

# MONTGOMERY COUNTY

REQUEST FOR PROPOSALS FOR

RECYCLING SERVICES

MONTGOMERY COUNTY

## LEGAL NOTICE

Please take notice that Montgomery County is requesting proposals for services to transport and process single stream recycling from two solid waste transfer stations known as the “Amsterdam Transfer Station”, located at 1247 Route 5S, Amsterdam, N.Y. and the “Western Transfer Station”, located at 4583 Route 5S Sprakers, N.Y, hereinafter jointly referred to as the “Transfer Stations.”

Proposals should be secured in a sealed envelope with the notation “PROPOSAL FOR RECYCLING SERVICES”. One original and three complete copies are required to be delivered to the county.

Proposals will be accepted at the Montgomery County Purchasing Buyer, c/o Jaclyn Doin, Purchaser, 20 Park Street, Room 104, P.O. Box 1500, Fonda, NY 12068 until March, 22, 2024 until 1:30pm.

All proposers must comply with the provisions of the General Municipal Law and all other applicable laws. The County reserves the right to reject any or all proposals.

Proposers are advised not to rely on next day mail services. Proposals must be received in the office of the County Purchaser before the above specified date and time. Faxes and electronic transmissions are not accepted.

The County reserves the right to request an interview of proposer(s) prior to award. All questions of sufficiency of the proposal shall be decided upon by the evaluation committee herein.

The contact person for obtaining the above documentation and to answer questions is:

Jaclyn Doin  
Montgomery County Purchaser  
20 Park Street, P.O. Box 1500  
Fonda, NY 12068  
[jdoin@co.montgomery.ny.us](mailto:jdoin@co.montgomery.ny.us)

**This institution is an Equal Opportunity Provider and Employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Ave., S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6380 (TDD).**

**LIST OF ATTACHMENTS**

**ATTACHMENT A: ANNUAL TONNAGE RECORDS**

## **INSTRUCTIONS TO PROPOSERS**

The proposer hereby agrees to the provisions of Section 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 or 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/she 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 contracts 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 contracts 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 of which he/she is a member, partner, director or officer may be cancelled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

The contractor or proposer 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/her right, title or interest therein or his/her power to execute such contract, to any other person or corporation, except as provided in Section 103 of the General Municipal Law.

The contractor or proposer to whom a contract shall be let, granted, or awarded shall comply with all rules and regulations of the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC).

## **ERRORS**

In the case of a unilateral bid/proposal mistake, or error, by a Bidder/Proposer, on any bid/proposal, legislation allows the Bidder/Proposer to withdraw the bid/proposal after showing that:

- a) the mistake was known, or made known to the Purchasing Agent PRIOR to the awarding of the contract, or within three (3) days after the bid/proposal opening/receipt, whichever period is shorter;
- b) the price bid/proposed was based on an error of such magnitude that enforcement would be unconscionable;
- c) the bid/proposal was submitted in good faith and the Bidder/Proposer submits credible evidence that the mistake was a clerical error rather than a judgmental error;
- d) the error was actually due to an unintentional substantial mathematical error, or unintentional omission of a substantial quantity of work, labor, material, or services, made directly in the compilation of the bid/proposal. (Which error or omission can be shown by objective evidence drawn from certain listed documents); and
- e) it is possible to put the County in "status quo ante".

THE SOLE REMEDY FOR SUCH BID MISTAKE IS WITHDRAWAL OF THE BID/PROPOSAL AND THE RETURN OF ANY SECURITY. ANY AMENDMENT OR REFORMATION OF THE BID/PROPOSAL IS EXPRESSLY PROHIBITED.

## I. GENERAL INFORMATION

This RFP constitutes only an invitation to make a proposal to Montgomery County. The County may, at its discretion, implement the following rights and conditions in regards to the RFP. All respondents to the RFP shall accept and agree to the following conditions.

1. Montgomery County desires to contract with a Proposer that can transport and process single stream recycling from the Amsterdam Transfer Station and the Western Transfer Station for a term of May 1, 2024- April 30, 2027. The Contractor shall be solely responsible for the provision of all necessary vehicles and equipment required for the processing of single stream recyclables.
2. All costs incurred by the proposer in relationship to the preparation of the RFP (evaluation, selection, negotiations, etc.) are the responsibility of the Proposer.
3. The County has the right to select the Proposer who best satisfies the interests of the County and is most responsive to the RFP.
4. The Montgomery County Legislature reserves the right to reject any or all proposals in whole or in part. The RFP does not obligate the County to procure or contract for any services whatsoever.
5. All proposals become the property of the County and will not be returned.
6. The County will reject and return unopened, any proposals not received by the deadline date and time or may extend the deadline date for submission of proposals and modify schedule dates.
7. All contracts shall be considered null and void if County appropriations to fund the implementation or continuance of a contract are not approved by the Montgomery County Legislature.

