



# Oneonta City School District

Business Office 607.433.8200, ext. 1302  
31 Center Street, Oneonta, NY 13820

**REQUEST FOR BID**  
**REFUSE & RECYCLABLES JULY 1, 2022 - JUNE 30, 2023**  
**DUE DATE: April 29, 2022 1:00 PM**

1. The pickup period is for twelve (12) months, July through June.
2. The hauler is responsible for the cleanliness of the dumpsters, as needed, to limit odor and eliminate any potential health hazards.

The undersigned proposes and offers to furnish, and deliver for Oneonta City School District REFUSE/RECYCLABLES REMOVAL SERVICES, the specifications for which are attached. This bid and offer is guaranteed to fulfill the minimum specifications as prepared by Oneonta City School District.

This submission constitutes a certification that no Oneonta City School District employee has any interest herein. In the event that any Oneonta City School District employee has any such interest, the full nature thereof, shall be disclosed.

NAME OF COMPANY: \_\_\_\_\_

ADDRESS OF COMPANY: \_\_\_\_\_

NAME OF OFFICER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL \_\_\_\_\_

FEDERAL VENDOR I.D. # \_\_\_\_\_

If you would like bid results to be sent to someone other than the above, please indicate below:

NAME (& TITLE) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## SPECIFICATIONS

1. The pickup period is for twelve (12) months, July through June.
2. The hauler is responsible for the cleanliness of the dumpsters, as needed, to limit odor and eliminate any potential health hazards.
3. Location of disposal is the responsibility of the Contractor.
4. Contractor is to furnish containers to the Customer's premises. Pick-up shall be as indicated at each location below during the term of the contract:

<u>Location</u>	<u>Containers</u>		<u>Pick Up Schedule</u>	<u>Total CY</u>
	Number	Size		
Middle/Senior High 130 East St.	2	10 cu yd	4 days Tue-Fri	40
Gray Barn 130 East Street	1	30 yd. (open top roll off)	when called	As needed
Center Street 31 Center Street	1	4 cu yd	2 days Tue & Th.	8
Greater Plains 60 West End Ave.	1	6 cu yd	3 days Tue-Fri	18
Riverside 39 House St.	1	6 cu yd	3 days Tue-Fri	18
Valleyview 40 Valleyview St.	1	4 cu yd	3 days Tue-Fri	12
B&G Office 108 Silas Lane	1	4 cu yd	1 day	4

ONEONTA CITY SCHOOL DISTRICT  
RECYCLABLE REMOVAL SPECIFICATIONS

RECYCLABLES BID:

1. Contractor will dispose of paper, cardboard, glass, plastic and metal recyclable materials according to specifications.
2. The pick up period is for twelve (12) months, July through June.
3. Pick up from all school locations twice every week.
4. Location of disposal is the responsibility of the Contractor.
5. Contractor is to furnish containers to the Customer's premises. Pick-up shall be as indicated at each location below during the term of the contract:

<b>SCHOOL</b>	<b>NUMBER OF CONTAINERS</b>
Middle/Senior High 130 East St.	1 - 10 yd container for Cardboard/Paper/Plastic/Glass/Cans
Greater Plains 60 West End Ave.	1 - 6 yd container for Cardboard/Paper/Plastic/Glass/Cans
Riverside 39 House St.	1 - 6 yd container for Cardboard/Paper/Plastic/Glass/Cans
Valleyview 40 Valleyview St.	1 - 4 yd container for Cardboard/Paper/Plastic/Glass/Cans
B&G Office 108 Silas Lane	1 - 4 yd container for Cardboard/Paper/Plastic/Glass/Cans

