

THE NEW YORK STATE DEPARTMENT OF  
HEALTH WADSWORTH CENTER SAFETY  
OFFICE

An Invitation for Bid (IFB) for Disposal of  
Chemicals and Chemical Waste IFB#17755

Mandatory Site Visit

March 13, 2018 / March 14, 2018

# If you have questions

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- Your questions are important!
- However, in fairness to all potential bidders, New York State requires that questions be asked in a written format only.
- Please be as specific as possible.
  - Email is preferred;
  - Written is acceptable - you may use the form distributed in this session.
- Please remember the deadline for questions. We are prohibited from answering questions after this deadline.
- All written questions will be answered by the date specified.
- *Please bear in mind: this presentation is designed to answer many of your questions.*

# Introduction

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The New York State Department of Health (NYSDOH) Wadsworth Center (the Center) will accept bids from qualified organizations for disposal of used, unused, and/or unwanted chemicals.

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The Centers' main waste generation area is located at this site, the Biggs Laboratory, Empire State Plaza, Albany NY and the David Axelrod Institute located at 120 New Scotland Avenue, Albany.

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Disposal may also be required several times per year at the Griffin Laboratory (5668 State Farm Road, Guilderland) and at the Center for Medical Sciences (150 New Scotland Avenue, Albany)

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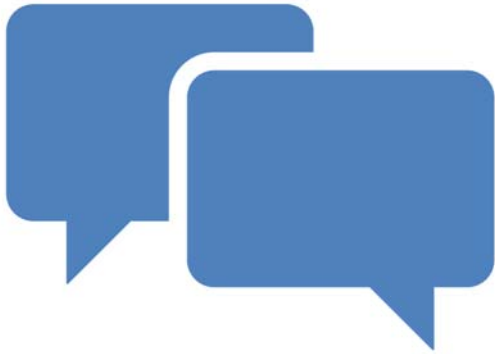
Contract Purpose: to help the NYSDOH continue to maintain compliance with all federal and state environmental, safety and health regulations.





## Key Dates

- Week of March 12:  
Mandatory Site Visit
- March 29, 2018 by 3:00 PM  
E.S.T.: Written Questions are  
due
- April 12, 2018: Responses will  
be provided to written  
questions
- April 26, 2018 by 3:00 PM  
E.S.T.: Bid due date
- June 28, 2018: Anticipated  
Contract start date

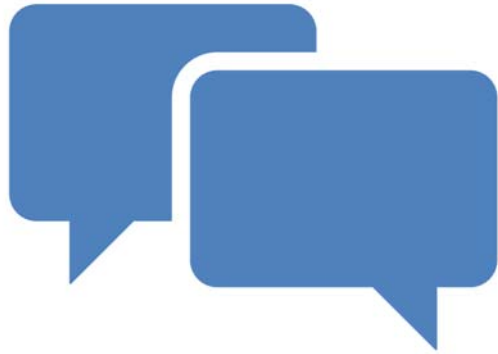


# Key contacts

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- **For General Contract Questions:**
- **Designated Contact:** the DOH identifies the following to whom all communications attempting to influence this procurement must be made:

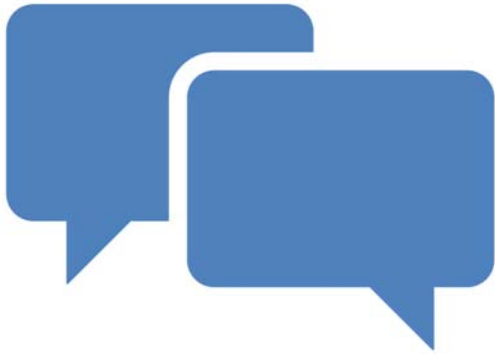
Sue Mantica, Bureau of Contracts, NYS  
Department of Health  
Empire State Plaza  
Corning Tower, Room 2834  
Albany, NY 12237  
Telephone: 518-474-7896  
E-mail: [sue.mantica@health.ny.gov](mailto:sue.mantica@health.ny.gov)



# Key contacts

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- **For Technical Questions:**
- **Permissible Subject Matter Contact:** the DOH identifies the following for communications related to: Submission of Written Questions and Bids, Debriefings, and Negotiation of Contract Terms after Award
- Any questions concerning this solicitation must be submitted no later than March 29, 2018 at 3:00 PM E.S.T. via email or by delivery to the address below.
- Please note that email is preferred with possible:
  - Georgia Bowerman
  - New York State Department of Health
  - Wadsworth Center Safety Office
  - Empire State Plaza, Biggs Laboratory, Room B940
  - PO BOX 509
  - Albany, NY 12201
  - Telephone: 518-473-8034
  - E-mail: [georgia.bowerman@health.ny.gov](mailto:georgia.bowerman@health.ny.gov)



# Key contacts

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- All requests for clarifications and exceptions, including those relating to the terms and conditions of the contract, must be raised prior to the date listed above. Each question raised shall cite the IFB section, paragraph and page number to which it refers.
- Questions and answers, as well as any IFB updates and/or modifications, will be posted on the Department of Health's website at <http://www.health.ny.gov/funding/> on or about April 12, 2018.

