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PURCHASING DEPARTMENT

ROME CITY HALL ♦ 198 N. WASHINGTON STREET
ROME, NEW YORK 13440-5815
(315) 339-7665 ♦ FAX (315) 838-1165

BID NUMBER: RFB-2024-011 R
**BID TITLE: GREEN WASTE DISPOSAL SITE FOR APPROXIMATELY 8,000 YARDS
GREEN WASTE, BRUSH, WOOD CHIPS, STUMPS & HARD FILL FROM
THE CITY OF ROME.**

BID OPENING: 8/15/2024 at 11:00 AM (local time)

COMPANY NAME: _____

MAILING ADDRESS: _____

PHONE: _____

FAX: _____

EMAIL: _____

WEBSITE: _____

SIGNATURE: _____

PRINTED NAME/TITLE: _____

TOTAL OF BID: \$ _____

TOTAL BID IN WORDS: _____

PROPOSER'S WARRANTY: The above-signed person by his/her affixed signature certifies that he/she is an officer of the organization. He/she has been specifically authorized to offer a proposal in full compliance with all requirements and conditions, as set forth in this Proposal, other than those deviations noted above. He/she has fully read and understands the Proposal and has full knowledge of the scope, nature, quantity, and quality of work to be performed and that he/she has carefully examined and checked the materials, equipment, labor, service, and cost thereof, and hereby states that the amount or amounts set forth in the proposal is or are correct. The bidder further agrees not to make claim for reformation, modification, or correction of this proposal after the scheduled closing time for receipt of proposal bids.



TABLE OF CONTENTS

Page Title	Page No.
Proposer's Warranty & Bid Total.....	1
Invitation and Instructions to Bid.....	3
General Conditions.....	4 - 7
○ Scope of Work	
○ Site Visit	
○ Prevailing Wage	
○ Contract Period	
○ Tax	
○ Finance Charges	
○ Price	
○ Duration of Proposal Offer	
○ Method of Award	
○ Acceptance or Rejection	
○ Completion Date & Delivery Schedule	
○ Time Is of The Essence	
○ Notice of Delay	
○ Guarantee/Warranty	
○ Insurance	
○ Contract Termination	
○ Limitations	
○ General	
○ Literature	
○ Protest and Appeal Procedures	
○ Proposal Guarantee (Bid Bond)	
○ Performance Bond	
○ General Municipal Law	
○ Minority Business Enterprise Participation	
○ Responsible Bidder	
Deviations Sheet.....	8
Non-Collusive Bidding Certificate.....	9
Bidders Checklist.....	10
Technical Specification Sheet.....	11-13

BID ADVERTISEMENT

INVITATION AND INSTRUCTIONS TO BID

The City of Rome, New York invites your firm to participate in the enclosed Request for Bid for:

BID NUMBER: RFP-2024-011 R

**BID TITLE: GREEN WASTE DISPOSAL SITE FOR APPROXIMATELY 8,000 YARDS
GREEN WASTE, BRUSH, WOOD CHIPS, STUMPS & HARD FILL
FROM THE CITY OF ROME.**

This sealed bid will be publicly opened and read in the Common Council Chambers
8/15/2024 At 11:00 AM (local time)

Bid must be covered by Money Order, Certified Check, or Bid Bond in the amount of 5% of the amount of the total bid.

Sealed bids must be clearly marked with the bid number and title and sent to the address below, where they will be time-stamped, local time to:

Office of the City Clerk
RFP-2024-011 R
Rome City Hall
198 North Washington Street
Rome, NY 13440

If additional information is required, please contact:

Joseph G. Guiliano, Commissioner of Public Works
City of Rome
198 North Washington Street
Rome, NY 13440
Phone: 315-339-7627

Email: jguiliano@romecitygov.com

Bid is available electronically at WWW.BIDNET.COM, WWW.ROMENEWYORK.COM,

Eric Seelig

City Clerk
July 30, 2024



GENERAL CONDITIONS

SCOPE OF WORK:

Scope of work will be listed under the [TECHNICAL SPECIFICATIONS](#) pages 11-12.

