

Request for Quotes

Mercury Collection Event, Packing, Transport, and Disposal Services

Onondaga County Resource Recovery Agency
100 Elwood Davis Road Suite 105
N. Syracuse, NY 13212-4312
315-453-2866

Questions Due:

Thursday, July 2, 2026 at 2:00 PM

Quotes Due:

Thursday, July 30, 2026 at 2:00 PM

Background

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.

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 municipality is the City of Syracuse, with a population of about 148,000. OCRRA encourages submissions from Minority/Women-owned Business Enterprises (MWBE) for all quotes, proposals, and bids.

The designated contact for this procurement is Andrew Crosby, who can be reached at 315-701-1145 or acrosby@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 emailed to all known prospective vendors.

Public Disclosure

Prior to Proposer selection, all information contained in the main body of the proposal 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 Proposer selection. After Proposer selection, the proposals, 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.**

Taxes

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.

Scope of Work

OCRRA holds an annual Mercury (Hg) Collection Event in Onondaga County to collect mercury containing thermostats, thermometers, other mercury containing items, and elemental mercury.

This year the event will be on **Saturday, September 12, 2026, from 8:00 AM to 11:00 AM**. OCRRA needs mercury packaging, transport, disposal services, and an appropriately trained

technician to oversee material packaging and provide clean up in the event of a spill. The technician is required to be on site from 7:45 AM to 12:00 PM. The vendor will need to remove all materials by noon on the date of the event. The vendor is responsible for meeting all laws, rules, and regulations.

OCRRA is requesting that interested vendors indicate if they are willing to host the event at their local facility, and, if so, at what cost, if any. If the event will be hosted at the vendor's location, OCRRA also requests access to set up at the site on Friday, September 11, 2026, if needed.

If the interested vendor must host this event at one of OCRRA's facilities, the vendor must provide all support, equipment, materials, and labor for the event consistent with all regulatory requirements.

Support will be necessary to obtain registration for this collection event consistent with 6 NYCRR Part 360.15 and 362-4 including but not limited to a Site Plan; Collection Event Plan; Spill Prevention and Control Plan; Emergency Response Plan; and Security Plan.

Please note: Mercury thermostats collected through this event will be managed through the Thermostat Recycling Corporation program and therefore are not to be included as part of this request for a quote.

Submission Instructions

Quotes must either be e-mailed to Andrew Crosby at acrosby@ocrra.org or enclosed in a sealed envelope, clearly marked as “**Price Quote Mercury Collection Services**” and addressed to:

Andrew Crosby
Onondaga County Resource Recovery Agency
100 Elwood Davis Road – Suite 105
North Syracuse, New York 13212-4312

All quotes are due by Thursday, July 30, 2026. No later than 2:00 PM.

Questions related to this request should be submitted to Andrew Crosby, acrosby@ocrra.org, by Thursday, July 2, 2026, at 2:00 PM.

Questions will be answered by OCRRA on Tuesday, July 7, 2026.

<u>EVENT</u>	<u>DATE</u>
RFQ Issued	Monday, June 22, 2026
Questions Due	Thursday, July 2, 2026
Questions answered by OCRRA	Tuesday, July 7, 2026
Quote Due	Thursday, July 30, 2026
Vendor Selected	Monday, August 10, 2026

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

Submission Requirements

The quote must include the completed forms below, as well as the completion of a cover letter (described below) and any other materials that the vendor desires as supporting documents.

- Signed and completed **Pricing Sheet(s) (Attachment A)**
- Signed and Notarized **Conflict of Interest Affidavit (Attachment B)**
- Signed and completed **Certificate of Non-Collusion (Attachment C)**
- Signed and completed **Prior Non-Responsibility Determination (Attachment D)**
- Read **State Finance Law Procurement Compliance Provisions (Attachment E)**

Cover letter 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 bid if selected.
- Be signed by an individual empowered by the vendor to commit to the obligations contained in the bid.
- Include a statement that all information in the bid, including any forms, supporting documents or subsequent submittals are factual and accurate.

The 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 submitted quote. OCRRA must be named as an additional insured on these policies on a primary and non-contributory basis.

Comprehensive General Liability:

Bodily Injury \$1,000,000 per occurrence
Property Damage \$500,000 per occurrence
Pollution Coverage \$1,000,000 per occurrence

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

questions about the bid, and if different, a locally based contact to connect with about event logistics.

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

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.

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

ATTACHMENT A

2026 Mercury Collection Event Pricing

Company Name:

Mailing Address:

Contact Name and Title:

Contact Info:

Please note: Mercury thermostats collected through this event will be managed through the Thermostat Recycling Corporation program and therefore are not to be included as part of this request for a quote.

1. Labor Per Hour: 1 Technician

1a. Technician should plan on being on site from 7:45 AM to 12:00 PM. \$ _____ per hour

2. Disposal of Elemental Mercury (including all packing, vehicle and transport costs, and disposal, but does not include containers listed in 3a-3c).

2a. Cost per pound \$ _____ per pound

3. Containers for Mercury Containing Items

3a. 5-gallon container \$ _____ per bucket

3b. 15-gallon container \$ _____ per bucket

3c. 20-gallon container \$ _____ per bucket

4. Miscellaneous Costs

4a. Shipping document and profiling fee, if any \$ _____

4b. Environmental insurance and security fee, if any \$ _____

4c. Personal protective equipment \$ _____

4d. Spill kit (OCRRA will only be charged if used) \$ _____

4e. Hosting event at vendor's location () YES () NO \$ _____

5. Please list and describe all other costs

5a. \$ _____

5b. \$ _____

5c. \$ _____

6. Please describe how the mercury items collected will be managed, where the mercury will be sent, and how mercury is managed at that location(s). For example, is the mercury retorted, sequestered, or managed in some other manner.

Signed:

Date:

Attachment B

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

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: Mercury Collection Event, Packing, Transport,
and Disposal Services

OCRRA Designated Procurement Contact Person: Andrew Crosby

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 1 39-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:

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: Mercury Collection Event, Packing, Transport,
and Disposal Services

OCRRA Designated Procurement Contact Person (s): Andrew Crosby

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.