

**TOWN OF WEST NEW YORK HUDSON
COUNTY, NEW JERSEY
REQUEST FOR PROPOSALS
MARKETING OF RECYCLABLE MATERIALS**

APRIL 15, 2014 at 10a.m.

**Town of West New York
Hudson County, NJ
Notice for R.F.P.
(Request for Proposal)**

Request for Proposals will be received by the **Town Clerk** of the Town of West New York, in the County of Hudson, New Jersey, at the **Town Clerk's Office** in the Municipal Building, 428-60th Street, West New York, N.J. on **April 15, 2014** at **10:30 a.m.** for the following, in accordance with the Request for Proposals now on file in the office of the Town Clerk, Municipal Building, 428-60th Street, West New York, N.J., where same may be obtained during office hours from 9:00 a.m. to 4:00 p.m.:

MARKETING OF RECYCLABLE MATERIALS

All RFPs shall be submitted in sealed envelopes addressed to the Town Clerk of West New York, the envelope shall have marked conspicuously on its face on the top right-hand side in letters not less than one inch the word **“Request for Proposals”** followed immediately below those words in letters not less than one half inch high: **“Request for Proposals for “Payroll Processing Services” for the Town of West New York”** and underneath that **“To be received on the 15th day of April, 2014 at 10:00 a.m.”** **Proposals will not be accepted by facsimile transmission or e-mail.**

Requests for Proposals are available in the Office of the Purchasing Agent, 428 – 60th Street, West New York, NJ (telephone no. 201-295-5147; fax no. 201-662-9027). Proposals shall be submitted on the forms provided and shall be in accordance with the specifications contained in the Request for Proposals.

The Town intends to award any contract for these services pursuant to N.J.S.A. 40A:11-5.

If RFPs are to be accepted by mail or courier, the RFPs must be placed in an outer envelope, which on the top right-hand side shall clearly designate in the same manner as set forth above, the same size and information. The inner envelope shall have specifically placed in the center the same information as set forth above and on the bottom left-hand side the name and address of the Respondent.

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq. Responders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1 et seq.

Respondents must submit an original and three (3) copies of their Proposal to the designated contact person or designee:

Carmela Riccio, Town Clerk
West New York Municipal Building
428 – 60th Street (Room 2)
West New York, NJ 07093

The Town of West New York reserves the right to reject any or all Proposals, to waive any informalities or to accept a Proposal which, in its judgment, best serves the interest of the Town

Dated: March 19, 2014

By Order of the Mayor and Board of
Commissioners of the Town of West New York

Carmela Riccio, RMC
Town Clerk

**TOWN OF WEST NEW YORK
RFP
MARKETING OF RECYCLABLE MATERIALS
INFORMATION FOR BIDDERS**

The Town of West New York is accepting proposals from mixed paper and commingled recycling markets for a one year, two year and three year term commencing **August 1, 2014**. Drop-off facilities shall be located within 25 miles of the border of the Town of West New York.

Mixed paper is collected primarily from residential locations and is comprised of newspaper, inserts, magazines, junk mail, office paper, paperback and hard covered books, paper bags, phone directories, catalogues, computer paper and cardboard.

Commingled materials are collected from the same locations and include glass bottles and jars, aluminum cans, tin cans, bimetal cans, plastic containers (#1 to #7) and poly-board. The Town generates approximately 1472 tons of mixed paper and 894 tons of commingled materials per month.

Materials are collected weekly on Wednesdays into Thursday and delivered directly to market by a private collection contractor. Deliveries are typically made Thursday afternoon and/or Friday morning.

An alternate bid for single stream recycling is requested. Single stream shall include all commingled and mixed paper items and will be collected and delivered to market every other week.

Proposals shall include the price paid or fee received for delivered mixed paper and commingled materials, restrictions on product and delivery and deliver locations.

**TOWN OF WEST NEW YORK
RFP
MARKETING OF RECYCLABLE MATERIALS**

REQUIREMENTS AND VENDOR RESPONSIBILITIES

The following are minimum requirements that will be utilized for evaluation of proposals for the marketing of recyclable materials generated by the Town of West New York. Any vendor submitting a proposal agrees to:

1. Receiving facility must be located within twenty-five (25) miles of the Town of West New York border.
2. Electronic scale tickets must be provided for each delivery made by the Town of West New York collection contractor upon each delivery. Hand written scale tickets will not be accepted.
3. There shall be no deduction in weight for contamination.
4. Payments are to be made to the Town of West New York by the fifteenth of each month for the previous month's deliveries. A statement must be included with each invoice listing the date of each delivery, tonnage for each delivery and price/fee per ton.
5. The terms of the agreement shall be for one (1) year, two (2) year or three (3) year options to be determined at the sole discretion of the Town of West New York. The form of agreement shall be prepared by the Town of West New York.
6. Proposals shall include a pricing formula, if any, as well as a floor price.
7. If a pricing formula is included in the price/fee for recyclables, the contractor shall submit to the Town a copy of the market publication the price is based on, each month with the payment or invoice for the month being billed.

