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**REQUEST FOR BIDS FOR  
EMERGENCY ROLL OFF HAULING SERVICES**

**December 7, 2022**

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**Deadline for the Submission of Bids -  
January 6, 2023**

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

**Telephone: 315-453-2866  
Fax: 315-453-2872**

**[www.ocrra.org](http://www.ocrra.org)**

## **REQUEST FOR BIDS FOR EMERGENCY ROLL OFF HAULING SERVICES**

### **SECTION 1**

#### **1.1 THE AGENCY**

The Onondaga County Resource Recovery Agency (the "Agency" or "OCRRA") is a New York public benefit corporation created by Public Authorities Law, Title 13B, for the public purpose of assisting in the planning, development, construction, operation and maintenance of solid waste facilities. OCRRA is empowered to receive, transport, process, dispose of, sell, store, convey, recycle and deal with, in any lawful way, solid waste. OCRRA is also empowered to contract with municipalities, public corporations, or persons for solid waste services.

#### **1.2 THE OCRRA SERVICE TERRITORY**

OCRRA's service territory, Onondaga County, is located in the center of New York State and encompasses 810 square miles of land. Approximately 460,000 people reside in OCRRA's 33 member municipalities. The largest single municipality is the City of Syracuse with a population of approximately 145,000.

#### **1.3 RFB Purpose and Specifications**

OCRRA has a variety of roll off containers at its transfer stations and compost facilities, but only one roll off truck. The Agency anticipates the need for on demand emergency roll off container hauling services for several types of solid waste if the truck is down for repairs or otherwise unavailable:

- "Burnable material:" processed municipal solid waste (MSW) and construction and demolition (C&D) debris from OCRRA's Ley Creek Transfer Station that needs to be hauled to the Onondaga County Waste-to-Energy Facility. This haul distance is approximately 8 miles one way. Material is in 30 and 40 yard roll off containers.
- "Recyclable material:" paper, cardboard, and containers from the Ley Creek and Rock Cut Road Transfer Station that need to be delivered to the Recycle America Material Recovery Facility on Steele Road, Liverpool, New York. Material is in 30 and 40 yard roll off containers
- "Burnable material:" processed municipal solid waste (MSW) from OCRRA's Amboy Compost Site that needs to be hauled to the Onondaga County Waste-to-Energy Facility. This haul distance is approximately 20 miles one way. Material is in 30 and 40 yard roll off containers.

Vendors will provide a cost per pull for the above solid waste materials. The contract term shall be for 2023.

Hauling services will be utilized on an as needed basis to meet OCRRA's operational needs. Vendors shall be prepared to provide vehicles on demand within 24 hour notification of OCRRA's need for emergency hauling services. If a vendor has a roll off truck available, that vendor will be selected and paid for a per pull basis. Vendor must have all applicable permits, and meet OCRRA's

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insurance requirements specified in this RFB. Prevailing wage rates and requirements apply. Disposal costs shall be billed directly to OCRRA under existing contracts.

**1.4 OCRRA FACILITIES**

The Ley Creek Transfer Station is located north of the City of Syracuse, off of Seventh North Street, in the Town of Salina. The address is 5158 Ley Creek Dr. Liverpool, NY 13088. The Ley Creek Transfer Station caters to residential customers. Waste is separated by mechanical and manual operations into two waste streams: "burnable material" that can be processed at the Onondaga County Waste-to-Energy Facility, and "bypass material" that must be diverted to a landfill (currently, and for the term of this contract, the Seneca Meadows Landfill).

The Rock Cut Road Transfer Station is located in the Town of Onondaga between Rock Cut Road and N.Y.S. Route 481. The address is 5808 Rock Cut Road Jamesville, NY 13078. At this facility large haulers and contractors/small business users with C&D and mixed MSW/C&D loads. Waste is separated by mechanical and manual operations into two waste streams: "burnable material" that can be processed at the Onondaga County Waste-to-Energy Facility, and "bypass material" that must be diverted to a landfill (currently, and for the term of this contract, the Seneca Meadows Landfill).

