



*Louis J. Ingrassia, Jr.*

COMMISSIONER OF PUBLIC WORKS  
DIRECTOR – EMERGENCY MANAGEMENT

## NOTICE TO BIDDERS

PLEASE TAKE NOTICE that sealed bids will be received at the Office of the Town Clerk, Town of Wallkill, Town Hall, 99 Tower Drive, Building A, Middletown, NY 10941 until 11:00am on the 4<sup>th</sup> day of March 2020, at which time they will be publicly opened and read aloud for the following item:

- (1) Contract to provide a Town-wide bulk pick up for the Town of Wallkill (as Described in Specifications and Information for the Bidders)

Bids for said contract must be submitted in a sealed envelope at the above address. They shall bear on the face thereof the name and address of the bidder and be marked with the appropriate contract being bid upon.

Bids shall be on forms supplied by the Town and bids shall comply with Specifications and Information for Bidders on file and available to interested bidders at the [www.townofwallkill.com](http://www.townofwallkill.com) >Quick Links >Requests for Proposals/Bid Documents.

Contract will be awarded to the lowest responsible bidder. Where bids are identical, the contract may be awarded to either bidder.

The Town Board reserves the right to waive any informality in or to reject any and all bids, and the prices submitted shall be exclusive of Federal or State taxes.

99 Tower Drive- Building A- Middletown, NY 10941

Phone: (845) 326-1435 Fax: (845) 692-2546

Email: [louingrassia@townofwallkill.com](mailto:louingrassia@townofwallkill.com) Website: [www.townofwallkill.com](http://www.townofwallkill.com)

# **Town of Wallkill Bulk Pick Up**

## **Bid Proposal**

The following specifications represent the Town's needs based on a bulk pick up program that would be performed annually. This traditionally was accomplished by utilizing 2-3 large packer style refuse trucks with 2-3 employees per vehicle. The schedule that performed well had 2-3 trucks per week per ward. Alternative schedules may be proposed, and will be considered only if indicated on Section II under "F" Proposed Program Schedule and Dates.

### **I. Specifications**

- A.) Bid to furnish all labor and equipment and all necessary supplies to pick-up bulk items in the Town of Wallkill per Regulations on schedule (A) attached. Town of Wallkill will not be responsible for any items picked up that are not listed as acceptable on schedule "A", Bulk Trash Collection Requirements. All operators/drivers to have proper licenses and certifications for required type of vehicle.
- B.) Contractor/bidder to perform services in accordance with Orange County Solid Waste Management facilities guidelines.
- C.) Pre-work conference will be held prior to commencement of work to confirm scheduling and implementation. Services to be performed according to Town's prescribed schedule by ward/street. Final schedule to be provided at pre-work conference. The Town intends to provide this service in April/May.
- D.) Contractor/bidder to remove items curbside from private residences only. Contractor is not to enter onto private property.
- E.) Successful bidder shall make available phone numbers for schedule questions and complaints from residents 5 days per week. Hours to be set at pre-construction meeting.
- F.) The contractor/bidder must be registered and permitted in the Town of Wallkill in accordance with Town Code Chapter 200; see Schedule C.
- G.) Successful bidder shall submit daily tonnage and street reports in person or by fax on a daily basis. (Fax # 845-692-2546); see attached Schedule D, "Daily Tonnage and Street Report."
- H.) Successful bidder shall submit a Certificate of Insurance in an amount of not less than \$1,000,000.00 in form and content acceptable to the Town naming the Town of Wallkill as an additional insured on the bidder's general liability, personal injury and property damage policies.

# Town of Wallkill Bulk Pick Up 2020

## Bid Proposal

II. Cost Proposal

\_\_\_\_\_ (Bidder), a (corporation, partnership, sole proprietorship) organized under the laws of the State of \_\_\_\_\_, having examined the documents and specifications in compliance with the Town of Wallkill Notice to Bidders \_\_\_\_\_ hereby proposes to furnish the services specified at the prices set forth:

A. Bids to provide curbside bulk pick-up

	<u>Per Day</u>	<u>Per Week (40 hours)</u>
<u>Equipment</u> (specify) _____	_____	_____
<u>Personnel</u> (specify) _____	_____	_____

