

HARAHAN, LOUISIANA
REQUEST FOR PROPOSAL
SOLID WASTE REMOVAL & DISPOSAL

DECEMBER 2016



CITY OF HARAHAN
6437 Jefferson Highway
Harahan, LA 70123
504-737-6383 – Office
504-737-6384 – Fax

www.cityofharahan.com



The City of Harahan
Request for Proposal
Solid Waste Removal & Disposal Services
December 2016

The City of Harahan is requesting submittal of sealed proposals from interested firms and individuals qualified to provide services, materials and equipment for **THE CITY OF HARAHAH: SOLID WASTE SERVICES**. Responses will be received from qualified firms until the hour of 2:00 p.m. on January 9th, 2017 in the City Of Harahan's office, 6437 Jefferson Highway, Harahan, LA 70123. Telephone 504-737-6383.

The following Solid Waste service is the subject of this proposal.

The following Solid Waste services are requested as an alternate to the service above:

- 1) *Curbside collection, transportation and disposal of refuse at Qualified Residential and Small Business Units located in the City of Harahan and at City buildings and grounds.*

Interested parties can secure the RFP packet from Harahan City Hall located at 6437 Jefferson Highway, Harahan, LA 70123 or the City's website – www.cityofharahan.com.

Explanations, interpretations or clarifications shall be requested in writing via US Mail or by emailing calvinhoppmeyer@ci.harahan.la.us at Harahan City Hall c/o Stuart Consulting Group. No such written request shall be considered after December 29th, 2016

A pre-proposal conference will be held on Thursday, December 22nd, 2016 at 10:00 a.m. at Harahan City Hall located at 6347 Jefferson Highway, Harahan, LA 70123. Potential Proposers with questions regarding this conference should contact the Calvin Hoppmeyer at 504-888-5733 or by e-mail – calvinhoppmeyer@ci.harahan.la.us.

The outside of the envelope in which the proposal is placed must be clearly marked as follows:

Name of Project: **THE CITY OF HARAHAH: SOLID WASTE SERVICES**
Proposal Due Date: **JANUARY 9, 2017**
Attention: **CALVIN HOPPMAYER**



Schedule of Events

Event	Dates	Time (CST)
RFP mailed to prospective Proposers, published on the City of Harahan website – www.cityofharahan.com	December 7, 2016	At least 30 days prior to the last day that Proposals will be accepted
Published in The Advocate, New Orleans Edition	December 9, 2016	
Pre-Proposal Conference (Mandatory)	December 22, 2016	14 days after RFP released
Deadline to receive written inquiries	December 29, 2016	7 days after pre-proposal conference
Deadline to answer written inquiries	January 4, 2017	72 hours prior to proposal Due Date
Proposal Due Date	January 9, 2017	Deadline is 2:00 pm
Oral discussions with Proposers, if applicable	January 31, 2017	On or before
First day of service under the contract	March 1, 2017	



Proposal Response Requirements

Proposers will submit for review and evaluation the following documentation. Failure to submit any of the applicable items will result in disqualification.

1. Proof that Proposer is a Business Entity that has been in existence at least three years.
2. Proof of Insurance (see General Conditions)
3. An itemized list of facilities and sites to be used in the engagement. Include the addresses of garages, pick-up stations, warehouse space, offices and disposal facilities.
4. Most recent audited financial statement of Proposer. This documentation should indicate that the firm possesses the financial capacity to meet the requirements of the Contract.
5. A Security Bond in the specified amount. All Bonds will be returned by the City of Harahan following execution of the contract(s) with the Proposer selected by City.
6. Certification from a Bonding Company that the Proposer is capable of obtaining and maintaining performance and Payment Bonding as required by the contract. (See general Conditions)
7. List of one to three references with whom the firm contracts or has contracted with in the last 3 years. Include client name, contact person, mailing address, telephone number and contract email address. For collection contracts, include number of units collected and service provided. Provide a complete listing of all current and types of contracts.
8. Base Proposal Narrative (see page 29).
9. Proposer Information Sheet (see page 32)
10. Acceptable proof that the person(s) signing the Response (Proposer Information Sheet) is authorized to act on behalf of the responding Business Entity. This requirement is an essential prerequisite to the City's consideration of the Response and shall not be waived.



Required for Solid Waste Collection, Transportation and Disposal

1. Items 1 – 10 under requirements above related to Solid Waste Transportation and Disposal Services.
2. An itemized list of Proposer's fleet to be used in this engagement describing function (front end loader, knuckle boom truck, lift gate truck, etc.) make and model, capacity (cubic yardage), and model year. No equipment may be more than 2 years of age or have a date of manufacture prior to 2014 and must be properly maintained. Manufacturer's specifications are to be included for all equipment specified in the proposal. Backup vehicles are to be included.
3. Specifications on the Roll-out Carts to be distributed under this engagement. List size, material, manufacturer, and manufacturer warranty information.
4. An itemized list of properly permitted facilities and sites to be used in the engagement. Include garages, transfer stations, warehouse space, offices and disposal facilities. Include addresses.
5. Base Proposal Narrative (see page 29).
6. Proposer Information Sheet (see page 32).
7. Acceptable proof that the person(s) signing the Response (Proposer Information Sheet) is authorized to act on behalf of the responding Business Entity. This requirement is an essential prerequisite to the City's consideration of the Response and shall not be waived.
8. Price Presentation Form.

Notice to Proposers: The City of Harahan shall be held harmless and free from liability for any expenses incurred by firms responding to this Proposal.



Definitions

- *Bag* – Plastic sack designed to store garbage, yard waste or other refuse with sufficient wall strength to maintain physical integrity when lifted by the top. Total weight of a bag and its contents shall not exceed thirty-five (35) lbs.
- *Bulky Waste* – Large items of refuse including yard waste, furniture, automobile parts, passenger tires, toys, construction debris, and other material with weights or volumes greater than those accommodated by roll out containers.
- *Central Pick Up Point* – Location within the City of Harahan where the City of Harahan may deposit trash and debris.
- *City* – Harahan, Louisiana.
- *Collection Routes* – Areas of collection within the City. Each collection route has a specified day of the week upon which the Contractor is allowed material pick-up-within the boundaries of the route.
- *Commercial Refuse* – All refuse generated by an occupant of a qualified Small Commercial Business establishment.
- *Construction and Demolition Debris (C & D)* – Waste building materials resulting from construction, remodeling, repair, and demolition, including concrete, wood, sheetrock, metal, carpet, pipe, flooring and roofing materials. This does not include the above materials put curbside by a contractor or generated from new construction and demolition of residential or residential establishment, wherein such work requires a building permit or work on any commercial establishment. Construction Debris also includes discarded furnishings.
- *Contract Documents* – This Proposal, Response to Proposal, Instructions, Contract, Bonds, and Addenda to the forgoing documents including adopted amendments that may affect the actual contract signed between Contractor and City. This proposal and all associated documents will form the contract between the parties
- *Contractor* – Person or persons authorized by the City of Harahan to perform Solid Waste collection, transportation and/or disposal for prescribed routes or facilities within the City of Harahan under the terms of this document.
- *Curbside* – Area between the property line and the curb or ditch as may be the case.
- *Disposal Site* – A disposal facility properly permitted and allowed by the State of Louisiana Department of Environmental Quality to accept waste.