REFUSE/RECYCLABLES REMOVAL  
BID OPENING DATE: MARCH 12, 2021 1:00 pm via Zoom

INSTRUCTIONS TO BIDDERS

1. Bids to be considered must be made in accordance with the provisions of the general municipal law and the following instructions.
2. All bidders must be authorized vendors for the services they are quoting.
3. All bids must be made upon the forms provided, and contained in a sealed envelope addressed to the Business Manager and be clearly marked, "REFUSE/RECYCLABLES REMOVAL" bid.
4. The Board of Education reserves the right to (a) waive any informality, (b) reject any or all bids, (c) to determine what is equivalent.
5. The vendor to whom an award is made is prohibited from assigning or transferring the same.
6. The non-collusive bidding certification attached herewith must be signed and submitted with the bid.
7. Prices quoted are to be effective from July 1, 2021 to June 30, 2022.
8. The bidder hereby agrees to the provisions of Sections 103-a of the General Municipal Law which requires that upon the refusal of a person, when called before a grand jury to testify concerning any transaction or contract had with the state, any political subdivision thereof, a public authority or with any public department, agency or official of the state of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant questions concerning such transaction or contract.
  - (a) Such person, any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contacts with any municipal corporation or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and
  - (b) Any and all contact made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership, or corporation without incurring any penalty or damages on account of such cancellation of termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation of termination shall be paid.
9. The contractor or bidder to whom a contract shall be let, granted or awarded is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the same or of his right, title or interest therein or his power to execute such contract, to any other person or corporations, except as provided in Section 103 of the General Municipal Law.
10. The contractor or bidder to whom a contract shall be let, granted, or awarded shall comply with all rules and regulations of the Americans with Disabilities Act (ADA).

NON-COLLUSIVE BIDDING CERTIFICATION

FIRM NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE/FAX NUMBER: \_\_\_\_\_

DATE OF BID: \_\_\_\_\_

corporation to submit or not to submit a bid for the purpose of restricting competition.

B. A bid shall not be considered for award nor shall any award be made where A.1, A.2 and A.3 above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where A.1, A.2 and A.3 above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his/her designee, determines that such disclosure was not made for the purpose of restricting competition.

I. General Bid Certification

The bidder certifies that he/she will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed in this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-Collusive Bidding Certification.

A. By subdivision of this bid, each bidder and each person signing on behalf of any 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 their best knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any manner 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

1. The fact that a bidder: (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).
2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## INSURANCE AGREEMENT - CONTRACTORS

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the contractor hereby agrees to effectuate the naming of the Entity as an unrestricted additional insured on the contractor's insurance policies, with the exception of workers' compensation.
2. The policy naming the Entity as an Additional Insured shall:
  - Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer.
  - Provide for 30 days notice of cancellation.
  - State that the organization's coverage shall be primary coverage for the Entity, its Board, employees and volunteers.
  - The Entity shall be listed as an Additional Insured by using endorsement CG 2026 or broader. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
3. The contractor agrees to indemnify the Entity for any applicable deductibles.
4. Required insurance:
  - Commercial General Liability Insurance  
\$1,000,000 per occurrence/\$2,000,000 general and products/completed operations aggregates. The general aggregate shall apply on a per-project basis.
  - Automobile Liability  
\$1,000,000 combined single limit for owned, hired, borrowed, and non-owned motor vehicles.
  - Workers' Compensation  
Statutory Worker's Compensation and Employer's Liability Insurance for all employees.
  - Owners Contractors Protective Insurance  
(Required for construction projects in excess of \$200,000.)  
\$1,000,000 per occurrence/\$2,000,000 aggregate, with the Entity as the Named Insured.
  - Bid, Performance and Labor & Material Bonds  
If required in the specifications, these bonds shall be provided by a New York State admitted surety company, in good standing.
5. The insurance producer must indicate whether they are an agent for the companies providing the coverage.
6. Contractor acknowledges the failure to obtain such insurance on behalf of the Entity constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the Entity.

REFUSE/RECYCLABLES REMOVAL BID OPENING: April 29, 2022 @ 1:00 PM via Zoom

NAME OF COMPANY: \_\_\_\_\_

REFUSE BID: \$ \_\_\_\_\_

The total fee for twelve months, July 1, 2022 to June 30, 2023, payment will be made in equal monthly installments.

RECYCLABLES BID: \$ \_\_\_\_\_

The total fee for twelve months, July 1, 2022 to June 30, 2023, payment will be made in equal monthly installments.

TOTAL BID: \$ \_\_\_\_\_

## Refuse Removal Bid Request Checklist: 2019-20

Initials

1. I have read ALL of the instructions and specifications. \_\_\_\_\_
2. I have furnished all required information. \_\_\_\_\_
3. I have signed the Non-Collusion form. \_\_\_\_\_
4. I am an officer of the company. \_\_\_\_\_
5. I have the authority to obligate my company under the laws of the State of New York. \_\_\_\_\_
6. I am returning the original bid sheet. \_\_\_\_\_
7. I have made copies for my records. \_\_\_\_\_
8. If successful, the "Insurance Requirements Certificate", from an insurance company licensed to do business in New York State, will be provided within ten (10) working days after notification of the award. (if applicable) \_\_\_\_\_
9. Exceptions/substitutions: (attach sheets as necessary)  
\_\_\_\_\_  
\_\_\_\_\_

---

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

COMPANY & TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_