

**Request for Bids**

**Recycling Collection Containers and Hauling Services at  
OCRRA's Transfer Stations to Local MRF**

***Bid Due Date: Tuesday, February 27, 2018***

***Time: 2:00 P.M.***

**ONONDAGA COUNTY RESOURCE RECOVERY AGENCY  
100 Elwood Davis Road  
North Syracuse, New York 13212-4312  
(315) 453-2866 phone  
(315) 453-2872 fax**

**Request Issued: February 9, 2018**

## Section 1

### *Introduction*

The Onondaga County Resource Recovery Agency (OCRRA) is a state created public benefit corporation which is empowered to "receive, transport, process, dispose of, sell, store, convey, recycle and deal with in any lawful manner and way solid waste and any products or by-products thereof now or hereafter developed or discovered." OCRRA's main office is located at 100 Elwood Davis Road, North Syracuse New York 13212-4312.

OCRRA is soliciting written sealed bids for providing recycling collection containers and hauling services at OCRRA's two transfer stations: the Ley Creek Transfer Station located at 7<sup>th</sup> North Street, North Syracuse and the Rock Cut Road Transfer Station, located at Rock Cut Road, Jamesville. The contract term is **18 months**, from **April 3, 2018** through **September 30, 2019**.

**Only OCRRA-permitted haulers in "good standing", who have signed a 2018 Hauler Contract will be considered for this bid and this status must be maintained throughout the term of the contract.**

OCRRA encourages submissions from Minority/Women Owned Business Enterprises for all quotes, proposals and bids.

### *Public Disclosure*

Prior to contractor selection, information contained in the main body of the bid shall be subject to applicable law and treated as confidential. Proprietary information should be clearly labeled as such.

## Section 2

### *Submission Requirements*

Interested parties and their agents and representatives are directed not to contact or lobby members of the Board of Directors of OCRRA or OCRRA staff members regarding this invitation. All inquiries and requests for site visits shall be directed to Christine Latham at [clatham@ocrra.org](mailto:clatham@ocrra.org) by 4pm on Tuesday, February 20, 2018.

Written bids should be enclosed in a sealed envelope, plainly marked as **"Bid for Recycling Collection Containers and Hauling Services at OCRRA's Transfer Stations to Local MRF,"** and addressed to:

**Andrew Radin**  
ONONDAGA COUNTY RESOURCE RECOVERY AGENCY  
100 Elwood Davis Road  
North Syracuse, New York 13212-4312

**Receipt of bids must be no later than 2:00 p.m. on Tuesday, February 27, 2018**, at the address listed above where they will be publicly opened in the OCRRA office at that time. Bids received by fax or e-mail will not be considered.

The Bidder is responsible for all costs associated with the preparation of a bid. None of these costs will be the responsibility of the Agency.

**All Bidders must:**

- Provide 2 copies of Bid
- Complete OCRRA Price Quote Sheets** included in this request. Bidder must complete all price sheets utilizing the “no bid” checkmark if not bidding on a specific sheet.
- Sign the Statement of Non-Collusion (Attachment A)**
- Sign Conflict of Interest (Attachment B)**
- Read and follow State Finance Law Procurement Compliance Provisions (Attachment C)
- Sign and complete Disclosure Agreement (Attachment D)**
- Provide assurance that Bidder will obtain and maintain insurance set forth in Section 5.
- Indicate whether they are a women or minority owned business, by providing the proper certification.
  
- Vendor must verify that all drivers have clean drivers licenses, defined as no more than 2 points.
- Vendor must comply with the NYSDOT LENS program.

**Section 3**

**Target Dates**

The following are target dates for awarding the bid contract and performance of the work:

<b>EVENT</b>	<b>DATE</b>
Bid Request Issued	Thursday, February 9, 2018
Bid Questions Due by 4pm	Tuesday, February 20, 2018
Questions will be answered by 4pm	Friday, February 23, 2018
Bid Due by 2pm	Tuesday, February 27, 2018
Expected Award of Contract	Wednesday, March 14, 2018
Services will Commence	Tuesday, April 3, 2018

**Section 4**

**Requested Services**

OCRRA is requesting bids on roll off dumpster rental and hauling services. Vendor shall provide and service 20-cubic yard closed top roll off containers labeled for single stream recycling with openings easily accessible for the public to place their recyclables and hauling services to local MRF as designated by OCRRA. Roll Off Locations:

•**Ley Creek Transfer Station, 5158 Ley Creek Drive, Liverpool, NY 13088:**  
provide three (3) 20-yard closed top recycling roll offs.

