

## Frequently Asked Questions (FAQs)

### Group 79013, Award 22760 Recycling and Trash Removal Services

This Award is for backdrop contracts for Recycling and Trash Removal Services in various regions across the State. These contracts allow Contractors awarded a Master Contract to be prequalified to bid on specific projects that will be let by Authorized Users at a later date through the use of a Project Definition and Mini-bid Process.

Included in this award are a large selection of recycling services in addition to trash removal services in recognition of the importance of reducing, reusing, recycling and composting as much waste as possible and to offer State Agencies a vehicle for meeting the recycling requirements outlined in Executive Order #4 (signed April 24, 2008). Also included in some recycling lots is a Revenue Sharing Component which allows Authorized Users and Contractors to split revenue generated from the sale of recyclables, which is intended to provide an incentive to increase the amount of materials recycled.

Authorized users of this award are strongly encouraged to review the Executed Contracts in their entirety to gain an understanding of requirements for both the contractor and users. Below is a listing of Questions & Answers (Q & A) to help utilize the contracts.

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**1. Who Can Use this Award?**

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This award is for use by Authorized Users which includes, but is not limited to, New York State agencies and non-state organizations (political subdivisions, local governments, public authorities, public school, fire districts, public and nonprofit libraries, community colleges, and certain other nonpublic/nonprofit organizations).

**2. Is the previous centralized contract for Rubbish Removal (award 18850) still active, and can we continue to use it?**

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No, award 18850 is expired and is no longer an active contract. Purchase orders currently in place against award 18850 are no longer valid.

**3. If I have a Purchase Order with a Contractor from the previous centralized contract for Rubbish Removal (award 18850), does the Purchase Order automatically roll over to the new contract?**

No, purchase orders currently in place against award 18850 are no longer valid and do not roll over to the new award. All Authorized Users must perform a mini-bid in order to use award 22760.

**4. Does this Award include products and services that meet Executive Order #4?**

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Yes, this contract includes recycling and composting services that allow Authorized Users to meet the requirements of the 'Solid Waste Recycling and Management Services' specification created as a result of Executive Order #4, which is available at the following link: [EO4 Solid Waste Recycling and Management Services Specification](#) . State agencies and Authorities are reminded of their responsibility to purchase services in accordance with this specification. In addition, since the fees for the recycling and composting lots are typically lower than the trash removal lots, there is a cost savings that can be realized by using the recycling and composting lots and all contract users are strongly encouraged to utilize them to the maximum extent practicable.

**5. What types of services are available on this award?**

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This award includes both recycling and trash removal services and contains the following Lots:

**Trash Removal Services:**

**Lot 1 – Disposal of Municipal Solid Waste in Bins, Dumpsters or Roll-off Containers**

This lot is for the disposal of municipal solid waste which includes but is not limited to mixed waste, office waste and food waste in bins, rear or front end loaded dumpsters or roll-off containers. All waste collected under this lot must be transported to a waste processing facility for disposal.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 2 – Disposal of Municipal Solid Waste in Compactors**

This lot is for the disposal of municipal solid waste which includes but is not limited to mixed waste, office waste and food waste in compactors. All waste collected under this lot must be transported to a waste processing facility for disposal.

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Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Compactors – 20 to 40 cubic yard capacity

**Lot 3 – Disposal of Construction & Demolition (C&D) Materials**

This lot is for the disposal of construction and demolition materials which are generated during renovation or demolition work and includes but is not limited to aggregates such as concrete, asphalt, asphalt shingles, gypsum wallboard, wood and metals. C&D materials often contain bulky, heavy materials and salvaged building components. All C&D materials are kept separate from other wastes and are delivered to an appropriate landfill for disposal. This lot is intended for waste materials generated by the day to day activities or small reconstruction projects undertaken by Authorized Users and is not intended for use with large scale construction projects.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Roll Off Containers – 20 to 40 cubic yard capacity