- *Dead Animals* – Animals or portions thereof that have died from any cause, except those killed for human use. Large livestock such as horses, cattle and sheep are excluded.
- *Dumpster* – A Refuse collection receptacle of not less than one (1) cubic yard in volume equipped with attachments for lifting into a refuse collection vehicle, primarily used for storage between collections by a nonresidential enterprise.
- *Garbage* – Includes putrescible waste matter except sewerage and recognizable industrial by- products,
- *Grit Container* – A container typically emptied two or more times per week as required, located at the City's waste water plant. Grit Containers are suitable to hold particles or granules of sand or other small coarse impurities remnant of waste water processing.
- *Hazardous Waste* – Any chemical, compound, mixture, substance or article which is designated by the United States Environmental Protection Agency or the appropriate agency of the State to be "hazardous" as that term is defined by or pursuant to Federal, State, Parish or City laws and regulations.
- *Missed Collection* – The failure of the Contractor to provide Solid Waste collection service within the collection route during collection hours on the day scheduled for route collection.
- *Municipal Solid Waste (MSW)* — more commonly known as garbage, consists of everyday items we use and then throw away, such as product packaging, grass clippings, furniture, clothing, bottles, food scraps, newspapers, appliances, paint, and batteries. This comes from our homes, schools, hospitals, and businesses.
- *Parish* – Jefferson Parish, Louisiana.
- *Passenger Tire* – Any tire designed for use on an automobile, motorcycle, or utility truck or service vehicle with an average weight per unit of forty (40) pounds or less.
- *Qualified Residential and Small Business Unit* – Any and all residential and commercial units not exempted from this the City of Harahan Solid Waste municipal service request. Includes occupied and unoccupied units, but does not include vacant lots.
- *Refuse* – Includes garbage, rubbish, ashes, animal and vegetable waste from animal quarters, and all other waste matter, except sewerage, from any public or private establishment, institution, or residence.
- *Regulatory Changes* – Changes in laws or regulations including enactment of new laws or regulations and permit changes affecting the Contractor or Disposal Site which occur on or after the date of this document; and changes in the enforcement or interpretation of present



or future laws or regulations including permits affecting the disposal facility which occur on or after the date of this document.

- *Residential Refuse* – All refuse generated by an occupant of a Qualified Residential Unit.
- *Residential Unit* – Single family and multi-family residential dwelling structures or household units. A residential unit shall be deemed qualified when active water service is being supplied thereto and a minimal fee is being charged.
- *Proposer* – The person, corporation or partnership applying to perform the collection of solid waste under this Contract with the City.
- *Recyclable Material* – Newspaper, metals, magazines, corrugated cardboard, plastics, or any other commodity agreed to by the parties.
- *Recycling Bin* – A receptacle with eighteen (18) gallons of capacity and provided by the Contractor for the collection of Recyclable Materials.
- *Roll-out Cart* - A quality receptacle constructed of plastic, metal, or fiberglass and having a tight fitting lid capable of preventing entrance into the container by vectors. Containers are provided, distributed and maintained by the Contractor. Containers may hold up to 96 gallons and must include appropriate handles, lifting points and wheels, and meet compatibility dimension standards. Carts furnished under this contract must have a minimum 10-year warranty for use under normal conditions.
- *Rubbish* - Residential and commercial Garbage, Trash, Litter, Yard Waste and Construction Debris generated at a Residential Unit or Small Commercial Business Establishment.
- *Semi-Automated Curbside Collection* – Curbside collection of Solid Waste from Qualified Residential and Small Business Units utilizing a fully-automated and/or a semi-automated equipped vehicle. Employs a standard or specialized collection truck specially fitted with a hydraulic tilt to grab, lift, and tilt standardized collection containers. The hydraulic lift is required to dump the containers into the truck and afterwards place the containers back on the ground. A laborer is required to manually retrieve the collection containers and place them at the truck to attach them to the tilting mechanism. Once the collection container is emptied into the truck, the laborer is then required to place the can back in its original position.
- *Small Business Units* – Businesses which do not have dumpsters or compactors and that place curbside for collections on the normal days for collection typical residential containers or bags or a Cart for semi-automated collection. This category does not include businesses such as shopping centers, grocery stores, small food marts, gas stations, and restaurants that have a high volume of waste and those businesses with regulated waste such as medical



clinics, dentists, paint stores, mechanic shops and the like. These excluded businesses will be serviced by a private trash contractor.

- *Solid Waste* – Any and all discarded materials that result from domestic, commercial, governmental and community operations, which require proper storage, collection, transportation and disposal to prevent environmental pollution inimical to the public health, safety, and welfare, all of which are included within the scope of work in this contract.
- *State* – State of Louisiana.
- *Trash* – Waste such as C & D, yard and woody waste, white goods and all other nonhazardous waste that is not considered MSW.
- *Tire* – A continuous or pneumatic rubber covering encircling the wheel of a motor vehicle.
- *Tire Processing* – Any method that alters the whole waste tires so that they are no longer whole, such as cutting, slicing, chopping, shredding and producing a tire fragment no larger than fifty (50) percent of the original dimensions of the tire.
- *Tire Recycling* – Any process by which whole waste tires, processed tires, or residuals are reused or returned to beneficial use in the form of products, raw materials or as fuel source.
- *Pick-up Facility* – A facility designed for the temporary storage of solid waste which is fully permitted by the State of Louisiana Department of Environmental Quality.
- *Un-containerized Bulky Waste* – Large or heavy waste as defined in Bulky Waste that have not been deposited in a container for curbside collection including limited sizes, weights or amounts of the following: large tree limbs and wood waste neatly stacked or tied with diameter less than two (2) feet and cut to lengths no greater than four (4) feet; concrete larger than 6 inches but no greater than 75 lbs.; Construction Debris; tree trunks not exceeding seventy-five (75) lbs.
- *Waste Receptacle* – A container provided by resident or business owner which may range in capacity from 20 to 35 gallons.
- *White Goods* – Inoperative and discarded refrigerators, ranges, water heaters, freezers, washers or any other similar large domestic appliances. All White Goods once containing CFCs or other refrigerants must be properly certified as having these materials lawfully removed prior to disposal or recycling.
- *Yard Waste* – All waste wood, wood products, Christmas trees, tree trimmings, grass cuttings, dead plants, weeds, leaves, dead trees or branches thereof, chips, shavings, sawdust, and straw.



Scope of Services

The City of Harahan is requesting Solid Waste collection, transportation and disposal of Solid Waste from Qualified Residential and Small Business Units and City facilities and Disposal of all City wide Solid Waste. Selection will be based on response and may include interviews with decision-makers from entities and municipalities currently serviced by the Proposers.

