Instructions to Bidders, and all other documents relating thereto, on file in the office of the Pinellas County Housing Authority and, if awarded the Contract, to complete the said Work within the time limits specified or stipulated herein for the following Bid Price.

All bids shall cover all costs required to complete work description. Contractor is cautioned to verify all site conditions. All bids shall cover material, labor and equipment required to complete work description. ALL pricing shall include Sales Tax & Fuel Surcharges.

Total Annual Bid Amount: \$ _____

Property	Waste Collection Services			
	Quantity	Container Size	Pick-up Times/ Week	Annual Rate
Crystal Lakes Manor*	7	6 cu.yd. (side-slide door)	2	
Crystal Lakes Manor*	1	8-cu.yd. (side-slide door)	2	
Lakeside Terrace	4	6 cu.yd. (side-slide door)	2	
Landings at Cross Bayou**	3	8-cu.yd. (side-slide door)	6	
Rainbow Village*	200	96-gal cart	2	
Rainbow Village	1	8-cu.yd. (side-slide door)	3	

Property	Recycling Services			
	Quantity	Container Size	Pick-up Times/ Week	Annual Rate
Crystal Lakes Manor	20	96-gal cart	1	
Lakeside Terrace	6	96-gal cart	1	
Landings at Cross Bayou	5	96-gal cart	1	
Rainbow Village	5	96-gal cart	1	

NOTE: fee for pulling/resetting of 30-yard containers is NOT to be included in Total Bid Amount. Please provide line item pricing only.

***Charge to Pull/Reset 30 Yard Container
(Lakeside Terrace and Rainbow Village):**

****Charge to Deliver/Pull 30 Yard Container
(Landings at Cross Bayou):**

The Bidder hereby agrees that:

1. The above proposal shall remain in full force and effect for a period of ninety (90) calendar days after the time and date of receipt of Bids and that this Bidder will not revoke or cancel this bid or withdraw from competition within the said ninety (90) calendar days.
2. In case he be notified in writing by mail, telegraph, or delivery of the acceptance of this proposal within ninety (90) days after the time set for the opening of bids, the undersigned agrees to execute within ten (10) days a formal written contract for the work for the above stated compensation and at the time to furnish and deliver to the Owner proof of insurance in accordance with the requirements of the Invitation for Bid.
3. The undersigned agrees to commence actual physical work on the site with an adequate work force and equipment within ten (10) calendar days of the date of receipt of written Notice to Proceed and to fully complete all work within the timeframes as prescribed in the Scope of Work as described in the IFB document.

Addenda issued during the bidding period are hereby acknowledged.

If this proposal is not accepted within ninety (90) days after the date set for the opening of bids, then this proposal will be null and void.

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

(The Bidder shall list all addenda)

ATTACHMENTS:

All documents attached herein shall be incorporated into the Bid Package; as per the requirements of **IFB# 25-004, Section H-1, Submission Requirements.**

NOTE: The penalty for making false statements in offer is described in 18 U.S.C. 1001.

In witness whereof, the bidder has hereunto set this signature and affixed his seal this _____ day of _____, 2025.

(AFFIX CORPORATE SEAL IF BIDDER IS A CORPORATION)

BIDDER: _____
(Name)

BY: _____
(Name)

TITLE: _____

Witness (Secretary's Attest)
If Bidder is Corporation

END OF ADDENDUM #1

INVITATION FOR BIDS (IFB) # 25-004

WASTE COLLECTION AND RECYCLING SERVICES

ADDENDUM NUMBER ONE (1)

JUNE 18, 2025

ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS

All prospective firms for the above-referenced solicitation must sign this acknowledgement form as verification of receipt of the following documents:

- **Addendum #1**

NOTE: Each prospective bidder must submit this form with the submission package. Any bids not including this form may be considered non-responsive.

Acknowledged by:

Company Name

Printed Name of Authorized Company Official

Signature of Authorized Company Official

Date: _____