**Lot 4 – Disposal of Loose or Bulky Non-Recyclable Municipal Solid Waste**

This lot is for the disposal of loose or bulky Municipal Solid Waste (MSW) that is either unusually large in size including but not limited to furniture, mattresses, large auto parts, stumps and tree branches or consists of loose or bagged municipal solid waste. The Contractor is responsible for picking up and transporting all waste to a facility for disposal, and payment will be made per cubic yard of solid waste. Pick-up agreements identifying frequency, types and quantities of waste removed must be made between the Contractor and the Authorized User prior to the start of the work.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Loose or Bulky Municipal Solid Waste - The Contractor shall provide pricing for this lot on a Per Cubic Yard basis.

**Recycling Services:**

**Lot 5 – Single Stream Recycling**

This lot is for the recycling of comingled recyclables which include but are not limited to newspapers, flat cardboard, paper products, cans, bottles, plastics, aluminum and junk mail which are collected and delivered to a Recycler where they are sorted into various commodity streams and recycled. The Contractor shall be responsible for providing appropriate sized containers for single stream materials, servicing the containers and delivering all materials to the Recycler.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 6 – Recycling of Comingled Recyclables, Excluding Paper Products (for Dual Stream Recycling)**

This lot is for the recycling of comingled recyclables where paper products such as newspaper, magazines, flat cardboard and office paper have been removed. For the purposes of this lot comingled items include but are not limited to aluminum & steel food containers, glass jars & bottles and plastic containers. The comingled items are kept separate and taken to a Recycler where the material is sorted into various commodity streams and recycled. This lot is intended to be used along with lots for the recycling of paper products to create a Dual Stream Recycling system.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 7 – Recycling of Metal Food Containers**

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This lot is for the recycling of aluminum, steel or bi-metal beverage and food containers including but not limited to aluminum or steel cans, aluminum or steel food containers, aluminum foil, and metal lids and caps. The materials are kept separate from other recyclables or waste and are delivered to a Recycler where they will be recycled.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 8 – Recycling of Glass Containers**

This lot is for the recycling of clear, green and amber glass bottles and jars. The materials are kept separate from other recyclables or waste and are delivered to a Recycler where they are recycled.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 9 – Recycling of Plastics**

This lot is for the recycling of #1 and #2 plastics. These materials are kept separate from other recyclables or waste and are delivered to a Recycler where they are recycled. This lot may also include #3 through #7 plastics provided that the Vendor's Recycler accepts these materials.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 10 – Recycling of Corrugated Cardboard**

This lot is for the recycling of corrugated cardboard. All corrugated cardboard must be uncontaminated (it must not contain grease, food stains or any wax coatings) and flattened. The materials are kept separate from other recyclables or waste and are delivered to a Recycler where they are recycled.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 11 – Recycling of Mixed Paper**

This lot is for the recycling of mixed paper which includes but is not limited to newspapers, magazines, junk mail, catalogs, office paper, colored paper, paperboard packaging, brown bags and phone books. In addition this lot may also include high grade paper products (white paper). The materials are kept separate from other recyclables or waste and are delivered to a Recycler where they are recycled.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 12 – Recycling of High Grade Office Paper (White Office Paper)**

This lot is for the recycling of high-grade paper which includes but is not limited to white ledger (including white computer paper, letterhead, white notebook paper and white envelopes) and tab cards. The materials are kept separate from other recyclables or waste and are delivered to a Recycler where they are recycled.

