



**Office of
General Services**



Recycling & Trash Removal Services

Group 79013, Award 22760

The webinar will begin at 10:00 AM.

January 14, 2016

Procurement Services Contact Information

- Contract Manager:
 - Lori Bahan, lori.bahan@ogs.ny.gov, 518-486-7313
- Team Leader:
 - Todd Gardner, todd.gardner@ogs.ny.gov, 518-474-3540

Questions regarding the contract should be submitted to the above contacts.

Agenda

- Introduction
- How to find the Contract Documents
- Features of the Contract
- How to Use the Contract
- Questions



How to Find the Contract

The contract documents are located on the OGS website at:

www.ogs.ny.gov/purchase/snt/awardnotes/7901322760can.HTM

Google “NYS OGS Recycling and Trash Removal”

- The contract page will be one of the top results

Manually Navigate to the contract page:

From the OGS homepage at www.ogs.ny.gov:

- Click “Centralized Procurement”
- Click “Go To The Procurement Services Website”
- Under “Information for Buyers” Click “Using OGS Centralized Contracts”
- Click “Service Contracts”
- Select “Waste Removal”
- At the bottom of the page Click “79013” (Rubbish Removal)
- Click “22760”



Contract Documents

- Award document
 - Brief listing of awarded contracts
- Contract updates
 - Updates are posted to this link
 - Register for updates through the Purchaser Notification System (<http://ogs.ny.gov/PNS/default.asp>)
- Contractor information
 - FAQ's
 - Award Summary
 - Project Definition Template
 - Price Lists
 - Executed Contracts



Key Features of the Contract

- Executive Order #4 (2008) Features
- Mini-bid format
- County based regional structure
- Lots and Pricing

Executive Order #4 (2008)

- Established a state green procurement and sustainability program;
- Directs state agencies, public authorities and other effected entities to incorporate sustainability into their operations;
- Forty (40) EO4 specifications have been created for products and services. See: <http://ogs.ny.gov/EO/4/ApprovedSpecs.asp>



E04 Specification for 'Solid Waste Recycling & Management Services'

Applies to state agencies, public authorities and public benefit corporations
(Except interstate or international public authorities or public benefit corps)



Effected Entities are required to:

- Implement source separation and recycling programs;
- Issue contracts for recycling when contracts for solid waste disposal are issued
- Issue contracts that:
 - calculate fees based on weight or volume of materials
 - Require the contractor to report weight or volume of waste disposed or recycled
 - Require the contractor to provide maintenance, signage and labels on containers
 - Require the contractor to pickup spillage and loose refuse

Effected Entities Are Encouraged To

- Compost, either on-site or by issuing a contract
- Recycle construction and demolition material, batteries and/or appliances/electronics
- Seek incentives to enhance waste reduction and recycling
- Issue contracts that:
 - Require the contractor to perform a waste composition analysis
 - Require the contractor to assist with education and outreach
 - Use a contractor who is a member of the NYSDEC Environmental Leaders Program



E04 Related Features of the Contract

- Recycling and composting lots
- Fees based on weight or volume of materials
- Reporting requirements:
 - Contractors are required to provide quarterly and annual reports to the authorized user on the amount of waste either disposed or recycled
- Waste composition analysis available through the contract
- Education and outreach:
 - Written materials, signage, etc.



Mini-Bid Format

Contract users are required to perform a mini-bid:

- The contracts listed on the OGS website are statewide backdrop contracts.
- Purchase orders (PO) cannot be placed against these contracts.
- Contract users must conduct a mini-bid:
 - Create a Project Definition
 - Evaluate bids and award based on lowest cost
 - Establish a Mini-bid contract number
 - Place PO's against the Mini-bid contract



