



***City of Saratoga Springs  
Department of Public Works  
5 Lake Avenue  
Saratoga Springs, NY 12866***

*Office: (518) 587-3550 ext. 2574  
Fax: (518) 587-2417*

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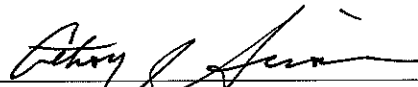
**MEMORANDUM**

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**TO:** Commissioner John Franck  
**FROM:** Commissioner Skip Scirocco  
**SUBJECT:** Extension of Bid  
**DATE:** 12/7/15

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Please add to the December 15, 2015 City Council Agenda, the extension of contract for "Municipal Solid Waste" to Casella Waste Management.

  
\_\_\_\_\_  
Anthony J. "Skip" Scirocco



**City of Saratoga Springs**  
**OFFICE OF COMMISSIONER OF ACCOUNTS**

474 Broadway - City Hall  
Saratoga Springs, New York 12866

Telephone 518-587-3550  
Fax 518-587-6512

JOHN P. FRANCK  
COMMISSIONER

MAIRE MASTERSON  
DEPUTY COMMISSIONER

# Award/Extension of Bid Sign-Off Form

## Award of Bid

Prior to an award of bid being placed on Commissioner Franck's agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- A memo from your department's commissioner/mayor requesting the award of bid be placed on Commissioner Franck's agenda; and
- A copy of the bid tabulation sheet with all vendors names, addresses, and contact person; and
- the Assistant Purchasing Agent **must** review that the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk and Safety **must** be provided a copy of the vendor's certificate of insurance (if applicable) for review and indicate by signing below that the vendor meets all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached to request an award of bid; and
- budget line item **must** be identified and indicated below.

## Extension of Bid

Prior to an extension of bid being placed on Commissioner Franck's agenda for a City Council meeting, this form **must** be completed and the following **must** occur:

- ✓ A memo from your department's commissioner/mayor requesting the extension of bid be placed on Commissioner Franck's agenda; and
- ✓ A copy of the page from the previous year's bid showing the bid can be extended; and
- the Assistant Purchasing Agent **must** review that the purchasing policy was followed in the selection of the vendor and indicate such by signing below; and
- the Director of Risk and Safety **must** be provided a copy of the vendor's certificate of insurance (if applicable) for review and indicate by signing below that the vendor continues to meet all insurance requirements for the City of Saratoga Springs; and
- approved certification of funds by the Finance Department (if applicable) **must** be obtained and a copy **must** be attached to request an extension of bid; and
- budget line item **must** be identified and indicated below.

Non-  
applicable  
less than  
50K

Department That Owns Award/Extension of Bid: DPW

Project or Item Being Awarded: \_\_\_\_\_

Item Being Extended: Bid # 2014-27 PO # 150075

Vendor Who Won the Bid: Casella Waste Management

Budget Line Item: A3638184 54521

Budget Line Item: A3638184 54700

Assistant Purchasing Agent: Purchasing policy has Y / has not \_\_\_\_\_ been followed in the selection of the winner of the bid or bid extension.

Anthony Richards  
Assistant Purchasing Agent

12/7/15  
Date

Director of Risk and Safety: Vendor being awarded the bid or the bid being extended has ✓ / has not \_\_\_\_\_ met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.

[Signature]  
Director of Risk and Safety

12/7/15  
Date

**\*\*An award/extension of bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.**

### 13. AWARD OF CONTRACT: REJECTION OF BIDS

If the contract is awarded, it will be awarded to the responsive and responsible bidder submitting the lowest bid complying with the conditions and qualifications of the Notice to Bidders and Instructions to Bidders. The bidder to whom the award is made will receive by mail a "Notice of Award" at the earliest possible date.

The City, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever bid packages are submitted incomplete without the required attachments and/or such rejections or waivers are in its best interest.

The City also reserves the right to consider as not responsible any bidder who does not habitually perform with their own forces at least fifty percent (50%) of the dollar value of the work involved in the contract.

The City also reserves the right to award the bid, in part, on the bidder's ability to provide timely technical assistance, part(s) replacement and service for repairs.

The City reserves the right to extend the contract for one (1) year from expiration under the same terms and conditions as long as the extension is agreeable to both the City and the Contractor.

### 14. EQUAL EMPLOYMENT OPPORTUNITY

Attention of bidders is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated against because of their race, color, religion, sex or national origin.

### 15. COMPLIANCE

Failure to comply with any of the above terms or any evidence of poor quality or service will be considered cause of discontinuing business with the successful bidder.

