

Request for Bids

Transport and Recycling of Residential Single-Use Batteries and Battery-Embedded Devices (BEDs)

Issued by:

ONONDAGA COUNTY RESOURCE RECOVERY AGENCY
100 Elwood Davis Road – Suite 105
North Syracuse, New York 13212-4312
(315) 453-2866

Questions Due by:

August 28, 2026, at 2:00 P.M.

Responses Due by:

September 14, 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.

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 the Request for Bids go out, must be exclusively through a designated OCRRA Procurement Contact Person, and no one else.

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 August 28, 2026, no later than 2:00 P.M. EST 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 RFB. 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

Services Requested

OCRRA is soliciting bids for transport and recycling of household, small-format, single-use batteries and battery-embedded devices in accordance with Federal, State and Local environmental regulations. OCRRA encourages submissions from Minority/Women Owned Business Enterprises for all quotes, proposals, and bids.

Since 1995, OCRRA has had various programs for residents to manage their household batteries. Currently, OCRRA collects batteries from residents in a year-round drop-off program. Kiosks for free battery drop off are in 14 local grocery stores and public areas, including all of the county's Wegmans locations. Batteries are collected weekly from these locations by an OCRRA employee and taken to an OCRRA facility where they are sorted and prepared for transport and recycling.

In 2025, OCRRA collected approximately 140,000 pounds of single-use batteries. These estimates are not to be considered guarantees of future volumes. Due to a program change in 2026, we expect annual single-use battery weight to decrease by about 50% from recent historical figures for 2027 and beyond.

Scope of Work

OCRRA is requesting bids for the transport and recycling of small format, single-use batteries and battery-embedded devices (BEDs) collected in our residential program. If a vendor can only provide some of the services requested, please bid what you can.

Single-use / primary small-format batteries include but are not limited to non-rechargeable alkaline, lithium metal, zinc-air, zinc-carbon, zinc-chloride, silver oxide, etc. These household batteries come in various shapes and sizes (e.g., AA, AAA, C, D, 9-volt, button/coin shape).

Battery and battery-embedded devices (BEDs) include, but are not limited to, smartphones, smart watches, electric toothbrushes, power banks, and other devices of various shapes and sizes that small-format batteries, rechargeable and non-rechargeable, are embedded inside.

Note: Vape disposal is not required, but it is desirable.

Damaged, Defective, Recalled (DDR) includes any rechargeable batteries that are swollen, corroded, leaking, showing burn marks or have been recalled by the manufacturer.

OCRRA requests contracted services for the calendar year 2027, with the option for three, one calendar year extensions. Any contract extensions will be at OCRRA's discretion.

OCRRA does not provide transport for batteries and BEDs, OCRRA requires the vendor to provide the following services:

1. Provide the correct 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 recycling facility.
3. Provide signed certification form to OCRRA demonstrating the proper recycling or disposal of the batteries and BEDs following all the appropriate health, safety and environmental requirements, with each invoice.
 - a. *Note: OCRRA prefers recycling all material. If both recycling **and** disposal options are available, we need to know **both** costs of items that can be disposed of compared to recycled.*

OCRRA will provide 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. A scale to weigh the truck on, both empty and full. The batteries and BEDs will still need to be weighed by the vendor. The OCRRA scale is for billing verification only.

The selected vendor shall provide a list of storage/transfer/treatment and recycling facilities that may be used throughout the course of this project. The list must include the treatment and recycling facilities' location, contact, telephone number and state and/or EPA identification number for each facility. The list must include ownership of the disposal facility(ies), the anticipated timeframe from collection of the material at the vendor site to ultimate recycling, and a description of how the batteries have been recycled.

Submission Instructions

Bids must be either e-mailed to acrosby@ocrra.org or enclosed in a sealed envelope, clearly marked as "**Bid for Batteries and BEDs Recycling**" and addressed to:

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

All bids are due by September 14, 2026, no later than 2:00 P.M.

Interested parties and their agents and representatives are directed not to contact or lobby members of the OCRRA Board of Directors or OCRRA staff members regarding this request for bids. The vendor is responsible for all costs associated with the preparation of the bid. None of these costs will be the responsibility of OCRRA.

