



Great Neck Water Pollution Control District
236 East Shore Road
Great Neck, NY 11023
Tel: 516-482-0238

REQUEST FOR PROPOSALS

Great Neck Water Pollution Control District invites you to submit a Proposal for:
Grease Trap Waste Disposal

REFERENCE NUMBER:

**RESPONSE MUST BE DELIVERED
BY:**

September 2, 2020, 10:00 AM
at the District office.

RESPONSE MUST BE DELIVERED TO:

Christopher D. Murphy, Superintendent
GNWPCD
236 East Shore Road
Great Neck, NY 11023

ESTIMATED CONTRACT PERIOD:

1 Year

PRE-PROPOSALS CONFERENCE:

N/A

DISTRICT CONTACT:

All questions regarding this
proposal should be in writing
to: cmurphy@gnwpcd.net

The deadline to submit questions will
be 5:00PM August 26, 2020.



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

TABLE OF CONTENTS

| | |
|--|---------------|
| 1. BACKGROUND | 2 |
| 2. PROPOSAL INFORMATION – GENERAL..... | 2 |
| 2.1. THE GREAT NECK WATER POLLUTION CONTROL DISTRICT IS ISSUING THIS RFP | 2 |
| 3. AWARD CRITERIA | 3 |
| 3.1. EVALUATION..... | 3 |
| 3.2. SELECTION PROCESS | 3 |
| 3.3. ANTICIPATED AWARD AND CONTRACT TIMETABLE..... | 4 |
| 4. SPECIAL TERMS AND CONDITIONS..... | 4 |
| 5. BID SUMMARY | 6 |
| 6. INSURANCE REQUIREMENTS | 9 |
| 7. GREASE TRAP WASTE LETTER OF CREDIT | 9 |
| ATTACHMENT A | 10 |



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

1. Background

The Great Neck Water Pollution Control District (District) operates a digester gas Microturbine Cogeneration facility located at its Water Pollution Control Plant. The District receiving station will allow processing of grease trap waste for codigestion to increase biogas production. The District is soliciting proposals from NYSDEC licensed liquid waste haulers that service restaurants and commercial kitchens for the source of grease trap waste. The Respondents are expected to provide the District with a cost proposal for the right to dispose of acceptable grease trap waste at its facility.

2. Proposal Information – General

2.1. The Great Neck Water Pollution Control District is Issuing this RFP

All requests for information (RFIs) regarding the RFP and the submittal of the formal response (Proposal) to the District will be addressed to:

Christopher D. Murphy, Superintendent
GNWPCD
236 East Shore Road
Great Neck, NY 11023

Proposals are due no later than 10 A.M. at the District's office on September 2, 2020. Proposals received after this date and time will not be accepted and will be returned to the responder. Proposal must be submitted in a sealed envelope with the name of the Proposal and the Respondent's name clearly written on the outside of the envelope. All Proposals must be in hard copy form in a sealed box or envelope with the name of the Proposal and the Respondent's clearly printed on the outside. Faxed or electronic submittals will not be accepted.

- Any questions or requests for information (RFIs) must be submitted in writing no later than 5 calendar days before the Proposal due date noted above.
- The District will not accept phone calls requesting information relating to the RFP.



REQUEST FOR PROPOSAL GREAT NECK WATER POLLUTION CONTROL DISTRICT GREASE TRAP WASTE DISPOSAL

September 2, 2020

- Responders can request a site visit of the District's grease receiving station by contacting the District at (516) 482-0238.
- The District is not responsible for any costs incurred by responders to the RFP.
- The District reserves the right to reject any and all proposals or to award a contract if deemed to be in the best interest of the District.
- Changes to the RFP will be provided to interested persons/firms in the form of an Addendum. Respondents will be required to acknowledge receipt of any and all Addendum.
- There is no limit to the length of the Proposal in the Proposal submitted to the RFP. However, the addition of brochures and marketing materials is not encouraged or required.

3. Award Criteria

3.1. Evaluation

Proposals will be evaluated by the District in accordance with the following criteria:

- Firm organization, including number of licensed trucks and locations
- The list of sources of grease trap waste and vicinity to the District.
- Copy of the license to haul liquid waste and record of past violations in accordance with 6 NYCRR Part 364 Waste Transfer Permit.
- References from annual list of accounts (three (3) references).
- Cost proposal.

3.2. Selection Process

The successful Respondent will be chosen based upon a review of their official Proposal.

- Selection Team — the District will review and provide recommendations to the District Board.



REQUEST FOR PROPOSAL GREAT NECK WATER POLLUTION CONTROL DISTRICT GREASE TRAP WASTE DISPOSAL

September 2, 2020

- Interviews may be conducted. The District may schedule and conduct interviews at their discretion during the review period.
- The District selection will be based on the proposed sources of grease trap waste and the vicinity to the District including:
 - a. The bid price;
 - b. The reputation of the Respondent;
 - c. The Respondents past relationship with the District.
- The District reserves the right to award to the Respondent that provides an overall best value to the District.
- The District may award up to two separate contracts.