B. Hauling Fees (if any) specify if per ton or mile \_\_\_\_\_

C. Tipping Fees – specify per ton \_\_\_\_\_

D. Other fees (specify) \_\_\_\_\_

E. Destination \_\_\_\_\_

F. Proposed Program Schedule and Dates:

**4 Week Program:** Yes \_\_\_\_\_ No \_\_\_\_\_

# of Vehicles \_\_\_\_\_ # of Drivers \_\_\_\_\_ # of Laborers \_\_\_\_\_ per unit

**1 Week Program:** Yes \_\_\_\_\_ No \_\_\_\_\_

# of Vehicles \_\_\_\_\_ # of Drivers \_\_\_\_\_ # of Laborers \_\_\_\_\_ per unit

The above prices are complete and include all costs and charges. The bid will remain open for 45 days. Acceptance of this bid by the Town constitutes a contract. Bidder agrees that this bid is made in accordance with the Town specifications and documents. Bidder acknowledges receipt of the following addenda:

\_\_\_\_\_ (insert "none" if applicable)

Respectfully submitted,

Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Accepted by resolution dated: \_\_\_\_\_

\_\_\_\_\_

# Instructions for Bidders

## Conditions of Bid 2020

ALL BIDS MUST BE SUBMITTED ON THESE FORMS ANNEXED HERETO AND IN ACCORDANCE WITH PROVISIONS CONTAINED HEREIN.

### 1. Receipt and Opening of Bid

The TOWN OF WALLKILL invites bids for the "Bid Item" specified in the "Notice to Bidders" as detailed in the specifications attached hereto. Bids must be received at the office of the Town Clerk, 99 Tower Drive, Building A, Middletown, NY 10941, by 11:00am on the 4<sup>th</sup> of March 2020 and then at said place will be publicly opened and read aloud. Bids received after the specified time and date will not be considered. A bid may be withdrawn prior to the specified time for public opening. No bid may be withdrawn after the time set for public opening.

### 2. Preparation of Bid

a. Sealed envelope. Each bid shall be submitted in a sealed envelope. The envelope shall include the following information on the outside:

1. Bid for Town Wide Bulk Pick UP Contract  
Town of Wallkill

2. The name and address of the bidder. Bids which are forwarded by mail must be enclosed in another envelope addressed as follows:

Town of Wallkill Town Clerk 99 Tower Drive Building A Middletown, NY 10941	Bid for: Town Wide Bulk Pick-up Contract
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b. Bid Proposal. All blank spaces on the bid proposal form must be filled in. Prices must be specified in both words and figures. Bid proposals must be signed by the bidder and properly acknowledged as specified on the form. Proposals which are incomplete, conditional, or obscure, or which contain additions not called for, erasures, alterations, ambiguities, or irregularities of any kind may be rejected as informal.

c. Non-Collusion Certification. Each bid must be accompanied by a non-collusion certification as required by General Municipal Law Section 103-d. The certification shall be signed by the bidder. A copy of non-collusion certification is annexed hereto.

d. Bid Security. Each bid must be accompanied by the bid security in the form of a bid bond or certified or cashiers check payable to the Town in the amount of 10% of the bid. Bid securities will be returned within seven (7) days after opening of the bids to all bidders except the three bidders the Town believes to have a

reasonable chance of receiving the award of the bid, and the remaining securities will be returned to the unsuccessful bidders within 45 days of the bid opening. If the successful bidder abandons the bid by failing to timely perform the requirement of the bid, including execution of any agreements and/or failure to post any required performance bonds, the bid security will be forfeited to and retained by the Town. In addition, the Town shall be entitled to liquidated damages of the difference between the forfeited security and the additional cost to the Town by reason of the abandonment.

e. Bid Checklist

1. Sealed envelope properly labeled ( )
2. Bid Proposal form ( )
3. Non-collusion certification ( )
4. Bid Security-Bond or Certified Check ( )

3. Addenda and Interpretation

No interpretation of the meaning of the specifications or other pre-bid documents will be made to any bidder orally. Every request for interpretations should be in writing addressed to the Commissioner of Public Works, Town of Wallkill, 99 Tower Drive, Building A, Middletown, NY 10941, and to be given consideration must be received at least five (5) days prior to the date fixed for the opening bids. Any and all interpretations and any supplemental instructions will be in the form of a written addendum to the specifications which, if issued, will be mailed by certified mail with return receipt requested to all prospective bidders (at respective addresses furnished for such purpose), not later than three (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his bid submitted. Any addenda so issued shall become part of the contract documents.

