

REQUEST FOR PROPOSALS FOR HOUSEHOLD HAZARDOUS WASTE DISPOSAL

Onondaga County Resource Recovery Agency
100 Elwood Davis Road
N. Syracuse, NY 13212-4312
315-453-2866

**Response due by August 8, 2024
at 1:00 p.m.**

I. INTRODUCTION & PROJECT DESCRIPTION

Onondaga County Resource Recovery Agency (OCRRA or the Agency) is soliciting proposals for the categorization, packaging, manifesting, transporting and disposal of household hazardous waste (HHW) in accordance with Federal, State and Local environmental regulations. 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. OCRRA services 33 of the 35 municipalities in Onondaga County and does not service the Town and Village of Skaneateles. OCRRA encourages submissions from Minority/Women Owned Business Enterprises for all quotes, proposals, and bids.

This program gives the citizens of Onondaga County an environmentally safe and convenient method to dispose of hazardous household waste. This program is partially funded by the New York State Department of Environmental Conservation Household Hazardous Waste State Assistance Program. OCRRA will be able to receive this grant if only eligible items are collected. The complete list of eligible and ineligible materials can be found in Form A. This project requires the collection, categorization, packaging, transportation, recycling and disposal of the HHW in accordance with Federal, State and Local environmental regulations.

II. SCOPE OF WORK

OCRRA is seeking a vendor that can provide ongoing collection, throughout the calendar year, at a vendor's location within Onondaga County, which is a certified hazardous waste collection site. The selected vendor and location would be responsible for ensuring compliance with all DEC and EPA regulations for the safe handling and disposal of all collected materials. Residents in OCRRA's service area would be able to drop off household hazardous waste with a signed OCRRA Certification Form. The drop off site is not at an existing OCRRA facility; **vendor needs to supply an in-county location for collection.**

Vendor shall assume and have exclusive responsibility for the receipt, recycling and disposal of household hazardous waste generated in Onondaga County and delivered to them. Vendor will bill OCRRA monthly for the OCRRA program accepted materials and provide OCRRA with itemized "receipts" for each appointment. If the vendor accepts materials that are not part of OCRRA's program from an Onondaga County resident, it should be noted on the "receipt" that the resident paid the vendor directly to dispose of the material, or that the cost of disposal was covered by an applicable product stewardship organization. The vendor's facility would be subject to an OCRRA audit at any time.

OCRRA will set up an online registration system for residents to register to drop off program accepted materials at the vendor location. An appointment date and time is scheduled through the online registration system and the resident must provide a digital confirmation of the appointment and sign a certification on-site which will be required to be submitted by the vendor with their request for payment from OCRRA.

OCRRA service area residents are currently able to bring acceptable household hazardous waste to a vendor location between 8:00 am and 3:00 pm on Monday, Thursday, and Friday, as well as the first Saturday of each month from 8:00 am to 12:00 pm with an appointment.

Responses must include a commitment to a specific schedule with preference given to schedules that encompass the same number of business hours as the current program. Drop off service will be provided year-round, excluding any national holidays.

OCRRA’s Elwood Davis office is closed for the following holidays: New Year’s Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

II. PROPOSAL REQUIREMENTS

Submission of Proposals

Proposals should be enclosed in a sealed envelope, plainly marked as “Proposal for 2025 Household Hazardous Waste Collection Services” and addressed as follows:

Jenna Lawrence
 ONONDAGA COUNTY RESOURCE RECOVERY AGENCY
 100 Elwood Davis Road
 North Syracuse, New York 13212-4312

All proposals are due no later than 1:00 p.m. on August 8. Proposals received after the specified time of the opening will be returned unopened. No faxed or e-mailed proposals will be accepted. Any questions regarding this RFQ or proposal requirements must be submitted by email to Jenna Lawrence at jlawrence@ocrra.org. All questions must be submitted by the end of the day, on Monday, July 15, 2024, and will be answered by Wednesday July 17,2024.

<u>EVENT</u>	<u>DATE</u>
RFP Issued	July 1, 2024
Questions due	July 15, 2024
Questions answered by OCRRA	July 17, 2024
RFP Due	1 PM, August 8, 2024
Committee Approval	August 21, 2024
Board Approval	September 11, 2024
Services will Commence	January 1, 2025

All proposals submitted must include the following documents and information. Vendors must submit Forms A – G to provide this information to OCRRA.