CONTRACT PERIOD:

Shall be from tentatively September 7, 2024 to December 31, 2025 with (2) extensions of (12) months allowable per the Commissioner of Public Works approval.

QUESTIONS REGARDING SPECIFICATIONS:

Any questions relative to interpretation of specifications may be directed to the Purchasing Agent, Jennifer Gleasman at 315-339-7665 or by e-mail to jgleasman@romecitygov.com

TAX:

Purchases by the City of Rome, New York, are not subject to any sales tax, federal excise tax or transportation tax. City of Rome Federal ID No: 15-6000414

FINANCE CHARGES:

The City of Rome will not be subjected to finance or late charges under this contract.

PRICE:

Best and final price shall be offered. All pricing shall remain firm for the term of the contract.

DURATION OF PROPOSAL OFFER:

Proposals are irrevocable for a period of sixty (60) calendar days following the closing date of this bid proposal.

METHOD OF AWARD:

The contract shall be awarded to the lowest responsible and responsive bidder whose bid meets the requirements set forth herein. Final determination will be made by the City as deemed to be in its best interests. Taken into consideration will be the reliability of the bidder, the quality of the materials/services offered, their level of quality and conformity with the specifications, and the terms of delivery.

ACCEPTANCE OR REJECTION:

The City of Rome Board of Estimate and Contract reserves the right to accept or reject any or all bids received.

TIME IS OF THE ESSENCE:

All times stated herein are of the essence.

NOTICE OF DELAY:

If the successful bidder encounters difficulty in meeting performance requirements or has knowledge of a possible delay, the vendor shall immediately notify the Purchasing Agent, preferably in writing. A slippage will require the vendor to demonstrate an alternate means of recovering the anticipated or actual delay in contract performance.

INSURANCE

The contractor (vendor) shall maintain such insurance as will protect him from all claims under the Workers' Compensation Act and all other causes of action for personal injury and property damage, naming the City of Rome as an additional insured. The requirements that need to be on a Certificate of Insurance are:

Workers' Compensation

- *Vendor must supply proof of their Workers' Compensation insurance and should generally be reported on a separate page.*
- *If they are not required to carry it, then they must supply a letter stating that they are a sole proprietor and/or have no employees and are not required to carry Workers' compensation.*

General Liability

- **\$2,000,000** for each occurrence of property damage and bodily injury, and not less than
- **\$4,000,000** aggregate
- **\$1,000,000** auto liability, if vehicles are used.

Description Section

- *Should read "The City of Rome is included as additional insured".*

Certificate Holder and Additional Insured

- *Should read the City of Rome only. It should not include an individual department or the name of an individual person.*

Cancellation Section

- *Should read "30 days written notice".*

CONTRACT TERMINATION:

The City may terminate for cause if the vendor fails to perform any material condition of the contract and such failure continues remedied for thirty (30) days after receipt of notice from the City.

LIMITATIONS:

Neither the vendor nor its affiliates shall be liable in any way for delay, failure in performance, loss damage due to any of the following conditions: fire, explosion, power blackout, earthquake, flood, the elements, civil or military authority, or acts of God. The vendor shall be liable for any delay, loss, and property damage attributable to any service or actions of any of its employees or agents.

GENERAL:

Any modification or waiver of any provision of the Contract must be in writing and signed by authorized representatives of both parties. If any term or provision of the contract shall be held invalid or unenforceable, the remainder of the contract shall not be affected.

The waiver by either party of any breach of the Contract by the other party will not operate as a waiver of subsequent breaches of the same or different kind.

LITERATURE:

Each bidder shall include product or equipment literature as available.

PROTEST AND APPEAL PROCEDURES:

Protests regarding the validity or appropriateness of the specifications or of the Request for proposal shall be filed in writing with the City Treasurer no later than two (2) days prior to the closing of the bids. The address to submit the protest is:

City Clerk
City of Rome
198 N. Washington St.
Rome, New York 13440

Such protests will not be considered if received later than the date established in paragraph

above. Protests shall be explicit and in sufficient detail to stand on their own record. Post-award protests shall be in writing in a diligent and timely fashion and to be received in the City Clerk's Office no later than five (5) days after receipt of the award notice.

