

RFP ADDENDUM #1
 Date of Addendum: May 20, 2022

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents and any previously issued addenda remain in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this addendum into consideration when preparing and submitting its Proposal.

1.0 - RFP Revisions

Item	Section	Description of Change
1.1	I. General Information	Replace "468" after "approximately" and before "residential" with "470".
1.2	II. Scope of Work (e)	Replace section with the following: "The collection and delivery of municipal waste is to be bid for all public pedestrian refuse and recycling containers located within the business district. The Town of Occoquan provides approximately 38 black wrought iron receptacles in the business district, of which approximately 6 are recycling containers. Receptacles are located on the sidewalks within the business district as well as River Mill Park, Mamie Davis Park, and the town dock. Additionally, the Contractor will need to service 7 receptacles (2 recycling) used by Town staff at Town buildings (314 Mill Street, 124 Commerce Street, and 458 Mill Street). The Contractor will be expected to service these approximately 45 containers on a weekly basis and return the lids securely to the top of each container."
1.3	II. Scope of Work (f)	Insert "38" after "the" and before "pedestrian".
1.4	Attachment C: Pricing Page	Replace pricing page with revised pricing page attached to this addendum.

2.0 - Questions and Answers

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. It will be the responsibility of the potential bidder to modify their proposal accordingly. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

These are responses to questions received in writing as of 4:00 p.m. on May 19, 2024.

Item	Question and Answers
2.1	<p>Question: We show we service 45 public refuse carts under the current contract.... your RFP shows 36 “in the business district” are these the same & did the number go down?</p> <p><i>Answer: Please see the revisions 1.2, 1.3, and 1.4 in the prior section. There are 38 public refuse and recycling containers that should be serviced once a week with an additional Friday service from May through November. There are also 7 recycling and refuse containers at Town-owned properties that need to be serviced once a week, just like all commercial and residential units.</i></p>
2.2	<p>Question: What is the correct house count. Pg 4 of 41 shows 468 residential/commercial units but the pricing sheet shows 470. Our house count shows 462. Were there new homes built or are they going to be built?</p> <p><i>Answer: The 470 number listed in Attachment D reflects the count of occupiable households as of April 2025. Most households are occupied or expected to be occupied over the course of the next year. That status will fluctuate throughout the life of the contract based on occupants moving, natural disasters, and other unexpected events that result in no occupancy at a given property. The change from the last RFP reflects a new development whose houses became occupied recently. Based on the status of development projects, the Town does not anticipate any new occupied households in the next year. For more on count updates, please see III(A)(4)(b) of the draft contract. Additionally, see revision 1.1 above.</i></p>
2.3	<p>Question: Would you be able to clarify if the price for the Yard Waste Services should be incorporated with the recycling, waste or bulk services?</p> <p><i>Answer: Yard waste services should be included in the curbside collection – refuse line item on the pricing sheet. It is a per household service.</i></p>
2.4	<p>Question: How many backdoor service customers are there?</p> <p><i>Answer: Town staff is not aware of any current back-door collection requests. Any request under this contract will first need to be verified by Town staff before submission to the contractor, as per the RFP.</i></p>
2.5	<p>Question: Are any of those containers serviced more than once per week?</p> <p><i>Answer: See response to question 2.4. No residential or commercial containers are serviced more than once per week.</i></p>
2.6	<p>Question: Do commercial customers place their carts curbside for collection, or is service at the rear of the premises?</p> <p><i>Answer: All carts are placed curbside on the street adjacent to the property. For some commercial customers that are located on alleys, service would appear to be at the rear of the premises but is curbside to the alleys. True backdoor service is for households only and must be requested. See question 2.4.</i></p>
2.7	<p>Question: Are businesses limited to one container each, or can they request multiples?</p>

	<p><i>Answer: The contractor will provide at least one 96-gallon refuse container and one 64-gallon recycling container per business included as part of the cost of this contract. See draft contract. Contractor-issued containers may or may not need to be provided all at once at the start of the Contract. Additional refuse or recycling containers may be requested by a business directly from the Contractor, and the monetary arrangements will be made between the business and the Contractor. However, please include the pricing per container in your proposal that businesses would pay.</i></p>
2.8	<p>Question: How many containers does each business currently have?</p> <p><i>Answer: The Town does not have that data. The amount appears to vary by business. By Code, the Town allows for tightly sealed trash bags and containers privately purchased to be used for refuse collection, in addition to contractor-issued containers. This is mainly due to the fact that some properties are not able to properly store larger refuse and recycling containers on their properties, especially in the business district. In addition, not all businesses have received a refuse container and recycling container from the current contractor. Some properties are utilizing previous contractor containers that were not collected as part of a previous Contract transition or privately purchased containers for refuse and recycling storage.</i></p>
2.9	<p>Question: Are residents permitted to have more than one container?</p> <p><i>Answer: Yes. As stated in the draft contract, the contractor would be required to provide at least one refuse container and one recycling container per household included as part of the cost of this contract. Additional refuse or recycling containers may be requested by a resident directly from the Contractor, and the monetary arrangements will be made between the resident and the Contractor. However, by Code, the Town allows for tightly sealed trash bags and containers privately purchased to be used for refuse collection, in addition to contractor-issued containers. This is mainly due to the fact that some properties are not able to properly store larger refuse and recycling containers on their properties, especially in the business district. In addition, not all households have received a refuse container and recycling container from the current contractor. Some properties are utilizing previous contractor containers that were not collected as part of a previous Contract transition or privately purchased containers for refuse and recycling storage.</i></p>
2.10	<p>Question: Who is the Town's current waste collection service provider?</p> <p><i>Answer: Bates Trucking Trash Removal, Inc.</i></p>
2.11	<p>Question: Can the Town provide the last two years of service data (volumes, tonnage, service complaints, etc.)?</p> <p><i>Answer: The Town only collects container request data. Since January 1, 2023, the Town has received 29 requests for new trash and/or recycling containers.</i></p>
2.12	<p>Question: Please also provide the current service contract and the past three months of invoices.</p> <p><i>Answer: See attached.</i></p>

2.13	<p>Question: Please provide more specifics regarding the two artisan and crafter festivals.</p> <p><i>Answer: The two shows each attract around 10,000 visitors to the town over the course of two days. To accommodate the increased waste, the contractor will provide 8 eight-yard dumpsters as part of the contract. The 8 dumpsters will be situated across three separate locations in the downtown. The Town will provide a map and coordinate logistics ahead of each show. Dumpsters are generally provided the Thursday before and picked up the Monday after the show.</i></p>
2.14	<p>Question: Are the eight-yard containers removed once the event is complete, or are they serviced in place during the event?</p> <p><i>Answer: The dumpsters are removed after the show and serviced then. Usually this occurs on the Monday after the show. No service is needed nor feasible during the show.</i></p>
2.15	<p>Question: The RFP indicates that service should begin no earlier than 7 a.m. Is there any flexibility on this start time?</p> <p><i>Answer: The Town is willing to discuss an earlier start time. Any earlier start will be negotiated with the awarded bidder.</i></p>
2.16	<p>Question: The current RFP requests Wednesday service; is the service day negotiable?</p> <p><i>Answer: The Town is willing to discuss an alternate service day. Any different service day will be negotiated with the awarded bidder.</i></p>
2.17	<p>Question: We would respectfully request to take exception to weather-related penalties; please confirm if this is permissible.</p> <p><i>Answer: The Town does not propose any weather-related penalties.</i></p>
2.18	<p>Question: We do not offer refrigerant removal (CFC/PCB) from white goods. Can this portion of the service be waived or reassigned?</p> <p><i>Answer: Yes. Hazardous waste and white goods not accepted by the contractor in special bulk pick-ups can be taken to the Prince William County landfill by town residents.</i></p>
2.19	<p>Question: The draft contract includes a termination for convenience clause, which is a material concern for us. Would the Town be open to modifying or removing this clause?</p> <p><i>Answer: The Town is willing to discuss modifications to the terms of the draft contract with the awarded bidder subject to legal review.</i></p>
2.20	<p>Question: The draft requires 90 days' notice of tipping fee increases. What happens if the landfill provider gives less notice?</p> <p><i>Answer: Per the draft contract, the contractor is solely responsible for paying any fees related to disposal, including landfill tipping fees. The Town will only consider</i></p>

	<i>adjustments to payments after 90 days' notice. Any disputes over tipping fees or notice thereof should be addressed with the landfill operator.</i>
2.21	Question: Would the Town accept reporting based on average weight data?
	<i>Answer: The Town would accept average weight data on a quarterly basis.</i>
2.22	Question: If the town is requesting 16 hours' notice of a proposed suspension for inclement weather, can the hauler defer to the town to make that decision?
	<i>Answer: If the contractor wishes to suspend services due to inclement weather, they must give the Town 16 hours' notice. The Town will not suspend services unless the contractor proposes such action. Otherwise, services will continue.</i>

--END OF ADDENDUM--

RFP2025-002 PRICING SHEET

Base Year					
		Per Unit / Per Month	Units	Months / Number	Subtotal
001	Curbside Collection - refuse		470 homes	12	
002	Curbside Collection - recycling		470 homes	12	
003	Town Bulk Collection - Business District		1 dumpster	12	
004	Pedestrian Waste and Recycling Containers - Business District		45 receptacles	12	
005	Pedestrian Waste and Recycling Containers - Friday Additional		38 receptacles	6	
006	Town Annual Special Events - June / September		8 dumpsters	2	
TOTAL					

Option Year 1					
		Per Unit / Per Month	Units	Months / number	Subtotal
001	Curbside Collection - refuse		470 homes	12	
002	Curbside Collection - recycling		470 homes	12	
003	Town Bulk Collection - Business District		1 dumpster	12	
004	Pedestrian Waste and Recycling Containers - Business District		45 receptacles	12	
005	Pedestrian Waste and Recycling Containers - Friday Additional		38 receptacles	6	
005	Town Annual Special Events - June / September		8 dumpsters	2	
TOTAL					

Option Year 2					
		Per Unit / Per Month	Units	Months / number	Subtotal
001	Curbside Collection - refuse		470 homes	12	
002	Curbside Collection - recycling		470 homes	12	
003	Town Bulk Collection - Business District		1 dumpster	12	
004	Pedestrian Waste and Recycling Containers - Business District		45 receptacles	12	
005	Pedestrian Waste and Recycling Containers - Friday Additional		38 receptacles	6	
005	Town Annual Special Events - June / September		8 dumpsters	2	
TOTAL					

Option Year 3					
		Per Unit / Per Month	Units	Months / number	Subtotal
001	Curbside Collection - refuse		470 homes	12	
002	Curbside Collection - recycling		470 homes	12	
003	Town Bulk Collection - Business District		1 dumpster	12	
004	Pedestrian Waste and Recycling Containers - Business District		45 receptacles	12	
005	Pedestrian Waste and Recycling Containers - Friday Additional		38 receptacles	6	
005	Town Annual Special Events - June / September		8 dumpsters	2	
TOTAL					