### III. SCOPE OF WORK

The successful Proposer will provide the following scope of work:

- Furnish all labor, materials and equipment necessary to pick up and transport single stream recycling from the Transfer Stations for processing for a term of May 1, 2024- April 30, 2027.
- All personnel shall be qualified for their positions and shall have the necessary licenses required by federal, state and local regulations. The County may check the background of individuals to verify qualifications and experience;
- Contractor shall comply with all Applicable Law and regulations, including but not limited to the payment of prevailing wages on public contracts and the submission of certified payrolls to the County.
- The Contractor shall provide and maintain sufficient vehicles of adequate design and capacity to transport the single stream recyclables delivered to the Transfer Stations to the processing center.
- The Contractor shall provide an adequate number of transport vehicles that are dedicated to the Work. The Contractor shall provide to the County, upon start of the Contract, a list of the equipment to be used. The list shall include a description of the vehicle/equipment, plate or serial number. The list shall be maintained in a current status with the County. Sufficient standby vehicles must be available to assure hauling to the processing center;
- All vehicles must be suitable for hauling single stream recyclables.
- All transfer vehicles (both tractors and trailers) shall have 6” stenciled numbers professionally painted in areas visible to the Weigh Scale personnel. The vehicle numbers shall be cleaned and fully visible at all times;
- The Contractor shall provide for tarp covering of single stream recyclables while transfer trailers are in transit;

- The Contractor shall comply with all procedures and rules at the single stream recyclables processor;
- The Contractor shall ensure that the transfer vehicles present a neat and clean appearance. Loaded vehicles shall meet all applicable rules and regulations for over-the-road travel for the designated and alternate routes. The transfer trailers shall be designed to preclude the spillage of recyclables, well maintained in good working order, registered with the State of New York Department of Motor Vehicles or equivalent state agency, and loaded within their design capacity and New York State Department of Transportation regulations;
- All personnel shall be qualified for their positions and shall have the necessary licenses required by federal, state and local regulations. The County may check the background of individuals to verify qualifications and experience;
- Contractor shall comply with all Applicable Law and regulations, including but not limited to the payment of prevailing wages on public contracts and the submission of certified payrolls to the County.
- Contractor shall provide a “Certificate of Insurance” naming the County as an Additional Insured, from an insurance company licensed to do business by New York State, within ten working days after notification of the award.

#### **IV. STATEMENT OF QUALIFICATIONS AND SUBMITTAL REQUIREMENTS**

The statement of qualifications and services shall include the following:

1. Information which demonstrates the proposer’s experience in transporting single stream recyclables for processing. Include a list of references, with contact persons and phone numbers for these projects.
2. A clear and concise statement describing the Proposer’s approach to the work, including anticipated staffing and equipment to be provided. **This statement should demonstrate that the Proposer will be fully mobilized and ready to provide services, with all necessary personnel and equipment, on May 1, 2024.**
3. An identification of all assumptions and appropriate contingencies, together with any exceptions taken to the form of contract.



**FORM A  
CHECKLIST**

Answer  
Yes or No

- |   |       |
|---|-------|
| 1. I have read ALL of the instructions and specifications.                                      | _____ |
| 2. I have filled in ALL blank spaces and supplied one original and 1 copy of the proposal.      | _____ |
| 3. I have furnished all required information.   |       |
| • Form A – Checklist  | _____ |
| • Form B – Proposal Form  | _____ |
| • Form C- Statement of Qualifications   | _____ |
| • Form D – Non-Collusion Certification  | _____ |
| • Form E – Receipt of Addenda   | _____ |
| • Form F – Sexual Harassment Prevention Certification   | _____ |
| 4. I am an officer of the company.  | _____ |
| 5. I have the express authority to obligate my company under the laws of the State of New York. | _____ |
| 6. I am returning the original Proposal sheet.  | _____ |
| 7. I have made copies for my record.  | _____ |

END OF SECTION-FORM A

**FORM B  
PROPOSAL FORM**

TO: MONTGOMERY COUNTY PURCHASER  
COUNTY ANNEX BUILDING  
20 PARK STREET, P.O. BOX 1500  
FONDA, NY 12068

The undersigned, having a principal place of business as indicated below, and being responsible for the same, agrees to furnish to Montgomery County the services listed at the price(s) herein stated, in accordance with the specifications annexed to the proposal.