Pricing for this lot shall be provided for the following container types and sizes:

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1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 13 – Recycling of Scrap Metal**

This lot is for the recycling of ferrous scrap metal which may include metal goods such as metal furniture, lawn mowers, barbecue grills, bicycles, appliances, automotive parts, metal roofing, scrap steel plate and steel pipe. This lot is not intended for the recycling of non-ferrous, precious metals such as aluminum, copper, brass or stainless steel. All scrap metals collected under this lot must be delivered for recycling.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Roll Off Containers – 20 to 40 cubic yard capacity

**Lot 14 – Shredding and Recycling of Mixed Paper**

This lot is for off-site office paper shredding and recycling services. The Contractor must be capable of providing appropriate procedures to ensure the complete confidentiality of materials throughout the process and must be able to provide Authorized Users with a certificate of destruction. Contractors must provide secure containers at the Authorized User's facility(s) for the storage of paper to be shredded, service the containers as needed, shred the materials offsite and then deliver them to a Recycler for recycling.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Secure Bins – 1 cubic yard capacity or smaller

**Lot 15 - Composting of Green Waste**

This lot is for the composting of Green Waste which includes but is not limited to grass clippings, weeds, garden materials, leaves, shrub trimmings, brush and small branches (thickness of 1 inch in diameter or less). The materials are kept separate from other recyclables or waste and are delivered to a composting facility where they will be converted into compost.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Dumpsters – 2 to 10 cubic yard capacity
2. Item 2: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 16 - Composting of Food Wastes and Organics**

This lot is for the composting of food wastes and organics such as food scraps (bread, fruits, eggshells, meats, vegetables, etc.), coffee grounds, paper milk cartons, paper towels, napkins, paper plates, pizza boxes and tea bags. The materials are kept separate from other recyclables or waste and are delivered to a composting facility where they will be converted into compost. If required, Authorized Users are responsible for placing the food wastes and organics into compostable bags.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Bins – 1 cubic yard capacity or smaller
2. Item 2: Dumpsters – 2 to 10 cubic yard capacity
3. Item 3: Roll-Off Containers – 20 to 40 cubic yard capacity

**Lot 17 – Recycling of Construction and Demolition (C&D) Materials**

This lot is for the recycling of recoverable construction and demolition materials which are generated during renovation or demolition work and includes but is not limited to aggregates such as concrete, asphalt, asphalt shingles, gypsum wallboard, wood and metals. C&D materials often contain bulky, heavy materials and salvaged building components. All C&D materials are kept separate from other wastes and are delivered to a C&D recycler where the material is recycled. This lot is intended for use for waste materials generated by the day to day activities or small reconstruction projects undertaken by Authorized Users and is not intended for use with large scale construction projects.

Pricing for this lot shall be provided for the following container types and sizes:

1. Item 1: Roll Off Containers – 20 to 40 cubic yard capacity

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**6. Can either medical waste, hazardous waste, used tires or used oil be disposed of through this contract?** [Back to Index](#)

No – neither medical waste, hazardous waste, used tires or used oil can be disposed of through this contract.

**7. What regions are covered by the award?** [Back to Index](#)

The following regions were included in the RFP, however awards were not made in all regions. Please see the 'Award Summary' document for a list of the Lots/Regions awarded. These regions follow county lines with the exception of Suffolk County which is split into two Regions, Eastern and Western Suffolk County, with Suffolk (Eastern) consisting of the Towns of Southold and East Hampton and Suffolk (Western) consisting of all other towns in Suffolk County.

1. Albany	2. Allegany	3. Bronx	4. Broome
5. Cattaraugus	6. Cayuga	7. Chautauqua	8. Chemung
9. Chenango	10. Clinton	11. Columbia	12. Cortland
13. Delaware	14. Dutchess	15. Erie	16. Essex
17. Franklin	18. Fulton	19. Genesee	20. Greene
21. Hamilton	22. Herkimer	23. Jefferson	24. Kings
25. Lewis	26. Livingston	27. Madison	28. Monroe
29. Montgomery	30. Nassau	31. New York (Manhattan)	32. Niagara
33. Oneida	34. Onondaga	35. Ontario	36. Orange
37. Orleans	38. Oswego	39. Otsego	40. Putnam
41. Queens	42. Rensselaer	43. Richmond	44. Rockland
45. St. Lawrence	46. Saratoga	47. Schenectady	48. Schoharie
49. Schuyler	50. Seneca	51. Steuben	52. Suffolk (Eastern)
53. Suffolk (Western)	54. Sullivan	55. Tioga	56. Tompkins
57. Ulster	58. Warren	59. Washington	60. Wayne
61. Westchester	62. Wyoming	63. Yates	