Costs are to be presented on the form(s) provided. Submittal of cost information is for the following terms:

- A five (5) year term with a five (5) year renewal subject to the mutual agreement of both parties.
- Assume an estimate annual Residential MSW tonnage of 5,000 and an estimated annual Commercial MSW (bulk Trash) tonnage of 75.
- Collection, transportation and recycling and/or disposal of Residential Solid Waste and Recyclable Materials from Residential Units located in the corporate limits of the City, in the quantities and frequencies specified herein.
- Contractor shall collect Recyclable Materials once per week from Residential Units; provided that (i) Recyclable Materials are placed inside Recycling Bins and (ii) Recycling Bins are placed curbside prior to collection.
- Contractor shall supply each Residential Unit with one Recycling Bin prior to beginning of services. The Recycling Bins shall remain the property of the Contractor. After the initial delivery of Rec Bins to Resident Unit, the City shall be responsible for the delivery of any replacement Recycling Bins to Resident Unit. The Contractor shall maintain sufficient inventory of Recycling Bins at a site designated by the City and the City shall be responsible for maintaining an inventory list of such Recycling Bins and providing an accounting to the Contractor of all replacement Recycling Bins stored by the City. Prior to the City providing a Residential Unit with a replacement Recycling Bins, the Contractor may charge such Residential Unit a reimbursement fee to cover the cost of the lost, stolen or damaged Recycling Bin, provided, that, any damage to the Recycling Bin was not caused by the Contractor's negligence or normal wear and tear.

The following services are requested of the Proposers:

- Services include curbside semi-automated and/or fully automated collection, transportation and disposal of Solid Waste, as defined herein, at Qualified Residential and Small Business Units located within the City of Harahan city limits.
- Use of contractor provided and maintained Roll-out Carts at all Qualified Residential and Small Business Units. Carts will have industry standard dimensions, be 90 to 96 gallons in capacity and designed for mechanical dumping and be fitted with handles, wheels and a tight fitting lid.



- The Proposer will maintain all necessary permits for its operations.
- Quality front-loader and roll-off container service for the City of Harahan's buildings, yards and playgrounds as designated by the City of Harahan. Service to include adequate capacity leak-proof containers and disposal.

The Proposer shall supervise and direct the work described herein competently and efficiently. The Proposer shall be responsible for the means, methods, techniques, sequences and procedures of work. Penalties may be assessed.

The Proposer shall furnish all supervision, materials, equipment, labor and other items necessary to complete the work in accordance with the specifications.

Proposers should note the City of Harahan reserves the right to select all services, any combination of services, or any single service proposed.

General Conditions

The successful Proposer will agree to the following conditions:

1. The City of Harahan reserves the right to award a non-exclusive franchise by contract to the firm or firm's submitting the most acceptable response, for any one service category or combination of service categories as described herein which shall in its judgment be in the best interest of the City. Award will be based on the evaluation criteria and compliance with the specifications and the service delivery dates.
2. The City of Harahan reserves the right to accept or reject any and all Responses, in whole or in part, and waive informalities.
3. Only one response package per vendor is allowed which must be typewritten or written in ink. Only responses properly completed and signed by an authorized representative of the proposing entity will be considered. Please include 10 copies.
4. The City of Harahan is exempt from all sales tax.
5. Responses must be accompanied by a security bond in the amount of 5% of the maximum proposal price for the first year of the contract period. The security bond may be in the form of a certified check, cashier check, or bid bond payable to the City of Harahan. The security bonds of the unsuccessful Proposers shall be returned upon the City's selection and execution of contract(s) of the successful Responder, whose security bond shall be returned upon the execution of a contract. Failure to comply with this requirement shall disqualify the Proposer's response.



6. The successful Proposer shall be required to furnish a performance bond in an amount equal to 100 percent of one year's contract price guaranteeing faithful performance and that work is completed according to the contract specifications and related documents and a payment bond guaranteeing the payment of all obligations arising from the performance of the contract. All Bonds that are purchased and maintained for this contract shall be obtained from Sureties and/or insurance companies that are duly licensed and approved by the State of Louisiana to issue Bonds for the limits required. Such Surety(ies) and insurance companies utilized are to have a minimum rating of A-VI as of the most currently published A.M. Best Guide.
7. **All Responses submitted shall remain binding** and may not be withdrawn for a period of 45 days after the scheduled closing time for receiving proposals.
8. The City of Harahan reserves the right to cancel all or any services not performed in accordance to the specifications.
9. The successful Proposer, by submitting a response, to the fullest extent permitted by law, shall protect, defend, indemnify and hold harmless the City of Harahan, its elected and appointed officials, including all Departments, Boards, Council, agents, directors, servants, employees, and volunteers from and against any and all damages to property including loss of use resulting there from and theft of any materials and equipment or sickness, disease, injuries or death of any person or persons including property and employees or agents of the City of Harahan, and shall defend, protect, indemnify and hold harmless the City of Harahan from any and all demands, suits, losses, costs, liabilities, claims, actions, expenses, damages, workers' compensation claims, of or by anyone whatsoever, anyone directly or indirectly employed by them or anyone for whose acts they may be liable in any way resulting from or arising out of the performance of the work described in the contract or any services or activities provided or done in connection herewith including operations of sub-contractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable and in any way grow out of, wholly or in part by any act, negligence, misconduct, strict liability, or omissions of its officers, agents, servants, volunteers, representatives, employees for agents of the Proposer and sub-contractors.
10. The successful Proposer shall purchase in its name and maintain for the duration of the contract, at the Proposer's sole cost and expense, the following insurance policies with coverage for occurrences and claims that may arise out of, or, resulting from the Proposer's performance and furnishing of the obligations of the Proposer, its officers, servants, volunteers, agents, employees, representatives whether it is performed or furnished by the Proposer, any subcontractor, partner, or anyone directly or indirectly employed by any of them to perform or furnish any of the work described in the contract, or anyone for whose acts any of them may be liable:
 - a. Comprehensive General Liability insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000)



Aggregate, Two Million Dollars (\$2,000,000) Products and Completed Operations combined single limit per occurrence bodily injury and property damage. This insurance shall include coverage for premises-operations, Broad Form Property Damage, Contractual Liability, X, C, U, completed Operations for three (3) years after work has been completed and Proposers Protective. "Claims made" form shall not have a "sunset clause". Policy will name the City of Harahan, its elected and appointed, officials, agents, directors, servants, volunteers, and employees as additional insured's and provide a waiver of subrogation in favor of the City of Harahan, its elected and appointed officials, agents, directors, servants, volunteers, and employees to cover both oral and written contracts, Aggregate Limits of Insurance (per project) is required, Contractual Liability, Personal Injury limit of One Million dollars (\$1,000,000) with Employment Exclusion deleted. Also, without prior written approval from the City of Harahan, the General Liability coverage shall not exclude any standardized coverage included in the required basic form or limit Contractual coverage for work under this contract in any way that would prohibit or limit the reporting of any claim, suit and the subsequent defense and indemnity that would normally be provided by the policy.

- b. Workers' compensation insurance with statutory limits as required by the Labor Code of the State of Louisiana and minimum Employer's Liability Limits of One million dollars (\$1,000,000). Policies shall provide a waiver of subrogation and Alternate Employer Endorsements in favor of t, its elected and appointed officials, agents, directors, servants, volunteers, and employees.
- c. Automobile Liability insurance with a minimum One Million dollars (\$1,000,000), including pollution coverage combined single limit per occurrence for bodily injury and property damage. The insurance shall include coverage for owned autos, hired autos and non-owned autos (inclusive of all solid waste vehicles). Policy shall include the Broad Form Transportation Pollution Form CA (9948) or most current edition available. Policy will name the City of Harahan, its elected and appointed officials, agents, directors, servants, volunteers, and employees as additional insured's and provide a waiver of subrogation of the City of Harahan, its elected and appointed officials, agents, directors, servants, volunteers, and employees.
- d. Umbrella Liability insurance of Five Million Dollars (\$5,000,000) excess limits over primary General Liability, Auto Liability and Employer's Liability, with the City of Harahan, its elected and appointed officials, agents, directors, servants, volunteers, and employees named as additional insured and provided a waiver of subrogation. If any Excess Liability Policy is issued, it must be Following Broad Form as Primary.