1. Vendor must provide the name, address, and telephone number of a **key contact person** with whom OCRRA should communicate relative to the vendor’s proposal.
2. Vendor must indicate the **location of the vendor’s site** where household hazardous waste materials will be dropped off by residents and whether the site is currently permitted to receive and store household hazardous waste materials by the NYSDEC.

3. Vendor shall provide a **list of storage/transfer/treatment and disposal facilities** that may be used through the course of this project. Any updates or changes to these locations may be requested by the Agency. The list must include the treatment and disposal facilities location, contact, telephone number and New York State and/or EPA identification number for each facility. The list must also include ownership of the disposal facility(ies) and the anticipated time frame from collection of the material at the vendor site to ultimate disposal.
4. Vendor shall provide a list of each chemical compound, product, household waste, containers, and quantities that the vendor will **NOT accept** for disposal. If certain wastes, certain containers, or certain quantities will NOT be accepted, please explain why. Indicate under what circumstances the contractor will accept waste not in the original containers.
5. Vendor shall provide copies of **all current local, state, and federal permits and certifications** issued to the firm pertaining to handling, storage, and transportation of hazardous waste. Vendor shall also provide comparable requirements in other states through which the waste might travel.

Vendor must provide a **description of the company's current insurance coverage** and **Certificate of Insurance** for the following limits. If limits are not met, describe available limits in RFP response.

Comprehensive General Liability		
Bodily Injury	\$1,000,000	Per occurrence
Property Damage	\$500,000	Per occurrence
Comprehensive Automobile Liability		
Bodily Injury	\$1,000,000	Per person or \$5,000,000 single limit
	\$5,000,000	Per occurrence
Property Damage	\$500,000	Per occurrence
Worker's Compensation	Statutory Limit	
Professional Liability	\$1,000,000	Per occurrence \$2,000,000 aggregate
Pollution Coverage	\$1,000,000	Per Occurrence \$2,000,000 aggregate

6. **NYSDEC Household Hazardous Waste State Assistance Program Eligibility** (Form A)
7. **Proposed Pricing Sheet** (Form B)
8. **Bidder Business Information Form** (Form C)
9. **Conflict of Interest Affidavit** (Form D)
10. **Certification of Non-Collusion** (Form E)
11. **Disclosure to OCRRA During Procurement Process of Prior Non-Responsibility Determinations** (Form F)

III. ADDITIONAL REQUIREMENTS

Provide a Cover Letter that must:

- Include a statement that the quote shall not be withdrawn for a period of ninety (90) days from the return deadline.
- Contain the commitment of the firm to carry out provisions of quote if selected.
- Be signed by an individual empowered by the vendor to commit to the obligations contained in the quote.
- Include a statement that all information in the quote, including any forms, supporting documents or subsequent submittals are factual and accurate.

The selected vendor will be required to agree to the following in connection with a contract to provide the requested HHW services.

- Agree to contractually assume OCRRA's responsibilities as a "generator" in the receipt, packaging, transporting, and disposal of the waste in question.
- Agree to recycle all mandatory Onondaga County recyclables while operating a business in Onondaga County.
- Add OCRRA, by endorsement, on both the General Liability and Automobile Liability insurance policies as an additional insured on a primary and non-contributory basis. The limits of coverage for General Liability and Automobile Liability will be at least at those levels set forth for each in the above table.
- Provide subrogation waivers for all subcontractors.
- Provide all information necessary for OCRRA to comply with 6 CRR-NY IV B 362-4 and provided necessary documentation to be eligible for yearly NYSDEC grant reimbursement (Form A).
- Provide a regularly updated pricing sheet to OCRRA in case items other than those listed on the pricing sheet are delivered.
- OCRRA will give preference to vendors who are/or will become a PaintCare Program participant.

IV. BASIS FOR AWARD

The selection decision will take into account the vendor's ability to meet the requirements of this proposal on a cost-effective basis. OCRRA reserves the right to select for award any or none of the proposals received in response to this RFP. OCRRA also reserves the right to provide addenda to this request which may include a request for additional information.