Option Year 4					
		Per Unit / Per Month	Units	Months / number	Subtotal
001	Curbside Collection - refuse		470 homes	12	
002	Curbside Collection - recycling		470 homes	12	
003	Town Bulk Collection - Business District		1 dumpster	12	

RFP2025-002 PRICING SHEET

004	Pedestrian Waste and Recycling Containers - Business District		45 receptacles	12	
005	Pedestrian Waste and Recycling Containers - Friday Additional		38 receptacles	6	
005	Town Annual Special Events - June / September		8 dumpsters	2	
				TOTAL	

TOWN OF OCCOQUAN
CONTRACT FOR TRASH, RECYCLING, BULK AND YARD WASTE COLLECTION

This Contract is entered into on and as of its Effective Date by and between the TOWN OF OCCOQUAN, a body politic and corporate of the Commonwealth of Virginia (hereinafter, "Town"), and **Bates Trucking Trash Removal, Inc.**, a Maryland Corporation (hereinafter "Contractor"), for Services identified herein, on the following terms and conditions:

SOLICITATION TITLE: **Trash, Recycling, Bulk and Yard Waste Collection (2021)**

SOLICITATION NUMBER: **RFP 2021-01**

I. DEFINITIONS

- A. Capitalized terms that are defined in the VPPA, Town Policy, or Solicitation have the same meanings in this Contract as are given in that law, policy, or Solicitation. Capitalized terms not defined in those sources but used in this Contract have the following meanings, unless the context clearly requires otherwise. Undefined terms have their common meanings appropriate to their context.
1. "Contract Administrator" means the person designated by the Town Council to administer the Contract for the Town. The initial Contract Administrator is **Kirstyn Jovanovich, Town Manager**, but the Town Council may designate a new Contract Administrator by notice to the Contractor.
 2. "Contractor's Representative" means the person who is responsible for the performance obligation of the Contractor under this Contract. The initial Contractor's Representative is **Elvia Arroyo**, but the Contractor may designate a new Contractor's Representative by notice to the Town.
 3. "Drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
 4. "Notice of Default" means a notice sent to the other party's designee (Contract Administrator for the Town, Contractor's Representative for the Contractor) setting forth the facts showing that party to be in default under the Contract.
 5. "Notice of Termination" means a notice sent to the other party's designee (Contract Administrator for the Town, Contractor's Representative for the Contractor) informing that party of the termination of the Contract as of a particular date.
 6. "Proposal" means the Contractor's submission in response to the Solicitation, including all attachments, exhibits, and documents referenced in the submission.
 7. "Solicitation" means the Town of Occoquan Request for Proposal No. 2021-01, as modified by its Addendums #1 (May 27, 2021) and #2 (June 3, 2021).

8. "Town" means the Town of Occoquan, Virginia, the Town Council, or the Council's designee assigned responsibility for this Contract, as permitted by the context.
9. "Using Department" for purposes of this Contract shall mean **Town of Occoquan**.

II. FORMATION

A. Conditions Precedent to Formation:

Before any Contract between the Town and the Contractor is effective, the following conditions precedent must be satisfied. Satisfaction of these conditions is the responsibility of the Contractor. If, after performance under the Contract, the Town learns that a condition precedent was not met, the Town may, if permitted by law, ratify the Contract by affirmative recorded vote or may disclaim it, in its sole discretion.

1. Insurance: If the Solicitation requires certain insurance, the Contractor must provide proof of insurance in the amounts required by the Solicitation with an insurance company licensed to do business in the Commonwealth of Virginia.
2. Bonds: If the Solicitation requires payment or performance bonds, then bonds with surety satisfactory to the Town attorney shall be submitted to the Contract Administrator for approval.
3. Permits and licenses: If the procurement of the Goods, Services, Insurance or Construction that is the subject of this Contract requires possession of any licenses or receipt of any permits other than construction permits, then Contractor shall obtain those licenses and permits.
4. Payment of Debts: Contractor must pay all amounts shown as due to the Town on the Town's accounts, even if a dispute exists as to the debt's validity or enforceability.

B. Parties

1. The sole parties to this Contract are the Town of Occoquan and the Contractor.
2. Neither this Contract, nor any part hereof, may be assigned by the Contractor to any other party without the express written permission of the Town in advance. No assignment without such permission will relieve the Contractor of any responsibility under this Contract.
3. There are no intended third party beneficiaries of this Contract, unless it is made available by rider for other governmental entities to use. Making the Contract available to them by rider is the sole extent of the intended third party benefit.

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

4. If this Contract is made available by rider for other governmental entities to use, any contracts formed between the Contractor and such other governmental entities shall be solely between those parties. The Town shall not be a party to any of these Contracts.
5. Contractor may not subcontract any of the work under this Contract without the prior, written approval of the Town, which will not be unreasonably withheld. The Contractor will, prior to award of the contract, provide the Town with a written list of each proposed subcontractor and the work to be done by that subcontractor. The Town shall, after reasonable investigation, promptly inform the Contractor if it objects to a particular subcontractor. If the Town objects, the Contractor will not use that subcontractor for any part of the work and will promptly submit in writing for the Town's approval the name of another subcontractor (or propose to use the Contractor's own personnel) to perform those portions of the work. The Contractor will not change a subcontractor without giving the Town written notice of the proposed new Subcontractor and receiving the Town's approval after reasonable investigation. If the Town objects, the Contractor will either retain the existing subcontractor or propose a different subcontractor to the Town for approval. It is the Contractor's responsibility to obtain subcontractors whom the Town approves, and no delay due to the Town's objection to a subcontractor will authorize any change in the time required to perform the work.

C. Authority to Execute

By executing this Contract on behalf of Contractor, the Contractor's Representative warrants that he or she has full authority to do so.

D. Incorporation of Documents

The Contract consists of the following documents, which are hereby incorporated by reference and fully made a part of the Contract. This Contract and the incorporated documents describe the subject of the Procurement, the particulars of its performance, the process and time for payment, and the rights and remedies of the parties (collectively, "the terms"). In case of any conflict between those documents' terms, the documents shall be given precedence in the following order, from highest to lowest:

1. Sections I through IV and VIII of the Solicitation,
2. This Contract,
3. Sections V through VII of the Solicitation,
4. The Proposal.

E. Effective Date

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

The Effective Date of this Contract shall be the last to occur of (1) the date on which the Contractor's Representative signs the Contract, (2) July 1, 2021, and (3) the date that all conditions precedent to formation are satisfied.

III. PERFORMANCE

A. Scope of Work

1. Services Provided by Contractor

- (a) Collect and properly dispose of all trash and garbage (as both are hereinafter defined) from all residences and businesses not served by dumpsters within the Town of Occoquan. Contractor is solely responsible for paying any fees related to disposal, including landfill tipping fees.

For the purposes of this Contract, trash and garbage shall include, but not be limited to, the following items (all hereafter to be known as "Household Trash"):

- i. Garbage of all kinds
- ii. Cans, bottles and paper cartons, which are not part of the Town's Recycling Program.
- iii. Newspapers and magazines that are not part of the Town's Recycling Program.

- (b) Collect and properly dispose of all bulk trash (as hereafter defined) from all residences and businesses not served by dumpsters within the Town of Occoquan; provided, however, that each residence shall be limited to three (3) items of bulk trash per collection.

For the purposes of this Contract, bulk trash shall include, but not be limited to the following items (all hereinafter to be known as "Bulk Trash"):

- i. Large furniture items including sofas, dining room tables, desks and recliners.
- ii. Large household items including rugs/carpets, mattresses and appliances, including washers, dryers, stoves, refrigerators, and other large bulky household items. Appliances which have CFC refrigerants and PCB type capacitors and similar items shall be disposed of according to all state, federal, county and local government requirements. Contractor recognizes that CFC refrigerants and PCB type capacitors and similar items require special handling and agrees to provide and be totally responsible for same.

- (c) Collect and deliver to an appropriate recycling entity all recyclables from all residences and businesses not served by dumpsters within the Town of Occoquan.

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

For the purposes of this Contract, “Recyclables” shall mean all items recyclable according to Prince William Landfill rules. If and when the type of materials that can be recycled changes, the Contractor shall inform each residence within the Town of Occoquan of such items. Occoquan agrees to use its Town Newsletter, website and e-newsletter as are then presently operating to notify its residents of the identification of such items as Recyclables.

- (d) Collect all yard waste from all residences and businesses not served by dumpsters within the Town of Occoquan. For the purpose of this Contract, “Yard Waste” means plant matter produced from lawn and yard care, including:
 - i. Tree trimmings in bundles no larger than four (4) feet in length.
 - ii. Leaves and other yard waste secured in paper bags weighing no more than 50 pounds.
- (e) Trash and Recycle Containers – The Contractor agrees to provide, repair and maintain containers for trash and garbage and recycling as follows. The Contractor shall repair or replace existing 96 gallon trash containers and recycling containers that are damaged, lost or in need of repair. The Contractor shall provide new 64 gallon recycling containers for use in businesses and single family homes and 18 gallon recycling bins for all other residences, including town homes and mixed use residences. Upon request by the Town, the Contractor shall provide additional trash containers and recycling containers as described above as needed during the term of this Contract for new residences or to replace trash containers and recycling containers that are lost, destroyed or need to be replaced, which will be delivered to the property by the Contractor on the next regular collection day. Contractor will provide repair and/or maintenance for normal wear and tear that occurs to containers, including, but not limited to, broken wheels or lids throughout the term of this Contract. All such trash and garbage and recycling containers and all replacements, maintenance and repairs shall be provided by Contractor at no cost to the Town or any residence or business.
- (f) Except as provided elsewhere in this Contract, neither Household Trash, Bulk Trash nor Recyclables shall include, and Contractor shall not be required to collect, automobile parts, corrosive items, oil or other heavy liquids, tree stumps, sod, dirt, building or plumbing materials and ashes.
- (g) The Contractor will be responsible for providing and servicing one six yard container to the municipal building which will be picked up and serviced once a week.
- (h) The Contractor will be responsible for providing and servicing eight (8) eight yard containers to the Town of Occoquan for its two semi-annual events typically during the first weekend in June and last weekend in September each year. Containers will be delivered on the Thursday before the show (Saturday and

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

Sunday) and picked up on the following Monday. This is performed twice per year.