•**Rock Cut Road Transfer Station, 5808 Rock Cut Road, Jamesville, NY 13078:**  
provide six (6) 20-yard closed top recycling roll offs.

Optional: one (1) 20-Yard Open Top Dumpster for Bulky Rigid Plastics at Rock Cut Road and Ley Creek.

### ***General Description***

Ley Creek Transfer Station located at 7<sup>th</sup> North Street, North Syracuse and the Rock Cut Road Transfer Station, located at Rock Cut Road, Jamesville. Current recycling set up at transfer stations is 20 yard closed top roll off dumpsters; 3 are at Ley Creek and 6 are at Rock Cut Road. In 2017 those containers were pulled 417 times; 46 pulls were from Ley Creek and those totaled 101 tons of single stream recyclables, Rock Cut Road had 371 pulls comprising 464 tons. Recyclables from sources other than these two transfer station may not be mixed with OCRRA sourced recyclables.

### ***Required Service***

The Ley Creek and Rock Cut Road Transfer Stations must have containers at all times during the following hours of operation. Ley Creek is open Monday through Friday between the hours of 7:00 a.m. and 2:30 p.m. and the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays 8:00 a.m. through 12 Noon. Rock Cut Road is open Tuesday – Saturday from 7:00am through 2:30pm. (During hauling/servicing, at least one container must be on site for customer use.)

Successful bidder will pick up and replace containers as needed. All material collected must be taken to OCRRA’s designated local material recycling facility within Onondaga County. The successful bidder will be given 30 days notice in the event there is a change of delivery point.

### ***Taxes***

OCRRA is exempt from the payment of county, state and local sales and compensating use taxes on all materials, equipment and supplies sold to OCRRA.

### ***Billing***

- All vehicle/loads billed must have a weight scale ticket signed by the driver attesting to the date and time of pull and type of container.
- Tickets must be provided to OCRRA along with the invoice each month.
- The tickets and transactions on invoice shall be in chronological order.
- Payment terms should be NET 30 days from invoice date.
- OCRRA shall be billed monthly.
- All sale arrangements and revenue from the sale of the recycled material will be between the recycling facility and OCRRA and credited to OCRRA.

## **Section 5**

### ***Insurance Requirements***

The insurance required by the OCRRA Hauler Agreement/Contract will meet the insurance requirements of this bid. However, the hauler must name OCRRA as an additional insured on comprehensive general liability and automobile policies. Proof of applicable insurance is required.

### ***Additional Insured***

It is required of the successful bidder that OCRRA be added, by endorsement, as an “additional insured” on both the General Liability and Automobile Liability. Consideration will be given to bidder who has Environmental Impairment Liability (EIL). The bidder will agree to add OCRRA, by endorsement, as an “additional insured”. All subcontractors will provide subrogation waivers.

## Section 6

### *Selection Criteria*

OCRRA will award the contract to the lowest qualified bidder that meets all of the minimum bid requirements with no substantive exclusions.

- OCRRA specifically reserves the right to reject any and all bids, in 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.
- Bidder must comply with required schedule of delivery and provide the required level of service. Bidder must agree that when customer (OCRRA) calls for pick up of container that service shall be provided within 24 hours otherwise specified contractual damages will apply. Specified contractual damages for failure to pick up container are \$50 per container not serviced within the allotted time frame (24 hours).
- Bidder must pay its employees prevailing wages as required by New York State Labor Law articles 8 and 9.