11. All the insurance policies required shall be endorsed to state that coverage shall not be non-renewed, suspended, voided or cancelled by either *party*, materially changed, or reduced in coverage or in limits, except after sixty (60) days prior written notice by certified mail, return receipt requested, has been given to the City of Harahan.
12. All insurance shall be placed with insurers that are licensed and authorized to do business in the State of Louisiana and have a rating of no less than A -VI, as of the most current edition of the A.M. Best Insurance Report, AAA in Moody's and AAA n S&P.
13. The Proposer shall furnish the City of Harahan certificates of insurance with original endorsements effecting coverage required by this request within ten (10) days after notification of the award of the contract. The certificates and endorsements are to be signed by a Louisiana licensed agent authorized by the insurer to bind coverage on its behalf and that agent's power of attorney must be attached to the certificates and endorsements. The City of Harahan reserves the right to require complete, certified copies of all required insurance policies; including endorsements at any time and may require the removal or amendment of any policy form or endorsement that it finds jeopardizes its own insurance portfolio during the performance of this contract. The requested copies shall be provided to the City of Harahan within thirty (30) days from the date of the request.
14. Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate, at the City's option, as an immediate termination thereof.
15. The providing of any insurance required herein does not relieve the Proposer of any of the responsibilities or obligations assumed by the Proposer in the Contract awarded, or for which the Proposer may be liable by law or otherwise.
16. Proposers shall defend, protect, indemnify and save harmless the City of Harahan and its elected and appointed officials, officers, directors, servants, volunteers, agents, employees and those to whom it has contracted for collection services from and against any and all suits, losses, costs, claims, demands, liabilities, fines, actions, penalties, damages, expenses and judgments of any nature, whether actual or alleged, directly caused and arising out of the Proposer's operations of the Disposal Site or failure to perform services in accordance with this Agreement or under CERCLA or RCRA or equivalent state or local law.
17. Landfill operator used by Proposer shall meet the financial requirements for landfill operations, landfill closure, landfill post-closure, and any other financial requirements related to landfill operations established by the LDEQ and/or the EPA
18. Proposers shall thoroughly examine the specifications. The failure or omission of any Proposer to examine any form, instrument, addendum, or other documents shall in no



way relieve any Proposers from any obligations with respect to their Response or to the Contract. The submission of a Response shall be taken as prima facie evidence of compliance with this condition.

19. All pricing shall be made on the form attached hereto.
20. Prices provided are to include the furnishing of all materials, plant, equipment, consumables, tools and other facilities and the performance of all labor services necessary and proper for the ongoing execution of the work. An annual Consumer Price Index, U.S. Average for Urban Wage Earners and Clerical Workers (all items) adjustment not exceeding 5% will be made on an annual basis.
21. Any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Proposer and rejection of the associated package:
 - a. Evidence of collusion among Proposers.
 - b. Lack of competency as revealed by financial statement, equipment and facility statements as submitted or other factors.
 - c. Lack of responsibility as indicated by past work performance.
22. No assignment of the Contract or any right occurring under the Contract shall be made in whole or in part by Proposer without the express written consent of the City.
23. Contractor shall conduct operations under the contract in compliance with all applicable federal, state and local laws and regulations existing at the time of entering into the Contract, and such laws and regulations as may be amended from time to time during the term of the Contract (Regulatory Changes). If a Proposer observes any of these specifications are at variance with any applicable laws or ordinances, Proposer shall give the City prompt written notice.
24. Contractor shall adhere in hiring and employment policies to the provisions of all federal, state, and local laws relating to civil rights and nondiscrimination.
25. Contractor shall have a non-exclusive franchise to provide the services contracted. This agreement shall not constitute a franchise or exclusive right to provide services to private customers or to other units not qualifying for service under this Contract.
26. Should a strike or lockout occur, Contractor will not be relieved of the responsibility to fulfill the terms of the Contract.
27. The Contract shall be contingent upon the appropriation of funds to fulfill the



requirements of the Contract; and if the City, after a diligent and good faith effort, fails to appropriate sufficient monies to provide for payments under the contract, the obligation to make payment shall terminate on the last day of the last fiscal year for which the funds were appropriated.

PROPOSAL SPECIFICATIONS

Transportation and Disposal Services Specifications

1. **Equipment Condition:** All vehicles shall be kept in good repair and in a sanitary condition at all times. To ensure compliance herewith, the City of Harahan reserves the right to inspect the Proposer's vehicles at any reasonable time to ascertain said conditions.
2. **Equipment Appearance:** All vehicles used in association with this contract shall be maintained in a manner so as to protect a positive public image and to avoid complaints. The City of Harahan shall have the right to require a vehicle used in the Contract to be painted if the City of Harahan deems it necessary. All vehicles shall be washed frequently.
3. **Equipment Identification:** The vehicles to be used in collection and transfer under this Contract shall be marked with numbers that are different for each vehicle and different from the numbers on vehicles used by the Proposer in adjacent jurisdictions. All vehicles must be clearly identified with the Proposer's name, phone number, truck number and company logo on each side. The identity and telephone number of the Proposer shall be in letters at least two (2) inches high and of color contrasting with the color of the equipment.
4. **Equipment List:** Collection Proposers will maintain and regularly update for submittal to the City of Harahan the itemized fleet list used in this engagement. The list will include current information as to equipment ownership, identification number, type, manufacturer's related capacity and date of vehicle manufacture.
5. **Construction Debris:** Proposers shall not be required to haul and dispose of Construction Debris delivered to the pick-up stations exceeding the definition of Un-containerized Bulky Waste. This includes construction materials delivered to the pick-up stations by a contractor or generated from new construction and demolition of residential establishments, wherein such work requires a 'building permit or work on any commercial establishment.
6. **White Goods:** Proposer shall provide transportation and disposal of White Goods from the City of Harahan pick-up stations to the appropriate disposal site. The Proposer shall be responsible for the disposal or recycling of White Goods. If CFCs, Freon, HCFCs or refrigerants have not been removed from White Goods containing those materials, it is the Proposer's responsibility to engage a certified technician to remove and capture the



material for proper handling prior to disposal or recycling.