PROPOSAL GUARANTEE (BID BOND):

Each proposal bid must be guaranteed by cash, certified check, or bid bond in the amount of 5% of the amount of the bid total. The City may hold the proposal guarantee until the execution of the contract. All other proposal guarantees will be returned within thirty (30) days after proposal opening. The proposal guarantee of any proposer who withdraws a proposal after proposals are opened shall be forfeited to the City, irrespective of the reason for such withdrawal. The City may hold the proposal guarantee until the execution of the contract. All other proposal guarantees will be returned within thirty (30) days after proposal opening. The proposal guarantee of any proposer who withdraws a proposal after proposals are opened shall be forfeited to the City, irrespective of the reason for such withdrawal.

GENERAL MUNICIPAL LAW COMPLIANCE:

STATE OF NEW YORK, Section 103-a
Effective: July 1, 1959

"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 an official of the state or 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, and any firm, partnership or corporation of which he is a member, partner, or 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 contract 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 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 cancellations or termination, by any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid all pursuant to Section 103-a of the General Municipal Law of the State of New York."

MINORITY BUSINESS ENTERPRISE PARTICIPATION:

Minority and women-owned business enterprises are encouraged in the performance of all City material, supply, professional and construction contracts and sub-contracts;

A "minority business enterprise" is defined as a business firm which is at least fifty-one percent (51%) owned by minority group members. The minority ownership must exercise actual day-to-day management and control of the business. "Minority" means Blacks, Hispanics, American Indians, Alaskan Natives, Asians and Pacific Islanders.

A "women-owned business enterprise" is defined as a business firm which is at least fifty-one percent (51%) owned by women. The women ownership must exercise actual day-to-day management and control of business.

Bidders are requested to provide the following:

- a. Is your company 51% or more women owned? yes no
- b. Is your company 51% or more minority owned? yes no
- c. If you answer YES to Number 2, check one of the following:
 Black Hispanic Alaskan Native
 Asian/Pacific Islands American Indian

RESPONSIBLE BIDDER

Each bidder will complete the following to enable the City to determine a Responsible Bidder.

- A. Is your firm presently engaged in actions which will lead to a merger, consolidation, or other form of reorganization? yes no
- B. Has your firm filed for bankruptcy? yes no

In determining the "lowest responsible bidder," in addition to price, the purchasing authority shall consider the ability, capacity and skill of the bidder to perform the contract or provide the service required; whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the bidder; the quality of performance or previous contracts or services; the and existing compliance by the bidder with laws and ordinances relating to the contract or service; the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service; the quality, availability and adaptability of the supplies or contractual services to the particular use required; the ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and the number and scope of conditions attached to the bid.



NON-COLLUSIVE BIDDING CERTIFICATE

Pursuant to Chapter 675, Laws of 1966

- (a) By submission 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 the best of 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 matter relating to such process 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 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 submit a bid for the purposes of restricting competition.

(Name of Bidder)

(Official capacity)

BIDDERS CHECKLIST

This bid may not be acceptable without completing the following information. For your protection, please review your bid and indicate by a check mark that all requested information has been included and/or read:

- | | |
|---|------------|
| <input type="checkbox"/> PROPOSER'S WARRANTY | Ref Page 1 |
| <input type="checkbox"/> INSTRUCTIONS TO BIDDERS | Ref Page 3 |
| <input type="checkbox"/> MINORITY BUSINESS ENTERPRISE PARTICIPATION | Ref Page 7 |
| <input type="checkbox"/> RESPONSIBLE BIDDER | Ref Page 7 |
| <input type="checkbox"/> DEVIATIONS SHEET | Ref Page 8 |
| <input type="checkbox"/> NON-COLLUSIVE BIDDING CERTIFICATE | Ref Page 9 |