- (i) The Contractor will provide an additional weekly collection service on all public refuse containers within the Town's Historic District and parks on Fridays from May 1 through October 31.
- (j) The Town may request one or more special trash or recycling collections, and in each such case the Contractor shall promptly submit a proposed cost to the Town and the Town shall promptly notify the Contractor whether the proposed cost is acceptable. Contractor shall bill the Town for the agreed cost on its next regular invoice.
- (k) All other services and requirements set forth in RFP2021-01, Trash, Recycling, Bulk and Yard Waste Collection.

2. Schedule of Services.

The Contractor shall render services on the following days and times:

- (a) Household Trash shall be collected on Wednesday of each week after 7:00 a.m. and before 5:00 p.m.
- (b) Bulk Trash shall be collected on Wednesday of each week after 7:00 a.m. and before 5:00 p.m.
- (c) Yard Waste shall be collected on Wednesday of each week after 7:00 a.m. and before 5:00 p.m.
- (d) Recycling materials shall be collected on Wednesday of each week after 7:00 a.m. and before 5:00 p.m.
- (e) Public refuse containers shall be collected on Friday of each week, May 1 through October 31, after 7:00 a.m. and before 2:00 p.m. (This is an additional service in addition to regular collection of the public refuse containers on Wednesdays.)
- (f) The Contractor will make every effort to complete collection services within the Town by 11:00 a.m.

3. Services Not Rendered:

- (a) On Christmas, New Year's Day, or Thanksgiving. Services will resume on the next regularly scheduled collection day.

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

- (b) Contractor shall not alter or change the days and/or times of the rendering of its Services without obtaining the Town's prior written consent at least sixty (60) days prior to the date of the requested change.

4. Cost and Fees

The costs and fees shall be:

- (a) Per household, per month: \$13.75; Household count: 462. The Parties will update the household count every year in June using the latest available information; this new household count will then apply for the succeeding twelve months (July to June).
- (b) Annual Cost (November – April): \$6,352.50; (May – October): \$6,652.50 (Includes additional monthly fee of \$300 for public refuse container collection)
- (c) 1 – 6yd FL Refuse Container, weekly: No Additional Charge
- (d) 16 – 8yd FL Refuse Container for semi-annual events, June and September: No Additional Charge
- (e) In further consideration of the provisions hereof, the Town agrees, upon 90 days advance written notice from the Contractor, to consider adjusting the payments hereunder to the Contractor effective on the 1st Day of July beginning in 2022 and continuing each July 1st thereafter. Any such increase shall be a percentage increase limited to any increase in the Consumer Price Index (CPI) of urban water, sewer and trash collection for the Baltimore/Washington Area for the proceeding twelve months as published by the Bureau of Labor Statistics or three and one half percent (3.5%), whichever is lesser.

Business License. In accordance with the Town Code, the Contractor will obtain and maintain a business license for operations within the Town of Occoquan.

B. Notice to Proceed

After execution of the Contract and receipt of any documents required by the Contract Administrator before the Effective Date of this Contract, the Contract Administrator shall send the Contractor notice to proceed with the Contract as of a date convenient to the Town.

C. Contacts

In addition to the Contract Administrator and the Contractor's Representative, the parties may designate additional contacts for exchange of information.

D. Acceptance of Work

Performance of the work and delivery of all Goods shall be conducted and completed in accordance with recognized and customarily accepted industry practices and shall be considered complete when the services are approved as acceptable by the Contract Administrator. In the event of rejection of any deliverable, the Contractor shall be notified

and shall have fourteen (14) calendar days from date of issuance of notification to correct the deficiencies and resubmit the deliverable.

E. Warranty

The Contractor warrants that all Services it performs and all Goods, Insurance, and Construction it delivers to the Town will be of good quality and meet the specifications of this Contract and of all literature supplied by the Contractor as part of the selection process which led to the award of this Contract. "Literature" as used in this provision means any and all brochures, fliers, catalogs, Proposals, web sites, email, or other information, in whatever written form, relating to the quality, utility, economic advantages, or composition of the Goods or Services. This warranty is in addition to and does not substitute for the Contractor's warranties of title, against infringement, of merchantability, and of fitness for particular purpose under Virginia Code §§ 8.2-312, 8.2-314, and 8.2-315, which the parties expressly agree apply to this Contract.

F. Invoices

1. Unless otherwise provided in the Solicitation, Vendor will submit all its invoices for payment in the fiscal year in which the Goods, Services, Insurance or Construction were provided or within thirty days thereafter. Late invoices are subject to rejection if no appropriated funds are available for their payment.
2. The invoice must be in the name of the Contractor unless an assignment has been received and approved by the Town.

G. Payment

1. In return for the goods, services, construction and/or insurance that are the subject of this Contract, and subject to section IV.D) of this Contract relating to "Non-appropriation of Funds," the Town shall compensate the Contractor within thirty (30) days after receipt of proper invoice for the amount of payment due or thirty (30) days after receipt of the goods or services, whichever is later provided that an unconditional lien release is provided from the Contractor and all subcontractors who provided any goods and/or services for which the Town is being charged.
2. Within seven days after receipt of amounts paid to the Contractor by the Town for satisfactorily completed performance, the Contractor agrees to:
 - (a) Pay each subcontractor for the proportionate share of the total payment received from the Town attributable to the work performed by each subcontractor under that contract; or
 - (b) Notify the Town and subcontractor, in writing, of his intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

If the Contractor after having received payment from the Town fails to pay each subcontractor its proportionate share of the total payment, the Contractor shall be

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

obligated to pay interest to each subcontractor on all amounts that remain unpaid after the seven days following receipt by the Contractor of payment from the Town. Under no circumstances will the Town pay or reimburse this interest payment.

3. Unless otherwise provided under the terms of this Contract or by statute, interest shall accrue at a rate of one percent per month or twelve percent per annum against the Contractor on any unpaid amounts owed to each subcontractor.
4. The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
5. A Contractor that is an individual must provide his or her social security number and a Contractor that is any form of business entity must provide its federal employer identification number to the Contract Administrator before payment can be made. This requirement permits the Town to comply with federal reporting requirements for income tax.
6. The Town may offset any payment due to Contractor by any debt shown on the Town's accounts, even if a dispute exists as to the debt's validity or enforceability.

IV. TERM AND TERMINATION

A. Base Term and Extensions

1. The Term of this Contract shall be for one (1) year commencing July 1, 2021. The Town shall have three (3) options, each to extend the term for a period of one year. Said option may be exercised at any time prior to expiration of the prior term by written notice from the Town to the Contractor.
2. This Contract may be extended as provided in the Solicitation or by change order or amendment. No extension in time may increase the price without a recorded affirmative vote of the Town Council. The Town may extend the term of this Contract for services to allow completion of work undertaken but not completed under its original term.

B. Termination for Default

1. Either party may terminate this Contract, without further obligation, for the default of the other party or its agents or employees with respect to any agreement or provision contained herein.
2. Except in an emergency endangering life, safety, or the operation of the public, the party claiming default shall provide notice and an opportunity to cure the default to the other party before terminating the Contract for default.

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

- (a) Notice of Default shall be given at least ten business days before the date set for termination and shall set forth the grounds for claiming default of the other party and the steps demanded to cure the default.
 - (b) If the party receiving the Notice of Default cures the default before the end of the cure period set out in the Notice, then the party sending the Notice of Default shall not terminate the Contract for default.
3. If the period for cure passes without curing of the default, then the party sending the Notice of Default may send a Notice of Termination for default to the defaulting party.
4. Default of one party shall not excuse the default of the other party. If either party is in default, either or both may send a Notice of Default and, if warranted, a Notice of Termination.

C. Termination for Convenience

1. The Town may terminate this Contract or any work or delivery required hereunder from time-to-time either in whole or in part, whenever the Contract Administrator, with the concurrence of the Town Council, determines that such termination is in the best interest of the Town.
2. Termination may occur in whole or as to any discrete part of the Contract. A partial termination shall set forth the portions of the Contract which are terminated.
3. The effective date of the termination shall be three days after issuance of a Notice of Termination signed by the Contract Administrator and Mayor and its mailing or delivery to the Contractor, or any later date specifically set forth in the Notice of Termination.

D. Termination for Non-Appropriation

1. If funds are not appropriated for purposes of this Contract for any succeeding fiscal year subsequent to the one in which this Contract is entered into, then the Town may terminate this Contract upon thirty (30) days written notice to the Contractor. The notice shall set forth the grounds for termination and its effective date.
2. If the Town terminates for non-appropriation, the Town shall be liable only for payments due through the effective date of termination.
3. Until the effective date of the termination, the Contractor shall continue to perform its duties under the Contract and is not excused from any portion of the Contract.

E. Claims Upon Termination

1. Upon receipt of a Notice of Termination, the Contractor shall:

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

- (a) Cease any further deliveries or work due under this Contract, on the date, and to the extent, which may be specified in the Notice;
 - (b) Place no further orders with any subcontractors except as may be necessary to perform any portion of the Contract not subject to the Notice (in the case of partial termination only);
 - (c) Terminate all subcontractors except to the extent necessary to complete work which was not subject to the Notice (in the case of partial termination only);
 - (d) Settle all outstanding liabilities and claims which may arise out of such termination, with the ratification of the Contract Administrator; and
 - (e) Use its best efforts to mitigate any damages which may be sustained by the Contractor or any of its subcontractors as a consequence of termination under this clause.
2. After complying with the foregoing provisions, the Contractor shall submit a termination claim within thirty days unless an extension is granted by the Contract Administrator. This termination claim shall document all amounts due under this provision.
- (a) Upon receipt of the Contractor's termination claim, the Contract Administrator, with the approval of the Town Council, shall pay from the Town's budget the reasonable costs of termination, including a reasonable amount for profit on services delivered or completed. In no event shall this amount be greater than the original contract price, reduced by any payments made prior to Notice of Termination, and further reduced by the price of the goods or services not delivered, or those goods or services not provided. The calculation of the amount to be paid the Contractor shall be documented and made a part of the Contract file.
 - (b) If the parties cannot agree on the whole amount to be paid to the Contractor by reason of termination under this clause, the Contract Administrator shall pay the Contractor from the Town's budget the amounts determined as follows, without duplicating any amount which may have already been paid under the preceding paragraph (a) of this clause 2:
 - i. With respect to all Contract performance prior to the effective date of Notice of Termination, the total of:
 - Cost of the goods delivered or work performed; and
 - The cost of settling and paying any reasonable claims as provided above; and
 - A sum as profit on work performed determined by the Contract Administrator to be fair and reasonable.

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

- ii. The total sum to be paid shall not exceed the Contract price, as reduced by the amount of payments otherwise made, and as further reduced by the Contract price of goods or services not terminated.
- (c) If the Contractor is not satisfied with any payments which the Contract Administrator determines to be due under this provision, the Contractor may appeal any claim to the Town in accordance with section VI.C)(1), Submission of Disputes.
3. The Contractor shall include similar provisions for termination in any subcontractors and shall require subcontractors to make reasonable efforts to mitigate damages if the Contract is terminated. Failure to include such provisions shall bar the Contractor from any recovery from the Town whatsoever for loss or damage sustained by a subcontractor as a consequence of termination.

