



Request for Bids for Asphalt Concrete Paving
at OCRRA's Ley Creek Transfer Station

March 11, 2019

Deadline for the Submission of Bids -
March 25, 2019 at 1 P.M.

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ONONDAGA COUNTY RESOURCE RECOVERY AGENCY
100 Elwood Davis Road
North Syracuse, NY 13212-4312

Contact Person: Christine Latham
Telephone: 315-453-2866 ext. 1225
Fax: 315-453-2872
www.ocrra.org

Section 1 – Background Information

Introduction

The Onondaga County Resource Recovery Agency (“OCRRA” or “the Agency”) is a State-created public benefit corporation whose primary responsibility is to manage Onondaga County’s solid waste in an environmentally responsible manner. The Agency is governed by a 15-member Board of Directors and managed by an Executive Director. Although the Agency has been given broad powers to accomplish its purpose, its primary focus is on reducing and reusing the community’s solid waste wherever possible. The recycling component is accomplished by an active, highly regarded recycling program including a component for yard and food waste composting at two locations in the County. Recyclable material recovery is accomplished at privately owned facilities in the County. The remaining waste that is not recycled is disposed of at a state-of-the-art waste-to-energy (WTE) facility, also located in the County. The Agency also owns two public transfer stations where solid waste, as well as construction and demolition debris is processed. Waste from the transfer stations that cannot be processed at the WTE Facility and ash residue from the WTE Facility go to a private out of County landfill. The Agency also owns a permitted landfill site in the western part of the County which has not been developed to date. More information about OCRRA’s integrated solid waste management system can be found at www.ocrra.org.

Statement of Purpose

OCRRA is soliciting bids for asphalt concrete paving at OCRRA’s Ley Creek Transfer Station located at 5158 Ley Creek Drive Liverpool, NY 13088. The Ley Creek Transfer Station is currently operational Monday – Friday from 6am – 3pm. The Facility is also open every Saturday from 8am – noon. Due to the urgency of this work, the selected contractor must commit to initiating the work within three weeks of an executed contract and must complete all work by May 31, 2019.

The contractor shall provide all supervision, labor, equipment, and materials to pave certain areas of the site. See Section 2 – Scope of Services for more detail. OCRRA will only consider bids for which the bidder demonstrates sufficient expertise and experience, as deemed necessary and appropriate by OCRRA, and submits cost-efficient estimates for executing those identified work activities.

Site Visit

Contractors are encouraged to visit the site with the Transfer Director or Engineer prior to submitting a bid to assess the current conditions and take measurements, as appropriate, for development of a bid. Site visits shall be set up by contacting kspillane@ocrra.org and must be completed by Thursday March 21, 2019.

Public Disclosure

Prior to contractor selection, all information contained in the main body of the bid shall be considered confidential and not, to the extent permitted by applicable laws and regulations, subject to public disclosure due to the fact that the information will directly affect contractor selection.

The final bids, including any appendices, will be matters of public record and will be treated as such.

Target Dates

The following schedule shows the target dates.

EVENT

Issuance of RFB

Advertisement in Post Standard

Bids Due – public opening

Operations Committee - Vendor Recommendation

Board Approval

Work to be Completed by:

DATE

Monday, March 11, 2019

Sunday, March 17, 2019

Monday, March 25, 2019 – 1 P.M.

Tuesday March 26, 2019

Wednesday, April 10, 2019

Friday, May 31, 2019

Note: Due to the urgency of the work, the selected contractor must execute the contract within five business days of being awarded the work or the Agency reserves the right to award the contract to another contractor. The contractor shall commit to initiating the proposed work within three weeks from the date of the executed contract.

Designated Contact Person

All inquiries and contacts during the procurement period shall be directed to the Designated Contact Person, Christine Latham, via email at clatham@ocrra.org. Interested parties and their agents and representatives are directed not to contact or lobby members of the Board of Directors of OCRRA or any other OCRRA staff members regarding this RFB (with the exception of the Agency Engineer for the purpose of arranging and conducting a site visit). Please reference the document entitled “State Finance Law Procurement Compliance Form,” found in Attachment B, for all contact information provisions.

