



Request for Quotes for Fabrication and Installation of Rock Cut Road Transfer Station Street Sign

Dated: June 26, 2026

ISSUED BY:

Onondaga County Resource Recovery Agency

Deadline for Submission of Quotes:

Friday, July 31, 2026, at 2:00 p.m.

Deadline for Submission of Questions:

Tuesday, July 14, 2026, at 4:00 p.m.

Answers to vendor questions will be posted in the procurement section
of OCRRA.org by **July 17, 2026.**

Onondaga County Resource Recovery Agency

100 Elwood Davis Road
N. Syracuse, NY 13212-4312
Telephone: 315-453-2866

SECTION 1: ABOUT THE AGENCY

1.1 THE AGENCY:

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 in the center of New York State and encompasses more than 800 square miles of land. Approximately 458,000 people reside in OCRRA’s 33 member municipalities. The largest single municipality is Syracuse, with a population of about 145,000. OCRRA encourages submissions from Minority/Women-owned Business Enterprises (MWBE) for all quotes, proposals, and bids.

1.3 VENDOR CONTACTS

The designated contact for this procurement is Jess Lacelle, who can be reached at 315-453-2866 ext. 1231 or jlacelle@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 OCRRA Board of Directors regarding this RFQ. Questions raised through the designated contact person and answers thereto will be posted on OCRRRA.org for all known prospective vendors.

1.4 CONFLICT OF INTEREST STATEMENT, NON-COLLUSION AFFIDAVIT, PRIOR NON-RESPONSIBILITY AND ADDITIONAL FORMS

OCRRA must be provided with a properly signed Conflict of Interest Statement, Non-Collusion Affidavit, and Disclosure of Prior Non-Responsibility Determination form. Each vendor should also review the State Finance Law and Permissible Contacts Affirmation forms.

The Conflict-of-Interest Statement, Non-Collusion Affidavit, and Disclosure of Prior Non-Responsibility forms are to be completed and submitted either with the quote or within ten (10) days of notice of the award of the contract by OCRRA. By submitting a quote, the Vendor warrants that there is no conflict of interest in their other contracts or other employment, if any, with submission of the quote hereunder and that the Vendor shall advise OCRRA if any conflict or potential conflict of interest exists or arises in the future.

1.5 TAX EXEMPT STATUS

OCRRA is exempt from the payment of county, state, and local sales and compensating use taxes on all materials, equipment, and supplies sold to OCRRA.

SECTION 2: ABOUT THE PROJECT

OCRRA needs a new street sign for our Rock Cut Road Transfer Station at **5808 Rock Cut Road, Jamesville, NY 13078**. Below are the items that will need to be included in the quote/services.

- The sign will be outdoors and must be visible in the dark, therefore please quote with **reflective vinyl**.
- The sign will need to be **durable and weatherproof**, likely made of aluminum. A wooden sign is not desired. Specify the material you are recommending with your quote.
- The sign will need to be **double-sided**.
- The sign is made up of **5 key pieces** (*see attached images for reference*)
 - Main sign 8'w x 3'h [1.]
 - Summer hours 8'w x 2'h wide interchangeable sign piece [2. & 3.]
 - Winter hours 8'w x 2'h wide interchangeable sign piece [2. & 3.]
 - 2 steel posts [4.]
 - 2 concrete bases [5.]
- The hours section [2. & 3.] will need to have two interchangeable 8'w x 2'h sign pieces so OCRRA can have summer hours posted for half the year, and winter hours the other half. **Please advise and quote the best method to do this (avoid quoting methods using individual letters).**
- OCRRA will need any necessary **hardware for the two interchangeable pieces included in the quote**.
- OCRRA will need the complete **installation** of the sign, posts, and concrete base (the new sign should be erected where the old sign previously stood) included in the quote.
- Vendor will need to obtain any necessary installation **permits**.
- OCRRA will design the sign in-house. Please **provide art requirements** and whether certain designs/colors would change the price.

Attached please find reference images to assist in quote development.

1) **RCR Old Sign Markup** (shows old sign as well as notation numbers [1-5] referenced above)

2) **RCR Street View Markup** (shows image of current site and buildings to assist with context, as well as the old sign's location [OSL]. The view is looking East on Rock Cut Road / CR 103)

OCRRA is looking for the most economical pricing, but also best quality signs possible.