4. Deviations from Specifications

Minor deviations from specifications need to be specified. Major differences or variances from specifications shall be listed separately from the proposal, and enclosed with the proposal and made a part hereof.

5. Duration of Bid

Prices and bid shall remain firm and effective for at least forty-five (45) days from date of opening bids.

6. Performance Bond

Contractor to submit a performance bond in the amount of 10% of the total bid.

7. Performance/Prompt Delivery of Services Payment Penalties:

1- 4 Days Late            5% reduction in bid amount

5 Days Late                      10% reduction in bid amount

10 Days Late                      20% reduction in bid amount

**If the pickup is two (2) weeks late, the Town will consider the lateness as a breach of contract and payment will be withheld for the affected Ward.** For the purpose of this contract, the term “late” would apply to each Ward’s respective schedule date

#### 8. Bid Price

The prices quoted are to include the complete cost of the work or items bid including all charges, taxes, and all other incidental charges. It is expressly called to the bidder’s attention that bids are to be complete on all respects as regards to materials, equipment or work to be furnished under this contract, and that no extras of any kind will be allowed.

#### 9. Taxes

The bid price shall not include any excise or sales taxes from which the Town is exempt.

#### 10. Qualifications of Bidders

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work or supply the items, and the bidder shall furnish the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by or investigation to, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract or supply the items, and to complete the work contemplated therein. Conditional bids will not be accepted.

#### 11. Statement of Equality

Reference made to trade means, manufacturer’s names, minute details and/or methods of manufacture, including material specifications and/or model numbers in the specification affixed hereto is merely intended to indicate a standard of excellence and/or to more suitably detail and explain the type of product desired. Variations from specifications which do not materially affect the operational capability, the ease of maintenance, the physical ability to fit into space availability, the long time operational economies and/or spare parts stock and/or procurement shall not preclude the products of and/or all manufactures from being given due consideration in respect to the award of the contract. The Town reserves the right to approve all proposed “equals”.

#### 12. Town’s Reservation of Rights

The contract will be awarded to the lowest responsible bidder furnishing the required security. The Town reserves the right to select the bid proposal, or any separate part thereof if separable, the acceptance of which will best serve the interest of the Town or to reject any and all bids and to re-advertise for bids. The Town specifically reserves the right to waive any informality in the bids tendered.

Note: Other requirements may be found in the Specifications annexed hereto.

**TOWN OF WALLKILL  
ORANGE COUNTY**

The following Non-Collusive Bidding Certification as required by General Municipal Law Section 103-d must be signed and submitted with bid.

**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 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 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 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.

Wherefore, this statement has been subscribed by the bidder and affirmed by the bidder as true under penalties or perjury.

Dated: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Printed Name & Title: \_\_\_\_\_  
Company: \_\_\_\_\_

General Municipal Law Section 103-d  
“The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of sub-paragraph one (a)”.

## “SCHEDULE A”

### BULK TRASH COLLECTION REQUIREMENTS

In 2020, The Town of Wallkill, in accordance with the following guidelines and regulations will provide curbside collection of bulk trash from private residences only. It is essential that all residents abide by these regulations in order for the Town to be able to maintain the bulk trash collection service.

By adhering to the following guidelines, items that are not normally picked up by your waste service provider can be disposed of properly. Please read all of the guidelines before you place any items out for pickup. **Pay special attention to new recycling guidelines for freon appliances, electronic equipment and tires.**

Each single family residence shall be limited to:

10 items – an item defined as 1 piece of furniture, 1 bicycle, 1 box of rubbish, etc. (approximately 1 pickup truck load or 2 cubic yards)

\*All items to be removed MUST BE placed at curbside the night before the scheduled pick up date.

Items to be collected for bulk trash include but are not limited to the following:

**Furniture** – Chairs, sofas, dressers, tables, desks, file cabinets, mattresses, boxsprings, etc.

**Carpeting/Padding** – must be rolled and tied with heavy cord (9x12 ft. length max. – the smaller the better for pickup).