# Background

- The Wadsworth Center is part of the NYSDOH and combines basic, applied research and education in biomedical and environmental sciences with a public health mission of clinical and environmental testing and quality assurance.



# Background

- The Center responds to present and emerging public health threats, develops and applies the most advanced technologies and methods to ensure rapid, accurate detection of disease, and through licensure and training, assures high quality performance of clinical and environmental laboratories and tissue banks providing service to New Yorkers.



# Background

- The Center is comprised of several sites in and around Albany, NY, and is one of the most comprehensive public health laboratory in the nation:
  - The Empire State Plaza Biggs Laboratories;
  - The David Axelrod Institute;
  - Griffin Laboratories;
  - The Center for Medical Science.



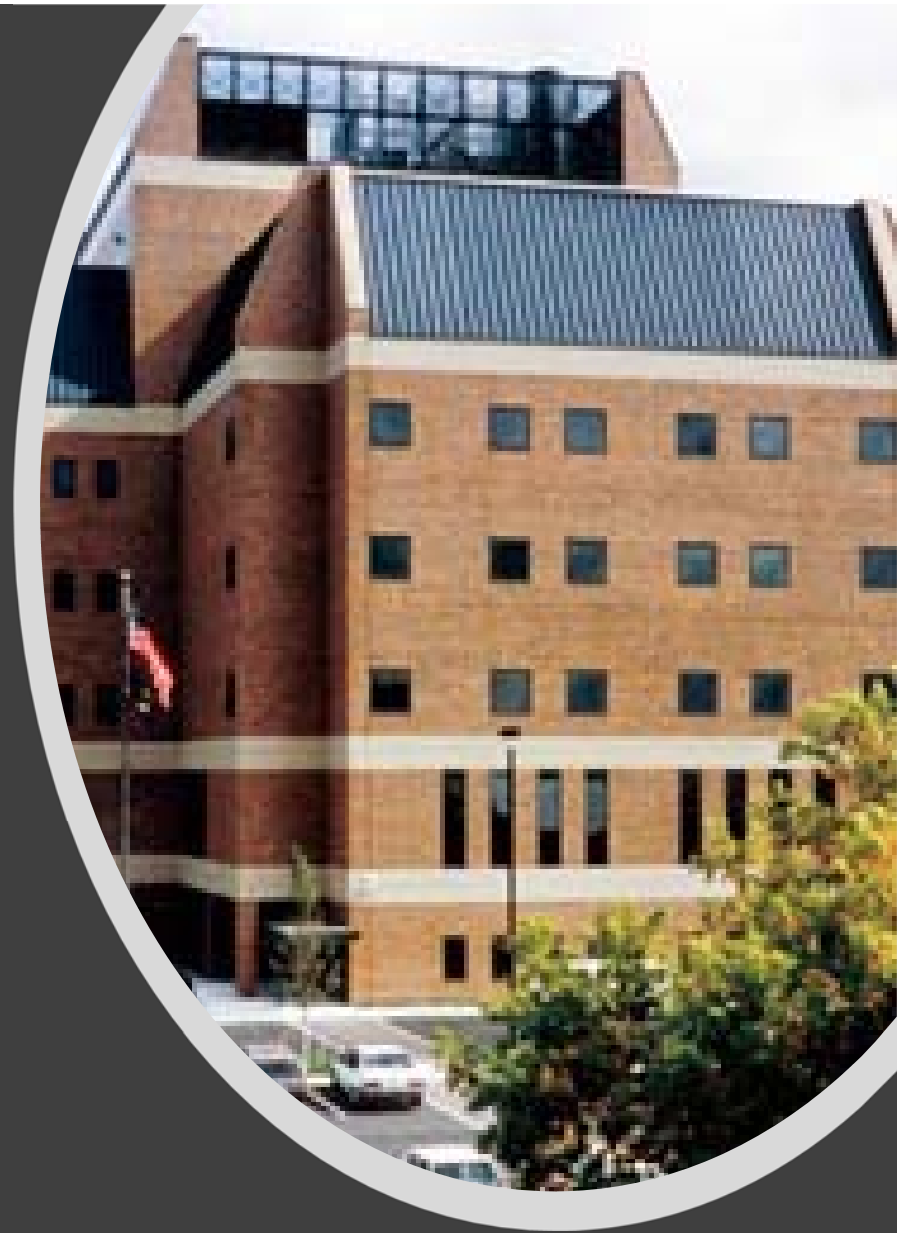
# Site Information: Empire State Plaza

- The Empire State Plaza Biggs Laboratory totals 500,000 gross square feet and includes the Center's administrative and support offices, its Division of Environmental Disease Prevention, Genetic Disorders, Molecular medicine and Laboratory Operations.
- This site is usually considered a large quantity generator due to the amounts of acutely hazardous waste generated, and occasionally due to quantity of solvent waste generation.
- This site has two waste rooms, one with a chemical fume hood.
- Waste pickups generally occur every 90 days.