7. Passenger Tires: Proposer shall provide for transportation and disposal of Passenger Tires from the City of Harahan pick-up stations. The Proposer shall secure all permits and licenses that may be required for the collection of waste tires. The Proposer shall deliver all Tires to a licensed tire collection center for further processing. All transportation, storage and handling of the Tires shall be performed in a safe and efficient manner.
8. Hazardous Waste: Proposers shall not be required to transport and dispose of hazardous waste as defined by local, state and federal regulations.
9. Ownership of Refuse: Ownership of Garbage, Trash, Bulky Wastes, Dead Animals, Litter, Tires and other materials shall pass to the Proposer when placed on the Proposer's vehicle, removed by the Proposer from the pick-up stations or removed by the Proposer from the City's premises, whichever occurs, first. Ownership passes to the disposal Proposer when waste is fully unloaded at the disposal site and the vehicle has departed.
10. Holidays: The following holidays may be observed by the Proposers:
 - New Year's Day
 - Martin Luther King Day
 - Mardi Gras Day
 - Good Friday
 - Labor Day
 - Independence Day
 - Memorial Day
 - Thanksgiving Day
 - Christmas Day
11. Proposer may elect to transport and dispose of Refuse on an announced holiday, however the City of Harahan requires to be informed in advance and that the vendor give proper notice to City of Harahan workers at the pick-up stations. If normal pick-up falls on one of the nine holidays, than an alternate day (before or after the holiday) will be communicated by the Proposer.
12. Hauling: All Refuse hauled by Proposer shall be so contained or enclosed that leaking, spilling or blowing is prevented.
13. Litter or Spillage: Proposers shall not litter premises or roadways in the process of transporting refuse to the appropriate disposal site from the pick-up stations. In the event of litter or spillage by Proposer, Proposer will be required to clean up any materials spilled or blown during the course of hauling operations. All collection vehicles shall be equipped with at least one broom and one shovel.
14. Fines and Penalties: The Proposer is responsible for compliance with applicable Federal,



State, Parish and City laws, ordinances and regulations in connection with performance of the Contract. The Proposer shall be responsible for all fines and penalties resulting from operations under this Contract. If a fine or penalty is assessed by Federal or State Agencies, the Proposer shall pay the amount of the fine to the Federal or State Agency and an equal amount of this fine to the City of Harahan as an agreed upon penalty under this Contract.

Curbside Collection, Transportation and Disposal Specifications

1. **Quality Collection Service:** Twice per-week semi-automated curbside collection. Contractors shall make collections with a minimum of noise and disturbance to the householder. Any waste spilled by Contractor shall be picked up immediately by the Contractor. At a minimum, the collections shall utilize semi-automated vehicles and equipment. At a minimum, each semi-automated collection vehicle shall have a qualified driver and laborer. Roll-out Carts are to be furnished by the Contractor and shall be a compatible wheeled unit of 90 to 96-gallon-capacity. The fully automated or semi-automated collection truck shall be designed to work with the specified containers. Roll-out Carts and privately provided Waste Receptacles used for overflow manual collection shall be handled carefully by Contractor, shall not be bent or otherwise abused and shall be thoroughly emptied and then left at the proper point of collection. Any Waste Receptacle found in a rack, cart or enclosure of any kind shall be returned upright to such rack, cart or enclosure and lids shall be returned to said rack, cart or enclosure.
2. **Provision of Roll-out Carts:** One (1) container for fully automated or semi-automated collection shall be provided by the Contractor to each Qualified Residential and Small Business Units within the service area. The provide carts shall be new as well as the replacement carts. The Contractor shall stock sufficient Roll-out Carts and spare parts to replace those lost, destroyed or damaged during normal operation and use. One replacement cart shall be provided free to Qualified Units when owners supply a valid police report that the Cart was stolen or vandalized. The Contractor shall also replace a cart free of charge if damaged during collection operations or which fail due to normal use. Unless otherwise provided for, the cost of any additional cart delivered to a Unit after the first replacement will be the responsibility of the Unit owner. Contractor will maintain sufficient parts and personnel to repair damaged carts at no additional cost to the City of Harahan or the Unit owner. Each Cart delivered by the Proposer will be marked with a serial number or bar code which will relate to an address and tracked by the Proposer. Proposers are required to furnish or repair carts, within three (3) working days from notification by the City.
3. **Multiple Carts:** More than one cart in use at a single unit is considered a private matter between the Unit owner and the Contractor.
4. **Hours of Operation:** Collection of residential and commercial refuse and litter shall not commence before 5:30 a.m. nor continue after 8:30 p.m. Exceptions to hours shall be effected only with the approval of the City.



5. Collection Routes: The City's current Collection Route and schedule are contained herein. Any changes hereafter shall be established by the Proposer and approved by the City. Such approval shall not be unreasonably withheld. Proposers shall submit an electronic map of the Collection Route to the City of Harahan prior to the approved changes going into effect.
6. Map of Routes: Curbside Proposers shall publish, at their own expense at least once per year, or prior to the implementation of any Collection Route change, a map of the approved Collection Routes on the City's website (www.cityofharahan.com) and in the Advocate or other local newspaper. The published map shall be of such size and clarity to show all pertinent information including the Proposer's name, office location and telephone number. The actual routes need not be shown, but the areas picked up on various days must be clearly defined.
7. Public/Private Customers: With the exception of categories of service where disposal is included in the unit pricing, commingling of refuse collected under this agreement with privately collected refuse for delivery to the disposal site is expressly prohibited. Material collected from dumpster units may be commingled with private material, provided this commingling does not cause the Proposer to violate any other provision of this contract or effect an additional cost to the City. Upon request, Proposer must furnish evidence in a form acceptable to the City of Harahan that the City of Harahan in no case bears the cost of collection or disposal of privately collected waste.
8. Handicap Service: Proposer shall provide front of house Roll-out Cart service to the elderly and physically impaired. Proposer shall identify such customers by placing a handicap sticker on the Cart. The Proposer shall provide personnel to retrieve the Cart from an accessible location and to return it to same. Proposer shall provide the City of Harahan with a frequently updated list of all property occupants requiring this service.
9. Access: Collection Proposers will not be required to pick up Solid Waste if a road becomes impassable and prohibits access to a unit. The Proposer, however, will be required to notify the City of Harahan of this occurrence and will be required to pick up waste at the nearest public roadway or at a point of closure. Regular service will resume immediately after access is restored.
10. Individual Residential Private Roads and Driveways: Proposers shall not be required to enter individual residential private roads or driveways. It shall be the responsibility of such resident Unit owner to deliver the roll-out cart(s) to the nearest pick-up point established by the City. However, the owner of a residential unit may arrange for such service directly with a Proposer. Any additional cost that may be associated with the provision of such service is categorically excluded from this Contract, and is considered a private matter between the owner of the unit and the Proposer. The Proposer shall notify the City of Harahan of such an arrangement and shall submit to the City of Harahan a certificate or letter of indemnification satisfactory to



the City of Harahan from the owner of the private property prior to beginning such service.