Section 2 – Scope of Services

Contractors can elect to visit the site with prior to submitting a bid to evaluate the current conditions and take measurements, as appropriate, for development of a bid. Site visits shall be set up by contacting clatham@ocrra.org and must be completed by Thursday, March 21, 2019. During the site visit, the Contractor shall visit the work site and examine the premises so as to fully understand all existing and/or expected conditions which could affect the performance of the work, in particular, those items that could impact cost and duration. No increase in costs will be considered for failure to know the conditions. The contractor shall note the extent of the required work, any access restrictions or obstructions, and shall submit a bid accordingly. Bid price must include all labor, materials, transport, and any other costs.

The attached aerial photo shows the approximate extent of the areas to be paved, as well as the specifications for each area. Contractors are required to perform their own measurements; the measurements provided are only intended to provide a rough estimate.

With respect to work schedule, the goal is to minimize disruptions to site operations. OCRRA suggests that the work be conducted in two phases (Phase 1: Areas A, B and C and; Phase 2: Area D), with prep work beginning on a Saturday with paving being done on that following Sunday. OCRRA will also entertain evening work schedules within the timeframe. Contractor must provide a tentative project schedule with the bid documents.

Contractor is responsible for removing millings from site and properly recycling them.

Safety is the number one priority for OCRRA, and as such, the contractor must meet or exceed all OSHA requirements. Minimum site safety personal protective equipment requirements include safety shoes, glasses, vest, and hardhat. Contractor shall provide all safety equipment, supplies, and labor applicable to this project.

Contractor shall have a competent Project Coordinator who shall be in attendance at the site during the progress of the work. The Project Coordinator shall represent the contractor and be the point of contact for the Agency. Prior to work commencement, the Project Coordinator shall arrange an on-site meeting with any subcontractors and the OCRRA team to discuss safety considerations, work schedule, and OCRRA's operations near the work area.

Section 3 – Bid Requirements

Deadline

Bid packages must be received by 1 p.m. on Monday, March 25, 2019.

Submittal Address

All Bids must be submitted in writing no later than **1:00 p.m. on March 25, 2019 in sealed envelopes and to the address listed below. Bids must be submitted by mail, or delivery service.** Bids must be enclosed in a sealed envelope, plainly marked as:

'BID – “Ley Creek Paving”, and addressed as follows:

Mr. Kevin Spillane
Director of Transfer Operations
Onondaga County Resource Recovery Agency
100 Elwood Davis Road
North Syracuse, NY 13212

NOTE: Bids received by fax or e-mail will NOT be considered.

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.

Inquiries

All inquiries and questions regarding this RFB shall be through the designated Contact Person: Christine Latham via at clatham@ocrra.org by Thursday, March 21, 2019.

Costs to Respond to RFB

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

Prevailing Wages

The selected contractor shall pay its employees the prevailing wages for work, labor or services as required by New York Labor Law Articles 8 and 9. In accordance with the attached guide from the NYS Department of Labor, the selected contractor shall post the attached wage schedules at the site and provide OCRRA with a certified transcript of the original payrolls within thirty days after issuance of the first payroll and every thirty days thereafter as applicable.

Sales Taxes

OCRRA is exempt from the payment of sales taxes of New York and of cities and counties on all services, materials, equipment and supplies sold to OCRRA.

Warranty of Services

Notwithstanding inspection and acceptance by OCRRA, the contractor will be required to warrant for a one year period that all materials and services performed under the form contract shall be free from defects in workmanship and conform to the requirements of the form contract. Upon written notice of any defect from OCRRA, the contractor would be required to correct or re-perform any defective or nonconforming services at no cost to OCRRA and any services corrected or performed by the contractor pursuant to this clause would be subject to all the provisions of this warranty to the same extent as work initially performed. If the contractor should fail or refuse to correct or re-perform, OCRRA may, by contract or otherwise, correct or replace with similar services and charge to the contractor the cost incurred to OCRRA thereby or obtain an equitable adjustment in the contract price.

