

**COHOES HOUSING AUTHORITY**

**PROPOSAL FOR  
WASTE COLLECTION SERVICES  
AT  
MANOR SITES,  
DR. JAY MCDONALD TOWERS,  
SARATOGA SITES  
AND ROULIER HEIGHTS**

# **Cohoes Housing Authority**

## **Notice to Bidders**

The Cohoes Housing Authority, Cohoes, New York invites requests for Proposals for the following contract:

### **Waste Collection Services at Manor Sites, Dr. Jay McDonald Towers, Saratoga Sites and Roulier Heights**

Proposals will be received by the Executive Director no later than 2:00 PM on October 10, 2018, at which time the proposals shall be publicly opened and read at the Office of the Executive Director located at the Administrative Building, 100 Manor Sites, Cohoes, New York 12047.

Requests for proposals may be obtained at the Office of the Executive Director at the Cohoes Housing Authority, Administrative Building, 100 Manor Sites, Cohoes, New York 12047, or on our website at [www.cohoeshousing.org](http://www.cohoeshousing.org).

The Owner reserves the right to waive any informality or technicality and reject any and all bids.

Katherine Oliver  
Executive Director

## Cohoes Housing Authority

### Request for Proposals for Waste Collection Services at Manor Sites, Dr. Jay McDonald Towers, Saratoga Sites and Roulier Heights.

#### Specifications:

1. Manor Sites:  
Supply six (6), six yard hanged top, non-compacting container with two (2) pick-ups per week (Tuesday and Friday). Supply one (1) 20 yard roll off container with on call basis pick up. Supply sixteen (16) eighty (80) gallon trash totes with wheels to allow for separation of recyclables (e.g.: newspapers, plastic bottles, metal cans, etc). This may require a different vehicle for pick up. Prefer on call basis for recyclable pick up.
2. Dr. Jay McDonald Towers:  
Supply one (1), six yard hanged top, non-compacting container with two (2) pick-ups per week (Tuesday and Friday).
3. Saratoga Sites:  
Supply seventy-two (72), eighty (80) gallon trash totes with wheels, with one (1) pick up per week (Wednesday). Supply seventy-two (72) recyclable containers to be picked up with trash pick-up. Trash totes and recyclable containers are to be numbered 1 through 72.
4. Roulier Heights:  
Supply fifty-two (52), eighty (80) gallon trash totes with wheels, with one (1) pick up per week (Wednesday). Supply fifty-two (52) recyclable containers to be picked up with trash pick-up. Trash totes and recyclable containers are to be numbered 1 through 52.
5. The Contractor is requested to visually review the sites prior to the submission of the proposal. There will be a walk thru on September 25, 2018 at 9:00 AM, at the Administrative Building, 100 Manor Sites, Cohoes, NY 12047, at which time the contractor can familiarize himself/herself with the site conditions.
6. The Contractor is to provide a detailed monthly cost breakdown per site for waste collection, to include any and all extra charges.
7. The Contractor is to provide a separate detailed cost breakdown per site for recyclable collection, to include any and all extra charges.

8. The Contractor shall detail the formula used to pass along any rate increases necessitated by an increase in rates at landfill sites or other charges.
9. The Contractor must include in their proposal, the location of the sanitary landfill site that will be used during the term of the contract.
10. The Contractor must include with their proposal, the attached Non-Collusive Affidavit.
11. The Contractor shall submit with their proposal, a copy of the company's "Terms & Conditions".
12. All dumpsters are to be painted and cleaned by the contractor, as needed, or when requested by the Housing Authority. All eighty (80) gallon trash totes and recyclable containers are to be replaced by the contractor, as needed, or when requested by the Housing Authority.
13. The contractor shall be solely responsible for the care and control of the containers.
14. Upon award of the contract, the contractor will submit proof of Workman's Compensation Insurance, Public Liability Insurance and their Federal Identification Number.
15. The length of this contracted service will be for a three (3) year period of November 1, 2018 through October 31, 2021.
16. Renewal Options: This contract is initially executed for services for the period of three (3) years with the option, at the HA's discretion, of two (2) additional one-year option periods, for a maximum total of five (5) years.
17. Address all inquires to Dan Rigney at [drigney@cohoeshousing.org](mailto:drigney@cohoeshousing.org).

This service shall commence on November 1, 2018 and shall continue until terminated. Either party may terminate this agreement either at the end of the first three (3) fiscal year period, October 31, 2019, or at the end of any subsequent three (3) fiscal year period by giving the other party ninety (90) day prior written notice.

**Request for Proposals for Waste Collection Services at Manor Sites, Dr. Jay McDonald Towers, Saratoga Sites and Roulier Heights.**

**Proposal Amounts (monthly)**

**Waste Collection:**

Manor Sites \$ \_\_\_\_\_

- 20 yard roll off (on call/per pick up basis) \$ \_\_\_\_\_

Dr. Jay McDonald Towers \$ \_\_\_\_\_

Saratoga Sites \$ \_\_\_\_\_

Roulier Heights \$ \_\_\_\_\_

**Recyclable Collection:**

Manor Sites \$ \_\_\_\_\_

Dr. Jay McDonald Towers \$ \_\_\_\_\_

Saratoga Sites \$ \_\_\_\_\_

Roulier Heights \$ \_\_\_\_\_

**Submitted By:**

Company Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Name (print): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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

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

NON-COLLUSIVE/NON-IDENTITY OF INTEREST AFFIDAVIT

A F F I D A V I T

(Prime Bidder)

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_,  
being first duly sworn, deposes and says:

(1) That undersigned is a partner or officer of the firm or party making the foregoing proposal or bid; (2) that such proposal or bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Cohoes Housing Authority or any person interested in the proposed contract; and (3) that no identity of interest exists or will exist between Bidder and the Owner or Architect.

An identity of interest will be construed to exist:

- (a) If there is any financial interest of the Owner in the general contractor;
- (b) If any of the officers or directors of the Owner is also an officer, director, or stockholder of the general contractor;
- (c) If any officer or director of the Owner has any financial interest whatsoever in the general contractor;
- (d) If the general contractor advances any funds to the Owner; including providing a land option or any of the costs of obtaining a land option;
- (e) If the general contractor provides and pays, on behalf of the Owner, the cost of any architectural or engineering service other than those of a surveyor, general superintendent, or engineer employed by a general contractor in connection with his/her obligations under the construction contract;
- (f) If the general contractor has any interest in the Owner corporation as part of the consideration for payment;

(g) When there exists (or comes into being) any side deals, agreements, contracts or undertaking entered into or contemplated, thereby altering, amending, or cancelling any financial interest whatsoever in the architectural firm;

(h) When the contractor or any officer, director, stockholder, or partner of such contractor has any financial interest whatsoever in the architectural firm;

(i) When the architect has stock or any financial interest in the contractor.

(j) When the contractor or any officer, director, stockholder or partner of such contract provides any of the required architectural services; or where the contractor, or any officer, director, stockholder or partner of such providing an architectural service, acts as a consultant to the project architect.

(k) When there exists (or comes into being) any side deals, agreements, contracts or undertaking, thereby altering, amending, or cancelling any of the required closing documents.

Signature of: Individual; Partner, if the Bidder is a partnership; Officer, if the Bidder is a corporation.

Name of Business: \_\_\_\_\_

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

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

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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