### 16. UNIT PRICES {as applicable}

- a. The Unit Price for each of the items in the bid shall include its prorated share of overhead and profit so that the sum of which product is obtained by multiplying the quantity shown for each item by the Unit Price bid represents the total bid. The quantities shown in the bid are approximate quantities only and are given only as a basis of calculation upon which the award of the contract is to be made. The City does not assume any responsibility that these quantities shall remain unchanged in the actual construction, and the contractor shall not plead misunderstanding or deception because of any variation between estimated and final quantities. The unit price bid shall also include an allowance for increased prices due to changed market conditions during the period of the contract. Any bid not conforming to these requirements may be rejected.
- b. Bids in which the prices obviously are unbalanced may be rejected. Unbalanced prices shall be interpreted to mean that the unit price for any item is such that it is unreasonable for that particular item when considered by its' self and not considered in connection with the bid submitted on any other item or items.
- c. All unit price work will include the cost of performing any incidental work, not specifically covered by the unit description, but necessary and/or convenient for the completion of the unit price work.
- d. Prices quoted herein will remain in effect for the contract period (1 year from date of award).
- e. All prices shall be quoted delivered to the City of Saratoga Springs.
- f. Purchases by the City of Saratoga Springs are not subject to any sales or federal excise taxes.



# City of Saratoga Springs

OFFICE OF PUBLIC WORKS

CITY HALL

5 Lake Avenue

Saratoga Springs, New York 12866

Telephone 518-587-3550

Fax 518-587-2417

www.saratoga-springs.org

ANTHONY J. SCIROCCO  
COMMISSIONER

TIMOTHY J. COGAN  
DEPUTY COMMISSIONER

December 2, 2015

Casella Waste Management  
1392 Route 9  
Fort Edward, NY 12828  
Attn: Joe Girard

Re: Municipal Solid Waste – Bid #2014-27

Dear Mr. Girard:

The initial period of the bid agreement between your company and the City of Saratoga Springs is due to expire on December 31, 2015. The City of Saratoga Springs would like to extend that agreement for an additional year as noted in the original agreement. All terms and conditions of the agreement would remain the same.


If you are in agreement, please sign below indicating your acceptance of renewal. I have enclosed two (2) copies of this letter. Please sign and return the original, the second copy if for your records.

As always, thank you for your cooperation. If you have any questions, please feel free to call me at 587-3550 x2623.

Sincerely,

  
Jennifer Merriman

I agree to the extension of the Bid #2014-35 for a period of one year beginning January 1, 2016 and ending December 31, 2016. All terms and conditions of the original agreement will remain the same.

 12/2/15  
Company Designee Date

City of Saratoga Springs Designee Date

Joe Girard JR General Manager  
Print Name Title

Print Name Title



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 12/7/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Noyle W. Johnson Inc. 119 River Street P.O. Box 279 Montpelier VT 05601-0279		<b>CONTACT</b> NAME: Dayle Smady PHONE (A/C No., Ext.): (802) 223-7735 FAX (A/C No.): (802) 223-7515 E-MAIL: dsmady@nwjinsurance.com ADDRESS: 00004029 PRODUCER ID #: 00004029															
<b>INSURED</b> Casella Waste Management, Inc. dba Casella Waste Services 1392 Route 9 Fort Edward NY 12828		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Lexington Insurance Co.</td> <td>19437</td> </tr> <tr> <td>INSURER B: Old Republic Insurance Co.</td> <td>24147</td> </tr> <tr> <td>INSURER C: Steadfast Insurance Co.</td> <td>26387</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER	NAIC #	INSURER A: Lexington Insurance Co.	19437	INSURER B: Old Republic Insurance Co.	24147	INSURER C: Steadfast Insurance Co.	26387	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:																	
INSURER E:																	
INSURER F:																	

**COVERAGES**
**CERTIFICATE NUMBER:** Springer 2015#2

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 3,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	082695204	4/30/2015	4/30/2016	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Fire Damage Legal					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> Contractual Liability					PERSONAL & ADV INJURY \$ 3,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 3,000,000
	<b>AUTOMOBILE LIABILITY</b>					
3	<input checked="" type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000
	<input type="checkbox"/> ALL OWNED AUTOS	X	MWTB301234	1/1/2015	1/1/2016	BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> NON-OWNED AUTOS					
	<input checked="" type="checkbox"/> MCS-90					
	<b>UMBRELLA LIAB</b>					
	<input type="checkbox"/> EXCESS LIAB					
	<input type="checkbox"/> DEDUCTIBLE					
	<input type="checkbox"/> RETENTION \$					
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A			
	<b>Professional Liability</b>					
			PEC5979843-12	4/30/2015	4/30/2016	E.L. EACH ACCIDENT \$ 1,000,000
			PEC3564969-16	4/30/2015	4/30/2016	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
	<b>Pollution Liability</b>					E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) ty of Saratoga Springs is added as an additional insured on a primary and noncontributory basis per written attract, as it applies to work performed by the named insured.						

**CERTIFICATE HOLDER**

 City of Saratoga Springs  
 5 Lake Ave  
 Saratoga Springs, NY 12865

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Timothy Ayer/AMANDA

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