REQUEST FOR BIDS FOR
Compost Bags

November 10, 2026

Deadline for the Submission of Bids -
November 30, 2026, by 1:00 PM

ONONDAGA COUNTY RESOURCE RECOVERY AGENCY
100 Elwood Davis Road
North Syracuse, NY 13212-4312

Telephone: 315-453-2866
Fax: 315-453-2872

www.ocrra.org

Section 1 Request for Bids

1.1 *THE AGENCY*

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.

1.2 *THE OCRRA SERVICE TERRITORY*

OCRRA's service territory, Onondaga County, is located in the center of New York State and encompasses 810 square miles of land. Approximately 460,000 people reside in OCRRA's 33 member municipalities. The largest single municipality is the City of Syracuse with a population of approximately 145,000.

1.3 *RFB PURPOSE AND SPECIFICATIONS*

OCRRA is requesting bids for production and printing of plastic bags that OCRRA will fill with compost or other organic materials. The anticipated delivery date for the requested bags is no later than **April 5, 2027.**

1.4 *VENDOR CONTACTS*

OCRRA conducts its procurements to maximize competition and provide all vendors with an opportunity to compete fairly. For any procurements over $15,000.00, all contact and correspondence with the Agency after the Request for Bids goes out, must be exclusively through a designated OCRRA Procurement Contact Person, and no one else. The designated contact for this procurement is **Jenna Lawrence at (315)295-0729; email jlawrence@ocrra.org**. Questions must be submitted by email at the email address listed above. Bidders, 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 RFB. Questions raised through the designated contact person and answers thereto will be emailed to all known prospective bidders.

1.5 *PUBLIC DISCLOSURE*

Prior to vendor selection, all information contained in the main body of the bid 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. Proprietary or confidential information should be clearly labeled as such. After bid selection, the bids, including any appendices, will be matters of public record and will be treated as such.

1.6 *SELECTION*

The agency will evaluate all bids containing the information requested and prepared in the format required by this Request for Bids. The bidders should fully understand the selection process will not be one of simply choosing the lowest bid, but will be one of selecting the bid that, in OCRRA's sole opinion, best meets the agency's needs.

1.7 *RFB TIMELINE*

November 10, 2026	Issuance of RFB
November 12, 2026	RFB advertised in the Syracuse Post Standard
November 30, 2026, 1PM	Deadline for the Submission of Bids
December 16, 2026	OCRRA Committee Review
January 13, 2027	OCRRA Board of Directors authorizes purchase

OCRRA reserves the right to modify this schedule as it deems necessary.

1.8 *SUBMITTAL DEADLINE DATES*

All Bids must be submitted **no later than 1:00 p.m. on November 30, 2026, in sealed envelopes. Bids must be submitted by mail, delivery service or in person.**
Bids must be enclosed in a sealed envelope, plainly marked as:
"BIDS – COMPOST BAGS", and addressed as follows:

Onondaga County Resource Recovery Agency
Attn: Jenna Lawrence
100 Elwood Davis Road
North Syracuse, NY 13212

NOTE: Number of double-sided copies to be submitted: Two (2)

1.9 *QUANTITIES*

- 10,000
- 15,000
- 20,000
- 30,000
- 45,000
- 60,000

1.10 *CONDITION*

The bags shall be new, meeting all Federal and State laws and regulations.

1.11 *SPECIFICATIONS*

1.11.1 Bag Size:

- Finished = 18 X 23 inches
- Flat = 18 X 52 inches
- Please note: Material inside the bags will amount to one (1) cubic foot of fine screened compost. (Approximately seven (7) gallons, with an average weight of forty (40) pounds and thirty percent (30%) moisture content)

1.11.2 Print Characteristics

- **Bottom faux-gusseted bag with wrapped printing:** Printing to run on front, **bottom faux gusset,** and back, with a non-print sone at the top (minimum of 3 inches) for heat sealing purposes.
- **Minimum printing area:** 12" X 18" on front and back, with additional printing on the 3" faux bottom gusset.

1.11.3 Print Colors

We are contemplating three (3) different uses of color in the design, please quote each separately (only the number of colors on the front is changing between versions):

- **Version 1:**
  - **Front: 6-line colors**
    - Black
    - PMS 300 = Blue
    - PMS 362 = Green
    - PMS *TBD* = Red
    - PMS *TBD* = Pink
    - PMS *TBD* = Orange
  - **Back/Faux Gusset: 3-Line Colors**
    - Black
    - PMS 300 = Blue
    - PMS 362 = Green
- **Version 2:**
  - **Front: 5-line colors**
    - Black
    - PMS 300 = Blue
    - PMS 362 = Green
    - PMS *TBD* = Red
    - PMS *TBD* = Pink
  - **Back/Faux Gusset: 3-Line Colors**
    - Black
    - PMS 300 = Blue
    - PMS 362 = Green
- **Version 3:**
  - **Front: 4-line Colors**
    - Black
    - PMS 300 = Blue
    - PMS 362 = Green
    - PMS *TBD* = Red
  - **Back/Faux Gusset: 3-Line Colors**
    - Black
    - PMS 300 = Blue
    - PMS 362 = Green