**8. If I'm a State Agency, Public Authority or Public Benefit Corporation, am I required to recycle?** [Back to Index](#)

In accordance with the Executive Order #4 specification for *Solid Waste Recycling & Management Services*, effected entities (which includes state agencies, public authorities and public benefit corporations) are required to implement source separation and recycling programs and issue contracts for recycling whenever contracts for solid waste disposal are issued. In addition, since the fees for the recycling and composting lots are typically lower than the trash removal lots, there is a cost savings that can be realized by using the recycling and composting lots and all contract users are strongly encouraged to utilize them to the maximum extent practicable.

**9. What is recycling revenue and how does it work?** [Back to Index](#)

Lots 5 through 13 contain a Revenue Sharing Component which is paid by the Contractor to the Authorized User on a monthly basis in the form of a credit against the amount due to the Contractor as shown on the Contractor's monthly invoice. The amount paid to the Authorized User is determined by multiplying the Revenue Sharing Percentage by either the Recyclable Floor Price awarded for the Mini-bid or the actual sale price that the recycler receives for the recyclable materials, whichever is greater. Should the value of the recyclables fall below the Recyclable Floor Price, the amount paid to the Authorized User shall be based on the Floor Price.

The Revenue Sharing Percentage and Recyclable Floor Price awarded for the Master Contracts are listed on each Contractor's Price Page, and are minimum prices; for Mini-bids, the Contractor must provide unit pricing for these pricing items that is greater than or equal to the corresponding Master Contract Unit Prices.

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All invoices for Lots containing a Revenue Sharing Component shall be accompanied by acceptable documentation showing the actual weight of material recycled, the actual revenue generated by the recyclables (including the price per ton and total revenue), and the Revenue Sharing amount either paid or credited to the Authorized User. Examples of acceptable documentation are a bill of sale for the materials listing the date of the sale, the type of materials sold, the material weights, the price obtained and the names of both the buyer and seller. Failure to include acceptable documentation with the monthly invoice may result in non-payment of the invoice by the Authorized User. In order to ensure that proper documentation is provided to the Authorized User, the credit for the previous month's recycling may be applied to the invoice for the current month's service.

**10. If the backdrop contract pricing is zero for the Recyclable Floor Price and Revenue Sharing Percentage, should I still require the Contractor to return this pricing with their mini-bid response?**

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Yes, the backdrop pricing for the Recyclable Floor Price and Revenue Sharing Percentage are minimums, and Contractors may elect to provide Mini-bid pricing for the Recyclable Floor Price and Revenue Sharing Percentage that is greater than zero.

**11. What educational and outreach services are available?**

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Following the award of a Mini-Bid Contract and if requested by the Authorized User, the Contractor must provide, at no additional cost, training/education services for Authorized Users. This training shall include, at a minimum, an initial training session to explain the collection system to facility personnel and basic written materials and/or signage to inform employees about appropriate recycling procedures.

**12. Is a waste composition analysis available under the contract?**

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Following the award of a Mini-Bid Contract and if specified in the Mini-Bid Project Definition, the Contractor must provide, at no additional cost, an assessment of the Authorized User's waste stream. The purpose of this assessment is to assist the Authorized User with the characterization of their waste stream, assist them with the development of waste reduction plans and activities to identify opportunities to increase the amount of materials being recycled, and to optimize the use of all containers.

The waste composition analysis shall include, at a minimum, a walk through and visual inspection of the Authorized User's facility and waste stream and a written summary of the inspection results and recommendations for improving the waste collection and/or recycling system.