F. Survival of Certain Provisions After Termination

Notwithstanding the termination of this Contract, the following provisions remain in effect until they are waived in writing, expire by their own terms, or become unenforceable by operation of law: sections III.E, VI, VII.A), **Error! Reference source not found.**), and VII.C).

V. STATUTORY REQUIREMENTS

A. Employment Discrimination

In all contracts, regardless of contract amount, the Contractor will abide by the provisions of the Americans with Disabilities Act, and will require each sub-contractor to do so. If this Contract is for a consideration in excess of Ten Thousand Dollars (\$10,000.00), then during the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
3. Notices, advertisements, and solicitations placed in accordance with Federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this paragraph.

4. The Contractor will include the provisions of this Contract paragraph in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

B. Ethics

The provisions contained in Chapter 43, Article 6, Sections 2.2-4367 through 2.2-4377 of the Virginia Public Procurement Act, as set forth in the 1950 Code of Virginia, as amended, apply to this contract. The provisions of Article 6 of Chapter 43 supplement, but do not supersede, other provisions of law including, but not limited to, the Virginia Conflict of Interest Act (§ 2.2-3100 et seq.), the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2. The provisions apply notwithstanding the fact that the conduct described may not constitute a violation of the Virginia Conflict of Interests Act.

C. Drug-Free Workplace

During the performance of this contract the contractor agrees to:

1. Provide a drug-free workplace for the Contractor's employees.
2. Post in conspicuous places, available to employees and applicants for employment a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
3. State in all solicitations or advertisement for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace.
4. Include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000.00, or so that the provisions will be binding upon each subcontractor or vendor.

D. Faith-Based Organizations

The Town of Occoquan in procuring goods and services, or in making disbursements pursuant to this section, shall not discriminate against a faith-based organization on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except funds provided for expenditure pursuant to contracts with public bodies shall not be spent on religious worship, instruction, or proselytizing, or impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursement.

E. Employment of Illegal Aliens

The contractor agrees that it does not, and shall not during the performance of this contract for goods and services, knowingly employ any unauthorized alien or aliens as defined in the federal Immigration Reform and Control Act of 1986.

F. Foreign And Domestic Business Authorized to Transact Business in the Commonwealth

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
2. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of this contract. The Town may void any contract with a business entity if the business entity fails to remain in compliance with this provision.

VI. DISPUTES

A. Governing Law

This Contract is governed by the law of the Commonwealth of Virginia, including but not limited to the applicable portions of the Virginia Public Procurement Act (VPPA), Sections 2.2-4300 et seq. of the Code of Virginia (1950), as amended. As a town of less than 3,500 population, the Town is exempt from all portions of the VPPA except as provided in Virginia Code § 2.2-4343 A(9). The Town reserves the right to adopt generally applicable policies on procurement, which will apply to this Contract except to the extent anything in such policies is inconsistent with the express terms of this Contract.

B. Hold Harmless

1. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Town and its officers, agents, employees, community representatives, volunteers or others working on behalf of the Town from any and all claims, judgments, suits, losses, damages, payments, costs, fines and/or fees levied against the Owner and expenses of every nature and description, including attorney's fees, arising out of, connected or associated with or resulting from the lack of performance or the negligent performance of work as described in this Contract, Contract Documents or any agreement that results from this Contract. Further, if the Contractor subcontracts for work, it will require in its subcontracts that each subcontractor indemnify, defend, and hold harmless the Town and its officers, agents, employees and community representatives, from any and all claims and losses accruing or resulting from the

negligent performance of work as described in any agreement that results from this Contract.

2. To the fullest extent permitted by law, the Contractor shall also indemnify, defend, and hold harmless the Town and its officers, agents, employees, community representatives, volunteers or others working on behalf of the Town against all costs, including reasonable attorney's fees, arising from liens encumbering the Town's Property filed by subcontractors, sub-subcontractors, material suppliers, and all other persons and entities acting for and under the Contractor, and the Contractor shall immediately discharge or bond such liens off.
3. Virginia is a Dillon Rule state. Unless specifically permitted by statute, indemnification or any attempt to have the Town hold others harmless is invalid and unenforceable as an impermissible waiver of the Town's sovereign immunity which may create potential future debt in violation of Virginia Constitutional and statutory requirements. The Town cannot waive its sovereign immunity.

C. Conditions Precedent to Pursuit of Legal Remedies

Before the Contractor may exercise any legal remedy it may have in relation to rights arising out of this Contract, it must comply fully and strictly with each of the applicable conditions below. Failure to comply fully and strictly with an applicable condition precedent bars the Contractor from exercising any legal remedies it may otherwise have in relation to this Contract until it complies with the condition precedent or the Town knowingly and intentionally waives the condition precedent.

1. Submission of Disputes: A Contractor must submit any dispute arising out of this Contract to the Town for adjustment. In doing so, it shall provide all relevant evidence that bears on the Town's liability for the amount claimed or responsibility to grant any non-monetary relief requested.
2. Disputes by the Contractor with respect to this Contract shall be decided within fifteen (15) days from submission by the Town Council's designee, who shall reduce his/her decision to writing, and mail or otherwise furnish a copy thereof to the Contractor. This decision shall be final and binding unless within five (5) days from the date of such decision the Contractor mails or otherwise furnishes the Mayor a written appeal addressed to the Town Council. The Town Council shall consider the appeal and render its written decision within forty (40) days. The decision of the Town Council shall be final and binding unless set aside by a court of competent jurisdiction as fraudulent, capricious, arbitrary, or so grossly erroneous as necessarily to imply bad faith, or as not supported by any evidence. Pending a final determination of a properly appealed decision of the Town Council's designee, the Contractor shall proceed diligently with the performance of the Contract in accordance with that decision.

D. Venue

Any action brought under this Contract must be brought in the state courts for the County of Prince William and may not be removed to the Federal Court system.

E. Limitations on Actions

Any action brought under this Contract, except an action for breach of warranty, shall be brought within the shorter of the statutory limitations period and the period of three years from the date of final payment without any tolling of this statutory limitations period for any reason whatsoever.

F. Waiver of Jury Trial

In any action brought under this Contract, the parties expressly waive their right to trial by jury and agree to submit all questions of fact to the judge as trier of fact.

VII. MISCELLANEOUS

A. Time of the Essence

Time shall be of the essence to this Contract, except where it is herein specifically provided to the contrary.

B. Integration Clause; Modifications to the Contract

1. This Contract, including its incorporated documents, contains the whole agreement between the parties as to its subject, and no prior or contemporaneous communications, representations, or agreements, written or verbal, may alter, add to, or contradict any provision in it. There are no promises, terms, conditions, or obligations related to the subject of this Contract other than those contained herein.
2. All modifications and changes to the Contract shall be in writing and signed by the party to be charged, or its authorized representative. Any attempted modification or change without the Town's written approval shall be void and shall be grounds for declaring a default.
3. The Contract Administrator, with the concurrence of the Town Council, shall have the authority to order changes in this Contract, which affect the cost or time of performance. Such changes shall be ordered in writing specifically designated to be a "Change Order."
 - (a) Such orders shall be limited to reasonable changes in the supplies, services to be performed or the time of performance; provided that the Contractor shall not be excused from performance under the changed Contract by failure to agree to such changes, and it is the express purpose of this provision to permit unilateral changes in the Contract subject to the conditions and limitations herein.

- (b) Contractor need not perform any work described in any Change Order unless it has received a written certification from the Town that there are funds budgeted and appropriated sufficient to cover the cost of such changes.
- (c) The Contractor shall make a demand for payment for completed changed work within 30 days of completion of Change Order, unless such time period is extended in writing, or unless the Contract Administrator requires submission of a cost proposal prior to the initiation of any changed work or services.
- (d) No claim for changes made by Change Order shall be considered if made after final payment in accordance with the Contract.

C. Examination of Records

- 1. The Contractor agrees that the Town or any duly authorized representative of the Town may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of the Contractor related in any manner to this Contract. This right shall expire on the third anniversary of the issuance of final payment under this Contract.
- 2. The Contractor further agrees to include in any subcontract for more than \$10,000 entered into as a result of this Contract, a provision to the effect that the subcontractor agrees that the Town or any duly authorized representative may have access to and the right to examine and copy any directly pertinent books, documents, papers, and records of such subcontractor involved in transactions related to such subcontract, or this Contract. The term subcontract as used herein shall exclude subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public. This right expires on the third anniversary of the issuance of final payment to the subcontractor.

D. Assignment of Rights

- 1. Antitrust: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Town all rights, title and interest in and to all causes of the action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Town under said contract.
- 2. Warranty: By entering into a Contract, the Contractor conveys, sells, assigns and transfers to the Town all warranties related to goods provided to the Town under this Contract.

E. Incorporation of Town Fleet Vehicle Anti-Idling Policy

This Contract incorporates by reference the Town Fleet Vehicle Anti-Idling Policy, which applies to the Contractor.

F. Notices

2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

Any notice or other communication pursuant to this Contract shall be in writing and shall be deemed to have been duly given or made when personally delivered or three days after it is mailed in the United States Mail, registered or certified mail, postage prepaid, return receipt requested, to the following addresses:

If to the Town of Occoquan:

Town of Occoquan
Kirstyn Jovanovich, Town Manager
314 Mill Street
PO Box 195
Occoquan, VA 22125

If to the Contractor:

Bates Trucking Trash Removal, Inc.
Attn:
4305 48th Street
Bladensburg, MD 20710

SIGNATURE PAGE FOLLOWS


2021 Service Contract Awarded Pursuant to
RFP 2021-01: Trash, Recycling, Bulk and Yard Waste Collection

IN TESTIMONY WHEREOF, the Town of Occoquan has caused its name to be hereunto subscribed by Kirstyn Jovanovich, its Town manager , with its corporate seal hereunto duly affixed and attested by its Clerk, pursuant to authority heretofore duly granted by the Town Council of the Town of Occoquan; and Contractor has caused its name to be hereunto subscribed by Contractor's Representative, and (if a Corporation) has caused its corporate seal to be duly affixed and attested by the person authorized to do so, signifying that it intends to be bound by this Contract.

THE TOWN OF OCCOQUAN

CONTRACTOR

By:



Kirstyn Jovanovich, Town Manager


Contractor's Representative


Theresa Cunningham CRS
Print Name and Title

ATTEST:

ATTEST:


Clerk

Its: _____

9.15.21
Date

Date



REQUEST FOR PROPOSAL

ISSUE DATE: Friday, May 21, 2021

PROPOSAL DUE DATE: Friday, June 4, 2021 - 1:00 p.m.