# Site Information: David Axelrod Institute

- The David Axelrod Institute for Public Health is located at 120 New Scotland Avenue in Albany. It totals 200,000 gross square feet of laboratories dedicated to Clinical Microbiology, Virology and Molecular Genetics laboratories.
- This site is almost always a small quantity generator, however it has on occasion been a large quantity generator.
- This site has two waste rooms, one with a chemical fume hood.
- Pickups at this site generally occur once every 180 days, occasionally every 90 days depending on need.



# Site Information: Griffin Laboratory

- The Griffin Laboratory facility is located on Route 155 in Guilderland. It includes 20 buildings totaling approximately 170,000 gross square feet and includes a Rabies laboratory, and Hematology and Virology laboratories.
- This site is almost always a small quantity generator, however it has on rare occasions been a large quantity generator.
- This site is almost exclusively bulk waste.
- This site has one waste room.
- Pickups at this site generally occur once every 180 days, occasionally every 90 days depending on need.



## Site Information: Center for Medical Sciences

- The Center for Medical Science entails approximately 20,000 square feet of leased space at 150 New Scotland Avenue, with laboratories conducting microbiological research.
- The building is not owned by the NYSDOH.
- This site generates very little waste and is considered a conditionally exempt small quantity generator.
- Pickups would only be needed in circumstances where a laboratory needs assistance removing chemicals as part of a clean out.



# General

- Based on Generator Status of the Empire State Plaza, pickups are generally requested on a 90 days schedule.
- Some pickups will only be one site, however most pickups will generally be more than one site.
- Two to three stops should be anticipated as a general rule.



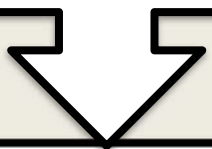
# Bidders Eligibility Requirements

Bidder must have all current permits, licenses, and authorizations issued in their name to perform work under this contract as required, or may be required, by the State of New York, the Federal Government, and/or any State or Local Government as applicable. Bidders must submit copies of the following permits/approval with their bid:

Bidder must submit a list of three institutions that they have serviced during the past ten years. These institutions must be receiving services similar to those required in this IFB.

# Bidders Eligibility Requirements

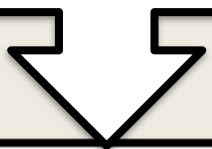
To be considered for award of this contract, bidders must have a minimum of ten years of experience removing and disposing of hazardous and non-hazardous chemical waste.



NYS Part 364 Waste Transporter Permit must be current and applicable; and Current “Permit to Operate” for any and all Treatment, Storage, Disposal Facilities (TSDF) proposed to be used for disposal.

# Mandatory Site Visit

Due to the complex nature of the facilities, a site visit is mandatory prior to submitting a bid. The schedule for the mandatory site visit is shown in the Schedule of Key Events. Several sessions are planned, only one site visit per bidder is allowed.



Proposals will only be accepted from bidders who attended the site visit.

# Prevailing Wage Rate

- A Prevailing Rate Case Number has been assigned to this project. New York State Labor Law requires public work contractors and subcontractors to pay workers employed in the performance of a public work contract not less than the prevailing rate of wage and to provide supplements (fringe benefits) in accordance with prevailing practices in the locality where the work is performed. Prevailing wage rates for Albany County can be found at [www.labor.state.ny.us](http://www.labor.state.ny.us). At a minimum, the contractor must compensate employees provided under this contract the prevailing wage rate.
- Once a Vendor Award Package is reviewed and approved, the DOH will prepare the necessary prevailing wage rate information and forward a certification form to the tentative winning contractor for completion.

## Scope of Work

- The Contractor shall provide labor and materials required to perform all duties as listed in this IFB.
- The Contractor shall supply all necessary persons, equipment, and supplies (e.g. drums, labels, bags, absorbent materials) necessary to categorize, quantify by compatibility, package, transport and dispose.

## Scope of Work

- Work done upon a two-week advance notice.
- Types of hazardous and non-hazardous chemical wastes listed on the Wadsworth Center bid sheet, Attachment 3, Chemical Waste Codes, Attachment 8 and Analyte and Solvent List, Attachment 9. These will be reviewed later in the presentation.

## Scope of Work

- The Contractor shall prepare multi-copy manifests meeting all Federal, State, and Local regulations to be signed by both the Contractor and the Wadsworth Center representative.
- One copy of the manifest will be returned to the Center's Director of Safety or his/her designee by the Contractor's disposal facility with certification that the waste has been disposed in compliance with all Federal, State, and Location regulations.