**13. Who are the Contractors?**

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The participating Contractors are listed on the Contractor Information page at: <http://www.ogs.ny.gov/purchase/snt/awardnotes/7901322760can.htm>

**14. How can I find out what Lots and Regions are awarded?**

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A summary of the Lots and Regions awarded can be found under the 'Award Summary' link on the Contractor Information page at: <http://www.ogs.ny.gov/purchase/snt/awardnotes/7901322760can.htm>

**15. What do we do if the Lot we want to use isn't awarded in our region?**

If there is no coverage for the services you need, then you cannot use this contract and must follow your organization's procurement guidelines to determine the appropriate procurement method for the services.

**16. How do Authorized Users purchase services?**

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Authorized Users who are interested in using this contract must utilize a Mini-bid process. The steps in the Mini-bid process are as follows:

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- A. The Authorized User will identify service requirements, in addition to those identified in the Master Contract, as well as the Mini-Bid Contract term, and other additional terms, in a Project Definition, using the *Project Definition Template*, provided on the OGS website at <http://www.ogs.ny.gov/purchase/snt/awardnotes/7901322760can.htm>
- B. The Authorized User will review the location of their facility(ies) to determine what region they are located in. Please note that if an Authorized User is seeking services at multiple sites located in several regions, then separate Mini-Bids must be done for each region.
- C. The Authorized User will review the list of services available in the applicable region.
- D. The Authorized User is required to distribute a completed Project Definition to all Contractors who hold Master Contracts in the region that the facility(ies) are located in where the Authorized User needs services performed. The Authorized User will email or mail the eligible Contractors in the region a copy of the Project Definition.
- E. Prior to receiving Mini-Bids, the Authorized User may conduct site visits, a pre-bid conference, and receive and respond to vendor inquiries.
- F. The Authorized User will receive Mini-Bids from Contractors, containing Mini-Bid pricing, pursuant to a schedule developed in the Project Definition and then evaluate all Mini-Bids. Please note that Contractors are not required to respond to Project Definitions.
- G. The Mini-Bids will be evaluated, and a Mini-Bid Contract award will be made, based on the following: (1) compliance with all mandatory requirements set forth in the Project Definition; (2) requirement that the Contractor's Mini-Bid Unit Prices are less than or equal to the Master Contract Unit Prices for all pricing except for the Recyclable Floor Price and Revenue Sharing Percentage; (3) requirement that the Contractor's Mini-Bid Unit Prices for the Recyclable Floor Price and Revenue Sharing Percentage are greater than or equal to the Master Contract Unit Prices; and (4) lowest bid.
- H. For Project Definitions that contain more than one Lot, Award may be made to one Contractor for all Lots on the basis of Total Lowest Cost (the costs for the individual Lots are summed to create the Total Cost) or separate Awards may be made for individual Lots at the discretion of the Authorized User. Upon completion of the evaluation, the Authorized User must notify all Contractors who submitted a mini-bid of the results (both the winning Contractor and the losers).
- I. Contracts awarded during the term of the Master Contract, **except for contracts awarded for services in Bronx, Kings, New York, Queens and Richmond Counties**, may have a term which ends up to three years after the end date of the Master Contract, provided that no Mini-bid contract term exceeds five years, including any extensions.
- J. **The New York City Business Integrity Commission (BIC) regulations (Title 16-A of the New York City Administrative Code) apply to government agency contracts for the collection, removal or disposal of trade waste in Bronx, Kings, New York, Queens and Richmond Counties. Government contracts for waste disposal in Bronx, Kings, New York, Queens and Richmond counties with a company required to hold a BIC license or registration cannot exceed two years in duration.**
- K. For all Mini-Bid awards, the Contractor must be prequalified for the Lot(s) and Region being bid on, and the Mini-Bid Unit Pricing must meet the requirements of Section 2.22 *Pricing* in the Executed Contract.
- L. Should a protest be submitted by a Contractor regarding a Mini-bid award, the protest will be considered and decided by the Authorized User.

