

## REQUEST FOR PROPOSALS FOR TRASH & RECYCLABLE REMOVAL SERVICES

The Saratoga Springs Housing Authority is now receiving proposals for the removal of trash from its sites. Proposal must be returned no later than Friday, February 21 @12:00 P.M.

### **SCOPE OF WORK**

1. DESCRIPTION OF WORK. Contractor must provide removal of trash, refuse or debris from the property of the Saratoga Springs Housing Authority. This includes the following sites: Jefferson/Vanderbilt Terrace, 163 units, Springs East Apartments 24 units; Stonequist Apartments, 176 units; and the Promenade Apartments 63 units, 36 Allen Drive 15 units.
2. WALK THROUGH. Walk through and sites visit for Bidder inspection will be scheduled as requested.
3. TIME PERIOD. Contract term is to be twenty-four (24) months, beginning on April 1, 2025 and expiring March 31, 2027. Contractor cannot assign all or part of the contract to another party without written approval from the Saratoga Springs Housing Authority. SSHA retains the right to terminate this contract for repeated non-performance or contract terms violations. Contractor cannot unilaterally terminate this contract before its term expires.
4. FORMS OF BID PROPOSAL. Bidders must submit this form of Bid Proposal (Page 2), must be completely filled out and executed.

The Contract shall be awarded to the lowest acceptable responsible bidder complying with the provisions of the Contract Documents. The SSHA, however, reserves the right to reject any or all Proposals, or any portion of the Proposals or to waive any information in the Proposals, or to award the Contract to other than the low bidder.

Pursuant to and in compliance with this Invitation for Bids, the instruction to Bidders, and other related documents, the undersigned having familiarized him/herself with said documents and with local conditions affecting the cost of the work, hereby proposes to furnish all labor, materials, supplies, appliances, devices, equipment, services, and all other related items of work required for completion of the Contract for project titled:

In strict accordance with bid requirements, specifications, drawings, and addenda thereto, as prepared by and on file at the offices of the Saratoga Springs Housing Authority,

ALL in accordance therewith for the LUMP SUM of (for the term of the contract – total for two years)

\$ \_\_\_\_\_ /and \_\_\_\_\_ dollars.

**ADDITIONAL SERVICES**

	Hauling Fee		Landfill Fee		Total
ROLL off	\$.	\$.	PER TON		

Since the use of these services is optional at the request of the SSHA, these prices shall not affect the bid price for regular trash removal services. However, these bid prices shall be binding for the term of the contract, except for a change in landfill costs which shall be subject to the conditions as outlined above in section 4

**5. PICKUP SCHEDULE**

Stonequist Apartments pickup shall be Tuesday-Saturday (A minimum of FIVE (5) pickups/week) Any missed pick-up will be taken out of the monthly invoice submitted by the contractor.

Jefferson/Vanderbilt/Springs East weekly pickup shall be-Tuesday, Thursday & Saturday. If the Authority determines that more visits to either site are required, the contractor will be required to submit their price and schedule accordingly.

Promenade weekly pickup shall be Monday and Thursday.

**6. RESIDENCE SIZE AND QUANTITY**

**Jefferson Terrace. Specifics**

- 8 one-bedroom units
- 43 two-bedroom units
- 20 three-bedroom units
- 4 four-bedroom units

(PROVE FOUR 10 YARD CONTAINERS)

**Vanderbilt Terrace Specifics.**

- 20 two-bedroom units
- 36 three-bedroom units
- 2 two-bedroom units

**STONEQUIST APARTMENTS SPECIFICS**

108 efficiency units & 68 one-bedroom units  
(PROVE ONE 4-YARD CONTAINER, and TWO 3-YARD CONTAINERS)

**PROMENADE APARTMENTS SPECIFICS**

31 one-bedroom units, 26 two-bedroom units, 6 three-bedroom units  
(PROVE TWO 4-YARD CONTAINERS)