# Work Schedule

- To arrange for routine chemical waste removal service, a Safety Staff member will contact the contractor via telephone or email to request a waste pick-up.
- The contractor will provide at least two points of contact for general scheduling requests.

# Work Schedule

- Once a request has been made, a response is required from the contractor within five business days, and service is to be provided within one calendar month from the date of contact, unless otherwise agreed upon by both parties.
- Requests for service within a shorter time-period (i.e., within two weeks) may be made, in which case the contractor must make every effort to accommodate those needs. Such requests would be infrequent and only made in the event of an emergency or urgent circumstance necessitating the removal of chemical wastes.

# Work Schedule

- A inventory will be provided to the contractor when a date has been scheduled.
  - It is possible that additional waste items may be added to the inventory by the generator after the two week period.
  - These items are only required to be included and removed by the contractor if not doing so would potentially put the Center out of compliance with laws and regulations.

# Detailed Specifications

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All work shall be conducted during the Center's normal business hours of Monday through Friday, 8:45 AM through 4:45 PM, except state holidays.

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The Contractor must package, handle and transport all material safely and in accordance with all applicable federal and state laws, rules and regulations.

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Contractor personnel must be trained in all applicable safety rules, regulations and laws.

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The Contractor must have the ability to receive, while on site, approvals from Treatment, Storage, Disposal Facilities (TSDF) for packaging and disposal.

# Detailed Specifications (continued)

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The Contractor must keep all permits and licenses required for the contract current and submit copies of them to the Director of Safety or his/her designee as they are renewed prior to expiration.

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The Contractor shall be responsible for all work including damage or loss of property resulting from Contractor's failure to properly complete the work required.

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This shall include reimbursement to the state for repair of any equipment damaged or lost material as a result of the Contractor's error or omission.

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# Detailed Specifications (continued)

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The Contractor shall not be reimbursed for any travel or other miscellaneous expenditures not expressly listed on the Wadsworth Center's Bid Sheet, Attachment 3, Chemical Waste Codes, Attachment 8, and Analyte and Solvent List, Attachment 9.

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The Contractor must make parking arrangements for technicians. The State will not be responsible for any parking permits or costs.

# Detailed Specifications (continued)

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The Center's Director of Safety or his/her designee reserves the right to stop work at any time he/she determines that the Contractor is incapable of performing to the satisfaction of the State of New York.

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The Center reserves the right to immediately remove from performance of contract duties, an employee of the Contractor, for any reason including failure to perform work in a satisfactory fashion.

# Detailed Specifications (continued)

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The designated representative for the Department of Health is the Center's Director of Safety or his/her designee.

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The Contractor must have the knowledge and capacity and be willing and able to test and remove unknown materials on site during a chemical waste removal and transport to the TSDF in a safe manner.

# Detailed Specifications (continued)

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The Contractor must have the knowledge and capacity and be willing and able to safely handle, neutralize and remove potentially reactive and/or peroxidizable compounds from the Center in a safe manner as specified within the boundaries of the Wadsworth Center Bid Sheet, Attachment 3, Chemical Waste Codes, Attachment 8, and Analyte and Solvent List, Attachment 9 and to transport such items to the TSDF in a safe manner.

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The Contractor must be knowledgeable of all applicable federal EPA, NYS DEC and federal and state DOT regulations pertaining to hazardous and non-hazardous chemical waste and manifesting and shipping requirements.

# Detailed Specifications (continued)

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The Contractor must have knowledge in the disposal of hazardous and non-hazardous chemical wastes and be current on all government requirements for the removal and disposal of such wastes.

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Successful Contractor shall notify Center's Director of Safety or his/her designee of new requirements which may affect this contract.

# Detailed Specifications (continued)

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The Contractor must be able to handle the wide range of hazardous and non-hazardous chemical waste streams as described within the scope of the contract.

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# Cost Proposal

The Bidder's cost proposal must be submitted using Attachment 3, Cost Proposal Form found in the IFB.

Cost Proposal is due no later than April 26, 2018 at 3:00 PM E.S.T.

Proposals received after that date and time will not be considered for award.

## Method of Award

- At the discretion of the Department of Health, all bids *may* be rejected.
- The Department will award one contract as described in this IFB to the responsible and responsive bidder who meets the criteria listed in the “Detailed Specifications” and “Scope of Work” sections and offers the lowest total bid price.

# Method of Award

- In the event of a tie, the determining factor(s) for award, will be:
  - The tied bidders will be given the opportunity to provide their best and final bid price to the department.
  - After evaluation of these revised bids the award will be made to the lowest bidder.

# Submission of Bids

- Interested Contractors should submit three handwritten signed originals and three copies of their Bid Proposal Package. The Bid Proposal Package must be received no later than the date and time noted in the Schedule of Key Events to be accepted.
- Responses to this solicitation must be in a sealed envelope clearly marked “IFB #\_\_\_\_\_Disposal of Chemicals and Chemical Waste” and received no later than April 26, 2018 at 3:00 PM. E.S.T.