3.3. Anticipated Award and Contract Timetable

- A contract of one (1) year duration will be awarded, with the District's option to extend for three (3) additional years, in one (1) year increments, depending on District's periodic evaluation results. If applicable, renewed contract price must be provided by the Respondent and received by the District at least ninety (90) days prior to renewal date and must carry a minimum twelve (12) months price guarantee for each year.

4. Special Terms and Conditions

- The liquid hauler will provide up to 17,500 gallons per week of grease trap waste (brown grease). The District reserves the right to increase or decrease this amount or reject any truck based on quality of grease disposal, it's source or District's ability to process the grease based on plant operating conditions.
- The hauler shall have each source pre-approved by the District prior to delivery. Grease trap waste from restaurants within Great Neck are preferred.
- The District will collect a sample of the grease from each tanker to verify the quality of grease should the delivery be suspect. Sampling parameters include pH, fats, oil and grease (FOG), BOD, COD, TSS, total metals, sulfides, and volatile organics.



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

- The hauler shall provide a manifest to document the source, pickup time, and delivery of the grease trap waste.
- The District reserves the right to contact the supply source and observe grease trap cleaning.
- Failure to comply with the terms of the contract will result in contract termination. The District will notify the Respondent of the violation to correct within 5 days. Failure to correct the violation will result in contract termination.
- “Grease trap waste (brown grease)” means fats, oils, grease and food residues generated from a food establishment that are captured in a device meant to prevent these materials from entering the sewer or septic system.
- District reserves the right to remove supply source from approved list at any time.



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

5. Bid Summary

BID

Bid of _____, hereafter called "Bidder",
a _____ corporation/partnership/limited liability company/an
individual doing business as _____
_____ to the Great Neck Water Pollution Control District, 236 East Shore Road,
Great Neck, NY 11023.

Superintendent Murphy:

The Bidder, in compliance with your invitation to bid with respect to a Contract for:

**GREASE WASTE TRAP DISPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT**

having examined the Bidding Documents and the following Addenda (receipt of which is hereby acknowledged):

| <u>Date</u> | <u>Number</u> |
|-------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

and being familiar with all of the conditions including the delivery location, hereby proposes to furnish grease trap waste in accordance with the time set forth therein and at the prices stated below.



REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL

September 2, 2020

| <u>Item</u> | <u>Price Per Gallon (See Notes)</u> |
|---------------------|-------------------------------------|
| • Grease trap waste | \$ _____ |

- Note: 1. Price per gallon shall be no less than \$.24/gallon.
2. Hauler will be charged based on full tank as per stated capacity noted on truck.
 3. Partial deliveries will be charged the full stated capacity noted on the truck.
 4. Source of grease shall be pre-approved prior to acceptance.
 5. Deliveries Monday-Friday from 8:00 A.M.-2:00 P.M.
 6. Daily Maximum Volume – 4,000 Gallons
Weekly Maximum Volume – 17,500 Gallons
Weekly Minimum Volume – 8,000 Gallons

The undersigned declare that the only persons interested in this proposal or the Contract proposed to be taken, as principals, are as stated; that this proposal is in all respects made without collusion or fraud; that the undersigned will, within thirty (30) days after the delivery of notice of acceptance of this Bid, execute a Contract with the Owner, together with all required security and evidence of insurance.

NAME OF BIDDER _____

ADDRESS OF BIDDER _____

TELEPHONE NUMBER _____

EMAIL _____

SIGNED BY _____

TITLE _____

DATE _____



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

List Grease Trap Waste Sources

(Attach to Bid sheet)

Food Service Establishment

Address

Telephone No.

Type of Grease



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

6. Insurance Requirements

See Attachment A for Insurance Requirements and Hold Harmless Agreement.

7. Grease Trap Waste Letter of Credit

An irrevocable letter of credit shall be provided in the amount of \$10,000 to be called by the District in the event of a disruption to the plant operations due to the grease trap waste delivered. The Respondent will be notified of the event and be afforded 8 hours to remove the grease trap waste.



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

ATTACHMENT A



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

**Great Neck Water Pollution Control District
Insurance Requirements For Independent Contractors/Sub-Contractors –
Grease Trap Waste Disposal
Page One of Two**

The independent contractor shall maintain at a minimum the following insurance giving evidence of same to Great Neck Water Pollution Control District on **the form of Certificates of Insurance, copies of the General Liability Declaration Page and copy of the Additional Insured Endorsement, providing 30 days notice of cancellation, non-renewal or material change.** New York State licensed carrier is preferred; any non-licensed carriers will be accepted at the District’s discretion. The insurance carrier must have an A.M. Best Rating of at least A- IX. All subcontractors must adhere to the same insurance requirements.