Mini-Bid vs. Backdrop Contract Pricing

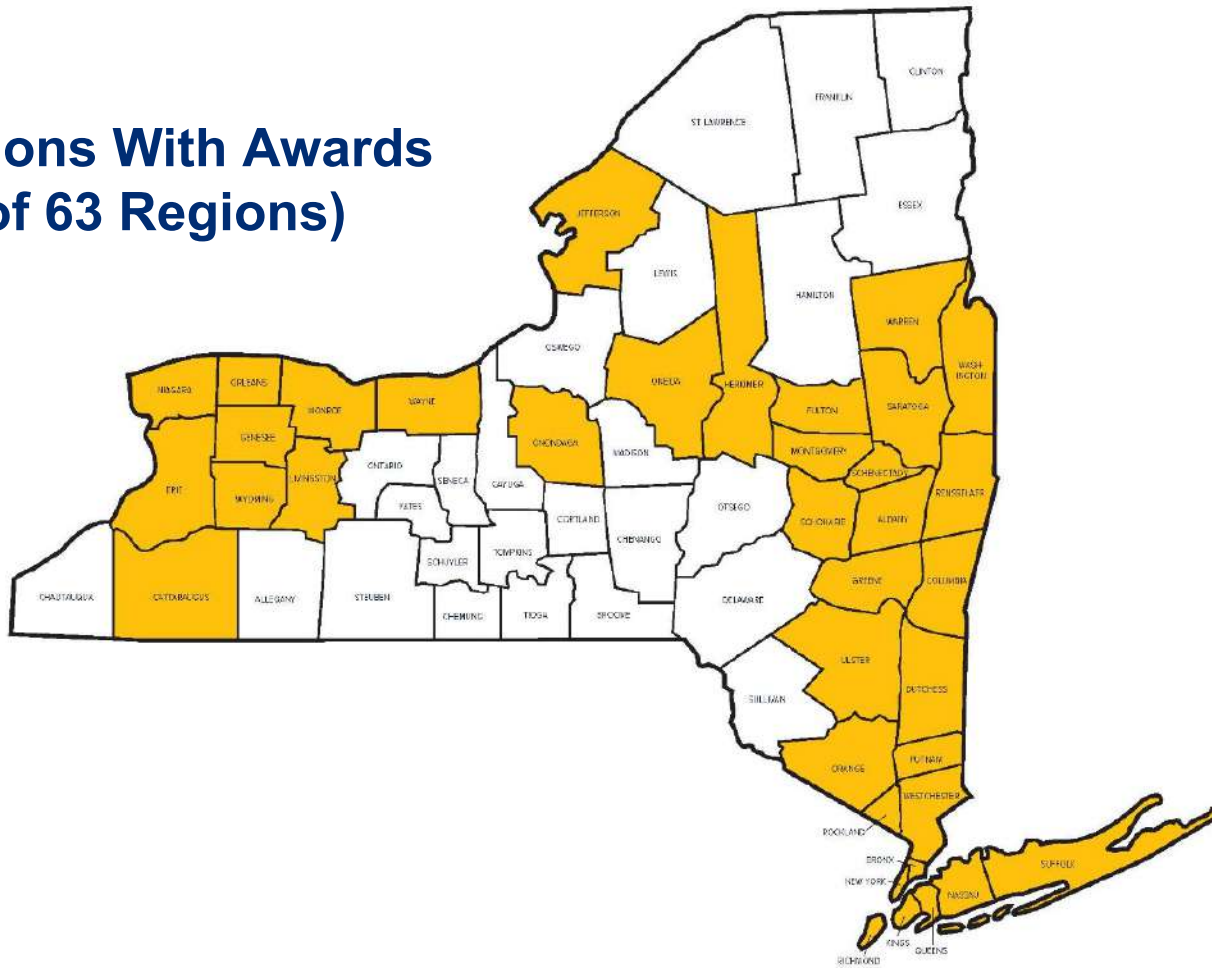
- The mini-bid unit pricing utilizes the same unit prices as the backdrop contract.
- Mini-bid unit pricing must be less than or equal to the backdrop contract unit pricing with the exception of the recyclable floor price and revenue sharing percentage, which must be greater to or equal.
- When evaluating a mini-bid, you must check the unit prices to verify that it is less than or equal to the backdrop contract unit pricing (except for the recyclable floor price and revenue sharing percentage).

