

**SARANAC CENTRAL SCHOOL DISTRICT**  
**Saranac, New York 12981**  
**NOTICE TO BIDDERS**

The Board of Education of the Saranac Central School District, Saranac, New York, requests formal bids on the following: **Trash Removal - All Buildings.**

Specifications are attached for your review. If you are interested in submitting a proposal, please include the following in your bid packet:

1. Statement of qualifications and experience.
2. Proof of registration as a hauler for Clinton County Landfill (or alternate approved site).
3. Proof of compliance with all local and State regulations regarding waste hauling.
4. Insurance Certificate (requirements attached).
5. Completed Quotation Sheet (attached).
6. Completed Non-Collusive Certification (attached).

Bids will be received at the above office until **2:00 p.m. on Thursday, March 14, 2024**, and will be opened at 2:00 p.m. that day at the District Office. Bids received after the time and date first above mentioned shall be rejected regardless of reason for late arrival. Facsimiles will not be accepted.

**To submit a bid by mail:**

Mail bid to one of the addresses listed below. Enclose bid in a sealed envelope, addressed to Danielle McAfee, Business Administrator, and show on the face of the envelope the name of the bidder, the date and time of the bid opening and clearly mark "Trash Removal Bid".

**Via Regular Mail:**

Saranac Central School District  
District Office  
P.O. Box 8  
Saranac, NY 12981

**Via Courier Service:**

Saranac Central School District  
District Office  
#32 Emmons Street  
Dannemora, NY 12929

**To submit a bid by e-mail:**

Electronically mail bid by sending it to [bids@saranac.org](mailto:bids@saranac.org). Bids received electronically will not be opened until the bid opening date and time referenced above.

**BID SPECIFICATIONS:**

1. **Pick up at the following locations:**

Middle/Senior High School	10 yd. Trash	3 Times Per Week
	10 yd. Trash	3 Times Per Week
	10 yd. Zero Sort	2 Times Per Week
Saranac Elementary	10 yd. Trash	3 Times Per Week
	10 yd. Zero Sort	2 Times Per Week
Morrisonville Elementary	6 yd. Trash	3 Times Per Week
	6 yd. Zero Sort	2 Times Per Week
Bus Garage	8 yd. Trash	2 Times Per Week (Tuesday/Thursday)

During summer months or vacation hours, service will be 1 time per week, for the Bus Garage.

For specific locations of containers at the buildings specified above, and service times, please contact Ethan Goslin, Director of Facilities II, at (518)565-5621.

2. Vendor must provide a zero sort recycling station at the Middle School/High School and the Morrisonville and Saranac Elementary School locations. Cost to be provided on attached Bid Offer.
3. Contractor shall make scheduled visits (as noted) to load and remove trash from locations specified on days when school is in session (181 days per year). Pick up times and dates shall be coordinated to avoid conflict with school buses, staff, and student arrival and dismissal. These dates and times are to be scheduled between the contractor and the District Representative, Ethan Goslin, Director of Facilities II, at 565-5621.
4. Disposal must comply with New York State Department of Environmental Conservation Law and Local Laws.
5. Bids to be supplied as follows:
  - a. Flat rate service annually, including tipping fees, to be billed monthly by Contractor. Note: It is understood that this is an all inclusive maximum price for the year.
  - b. Cost for zero sort recycling at the Middle School/Senior High and the Morrisonville and Saranac Elementary Schools.
6. A plan for services in case of mechanical failure or vehicle breakdown. Contractor shall detail that back up resources (i.e. spare trucks, routing changes, etc.) are available to ensure continuation of service.

**GENERAL CONDITIONS:**

1. All bids received after the time stated in the Notice to Bidders, regardless of reason, may not be considered and will be returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the specified place.
2. Submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
3. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in the space provided in bid for this purpose.
4. The decision of the school district as to whether an alteration or substitution is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specification of

item he proposes to furnish. Otherwise, the bid will be construed as submitted on the identical item as specified.

5. Bidder must insert the price per unit and the extension against each item in this bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
6. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the proposal. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.