11. **Equipment Maintenance:** Curbside Proposers will be responsible for the acquisition, operation and maintenance of all collection, hauling, and processing equipment. Proposers shall provide adequate and sufficient garages, shops, inventory space and yards to provide all-weather year-round operation and to adequately clean and maintain vehicles and equipment. Proposers will maintain and be responsible for equipment replacement when necessary. Proposers shall provide an adequate number of collection vehicles to fulfill the requirements of these specifications for regular collection and transportation service throughout the full term of the contract. Proposers shall have sufficient spare equipment that can be put into service and operation within two (2) hours of any breakdown, in order to ensure proper collection and transportation service.
12. **Cart Replacement and Maintenance:** The Proposer, without expense to the City of Harahan or the occupant, and within three (3) working days of notice, shall replace or repair to working condition any Cart, lids or wheels taken or damaged during collections. It is the Proposer's responsibility to replace, at no cost to the City of Harahan or the occupant and within three working days one additional cart to any address if a Cart is stolen or vandalized and a police report is provided. The occupant may be charged the then-going rate for any additional Cart replacements for units missing from any one address.
13. **Equipment Age and Use:** At the commencement of the Contract, vehicles and equipment used in collection and transportation of Refuse will be brand in excellent condition with a date of manufacture of 2014 or later. Rollout Carts provided will be new. Spare equipment must be in excellent condition and meet all other requirements stated herein. All equipment shall be of sufficient size, capacity and number to adequately and efficiently transport the Refuse in accordance with the terms of the Contract, All vehicles shall comply with the regulations and licensing of the Department of Transportation and Development, Department of Environmental Quality and appropriate State, Parish and City codes and ordinances. All collection vehicles will have a water-tight body that prevents the leakage of liquid materials from the truck. All equipment shall bear proper licenses and inspection tags.
14. **Equipment Condition:** All vehicles shall be kept in good repair and in a sanitary condition at all times. To ensure compliance herewith, the City of Harahan reserves the right to inspect the Proposer's vehicles at any reasonable time to ascertain said conditions.
15. **Equipment Appearance:** All vehicles used in association with this contract shall be maintained in a manner so as to protect a positive public image and to avoid complaints. The City of Harahan shall have the right to require a vehicle used in the Contract to be painted if the City of Harahan deems it necessary. All vehicles shall be washed frequently.
16. **Equipment Identification:** The vehicles to be used in collection and transfer under this Contract shall be marked with numbers that are different for each vehicle and different from the numbers on vehicles used by the Proposer in adjacent jurisdictions. All vehicles must be clearly



identified with the Proposer's name, phone number, truck number and company logo on each side. The identity and telephone number of the Proposer shall be in letters at least two (2) inches high and of color contrasting with the color of the equipment.

17. Equipment List Collection Proposers will maintain and regularly update for submittal to the City, the itemized fleet list used in this engagement. The list will include current information as to equipment ownership, identification number, type, manufacturer's related capacity and date of vehicle manufacture.
18. Construction Debris: Proposers shall not be required to collect Construction Debris exceeding the definition of Un-containerized Bulky Waste. This includes construction materials put curbside by a contractor or generated from new construction and demolition of residential or residential establishments, wherein such work requires a 'building permit or work on any commercial establishment.
19. White Goods: Proposer shall provide quality curbside collection of White Goods throughout all Collection Routes at least once per week. The Proposer shall be responsible for the disposal or recycling of White Goods. If CFCs, Freon, HCFCs or refrigerants have not been removed from White Goods containing those materials, it is the Proposer's responsibility to engage a certified technician to remove and capture the material for proper handling prior to disposal or recycling. The Proposer shall provide a telephone number during collection hours to accommodate request for efficient removal of White Goods. The number will be announced to the public through appropriate measures and advertisements.
20. Passenger Tires: Proposer shall provide for quality curbside collection of Passenger Tires throughout all Collection Routes at least once per week. The Proposer shall secure all permits and licenses that may be required for the collection of waste tires. The Proposer shall deliver all Tires to a licensed tire collection center for further processing. All transportation, storage and handling of the Tires shall be performed in a safe and efficient manner. The Proposer shall provide a telephone number during collection hours to accommodate requests for efficient removal of Passenger Tires. The number will be announced to the public through appropriate measures and advertisements.
21. Dead Animals: The curbside Contractor shall remove all dead animals as encountered or as requested by the City of Harahan or residents, from public roads, right-of-ways, curbside, and located on public property. The Contractor must remove such animals no later than 24 hours after the time of a request exclusive of Sundays.
22. Miscellaneous Materials. Contractors shall not be required to collect large trees, scrap metal or large lumber Refuse placed at the curb by a contractor. Such activity may be reported as illegal dumping. The Contractor may, however, contract with the producer or owner of such items for the private collections and disposal of same. The cost of the collection and disposal of such items will not be considered part of this contract. Upon request, Contractor must



furnish evidence in a form acceptable to the City of Harahan that the City of Harahan in no case bears the cost of collection or disposal of privately collected waste.

23. Hazardous Waste: Contractors shall not be required to collect hazardous waste as defined by local, state and federal regulations.
24. Ownership of Refuse: Ownership of Garbage, Trash, Bulky Wastes, Dead Animals, Litter, Tires and other materials shall pass to the Contractor when placed in the Contractor's vehicle, removed by the Contractor from a container or Cart or removed by the Contractor from the Customer's premises, whichever occurs, first. Ownership passes to the disposal contractor when waste is fully unloaded at the disposal site and the vehicle has departed.
25. Change in Disposal Site - Collection: To the degree the City of Harahan remains responsible for disposal under this Contract, the City of Harahan reserves the right to redirect all Refuse collected from Qualified Residential and Commercial Units and City property under this Contract to another DEQ permitted existing or new disposal facility. The Collector agrees to transport waste to the new disposal site. If the City of Harahan exercises this option, and the new site results in a 5% or greater transportation distance change in total mileage, an outside party will be retained by the City of Harahan to verify the change and to determine a per unit cost increase or decrease attributable to the distance change. From that analysis a per-unit cost will be added to or subtracted from to the per-unit cost charged the City.
26. Holidays: the following holidays may be observed by the Contractors:
 - New Year's Day
 - Martin Luther King Day
 - Mardi Gras Day
 - Good Friday
 - Labor Day
 - Independence Day
 - Memorial Day
 - Thanksgiving Day
 - Christmas Day

Observance of these holidays does not relieve collection Contractor of the obligation to provide twice weekly Solid Waste services to Qualified Residential Units. White Goods, Passenger Tires and other Bulky Waste materials must be picked up at least one time per week. Contractor may elect to collect Refuse on an announced holiday, however the City of Harahan requires to be informed in advance and that the vendor give proper notice to occupants of curbside units.

27. Hauling: All Refuse hauled by Contractor shall be so contained or enclosed that leaking, spilling or blowing is prevented. All collection vehicles will be water-tight.



28. Litter or Spillage: Contractors shall not litter premises in the process of making collections. In the event of spillage by Contractor, Contractor will be required to clean up any materials spilled or blown during the course of pickup and/or hauling operations. All collection vehicles shall be equipped with at least one broom and one shovel.
29. Complaints: All complaints shall be made directly to the Contractor and shall be given prompt and courteous attention. Contractors will establish a procedure for receiving and responding, within 24 hours, to residential complaints of missed pick-ups. Collection Contractors shall investigate and, if such allegations are verified, shall arrange for collection within 24 hours of the time of the complaint was received. Failure to make such collection leaves the Contractor subject to penalties. Contractors shall provide staffing to receive complaints and use an electronic complaint management system to track complaints and dispositions and to report the number and nature of the complaints in weekly and monthly reports to the City.
30. Fines and Penalties: The Contractor is responsible for compliance with applicable Federal, State, Parish and City laws, ordinances and regulations in connection with performance of the Contract. The Contractor shall be responsible for all fines and penalties resulting from operations under this Contract. If a fine or penalty is assessed by Federal or State Agencies, the Contractor shall pay the amount of the fine to the Federal or State Agency and an equal amount of this fine to the City of Harahan as an agreed upon penalty under this Contract.

The following is a list of additional penalties to be assessed on the Contractor for various violations of the Contract provisions.

- Truck beginning collections near or in residential areas prior to 5:30 a.m. or after 8:30 p.m. or on Sunday without permission of the City

PENALTY: \$200 per truck per violation

- Failure to collect waste from a Qualified Residential or Commercial Unit within 24 hours after notification by a resident or the City of Harahan of a valid missed collection (48 hours for missed holiday collection).