Regional Structure of Award

RFP 22760 included 63 regions that are based along county lines.

- Each county in New York State is a region except for Suffolk.
- Suffolk County is split into two regions: east and west Suffolk County:
 - East Suffolk County consists of the Towns of Southhold and East Hampton
 - West Suffolk County consists of all other towns in Suffolk County

Regions With Awards (38 of 63 Regions)



Lots

- Lots 1-4: Trash removal lots
- Lots 5-13 and 17: Recycling lots
- Lots 15 and 16: Composting

Lots 1-4: Trash Removal Services

Lot 1 - Disposal of MSW in bins, dumpsters or roll offs

- Bins are small containers 1 CY in size or less (totes, carts, gondolas)
- Dumpsters 2 to 10 CY (front, rear or side loaded)
- Roll offs 20 to 40 CY

Lot 2 – Disposal of MSW in compactors

- Compactors 20 to 40 CY

Lot 3 – Disposal of construction & demolition materials

- Roll Offs 20 to 40 CY

Lot 4 – Disposal of loose or bulky waste

- Per CY



Bins, 1 CY or Smaller (Included in Lot 1)

- Price per container per pickup (the price to pickup one container, once)
- The backdrop contract pricing covers all container sizes 1 CY or smaller
- Example: If the backdrop contract pricing is \$5 per container per pickup, then \$5 is the maximum price that a Contractor can bid on a Mini-bid for all containers 1 CY or less in size (the not to exceed pricing is not prorated lower if a container less than 1 CY is used).



Dumpsters, 2 to 10 CY (Included in Lot 1)

- Price per cubic yard of container per pickup
- Price covers all dumpster sizes from 2 to 10 CY
- Example: If the backdrop contract pricing was \$10 per CY per pickup, then the maximum price a contractor could bid during a Mini-bid would be \$20 per pickup for a 2 CY dumpster and \$100 per pickup for a 10 CY dumpster



Roll Offs, 20 to 40 CY (Included in Lots 1 and 3)

The backdrop pricing includes the following fees and charges:

- Rental fee (per month)
- Tipping fee (per ton)
- Haul charge (per pickup)



The pricing covers all roll-off sizes from 20 to 40 CY.

Compactors, 20 to 40 CY (Included in Lot 2)

The backdrop pricing includes the following fees and charges:

- Rental fee (per month)
- Tipping fee (per ton)
- Haul charge (per pickup)

The pricing covers compactor sizes from 20 to 40 CY.



Disposal of Loose or Bulky MSW (Lot 4)

- The backdrop pricing is the price per cubic yard of material per pickup.



Recycling and Composting Lots (5-17)

Lot 5 – Single Stream Recycling

Lot 6 - Recycling of Comingled Recyclables, Excluding Paper Products (For Dual Stream Recycling)

Lot 7 - Recycling of Metal Food Containers

Lot 8 - Recycling of Glass Containers

Lot 9 - Recycling of Plastics

Lot 10 - Recycling of Corrugated Cardboard

Lot 11 - Recycling of Mixed Paper

Lot 12 - Recycling of High Grade Office Paper

Lot 13 – Recycling of Scrap Metal

Lot 14 – Shredding and Recycling of Mixed Paper

Lot 15 – Composting of Green Waste in Dumpsters or Roll Off Containers

Lot 16 – Composting of Food Waste and Organics in Bins, Dumpsters or Roll-Off Containers

Lot 17 – Recycling of Construction & Demolition (C&D) Materials



Recycling Lots

Containers:

- Similar to lots 1-4, includes bins, dumpsters and roll offs

Processing Fees:

- Uses either a recyclable processing fee (lots 5-12) or a processing fee (Lots 13-17) instead of a tipping fee

Revenue Sharing:

- Revenue sharing is available in lots 5-13
 - Recyclable floor price (per ton)
 - Revenue sharing percentage

Revenue Sharing (Recycling Lots 5-13)

- The recyclable floor price is the minimum price for a recyclable that the bidder will share with the contract user.
- The revenue sharing percentage is the percentage of revenue generated from the sale of recyclables that the bidder agrees to share with the contract user.
- The amount of revenue shared is determined by multiplying the revenue sharing percentage by either the recyclable floor price or the actual sale price of the recyclable materials, whichever is greater (See Section 2.21 of the executed contracts).