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- M. Once a Mini-Bid Contract award is made, the Authorized User will provide a copy of the Project Definition used for the Mini-Bid and winning bidder's Mini-bid to the Procurement Services Contract Manager listed on the Contract Award Notification document or contract landing page at the following link:  
<http://www.ogs.ny.gov/purchase/snt/awardnotes/7901322760can.htm>
- N. The Procurement Services Contract Manager will provide the Authorized User with a Contract Number for the awarded Contractor. **It is the Authorized User's responsibility to perform the Mini-bid in accordance with procurement guidelines and to verify that the Mini-bid pricing is less than or equal to the Backdrop contract pricing. Although OGS issues a Mini-bid contract number, the procurement is not reviewed or approved by OGS.**
- O. The Authorized User will issue encumbrance documents or other written orders that are effective and binding on the Contractor when placed in the mail addressed to the Contractor at the address shown on the signature page. For State agencies, the agency is responsible for entering the contract number into SFS. Mini-bid contracts are not subject to OSC pre-audit and are entered as a TNT audit type with a TFR00017 contract profile.
- P. Upon notification by the Authorized User of Mini-Bid award, the Contractor shall assist in selecting the optimum equipment type/size, pick up frequencies, and the schedule for installation and delivery of equipment. This information shall be summarized in a 'Schedule of Work' which will be submitted to the Authorized User for their review and approval prior to the start of the work.

**17. If there is only one Contractor that was awarded the Lot(s) and Region, do I still need to perform a Mini-bid?**

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Yes, a Mini-bid is still required even if only one Contractor was awarded the Lot(s) and Region. The pricing awarded for the Master Contract is maximum, not to exceed pricing, and in order to receive the most economical pricing the Authorized User must develop a Project Definition and distribute it to the Contractor. In addition, for Lot(s) where only one Contractor was awarded it is strongly recommended that the Authorized User obtain two additional informal quotes from open market companies in order to verify the reasonableness of the pricing received for the Mini-bid.

**18. What contract number is used for the Mini-bid contracts?**

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The Mini-bid contract number is assigned by Procurement Services upon receipt of the Project Definition and winning proposal.

**19. Once I receive the Mini-bid contract number, who enters it into SFS?**

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Response: It is the responsibility of the Authorized User to enter the contract into SFS. Mini-bid contracts are not subject to OSC pre-audit and are entered as a TNT audit type with a TFR00017 contract profile.

**20. Where is the location of the Contractor's pricing for the Master Contract?**

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Price lists containing each Contractor's pricing for the Master Contract are located on the Office of General Services (OGS) website on the State Contract Award Notice page under the 'Contractor Information' link. Please note that each Contractor is only awarded the Lots and Regions specifically listed on the contractor's price lists, and Contractors cannot be awarded Lots and Regions that they are not prequalified for.

**21. What is the difference between the backdrop contract pricing and the mini-bid contract pricing?**

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The backdrop contract pricing is maximum, not to exceed pricing. For all mini-bids, the mini-bid pricing must be equal to or less than the backdrop contract pricing with the exception of the Recyclable Floor Price and Revenue Sharing Percentage, which must be equal to or greater than the backdrop contract pricing.

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**22. Is this an OGS or less contract?**

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No, OGS or Less does not pertain to the procurement of services.

**23. How do I evaluate Mini-bid responses to determine who is the lowest cost?**

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Mini-bid responses must be evaluated as outlined in Question 6, Item G. In addition, evaluation examples are included in the Project Definition, Reference 2 to assist Authorized Users in the evaluation of Mini-bids.

**24. If I make a change to my container sizes or pickup frequency, do I need to perform a new Mini-bid?**

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A new Mini-bid is not required as long as the new container sizes and pickup frequency are provided at the same or lower unit pricing awarded for the Mini-bid.

**25. Is the Contractor required to provide reports to the Authorized User on the amount of waste disposed of and/or material recycled?**

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Yes, the Contractor shall provide quarterly and annual reports to each Authorized User that include a sum of the weight or volume of waste disposed of and the weight or volume of materials recycled and/or composted by type of recycling and location, and shall also maintain a continuous record of these materials.