#### **AWARD:**

1. Awards will be made to the lowest responsible bidder, as will best promote the public interest taking into consideration the reliability of the bidder, the quality of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purpose for which required, and the terms of the delivery.
2. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid whole or in part, to waive technical defects, qualifications, irregularities, and omissions if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on State Contract if such items can be obtained on the same terms, conditions, specifications, and at a lower price.
3. The school district reserves the right to make awards within sixty (60) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.
4. Where a bidder is requested to submit a bid on individual terms and also on a total sum of sums, the right is reserved to award bids on individual items or on total sums.

#### **GENERAL INSURANCE REQUIREMENTS:**

INSURANCE: Contractor/vendor shall not commence work under this contract until he has obtained all insurance required under the following paragraphs and such insurance has been approved by the Saranac Central School District.

Workers' Compensation Insurance: Contractor/vendor shall take out and maintain during the life of this contract workers' compensation insurance and employer's liability insurance for all of his employees employed at the site of the project. If work involves the inter-state waters of Lake Champlain, then coverage for United States Longshoremen's and Harbor Workers' Act is to be included.

New York State Disability Benefits: Contractor/vendor shall maintain coverage as required by law for disability benefits.

General Liability Insurance: The contractor/vendor shall take out and maintain during the life of the contract, such bodily injury, personal injury and property damage liability insurance as shall protect him and the school district from claims for damages, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations by himself or by any subcontractor or by anyone directly or

indirectly employed by either of them. It shall be sufficient to fully protect himself and the school district, but in no instance shall amounts be less than those set forth below. These amounts are specific only to establish the MINIMUM coverage acceptable. Bodily injury, property damage, and personal injury liability insurance in an amount not less than \$1,000,000 (one million dollars) per occurrence for injuries, including wrongful death subject to an annual aggregate limit in an amount not less than \$1,000,000 (one million dollars).

Other Conditions of General Liability Insurance:

1. Coverage shall be written on Commercial Liability Form, or its equivalent.
2. Coverage shall include:
  - a. Contractual liability
  - b. Independent contractors
  - c. Products and completed operations
3. Saranac Central School District, P.O. Box 8, Saranac, New York 12981 shall be added to the General Liability policy as "Additional Insured".

Automobile Liability Insurance: Automobile bodily injury liability and property damage insurance shall be provided by the contractor/vendor with a minimum combined single limit (CSL) of \$1,000,000 (one million dollars) per accident.

Other Conditions of Automobile Liability Insurance:

1. Coverage shall include:
  - a. Owned, hired car and non-owned vehicles.

Evidence of Insurance: The contractor/vendor shall file with the school district insurance office, before commencing work under this contract, a certificate that shall bear the following information:

1. Name and address of insured.
2. Titles and location of operations to which insurance applies.
3. Policy number, insurance company name and type or types of insurance in force thereunder on the date borne by such certificate.
4. Inception and expiration dates of policies and limits of liability thereunder on date borne by such certificate.
5. Thirty day notice of cancellation and non-renewal.
6. If contractor's/vendor's insurance policies should expire or not be renewed during the life of the contract, contractor/vendor shall provide the school district with a new certificate of insurance which indicates the replacement policy information as requested above.
7. Saranac Central School District, P.O. Box 8, Saranac, New York 12981, shall be added to the General Liability policy as "Additional Insured".

**SARANAC CENTRAL SCHOOL DISTRICT**

**Trash Removal**

**Bid Offer**

Bid prices for Trash Removal are to be submitted on this form only. In submitting prices and signing this form, the bidder acknowledges he/she is fully informed as to the meaning of the information contained in the NOTICE OF BIDDERS, SPECIFICATIONS AND GENERAL CONDITIONS.

The undersigned agrees to provide the services to the Saranac Central School District in accordance with the specifications for the period beginning July 1, 2024, and ending June 30, 2025.

**Quotation I:**

**A.     Trash Removal - All Buildings Referenced in Specifications**

Total: \$ \_\_\_\_\_

**B.     Zero Sort Recycling at Morrisonville Elementary School**

Total: \$ \_\_\_\_\_

**C.     Zero Sort Recycling at Saranac Elementary School**

Total: \$ \_\_\_\_\_

**D.     Zero Sort Recycling at Middle School/High School**

Total: \$ \_\_\_\_\_

=====

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Telephone Number

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

\_\_\_\_\_  
Address

## **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 bidders or with any competitor; and
2. unless otherwise required by law, the prices have been quotes 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.

Signed: \_\_\_\_\_

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

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