

Town of Riverhead
Suffolk County, New York

TOWN OF RIVERHEAD
COLLECTION AND RECYCLING OF ELECTRONIC WASTE
ADDENDUM No. 1
August 17, 2017

Addendum No. 1 consists of 4 pages

This addendum is hereby made a part of the Contract Documents of the above project for the Town of Riverhead, Suffolk County, New York and shall be bound with the documents titled:

TOWN OF RIVERHEAD
COLLECTION AND RECYCLING OF ELECTRONIC WASTE

1. The Town of Riverhead seeks to correct Section V (BID Sheet) of the specifications to reflect price per ton rather than price per cubic yard. (See "REVISED BID SHEET" attached hereto).
2. Next, the Town of Riverhead is cognizant that the recycling, reuse and reclaiming of materials used and made part of a wide range of electronic equipment (i.e. computers, computer peripherals, televisions, small scale servers, and small electronic equipment, etc.) are likely to have different monetary value, hence, the fee set forth in Section V. 3 (c) reflects Contractor to pay a flat fee per ton to the Town for the Recycling Fund.

This ADDENDUM No. 1 for the **COLLECTION AND RECYCLING OF ELECTRONIC WASTE** does not change the bid due date. Bids will still be received by the Town of Riverhead in the Office of the Town Clerk, Riverhead Town Hall, 200 Howell Avenue, Riverhead, New York, due SEPTEMBER 14, 2017 by 4:00 pm in the Office of the Town Clerk and opened and read aloud on SEPTEMBER 15, 2017 at 11:00 am.

V. BID
COLLECTION AND RECYCLING OF ELECTRONIC WASTE
TOWN OF RIVERHEAD
REVISED BID SHEET
(*PLEASE SEE ADDENDUM NO. 1*)

1. Company information:

a. Name, physical address, mailing address, telephone number, fax number, the name of the primary contact for this bid, and the e-mail address for the primary contact and/or main office.

b. Identify the facility that CONTRACTOR shall transport all e-waste and related debris to, together with NYSDEC permit/licensee # for the facility:_____

c. Identify the principals who will be, or may be, involved in the pick up and removal of e-waste, their roles, and their experience.

d. Identify the equipment available to perform the items identified in the scope of services and identify if the company and personnel have any necessary expertise/training and, to the extent required by law, permits and licenses to operate the equipment required to perform the pick up and removal (transport) services.

Equipment (Identify each piece of equipment, NYS Vehicle Identification #, License Plate # and information regarding volume of vehicles (trucks) to remove and transport the e-waste.):

Personnel: _____

2. Insurance:

Upon award of bid, CONTRACTOR shall provide a copy of all insurance certificates identified below within thirty six hours of notification of successful bid and prior to commencement of any services identified in the contract/bid specification. In the event the CONTRACTOR fails to provide the insurance required information, the Town may cancel the award and award to the next lowest bidder.

- a. Proof of Comprehensive General Liability Insurance, including products completed, contractual, property and personal injury in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate; and
- b. Proof of professional liability insurance in the amount of (\$1,000,000.00.); and
- c. Proof of Automotive/Equipment Liability (Bodily Injury and Property Damage) insurance in the amount of \$100,000 (per occurrence)/\$300,000 (total).

(In the event CONTRACTOR shall be determined to be the lowest responsible bidder, CONTRACTOR shall be required to provide proof of insurance and name the Town of Riverhead as an additional insured on General Liability Insurance and Professional Liability Insurance.)

3. Bid Amount:

[IMPORTANT: Please select either (a) or (b) and complete (c)]

a. Payments

Provide information on any payments that your company will make to the Town of Riverhead in connection with providing the requested service.

Price Paid to Town Per Ton \$ _____

b. Fees

Provide information on any fees or charges that your company will charge the Town of Riverhead in connection with providing the requested service.

Fee Charged to Town Per Ton \$ _____

c. **Recycling Fund Requirement**

Note, as the Town of Riverhead created a Recycling Fund wherein a percentage of the revenues realized by the CONTRACTOR in the sale of and recycling of e-waste collected from the Town, the selected CONTRACTOR must provide quarterly reports of all E-WASTE collected and clearly and accurately document the recycled commodity amounts with payment in the amount of 20% of said sales to the TOWN for reimbursement for recycling commodity. Notwithstanding the above, the Town of Riverhead is cognizant that the recycling, reuse and reclaiming of materials used and made part of a wide range of electronic equipment (i.e. computers, computer peripherals, televisions, small scale servers, and small electronic equipment, etc.) are likely to have different monetary value, hence, the fee set forth in Section V. 3 (c) is amended to require Contractor to pay a flat fee per ton to the Town for the Recycling Fund.

Recycling Flat Fee Paid to Town Per Ton \$ _____

Note, all costs related to containers, collection, transport, separation, use of equipment, fuel, labor are to be included and incorporated into the payment or cost per cubic yard. The Town shall not be responsible for any other costs to perform the tasks identified in the Request for Proposals.

4. Permit/License:

A copy of permit/license for the facility/company must be annexed to bid.

DATE: _____

SIGNED: _____

TITLE: _____