RFP No. 2021-01

TITLE: Trash, Recycling, Bulk and Yard Waste Collection

The Town of Occoquan is accepting proposals from qualified contractors to provide collection of trash, recycling, bulk and yard waste for town residents and commercial businesses.

A five-member Town Council and Mayor govern the Town of Occoquan. The Town is administered by a Town Manager who reports to the Town Council. The Town Manager directs and oversees all activities of the Town. The Town of Occoquan has a population of 1,174 residing within .2 square miles. In addition, the Town has a downtown historic district that is home to a business district and includes both residential and commercial activities.

Responses are due at the Town of Occoquan Town Hall at 314 Mill Street, Occoquan, VA, by 1:00 p.m. on Friday, June 4, 2021. Proposals by telephone, electronic mail or facsimile will not be accepted.

All inquiries for information regarding Proposal Submission requirements or Procurement Procedures shall be directed to the Town Manager. The Town shall not be responsible for verbal clarification of information provided by any party. Offerors may not rely on any oral information provided. The Town will provide written responses to questions as the only form of clarification.

Kirstyn Jovanovich
Town Manager, Town of Occoquan
PO Box 195, Occoquan, VA 22125
(703) 491-1918
kjovanovich@occoquanva.gov

PROPOSALS SHALL BE CONTAINED WITHIN A SEALED ENVELOPE/CONTAINER AND CLEARLY MARKED WITH "PROPOSAL RFP #2021-01" & DELIVERED TO:

**Town of Occoquan Town Hall
PO Box 195, 314 Mill Street, Occoquan, VA 22125
ATTN: Town Manager**

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Signature In Ink:

Print/Type

Town of Occoquan
RFP 2021-01, Trash, Recycling, Bulk and Yard Waste Collection

TABLE OF CONTENTS

I. General Information.....Page 3

II. Scope of Work.....Page 3

III. Equipment.....Page 4

IV. Subcontract.....Page 4

V. Contract Term.....Page 4

VI. Contract Award Criteria.....Page 4

VII. General Contract Terms and Conditions.....Page 5

VIII. Attachments

 a. Trade Secrets/Proprietary Information Identification Form.....Page 8

 b. Town Corporate Limits Map.....Page 9

I. GENERAL INFORMATION:

The Town of Occoquan is seeking proposals from a qualified Contractor to furnish all labor, equipment, and materials to provide weekly trash, recycling, bulk and yard waste collection for residents, some commercial businesses, and the municipality. These services include:

- Curbside collection and delivery of household waste and municipal waste to approved and licensed disposal facility.
- Curbside collection and processing of designated recycling items to approved and licensed recycling facility.
- Collection of town bulk container in the business district.
- Collection of certain pedestrian waste and recycling containers in the business district.
- Provision and collection of bulk containers for two Town annual special events.

The Town of Occoquan's corporate limits include residential areas, as well as a historic business district along the Occoquan River. There are approximately 452 residential, business, and mixed-use properties located within the Town that will be served by this contract.

II. SCOPE OF WORK:

The Town of Occoquan is soliciting proposals from qualified contractors for the weekly collection of trash, recycling, bulk and yard waste for town residents and businesses who do not utilize private commercial dumpster services.

- a. The work to be performed include the collection, delivery and disposal of residential and commercial municipal waste and recycling materials, as well as bulk and yard waste. Currently the Town provides service to approximately 452 residential/commercial units located within the residential district and historic district (mixed-use) within a total of .2 square miles.
- b. The work includes furnishing of all labor and the provision and maintenance of a sufficient number of collection vehicles and all other equipment required for the prompt and efficient collection and removal of all waste within the area included in the town's limits.
- c. The work includes the provision and maintenance of trash and recycle bins/carts by the Contractor. Town residents and businesses currently use 96-gallon trash containers, and 64-gallon or 18-gallon recycling containers. Currently, most businesses and single-family homes utilize the 64-gallon recycling carts, and most townhomes, condominiums and mixed-use residences utilize 18-gallon recycling bins.
- d. The collection and delivery of municipal waste is to be bid for all single-family, multi-family, and mixed-use residences and businesses located within the Town's corporate limits. Only businesses not currently privately-serviced by commercial dumpsters are to be included in this contract.
- e. The collection and delivery of municipal waste is to be bid for all public pedestrian refuse and recycling containers located within the business district The Town of Occoquan provides a number of black wrought iron trash and recycling containers on the sidewalks located within the business district to serve the needs of pedestrians. The Contractor will be expected to service these containers on a weekly basis and return the lids securely to the top of each container.
- f. The work includes an additional collection of the pedestrian refuse containers located within the business district weekly on Fridays from May 1 through October 31, each year.
- g. The collection and delivery of yard waste is included in this contract.
- h. The collection and delivery of bulk waste is included in this contract.
- i. The work includes the provision of one (1) six-yard container to the municipal parking lot to be serviced once per week.
- j. The work includes the provision and servicing of eight (8) eight-yard containers to the Town of Occoquan for its Spring and Fall artisan and crafter festivals that occur during the first full weekend in June and last full weekend in September each year. Containers will be delivered by the Friday before the show (Saturday and Sunday) and picked up on the following Monday. This is performed twice per year.
- k. In addition, households where no one is physically able to roll the carts to the street for collection will be entitled to receive backdoor pickup or outside garage service **at no extra charge** upon verification of their physical limitation by a representative of the Town.

- l. The Contractor shall provide a local office, equipped with telephone on a toll-free basis, and such attendants as necessary to receive and handle complaints and inquiries between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The Contractor shall maintain an answering service during off-hours so that messages regarding service can be received from the public twenty-four (24) hours per day.
- m. Please provide the following information:
 - Will a customer service representative be assigned to this Contract?
 - How many staff personnel will be located at your office?
 - Where are your maintenance and operation facilities located?
 - How many mechanics, mechanic helpers, and service personnel on routes, including drivers, do you have at your operations and how many are proposed to be used for this contract?
- n. The Contractor shall do all work in a manner as to not create a nuisance. Municipal waste spilled or scattered on sidewalks, streets, gutters, or roadways during the collection shall be immediately cleaned up by the Contractor.
- o. All reusable receptacles containing municipal waste, after being emptied by the Contractor, shall be returned WITHOUT DAMAGE to the place from which they were removed. Containers must not be placed in the public roadways or blocking public or private driveways.
- p. There shall be no deviation from the established collection schedule except for generally recognized holidays as may be agreed on between the Contractor and Town. The manner of notification shall be approved by the Town Manager. Collections shall be made regardless of weather or other conditions which would impede collection such as snow, flood, riot, or other disaster unless authorization to suspend collection is obtained from the Town. Pickups missed during the event shall be collected according to the holiday schedule and procedures stated in this section.
- q. Notification of schedule change by written notice to residents is the responsibility of the Contractor.
- r. Contractor will perform collection services weekly. Currently, all collection services are performed weekly on Wednesdays after 7:00 a.m. Due to the Town's narrow streets, and busy downtown area, collection services should be completed as early as is feasible.
- s. The Contractor shall provide a quarterly report to the Town detailing the quantity of materials collected for each of the following categories: (1) household waste, (2) recycling, (3) bulk waste, and (4) yard waste. The quantity reported per category may be in terms of volume or weight, but the unit of measurement for a category shall be consistent in all reports.
- t. Invoices for all work performed shall be submitted monthly to the Town Manager. Invoices should include a detailed description of all work performed.

III. EQUIPMENT: The Contractor shall furnish and maintain all trucks, labor, tools, machines, materials, and equipment necessary and required for the full, proper, and efficient conduct of the work. The equipment shall be kept in good order and repair. Each vehicle shall have clearly visible on each side the name and phone number of the Contractor.

IV. SUBCONTRACT: The Contractor shall not subcontract any portion of the work to be done hereto except upon the prior written consent of the Town of Occoquan. Any approved subcontract shall not release the Contractor from its primary liability to perform all aspects of the contract.

V. CONTRACT TERM: The Town will enter into a one (1) year contract with the selected Contractor to provide the services listed above. The contract will commence on July 1, 2021 and terminate on June 30, 2022. The contract may be renewed annually, for up to three years, if agreed upon by both parties.

VI. CONTRACT AWARD CRITERIA: Evaluation of the Contractor's proposal by the Town will include consideration of:

- Contractor's ability to meet the solid waste and recycling collection, delivery, and disposal requirements.
- Demonstrated capabilities of the Contractor to provide waste and recycling collection services.
- Quoted price.
- Terms and conditions of Contract and risks and liabilities to be borne by the Town.

VII. GENERAL CONTRACT TERMS AND CONDITIONS

1. **SUBMITTAL INSTRUCTIONS:** One (1) original copy and one (1) electronic copy of each proposal must be submitted on the attached proposal form and received by the Town of Occoquan, Town Manager, at the address shown on the cover page of this solicitation. Proposals must be received no later than the date and time listed on the cover page of this solicitation. Proposals in the form of telegrams, telephone, facsimiles, or email messages will not be accepted.

Contractors shall complete and submit as their proposal, the following documents:

- a. The return of the Request for Proposal cover sheet signed and filled out as required by a representative of the Contractor authorized to bind the firm into a contract.
 - b. All addenda acknowledgements, if any, signed and filled out as required. Any addenda to this solicitation can be easily accessed on the Town of Occoquan website - www.occoquanva.gov. Contractors are responsible for checking the website frequently. Failure to acknowledge all addenda may result in the rejection of your proposal submission.
 - c. Contract pricing proposal.
 - d. Include any additional information the Contractor believes to be essential to a thorough evaluation of its proposal.
 - e. Include a minimum of three (3) references where similar work was performed. Include the dates when work was provided, the business name, address, and name and telephone number of the contract administrator. The Town shall have the option of checking discovered references in addition to references provided by the Contractor. The Town must be able to contact references without notification to the Contractor.
2. **LATE PROPOSALS:** Proposals received after the submission deadline will be returned, unopened, provided a return address is visible.
 3. **ACCEPTANCE OR REJECTION OF PROPOSALS:** The Town reserves the right to accept or reject any or all proposals in whole or in part and to waive minor informalities in the process of awarding this contract.
 4. **COMPETITION INTENDED:** It is the Town's intent that the Request for Proposal permit competition. It shall be the offerors responsibility to advise the Town Manager in writing of any language, requirements, specifications, etc. or any combinations thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source.
 5. **INQUIRIES COMMENTS CONCERNING SPECIFICATIONS:** Questions or comments concerning the specifications, contained herein must be received by the Town Manager at least five (5) days prior to Proposal Due Date. Any interpretation deemed to be material in nature or that alters the scope of the goods or services being requested will be expressed in the form of a written addendum. Such addendum will be sent to all prospective offerors no later than three (3) days prior to the due date. Verbal communications will not be binding.
 6. **COSTS INCURRED IN RESPONDING:** This solicitation does not commit the Town to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs for the preparation thereof, nor to procure or contract for services.
 7. **DISPOSITION OF PROPOSALS:** All materials submitted in response to this RFP will become the property of the Town. One (1) copy of each proposal shall be retained for official files and will become a public record. These records will be available for public inspection after award of contract. It is understood that the proposal will become a part of the official file on this matter without obligation on the part of the Town except as to the disclosure restrictions contained in Section 12. "Disclosure: Trade Secrets and Proprietary Information".