**Wood/lumber** – must be tied in bundles, nail free, and MUST NOT EXCEED 5 INCHES IN DIAMETER AND 5 FEET IN LENGTH.

**Paint cans** – such as water base or oil base MUST BE EMPTY AND DRIED OUT; lids must be removed.

**Trash cans** – will only be removed when clearly marked “TO BE REMOVED”.

**Recyclable Bulk Metal Items Collected** (large appliances are limited to two (2) of each variety) commonly referred to as “white goods”, these may be picked up by a different truck. Dishwashers, File Cabinets/Desks, Plumbing Pipes (4ft. length max), Dryer, Water Heaters, Lawn Mowers (oil and gas free), Washing machines, Metal fencing (no cement bottoms), Tire rims only (see Tires below), Stoves, Aluminum siding, Snow blowers (oil and gas free), Swing Sets (dismantled/no cement bottom), Barbecue grills and Bicycles.

**Propane tanks** – the entire center valve MUST BE REMOVED to ensure that the tank is not under pressure.



**ITEMS THAT WILL *NOT* BE COLLECTED**

**Boats/Trailers, Oil, Building Alterations Material**

**Cars/Motorcycles, Oil Tanks, Construction Debris**

**Auto Parts, Car batteries, Tree stumps/Logs, Brush, Bags of leaves, Grass clippings, Dirt, Plaster/Wallboard, Riding lawn mowers, Railroad ties, Concrete/Rocks/Bricks etc., Kitchen refuse, microwaves**

**Hazardous materials and waste**

**Liquid paint**

**Chemicals**

**Items that can not be lifted due to weight will not be picked up, i.e. boilers, pianos, etc.**

**\*Recyclable should be disposed of through proper outlets.**

**Computer monitors and TV sets (CRT's)** – due to lead content must be recycled as hazardous waste at the Town's recycling Centers.

**Tires** – must be recycled at the Orange County Landfill. There is a \$2.00 - \$6.00 fee for each tire depending on size (off the rim).

**Freon appliances** – due to the Freon content must be recycled at the Orange County Landfill and will not be picked up. There is a \$15 fee for each appliance brought to the County Landfill.

**Yard Waste** – Residents may bring the following to the Highway Department, grass clippings and leaves. Yard waste will not be picked up. See Town website for hours.

**Homeowners can consult the yellow pages under "Rubbish Removal" to dispose of items that will not be collected.**

**Please remove doors from appliances as they may present a hazard to our children.**

If you have any questions regarding these guidelines, please contact the Town of Wallkill Highway Department at (845) 361-1106.

## **“SCHEDULE C”**

### **TOWN OF WALLKILL CODE ON SOLID WASTE**

**♦ 200-6. Permit required for collection or transport.**

No person, firm or corporation shall collect, transport or dispose of garbage, refuse or any other waste whatsoever without first obtaining a permit therefore as provided in this chapter.

**♦ 200-7. Application for permit; issuance; fee.**

- A. Any person, firm or corporation desiring, on and after the effective date hereof, to collect, transport or dispose of garbage, refuse or other waste material shall file with the Town Clerk an application for a permit therefore, in such form and detail as the Town Board shall prescribe.
- B. The Commissioner of Public Works or his representative shall inspect the equipment intended by the applicant to be employed in such occupation. If satisfied as to the adequacy and propriety of such equipment, he shall endorse his approval thereon.
- C. Upon presentation of such application so approved and payment of the annual fee provided in Subsection D of this section to the town Clerk, a permit shall be issued, which shall expire on the 31<sup>st</sup> day of December next succeeding the date of its issuance to the applicant.
- D. The fee for a permit issued or reissued hereunder entitling a person, firm or corporation to engage in residential garbage collection shall be \$500 annually and to engage in commercial garbage collection shall be \$1,000 annually. [**Amended 10-9-2003 by L.L. No. 12-2003**]
- E. A permit shall be furnished to the permittee who shall display the same on the front bumper of his vehicle at all times while same is in use in the transporting of garbage, refuse or waste within the Town of Wallkill.

**“SCHEDULE D”**

**DAILY TONNAGE AND STREET REPORT**

(Report to be filled out completely and submitted to the Town of Walkill Department of Public Works before 7:00AM each morning by fax to (845)692-2546)

DATE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

DRIVER \_\_\_\_\_ TRUCK # \_\_\_\_\_

LABORER(S) \_\_\_\_\_

**WARD #** \_\_\_\_\_

• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
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• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____
• _____	• _____

**TOTAL TONNAGE FOR DAY:** \_\_\_\_\_ **tons**

**Orange County Weight Ticket # :** \_\_\_\_\_