PENALTY: \$200 per unit missed per day

- Repetition of the above penalty more than 3 times in a 6 month period for the same location.

PENALTY: \$200 per unit missed per day in addition to current penalties

- Repetition of complaints on a route after notification of spilling, non-collection, crossing planted area, thrown containers, containers blocking driveways, containers in street,



leaving trash in container, or similar.

PENALTY: \$200 per violation

- Failure to collect properly prepared Bulky Waste including White Goods and Passenger Tires from a unit within 24 hours following notification of a missed collection.

PENALTY: \$200 per unit per day

- Failure to remove dead animals within 24 hours following notification by City.

PENALTY: \$200 per day

- Neglect or malicious abuse on the part of the Contractor's employees in handling containers including those provided by the Contractor.

PENALTY: \$200 per occurrence

- Failure to replace container upright with lid in place after first notification of violation.

PENALTY: \$200 per occurrence

- Failure to provide a replacement Cart or a Cart for an added Unit within 3 working days from notification.

PENALTY: \$200 per unit per day

- Failure to respond to a complaint within 24 hours of receipt.

PENALTY: \$200 per unit per day

- Failure to supply the City of Harahan with a written report of a resolution of complaints within one (1) week of Contractor receiving written complaints from the City.

PENALTY: \$200 per occurrence

- Failure to submit to the City of Harahan the required monthly reports within 15 days of the due date.

PENALTY: \$200 per day

- Failure to supply the City of Harahan within 5 working days with copies of correspondence reports, documentation, etc. to or from the State or Federal government.

PENALTY: \$200 document per day



All fines or penalties shall be deducted from the monthly payment due to the Contractor.

31. **Office:** Contractors shall maintain an office in the Greater New Orleans Metropolitan Area through which they can be contacted. Persons with adequate authority and ability to maintain a proper level of service and to immediately respond to complaints and problems shall staff such offices. It shall be equipped with sufficient telephones and shall have a responsible person in charge from 5:30 a.m. to 8:30 p.m., local time, on regular workdays. Contractors shall arrange to have telephone numbers published in the next telephone directory under the Contractor's name. The number will be published on the City's website.
32. **Personnel:** Contractors shall provide competent, suitably qualified personnel to perform the work required. Contractors shall at all times maintain good discipline and order with personnel. Collection employees will at all times display proper regard for personal and public property. Failure to do so may result in penalties. Each vehicle operator shall carry a valid operator's license appropriate for the type of vehicle being operated.
33. **Identification:** Contractors, including their officers, agents and anyone acting or claiming to act on behalf of the Contractor shall at no time be allowed to identify themselves or in any way present themselves as being employees or agents of the City of Harahan.
34. **Collection Record Keeping:** It is the responsibility of Solid Waste Contractors to keep daily records of the weights in volumes collected. At a minimum, the Collection Contractor's records must include date, equipment number, equipment type, vehicle departure and arrival times, and quantities collected. Carts will be imprinted with a serial number or bar code that will be related to a Unit address. Contractor will track Cart replacement and repair by address.
35. **Number of Units for Service:** The City of Harahan and the Curbside Contractor will mutually agree to an account of Units to be serviced under the Contract. The last count suggested the City of Harahan services approximately 4,000 Qualified Residential Units under the Solid Waste contract. For purposes of this Request, the Unit count will be 4,000. Updates to this count will be made by the Contractor not more often than monthly. The City of Harahan has the right to perform a count of its own at any time. The City's count will be binding.
36. **Service Expansions/Contractions:** From time to time, the City of Harahan will notify the Contractor to begin service at new locations or to discontinue service at specified locations. Such notification shall be in writing. Upon notification, the Contractor shall provide/discontinue collection service on the next regular collection day for that route or adjacent area if not on a designated route. Collection and Disposal services shall be provided at the same rates stated in this contract for similar type services. Contractor will update the unit count for submission to the City of Harahan Disposal Specifications.



Approximate Quantities

Responses are to be based on the following

Description/Size Needed (cubic yards)	Location	Quantity
96 Gallon roll-out carts	Qualified Residential	4,000
18 Gallon recycle bins	Qualified Residential	4,000
3 Yard front load	Treatment Plant	1
30 Yard dumpsters	City Government Buildings	1
96 Gallon roll-out carts	City Government Buildings	36
18 Gallon recycle bins	City Government Buildings	10

*See Attachment A for a breakdown of specific locations of City of Harahan’s facilities to have collection, size container needed at each and columns for quantification and pricing assistance.

Disposal Specifications

1. Disposal Option: As an option, curbside collection Proposers are asked to prepare alternate unit quotations which include the cost of disposal in a sanitary landfill or, as appropriate, delivery of goods to licensed and approved alternative landfill or recycling contractor.
2. Waste Diversion Management: it is the intent of the City of Harahan to save money on the per unit contract cost by allowing the Contractor to make decisions resulting in the diversion of Refuse collected under this contract to alternative licensed waste or recycling facilities.
3. Disposal/Recycling Sites: All Refuse collected by the curbside Contractor will be delivered to or deposited at a DEQ approved and licensed landfill or a DEQ approved alternative disposal site or recycling center.
4. New Disposal Site - Disposal: If the City of Harahan remains responsible for cost of disposal, it retains the right to redirect disposal under this Contract. The Collector agrees to transport waste to the new disposal site.
5. Passenger Tire Processing: Passenger Tires collected curbside under this Contract will be delivered to the City of Harahan or an alternate current active registered waste tire collection site for further processing under the State of Louisiana Waste Tire Program.
6. White Goods Disposal: Contractors are required to certify White Goods are free of refrigerants before they are presented at the disposal/recycling facility. The facility may store White Goods in a unit separate from other Solid Wastes. The facility chosen shall maintain a log of dates and volumes of White Goods removed from the facility.
7. Waste Stream Reduction: The Contractor is encouraged to assist the City of Harahan in the manner and method of waste stream reduction throughout the term of this contract.



8. Disposal Record Keeping: It is the responsibility of Solid Waste Contractor to keep daily records of the weights/volumes disposed of under this contract in a licensed landfill or recycling facility.

City Container Specifications

1. Mechanical Loaders: The City of Harahan services Contractor will, at the City's locations and specified facilities, use mechanical loaders and containers designed for that purpose.
2. Containers: The City of Harahan retains the right to determine how many dumpsters and containers are necessary to service each location, and the Contractor will provide these multi-cubic yard Dumpsters and containers according to the rates established in this contract. The dumpsters and containers shall meet Waste Equipment Technology Association standards for safety (ANSI Z245.30-2006) and compatibility dimensions (ANSI Z245.60-2006) and all other applicable laws and regulations.
3. Container Services: The services provided by the Contractor will include all collection, hauling, labor, equipment (including use of the containers), materials, disposal and all else incidental to provide the service.
4. Location, Size and Frequency: The table located in attachment XX lists the container units subject to this Contract.
5. Substitutions: The Contractor may choose to use Dumpsters or containers larger than those suggested by the City of Harahan at the Contractor's sole expense and providing the use and placement of the larger units does not violate any City of Harahan or Jefferson Parish code. Use of larger units will not allow for less frequent collection schedules unless approved by the City

Special-Service Specifications

1. Seasonal Variations: The Contractor acknowledges that during the year the quantity of Garbage, Trash, Bulky Waste, Litter, Yard Waste and other materials collected is materially increased in fluctuation with the season, the influx of visitors, holidays and other seasonal and traditional variations. The additional load will not be considered justification for Contractors not to maintain the required collection schedule and routes or to request a modification of rates.
2. Emergencies and Special Events: In the case of a storm or other emergency, special event or extraordinary situation occurring in the area, the City of Harahan may grant Contractor reasonable variance from regular schedules and routes. As soon as practicable after, Contractor shall advise the City of Harahan of the estimated time required before regular schedules and routes can be resumed. In the case of a major storm or other emergent situation, the City of Harahan may request and require the Contractor to perform services beyond the scope of normal operations. For services pre-approved by the City, the Contractor



shall be paid for such services based on an hourly rate presented in their Response. Under no circumstances will the City of Harahan be responsible for any additional costs of Contractor's operations in performance of duties under this contract.

