



**DIVISION OF FINANCIAL ADMINISTRATION**

**ADDENDUM #1**

**REQUEST FOR INFORMATION #2932**

**ORGANIC WASTE COLLECTION SERVICES**

**AT THE EMPIRE STATE PLAZA IN ALBANY, NY**

Date: November 22, 2024

Response Due Date: **December 6, 2024 @ 2 PM**

To Prospective Responders: This addendum is being issued to revise the due date for responses to the RFI and to provide official answers to submitted questions.

**Revision 1 - Response Due Date:**

The response to the RFI due date has been changed to December 6, 2024 at 2PM.

**Questions and Answers:**

- Q1.** Please provide height restriction for inside the underground loading dock area where organic totes would be staged. Are there any alternatives to the loading area for staging totes?
- A1.** The maximum clearance height at our loading docks on the P-1 Level is 13'-11" for trucks. No, but an alternative may be considered if the need arises.
- Q2.** What can size does the state need or currently use?
- A2.** The State does not currently contract for this service or have containers for organic waste.

**Q3.** What are the times for collection?

**A3.** Loading dock access is permitted from 7am to 3pm Monday – Friday.

**Q4.** What is the Frequency in collection?

**A4.** The State does not currently contract for this service however it is anticipated that collection occurs *at least* on a weekly basis, but frequencies may be adjusted at the State's discretion.

**Q5.** Is there any monthly reporting needed?

**A5.** Yes, weights of collected organic waste should be reported and included on all invoices. Additionally, a monthly report aggregating the weights shall be provided.

**Q6.** What is the estimated annual volume of organic waste that is collected from the Empire State Plaza?

**A6.** The State does not currently contract for this service, but pre-2020, the organic waste generated at the Empire State Plaza was approximately 2 tons per week. The State anticipates that the current amounts are similar or higher.

**Q7.** How many people and businesses are served by the Plaza?

**A7.** At the Empire State Plaza Concourse, there are approximately 19 food vendors, 9 retail/service/bank vendors, and a daycare center located at the Swan Street Building. An average of approximately 7,000 - 10,000 customers a day utilize the vendors at the Empire State Plaza.

**Q8.** How many pickup/collection points are there at the Plaza?

**A8.** There are two pick-up points on two separate docks on the P-1 Level, and we are open to discussion about the exact collection point (dock) for our organic waste.

**Q9.** What is the current waste collection schedule? For example, daily, weekly, or select days/week.

**A9.** The State does not currently contract for this service so there is no current schedule. Shorter intervals between pick-ups would be preferable to limit odor and pest issues.

**Q10.** Could OGS provide a walk-through and time to view possible truck restrictions and see the space for generation and collection of food waste?

**A10.** Yes, a walk through can be scheduled once an official procurement is issued for these services.



**REQUEST FOR INFORMATION #2932  
ORGANIC WASTE COLLECTION  
AT THE  
EMPIRE STATE PLAZA IN ALBANY, NY**

## **1. INTRODUCTION**

### **1.1 General Information and Purpose**

The Office of General Services (OGS) Division of Resiliency and Sustainability is exploring development of a solicitation for Organic Waste Collection services for its Division of Real Estate program. OGS seeks to obtain additional information from qualified organic waste processors and transporters.

OGS may consider the information received from this Request For Information (RFI) when drafting any future solicitation for organic waste processing.

Vendors interested in participating in any possible future opportunities arising from this RFI are encouraged to respond.

### **1.2 Project Background**

OGS owns and manages the 11.8 million square foot capital complex, referred to as the Empire State Plaza (ESP) located in Albany, New York which includes a food court with multiple food service vendors, delis, and cafes.

OGS is exploring a pre-consumer food scrap collection program for the food waste that is produced as a result of back-of-house operations at ESP food service venues to divert organic waste from landfills.

OGS is considering issuance of an Invitation for Bid (IFB) that may be released in the near future for organic waste collection services.