Do not separate or remove any pages from this bid package. Doing so may render your bid invalid. Please return the checklist with your bid



Green Waste Bid Technical Specifications

- 1) **Green Waste** is defined as any material left after gardening, landscaping work, tree trimming and tree removal that can be reused or recycled, including: Leaves, Grass Clippings, Hedge Trimmings, Brush, Wood Chips, Stumps, Flowers, etc.
Hard Fill is defined as brick, block, broken concrete, Bituminous Asphalt pieces, City street sweepings, etc.
- 2) The City of Rome disposes a **majority** of its green waste daily **during the spring to fall seasonal periods of time. Winter Green Waste is also required and the City will make every attempt to coordinate a drop off when possible.**
- 3) **The Green Waste disposal site must be accessible to the City of Rome DPW vehicles and City of Rome residents Monday through Friday 7:00am to 4:00pm and Saturday 8:00am to 12:00pn(noon) including certain holidays and certain weekends. The City, when possible ,will give prior notification when the need for weekend and holiday use when it is required.**
- 4) The Green Waste disposal site must be accessible to the City of Rome year-round.
- 5) The access road and dumping area at the Green Waste disposal must be a semi-hard surface (for example: road millings, crushed stone, etc.). **During Winter Green Waste drop off, the road must be maintained to allow access. Plowed/Sanded. The City will make every attempt to coordinate a drop off when possible**
- 6) The City of Rome will haul all Green Waste material to the disposal site and pay per cubic yard. The cubic yardage for each vehicle will be determined by the City of Rome. The City of Rome will only pay for the approximate cubic yardage disposed of (for example: a garbage truck with a full capacity of 25 cubic yards, that is only at half capacity, The City of Rome will only pay to dispose of 12.5 cubic yards).
- 7) The Green Waste disposal site must be able to accept approximately 8,000 cubic yards of green waste per year from the City of Rome.
- 8) The Green Waste disposal location will only deal with the City of Rome personnel and vehicles. All Rome residents shall dispose of their green waste at the Rome DPW City

Yard or the selected site location and the City of Rome will haul the material to the disposal site from the DPW City Yard

- 9) The City of Rome will not be responsible for the disposal site accepting green waste from contractor's or private property owners.
- 10) Green Waste disposal site must be either within the City of Rome or within 5 miles of the City of Rome.
- 11) The Green Waste disposal site must submit a beneficial use plan to the City of Rome for the green waste disposed of by the City of Rome. The green waste material disposed of by The City of Rome must be reused or recycled, it cannot be used as fill material.
- 12) The City of Rome reserves the right to reuse any green waste product that they produce, without paying for the disposal cost to the Green Waste disposal site.
- 13) The City of Rome reserves the right to accept or reject any bid submitted for RFB 2024-011R. The City will evaluate each bid and award per best value calculations that best benefit the City of Rome. The tipping quantities are based on a per calendar year basis except for the first year which will run from September 7, 2024 to December 31, 2025.

14) ITEM F- TOPSOIL

Topsoil will be an approved source. The source will be inspected and approved by the Engineer in Charge.

Topsoil shall meet following gradation and requirements:

PH of material shall be between 5.5 - 7.6.

The organic content shall be not less than 2% or more than 20%.

Gradation:

SIEVE SIZE	PERCENT PASSING BY WEIGHT
2"	100%
1"	85- 100%
1/4"	65 -100%
NO. 200 MESH	20- 80%

RFB 2024-011 R GREEN WASTE DISPOSAL SITE					
Item #	Description	Quantity	Unit	Unit Price	Amount
A	MIXED GREEN WASTE- see description in Technical Specifications	up to 6500	CY		
B	WOOD CHIPS- Clean- not mixed	500.00	CY		
C	STUMPS- mixed	500.00	CY		
D	HARD FILL- see description in Technical Specifications	500.00	CY		
E	BULK MULCH -FOB-Color to be determined at purchase	120	CY		
F	TOPSOIL- FOB	200	CY		

TOTAL

Please insert the total on Bid Worksheet to complete total bid