8. **DISCLOSURE-TRADE SECRETES AND PROPRIETARY INFORMATION:** In compliance with the Virginia Public Procurement Act (the "VPPA"), all proposals will be available for public inspection. Trade secrets and proprietary information submitted by a Contractor in connection with a procurement shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement indicating that costs are to be protected is unacceptable.

9. **LAWS AND REGULATIONS:** The Offerors attention is directed to the fact that all applicable Commonwealth of Virginia laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the contract shall apply to the contract throughout, and they will be considered to be included in the contract the same as though herein written out it full.

10. **LICENSE REQUIREMENT:** All firms doing business for the Town of Occoquan are required to be licensed in accordance with the Town's "Business, Professional, and Occupational Licensing (BPOL) Tax" Ordinance. Wholesale and retail merchants without a business location in Occoquan, VA are exempt from this requirement. Questions concerning the BPOL Tax should be directed to the Town Clerk at (703) 491-1918. The BPOL license number, if applicable, must be indicated on the pricing page of this Request for Proposal. Contractors submitting price quotes must be fully licensed to do business in Virginia.

11. **NON-ASSIGNMENT OF CONTRACT:** The contractor shall not assign the contract, or any portion thereof, without the advanced written permission of the Town Manager, such permission not to be unreasonably withheld.

12. **CONTRACT AWARD:** The resulting contract will be issued to the lowest responsive, responsible bidder offering the lowest total cost of goods or services. Price quotes should be listed for each individual service and broken down to a fixed monthly cost for each. The Town intends to award a contract for all identified services, but reserves the right to delete any services prior to contract award.

13. **INSURANCE REQUIREMENT:** Any vendor or contractor engaged to perform work on Town property shall not start work until they have obtained and provided at a minimum, proof of the insurance required below. Additionally, the contractor shall not allow any subcontractor to commence work until all similar insurance required of the subcontractor has been obtained.

These certificates must be forwarded to the Town Manager before the contract is signed.

Insurance Requirements:

Workers Compensation: Statutory Workers' Compensation and Employers' Liability insurance under the Commonwealth of Virginia statutory requirements.

Bodily Injury: \$2,000,000 each person
 \$2,000,000 each occurrence

Property Damage:

Automobile: \$2,000,000 each accident

General Liability: \$2,000,000 each accident
 \$2,000,000 each occurrence

*Notice of cancellation must be on insurance certificate- No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty-day written notice to the Town Manager. The contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the contractor to deliver a new and valid certificate will result in suspension of all work and payments until the new certificate is furnished.

*The Town must be named as an additional insured. This proof must be in the form of a copy of the endorsement to your policy.

14. **CLAIMS:** The contractor shall be responsible for resolutions of any and all damage claims resulting from operations provided. Claims made to the Town as a result of operators provided under this contract will be referred to the contractor for handling. Failure to properly respond to and resolve claims constitutes unsatisfactory performance and may result in cancellation of the contract.



Town of Occoquan Corporate Limits

RFP ADDENDUM #1
 Date of Addendum: May 27, 2021

NOTICE TO ALL POTENTIAL RESPONDENTS
The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents and any previously issued addenda remain in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this addendum into consideration when preparing and submitting its Proposal.

1.0 - RFP		
Item	Section	Description of Change
1.1	I. General Information	Update the estimate of residential, business and mixed-use properties located within the Town and served by this contract from 452 to <u>462</u> .
1.2	II. Scope of Work (a)	Update the estimate of residential, business and mixed-use properties located within the Town and served by this contract from 452 to <u>462</u> .

2.0 - Questions and Answers
The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.
These are responses to questions received in writing as of 5:00 p.m. on May 26, 2021.

Item	Questions and Answers
2.1	<p>Question: Can you please clarify if the contractor has to provide trash and recycle containers for each unit?</p> <p>Answer: The contractor will provide at least one refuse container and one recycling container per household/business included as part of the cost of this contract. Contractor-issued containers may or may not need to be provided all at once at the start of the Contract. Additional refuse or recycling containers that are requested by a business or resident may be billed and supplied directly by the Contractor. Please include the pricing per container in your proposal.</p> <p>The Contractor shall state in their proposal if contractor-issued refuse and recycling containers are required as part of the Contract. By Code, the Town allows for tightly sealed trash bags and containers privately purchased to be used for refuse collection, in addition to contractor-issued containers. This is mainly due to that some properties are not able to properly store larger refuse and recycling containers on their properties, especially in the business district. In addition, not all households/businesses have received a refuse container and recycling container from the current contractor. Some properties are utilizing previous contractor containers that were not collected as part of a previous Contract transition or privately purchased containers for refuse and recycling storage.</p>

2.2	<p>Question: The RFP states the residents have the option of a 64-gallon cart or 18-gallon bin for recycling. Can you please provide how many have the 64-gallon cart and how many have the 18-gallon bin?</p> <p>Answer: We have not collected this data and do not know the ratio of properties currently using 64-gallon vs. 18-gallon recycling containers.</p>
2.3	<p>Question: The RFP also mentions black wrought iron containers that need to be serviced one per week year-round and two times per week from May 1 to Oct 31. Could you please provide how many containers need to be serviced? Is this number included in the 452 units or is that additional?</p> <p>Answer: The public refuse containers are not included in the 452 properties estimate. <i>[Please note the properties estimate was changed to 462 through this Addendum.]</i> We currently have 28 public trash containers (mix of black wrought iron and aggregate refuse containers) and 6 public recycling containers (black wrought iron.) All of these containers are located within the business district in the Town lot under the Route 123 Bridge off of Mill Street, and on sidewalks located on Mill Street, Commerce Street, Union Street, Ellicott Street, and Washington Street.</p>
2.4	<p>Question: Can you please provide more detail on how the yard waste and bulk are collected/handled?</p> <p>Answer: Bulk collections are currently scheduled through a special pick-up through the Contractor and are limited to three (3) items of bulk trash per collection and is scheduled for the next regular collection day. Contractor waste is not collected. Yard waste is collected on the Town's regular collection day. Tree trimmings are in bundles no larger than four (4) feet in length and leaves and other yard waste are secured in bags weighing no more than 50 pounds. Unbagged, loose leaves are not collected.</p>
2.5	<p>Question: Can you please provide how many tons of trash, recycle, yard waste and bulk were collected over the past year?</p> <p>Answer: We do not have this information.</p>
2.6	<p>Question: Would it be possible to change the term of the contract to three (3) years with one-year options to extend?</p> <p>Answer: The Town is limited on its ability to have contracts extend beyond fiscal years due to our inability to bind future Town Councils. However, the Town would be open to an initial contract of more than one year if there is a termination for convenience with 90-days' notice included in the contract.</p>

2.7	<p>Question: Does the trash/recycle/yard waste/bulk have to be collected on Wednesday? Is the town open for an alternate pick up day?</p> <p>Answer: The Town is open to discussing alternate collection days.</p>
2.8	<p>Question: Is there a specific bid form we need to complete in regards to pricing?</p> <p>Answer: No.</p>
2.9	<p>Question: Are annual price increases allowed?</p> <p>Answer: Please include your proposed contract escalations as part of your proposal submission. This will be considered as part of the bid review process.</p>
2.10	<p>Question: Can you please provide the current pricing?</p> <p>Answer: Current contract pricing is \$4,000 per month, November – April; \$4,300 per month, May – October.</p>
2.11	<p>Question: Could you please quantify the number of back door collections services are required in this RFP?</p> <p>Answer: Town staff is not aware of any current back-door collection requests.</p>
2.12	<p>Question: How many “public pedestrian containers” are there for trash and how many for recycling?</p> <p>Answer: Currently, there are 28 public trash containers (mix of black wrought iron and aggregate refuse containers) and 6 public recycling containers (black wrought iron.)</p>
2.13	<p>Question: Under the Freedom of Information Act, can you please provide the current rates for this service? A copy of the most recent invoice is appreciated.</p> <p>Answer: See response under item 2.10. A copy of the most recent invoice is attached as part of this addendum.</p>
2.14	<p>Question: I know you have approximately 452 mixed use units, but can you please provide a breakdown for the following?</p> <ul style="list-style-type: none"> a. Single Family (it appears that most have 96T/64R and no bins) b. Townhomes/Condos (it appears that most have 64T/Bins) c. Businesses (it appears that most have 96T/Bins) <p>Answer: Please see response under item 2.15. <i>[Please note the properties estimate was changed to 462 through this Addendum.]</i></p>

2.15	<p>Question: Can you provide a full address listing? Does this listing have a site plan that shows the different house types for equipment?</p> <p>Answer: Attached to this addendum is a listing of addresses per our real estate file categorized by Single Family (including townhomes and condo units); Mixed-use (commercial + residential units on one property); and commercial-only properties. This list ONLY includes properties that are currently serviced by the Town's refuse collection contract and does not include properties that have contracted with private haulers. This also does not include properties currently under development and not currently receiving refuse collection services from the Town.</p> <p>We do not have record of what size containers each property has been issued. We do not have a 'site plan' for the town other than a zoning map that illustrates the zoning type allowed per lot. The zoning map does not indicate what is currently there, but what the allowable density is permitted through zoning. The zoning map can be found on the town's website at www.occoquanva.gov.</p>
2.16	<p>Question: Is the town going to adopt the PWC yard waste program in October?</p> <p>Answer: At this time, the Town Council has not discussed a change to our yard waste collection program and the Prince William County Board of Supervisors does not set policy for the Town of Occoquan. Any future policy changes will be communicated with the Contractor.</p>

