**INSTRUCTIONS TO BIDDERS AND SPECIFICATIONS**

**COVERING GARBAGE AND WASTE DISPOSAL**

**SERVICES FOR THE VILLAGE OF ELMIRA HEIGHTS NEW YORK**

Sealed bids will be received by the Village Clerk up to 3:00 P.M. on the 22nd day of January, 2021, and publicly opened and read at 3:00 P.M. of the same day for the collection of garbage, paper, trash, and recyclable items as per the Chemung County Solid Waste Management district specifications from all private residences for the period commencing on June 1, 2021 and ending May 31, 2024.

**PRE-BID CONFERENCE:** A Pre-Bid conference for all Bidders will be held on January 8, 2021 at 10:00 A.M. at the Village of Elmira Heights Village Hall, 215 Elmwood Ave, Elmira Heights, New York 14903 for the purpose of reviewing the bidding procedures, the scope of work, and inspecting the proposed work areas.

**EQUIPMENT:** All bidders must specify equipment intended to be used, the make thereof and the year of manufacture. Any bidder intending to purchase new equipment shall specify the delivery date of such new equipment and furnish a statement from the manufacturer or its representative to that effect. No hitched trailer will be accepted for safety reasons.

**QUALIFICATIONS OF BIDDERS:** To demonstrate qualifications to perform the Work, each Bidder must be prepared to submit within five (5) days after Bid opening upon Village's request written evidence, such as financial data, previous experience, present commitments and other such data as may be called for in the Bid Proposal. Each Bid must contain evidence of Bidder's qualification to do business in the jurisdiction where the Project is located or covenant to obtain such qualification prior to award of the contract.

**SANITATION PICKUP:** Garbage, paper, trash, and recyclable items shall be collected each Tuesday for the west side of the Village (everything west of the Erie Railroad) and each Wednesday for the east side of the Village (everything east of the Erie Railroad) if a holiday falls on one of these days the collection of garbage shall take place the following day (Wednesday or Friday): Thanksgiving, Christmas Day, New Year's Day.

Garbage, paper, trash, and recyclables shall be collected as provided under the Village Solid Waste Collection Ordinance.

All garbage, paper, trash, and recyclables will be placed by the village residents, at the curb or alley adjoining the street of their residence. The garbage, paper, trash, and recyclables generated by the Village Offices and Garage shall be picked-up at curbside at Birchwood Avenue and Lynwood Avenue and E. 9th Street.

The collector shall pick up the solid waste materials and recyclables generated solely in the Village of Elmira Heights. The garbage trucks shall be empty at the beginning of work for the Village. The dump site is the Chemung County Solid Waste Disposal area.

**BOND:** Each proposal must be accompanied by the deposit of a certified check payable to the order of the Village Clerk of the Village of Elmira Heights, New York, in the sum of $1,000.00 or a bond with sufficient securities to be approved by the Village Attorney of Elmira Heights, New York, in the penal sum of $1,000.00, conditioned that if the proposal is accepted the successful bidder will enter into a contract within 30 days.

All deposits except that of a successful bidder will be returned upon acceptance of a bid or rejection of all bids.

Upon acceptance of his bid, if the successful bidder fails to enter into a contract pursuant to the requirements of the Board, within the time limited therefore or evidence of insurance required, then the check deposited as aforesaid and the moneys standing to the credit of the same shall be forfeited to the Village of Elmira Heights, New York, as liquidated damages, or the payment of the bond shall be enforced for the benefit of the said Village of Elmira Heights, New York.

**TIME TO CONSIDER:** The Village reserves the right to consider all bids submitted for a period of thirty (30) days and no bidder will be permitted to withdraw his/her bid during this period.

**CONTRACT**: A form of the contract which shall be entered into with the successful bidder may be obtained at the office of the Clerk.

Non-discriminating provision, non-collusion bidding certificate and waiver of immunity must be signed as part of the bid. They will also thereby become part of the contract with the successful bidder.

**SUPERVISION:** All collections of garbage, paper, trash, and recyclable items shall be under the supervision of the Village Superintendent of Public Works and his instructions shall be carried out by the successful bidder.

The successful bidder shall file a report at the end of each week with the Village Superintendent of Public Works indicating the times of his activities and complaints received and the disposition.

**BIDDER RESPONSIBILITIES:** It is the responsibility of each Bidder, before submitting a bid, to examine the Contract Documents, and to visit the site to become familiar with and satisfy Bidder as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work, if applicable.

**AWARD:** Award of contract will be made on a price basis to the lowest responsible bidder whose bid complies with all the provisions required to render it formal, and whose equipment and service facilities are accepted under the terms of this specification.

**INSURANCE**: The successful bidder shall furnish evidence of liability insurance, naming the Village of Elmira Heights as an additional assured in the performance of the work specified herein. Proof of Insurance Coverage must be presented at time of bid openings.

Coverages must conform to the following minimum limits:

**AUTOMOBILE LIABILITY**

**Form** - Automobile Liability including all owned, non-owned, and hired autos.

**Limits** - $3,000,000 Combined Single Limit for bodily injured and property damage liability Personal Injury Protection.

**GENERAL LIABILITY**

**Form** - Comprehensive General Liability, including, but not limited to: Premises and Operations, Independent Contractors, Products and Completed Operations, C.G.L. Broad Form Endorsement, Personal Injury, Contractual Liability.

**Limits** - $3,000,000 Combined Single Limit for bodily injury and property damage liability.

**WORKER'S COMPENSATION**

**Form** - Providing coverage to all employees

**Limits** - As required by the Worker's Compensation Law of the State of New York or any State or Federal body having jurisdiction over the location of operations being performed.

**Employer's Liability** - $100,000 limit.

The Village Board of Trustees reserves the right to reject any or all bids, in whole or in part, to waive technical defects in bids and to reject any bid which in the opinion of the Village Board will not adequately answer the requirements of the Village's service.

The Village shall pay the successful bidder for the above-mentioned services on a monthly basis payable on or about the 10th day of the month.

These instructions and specifications shall become part of the contract awarded to the successful bidder.

Dated: 12/8/20

BOARD OF TRUSTEES
VILLAGE OF ELMIRA HEIGHTS, NEW YORK