# Submission of Bids

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- It is the Bidders' responsibility to see that bids are delivered to the address above on or prior to April 26, 2018 at 3:00 PM E.S.T.
- Arrangements shall be made at least 24-hours in advance of the due date and time to ensure persons are available to receive hand delivered bids. Contact Georgia Bowerman at [georgia.bowerman@health.ny.gov](mailto:georgia.bowerman@health.ny.gov) or call 518-473-8034 to make arrangements.
- Late bids due to delay by the carrier or not received in the Wadsworth Center's mail room in time for transmission to room B940 will not be considered. E-mail bid submissions are not acceptable and will not be considered.

# Proposal

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- **Bid Proposal Packages must include the following to be considered for award:**
- Cost proposal (Attachment 3)
- Bidders must submit copies of the following permits/approval for review:
  - Current and applicable NYS Part 364 Waste Transporter Permit;
  - Current and applicable “Permit to Operate” for any and all TSDF facilities proposed to be used for disposal.

# Proposal

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- **Bid Proposal Packages should also include the following in their submission:**
  - Identification of three reference organizations that will verify the Contractor's provision of services similar to those in this contract for a period of ten years. The Contractor must include the organization name, contact name, contact phone number and email address for each organization. Submission of references will be required for contract award.
  - New York State DOH Lobbying Form (Attachment 1)
  - Vendor Responsibility Attestation (Attachment 4)
  - M/WBE Procurement Forms (Attachment 5)
  - Encouraging Use of New York Businesses in Contract Performances (Attachment 6)

# Non-Bidders

Attending the site visit does not mean you are obligated to submit a bid.

Potential Bidders who elects NOT to submit a bid are requested to complete and return a copy of the "No-Bid Form".

# The Department Reserves the Right to:

- If no bids are satisfactory, reject any or all proposals received in response to the IFB;
- Withdraw the IFB at any time, at the agency's sole discretion;
- Make an award under the IFB in whole or in part;
- Disqualify any bidder whose conduct and/or proposal fails to conform to the requirements of the IFB;
- Seek clarifications and revisions of proposals;

# The Department Reserves the Right to:

- Use proposal information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the IFB;

# The Department Reserves the Right to:

- Prior to the bid opening, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
- Prior to the bid opening, direct bidders to submit proposal modifications addressing subsequent IFB amendments;

# The Department Reserves the Right to:

- Change any of the scheduled dates;
- Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;

# The Department Reserves the Right to:

- Waive any requirements that are not material;
- Negotiate with the successful bidder within the scope of the IFB in the best interests of the state;
- Conduct contract negotiations with the next responsible bidder, should the agency be unsuccessful in negotiating with the selected bidder;

# The Department Reserves the Right to:

- Utilize any and all ideas submitted in the proposals received;
- Unless otherwise specified in the solicitation, every offer is firm and not revocable for a period of 365 days from the bid opening;

# The Department Reserves the Right to:

- Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerors' proposal and/or to determine an offerors' compliance with the requirements of the solicitation.

# Payment

- If awarded a contract, the vendor shall submit invoices and/or claims to the State's designated payment office:
  - Preferred Method: Email a pdf copy of signed claim to the NYS Business Services Center (BSC) at: [AccountsPayable@ogs.ny.gov](mailto:AccountsPayable@ogs.ny.gov) with Subject: **Unit ID: 3450297-Contract #C029139**
  - Alternate Method: Mail claims to NYS BSC at the following U.S. postal address:

NYS Department of Health  
Unit ID 3450297  
PO Box 2093  
Albany, NY 12220-0093



# Payment

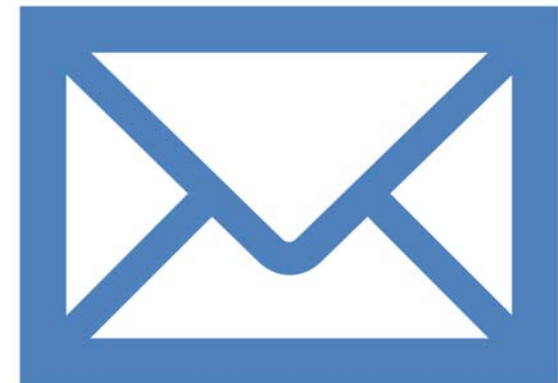
- In addition to the Electronic Payment Authorization Form, a Substitute Form W-9 must be on file with the Office of the State Comptroller, Bureau of Accounting Operations. Additional information and procedures for enrollment can be found at <http://www.osc.state.ny.us/epay>.
- Completed W-9 forms shall be submitted to the following address:

NYS Office of the State Comptroller  
Bureau of Accounting Operations  
Warrant & Payment Control Unit  
110 State Street, 9<sup>th</sup> Floor  
Albany, NY 12236



# Payment

- Payment of invoices and/or claims by the State (NYS DOH) shall be made in accordance with Article XI-A of the New York State Finance Law. Payment terms will be monthly.
- Submission of Claims and/or Invoices
  - The contractor will submit monthly invoices for expenses incurred, due 30 days after the end of each month, and must be accompanied by a New York State Claim for Payment (form AC3253-S) to ensure payment. The Claim for Payment must include a time sheet signed by the NYS DOH supervisor depicting the number of hours worked by contracted staff, along with the detailed activity reporting template, for the same time period. Claims for Payment received without the required documents will be held for payment until the documents are received, and reviewed for accuracy and completeness.
  - The contractor will be reimbursed on an hourly rate for the number of hours worked on conducting project activities/contract deliverables, not to exceed the total number of hours outlined in the agreed upon contract. Expenses incurred, but disallowed, will be subtracted from the amount claimed. Modifications to the approved proposal must be submitted in writing, and approved by the NYS DOH prior to the contractor instituting such changes.



# Terms of Contract

- This agreement shall be effective upon approval of the NYS Office of the State Comptroller.
- The contract period will be multi-year for five years beginning June 28, 2018 through June 27, 2023. Annual contract renewals are not required, however any significant changes to the budget or scope of work is subject to the prior approval of the NYS DOH and the Office of the State Comptroller.
- This agreement may be canceled at any time by the NYS DOH giving to the contractor not less than thirty (30) days written notice that on or after a date therein specified this agreement shall be deemed terminated and canceled.
- If State fiscal or other issues result in a reduction of the contract amount, the NYS DOH reserves the right to distribute that reduction in the way that will result in the maintenance of the highest number of contract staff positions possible.



# Debriefing

- Once an award has been made, bidders may request a debriefing of their proposal. Please note the debriefing will be limited only to the strengths and weaknesses of the bidder's proposal, and will not include any discussion of other proposals. Requests must be received no later than ten (10) business days from date of award or non-award announcement.



# Protest Procedures

- Protest Procedures
  - If unsuccessful, bidders may follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found in Chapter XI Section 17 of the Guide to Financial Operations (GFO). Available on-line at: <http://www.osc.state.ny.us/agencies/guide/MyWebHelp/>

# Vendor Responsibility

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- Vendor Responsibility Questionnaire
  - New York State requires that state agencies award contracts only to responsible vendors. Vendors are invited to file the required Vendor Responsibility Questionnaire online via the New York State “VendRep” system or may choose to complete and submit a paper questionnaire. To enroll in and use the New York State “VendRep” System, see the “VendRep” System Instructions available at [www.osc.state.ny.us/vendrep](http://www.osc.state.ny.us/vendrep) or go directly to the “VendRep” system online at <https://portal.osc.state.ny.us>. For direct “VendRep” System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at [ciohelpdesk@osc.state.ny.us](mailto:ciohelpdesk@osc.state.ny.us). Vendors may opt to file a paper questionnaire
  - Winning Bidders must also complete and submit the Vendor Responsibility Attestation (Attachment 4).



# State Consulting Services Reporting

- State Consulting Services Reporting
  - Chapter 10 of the Laws of 2006 amended certain sections of State Finance Law and Civil Service Law to require disclosure of information regarding contracts for consulting services in New York State.
  - The winning bidders for procurements involving consultant services must complete a "State Consultant Services Form A, Contractor's Planned Employment From Contract Start Date through End of Contract Term" in order to be eligible for a contract. Winning bidders must also agree to complete a "State Consultant Services Form B, Contractor's Annual Employment Report" for each state fiscal year included in the resulting contract. This report must be submitted annually to the Department of Health, the Office of the State Comptroller, and Department of Civil Service.
  - State Consultant Services Form A: Contractor's Planned Employment and Form B: Contractor's Annual Employment Report may be accessed electronically at: <http://www.osc.ny.gov/procurement/>.



# Piggybacking

- Piggybacking
  - New York State Finance Law section 163(10)(e) (see also <http://www.ogs.state.ny.us/procurecounc/pgbguidelines.asp>) allows the Commissioner of the NYS Office of General Services to consent to the use of this contract by other New York State Agencies, and other authorized purchasers, subject to conditions and the Contractor's consent.





## General Administrative

- Other forms and requirements are listed in the “Administrative” section of the IFB.
  - Lobbying Statutes;
  - Accessibility of State Agency Web-based intranet; and internet information and applications;
  - Information Security Breach and Notification Act;
  - Tax law requirements
  - Contractor requirements and procedures for business participation opportunities for New York State Certified Minority and Women owned business enterprises and equal opportunity employment for minority group members and women.