OCRRA encourages vendors to set up a time to visit the Rock Cut Road Transfer Station site with our representative, no later than July 14, 2026, in order to understand the challenges of the site and to ensure quoting is accurate. Contact Jess LaCelle at jilacelle@ocrra.org to coordinate your visit.

SECTION 3: TIMELINE

<u>EVENT</u>	<u>DATE</u>
Issuance of RFQ	June 26, 2026
Deadline for questions	July 14, 2026, by 4 p.m.
Deadline to visit the sign site with an OCRRA representative.	July 14, 2026, by 4 p.m.
Q&As will be posted to Agency website	July 17, 2026
Deadline for Agency's receipt of competitive quotes	July 31, 2026, by 2 p.m.
Agency reviews quotes and contracts with awardee	August 2026
Sign design and installation must be completed	October 28, 2026

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

SECTION 4: PUBLIC DISCLOSURE

Prior to vendor selection, all information contained in the main body of the quote 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 vendor selection. After vendor selection, the quotes, including any appendices, will be matters of

public record and will be treated as such. **Proprietary or confidential information should be clearly labeled as such.**

SECTION 5: BASIS FOR SELECTION

The evaluation and selection process will consider the vendor's ability to meet the requirements of this request on a cost-effective basis. OCRRA specifically reserves the right to select, for award, any or none of the quotes submitted, at its sole discretion, or to waive any nonconformance in quotes received. OCRRA also reserves the right to provide addenda to this request, which may include a request for additional information.

SECTION 6: SUBMISSION OF QUOTES

The quote must include the completed forms below sent via email to jlacelle@ocrra.org or via mail. If sent by mail, please include the description QUOTE FOR TRANSFER STATION SIGN on the outside of the envelope.

Address the package to:
OCRRA
Attention: Jess LaCelle
100 Elwood Davis Road
North Syracuse, NY 13212

All quotes are due no later than 2:00 p.m. on July 31, 2026. Quotes received after the specified time will not be considered. Any questions regarding this RFQ or quote requirements must be submitted by email to Jess LaCelle at jlacelle@OCRRA.org. All questions must be submitted by 4:00 pm, on July 14, 2026, and will be answered by July 17, 2026 and posted on OCRRA.org in the procurement section of the website.

All quotes must include the following completed items and forms.

1. Cover letter that must:

- Include a statement that the quote shall not be withdrawn for 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.
- Copies of all current local, state, and federal permits and certifications issued to the firm pertaining to sign installations.

2. The vendor must provide a description of the company's current insurance coverage and a certificate of insurance. The amount of coverage shall be the statutory required coverage for workers' compensation coverage as well as general liability and automobile liability coverage with a minimum amount of coverage of one million dollars per occurrence. OCRRA must be named as an additional insured on a primary and non-contributory basis.
3. The vendor must provide the name, address and telephone numbers of a key contact person with whom OCRRA should communicate with, relative to the vendor's quote and logistics.
4. Related Project Experience – Vendor shall submit a list of at least three other customers who ordered the fabrication and installation of outdoor facility signs. Provide reference names and numbers for individuals whom OCRRA may contact.
5. Copies of all current local, state and federal permits and certifications issued to the firm pertaining to sign installations.
6. Completed Conflict of Interest Affidavit (attached).
7. Completed Certificate of Non-Collusion (attached).
8. Completed Prior Non-Responsibility Determination (attached).
9. Completed Quote Sheet – Rock Cut Road Transfer Station Street Sign (attached).
10. Copies of current declaration pages for insurance coverage for workers' compensation, general liability and automobile liability.

Also, be sure to review the State Finance Law Procurement Form (attached) and Permissible Contacts Affirmation (attached).

Questions about this RFQ should be directed in writing to:

Jess LaCelle at jlacelle@ocrra.org
Questions must be received on or before
Wednesday, July 14, 2026, at 4 p.m.

Welcome to



Rock Cut Road Transfer Station

HOURS: MON. - FR. 6:30 am - 1:30 pm

Residential Hours: M-F 3:00 pm - 6:00 pm, Sat. 8:00 am - 12:00 pm

1.

2. & 3.

4.

5.



OSL

Quote Sheet

Rock Cut Road Transfer Station Street Sign

Request for Quotes issued June 26, 2026
Due July 31, 2026, 2:00 p.m.

