

# Request for Quotes for Recycling Fluorescent Lamps

## 4-foot & 8-foot Prepaid Shipping Boxes

**Responses Due: Friday, January 26, 2018 at 2:00 p.m.**

The Onondaga County Resource Recovery Agency (OCRRA) requests quotes for the purchase of certain specified quantities of prepaid shipping boxes for recycling 4-foot, 8-foot and other various size spent fluorescent lamps.

OCRRA is a public benefit corporation created under the New York Public Authorities Law to manage the integrated Solid Waste Management Program for the County of Onondaga. The Agency encourages the participation of Minority and Women-Owned Business Enterprises (MWBE). Such firms should clearly state their MWBE status on their submittal.

OCRRA has implemented a Fluorescent Lamp Recycling Program to provide Onondaga County residents with the opportunity to properly recycle their spent fluorescent lamps by dropping off at (15) local hardware stores within Onondaga County in the State of New York. OCRRA is providing the participating stores with prepaid shipping boxes to collect and recycle a variety of spent fluorescent bulbs including:

- 4-foot & 8-foot straight lamps.
- CFLs
- U-Shape lamps.

OCRRA is requesting a vendor that provides pre-paid shipping boxes that will be paid for by OCRRA and shipped directly to the 15 participating hardware stores on an as needed basis. The stores typically order 2 or 4 boxes at a time. Vendor will need to keep track of the inventory that OCRRA has remaining on the purchase order agreement. Orders for boxes will be made on an as-needed basis by OCRRA. Selected vendor will invoice OCRRA on a monthly basis for the orders placed during that month.

The Quotes must include the following:

- A brief description of the pre-paid shipping boxes, including dimensions and quantity of 4' bulbs that each box can contain, and return shipping instructions.**
- A Signed and Completed Price Quote Sheet (Page 2)**
- A Signed Certificate of Non-Collusion (Attachment A)**
- A Signed Conflict of Interest Affidavit (Attachment B)**
- Signed State Finance Law Discloser Form (Attachment C)**
- Please read the State Finance Law Procurement Compliance Provisions (Attachment D)**

**Faxed and emailed quotes will NOT be accepted.**

The quotes must be **received** by OCRRA no later than **Friday, January 26, 2018 at 2:00 p.m.** and must be in a sealed envelope clearly marked:

### **QUOTE FOR FLUORESCENT LAMP BOXES**

Dale Cocca

OCRRA

100 Elwood Davis Road

North Syracuse, New York 13212

Any questions regarding the proposal must be submitted either by mail, at the above address, or by email to **Dale Cocca** ([dcocca@ocrra.org](mailto:dcocca@ocrra.org)). All questions must be received by Tuesday, January 16, 2018 at EOD.

## Price Quote Sheet

**Responses Due: Friday, January 26, 2018 at 2:00 p.m.**

**1)** Please provide quotes for the following quantity ranges of 4-foot and 8-foot boxes to be purchased. OCRRA will select one of the quantity ranges, based upon the unit prices offered. Please also list additional shipping cost (if any) to ship the prepaid boxes to the hardware stores in Onondaga County, NY, based on the quantity ranges below:

<b>Blanket P.O. of <u>4 foot</u> Prepaid Shipping Boxes</b>	<b>Price Per Box (including all shipping)</b>	<b>Dimensions of Box (in inches)</b>	<b>Approx. capacity for T8 bulbs per box</b>
<b>Between 151-200 boxes</b>	\$		
<b>Between 201-250 boxes</b>	\$		
<b>Between 251-300 boxes</b>	\$		
<b>Blanket P.O. of <u>8 foot</u> Prepaid Shipping Boxes</b>	<b>Price per Box (including all shipping)</b>		
<b>Between 1-25 boxes</b>	\$		

**2)** Please provide a brief description on how the lamps are to be processed, including where the bulbs are sent and what happens to the mercury from the spent fluorescent lamps (i.e. recycling, sequestration, disposal, etc.)

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**3)** Describe any reports that will be generated summarizing boxes received for processing by the vendor, and the number of bulbs recycled, quantity of mercury collected, and whether any “certificate of recycling” will be issued:

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**4)** Indicate whether vendor is a Minority Business Enterprise and/or Women-Owned Business (MWBE).

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Selection Criteria**

The evaluation and selection process will be based upon a thorough review of all submittals, interviews and the use of independent sources of information. OCRRA specifically reserves the right to reject any and all bids, at its sole discretion, or to waive any informality in bids received. OCRRA also reserves the right to provide addenda to this request which may include a request for additional information. OCRRA will select a vendor on or before February 5, 2018, with the expectation that services will be able to be rendered on or before February 15, 2018, and last for one year or until all authorized boxes are purchased.