- Please sign and attach the Non-Collusion Certification to the proposal.
- All proposals must be firm for 120 days
- Delivery to be within the time specified herein, after receipt of notification of award.
- The County reserves the right to reject any or all proposals.

I, \_\_\_\_\_, doing business as, \_\_\_\_\_,  
(Owner's name) (Business Name)

and located at \_\_\_\_\_, in the \_\_\_\_\_ of \_\_\_\_\_  
(Business street address) (City, Town, Village)

and the state of New York, do hereby submit this proposal in the amount of \_\_\_\_\_ in response to an invitation to a request for proposal for recycling services in the agreement with the scope of work as described in the request for proposal as set forth . I hereby understand that the County of Montgomery reserves the right to reject any or all proposals.

**Cost Proposals**

**Transport of Single Stream Recyclables From the Amsterdam and Western Transfer Stations to a Processor**

**A. Contract Year 1 (May 1, 2024 – April 30, 2025)**

i) Dollars per ton in \_\_\_\_\_

**B. Contract Year 2 (May 1, 2025 – April 30, 2026)**

i) Dollars per ton in \_\_\_\_\_

**1) Contract Year 3 (May 1, 2026 – April 30, 2027)**

i) Dollars per ton in \_\_\_\_\_

If successful, a “Certificate of Insurance” naming the County as an Additional Insured will be provided, from an insurance company licensed to do business by New York State, will be provided within ten working days after notification of the award.

**By:**                      **Name** \_\_\_\_\_  
                                  **Signature** \_\_\_\_\_  
                                  **Company** \_\_\_\_\_  
                                  **Title** \_\_\_\_\_

END OF SECTION-FORM B  
**FORM C**  
Statement of Qualifications

**STATEMENT OF QUALIFICATIONS AND SUBMITTAL  
REQUIREMENTS**

1. Information which demonstrates the proposer's experience in transporting single stream recyclables for processing:

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2. A clear and concise statement describing the Proposer's approach to the work, including anticipated staffing and equipment to be provided. **This statement should demonstrate that the Proposer will be fully mobilized and ready to provide services, with all necessary personnel and equipment, on May 1, 2024.**

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3. Identify all assumptions and appropriate contingencies:

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4. References:

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(Name)

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(Address)

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(Contact Number)

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(Name)

---

(Address)

---

(Contact Number)

---

(Name)

---

(Address)

---

Number)

END OF SECTION-FORM C

**FORM D**  
**NON-COLLUSION CERTIFICATION**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Proposer Company: \_\_\_\_\_

By: \_\_\_\_\_  
Name/Title

END OF SECTION-FORM D

**FORM E**  
**Receipt of Addenda**

By signing the following statement, the Proposer acknowledges receipt of addenda concerning this RFP. Any addenda issued by Montgomery County will be transmitted to all Proposers on the County's List of Proposers receiving this RFP and any other party requesting a copy of the RFP.

Failure to receive addenda does not relieve the Proposer from responsibility of complying with all terms and conditions set forth in this RFP and subsequent addenda.

Addenda #1    Date: \_\_\_\_\_    Signed: \_\_\_\_\_

Addenda #2    Date: \_\_\_\_\_    Signed: \_\_\_\_\_

Addenda #3    Date: \_\_\_\_\_    Signed: \_\_\_\_\_

END OF SECTION-FORM E

**FORM F**  
**Sexual Harassment Prevention Certification**

**SEXUAL HARASSMENT PREVENTION POLICY AND TRAINING CERTIFICATION**

**Firm Name**

\_\_\_\_\_

**Business Address**

\_\_\_\_\_

**Telephone Number** \_\_\_\_\_ **Date of Bid**

\_\_\_\_\_

Certification

**The bidder certifies under the penalty of perjury that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees in compliance with Department of Labor regulations.**

**Signature (Authorized)**

\_\_\_\_\_

**Title**

\_\_\_\_\_

\_\_\_\_\_

END OF SECTION-FORM F



**ATTACHMENT A: ANNUAL TONNAGE RECORDS**

<b>2016</b>	<b>5078.33</b>
<b>2017</b>	<b>5720.98</b>
<b>2018</b>	<b>4550.58</b>
<b>2019</b>	<b>5106.48</b>
<b>2020</b>	<b>6198.33</b>
<b>2021</b>	<b>3618.27</b>
<b>2022</b>	<b>2843.90</b>
<b>2023</b>	<b>2523.70</b>