Insurance Requirements

Before commencing work, the contractor shall procure and maintain insurance of the kinds and limits enumerated hereunder and on terms and with an insurance carrier satisfactory to the Agency. Certificates of such insurance issued by the contractor's insurance carrier shall be filed with the Agency before commencement of work and shall set forth the following:

General Liability / Property Damage	\$1,000,000	Combined single limit
Automobile Liability	\$1,000,000	Combined single limit
Workers Compensation	Statutory Limits	

The insurance certificates provided must evidence coverage during the time period when the proposed work is being conducted.

Notice of Insurance Termination or Cancellation

The foregoing insurance coverage shall not be terminated or cancelled unless OCRRA is given thirty (30) days prior written notice by the insurance carrier.

Additional Insured

It is required of the successful bidder that OCRRA be added, by endorsement, as an "additional insured" on the General Liability and Automobile Liability.

Section 4 – Bid Organization/ Contents

The bid shall be organized into the following sections and the contents of each section shall conform to the description below:

- Part 1 – Project Approach: The bid shall include a detailed approach, including project schedule for completion.
- Part 2 – Experience and Expertise: The bid shall provide a summary of the project team, defining experience with similar projects and demonstrating expertise. This section shall identify any subcontractors.
- Part 3 – Client References: The bid package shall provide contact information for three clients for whom similar work has been completed over the last three years. OCRRA may contact these references for additional information.
- Part 4 – Completed and Signed Pricing Form (Attachment A)
- Part 5 – Supplemental Information: Other materials that the bidder desires as supporting documents may also be included. This includes Minority and/or Woman-Owned Business Enterprise (M/WBE) Certification or a description of plans to incorporate the use of M/WBEs in this project.
- Part 6 – Completed and Signed Forms

In addition, the bid package must include a Cover Letter which outlines the content of their bid package.

Attachment A– Bid Pricing Sheet

Company Name: _____

Contact Person: _____

Contact Number: _____

Contact Email: _____

Note: Project Schedule (tentative) must be attached.

Area	Quantity (SF)	Unit Cost (per SF)	Total Cost for Area
A			
B			
C			
D			
TOTAL TONS SHIM:		TOTAL COST FOR ALL AREAS	

Unit pricing:

\$/ton shim		\$/SF: mill 2"; tack; 2" top coat		\$/SF: cut out pavement; stone subbase; 4" base; 2" top coat	
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Signature: _____ Date: _____

FORM B
BIDDER BUSINESS INFORMATION FORM

1.	Name Of Firm:	
2.	Address:	
3.	Contact Person:	
4.	Phone Number:	
5.	Email Address:	
6.	Check All Appropriate: Municipally Owned and Operated _____ Closely Held Corporation - State of Incorporation: _____ Publicly Held Corporation- State of Incorporation: _____ Proprietorship - Name of Proprietor: _____ Partnership - List of Principal Partners: _____ _____ _____ _____ _____	
7.	Years in Business:	
8.	Describe the Firm's Experience:	
10.	Chief Executive/Operating Officer:	
	Name:	
	Address:	
	Phone Number:	

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

FORM D

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)

FORM E

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

OCRRA Procurement regarding: _____

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: Christine Latham

Vendor Signature

Print Signer's Name

Vendor Title: _____

Date: _____

Vendor Name: _____

Vendor Address: _____

Ley Creek Paving

Area A: approx. 1500 SF
Mill/shim as necessary ;
Prep surface and apply tack coat;
Place 2" type 6 top coat;
Key in transitions to existing pavement

Area B: approx. 500 SF
Mill/shim as necessary ;
Prep surface and apply tack coat;
Place 2" type 6 top coat;
Key in transitions to existing pavement

Area C: approx. 1500 SF
Mill/shim as necessary;
Prep surface and apply tack coat;
Place 2" type 6 top coat;
Key in transitions to existing pavement

Area D: approx. 8,000 SF
Cut out existing pavement;
Place and compact stone subbase;
Place 4" type 1 base;
Prep surface and apply tack coat;
Place 2" type 6 top coat
Key in transitions to existing pavement

