

Request for Quotes for Transport and Management of Household Vape Products

ISSUED BY:

ONONDAGA COUNTY RESOURCE RECOVERY AGENCY

RESPONSES DUE BY:

September 25, 2024

2:00 p.m.

Background:

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.

OCRRA’s service territory, Onondaga County, is in the center of New York State and encompasses 810 square miles of land. Approximately 468,000 people reside in OCRRA’s 33 member municipalities. The largest single municipality is the City of Syracuse with a population of approximately 148,000.

OCRRA conducts its procurements to maximize competition and provide all vendors with an opportunity to compete fairly. For any procurements over \$15,000, all contacts and correspondence with the Agency after a Request for Quotes goes out, must be exclusively through a designated OCRRA Procurement Contact Person, and no one else.

The designated contact for this procurement is Paige Bell, who can be reached at 315-453-2866 ext. 1223 or pbell@ocrra.org.

Questions must be submitted by email to the email address listed above. Vendors, their agents, and representatives are directed not to contact or lobby other staff members, management, or members of the Board of Directors of OCRRA regarding this RFQ. Questions raised through the designated contact person and answers thereto will be emailed to all known prospective Proposers.

Each Proposer must furnish with their proposal a properly signed Conflict of Interest Statement, Non-Collusion Affidavit, and State Finance Law form. The Conflict of Interest Statement, Non-Collusion Affidavit, and State Finance Law Form are to be completed and submitted either with the Proposal or within ten (10) days of notice of the award of the contract by OCRRA. By submitting a proposal, the proposer warrants that there is no conflict of interest in their other contracts or other employment, if any, with submission of the proposal hereunder and that the Proposer shall advise OCRRA if any conflict or potential conflict of interest exists or arises in the future.

Services Requested:

OCRRA is soliciting quotes for transport and management of household vape products in accordance with Federal, State, and Local environmental regulations. OCRRA encourages submissions from Minority/Women-Owned Business Enterprises and Service-Disabled Veteran-Owned Businesses for all quotes, proposals, and bids.

OCRRA does not currently have a program to collect and manage vape products from households. However, vape products incidentally are deposited in OCRRA's Household Battery Drop Off kiosks and are not accepted by OCRRA's battery recycling vendor. Over the past year, we have separated about a 15-gallon size container of vape products from material that was dropped off in OCRRA battery kiosks.

Vape Products include:

- **E-Cigarettes:** Disposable, prefilled or refillable - No tank or pod, cartridge attached to pen containing battery
- **Tank / Mods:** Designed for multiple uses, can be filled with different substances and modified to vary voltage
- **Pod Mods:** Prefilled OR refillable pod OR pod cartridge with modifiable pod system; comes in many sizes, shapes, colors; contain nicotine, THC or CBD - with or without flavors
- **E- Liquids:** Typically, a mixture of water, flavoring, choice of nicotine levels or cannabis

Scope of Work:

OCRRA is requesting quotes for the transport and management for vape products. Quotes are requested for OCRRA providing transport of the vape products, or the vendor picking up the containers from OCRRA's Amboy Compost Site.

In quotes where OCRRA is not providing transport of vape products, **OCRRA requires the vendor to provide the following services:**

1. Provide the correct number and type of containers to be utilized for shipment for final disposition.
2. Collect the containers from OCRRA's Amboy Compost Site in Camillus, NY and transport full containers to a management facility.
3. Provide a signed certification form to OCRRA demonstrating the proper disposal of the vape products following all the appropriate health, safety, and environmental requirements, with each invoice.

In quotes where OCRRA is NOT providing transport of vape devices, **OCRRA will provide to the vendor:**

1. Storage of the containers until minimum shipping requirements have been met.
2. A forklift to facilitate the loading of the containers (no dock is available).
3. If needed, a scale to weigh the truck in, both empty and full. **The vape devices will still need to be weighed by the vendor.** The OCRRA scale is for billing verification only.

OCRRA requests contracted services for calendar year 2025, with the option for three, one-year extensions.

The selected vendor shall provide a list of storage/transfer/treatment and disposal facilities that may be used through the course of this project. The list must include the treatment and disposal facilities location, contact, telephone number, and state and/or EPA identification number for each facility. The list must also include ownership of the recycling facility(ies) and the anticipated time frame from collection of the material at the vendor site to ultimate disposal.

Submission of Quotes:

Quotes should be sent via email with the subject line, “Quote for 2025 Household Vape Product Management Services” to Paige Bell at pbell@ocrra.org (1 C, 2 Rs).

All quotes are due no later than 2:00 p.m. on September 25. Quotes received after the specified time of the opening will not be considered. Any questions regarding this RFQ or proposal requirements must be submitted by email to Paige Bell at pbell@ocrra.org. All questions must be submitted by 2 pm, on Tuesday, September 10, 2024, and will be answered by Friday, September 13, 2024.

<u>EVENT</u>	<u>DATE</u>
RFQ Request Issued	Wednesday, August 28, 2024
RFQ Questions Due	Tuesday, September 10, 2024
Questions answered by OCRRA	Friday, September 13, 2024
RFQ Due by 2pm	Wednesday, September 25, 2024
Staff presents selection to Recycling Committee	Wednesday, October 16, 2024
Committee presents resolution to Board of Directors	Wednesday November 13, 2024,
Resolution Adopted and Contract Services Begin	Thursday November 14, 2024

OCRRA reserves the right to modify this schedule, with or without notification, at any time.