Recycling and Composting Lots

- The pricing for the recycling lots is calculated similar to the pricing for the trash removal lots, except that a processing fee is used instead of a tipping fee; and
- Recycling revenue is a credit paid to the contract user and is subtracted from the contract pricing for lots 5 through 13
- For more information on recycling revenue see Section 2.21 of the executed contracts 'Recycling Lots that Contain a Revenue Sharing Component'

How to Use the Contract – Conducting a Competitive Mini-Bid

1. Identify the lots that include the services that you need;
2. Determine which region your facilities are in (Note: Separate mini-bids must be done if facilities are located in more than one region);
3. Review the 'Award Summary' document to determine if the services are available in your region and to identify the contractors who are eligible to participate in the mini-bid;
4. Create a project definition that identifies your service requirements;
5. Distribute the project definition to all eligible contractors;
6. Hold a bid opening;
7. Evaluate the bids and identify the winning contractor, then notify all bidders of results (both winner and losers);
8. Obtain a mini-bid contract number from Procurement Services;
9. For state agencies, enter the mini-bid contract number into SFS (the audit type will be TNT)
10. Issue purchase orders against the mini-bid contract.

1. Identify the lots that include the services that you need:

- See Question 3 in the FAQ document for a description of the lots
- Lots 1-4 are for trash removal
- Lots 5-17 are for recycling and composting

2. Determine which region your facilities are in (Note: Separate mini-bids must be done if facilities are located in more than one region);

- Regions are county based, with Suffolk County split into east and west

3. Review the ‘Award Summary’ document to determine if the services are available in your region and to identify the contractors who are eligible to participate in the Mini-bid;

- The Award Summary document is located at:
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7901322760Summary.pdf>



4. Create a Project Definition

A template is available to assist you. Areas where information should be added are highlighted and include:

- Project name, date, prepared by
- Scope & key event dates
 - Procurement schedule
- The location of the facility(s)
 - Multiple facilities within the same region may be combined into a single Mini-bid
- Primary and secondary contacts
- Additional terms and conditions
 - Additional terms must not conflict with the terms of the master contract
- The services being sought, identified by lot and item number
 - Lots and Items with container sizes and pickup frequencies
 - See Reference 2 in the Project Definition Template for examples
- The term of the mini-bid
 - May be up to five years
- MWBE utilization goals, if needed
- Pricing page for the lots/items
 - See Reference 4 in the Project Definition Template for examples



5. Distribute the project definition to all eligible contractors

- All Contractors awarded the lot(s) and region must be provided with the project definition
- Contractors are not required to submit a bid

6. Hold a bid opening

- Bids are sealed until the bid opening date
- Bids must not be opened prior to the bid opening date

7. Evaluate the bids and release the results

- Mini-bids are evaluated on the basis of lowest cost
- See Reference 2 contained in the Project Definition Template for examples
- Both the winning bidder and losing bidder(s) must be notified of the results



8. Obtain a mini-bid contract number from Procurement Services

- Send a copy of the project definition and winning bid to the Procurement Services contract manager.
- Procurement Services will provide the mini-bid contract number.

9. For state agencies/authorities, enter the mini-bid contract number into SFS

- Mini-bid contract must be setup before POs can be placed against it.
- Mini-bid contracts are not subject to OSC pre-audit (the audit type will be TNT).

For other authorized users, follow your organization's procurement rules for setting up the contract.

10. Issue purchase orders against the mini-bid contract.

- Purchase orders are placed against the mini-bid contract, not the backdrop contract.

Questions?

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