



DIVISION OF PURCHASE

TO: ALL INTERESTED PARTIES

FROM John Hood, Erie County Department of Environment and Planning

DATE: November 8, 2024

SUBJECT: **ADDENDUM NO. 1 - RFP# 2024-044VF Paper Recycling**

The attention of all entities interested in RFP# 2024-044VF is directed to the following changes in the above RFP:

Noted on Pages 2 & 4:

The proposal due date has been changed to Tuesday, December 3, 2024 at 3:00PM.

An additional informational meeting will be held in-person meeting on Wednesday November 13, 2024 at 10:30 AM in the 10th Floor Conference Room, 1065 in the Rath Building (95 Franklin Street). The meeting will also be accessible via Webex, please contact John.Hood@erie.gov for details.

Exhibit A: Scope of work

Change in red on Table 1 (pages 16-17):

TABLE 1 Pickup Locations, Container Quantity and types and Pickup Frequency

Building/site	Address	Number of Paper Totes (unless otherwise indicated)	Frequency of Paper Pick-up	Cardboard
Downtown Buffalo Corridor				
Rath Building	95 Franklin Street	8 non-secure 20 secure	Weekly	Monthly pick up of baled cardboard: 1-3 bales

Social Services	290 Main Street	6 secure	Weekly	2 totes- Monthly
Social Services	460 Main Street	3-4 secure	Monthly	2 totes- Monthly
Social Services	43 Court Street	2-4 secure	Monthly	2 totes- Monthly
Central Police Services	45 Elm Street	6 secure	Weekly	4 totes Monthly
Civil Division	120-134 West Eagle	15	Weekly shred on call	4-8 totes Monthly
County Hall	25 Delaware Ave/ 92 Franklin	14	Weekly	4 totes Monthly
EC Social Services	291 Pearl	4	On call	2 totes Monthly
Family Court	1 Niagara Plaza	5 2 secure	Weekly, shred once a month	No cardboard pickup
Health (Lincoln Building)	110 Franklin St.	4 secure	Bi-monthly	No cardboard pickup
Law Library	77 West Eagle	9	Weekly	No cardboard pickup
Library	1 Lafayette Sq	8 totes 2 Secure totes	Weekly/shred on call	2 gaylords, must be emptied On call
Sheriff's Dept/Holding Center	10 Delaware Ave	8 totes	Weekly	4-6 cubic yard dumpster weekly

City of Buffalo, outside downtown Corridor				
Health Dept	503 Kensington	8 2 secure	Weekly shred on call	4 totes, monthly
Jess Nash Center	608 William St	2	On call	2 Totes/On call
Erie County Health Mall	1500 Broadway	2	On call	4 totes on call
Suburban Facilities				
Correctional Facility	11585 Walden Ave, Alden	7/ 1 (8yd.). rear loader bin	Packer weekly, on call	2 10-15 cubic yard dumpsters weekly
Erie County Sewer District	3690 Lake Shore Road, Village of Blasdell	6	Bi-weekly	No cardboard pick up
Erie County Records	3080 William Street, Cheektowaga	10 Gaylords	On call	8 yard dumpster – on call
Highways	1080 Harlem Rd, Cheektowaga,	1	On call	8-10 cubic yrd dumpster, monthly
Appletree Business Park	2875 Union Road Cheektowaga	10 secure	Bi-weekly	8 yard dumpster – on call
Fire Training Academy	3359 Broadway #2 Cheektowaga	4	Monthly	10 cubic yard dumpster – on call On call
Erie County Sewer District	3789 Walden, Lancaster	6	Monthly	2 totes, on call
Health Warehouse	500 Commerce Drive, suite 1 Amherst	1 1, secure	Every three months or on call	10-15 cubic yard dumpster On call

Erie County Paper Bid-Questions from meeting on 11/6/24

- 1.) Bid documents clearly state vendor can pick all or parts of the contract, does that include the various corridors as well?

Yes

- 2.) Cardboard is indicated as being placed in totes. Is that correct? Will the cardboard be broken down?

How the cardboard is prepared depends on the site. Many sites in the downtown area do not have room for a dumpster. If totes are used, the County will have the cardboard broken down. If alternate collection methods are preferred, please indicate in proposal.

- 3.) Are cardboard totes already on site or is the vendor required to provide them?

While Erie County has some material recycling containers, the contractor will be responsible for delivery of an agreed upon number of containers and necessary equipment at the start of the contract as required during the term of the contract, and for removal of same when no longer required by the user agency as requested by Erie County for county owned or leased facilities as identified in Table 1.

- 4.) Proposal documents indicated various locations can required locked containers, does this include paper and cardboard?

Paper only

- 5.) *Is the vendor required to handle the gaylords at the library and record dept?*

Yes, unless other arrangements are agreed upon.

- 6.) Are the dumpsters already on site or are vendors required to provide them.

The dumpsters are not on site.

- 7.) How will the on-call units be handled- who will authorize pick up?

Site contacts will call.

- 8.) The Holding Center currently has in excess of 20 totes-only 8 to be picked up, how will they be identified for the drivers?

They will be placed in a specified area on day pick up is scheduled.

- 9.) Holding center cardboard rear loader- is this a can or tote?

See updated Table 1

10.) Bid documents call out for a separate Cost Sheet- please explain what is needed here?

Separate sheet to be filled out is included in RFP

11.) Bid documents indicate that no exceptions or limitations can be included in bid documents?

As stated in RFP: "Exceptions or limitations in your proposal shall not be placed in the sealed priced proposal unless clearly described in the written proposal."

12.) Monthly statements to provide monthly reports to whom?

Purchasing

13.) Is there a flat rate for pick up?

The cost sheet (EXHIBIT C) requests a flat rate per material type per pick-up corridor. As stated in RFP: "Exceptions or limitations in pricing must be clearly described in the written proposal. For example, a price per container instead of price per month option would be considered.

14.) Would a straight truck work for picking up paper (pull totes, replace with empty)?

yes

15.) Can contractor work with a subcontractor(s)?

yes

16.) Can contractor provide gaylords and/or 'grays' for collection purposes

yes

17.) What are the insurance requirements?

Insurance coverage details are noted within the Sample Agreement included as Schedule D.