The Onondaga County Waste-to-Energy Facility is located in the Town of Onondaga between Rock Cut Road and N.Y.S. Route 481. The address is 5801 Rock Cut Road Jamesville, NY 13078. The hours of operation are 6:00 A.M. to 4:00 P.M. Monday through Friday, and 7:00 A.M. to 11:00 A.M. on Saturdays. The byproduct of the Waste-to-Energy combustion process is a non-hazardous ash residue. Ash residue is stored on-site in the Ash Handling Building. Ash is loaded onto transport vehicles within this building. All vehicles are required to weigh in and out at the Waste-to-Energy Facility.

The Amboy Compost Facility is located in the Town of Camillus, the address is 6296 Airport Road, Camillus, New York. The hours of Operation are between 7:30 a.m. and 4:00 p.m. M-F.

**1.5 VENDOR SELECTION**

OCRRA's Board of Directors will be responsible to authorize decisions regarding the selection of the final vendor(s). In accordance with New York State Law, vendors shall not lobby or contact OCRRA employees or Board members. All correspondence shall be through the designated contact person, as further described in this document.

**1.6 PROJECT TIME LINE**

December 7, 2022	Issuance of RFB
December 8, 2022	RFB advertised in the Syracuse Post Standard
January 6, 2023 1:00 PM	Deadline for the Submission of Bids
January 18, 2023	OCRRA Operations Committee review
February 8, 2023	OCRRA Board of Directors authorizes contract(s)

**OCRRA reserves the right to modify this schedule as it deems necessary.**

**1.7 HAULING REQUIREMENTS**

- A. Vendor shall operate in accordance with OSHA, DOT, and any other applicable regulations. The vendor shall obtain and maintain all licenses and permits required to perform the services requested herein.
- B. Vendor shall follow all safety rules at OCRRA facilities, Seneca Meadows Landfill, and High Acres Landfill.
- C. Vendor is responsible for covering all loads.
- D. Vendor is responsible for the material during transport and any unforeseen and unintended clean-up.
- E. Vendor is responsible for any tickets received while hauling OCRRA materials. This includes but is not limited to littering and overweight tickets.
- F. Vendor is responsible for any damage their drivers cause to OCRRA equipment and property.

**1.8 OCRRA POLICIES**

- A. Minority and Women-Owned Business Enterprises  
OCRRA has a policy to encourage the support of contracts with minority, women-owned, and small businesses. Please indicate whether your firm has specific objectives in connection with supporting Minority/Women Owned Business Enterprises (M/WBE), and, if so, how such objectives will be incorporated into this project.
- B. Inquiries and Contact Person: All inquiries or contacts during the procurement period shall be directed to Jenna Lawrence, via email at [jlawrence@ocrra.org](mailto:jlawrence@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; reference the document entitled Important State Finance Law Procurement Compliance Provisions, found later in this RFB for all contact information provisions.
- C. Payment for Services: The vendor shall submit monthly invoices to OCRRA with standard payment required within 30 days. OCRRA encourages the vendor to include terms for a prompt payment discount on the bid sheet. Invoicing shall include a breakdown of number hauls by date, as well as scale tickets from the applicable disposal facilities. Should any fuel surcharges apply, vendor must provide documentation of fuel price, and contractually agreed upon surcharge.
- D. Prevailing Wage Requirements: 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 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.

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- E. Tax Exempt Status: 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.
- F. Contract Term and Cancellation Provisions: This RFB is for a six-month contract term for hauling services. An awarded contract may be cancelled for any reason by OCRRA or the vendor upon thirty days written notice to the other party, or may be terminated immediately, in writing, in the event of a default by the other party to any term or condition of the future contract.

**INSTRUCTIONS TO RESPONDENTS**

**2.1 ADDRESS**

Bids must be enclosed in a sealed envelope, plainly marked as:  
**'BIDS – EMERGENCY ROLL OFF HAULING SERVICES'**, and addressed as follows:

**Onondaga County Resource Recovery Agency  
100 Elwood Davis Road  
North Syracuse, NY 13212**

All **Bids must be submitted no later than 1:00 PM. on January 6, 2023**, in sealed envelopes and to the address listed above.

**2.2 COSTS TO RESPOND**

The bidder is responsible for all costs associated with the preparation of responses to this request for bids. None of these costs will be the responsibility of the Agency.

**2.4 SUBMITTAL COPIES**

Bidder shall submit a cover letter and all required forms in a sealed envelope referenced in 2.1 above.