Vendor Name: _____

Vendor Contact Name: _____

Vendor Contact Number: _____

Vendor Contact Email: _____

Is the vendor a Minority Business Enterprise and/or Women-Owned Business (MWBE)? _____

Will the quoted sign be manufactured with reflective vinyl? _____

If not, please specify material being quoted: _____

Will the main sign be constructed of aluminum? _____

If not, please specify material being quoted: _____

Is your quote for a double-sided sign? _____

In addition to the main sign, the quote must include a removable/interchangeable lower section so facility hours can be adjusted throughout the year, as needed? Two of these interchangeable pieces, listing summer and winter hours must be included in the quote. Is this need reflected in your quote, including necessary hardware? _____

What method would you use to meet the need for an interchangeable portion of the sign? OCRRA encourages images of examples with the quote.

Does the quote installation include concrete bases and steel signposts? _____

If not, please specify alternative materials quoted: _____

Are you prepared to obtain necessary permits? _____

Are you prepared to complete the project by the October 28, 2026 deadline?

If not, specify alternative date to guarantee project completion: _____
Did you visit the site with an OCRRA representative before submitting your quote?

OCRRA will design the sign in-house. Please provide art requirements and whether certain designs/colors would change the price:

Are there any additional considerations that were not covered that you'd like to note?

Please provide quotes for the following:

Vendor Name	Price for install & related supplies	Price for manufacturing of sign & related supplies	All other costs (please specify)	Total project cost

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: _____

Vendor Signature:

Print Signer's Name:

Vendor Title:

Date:

Vendor Name:

Vendor Address:

**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 successful 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____

CERTIFICATE OF NON-COLLUSION

Non-collusive Certifications required of all bidders 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, the bidder and each person signing on behalf of the bidder certifies, and in the case of a joint bid 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 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 or with any competitor.

(2)Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3)No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid 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

**DISCLOSURE TO OCRRA DURING PROCUREMENT PROCESS OF
PRIOR NON-RESPONSIBILITY DETERMINATIONS**

OCRRA Procurement regarding: _____

OCRRA Designated Procurement Contact Person: _____

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.

Bidder/Proposer/Quoter Seeking to Enter into the Procurement Contract with OCRRA:

Name: _____

Address: _____

Person Submitting this Form:

Name: _____

Title: _____

Phone Number: _____

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):

Please Circle: No / Yes

If you answered yes to the above question, please provide details regarding the finding of Non-Responsibility below:

DISCLOSURE TO OCRRA DURING PROCUREMENT PROCESS OF
PRIOR NON-RESPONSIBILITY DETERMINATIONS - Page 2

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):

Please Circle: _____ No / Yes

If yes, please provide details: _____

New York Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

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: _____

IMPORTANT STATE FINANCE LAW PROCUREMENT COMPLIANCE PROVISIONS

OCRRA Procurement regarding: _____

OCRRA Designated Procurement Contact Person (s): _____

OCRRA conducts its procurements to provide all vendors with an opportunity to compete fairly to maximize competition. New York State has enacted provisions in its State Finance Law, applicable to any contract over \$15,000.00 that further promotes fair competition. This law now requires that all communications i.e. “contacts” with OCRRA regarding this procurement, after the Request to Bid, Request for Proposals, or Request for Quotes go out, must be through a designated OCRRA Procurement Contact Person. Our Designated Procurement Contact Person is listed above. All contacts by potential vendors should be through the Designated Procurement Contact Person and **NO ONE ELSE!** The Designated Procurement Contact Person will record all such contacts and any responding information given to a potential vendor will also be shared with all potential vendors, so no one has a competitive advantage. As a potential vendor on this procurement, you will need to fill in the Permissible Contacts Affirmation form, attached, and submit it with your bid/proposal/quote. You will also need to fill in the other part of this two-page form that advises OCRRA of any Non-Responsibility Determinations under this law. If you fail to comply with the above Procurement contacts restrictions or you submit knowingly false, inaccurate or incomplete information, or you violate our OCRRA Ethics Code, you may be found to be a “Non-Responsible” vendor. This can result in a rejection of your firm for contract award, a cancellation of the contract, if later discovered (the Contract will include a cancellation provision for such a contingency), and in the event of two such findings in a four year period, debarment from obtaining any further OCRRA procurement contract for a period of four years from the time of the second violation.

Please be sure to familiarize yourself with these new legal provisions, fill out the attached forms, and contact only the Designated Procurement Contact Person during the procurement process. This will promote fair competition on this procurement and will not disqualify your firm from a potential OCRRA contract award.