--END OF ADDENDUM--

Occoquan - Single Family Properties

GPIN	Address	Legal
8393-63-8388	131 WASHINGTON ST	1 L
8393-73-0648	119 WASHINGTON ST	1 L 57-1-99
8393-74-0504	126 POPLAR ALY	2 L
8393-53-8794	409 UNION ST	57-1-106
8393-54-5712	406 UNION ST	57-1-108
8393-64-0519	402 MCKENZIE DR	57-2-104A
8393-63-9571	127 WASHINGTON ST	ACREAGE L-01
8393-73-0871	114 COMMERCE ST	ACREAGE L-02
8393-64-8220	206 WASHINGTON ST	ACREAGE L-1
8393-64-8023	201 COMMERCE ST	ACREAGE L-2
8393-54-5848.01	459 FORTRESS WAY	ACREAGE PH 2 UNIT 459 (PT.40915AC)
8393-54-5438.01	461 FORTRESS WAY	BARRINGTON PO PH 1 UNIT 461 (PT.76897AC)
8393-54-5543.02	463 FORTRESS WAY	BARRINGTON PO PH 1 UNIT 463 (PT.76897AC)
8393-54-5843.02	465 FORTRESS WAY	BARRINGTON PO PH 1 UNIT 465 (PT.76897AC)
8393-54-5742.02	467 FORTRESS WAY	BARRINGTON PO PH 1 UNIT 467 (PT.76897AC)
8393-54-5640.02	469 FORTRESS WAY	BARRINGTON PO PH 1 UNIT 469 (PT.76897AC)
8393-54-5537.02	471 FORTRESS WAY	BARRINGTON PO PH 1 UNIT 471 (PT.76897AC)
8393-54-5340.02	473 FORTRESS WAY	BARRINGTON PO PH 1 UNIT 473 (PT.76897AC)
8393-54-5643.01	475 FORTRESS WAY	BARRINGTON PO PH 1 UNIT 475 (PT.76897AC)
8393-54-9056.01	402 FORTRESS WAY	BARRINGTON PO PH 14 UN 402 (PT.4056AC)
8393-54-9055.02	404 FORTRESS WAY	BARRINGTON PO PH 14 UN 404 (PT.4056AC)
8393-54-9159.02	406 FORTRESS WAY	BARRINGTON PO PH 14 UN 406 (PT.4056AC)
8393-54-8958.02	408 FORTRESS WAY	BARRINGTON PO PH 14 UN 408 (PT.4056AC)
8393-54-8658.02	410 FORTRESS WAY	BARRINGTON PO PH 14 UN 410 (PT.4056AC)
8393-54-8459.02	412 FORTRESS WAY	BARRINGTON PO PH 14 UN 412 (PT.4056AC)
8393-54-8555.02	414 FORTRESS WAY	BARRINGTON PO PH 14 UN 414 (PT.4056AC)
8393-54-8556.01	416 FORTRESS WAY	BARRINGTON PO PH 14 UN 416 (PT.4056AC)
8393-54-6054.01	449 FORTRESS WAY	BARRINGTON PO PH 2 UNIT 449 (PT.40915AC)
8393-54-6353.01	451 FORTRESS WAY	BARRINGTON PO PH 2 UNIT 451 (PT.40915AC)
8393-54-6152.01	453 FORTRESS WAY	BARRINGTON PO PH 2 UNIT 453 (PT.40915AC)
8393-54-6050.01	455 FORTRESS WAY	BARRINGTON PO PH 2 UNIT 455 (PT.40915AC)
8393-54-6047.01	457 FORTRESS WAY	BARRINGTON PO PH 2 UNIT 457 (PT.40915AC)
8393-64-0472.01	318 OVERLOOK DR	BARRINGTON PO PH 7 BLDG 7 UN 318
8393-64-0572.02	320 OVERLOOK DR	BARRINGTON PO PH 7 BLDG 7 UN 320
8393-64-0173.02	322 OVERLOOK DR	BARRINGTON PO PH 7 BLDG 7 UN 322
8393-64-0371.02	324 OVERLOOK DR	BARRINGTON PO PH 7 BLDG 7 UN 324
8393-64-0369.02	326 OVERLOOK DR	BARRINGTON PO PH 7 BLDG 7 UN 326
8393-64-0368.02	328 OVERLOOK DR	BARRINGTON PO PH 7 BLDG 7 UN 328
8393-64-0669.02	330 OVERLOOK DR	BARRINGTON PO PH 7 BLDG 7 UN 330
8393-64-0468.01	332 OVERLOOK DR	BARRINGTON PO PH 7 BLDG 7 UN 332
8393-54-9072.01	401 FORTRESS WAY	BARRINGTON PO PH BLDG 15 UN 401 (PT.41626AC)
8393-54-9371.02	403 FORTRESS WAY	BARRINGTON PO PH BLDG 15 UN 403 (PT.41626AC)
8393-54-9368.02	405 FORTRESS WAY	BARRINGTON PO PH BLDG 15 UN 405 (PT.41626AC)
8393-54-9169.02	407 FORTRESS WAY	BARRINGTON PO PH BLDG 15 UN 407 (PT.41626AC)
8393-54-9069.02	409 FORTRESS WAY	BARRINGTON PO PH BLDG 15 UN 409 (PT.41626AC)
8393-54-8769.02	411 FORTRESS WAY	BARRINGTON PO PH BLDG 15 UN 411 (PT.41626AC)
8393-54-8972.02	413 FORTRESS WAY	BARRINGTON PO PH BLDG 15 UN 413 (PT.41626AC)
8393-54-9267.01	415 FORTRESS WAY	BARRINGTON PO PH BLDG 15 UN 415 (PT.41626AC)
8393-54-7366.01	417 FORTRESS WAY	BARRINGTON PO UNIT 417 (PT.60444AC)
8393-54-7671.02	419 FORTRESS WAY	BARRINGTON PO UNIT 419 (PT.60444AC)
8393-54-7969.02	421 FORTRESS WAY	BARRINGTON PO UNIT 421 (PT.60444AC)
8393-54-7769.02	423 FORTRESS WAY	BARRINGTON PO UNIT 423 (PT.60444AC)
8393-54-7567.02	425 FORTRESS WAY	BARRINGTON PO UNIT 425 (PT.60444AC)

GPIN	Address	Legal
8393-54-7365.02	427 FORTRESS WAY	BARRINGTON PO UNIT 427 (PT.60444AC)
8393-54-7368.02	429 FORTRESS WAY	BARRINGTON PO UNIT 429 (PT.60444AC)
8393-54-7770.01	431 FORTRESS WAY	BARRINGTON PO UNIT 431 (PT.60444AC)
8393-64-3425	310 CENTER LN	BERRYWOOD TOWNHOUSES L-01
8393-64-3524	306 CENTER LN	BERRYWOOD TOWNHOUSES L-02
8393-64-3722	304 CENTER LN	BERRYWOOD TOWNHOUSES L-03
8393-64-3821	302 CENTER LN	BERRYWOOD TOWNHOUSES L-04
8393-64-3919	300 CENTER LN	BERRYWOOD TOWNHOUSES L-05
8393-62-8050	100 EAST COLONIAL DR	BROOKSIDE PH 2 L-32
8393-62-8351	102 EAST COLONIAL DR	BROOKSIDE PH 2 L-33
8393-62-8650	104 EAST COLONIAL DR	BROOKSIDE PH 2 L-34
8393-62-8851	106 EAST COLONIAL DR	BROOKSIDE PH 2 L-35
8393-62-8340	101 EAST COLONIAL DR	BROOKSIDE SEC II PH II L 36A
8393-62-8639	103 EAST COLONIAL DR	BROOKSIDE SEC II PH II L 37A
8393-62-8841	105 EAST COLONIAL DR	BROOKSIDE SEC II PH II L 38A
8393-62-9142	107 EAST COLONIAL DR	BROOKSIDE SEC II PH II L 39A
8393-63-7107.01	116 WASHINGTON ST	COBBLESTONE H U 1 PT.3992AC
8393-63-7208.01	116 WASHINGTON ST	COBBLESTONE H U 2 PT.3992AC
8393-63-7009.01	116 WASHINGTON ST	COBBLESTONE H UNIT 3 PH 2 PT.3992AC
8393-63-6908.01	116 WASHINGTON ST	COBBLESTONE H UNIT 4 PH 2 PT.3992AC
8393-63-6809.01	116 WASHINGTON ST	COBBLESTONE H UNIT 5 PH 2 PT.3992AC
8393-63-6910.01	116 WASHINGTON ST	COBBLESTONE H UNIT 6 PH 2 PT.3992AC
8393-63-6611.01	116 WASHINGTON ST	COBBLESTONE H UNIT 7 PH 2 PT.3992AC
8393-63-6614.01	116 WASHINGTON ST	COBBLESTONE H UNIT 8 PH PT.3992AC
8393-62-9056	103 WASHINGTON ST	CONVERTIBLE SPACE PCL B-1
8393-64-9464.01	270 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 1 UNIT 01
8393-64-9563.01	268 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 1 UNIT 02
8393-64-9762.01	266 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 1 UNIT 03
8393-64-9860.01	264 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 1 UNIT 04
8393-64-9959.01	262 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 1 UNIT 05
8393-74-0355.01	258 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 2 UNIT 06
8393-74-0554.01	256 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 2 UNIT 07
8393-74-0653.01	254 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 2 UNIT 08
8393-74-0851.01	252 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 2 UNIT 09
8393-74-0950.01	250 GASLIGHT LANDING CT	GASLIGHT LANDING CONDOMINIUM PH 2 UNIT 10
8393-74-0241.01	211 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 3 UNIT 11
8393-74-0043.01	213 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 3 UNIT 12
8393-64-9944.01	215 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 3 UNIT 13
8393-64-9746.01	217 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 3 UNIT 14
8393-64-9647.01	219 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 3 UNIT 15
8393-64-9251.01	223 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 4 UNIT 16
8393-64-9052.01	225 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 4 UNIT 17
8393-64-8953.01	227 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 4 UNIT 18
8393-64-8855.01	229 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 4 UNIT 19
8393-64-8656.01	231 MILL ST	GASLIGHT LANDING CONDOMINIUM PH 4 UNIT 20
8393-63-9834	102 EAST LOCUST ST	H M JANNEY SD L 3
8393-73-0117	105 EAST LOCUST ST	H M JANNEY SD L 8
8393-73-0835	104 EAST LOCUST ST	HARVEY JANNEY L 4
8393-62-6869	98 WASHINGTON ST	HERNDON ADDITION TO OCCOQUAN WALK L-01
8393-62-6872	100 WASHINGTON ST	HERNDON ADDITION TO OCCOQUAN WALK L-02
8393-62-6874	102 WASHINGTON ST	HERNDON ADDITION TO OCCOQUAN WALK L-03
8393-62-6777	104 WASHINGTON ST	HERNDON ADDITION TO OCCOQUAN WALK L-04
8393-62-6779	106 WASHINGTON ST	HERNDON ADDITION TO OCCOQUAN WALK L-05
8393-62-6781	108 WASHINGTON ST	HERNDON ADDITION TO OCCOQUAN WALK L-06

