



## Request for Proposals

# Debris-Removal Services

**Date Issued: February 4, 2015**

**Due: Friday, February 13, 2015 – 4:00 PM**

### **Background Information**

The Greater Syracuse Land Bank's mission is to acquire and stabilize vacant and abandoned properties in order to facilitate their return to productive use. The Land Bank acquires many properties after tax-foreclosure, many of which are full of abandoned belongings, garbage, and debris.

Many of the items in these homes can be recycled, repurposed, or resold and we wish to ensure that as much material as possible is diverted from the landfill. Other hazardous items' disposal is regulated by the DEC, DOL and/or EPA – such as televisions, air conditioners, refrigerators, tires, paint, solvents, medical waste, etc. Most of our properties are sold in as-is condition for buyers to renovate, but need to be cleaned out and left in a “broom swept” condition prior to listing for sale. Others require clean-out in order to better view the property and assess its condition or to enable survey and removal of asbestos prior to deconstruction or demolition.

The Land Bank seeks to enter into contracts with one or more companies for debris-removal at a standard rate during 2015. If more than one company is retained, jobs will be awarded on a rotational basis. We anticipate that at least 80-100 homes will require clean-out in 2015.

### **Scope of Work and Requirements of Bidders**

The Land Bank is seeking contractors able to respond to a clean-out order within one-two weeks and leave buildings in broom-swept condition. Contractors should have experience properly disposing of hazardous and regulated materials and be able to demonstrate their capacity to respond in a timely manner to a volume of clean-out orders. This work will mostly entail removal of debris from inside Land Bank-owned structures, but it will occasionally include the removal of debris dumped outdoors. Outdoor dumping will typically require a much quicker clean-up time and, if multiple contractors are on retainer, the job may be awarded to the contractor able to respond most quickly. The Land Bank will take “before” pictures and expects the contractor to submit “after” photos and dump receipts or other relevant documentation with each job invoice.

### **Insurance Requirements**

The successful bidder shall be required to provide for itself and maintain at its own cost and expense until the completion of the work the following forms of insurance:

a. Commercial General Liability ("CGL") coverage with limits of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and not less than Two Million Dollars (\$2,000,000.00) annual aggregate. If CGL coverage contains a General Aggregate Limit, such General Aggregate Limit shall apply separately to each Property. CGL coverage shall be written on ISO occurrence form GC 00 01 (1093) or a substitute form providing equivalent coverage.

b. Comprehensive Automobile Liability coverage on owned, hired, leased, or non-owned autos with limits of not less than One Million Dollars (\$1,000,000.00) per accident.

c. Workers' Compensation and Employers' Liability in form and amounts required by law.

The Land Bank shall be named as an additional insured on the policies required by subparagraphs (a) and (b) above (Greater Syracuse Property Development Corporation, 333 W. Washington Street, Suite 130; Syracuse NY 13202). The successful bidder shall furnish certificates of insurance to the Land Bank and corresponding policy endorsement setting forth the required coverage hereunder prior to commencing any work, and such polices shall contain an endorsement requiring the carrier to give at least ten days' prior notice of cancellation to the Land Bank. All insurance required shall be primary and non-contributing to any insurance maintained by the Land Bank. The successful bidder shall ensure that any subcontractors hired carry insurance with the same limits and provisions provided herein. The successful bidder agrees to cause each subcontractor to furnish the Land Bank with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage hereunder prior to any such subcontractor commencing any work.

### **Non-Collusive Bidding Certification**

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 his 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 prices with any other bidder or with any competitor; and

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

The GSPDC expressly reserves the right at any time prior to February 11, 2015 to change the requirements or specifications of this bid and the renovation, requested thereunder. The GSPDC further reserves the right to reject all bids hereunder and re-bid the job or, at its sole discretion, to not award the job to any bidder following receipt of any and all bids hereunder. The GSPDC shall not be bound to award the job, regardless of bids received. In no event shall the GSPDC be liable to any respondents for any costs incurred in submitting a response to this RFP. This RFP creates no legal obligations on the part of the GSPDC.

### **Proposal Requirements**

- Please quote an overall price for debris removal by volume and/or weight. Given the capacity of most trucks and trailers, we expect you to quote a price for either a set volume in square yards with

a “not to exceed” caveat for the weight capacity of your truck or trailer. For example, \$## per 24 square yards, but not to exceed two tons per load. Indicate whether your rate is a sliding scale and is able to be reduced based upon the volume of business you receive through this contract.

The Land Bank will respond to qualified contractors once quotes are received and, if multiple contractors are retained, establish a standard rate at which all retained contractors will be compensated.

