

INSTRUCTIONS AND CONDITIONS

No proposal will be considered for award unless submitted in the format described in this Request for Proposal (RFP). The proposal must be fully complete and executed. Contractors shall send one (1) copy of the completed proposals, which will include; two (2) bound and one (1) unbound copies with a copy of this RFP attached to the front of each proposal, with appropriate responses included.

Each proposal submitted should be addressed to Water Pollution Control Plant; Department of Municipal Utilities; 35 Bradley Street; Auburn, NY 13021, and delivered prior to the time and date specified in this document.

The City reserves the right to reject or accept any or all proposals or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.

Proposals will be evaluated by the Department of Municipal Utilities. If a proposal is found to be incomplete or not in compliance with the format required, it will not be submitted for evaluation. During the evaluation process, the City may find it beneficial to request additional information.

The successful contractor shall enter into a formal agreement with the City which will be very similar in content to Attachment A "Draft" agreement outline which is provided for information purposes only and to help clarify City intent relevant to this RFP.

The term of this agreement shall be for two (2), three (3) or five (5) years. The City and Contractor may mutually elect to extend the agreement for additional one (1) year periods on a year-to-year basis, for a maximum of 4 extension years, on the same terms and conditions, upon providing written notice to Contractor not less than thirty (30) days prior to expiration of the Agreement. The Fuel Adjustment Factor shall be submitted in the proposal and clearly explained in the Agreement.

Prior to beginning any work or delivering any equipment or material to be furnished under this proposal, the contractor shall secure the appropriate Federal, State of New York, County or City License/ Certification required to provide the services and a Certificate of Insurance in accordance with the Insurance Requirements for Service Providers document included in this RFP as Attachment B will also be required.

The Contractor is invited to tour the City's Water Pollution Control Plant Sludge Handling Facility in preparation of submitting a proposal to better understand the scope and daily process of sludge removal. Please contact Jeff Sikora, Chief Wastewater Plant Operator or Seth N. Jensen, Director of Municipal Utilities at (315) 253-6511 at least one day in advance to arrange a time to visit the facility.

I. GENERAL INFORMATION

The City of Auburn is soliciting proposals to obtain a residuals management service agreement to haul biosolids (sludge) generated at the Water Pollution Control Plant, located at 35 Bradley Street, Auburn, NY 13021, and transport the unstabilized biosolids to a permitted landfill facility under contract to accept biosolids.

The Water Pollution Control Plant is composed of two dewatering belt presses designed to produce a minimum solids concentration of greater than twenty percent (20%). To date, the treatment facility has been producing 329 to 435 wet tons per month of unstabilized biosolids at 22% to 26% solids with an approximate density of 1650 pounds per cubic yard. This amount is expected to increase to 600 to 650 wet tons per month within the next two years.

In 2009, the City of Auburn constructed an indoor sludge handling facility at the Water Pollution Control Plant to improve the sludge handling process during the winter months. The City currently pumps and loads unstabilized biosolids into a tractor trailer at the rate of about 2 or 3 trailers per week. Trailers are backed into the sludge handling facility.

II. SPECIFICATIONS

- A. Contractor shall provide documentation that the disposal site is an approved biosolids disposal site; approved composting facility, and/ or a landfill that will accept the plant generated biosolids. A sample was taken May 1, 2018 and these results can be found in Attachment C.
- B. The contractor shall comply with all Federal, State, and Local disposal regulations; including all necessary reporting and biosolids constitute data monitoring.
- C. Contractor will provide trailers to place under the conveyor system, with a minimum of one trailer on site at all times. Loaded trailer shall be removed for disposal and replaced with an empty trailer within 36 hours of notification by City personnel.
- D. Proposals shall include cost per ton of biosolids to haul and dispose; type and availability of trailers to collect and haul the biosolids; location of proposed disposal site(s); and any other pertinent information.
- E. Specification in this document is minimal and any variances should be described in detail.

III. FORM OF PROPOSAL

Price shall include all costs, labor, fees, taxes and delivery, pickup or freight charges. A proposal form is attached to this document and is to be filled out and supplied to the Department of Municipal Utilities with all other proposal materials (See Attachment D).

The Non-Collusive Bidding Certification shall be executed and provided with the proposal (See Attachment E).

IV. PROPOSAL DEADLINE

The proposal, including Bid, Agreement, and Non-Collusive Bidding Certification, must be received by the Department of Municipal Utilities no later than Thursday, February 14, 2019 by 12:00 NOON for consideration (fax 315-255-4148, email, hand delivery, and mail are acceptable methods of delivery). Please feel free to contact Seth Jensen at 315-255-4180, sjensen@auburnny.gov or Jeff Sikora at 315-253-6511, jsikora@auburnny.gov if you should have any questions, comments, or concerns with this request.

Thank you,

Seth N. Jensen
Director of Municipal Utilities

cc. Jeffrey Dygert, City Manager
Christina Selvek, Director of Capital Projects & Grants
Jeffrey P. Sikora, Chief Wastewater Operator
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