1.11.4 Minimum Thickness

- .004 (4 mil)

1.11.5 Bag Color

- White

1.11.6 Bag Characteristics

- UV Resistant
- Puncture resistant
- Low Slip
- Ventilated / Perforated for compost materials
- Individually cut bags – **not on a roll**
    - We use a Protech Portable Bagger similar to a Roto-Chopper Go Bagger 250HP. Visit https://www.rotochopper.com/product/gb-250/ for details on the bagger.
    - Bag sealer is a STEELTEK Rotary Heat Sealer, Model ST150M, variable speed and temperature. Visit www.steeltek.on.ca for more details on the sealing unit and compatibility.
- OCRRA is exploring the idea of using post-consumer recycled bags. We would like the maximum recycled content for the best price, that still allows anti-slip capacity to allow for stacking.

1.12 ***WARRANTY OF GOODS***

Please provide information regarding the bag warranty. Bag must by UV resistant and low slip.

1.13 ***TAX EXEMPT STATUS***

OCRRA is exempt from federal, state, and local taxes.

1.14 ***EQUIVALENTS***

Where, in the Bid documents, one certain kind, type, brand, technology or product manufacturer is named, it shall be regarded as the required standard of quality. It is not meant to exclude competition in any way. Similar equipment, products, or service, which are equal in quality, performance, and compatibility and equally adaptable for the intended purposes, as determined by the Agency and are submitted as specified in the bid documents, will be considered and may be accepted. The decision of the Agency as to what constitutes equal quality will be final.

1.15 ***CONFLICT OF INTEREST STATEMENT/NON-COLLUSION AFFIDAVIT AND STATE FINANCE LAW FORM***

Each Bidder/Proposer must furnish with their Bid/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 on the attached forms that OCRRA has provided either with the Bid or within ten (10) days of notice of the award of the Contract by OCRRA. By submitting a bid, Bidder warrants that there is no conflict of interest in Bidder's other contracts or other employment, if any, with submission of the Bid hereunder and that Bidder shall advise OCRRA if any conflict or potential conflict of interest exists or arises in the future.

1.16 *COMPLIANCE WITH LAWS, REGULATIONS AND STANDARDS*

The product which vendor is submitting a bid shall comply with all Federal and State laws and regulations, including applicable emissions standards as well as all applicable safety standards, including those set by OSHA, PESH, the National Highway Safety Administration, the U.S. Environmental Protection Agency and the N.Y.S. Department of Environmental Conservation.

1.17 *CONSIDERATION AND PAYMENT*

The Contract will set forth the agreed upon price for the product to be paid by OCRRA. Payment will be made net thirty (30) days after the later of (1) delivery and, where applicable, installation of the equipment and written acceptance thereof by OCRRA; or (2) receipt by OCRRA of invoice from the seller. OCRRA's tender of payment by check is sufficient. No charges for shipping, handling, packaging or insurance will be allowed unless stated in the contract.

1.18 *FAILURE TO PROMPTLY EXECUTE CONTRACT*

If the successful Bidder fails or refuses to sign and deliver the Contract, including the attached conflict of interest, non-collusion and State Finance Law forms within Ten (10) calendar days of contract award, OCRRA may cancel the award to that Bidder and award to the next lowest responsible and responsive bidder meeting the bid specifications and the original low bidder shall have no recourse against the Agency.

1.19 *DISQUALIFICATION OR TERMINATION FOR FAILURE TO COMPLY WITH STATE FINANCE LAW*

If the product to be provided hereunder by Bidder to OCRRA exceeds $15,000.00, in total, OCRRA reserves the right to disqualify the Bidder or terminate any contract with Bidder, at any time during its term, by written notification to successful Bidder, in accordance with the notification provisions above, in the event it is found that the certification filed by the Bidder during the procurement process was intentionally false or intentionally incomplete or in the event that Bidder engages in an impermissible contact under State Finance Law Sections 139-j and
139-k.

1.20 *MISTAKES/DISCREPANCIES IN BIDS*

In the event there is a discrepancy in any Bid between unit prices and the extended totals, the unit prices shall govern. In the event there is a discrepancy between the unit or lump sum prices written in figures and those written in words, the unit or lump sum prices written in words shall govern. Bids which do not contain a price for every item contained in the applicable Bid Form (when required) shall be subject to rejection.

