

Request for Proposals

Household Hazardous Waste Collection Services and Disposal

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

Questions Due:
By July 31, 2026, at 2:00 p.m.

Proposals Due:
by August 28, 2026, at 2:00 p.m.

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 vendor 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 vendor selection. After vendor 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 is seeking a vendor that can provide ongoing collection of household hazardous waste throughout the calendar year at the 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.**

Vendors 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 will also be required to provide a monthly breakdown of all items and amounts accepted on-site. OCRRA requires both sets of documentation for NYSDEC grant application to help fund this program.

OCRRA will give preference to vendors who are/or will become a PaintCare Program participant.

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-eligible materials at the vendor location. An appointment date and time is scheduled through the online registration system. The residents must provide digital or physical 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 that includes at least 21 hours per week and an additional 4 hours on one Saturday per month. Preference will be given to schedules that provide maximum convenience to the community. Drop-off service will be provided year-round, excluding any national holidays. If the Vendor is closed on any regularly scheduled service day, the Vendor should provide an equivalent number of appointment hours by offering an alternative service day, ideally immediately prior to or following the closure date, subject to OCRRA approval.

Vendors must provide a list of all holidays and closures for calendar year 2027 in their proposal that will be unavailable for this service. The selected vendor must provide a similar list for

subsequent years in their proposal by December 1 of the prior year. For example, if service is contracted through 2028, the selected vendor must provide a list of calendar year 2028 holidays and closures by December 1, 2027. This allows OCRRA to prepare the online appointment system in advance of the new calendar year.

Submission Instructions

Proposals must either be emailed to Andrew Crosby at acrosby@ocrra.org or enclosed in a sealed envelope, clearly marked as “**Proposal for HHW Collection Services and Disposal**” and addressed to:

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

All proposals are due by Friday, August 28, 2026, no later than 2:00 p.m.

Questions related to this request should be submitted to Andrew Crosby, acrosby@ocrra.org, by Friday, July 31, 2026 at 2:00 PM.

Questions will be answered by OCRRA on Tuesday, August 4, 2026.

<u>EVENT</u>	<u>DATE</u>
RFP Issued	July 20, 2026
Questions due	July 31, 2026 by 2:00 PM
Questions answered by OCRRA	August 4, 2026
Proposals Due	August 28, 2026 by 2:00 PM
Committee Presentation	September 16, 2026
Board Presentation	October 14, 2026
Services will Commence	January 1, 2027

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

Submission Requirements

The proposal must include the completed forms and other requirements below, including completion of a **cover letter** (described below) and any other materials that the vendor desires as supporting documentation.

Forms

- Signed and completed **Permissible Contacts Affirmation** (Attachment A)
- Signed and completed **NYSDEC Household Hazardous Waste State Assistance Program Eligibility** (Attachment B)
- Signed and completed **Pricing Sheet(s)** (Attachment C)
- Completed **Vendor Business Information** (Attachment D)
- Signed and Notarized **Conflict of Interest Affidavit** (Attachment E)
- Signed and completed **Certificate of Non-Collusion** (Attachment F)
- Signed and completed **Prior Non-Responsibility Determination** (Attachment G)
- Read **State Finance Law Procurement Compliance Provisions** (Attachment H)

Other Requirements

- 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.
- Vendor shall provide a **list of storage/transfer/treatment and disposal facilities** that may be used throughout the course of this project. Any updates or changes to these locations may be requested by OCRRA. 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.
- 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 vendor will accept waste not in the original containers.
- 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. Vendors shall also provide comparable requirements in other states through which the waste might travel.

Cover letter must:

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

Insurance Requirements

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 proposal. OCRRA must be named as an additional insured on these policies 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 for each in the below table.

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

Required Agreements

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.
- Provide subrogation waivers for all subcontractors.
- Provide all information necessary for OCRRA to comply with 6 CRR-NY IV B 362-4 and provide necessary documentation to be eligible for yearly NYSDEC grant reimbursement.
- Provide an itemized receipt in table format for each HHW appointment and provide all receipts from the preceding month as a single monthly package for OCRRA staff to collect (e.g., June receipts submitted in July, July receipts submitted in August).
- OCRRA will give preference to vendors who are/or will become a PaintCare Program participant.

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 of Selection

The evaluation and selection process will be based upon a thorough review of all submittals, interviews and the use of independent sources of information. OCRRA specifically reserves the right to select, for award, any or none of the bids submitted, at its sole discretion, or to waive any nonconformance in bids received. OCRRA also reserves the right to provide addenda to this request which may include a request for additional information.

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

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: Andrew Crosby

Vendor Signature:

Print Signer's Name:

Vendor Title:

Date:

Vendor Name:

Vendor Address:

Attachment B

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)
- 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
- Epoxy
- 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
- OxiClean
- 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
- Battery-embedded devices
- Bulk metal
- Construction and demolition debris
- E-bike batteries
- Electronic waste
- Emergency flares
- Empty aerosol cans
- Empty containers
- Empty paint cans
- Empty propane tanks
- Empty refrigerant cans
- Explosives
- Flares
- Fire extinguishers
- Hazardous paint
- Household medical waste
- Latex paint
- Mercury thermostats
- Motor Oil
- Pharmaceutical waste
- Radioactive material
- Rechargeable batteries
- Regulated medical waste
- Scooter batteries
- 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:
 - <https://www.osc.ny.gov/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire>
- 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: _____

Attachment C

Proposed Pricing Sheet

Price Per Vehicle for Collection of Household Hazardous Waste 2027: \$_____

Optional Percent Increase for Second Year of Collection for 2028: _____%

Name/Title: _____

Date: _____

Signature: _____

Attachment D

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__

**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: Household Hazardous Waste Collection Services and Disposal

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:

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:

*Household Hazardous Waste Collection Services
and Disposal*

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.