**OCRRA Price Quote Sheet**  
**Recycling Collection at OCRRA's Transfer Stations**  
**Due Tuesday, February 27, at 2:00 p.m.**

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

Mailing Address: \_\_\_\_\_

No Bid

Contact Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Description: \_\_\_\_\_

Vendor shall provide 20-cubic yard closed top roll off containers with openings easily accessible for the public to place their recyclables. Closed top must allow for the maximum amount of recyclables in container. *Please note, a different vendor may be selected for each location.*

<b>Ley Creek:</b> provide three (3) 20-yard closed top recycling roll offs	April 3, 2018, through September 30, 2019
Charge <u>per trip</u> to empty the full 20 yard roll offs and return it to the site. Include all costs in this price. Roll offs are provided by hauler and all maintenance and other fees are included.	\$
<b>Rock Cut Road:</b> provide six (6) 20-yard closed top recycling roll offs	April 3, 2018, through September 30, 2019
Charge <u>per trip</u> to empty the full 20 yard roll offs and return it to the site. Include all costs in this price. Roll offs are provided by hauler and all maintenance and other fees are included.	\$
<u>Optional:</u> one (1) 20-Yard Open Top Dumpster for Bulky Rigids	April 3, 2018, through September 30, 2019
Charge <u>per trip</u> to empty the full 20 yard roll offs and return it to the site. Include all costs in this price. Roll offs are provided by hauler and all maintenance and other fees are included.	\$

Exclusions, if any, (items which will not be included in above stated costs).

*Bidder requirements: By signing this document contractor acknowledges that where applicable, contractor must pay its employees prevailing wages as required by New York State Labor Law articles 8 and 9.*

Sign \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**

Non-collusive Certifications required of all bidders/proposers/quoters under Section 103-d of the General Municipal Law as amended by Chapter 751 of the Laws of 1965 and Chapter 675 of the Laws of 1966 effective September 1, 1966, is as follows:

By submission of this bid/proposal/quote, the bidder/proposer/quoter and each person signing on behalf of the bidder/proposer/quoter certifies, and in the case of a joint bid/proposal/quote each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid/proposal/quote have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer/quoter or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid/proposal/quote have not been knowingly disclosed by the bidder/proposer/quoter and will not knowingly be disclosed by the bidder/proposer/quoter prior to opening, directly or indirectly, to any other bidder/proposer/quoter or to any competitor; and

(3) No attempt has been made or will be made by the bidder/proposer/quoter to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal/quote for the purpose of restricting competition.

\_\_\_\_\_  
Legal Name of Bidder/Proposer/Quoter (Typed)

\_\_\_\_\_  
Address (Typed)

\_\_\_\_\_  
City State Zip

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Typed)

Dated \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Title (Typed)

**CONFLICT OF INTEREST**

**AFFIDAVIT**

**STATE OF \_\_\_\_\_ )**  
**) ss:**  
**COUNTY OF \_\_\_\_\_ )**

\_\_\_\_\_, being duly sworn, deposes and says for  
and on behalf of \_\_\_\_\_, that:

1. Our (my) firm \_\_\_\_\_, is an independent firm or company, and has this date submitted a bid, proposal, or quote to provide goods and/or services to the Onondaga County Resource Recovery Agency.
2. I certify on behalf of the bidder, proposer, or quoter that it and its employees have no interest, direct or indirect, which could conflict in any manner or degree with the performance or provision of these goods and/or services to the Onondaga County Resource Recovery Agency.
3. If awarded a contract my (our) firm agrees that in providing the goods or in the rendering of services to the Onondaga County Resource Recovery Agency, no persons having any such interest shall be employed by the firm. I assume full responsibility for knowing whether my (our) employees or agents have any such interest and hereby certify that no such interest exists.