All quotes submitted must include the following documents and information.

1. Cover Letter. It 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.
 - Indicate if your firm is willing to renew your contract for three, one-year periods on the same terms and conditions or specify otherwise. (This contract renewal, if offered, would be at OCRRA's discretion.)

2. Vendor must provide the name, address, and telephone numbers of a key contact person with whom OCRRA should communicate relative to the vendor's quote. (Attachment A)

3. Related Project Experience - Vendor shall submit a list of at least three other customers who use the vendor's vape device management services. Provide reference names and numbers who OCRRA can contact. (Attachment A)

4. Copies of all current local, state, and federal permits and certifications issued to the firm pertaining to handling, storage, and transportation of vape products. Vendor shall also provide comparable requirements in other states through which the waste might travel.

5. Proposed pricing for vape transport and management. If the vendor does not offer all the services requested, they are encouraged to submit quotes for what services they can provide. (Attachment B)

6. Complete the Conflict-of-Interest Affidavit (Attachment C)

7. Complete the Certification of Non-Collusion (Attachment D)

Basis for Selection:

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 quotes received in response to this RFQ. OCRRA also reserves the right to provide addenda to this request which may include a request for additional information.

*****Please see attachments*****

Attachment A

Vendor Application Information

Key Contact Person:

Vendor must provide the name, email address, and telephone number of a **key contact person** with whom OCRRA should communicate relative to the vendor's proposal.

Vendor Name: _____

Key Contact Name: _____

Key Contact Email: _____

Key Contact Phone Number: _____

Vendor References:

Vendor shall submit a list of at least three other customers who use the vendor's vape product management services.

Reference Name/Entity: _____

Reference Contact: _____

Reference Name /Entity: _____

Reference Contact: _____

Reference Name /Entity: _____

Reference Contact: _____

Attachment B

Proposed Pricing

Vendor Name: _____

Please describe proposed pricing for vape product transport and management. **If the vendor does not offer all the services requested, they are encouraged to submit quotes for what services they can provide.**

The executed contract will be for calendar year 2025, beginning January 1, 2025, with the option for three, full, 12-month extensions, ideally at the same price and conditions. If pricing will change from year-to-year, please include prices under each section.

Vape Products include:

- **E-Cigarettes:** Disposable, prefilled or refillable - No tank or pod, cartridge attached to pen containing battery
- **Tank / Mods:** Designed for multiple uses, can be filled with different substances and modified to vary voltage
- **Pod Mods:** Prefilled OR refillable pod OR pod cartridge with modifiable pod system; comes in many sizes, shapes, colors; contain nicotine, THC or CBD - with or without flavors
- **E- Liquids:** Typically, a mixture of water, flavoring, choice of nicotine levels or cannabis

If you can not provide management services for all of the products above please explain:

If OCRRA Packages and Ships/Transports Vape Products to Disposal Facility:

2025 Price for Vape Product Management \$ _____/UNIT

Please specify unit of measurement:

___ Pound

___ 55-Gallon Drum

___ 5-Gallon Bucket

___ Other: _____

Is your firm willing to renew the pricing as provided above for three additional one-year renewals? ___ Yes ___ No

If no, what price changes would you commit to for the following years?

Providing specific information such as dollar amounts or percent increases affords OCRRA the potential to continue services with the selected vendor for additional time without re quoting the project at the end of 2025.

2026 Price for Vape Product Management: \$ _____/UNIT

2027 Price for Vape Product Management: \$ _____/UNIT

2028 Price for Vape Product Management: \$ _____/UNIT

Disposal Method/Process: _____

Disposal Facility Name: _____

Disposal Facility Address: _____

Disposal Facility Contact: _____

Preparation of Vape Devices for Shipment to Management Facility Required
(Preparation to be completed by OCRRA unless otherwise specified):

Vendor's preferred packaging/shipment preparation (ex., packaged in 5-gallon buckets) for
Shipment to Recycling Facility (Packaging to be completed by OCRRA unless otherwise specified):

If Vendor Picks up Vape Devices at OCRRA Location and Self-Transports to Recycling Facility:

OCRRA Pick Up Location: Amboy Compost Site, 6296 Airport Road, Camillus, NY 13209

2025 Price for Vape Device Management \$_____ /UNIT

Please specify unit of measurement:

___ Pound

___ 55-Gallon Drum

___ 5-Gallon Bucket

___ Other: _____

Is your firm willing to renew the pricing as provided above for three additional one-year renewals? ___ Yes ___ No

If no, what price changes would you commit to for the following years?

Providing specific information such as dollar amounts or percent increases affords OCRRA the potential to continue services with the selected vendor for additional time without re quoting the project at the end of 2025.

2026 Price for Vape Device Management: \$_____ /UNIT

2027 Price for Vape Device Management: \$_____ /UNIT

2028 Price for Vape Device Management: \$_____ /UNIT

Disposal Method/Process: _____

Disposal Facility Name: _____

Disposal Facility Address: _____

Disposal Facility Contact: _____

Preparation of Vape Devices for Shipment to Management Facility Required
(Preparation to be completed by OCRRA unless otherwise specified):

Vendor's preferred packaging/shipment preparation (ex., packaged in 5-gallon buckets) for Shipment to Recycling Facility (Packaging to be completed by OCRRA unless otherwise specified):

Attachment C

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

Attachment 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)