## **2. DESIRED KNOWLEDGE**

OGS seeks to gain a more detailed understanding of organics transporting and processing capacities in the Capital region. To that end, OGS requests vendors provide responses to the following questions:

**General Questions:**

1. Provide a list of organic waste management services provided by your organization.

**Organic Waste Processing:**

1. Provide a list of materials that your organization accepts as part of your organic waste processing services. (ie: food scraps, meat, yard waste, compostable utensils, etc.)
2. Provide a list of specific materials that your organization would not accept as part of your organic waste processing services. (ie: food scraps, meat, yard waste, compostable utensils, etc.)
3. Where is/are your processing facility/facilities located? (Please provide specific location/address.)
4. How does your facility/facilities handle contaminated organics? How does contamination affect your processing system?
5. Does your facility/facilities employ de-packaging technology to separate out non-organic material? If not, what methods do you have for separating out non-organic material?
6. What kind of processing mechanism or technology is used to break down organics collected? For example: send to farms as animal feed, anaerobic digester, burned for fuel, etc. Provide specific details as to where organic waste is being sent.
7. What is done with the final byproduct of organics processing? For example: selling off compost. If anaerobic digestion is employed, what is done with the digestion byproduct solids and what is done with the methane emissions?
8. What is done with *recyclable* non-organic materials separated/de-packaged from collected organic waste?
9. What is done with *non-recyclable* non-organic materials separated/de-packaged from collected organic waste?
10. Does your facility/facilities have a maximum processing capacity?

**Organic Waste Collection and Transport:**

***Please respond to the questions below if your organization also provides organic waste carting/collection services.***



1. Please describe your fleet used for transporting organics, including the average fuel efficiency of your collection fleet.
2. What are your current collection requirements of clients for organics collection/carting?
3. If bin liners are required, do you provide them, and if so, are they BPI certified? If bin liners are not required, do you swap out and wash bins or is the client responsible for washing bins?
4. Do you provide any materials to clients, and if so, what are they? (gallon bins, yard bins, bin liners, signage, training, etc.)
5. Do your trucks have specific height clearances to make collections? If so, what are they?
6. Do you require a minimum amount of organic waste to make a collection? If yes, what is it in volume/weight? Please also provide the same information for any partnering organizations.
7. What is your maximum capacity for organic waste collection?
8. Do you have any other specific requirements for clients to make collections? If so, what are they?
9. How are your organic waste collection services priced, including per ton collected, per bin, flat fees, base costs, fuel surcharges, etc.?

Vendors are encouraged to be both comprehensive and creative when providing information related to this RFI. The State understands there are a host of potential solutions, and it expects equal consideration to be given to all options available in the marketplace. Vendors are permitted to submit responses, either in whole or in part, and/or in collaboration with other vendors.

### **3. CONTENT OF RESPONSE**

OGS requests that vendors also include the following types of information in their written responses:

- A. **Company Background** – Provide general background information regarding your company, including the company's name, office address, and contact information as well as a summary of previous experience in food waste collections services.



- B. Responses to questions and other informational requests posed in Section 2 - Desired Knowledge.
- C. Additional Information – Provide any additional information and/or any other parameters that should be considered by OGS.

Please respond to the information above and provide the name of your company, its location, a contact person, phone number, and email address when replying to this RFI. A response does not bind or obligate the vendor to any agreement of provision or procurement of services referenced.

Since this RFI is designed as a tool to collect information and shall not result in a procurement contract, it does not fall under the requirements of State Finance Law §§139-j and 139-k (the Procurement Lobbying Law) and there is no restricted period. We ask that you direct your questions and responses in writing to the OGS point of contact listed below. Questions should be submitted in writing by **November 15, 2024 at 2:00 pm**. An addendum with answers to the submitted questions will be posted at the following link: <https://ogs.ny.gov/procurement/bid-opportunities>

Provide response via email to the contact(s) listed below by **November 29, 2024 at 2:00pm** to:

Primary Contact

Diane Robinson, Contract Management Specialist 2  
Office of General Services, Financial Administration Agency Procurement Office  
32<sup>nd</sup> Floor, Corning Tower, ESP, Albany, NY 12242  
(518) 486-7375 [diane.robinson@ogs.ny.gov](mailto:diane.robinson@ogs.ny.gov)

Secondary Contact

Beth Maus, Contract Management Specialist 3  
Office of General Services, Financial Administration Agency Procurement Office  
32<sup>nd</sup> Floor, Corning Tower, ESP, Albany, NY 12242  
(518) 474-5981 [beth.maus@ogs.ny.gov](mailto:beth.maus@ogs.ny.gov)