



## Debris Removal and Other Maintenance Services

**Date Issued: March 16, 2020**  
**Due: Friday, March 27, 2020 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 2020-2021. If more than one company is retained, jobs will be awarded on a rotational basis. We anticipate that at least 100-200 homes will require clean-out annually, in addition to 500-1,000 exterior clean-ups upon acquisition of property and resulting from illegal dumping. The selected contractor should be able to provide overgrowth removal, board-ups, and painting over graffiti as needed.

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

#### ***Interior clean-outs***

The Land Bank is seeking contractors able to respond to a clean-out order within one-to-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.

#### ***Exterior clean-ups***

Outdoor clean-ups should be completed within 1-2 days of a service request placed by the Land Bank. If multiple contractors are on retainer, the job may be awarded to the contractor able to respond most quickly. The Land Bank expects the contractor to submit to take “before” pictures and “after” photos and dump receipts or other relevant documentation with each job invoice.

#### ***Board-ups, Overgrowth, Graffiti removal***

Contractor should respond within 1 day of a board-up service request placed by the Land Bank and 1-2 days for overgrowth or graffiti removal requests.

## **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. Commercial Liability Umbrella coverage with limits of liability not less than Two Million Dollars (\$2,000,000.00).

c. 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.

d. 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, 431 E. Fayette Street, Suite 375; 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 policies 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 Contractors policy may not contain any exclusion for NY Labor Law, injury to employees or injury to subcontractors. Subcontractors are required to have an unmodified Commercial General Liability policy without limitation with respect to Employers Liability and injury to Independent Contractors. 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 December 8, 2017 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

- Pricing

- Debris Removal

Please quote a price per cubic yard. You may quote a different rate for different levels of total volume. For example, \$xx per cubic yard up to 20 cubic yards, \$xx per cubic yard for loads over 20 cubic yards.

- Board ups

Please quote a price per opening for board-ups. Indicate whether you can have staff on-call to respond to Police calls for after-hours board-ups.

- Overgrowth

Please quote a price based on volume.

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
- Please provide two references.

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

Note: Submissions must be received by 4:00 PM FRIDAY, March 27, 2020.

**Contractor Selection**

The GSPDC will award a one-year contract with an option to renew for a second year to one or more qualified contractors. Winning bidders will be selected based on price, capacity to handle the volume of work, experience doing this type of work, with preference shown for contractors that have a proven track record of completing this work in a timely and high quality manner.