

Town Clerk, Extn. 201

Administration, Extn. 202

Code Enforcement, Extn. 205

TOWN OF DIX
BIDDING AND SPECIFICATION DOCUMENT
FOR
TOWN RECYCLING

All bids shall be submitted in accordance with the associated instruction sheets.

CONTRACT TERM:

The contract shall commence following approval by the Town, receipt of satisfactory certificate of insurance, and notification of award. Action is expected on or about June 15, 2009.

The term of the contract will be as follows:

INITIAL ½ YEAR TERM: July 1, 2009 through December 31, 2010
1st OPTIONAL RENEWAL: January 1, 2011 through December 31, 2011
2nd OPTIONAL RENEWAL: January 1, 2012 through December 31, 2012
3rd OPTIONAL RENEWAL: January 1, 2013 through December 31, 2013
4th OPTIONAL RENEWAL: January 1, 2014 through December 31, 2014

SHORT TERM EXTENSION OF 30 DAYS:

The Town reserves the right, at its sole discretion, to extend the contract awarded under this bid for an additional 30 days, with no change in terms and conditions, by giving written notice to the Contractor at least fifteen (15) days prior to the expiration of the contract.

CONTRACT RENEWAL – ESCALATION/DE-ESCALATION:

The Town shall have the option, upon mutual agreement with the successful bidder, to renew this agreement for up to four (4) periods of one year upon the same terms and conditions, except that the amount payable shall be increased, decreased, or remain the same as per agreement between the Contractor and the Town.

CONTRACT:

The bid specifications shall constitute the contract referenced herein.

Persons desiring to make a proposal shall use the proposal blank prepared and attached hereto. The blank places in the proposal must be filled in as noted and no change shall be made in the phraseology of the proposal or in the items mentioned herein. The specifications attached hereto are to be considered as and shall form a part of the agreement.

Each proposal shall specify the correct gross or lump sum and shall also specify the unit prices for each of the separate items if called for the proposal. In case the amounts shown in words and the equivalents in figures do not agree, the written words shall be considered binding.

BID BOND: (N/A)

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OTHER:

Upon request, the Contractor agrees to furnish copies of all licenses and permits allowing them to provide the services being performed under this agreement.

The execution of the Contract by the Contractor binds him to the following specified agreements required by law:

The Contractor specifically agrees to follow the provisions of the Workers' Compensation Law.

The Contractor specifically agrees to follow the provisions of Article 15 of the Executive Law of the State of New York relating to discrimination in employment.

The Contractor shall furnish a certificate or certificates of insurance in (a) forms(s) satisfactory to The Town Department of Law. See attached Insurance Requirements.

This bid is not subject to New York State Sales Tax or County Sales Tax.

Bidders are encouraged to visit the work site. The Contract Manager should be contacted to arrange a mutually convenient time for the visit.

NOTE: The Contractor should disregard any verbal information obtained during such tour(s). The Contractor is to base his bid on the specifications, contract documents, and addenda. Except for scope clarification, any information obtained through verbal or telephone conversations is not binding and if the Contractor uses any for the bases of the bid he does so at his own risk.

PRICING:

All bids shall be itemized and TOTALED.

All prices proposed shall include any and all costs to furnish the services for the Town.

All prices proposed shall exclude any and all taxes as the Town, by law, is tax exempt.

AWARD:

Award shall be made to the responsive and responsible bidder proposing the lowest TOTAL ANNUAL AMOUNT of bid whose proposal complies with all provisions to render it formal and legal.

NOTE: Cash discounts, offered by bidders for accelerated payment, will NOT be considered in the evaluation of proposals.

Bidders may withdraw their bids if no award has been made within forty-five (45) days of bid opening.

1. GENERAL CONDITIONS –

a. The scope of the contract shall be to provide for the collection and removal of Town recyclables at the Town Highway Garage between 9 AM and noon on the first and third Saturdays of the month.

b. It is the intent of the Town to award a contract based on what the Town believes is the most suitable process for the Town's collection and removal of recyclables.

c. The Town reserves the right to accept or reject any or all bids.

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DETAILED SPECIFICATIONS:

The following are minimum specifications:

- 1) Provide for the collection and removal of Town recyclable materials. The process may be either single-stream or multi-stream, where single-stream contains mixed materials and multi-stream contains materials separated by type (glass bottles, plastics, tin, etc.).
- 2) Supply a trailer or truck with capacity for at least 2 tons of either mixed or separated recyclables, depending on the collection process, that can be loaded safely and effectively at ground level by Dix Highway employees.
- 3) Recyclables will include colored and colorless glass bottles and jars, tin, aluminum, cardboard, mixed paper, and #1 – 7 plastic bottles, jugs and food containers other than Styrofoam.
- 4) Collection occurs monthly on the first and third Saturdays of the month between 9 AM and noon at the Town Highway Garage located at 2305 County Route 17.

The Contractor is expected to provide said services commensurate with regulatory requirements.

PAYMENT:

The successful Vendor(s) will furnish monthly invoicing to the Town's Administration Office, with terms of Net-30 days, to be computed from the date that the department receives the invoice.

Invoices are to be sent to:

Dix Town Hall
Administration Office
304 Seventh St.
Watkins Glen, NY 14891

Payment will be made in accordance with the terms on the face of the order, or the Seller's invoice, whichever are more favorable to the Town. For purposes of any applicable cash discount, payment date therefore shall be calculated from the receipt of invoice or final acceptance of the goods, whichever is later.

W-9 FORM

A completed W-9 form must be submitted with the bid. See attached pages.

INSURANCE

A completed certificate of insurance must be submitted with the bid. The successful bidder will be expected to have the "endorsement" for their certificate submitted to the Town within 2 weeks of the award. No payments of any kind will be made without the approval of the Vendor's "Certificate of Insurance and Endorsement" by the Town.