I. Workers Compensation and NYS Disability

| | |
|------------|---|
| Coverage | Statutory |
| Extensions | Voluntary Compensation; All States Coverage Employers Liability – Unlimited Waiver of Subrogation |

II. Commercial General Liability including Pollution Liability

| | |
|---------------------|--|
| Coverage and Limits | Occurrence Form except Pollution Liability Insurance may be on a “Claims Made” Coverage form |
| | General Aggregate \$2,000,000 |
| | Products & Completed Operations \$2,000,000 |
| | Personal & Advertising Injury \$1,000,000 |
| | Per Occurrence Limit \$1,000,000 |
| | Fire Damage Legal Liability \$ 50,000 |
| | Medical Expense \$ 5,000 |

| | |
|--------------------|---|
| Additional Insured | Great Neck Water Pollution Control District, all elected and appointed officials, employees and volunteers using ISO Form CG2026 or equivalent including Products and Completed Operations on a primary and non-contributory basis. |
|--------------------|---|

| | |
|------------------------|--|
| Extensions – Mandatory | Aggregate Limits to apply per project; Full Contractual Liability extending to Hold Harmless/Indemnification Agreement is afforded per the definition of “insured contract” as defined in Form CG0001 with no endorsements that amend or restrict the definition of “insured contract”. |
|------------------------|--|

No “Action Over” or other New York State Labor Law Type Exclusion that would preclude or limit coverage for claims alleging bodily injury to an employee of the insured or an independent contractor or subcontractor working for or on behalf of the insured.

Endorsement showing that coverage afforded to Great Neck Water Pollution Control District as an Additional Insured is Primary and Non-Contributory to any other valid and collectible insurance available to the Additional Insured.

Waiver of Subrogation in favor of the additional insured.



**REQUEST FOR PROPOSAL
GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

**Great Neck Water Pollution Control District
Insurance Requirements For Independent Contractors/Sub-Contractors
Grease Trap Waste Disposal
Page Two of Two**

Pollution Liability Insurance including coverage for:

Third party liability claims for bodily injury, property damage, Clean-up costs, and Transportation Pollution Liability.

| | | |
|------|---------------------------------------|--|
| III. | <u>Automobile Insurance</u> Limit | \$1,000,000. Combined Single Limit |
| | Additional Insured | Great Neck Water Pollution Control District, all elected and appointed officials, employees and volunteers. |
| IV. | <u>Umbrella Liability</u> Coverage | Umbrella Form, or Excess Follow Form of primary liability coverages (General Liability, Pollution Liability, Automobile Liability) |
| | Minimum Limit | \$5,000,000. |
| | Additional Insured | Great Neck Water Pollution Control District, all elected and appointed officials, employees and volunteers. |



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GREAT NECK WATER POLLUTION CONTROL DISTRICT
GREASE TRAP WASTE DISPOSAL**

September 2, 2020

Hold Harmless and Indemnification Agreement

Contractor:

Owner: Great Neck Water Pollution Control District

Work Location(s): Great Neck Water Pollution Control District

Work/ Job Description: Grease Trap Waste Disposal

To the fullest extent permitted by law, the undersigned shall indemnify, defend and hold harmless the above referenced Owner, its members and subsidiaries and their consultants, directors, officers, employees, affiliates, agents and representatives from and against any and all claims resulting from the performance of the work of the party indemnifying hereunder, including such claim, damage or injury, or injury to or destruction of tangible property, including loss of use or resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Contractor indemnifying hereunder or its subcontractors whether or not such claim, damage, or injury, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or otherwise reduce any other right that would otherwise exist as to any party or person described in this paragraph or as listed below.

The Contractor indemnifying hereunder shall be responsible for all costs, liens, and penalties caused by its failure to comply with all laws, codes, permit requirements, rules, orders, judgements, ordinances or provisions or any federal, state or local government authority in respect to work performed.

The Contractor indemnifying hereunder shall be responsible and liable for all costs, disbursements and expenses including attorney fees, incurred by the parties indemnified hereunder as a result of the parties being indemnified hereunder having to defend or take part in any action or proceeding which arises directly or indirectly from the acts or omissions of the party indemnifying hereunder.

The terms of this agreement extend to all sub-contractors employed by the party indemnifying hereunder and supercede any prior indemnification and/or hold harmless agreements in regards to any project/job and/or location.

The undersigned represents that he/she has the authority to bind the party indemnifying to this agreement:

CONTRACTOR/INDEMNIFYING PARTY: _____

CONTRACTOR REPRESENTATIVE NAME: _____

CONTRACTOR REPRESENTATIVE TITLE: _____

CONTRACTOR REPRESENTATIVE SIGNATURE: _____

DATE SIGNED _____