**All containers shall be cycled for new cleaned container every 180 days.**

7. REMOVAL TIME. All trash can be removed only during the hours from 7:00 A.M. to 3:00 P.M. The contractor should expect that overnight snowfall during winter shall delay early morning removal of trash until the walks and roadways are cleared of snow; and adjust their pickup schedule, if necessary, for later pickup. Pickup shall be performed Monday through Saturday according to a regular schedule, which must be submitted with the bid. Missed pickups shall be subject to a deduction of one day's cost; calculated from the site total cost and the number of pickups listed in the contract. Contractor must provide a contact telephone number for after work hours or weekends. Contractor must remove dumpster from inside garbage area to the access road at the Stonequist apartments and return them once garbage has been dumped. **Contractor shall not use the police parking area to pick up dumpsters. It shall be the contractor's responsibility to coordinate the locking control button of the garbage area with the Authority.**
8. SPILLAGE. Contractor is responsible to remove all debris including recycling bags that blow or fall out of containers or the removal truck during removal operations. Compaction of trash by the removal vehicle on the SSHA property must not result in any debris or liquid spilled.
9. PENALTIES. If the above-mentioned requirements in Paragraph 8 are NOT performed, SSHA personnel shall perform these tasks (at a rate of \$25.00/hr, with a one hour minimum) and deduct this cost from the contractor's monthly bill.
10. INSURANCE. The Contractor shall not commence work under this contract until the Contractor has obtained and paid for all insurance required under this clause, until the policies of insurance have been approved by the SSHA as to financial responsibility of the insurer, the amount, coverage, and form of policy, and until receipts evidencing complete payment of premiums are delivered to the SSHA. The Contractor has a deadline of ten (10) days from the issuance of the Letter of Intent to enter into the Contract to meet the obligations of this clause. If, with or without the consent or permission of the SSHA, the Contractor commences and performs any work under this Contract before the insurance coverage obligations set forth in this clause are fully satisfied and complied with, the SSHA waives none of its rights to such insurance coverage.

- (a) Before commencing work, the Contractor shall furnish the SSHA with Certificates of Insurance showing that the following minimum insurance coverages are in force and will insure all operation under the Contract.
- i. New York State Worker's Compensation and Disability Benefits covering the Contractor's employee as required by law.
  - ii. Comprehensive General Liabilities/Broad Form with a combined single limit of not less than \$500,00 per occurrence to protect the Contractor against claims for bodily injury and property damage.
  - iii. Automobile Liability on owned, non-owned, and hired vehicles used by or furnished for the use of the Contractor or its employees with a combined single limit of \$1,000,000 for bodily injury and property damage
- (b) The SSHA shall be added as an additional insured to the Contractor's insurance policies described in (a (2) and (3) insurance carried by the SSHA with respect to claims arising out of or resulting from any negligent act by the Contractor, its employees or agents, and the Contractor shall furnish to the SSHA the written consent of the insurer to the primacy of those policies.
- (c) All insurance shall be carried with insurance companies that are financially secure and admitted to do business in the State of New York. If any such insurance is due to expire during the term of the Contract, the Contractor shall not permit coverage to lapse and shall furnish evidence of coverage to the SSHA.
- (d) All Certificates of Insurance, as evidence of coverage, shall provide that no coverage may be canceled or allowed to lapse without renewal by the insurance company until at least thirty (30) days prior written notice has been given to the SSHA.
- (e) The Contractor agrees to indemnify and hold harmless the SSHA, its officers, agents and employees, from and against all claims, damages losses, and expenses for bodily injury, illness or death, property damage, or breach of contract including loss or use, caused in whole or in part by the Contractor's negligent or purposeful act or omission or that of anyone

employed by the Contractor or for whose acts the Contractor may be liable. Expenses subject to indemnification shall include reasonable attorneys' fees in case it shall be necessary to file or defend the work by the contractor herein and for which the SSHA is entitled to indemnification from the Contractor under this clause.

11. PERMITS. The contractor is required to obtain and pay for all fees, permits or licenses required (by any government subdivision or agency, or any pertinent regulating body or authority) in the execution of the contract work; and shall include these costs in the submitted bid.

12. NAME OF LANDFILL

LOCATION

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**Note: ALL BIDS MUST BE BROKEN DOWN BY SITE WITH A TOTAL /YEAR AND SITE**