3. **Special Collection of Christmas Trees:** The City of Harahan shall designate a week in January for the special collection of Christmas trees. Only natural Christmas trees are acceptable for collection under the Christmas tree recycling program. Contractor will not collect any tree with tinsel, ornaments, flocking or stands for this program. The trees will be delivered to a site specified by the City of Harahan for inclusion in the Jefferson Parish Christmas Tree Recycling Program. Any trees put out for collection outside the designated time frame or otherwise not meeting the requirements for collection will be collected as Bulky Waste under the regular curbside collection requirements. There will be no extra charge to the City of Harahan by the Contractor for participation in the program.
4. **Corporate Community Service:** Unquestionably, as a major City services provider, the Contractor will have a large and visible presence in the City of Harahan. As is often the case, the Contractor will feel a responsibility to provide support and service to the community commensurate with the value of the contract. These services will be purely public in nature and will involve no additional charge to the City of Harahan.

Vendor Proposals – Cost calculations and Presentation

Curbside Collection, Transportation and Disposal Services

1. **Price Determination:** Proposers should consider all requirements of this Request in preparing prices. Items to be considered include, but are not limited to, all cost associated with collection, transportation, disposal (when appropriate), special services and business operations support.
2. **Price Presentation:** Costs for services must be presented using the attached Price Presentation Form. Prices must be presented by price per ton as expressed on form. Prices are to be presented in figures and words. Should a discrepancy exist between the figure and word proposal for a service item, the words will be given preference.
3. **Legal Compliance:** Proposers shall make allowances in proposed prices for compliance with current Louisiana Department of Environmental Quality (DEQ) and U.S. Environmental Protection Agency (EPA) Rules and regulations and any Regulatory Changes which may affect the performance of this Contract.
4. **Annual CPI Rate Adjustments:** Rate adjustment will be granted on an annual basis on the anniversary date of the commencement of operations. Annually on this date the compensation payable to the Contractor will be adjusted upward or downward to reflect



changes in the cost of doing business as measured in the Consumer Price Index, U.S. Average for Urban Wage Earners and Clerical Workers (all items) for the preceding twelve (12) months. The percentage rate change shall not exceed 5% in any year. There will be no adjustment in rate due to increases or decreases in disposal quantities; labor rates or transportation costs except as provided for the by the annual CPI adjustment.

Base Proposal Narrative

Proposers to both the subject request and the alternate requests are asked to address the following topics in narrative form:

1. Provide a statement of intent to adhere specifically to the requirements outlined in this document. Acknowledge your firm understands that this document and the selected response will be components of the final service Contract.
2. Describe similar work experiences. Proposers must list contracts with jurisdictions and individuals given as references in this proposal.
3. Provide a narrative of how the program will operate. The narrative should reference equipment to be used, general material flows, procedures for distribution and maintenance of Roll-out Carts for curbside collection portion of the submittal, the handling of missed pickups for both transportation and curbside collection submittals, and other operational topics specified in this document.
4. For the curbside collection responses only, provide a full staffing plan including coverage on collection routes and in the business and complaint offices.
5. Provide a comprehensive narrative of your company's complaint management policy and procedure. Include a list of reports to the City of Harahan and their frequency of presentation.
6. Describe your company's plan to provide Emergency and Special Events services, as outlined in this document.
7. Describe your company's plan to provide Corporate Community Service projects, as outlined in this document.

Evaluation

The following criteria will be evaluated when reviewing the Proposals: The Proposal will be evaluated in light of the material and the substantiating evidence presented to the City of Harahan, not on the basis of what may be inferred.

The City of Harahan may select the Primary services. The evaluation will be performed by



applying a set of evaluation criteria to each proposal. Each criterion will have a points value applied to it and the total points for each proposal will not exceed 100. Each proposal shall be evaluated and assigned points based on cost presented, firm’s qualifications, technical capabilities and financial status. A summary of the evaluation criteria points is below.

Summary of Evaluation Criteria Points

Criteria	Maximum Points
Cost of Services	4
Proposer’s Qualifications	2
Technical Capabilities	2
Financial Status	1



Attachment A
Curbside Collection, Transportation and Disposal Solid Waste Services
City of Harahan

Location, Size and Frequency Cost Table

Location	Address	Unit Description	Scheduled Pick-up	Unit Cost	Monthly Cost	Est. Annual Cost
City Wide Residential – 4,000 units	N/A	96 Gallon Roll-out cart	2 x per week			
City Wide Residential Recycling– 4,000 units	N/A	18 Gallon Recycle Bin	1 x per week			
City Hall Government Building	6437 Jefferson Hwy	2-96 Gallon Roll-out cart	2 x per week			
Harahan Police Station	6441 Jefferson Hwy	3-96 Gallon Roll-out cart	2 x per week			
Harahan Recreation Gym and Ballfield	6601 10 th Street	15-96 Gallon Roll-out cart	1 X per week			
Harahan Recreation Royland	800 Randolph Street	4-96 Gallon Roll-out cart	2 x per week			
Wastewater Treatment Plant Grit	1077 Hickory Avenue	3 yard front load	1 X per week			
Harahan Fire Station # 1 Hickory	1115 Hickory Avenue	8-96 Gallon Roll-out cart	2 x per week			
Harahan Fire Station # 2 Royland	800 Randolph Street	96 Gallon Roll-out cart	2 x per week			
Maintenance Building	1075 Hickory Avenue	30 yard Roll-off	1 x per month			
Senior Center	100 Elodie Drive	3-96 Gallon Roll-out cart	2 x per week			
Total estimated cost (sum of all estimated cost above)						



**Proposer Information Sheet Solid Waste Services
City of Harahan
Business Entity Signature Page**

Responses to the City of Harahan Solid Waste Service Request for Proposal will be received from qualified firms until the hour of 2:00 p.m. on January 9, 2017, at Harahan City Hall, 6437 Jefferson Highway, Harahan, LA 70123. Telephone – 504-737-6383.

Respondent is submitting a proposal on the Solid Waste service:

Curbside Collection, Recycling, Transportation and Disposal of Refuse Collected at Qualified Residential located in the City of Harahan and City buildings and grounds.

Name of Respondent:

Address:

Phone Number:

E-Mail Address:

Printed Name of Authorized Signatory:

Title of Signatory:

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