In addition, the Contractor shall also provide a monthly report to the Authorized User (unless Authorized User requests reports on a less frequent basis) which shall be attached to the Invoice and shall detail all work completed that month and shall compare scheduled work versus actual work completed. The report shall include the schedule of pick-ups, container sizes, weights, tare slips, and any other documentation the user may need to verify pricing.

**26. Is the Contractor required to provide reports to Procurement Services?**

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Yes, In addition to reports for the Authorized User, the Contractor shall also provide an annual report to Procurement Services detailing all services provided under the Contract. The report shall be in Microsoft Excel format and shall be emailed to the individual listed on the front page of the Contract Award Notification and shall reference the Contractor's name, Master Contract number, Mini-Bid Contract number, sales period, authorized user name, location of service, type of service (lot description), type of containers provided, size of containers provided, frequency of pickup, monthly charge and total dollar value of the service.

**27. Is the Contractor allowed to request a price change?**

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Awarded bid pricing will be in effect for one (1) year from the start date of the Contract. After the first year, the Contractor may request a CPI adjustment to their pricing. The CPI adjustment shall apply to all Master Contract and Mini-bid Contract unit pricing except for the Recyclable Floor Price and Revenue Sharing Percentage.

On each annual anniversary date of the Master Contract the Contractor may request a rate change (increase or decrease) from Procurement Services for the respective Master Contract Unit Prices based upon fluctuations in the latest published copy of the Consumer Price Index for all urban consumers as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212.

- The index is also available through the Internet at the Bureau of Labor Statistics web site at <http://stats.bls.gov/>. Go to "Subjects" > "Inflation and Prices Overview" > "Consumer Price Index" > "CPI Tables" and then refer to "Table Containing History of CPI-U U.S. All Items Indexes and Annual Percent Changes From 1913 to Present is now available in the CPI Detailed Report as Table 24".

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Frequently Asked Questions (FAQs)

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Similarly, on each annual anniversary date of a Mini-Bid Contract, the Contractor may request a rate change (increase or decrease) from the Authorized User to the Mini-Bid Unit Prices using the same methodology. At no time during the term of a Mini-bid contract may the Mini-bid Contract unit pricing exceed the prevailing Master Contract unit pricing.

In addition, the Contractor may reduce fees at any time, with the exception of the Recyclable Floor Price and Revenue Sharing Percentage, by submitting a request to Procurement Services and/or the Authorized User. The Recyclable Floor Price and Revenue Sharing Percentage may be increased at any time by submitting a request to Procurement Services and/or the Authorized User.

**28. For roll-offs, can the vendors provide covered roll-off containers?**

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Yes, if requested by the Authorized User roll-off containers shall be equipped with a tight fitting screened or solid cover operated by a functional winch system that is maintained in good repair. Please see the Executed Contract, clause 2.7 *Requirements for Roll-Off Containers*.

**29. For roll-off containers that are picked up on an as needed basis, what pickup frequency should we use in the Project Definition Template?**

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Response: If the roll-off container does not have a specific pickup schedule, then an estimated number of pickups for the year should be stated in the Project Definition Template.

**30. Do the backdrop contracts contain MWBE goals?**

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No, the backdrop contracts do not contain MWBE goals.

**31. Can Authorized Users add MWBE goals to the Mini-bid contract?**

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Response: Yes, the Authorized User may add MWBE goals to the Mini-bid contract. Authorized Users should follow their own internal policies according to Article 15A of the Executive Law when establishing MWBE goals, and ensuring compliance with the goals is the responsibility of the Authorized User. Please see <http://www.esd.ny.gov/MWBE.html> for more information.)

**32. How do I report problems with a contract?**

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Authorized Users and/or Contractors should report any problems to the contact person listed on the summary page for this award. (<http://www.ogs.ny.gov/purchase/snt/awardnotes/7901322760can.htm>)