Dated: \_\_\_\_\_, 20\_\_\_\_ By: \_\_\_\_\_

For and on Behalf of: \_\_\_\_\_

Sworn before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



Vendor Information Regarding

**State Finance Law Procurement Compliance Provisions**

OCRRA Procurement Regarding: Recycling Collection Containers and Hauling Services at OCRRA's Transfer Stations to Local MRF

OCRRA Designated Procurement Contact Person(s): Christine Latham

OCRRA conducts its procurements to provide all vendors with an opportunity to compete fairly to maximize competition. New York State has enacted provisions in its State Finance Law, applicable to any contract over \$15,000.00 that further promotes fair competition. This law now requires that all communications i.e. “contacts” with the Agency regarding this procurement, after the Request to Bid, Request for Proposals, or Request for Quotes go out, must be through a designated OCRRA Procurement Contact Person. Our Designated Procurement Contact Person is listed above. All contacts by potential vendors should be through the Designated Procurement Contact Person and NO ONE ELSE! All such contacts will be recorded by the Designated Procurement Contact Person and any responding information given to a potential vendor will also be shared with all potential vendors, so no one has a competitive advantage. As a potential vendor on this procurement, you will need to fill in the Permissible Contacts Affirmation form, attached, and submit it with your bid/proposal/quote. You will also need to fill in the other part of this two page form that advises OCRRA of any Non-Responsibility Determinations under this law. If you fail to comply with the above Procurement contacts restrictions or you submit knowingly false, inaccurate or incomplete information, or you violate our OCRRA Ethics Code, you may be found to be a “Non-Responsible” vendor. This can result in a rejection of your firm for contract award, a cancellation of the contract, if later discovered (the Contract will include a cancellation provision for such a contingency), and in the event of two such findings in a four year period, debarment from obtaining any further OCRRA procurement contract for a period of four years from the time of the second violation.

Please be sure to familiarize yourself with these new legal provisions, fill out the attached forms, and contact only the Designated Procurement Contact Person during the procurement process. This will promote fair competition on this procurement and will not disqualify your firm from a potential OCRRA contract award.

**Disclosure to OCRRA During Procurement Process of  
Prior Non-Responsibility Determinations**

OCRRA Procurement regarding: Recycling Collection Containers and Hauling Services at OCRRA's Transfer Stations to Local MRF

OCRRA Designated Procurement Contact Person: Christine Latham

OCRRA conducts its procurements to maximize competition and provide all vendors with an opportunity to compete fairly. New York law now provides that, for any procurement over \$15,000.00, all potential vendors must disclose whether a governmental entity in New York has made a finding of "Non-Responsibility." "Non-Responsibility" is defined in State Finance Law Section 139-j and can include failure of a potential bidder/proposer/quoter to timely disclose truthful, accurate, or complete information that may allow OCRRA to make a determination as to its "responsibility" relative to this procurement as well as unauthorized procurement contacts (including contacts to someone other than the designated procurement contact) and ethics code violations. In order to qualify for consideration on this procurement, the bidder/proposer/quoter must complete and sign the form below.

*(For Vendor Use)*

Name and Address of Bidder/Proposer/Quoter Seeking to Enter into the Procurement Contract with OCRRA: \_\_\_\_\_

Name, Title, and Phone Number of Person Submitting this Form: \_\_\_\_

Has any Governmental Entity in New York made a finding of Non-Responsibility regarding the bidder/proposer/quoter seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No      Yes

If you answered yes to the above question, please provide details regarding the finding of Non-Responsibility below.

New York Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named bidders/proposers/quoters after a finding of intentional provision of false or incomplete information? (Please circle):

No                      Yes

If yes, please provide details below:

New York Governmental Entity: \_\_\_\_\_

Date of Termination or Withholding of Contract: \_\_\_\_\_

Basis of Termination or Withholding: \_\_\_\_\_

Bidder/proposer/quoter certifies that all information provided to OCRRA above with respect to State Finance Law §139-k is complete, true, and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature \_\_\_\_\_

#### PERMISSIBLE CONTACTS AFFIRMATION

As a potential bidder/proposer/quoter on an OCRRA solicitation where the contract amount may exceed \$15,000.00, I recognize that once the solicitation issues, New York law requires that all contacts with OCRRA regarding that procurement must be through the designated OCRRA Procurement Contact Person and no one else. On behalf of my client as a potential bidder/proposer/quoter, I affirm that my client understands and agrees to comply with the procedures of the Onondaga County Resource Recovery Agency relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b). This form must be submitted with the bid, proposal, or quote.

OCRRA Designated Procurement Contact Person: \_\_\_\_\_

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Print Signer's Name

Vendor Title: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_