- If materials of value may be salvaged from the property how will this offset your price charged for the job?
  - Describe what procedures you will utilize to ensure that as much materials as possible is reused, recycled, refurbished, etc. and diverted from the landfill. What types of things are salvaged or recycled and where do they go? Do they requiring sorting, processing, refurbishing etc., where is that done, and by whom?
  - Describe what procedure you will use to calculate a discount based on the materials that may be salvaged. This type of salvage activity shall not include any architectural or structural materials or items considered part of the building or real property.
- Describe your experience and knowledge of hazardous and regulated material disposal.
  - Include an itemized list of hazardous and regulated materials which require separate disposal and indicate for each what additional unit-cost will be charged.
- Describe your capacity to handle the volume of work on which you’re bidding.  
This description should address: How many persons do you employ? How many trucks/trailers do you have available to you? How many clean-out orders per month can you fulfil? Per the ‘sliding-scale’ question about rates above, do you wish to bid on all the Land Bank’s clean-out work or only a portion? What volume can you reasonable perform in a timely manner each month?
- Please indicate whether your company is a NY State Certified M/WBE (see attached).
- Please provide two references.

Submit responses in person or via the mail to:

Attn: Katelyn Wright  
Greater Syracuse Land Bank  
333 W. Washington Street, Suite 130  
Syracuse, NY 13202

Alternatively, responses may be emailed to [kwright@syracuselandbank.org](mailto:kwright@syracuselandbank.org). Please title the subject line: “Debris-Removal RFP.”

Note: Submissions must be received by 4:00 PM FRIDAY, February 13<sup>th</sup>.

## Exhibit "A" – MWBE Utilization Plan

### Greater Syracuse Property Development Corporation

#### M/WBE Utilization Plan

INSTRUCTIONS: This form MUST be submitted with any bid, or proposal prior to the contract award. This Utilization Plan must contain a detailed description of the supplies and/or services to be provided by each NYS-certified Minority and Women-owned Business Enterprise (M/WBE), including the offeror if a NYS-certified MWBE, and estimated (or actual if known) annual dollar value under the contract and reflect the MWBE participation goals specified in the contract or procurement document.

Will there be M/WBE participation for services under this contract?

Yes complete this form  No, please complete request for waiver form.

\*Please note if the percentage of M/WBE participation in your utilization plan does not equal or exceed the contract goals you must complete a partial waiver form in addition to this utilization plan.

Services to be provided: \_\_\_\_\_ Solicitation Number \_\_\_\_\_

Total Contract Amount: \_\_\_\_\_ MBE \$ Goal: \_\_\_\_\_ WBE \$ Goal: \_\_\_\_\_

#### General/Prime Contractor Information

Offeror/ Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Tax I.D. or SS #: \_\_\_\_\_

General/Prime Contractor is MBE  WBE  Dual  Not W/MBE  (check one)

List below the names of all proposed Minority/Women Business Enterprises joint venture enterprises, subcontractors, consultants, or suppliers, that are certified by the State of New York, the services they will provide, the amount of money they will receive, the date the project will start and its estimated date of completion.

<p>Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Federal ID No. _____</p>	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Dual	<p><u>Description of Scope of Work Subcontracts/Supplies/Services</u></p> <p><input type="checkbox"/> Direct (Spending directly fulfilling contract obligations) Description: _____</p> <p><input type="checkbox"/> Indirect (Spending in Support of Company operations) Description: _____</p> <p><input type="checkbox"/> Copies of Written Agreements attached</p>	<p>Value \$ _____</p> <p>Percentage of Contract _____%</p>
<p>Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Federal ID No. _____</p>	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Dual	<p><input type="checkbox"/> Direct (Spending directly fulfilling contract obligations) Description: _____</p> <p><input type="checkbox"/> Indirect (Spending in Support of Company operations) Description: _____</p> <p><input type="checkbox"/> Copies of Written Agreements attached</p>	<p>Value \$ _____</p> <p>Percentage of Contract _____%</p>

**Exhibit "A" – MWBE Utilization Plan**

Vendor Certification: I hereby certify that the information supplied in this utilization plan is true and correct.

**SUBMISSION OF THIS FORM CONSTITUTES THE OFFEROR/CONTRACTOR'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE 15-A, 5 NYCRR PART 142, AND THE ABOVE REFERENCED SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NON-COMPLIANCE AND/OR TERMINATION OF THE CONTRACT.**

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

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

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

**Exhibit "B"**

**REQUEST FOR WAIVER**

Please see page two for documentation requirements. By submitting this form and the required information, the offeror/contractor certifies that every Good Faith Effort has been taken to promote M/WBE participation pursuant to the M/WBE participation set forth under the contract or proposal.