Unless otherwise required by law, the sole remedy for a mistake in a Bid shall be the withdrawal of such Bid and the return of the Bid security, if any, to such Bidder. OCRRA may, in its sole discretion, award the Contract to the next lowest Bidder or re-bid the Contract. Any amendment to or reformation of a Bid or a Contract to rectify such an error, mistake, or omission therein is strictly prohibited.

1.21 *APPLICABLE LAW*

Any Contract for the purchase of the product Bid herein shall be interpreted in accordance with the laws of the State of New York.

1.22 *COSTS FOR PREPARATION OF BID*

The Bidder is responsible for all costs associated with the preparation of a bid. None of these costs will be the responsibility of the Agency.

1.23 *PRICE GUARANTY*

The Bidder agrees that the bid price shall be held for a minimum of sixty (60) days from the bid due date.

1.24 *REQUIRED FORMS AND ATTACHMENTS*

All submittals must include fully completed forms, as listed below, which are signed by a duly authorized officer or employee:

Form A	Certificate of Non-Collusion
Form B	Pricing Sheet
Form C	Business Information Form
Form D	Conflict of Interest Affidavit
Form E	State Finance Law Disclosure Form
Form F	Please read the State Finance Law Procurement Compliance

1.25 *COVER LETTER*

The submittal must include a cover letter with the following:

- ✓ Commitment of Vendor to sign a contract including the above terms and to carry out all provisions of bid if selected by OCRRA.
- ✓ Statement that the bids are applicable for sixty (60) days from the submittal deadline.
- ✓ A signature by an officer, principal or partner empowered to sign such material and commit to the obligations contained in the bid.
- ✓ A statement that all information in the entire submittal, including any forms and supplemental submittals, that are included and are accurate and factual.
- ✓ Provide what the production turnaround time is once artwork is approved.
- ✓ Designation of the individual authorized to sign a contract with OCRRA.
- ✓ Indicate whether Vendor is a certified Minority Business Enterprise and/or Women-Owned Business.

FORM A:

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)

FORM B:

OCRRA Compost Bags Price Sheet

Company Name: _____

Quantity	Setup fee	Equipment fees	Price / bag	Shipping price	Total
10,000 bags (6-line colors on front)	$	$	$	$	$
10,000 bags (5-line colors on front)	$	$	$	$	$
10,000 bags (4-line colors on front)	$	$	$	$	$
15,000 bags (6-line colors on front)	$	$	$	$	$
15,000 bags (5-line colors on front)	$	$	$	$	$
15,000 bags (4-line colors on front)	$	$	$	$	$
20,000 bags (6-line colors on front)	$	$	$	$	$
20,000 bags (5-line colors on front)	$	$	$	$	$
20,000 bags (4-line colors on front)	$	$	$	$	$
30,000 bags (6-line colors on front)	$	$	$	$	$

30,000 bags (5-line colors on front)	$	$	$	$	$
30,000 bags (4-line colors on front)	$	$	$	$	$
45,000 bags (6-line colors on front)	$	$	$	$	$
45,000 bags (5-line colors on front)	$	$	$	$	$
45,000 bags (4-line colors on front)	$	$	$	$	$
60,000 bags (6-line colors on front)	$	$	$	$	$
60,000 bags (5-line colors on front)	$	$	$	$	$
60,000 bags (4-line colors on front)	$	$	$	$	$

Minority / Women Business Enterprise? **(Y / N)**

Company representative name & title:

_____

Company representative signature:

_____ Date: _____

FORM C:

BIDDER 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:	

FORM D:

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 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

FORM E:

Disclosure to OCRRA During Procurement Process of
Prior Non-Responsibility Determinations

OCRRA Procurement regarding: Compost Bag Production.

OCRRA Designated Procurement Contact Person: Jenna Lawrence

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 decide 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.

(For Vendor Use)

Name and Address of Bidder/Proposer/Quoter Seeking to Enter into the Procurement Contract with OCRRA: _____

_____

Name, Title, and Phone Number of Person Submitting this Form: _____

_____

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):

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):

No Yes

If yes, please provide details below:

New York Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

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 _____

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: Jenna Lawrence

_____ _____

Vendor Signature Print Signer's Name

Vendor Title: _____ Date: _____

Vendor Name: _____

Vendor Address: _____

FORM F:

Vendor Information Regarding

State Finance Law Procurement Compliance Provisions

OCRRA Procurement Regarding: Compost Bag Production

OCRRA Designated Procurement Contact Person(s): Jenna Lawrence

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 the Agency 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 contact by potential vendors should be through the Designated Procurement Contact Person and NO ONE ELSE! All such contacts will be recorded by the Designated Procurement Contact Person 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 in this procurement and will not disqualify your firm from a potential OCRRA contract award.