**2.6 COVER LETTER**

The submittal must include a cover letter with the following:

- ✓ Statement that the bids are applicable for a six-month period from the date of contract execution.
- ✓ Commitment of Vendor to carry out all provisions of the RFB if selected by the Agency.
- ✓ Statement that all information in the entire submittal, including all forms and supplemental submittals, are included and are accurate and factual.
- ✓ Designation of the individual authorized to negotiate a contract with the Agency.

**2.7 REQUIRED FORMS AND ATTACHMENTS**

All submittals must include fully completed forms, as listed below, which are signed by a duly authorized officer or employee:

Form A	Bid Sheet
Form B	Business Information Form
Form C	State Finance Law Disclosure Form
Form D	Conflict of Interest Affidavit
Form E	Certificate of Non-Collusion

**2.8 INSURANCE REQUIREMENTS**

The following are minimum insurance requirements:

- Vehicle: \$500,000 Combined Single Limit
- General Liability: \$1 Million Combined Single Limit for each occurrence
- Workers Compensation: Statutory Limits

Certificates of insurance must be provided to OCRRA prior to contract execution.

**2.9 INDEMNIFICATION**

Vendor shall at all times defend, indemnify and save harmless OCRRA and its officers, agents, and employees on account of and from any and all damages, including but not limited to claims, damages, losses, judgments, worker's compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property sustained by (a) vendor, its officers, agents and employees (b) OCRRA, their respective officers, agents and employees or (c) any other person, to the extent the vendor's negligent act, omission or neglect at any OCRRA facility or along the transport route when hauling OCRRA materials. The existence of insurance shall in no way limit the scope of this indemnification. Vendor further undertakes to reimburse OCRRA for damage to property of OCRRA caused in part or in whole because of vendor's negligent act, omission or neglect at any OCRRA facility. OCRRA, for its part, shall reciprocate and remain responsible for the acts of its own officers, agents and employees for any injuries or damages sustained as a result of their negligent acts or omissions.

**2.10 OTHER TERMS AND CONDITIONS**

- A. OCRRA reserves the right to reject any and all bids, and to waive minor irregularities in any RFB response.
- B. OCRRA reserves the right to request clarification of the information submitted, and to request additional information from any respondent.
- C. Any RFB response may be withdrawn up until the submission deadline.
- D. Vendor may not delegate, subcontract or assign any of the obligations and duties hereunder to any other person, firm or entity without the express written consent of OCRRA. Vendor shall not be entitled to any payment or compensation from OCRRA for any costs or expenses incurred in conjunction with any subcontracting, assigning or further delegation.

**FORM A: BID SHEET**

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

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

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

Email: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_

**Option A**

"Burnable material" from Ley Creek Transfer Station to Onondaga County Waste-to-Energy Facility

Price per pull: \_\_\_\_\_

**Option B**

"Recyclable material" from Ley Creek Transfer Station to Recycle America MRF

Price per pull: \_\_\_\_\_

**Option C**

"Recyclable material" from Rock Cut Road Transfer Station to Recycle America MRF

Price per pull: \_\_\_\_\_

**Option D**

"Burnable material" from Amboy Compost Facility to Onondaga County Waste-To-Energy Facility

Price per pull: \_\_\_\_\_

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

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

**FORM B**  
**BUSINESS INFORMATION FORM**

1.	<b>Name Of Firm:</b>	
2.	<b>Address:</b>	
3.	<b>Contact Person:</b>	
4.	<b>Phone Number:</b>	
5.	<b>Fax Number:</b>	
6.	<b>Check All Appropriate:</b>	
	<input type="checkbox"/> Municipally Owned and Operated	
	<input type="checkbox"/> Closely Held Corporation - State of Incorporation: _____	
	<input type="checkbox"/> Publicly Held Corporation- State of Incorporation: _____	
	<input type="checkbox"/> Proprietorship - Name of Proprietor: _____	
	<input type="checkbox"/> Partnership - List of Principal Partners: _____	
	_____	
	_____	
	_____	
7.	<b>Years in Business:</b>	
8.	<b>Describe the Firm's Waste Hauling Experience:</b>	
9.	<b>Average Tons of Waste Handled Each Day:</b>	
10.	<b>Chief Executive/Operating Officer:</b>	
	Address:	
	Phone Number:	
	Fax Number:	





**FORM E**

**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)



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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: Jenna Lawrence

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

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

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

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

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

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