## General Administrative

- Other forms and requirements are listed in the “Administrative” section of the IFB.
  - Equal Employment Opportunity Requirements;
  - Iran Divestment Act/Prohibited entities list;  
Encouraging use of New York Business on Contract Performance.

# Attachments to the IFB

- DOH Lobbying Form
- No Bid Form
- Cost Proposal Form
- Vendor Responsibility Attestation
- M/WBE Procurement Forms
- Encouraging Use of New York Businesses in Contract Performances
- Sample Standard New York State Contract Language and Appendices
- Chemical Waste Codes
- Analyte Solvent List

# Method of Award

Mandatory site visit (March 13 or 14, 2018)

Question & Answer (Q&A) period  
(All questions due by March 29, 2018 at 3:00 PM E.S.T)

Q&A responses provided (April 12, 2018)

Bid Proposals due  
(Bid proposals due by April 26, 2018 at 3:00 PM E.S.T., MUST BE MAILED)

Contract awarded to lowest cost qualified bid. All bidders will be notified.  
Anticipated Contract Start (June 28, 2018)

# Bid Sheet

- The Bid Sheet lists categories that will each receive a “price per unit”. Do not tally up total quantities.
- Categories:
  - Surplus and outdated laboratory chemicals: priced by drum size: 55, 30, 16, or 5 gallon
  - Solvent and bulk waste: 55 gallon drum
  - Analytical chemical waste: 30 gallon drum
  - Replacement of empty drums: 55 gallon
  - Characterization and disposal of unknown chemicals and wastes
  - Stabilization/removal of reactive laboratory chemicals and wastes
  - Removal of waste compressed gas (price per cylinder)
  - Fee per stop at each site
  - Labor fees per hour

# Bid Sheet Category A1

- **Surplus and outdated laboratory chemicals and wastes (hazardous and non-hazardous)**
  - This is an extensive category which includes a wide range of chemicals and wastes ranging from non-hazardous (non-RCRA) to hazardous: toxic, ignitable, corrosive, reactive (or a combination thereof).
  - Examples include toxic and non-toxic flammable liquids; aerosols; lab pack for landfill; lab pack for fuels blending; oxidizing liquid; corrosive liquid, flammable; mercury; cyanide; corrosive liquid, toxic liquid; oxidizer; halogenated solvent; non-halogenated solvent; amine liquid; caustic liquid; acid solid; basic solid; organic peroxides; ethidium bromide gels; formaldehyde solution; oil based paint; photographic solution; non-hazardous solids; non-hazardous liquids; non-PCB items; PCB contaminated items (50-500ppm); glycols; used oil; used oil filters/rags; CFC/HCFCs; latex paint.



# Bid Sheet Category A1

- **Surplus and outdated laboratory chemicals and wastes (hazardous and non-hazardous)**
  - These hazardous and non-hazardous chemicals and wastes may include the following federal EPA and/or NYS DEC hazardous waste codes categorized as: F-, K-, D-, U-, P- and B-. This may also include but not be limited to a variety of acute P- and F02-wastes (examples of acute wastes are cyanides, azides, osmium tetroxide, pesticides, herbicides).
  - Chemicals and waste may be solid, liquid or gas.
  - The vendor may be asked to periodically assist with a specific laboratory cleanout.
  - This provision includes mercury wastes which includes but is not limited to elemental mercury waste, intact and/or broken equipment (including but not limited to thermometers, manometers) and associated items for disposal.



# Bid Sheet Category A1

- **Surplus and outdated laboratory chemicals and wastes (hazardous and non-hazardous)**
  - This includes assistance as needed with removal of hazardous and non-hazardous waste chemicals from laboratories in the process of moving, cleaning and/or decommissioning. It is anticipated that there will be no more than two (2) such events per year.
  - A laboratory chemical waste removal is anticipated to have similar scope of chemical waste as is described above.
  - Review the list of chemical waste codes, Attachment 8 for a compilation of codes used for chemical wastes managed in past years
  - The contracting pricing per drum includes all types of contents, including those that may be categorized as “non hazardous”.
  - Please note: this serves only as an example, and may not be inclusive of all hazardous or non-hazardous chemical waste and codes that could apply during the next contract cycle.



# Bid Sheet A2

- **Solvent and general bulk chemical waste (hazardous and non-hazardous)**

- This category applies to bulk flammable liquid solvent chemical waste (chlorinated and non-chlorinated solvent; may include acetonitrile, methanol, formalin, xylene, hexane, alcohol, dichloromethane waste);
- This category may include liquid fuels with solids and water, bulk waste solid with flammable liquid, corrosive liquids, concentrated acid or base, and used or unused waste oil (waste oil may periodically contain PCB contamination, but not usually);



# Bid Sheet A2

- **Solvent and general bulk chemical waste (hazardous and non-hazardous)**
  - Bulk waste liquids are consolidated into 55-gallon closed-head drums by NYSDOH staff, and will be sealed for transport with contents labeled at time of pick-up. The vendor is not required to bulk solvent waste.
  - The pricing per drum is to include all types of contents, including those that may be categorized as "non-hazardous".