**TOWN OF WEST NEW YORK PROPOSAL FORM
MARKETING OF RECYCLABLE
MATERIALS PROPOSAL**

We the undersigned company, agree to furnish an RFP for the **Marketing of Recyclable Materials**, in compliance with all requirements of the attached specifications as to quality and delivery to the Town of West New York as follows:

OPTION 1, 1 YEAR AGREEMENT

1. Commingled recyclables

A. Price/fee per ton, include formula if applicable

B. Floor price/fee

C. ~~Delivery location~~ _____

2. Mixed paper recyclables

A. Price/fee per ton, include formula if applicable

B. Floor price/fee

C. Delivery location

3. Alternate proposal single stream recyclables

A. Price/fee per ton, include formula if applicable

B. Floor price/fee

C. Delivery location

OPTION 2, 2 YEAR AGREEMENT

1. Commingled recyclables

A. Price/fee per ton, include formula if applicable

B. ~~Floor price/fee~~

C. Delivery location

2. Mixed paper recyclables

A. Price/fee per ton, include formula if applicable

B. Floor price/fee

C. Delivery location

3. Alternate proposal single stream recyclables

A. Price/fee per ton, include formula if applicable

B. Floor price/fee

C. Delivery location

OPTION 3, 3 YEAR AGREEMENT

1. **Commingled recyclables**

A. Price/fee per ton, include formula if applicable

B. Floor price/fee

C. Delivery location

2. **Mixed paper recyclables**

A. Price/fee per ton, include formula if applicable

B. Floor price/fee

C. Delivery location

3. ~~Alternate proposal single stream recyclables~~

A. Price/fee per ton, include formula if applicable

- B. Floor price/fee

- C. Delivery location

The Town reserves the right to reject any and all proposals if in the judgment of the Mayor and Board of Commissioners public interest will best be served by doing so.

Company Name _____ Federal ID# or Social Security # _____

Address _____ City, State, Zip _____

Print or Type Name and Title of Authorized Agent _____ Signature of Authorized Agent _____

Date _____ Phone _____

Fax _____ Email _____

Procurement and Service Contract-Mandatory Language

P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE

PROCUREMENT, PROFESSIONAL SERVICE CONTRACTS

During the performance of this contract, the Contractor agrees as follows:

The Contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The Contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The Contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The Contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127. as amended and supplemented from time to time.

The Contractor or subcontractor agrees to inform in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principals of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The Contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable federal law and applicable Federal court decisions.

The Contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code(N.J.A.C. 17:27).

STOCKHOLDER DISCLOSURE CERTIFICATION

Name of Business:

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- _ Partnership _ Corporation - Sole Proprietorship
 Limited Partnership Limited Liability Corporation Limited Liability Partnership
 Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Table with 2 columns (Name, Home Address) and 3 rows for stockholder information.

Notary section: Subscribed and sworn before me this ___ day of ___ 20__ (Notary Public) My Commission expires: ___ (Affiant) (Print name & title of affiant) (Corporate Seal) ___

BUSINESS ENTITY DISCLOSURE CERTIFICATION

FOR NON-FAIR AND OPEN CONTRACTS

Required Pursuant To N.J.S.A. 19:44A-20.8

Town of West New York

Part I — Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the _____ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding *March 7, 2074*) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the Town of West New York as defined pursuant to NJ.S.A. 19:44A-3(p), (q) and (r).

Part II — Ownership Disclosure Certification

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of **the undersigned**.

Check the box that represents the type of business entity:

Partnership Corporation Sole Proprietorship Subchapter S Corporation

Limited Partnership Limited Liability Corporation Limited Liability Partnership

Name of Stock or Shareholder	Home Address

Part 3 — Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: _____

Signature of Affiant: _____ Title: _____

Printed Name of Affiant : _____ Date: _____

Subscribed and sworn before me this ____ day of
_____, 20

My Commission expires:

(Witnessed or attested by)

(Seal)

BUSINESS ENTITY DISCLOSURE CERTIFICATION
FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8

TOWN OF WEST NEW YORK

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

"Local Unit Pay-To-Play Law" (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

"business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10% of the profits or assets of a business entity or 10 of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.) 19:44A-3 Definitions. In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

19:44A-8 and 16 Contributions, expenditures, reports, requirements.

~~11-17th~~ *the provisions of their section are too extensive to relinini here. tbeffolloniin is deemed to be the pertinent part afflicliq amounts of contributions:*

"The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)