Form A:

NYSDEC Household Hazardous Waste State Assistance Program Eligibility

ELIGIBLE Items for Reimbursement from NYSDEC Household Hazardous Waste State Assistance Program

- Acetone
- Acids
- Adhesives
- All Purpose Cleaners
- Ammonia
- Ant baits
- Antifreeze
- Armor All Protectant
- Automotive Fluids
- Barometer (w/ mercury)
- Batteries- E-Bike
- Batteries- Encased
- Batteries- Scooter
- Battery acid
- Bleach
- Body Filler
- Brake Fluid
- Brush cleaners
- Bug and tar remover
- Bug foggers
- Butane
- Canned Air
- Car Polish Wax
- CFLs
- Chlorine
- Chlorine tablets
- Citronelle
- Cleaners
- Coleman fuel
- Concrete patch
- Cooper dust
- Denatured alcohol
- Di-electric grease
- Diesel fuel
- Drain cleaner
- Drano
- Driveway sealer
- Dust Remover
- Engine degreaser
- Envrioseal 40
- Essential Oils
- Expoy
- Floor and furniture polish
- Floor care products
- Fluoride
- Fluorescent bulbs
- Fuel Oil
- Gas mixed with oil
- Gasoline (containers can be poured off and returned)
- Glove Softener
- Glues (Adhesives/non-craft)
- Grout
- Hand sanitizer
- Herbicides
- Insect fogger
- Insecticides
- Kerosene
- Lamp oil
- Lawn care products
- Lawn Gro
- Leather preservatives
- Lighter fluid
- Liquid shoe polish
- Liquid Smoke
- Lube Grease
- Lubricant
- Lye
- Magic Sizing Fabric Finish
- Mercury containing devices (excluding thermostats)
- Metal polish
- Mineral oil
- Mineral spirits
- Mole Killer
- Mothballs
- Muriatic acid
- Nail polish remover
- Naphtha
- Naval jelly
- Nitrogen plus
- Oven cleaner
- Oxyclean
- Paint Stripper
- PCB containing light ballast
- Pepper Spray
- Petroleum products
- pH down

- pH up
- Photo developers
- Photo toners
- Plant Food
- Pool chemicals
- Power Steering Fluid
- PVC cement
- Radiator Flush Fluid
- Raid
- Resins
- Roof cement
- Rug Shampoo
- ScotchGuard
- Scott halts weed preventer
- Scratch remover
- Sevin powder
- Solid shoe polish
- Solvents
- Spray Paint
- Sternos
- Tar
- Thermometer (that contains mercury)
- Thinners
- Tiki lamp oil
- Toilet bowl cleaner
- Toluene
- Transmission Fluid
- Turbine oil
- Turf builder
- Turpentine
- UV Bulbs
- Vapes
- WD-40
- Weed and Feed
- Xylene

**INELIGIBLE Items for Reimbursement from
NYSDEC Household Hazardous Waste State Assistance Program**

- Alkaline batteries
- Ammunition
- Any miscellaneous materials and packaging
- Asbestos
- Bulk metal
- Construction and demolition debris
- Electronic waste
- Emergency flares
- Empty aerosol cans
- Empty containers
- Empty paint cans
- Empty propane tanks
- Empty refrigerant cans
- Explosives
- Fire extinguishers
- Hazardous paint
- Household medical waste
- Latex paint
- Mercury thermostats
- Motor Oil
- Pharmaceutical waste
- Radioactive material
- Rechargeable batteries
- Regulated medical waste
- Smoke detectors
- Tires
- Vehicle lead acid batteries
- Wireless telephones
- White goods

Documentation Needed for NYSDEC Grant Program

- Copy of vendor’s collection location DEC permit
- Manifests from any OCRRA sponsored events held on vendor’s premises (such as the yearly mercury collection)
- Vendor’s annual report
- Vendor will directly complete Vendor Responsibility Questionnaire through the NYSDEC website.
- Official communication between vendor and OCRRA stating ineligible items and program agreement.

I understand what documentation and information is required and will provide this to OCRRA each year. I also understand that the required information for grant eligibility might change from year to year and will provide any needed new information.

Authorized Vendor Representative:

Printed Name: _____

Signature: _____

Title: _____

Form B:
Proposed Pricing Sheet

Price Per Car for Collection of Household Hazardous Waste 2025: \$_____

Optional Percent Increase for Second Year of Collection for 2026: _____%

Form C:
Vendor 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: _____	

Dated _____, 20__

Form D
Conflict of Interest Affidavit

STATE OF _____)

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 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)

Form F:
Disclosure To OCRRA During Procurement Process Of
Prior Non-Responsibility Determinations

OCRRA Procurement regarding: HHW Services

OCRRA Designated Procurement Contact Person: Jenna Lawrence

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: Jenna Lawrence

Vendor Signature

Print Signer's Name

Vendor Title: _____ Date: _____

Vendor Name: _____

Vendor Address: _____