# Bid Sheet A3

- **Analytical Chemical Waste (hazardous and non-hazardous)**
  - This category includes hazardous and non-hazardous chemical waste material and wastes from analysis for, and research involving the following materials: polychlorinated biphenyls (PCBs), dioxins (F027 or F02-), a variety pesticides and herbicides, heavy metals, carcinogens, flammable solvents, chlorinated hydrocarbons (this includes unused solvent and analyte-filled proficiency test vials (up to 20 ml per vial), soil and sand waste contaminated with the above mentioned materials, contaminated glassware, column resins, pipettes, absorbent pads and miscellaneous spill cleanup debris).



# Bid Sheet A3

- **Analytical Chemical Waste (hazardous and non-hazardous)**
  - Review the analyte and solvent list, (Attachment 9) for materials that may be present in these samples and concentration ranges based on data from typical chemical waste in this stream (note: this serves only as an example, and may or may not be inclusive of chemical wastes that could apply during the next contract cycle).
  - The contracting pricing per drum includes all types of contents, including those that may be categorized as “non-hazardous”.



# Bid Sheet A4

- Replacement of Bulk Storage Drums.
  - Replace bulk storage drums removed from site.
  - Drums must be empty upon delivery.
  - Drums must be DOT-approved.
  - Steel, poly, or a mix.
  - General closed-top drums.



# Bid Sheet B1

- **Categorization and disposal of unknown chemicals**
  - This category includes unlabeled bottles or containers of liquids or solids, or items with labels missing from the original container of a liquid or solid chemical.
  - Include in pricing the cost of handling, testing, and preparing such items for removal at the time of removal.
  - The Center will provide as much information as is known at the time of removal.



# Bid Sheet B2

- **Stabilization and removal of reactive materials**
  - This category covers on-site stabilization, handling and removal of dry chemicals, oxidizers, nitro-containing compounds, peroxidizable chemicals (within-or out-of-date), and general reactive materials that can be safely stabilized on-site prior to removal.
  - This may be done during business hours provided the work can be done in a manner that does not present a risk to staff (both NYSDOH and vendor's staff), property or the environment.
  - *This category does not include high hazard items that may require remote opening procedures.*



# Bid Sheet B3

- **Removal of lecture bottles and other small cylinders of compressed gas**
  - This category covers a wide range of lecture bottles, small cylinders and aerosol cans that may include but are not limited to gases that are toxic, poisonous, ignitable, flammable, corrosive, reactive, oxidizers or a combination thereof.



- **Transport Fees**

- Include charges for vehicle to pick-up at up to three sites per visit and four visits per year.



# Bid Sheet C1

# Bid Sheet C2

- **Labor Fees**

- Labor fees include an hourly rate per on-site technician.
- The total hours are estimated based on time taken during previous waste removal experiences.



# Bid Sheet C2

- **Labor Fees**

- The number of technicians sent is at the discretion of the vendor, provided the work is completed satisfactorily, safely, and in a timely manner.



# Cost Proposal

- When preparing your cost proposal, only the unit price should be filled in for that category.
- Each category must have a unit price listed.
  - If fields are blank, a proposal may be disqualified.
- Do not tally quantity or totals.
- The QTY values listed are estimates of expected annual need based on historical data.

BID QUANTITIES				Price per unit
Category	Item Description	QTY	UOM	
A1	Drum - 55 gallon surplus and outdated laboratory chemicals	30	Drum	\$
A1	Drum - 30 gallon surplus and outdated laboratory chemicals	30	Drum	\$
A1	Drum - 16 gallon surplus and outdated laboratory chemicals	30	Drum	\$
A1	Drum - 5 gallon surplus and outdated laboratory chemicals	200	Drum	\$
A2	Drum - 55 gallon solvent and bulk waste	16	Drum	\$
A3	Drum - 30 gallon analytical chemical waste	4	Drum	\$
A4	Replacement empty DOT-compliant 55-gallon drum	16	Drum	\$
B1	Characterization/disposal of unknown chemicals/wastes	10	Item	\$
B2	Stabilization/removal of reactive laboratory chemicals and wastes	15	Item	\$
B3	Removal of waste compressed gas (price per cylinder)	5	Cylinder	\$
C1	Fee per stop at each site	12	Stop	\$
C2	Labor fees per hour	190	Hour	\$

# Thank you for attending!

- Reminders: Submit all written questions on or before 3/29/18 at 3:00 PM E.S.T. E-mail is the preferred method of question submittal.
- Questions will be responded to in a Q&A format publicly by 4/12/18.
- Bid due date is 4/26/18 at 3:00 PM E.S.T.
- We sincerely thank you for your interest, we look forward to hearing from you!

