



REQUEST FOR SEALED, COMPETITIVE QUOTES FOR

**Temporary Personnel Services
Compost Site Gatekeepers**

February 26, 2024

**Deadline For Submission of Bids March 15, 2024
At 4:00P.M.**

**Onondaga County Resource Recovery Agency
100 Elwood Davis Road
N. Syracuse, NY 13212-4312**

Telephone: 315-453-2866

Fax: 315-453-2872

**See OCRRA website for Bid Specifications
and Answers to Bidders Questions:**

www.ocrra.org

Request for Sealed, Competitive Quotes for Temporary Personnel Services

Background Information:

The Onondaga County Resource Recovery Agency is a New York public benefit corporation created by Public Authorities Law, Title 13B, Sections 2045-a to 2045-x, as adopted in 1981 and amended in 1989.

The Agency was created for the public purpose of assisting in the planning development, construction, operation and maintenance of solid waste facilities. The Agency currently operates a compost site in the Town of Jamesville that requires additional personnel during the open season of April through November.

Temporary Personnel Requirements:

1. OCRRA wants to **payroll** one or two part time temporary employee(s) for a gatekeeper position at the Jamesville compost sites. Preferred the worker has previous experience with the compost site. OCRRA is looking for a quote on the hourly rate based on paying the employee \$15.25 per hour plus expense reimbursement. The assignment is needed from April 4th, 2024, to November 23rd, 2024. The days of work vary; the compost site is open Thursday through Saturday. There would be some travel using the worker's own vehicle and cash handling.
2. OCRRA is requesting a candidate to work up to two days per week during the open house of the compost site. The hours are 8:00 am to 4:30 pm on Thursday, Friday, or Saturday. The assignment starts April 4th, 2024, and continues through November 23rd, 2024. OCRRA is looking for a quote on the hourly rate based on paying the employee \$15.25 per hour plus expense reimbursement. The day of work vary, there would be some travel using the worker's own vehicle and cash handling.

Review Timeline:

| | |
|-------------------------|---|
| February 26, 2024 | Issuance of RFQ |
| March 15, 2024 @ 4:00pm | Deadline for receipt by Agency of Competitive Quote |
| March 20, 2024 | Approximate date for Purchase Order issued to selected vendor |

The Agency reserves the right to modify the schedule at any time with or without notice.

Instructions to Respondents:

1. Quote may be emailed to MBallard@ocrra.org, faxed to 315-453-2872, or may be enclosed in a sealed envelope, plainly marked "**COMPETITIVE QUOTE FOR TEMPORARY GATEKEEPER PERSONNEL SERVICES**", and addressed to the designated Agency contact as follows:
 - a. Michca Ballard-Fortin
Onondaga County Resource Recovery Agency
100 Elwood Davis Rd; ste 105
North Syracuse, NY 13212
2. Receipt of Quotes must be no later than 4:00 p.m. on Friday March 15th, 2024 at the address or email listed above.
3. A cover letter and any other supporting documentation should be submitted with the Quote. The cover letter should include the following:
 - a. A statement that the quote shall not be withdrawn for a period of ninety (90) days from the March 15th return deadline.
 - b. Commitment of organization to carry out provisions of quote if selected by Agency.
 - c. Cover letter must be signed by an individual empowered to sign such material and commit to the obligations contained in the quote.
 - d. Statement that all information in the entire quote, including any forms, supporting documents or subsequent submittals are factual and accurate.
 - e. Designation of the individual authorized to negotiate a contract with the Agency.
4. Providers should include a background history of their organization including the administrative contact personnel to act as a liaison and any other pertinent information regarding the organization. OCRRA encourages MWBE certified organizations to participate in the quotation process.

5. Quotes shall state the cost for services on an itemized “per service” basis, not in lump sum form, for services not covered under a basic fee. For any basic fee, state the specific services provided for such fee and the number of employees used to calculate such fee.

Confidentiality:

All quotes and supporting documentation submitted to the Agency will be subject to the NEW York State Freedom of Information Law (Public Officer’s Law, Article 6, Section 84-90) once a selection has been made by the Agency.

Conflict of Interest:

The professional organization selected to provide temporary personnel services to the Agency will be required to sign an affidavit attesting to no direct or indirect conflict of interest with the performance of these services to the Agency.

Non-Collusion:

The professional organization selected to provide temporary personnel services will be required to sign a Certificate of Non-Collusion.

Certificate of Insurance:

The professional organization selected to provide temporary personnel services will be required to provide a Certificate of Insurance.

Selection and Evaluation Process:

The evaluation and selection process will be based upon a thorough review of all quotes and related material submitted by the deadline date. The Agency specifically reserves the right to reject any and all quotes in its sole discretion. The Agency intends to select the quote that is deemed most advantageous to the Agency in its sole discretion. In reaching this determination, the Agency shall consider, without limitations, such factors as cost of services and responsiveness. Providers submitting quotes should be aware that while cost is a significant factor in the Agency’s determination, the Agency specifically reserves the right to select other than the lowest cost quote, if the Agency determines that such quote, on the basis of all factors considered, is most advantageous.

The Agency reserves the right to award to any provider, and to reject all quotes and to again solicit new quotes at its sole discretion.

Subsequent to contract negotiations relative to all terms, conditions and language necessary, the Agency’s Board of Directors will vote to make the final decision regarding selection and authorization for contract signing.

Inquiries:

All inquiries shall be in writing and directed to Michca Ballard-Fortin via fax at 315-453-2872 or email to MBallard@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 other OCRRA staff members regarding the invitation. Michca Ballard-Fortin is the designated contact person, and she will internally coordinate distribution of questions and written replies to inquiries to allow interested parties to be equally informed of questions and answers during the procurement process. To allow for distribution to all interested parties, kindly submit inquiries no later than 4:00 pm Wednesday, March 13th, 2024.

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

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)