Bids received after the specified time of the opening will not be considered / will be returned. Any questions regarding the proposal must be submitted by email to Andrew Crosby at acrosby@ocrra.org.

<u>EVENT</u>	<u>DATE</u>
Bid Request Issued	August 17, 2026
Questions Due to OCRRA by 2:00 P.M.	August 28, 2026
Questions Answered by OCRRA	September 1, 2026
Bids Due to OCRRA by 2:00 P.M	September 14, 2026
Staff presents selection to Recycling Committee	October 21, 2026
Recycling Committee presents resolution to Board of Directors	November 11, 2026
Selected Vendor Notified	November 13, 2026
Services Begin	January 1, 2027

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

Submission Requirements:

The bid should include completed forms below including completion of a **cover letter** (described below) and any other materials that the vendor desires as supporting documents.

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

Cover letter must:

- Include a statement that the bid 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.
- Indicate whether 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.**

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.

Related Project Experience

Vendor shall submit a list of at least three other customers who use the vendor's battery and battery-embedded devices management services. Provide reference names and numbers who OCRRA can contact.

Include copies of **all current local, state, and federal permits and certifications** issued to the firm pertaining to handling, storage, and transportation of batteries. Vendor shall also provide comparable requirements in other states through which batteries and BEDs might travel or be managed.

Award Requirements

The Conflict-of-Interest Statement and Non-Collusion Affidavit form 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 bid on a cost-effective basis. 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

Pricing Sheet

Vendor Name: _____

Please describe proposed pricing for single-use battery and battery-embedded devices transport and recycling.

If the vendor does not offer all the services requested, they are encouraged to submit prices for what services they can provide.

The contract executed will be for the calendar year 2027, with the option of three, one-calendar year extensions at the discretion of OCRRA. If pricing changes from year to year, include pricing for each year on additional pages.

- ☐ Vendor is willing to renew contract for three one-year extensions at the original price.
- ☐ Vendor is willing to renew contract for three one-year extensions with stipulations:
Stipulations: _____
- ☐ Vendor is UNWILLING to renew contract and only submits pricing for CY 2027.

Vendor will Pick up Batteries at OCRRA Location and Self-Transport to Recycling Facility:

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

Price for recycling **source separated** Single-use Alkaline Batteries: \$ _____ / lb.

Price for recycling **source separated** Single-use Silver Oxide Batteries: \$ _____ / lb.

Price for recycling **source separated** Single-use Zinc-Air Batteries: \$ _____ / lb.

Price for recycling **source separated** Single-use Zinc-Carbon Batteries: \$ _____ / lb.

Price for recycling **source separated** Single-use Zinc-Chloride Batteries: \$ _____ / lb.

Price for recycling **source separated** Single-use CR/SR/LR (Button) Batteries: \$ _____ / lb.

Price for recycling **source separated** Single-use Lithium Metal Batteries: \$ _____ / lb.

Price for recycling **source separated** DDR (Damaged, Defective, Recalled) Batteries: \$ _____ / lb.

Price for recycling **source separated** Mid-Format Rechargeable Batteries: \$ _____ / lb.

Price for recycling **battery-embedded devices:** \$ _____ / lb.
(if limitations apply, describe on next page)

Price for recycling **vape devices:** \$ _____ / lb.
(if limitations apply, describe on next page)

Price for recycling **source separated** _____ Batteries: \$ _____ / lb.

Price for recycling **source separated** _____ Batteries: \$ _____ / lb.

Two lines above with blank space are for vendors to add any chemistries not listed that they offer services for.

If prices are determined by other units of measure, please indicate.

Recycling Method/Process: _____

Recycling Facility Name: _____

Recycling Facility Address: _____

Recycling Facility Contact: _____

Preparation of Batteries (I.e., taped terminals) for Shipment to Recycling Facility Required
(preparation to be completed by OCRRA, unless otherwise specified):

Limitations for acceptable battery-embedded devices:

Limitations for acceptable vape devices:

Can they contain nicotine and/or cannabis? If yes, please define:

**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: Battery Recycling & Transportation

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 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: Battery Recycling & Transportation

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.