**Contract Overview**

Offeror/Contractor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Federal ID No. \_\_\_\_\_ SFS Vendor ID: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Solicitation/Contract No. \_\_\_\_\_

Email: \_\_\_\_\_

Type of Procurement: Competitive Bid  Other  Bid Response Due Date: \_\_\_\_\_ Est. or Actual Cost \_\_\_\_\_

**Waiver Request Fill All Boxes with an X or N/A and provide justification (attach additional pages if needed)**

- 1.  MBE Waiver- A waiver of the MBE Goal for this procurement is requested.  Total  Partial
- 2.  WBE Waiver - A waiver of the WBE Goal for this procurement is requested.  Total  Partial
- 3.  Waiver- Pending ESD Certification - Check here if subcontractors or suppliers of Contractor are not certified M/WBE but an application for certification has been filled with Empire State Development.  
Subcontractor/Supplier Name: \_\_\_\_\_ Date of filling: \_\_\_\_\_ Reference submission instruction on page 2, item 1.
- 4.  Vendor does not subcontract construction/professional services.
- 5.  Vendor subcontracts some of this type of work but at lower than bids/solicitation describes.
- 6.  Vendor has solicited NYS Certified M/WBE firms for purposes in complying with participation goals without success.  
Please see requirements: Reference submission Instruction on page 2, items 2-10.
- 7.  Other: \_\_\_\_\_

Provide a summary of your justification for requesting a waiver.

By checking this box you verify that you went through the NYS ESD M/WBE Directory of Certified firms to view companies that you may be currently using or may use on this bid.

SUBMISSION OF THIS FORM CONSTITUTES THE OFFEROR/CONTRACTOR'S ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE M/WBE REQUIREMENTS SET FORTH UNDER NYS EXECUTIVE LAW, ARTICLE IS-A, 5 NYCRR PART 142, AND THE ABOVE REFERENCED SOLICITATION. FAILURE TO SUBMIT COMPLETE AND ACCURATE INFORMATION MAY RESULT IN A FINDING OF NONCOMPLIANCE AND/OR TERMINATION OF THE CONTRACT

**Exhibit "B"**  
**REQUEST FOR WAIVER**

**Vendor Certification:** I HEREBY AFFIRM THAT THE INFORMATION SUPPLIED IN SUPPORT OF THIS WAIVER REQUEST IS TRUE AND CORRECT AND THAT THIS REQUEST IS MADE IN GOOD FAITH

\_\_\_\_\_ sworn to before me this \_\_\_ day of \_\_\_ 20\_\_\_

Signature

Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

Seal:

Title \_\_\_\_\_

Company \_\_\_\_\_

**REQUIREMENTS AND DOCUMENT SUBMISSION INSTRUCTIONS**

To be considered, the Request for Waiver form must be accompanied by supporting documentation for items 1-10, as listed below. If a Waiver Pending ESD Certification is requested, please see note below. Copies of the following Information and all relevant supporting documentation must be submitted along with the request.

Supporting Documentation:

1. Provide any other information you deem relevant which may help us in evaluating your request for a waiver.
2. Provide the names of general circulation, trade association, and MWBE-oriented publications in which you solicited certified MWBEs for the purposes of complying with your participation goals.
3. Provide a list identifying the date(s) that all solicitations for certified MWBE participation were published in any of the above publications and the text of said solicitation(s).
4. Provide a list of all certified MWBEs appearing In *the* NYS Directory of Certified Firms that were solicited in writing for purposes of complying with the certified MWBE participation levels.
5. Provide copies of notices, dates of contact, letters and other correspondence as proof that solicitations were made in writing and copies of such solicitations, *or* a sample copy of the solicitation, if an identical solicitation was made to all *certified* MWBEs.
6. Provide copies of responses made by certified MWBEs to your solicitations.
7. Provide a description of any contract documents, plans or specifications made available to certified MWBEs for purposes of soliciting their bids, and the date and manner in which these documents were made available.
8. Provide documentation of any negotiations between the Offeror/Contractor, and/or MWBE(s) undertaken for purposes of complying with the certified MWBE participations goals.
9. Provide the name, title, address, telephone number, and email address of the Offeror/contractor's representative authorized to discuss this waiver request.
10. Copy of notice of application receipt for MWBE certification issued by Empire State Development (ESD).

Note: Unless a Total Waiver has been granted, Offeror/Contractor will be required to submit all reports and documents pursuant to the provisions set forth in the Contract, as deemed appropriate by the Corporation and the State, to determine MWBE compliance.

**FOR AUTHORIZATION USE ONLY**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Waiver Granted: Yes \_\_\_ No \_\_\_

Total Waiver     Partial Waiver     Conditional Waiver     ESD Certification Waiver