GPIN	Address	Legal
8393-62-6784	110 WASHINGTON ST	HERNDON ADDITION TO OCCOQUAN WALK L-07
8393-62-6388	122 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-08
8393-62-6189	120 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-09
8393-62-5990	118 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-10
8393-62-5791	116 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-11
8393-62-5593	114 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-12
8393-62-5394	112 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-13
8393-62-5095	110 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-14
8393-62-4887	108 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-15
8393-62-4885	106 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-16
8393-62-4882	104 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-17
8393-62-4880	102 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-18
8393-62-4877	100 EDGEHILL DR	HERNDON ADDITION TO OCCOQUAN WALK L-19
8393-62-4669	114 MOUNT HIGH ST	HERNDON ADDITION TO OCCOQUAN WALK L-20A
8393-62-4969	116 MOUNT HIGH ST	HERNDON ADDITION TO OCCOQUAN WALK L-21A
8393-62-5169	118 MOUNT HIGH ST	HERNDON ADDITION TO OCCOQUAN WALK L-22A
8393-62-5369	120 MOUNT HIGH ST	HERNDON ADDITION TO OCCOQUAN WALK L-23
8393-62-5669	122 MOUNT HIGH ST	HERNDON ADDITION TO OCCOQUAN WALK L-24
8393-62-5969	124 MOUNT HIGH ST	HERNDON ADDITION TO OCCOQUAN WALK L-25
8393-63-7231	101 WEST LOCUST ST	HOLLOWS LOT 1
8393-63-7556	140 WASHINGTON ST	HOLLOWS LOT 10
8393-63-7356	142 WASHINGTON ST	HOLLOWS LOT 11
8393-63-7157	144 WASHINGTON ST	HOLLOWS LOT 12
8393-63-6958	146 WASHINGTON ST	HOLLOWS LOT 13
8393-63-6759	148 WASHINGTON ST	HOLLOWS LOT 14
8393-63-6464	150 WASHINGTON ST	HOLLOWS LOT 15
8393-63-6566	152 WASHINGTON ST	HOLLOWS LOT 16
8393-63-6568	154 WASHINGTON ST	HOLLOWS LOT 17
8393-63-6670	156 WASHINGTON ST	HOLLOWS LOT 18
8393-63-6572	158 WASHINGTON ST	HOLLOWS LOT 19
8393-63-6931	103 WEST LOCUST ST	HOLLOWS LOT 2
8393-63-6673	160 WASHINGTON ST	HOLLOWS LOT 20
8393-63-6732	105 WEST LOCUST ST	HOLLOWS LOT 3
8393-63-6634	107 WEST LOCUST ST	HOLLOWS LOT 4
8393-63-6550	110 WEST LOCUST ST	HOLLOWS LOT 5
8393-63-6749	108 WEST LOCUST ST	HOLLOWS LOT 6
8393-63-6948	106 WEST LOCUST ST	HOLLOWS LOT 7
8393-63-7147	104 WEST LOCUST ST	HOLLOWS LOT 8
8393-63-7346	102 WEST LOCUST ST	HOLLOWS LOT 9
8393-63-5629	100 FRAYERS FARM CT	HOLLOWS SEC 2 LOT 1
8393-63-1510	210 BRAWNERS FARM PL	HOLLOWS SEC 2 LOT 10
8393-63-5619	102 FRAYERS FARM CT	HOLLOWS SEC 2 LOT 2
8393-63-6105	113 EDGEHILL DR	HOLLOWS SEC 2 LOT 3
8393-63-5510	111 EDGEHILL DR	HOLLOWS SEC 2 LOT 4
8393-63-4909	200 BRAWNERS FARM PL	HOLLOWS SEC 2 LOT 5
8393-63-3924	103 FRAYERS FARM CT	HOLLOWS SEC 2 LOT 6A1
8393-63-4513	202 BRAWNERS FARM PL	HOLLOWS SEC 2 LOT 7A
8393-63-3517	204 BRAWNERS FARM PL	HOLLOWS SEC 2 LOT 8A
8393-63-2415	208 BRAWNERS FARM PL	HOLLOWS SEC 2 LOT 9
8393-63-3728	113 FRAYERS FARM CT	HOLLOWS SEC 2 OUTLOT B
8393-63-8412	113 WASHINGTON ST	JANNEY 6A
8393-63-8839	115 WASHINGTON ST	JANNEY L 1-2
8393-73-1936	108 EAST LOCUST ST	JANNEY L 19
8393-73-1748	106 EAST LOCUST ST	JANNEY L 20

GPIN	Address	Legal
8393-63-8721	101 EAST LOCUST ST	JANNEY L 5
8393-73-1116	107 EAST LOCUST ST	JANNEY L 9
8393-73-2522	109 EAST LOCUST ST	JANNEY P L 10
8393-73-2539	110 EAST LOCUST ST	JANNEY P L 18
8393-63-9517	103 EAST LOCUST ST	JANNEY P L 7
8393-73-9048	107 POPLAR LN	JOHN LEARY SE L 9
8393-64-3767	204 ELLICOTT ST	L 45-46
8393-64-3349	312 COMMERCE ST	L 53
8393-64-3845	310 COMMERCE ST	L 54
8393-64-7332	209 COMMERCE ST	L P 38
8393-64-6934	211 COMMERCE ST	L P 39
8393-64-5335	302 COMMERCE ST	L P 57
8393-73-6865	113 POPLAR LN	LEARY - WATER L 6
8393-73-7660	111 POPLAR LN	LEARY - WATER L 7
8393-73-9641	105 POPLAR LN	LEARY L 10
8393-83-0434	103 POPLAR LN	LEARY L 11
8393-73-6081	117 POPLAR LN	LEARY L 4
8393-73-6268	115 POPLAR LN	LEARY L 5
8393-73-8354	109 POPLAR LN	LEARY L 8
8393-83-0927	101 POPLAR LN	LEARY SD L 12
8393-64-6321	208 COMMERCE ST	LOT 59A
8393-62-5148	1603 MOUNT HIGH ST	MAY L 5 57-13-5
8393-62-3599	107 EDGEHILL DR	MOUNT HIGH L 6
8393-62-3291	105 EDGEHILL DR	MOUNT HIGH L 7
8393-62-2680	103 EDGEHILL DR	MOUNT HIGH PT LOT 8
8393-64-1531	389 MYRTLE PL	MOUNT VISION MYRTLE BANK TOWNHOMES L-01
8393-64-1428	391 MYRTLE PL	MOUNT VISION MYRTLE BANK TOWNHOMES L-02
8393-64-0535	390 MYRTLE PL	MOUNT VISION MYRTLE BANK TOWNHOMES L-03
8393-64-0637	388 MYRTLE PL	MOUNT VISION MYRTLE BANK TOWNHOMES L-04
8393-64-0739	386 MYRTLE PL	MOUNT VISION MYRTLE BANK TOWNHOMES L-05
8393-64-0941	384 MYRTLE PL	MOUNT VISION MYRTLE BANK TOWNHOMES L-06
8393-64-1047	382 MYRTLE PL	MOUNT VISION MYRTLE BANK TOWNHOMES L-07
8393-64-1549	380 MYRTLE PL	MOUNT VISION MYRTLE BANK TOWNHOMES L-08
8393-73-1360	102 COMMERCE ST	NONE
8393-73-1568	104 COMMERCE ST	NONE
8393-73-2516	123 RIVER RD	NOTTINGHILL G LOT 1
8393-72-3198	105 RIVER RD	NOTTINGHILL G LOT 10
8393-73-2513	121 RIVER RD	NOTTINGHILL G LOT 2
8393-73-2612	119 RIVER RD	NOTTINGHILL G LOT 3
8393-73-2610	117 RIVER RD	NOTTINGHILL G LOT 4
8393-73-2708	115 RIVER RD	NOTTINGHILL G LOT 5
8393-73-2706	113 RIVER RD	NOTTINGHILL G LOT 6
8393-73-2905	111 RIVER RD	NOTTINGHILL G LOT 7
8393-73-3004	109 RIVER RD	NOTTINGHILL G LOT 8
8393-73-3002	107 RIVER RD	NOTTINGHILL G LOT 9
8393-62-8485	1447 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-01
8393-62-8685	1445 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-02
8393-62-8985	1443 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-03
8393-62-9185	1441 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-04
8393-62-9385	1439 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-05
8393-62-9584	1437 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-06
8393-62-9884	1435 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-07
8393-72-0184	1433 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-08
8393-72-0484	1431 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-09

GPIN	Address	Legal
8393-72-0683	1429 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-10
8393-72-0883	1427 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-11
8393-72-1083	1425 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-12
8393-72-1383	1423 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-13
8393-72-1582	1421 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-14
8393-72-2293	1415 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-15
8393-72-2095	1413 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-16
8393-72-1997	1411 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-17
8393-72-1899	1409 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-18
8393-73-1701	1407 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-19
8393-73-1503	1405 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-20
8393-73-1405	1403 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-21
8393-73-1307	1401 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-22
8393-73-0208	1400 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-23
8393-73-0205	1402 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-24
8393-73-0103	1404 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-25
8393-73-0100	1406 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-26
8393-72-0198	1408 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-27
8393-72-0196	1410 OCCOQUAN HEIGHTS CT	OCCOQUAN HEIGHTS L-28
8393-62-9295	111 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-29
8393-62-9397	109 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-30
8393-62-9399	107 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-31
8393-63-9302	105 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-32
8393-63-9304	103 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-33
8393-63-9407	101 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-34
8393-63-8306	102 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-35
8393-63-8304	104 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-36
8393-63-8302	106 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-37
8393-62-8399	108 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-38
8393-62-8297	110 VISTA KNOLL DR	OCCOQUAN HEIGHTS L-39
8393-54-8034.01	450 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 11 UNIT 11-450
8393-54-8033.02	452 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 11 UNIT 11-452
8393-54-8036.02	454 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 11 UNIT 11-454
8393-54-7835.02	456 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 11 UNIT 11-456
8393-54-7634.02	458 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 11 UNIT 11-458
8393-54-7433.02	460 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 11 UNIT 11-460
8393-54-7731.02	462 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 11 UNIT 11-462
8393-54-7632.01	464 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 11 UNIT 11-464
8393-54-8692.01	301 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 5 UNIT 5-301
8393-54-8592.02	303 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 5 UNIT 5-303
8393-54-8891.02	305 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 5 UNIT 5-305
8393-54-8690.02	307 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 5 UNIT 5-307
8393-54-8589.02	309 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 5 UNIT 5-309
8393-54-8487.02	311 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 5 UNIT 5-311
8393-54-8290.02	313 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 5 UNIT 5-313
8393-54-8389.01	315 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 5 UNIT 5-315
8393-54-9782.01	302 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 6 UNIT 6-302
8393-54-9782.02	304 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 6 UNIT 6-304
8393-54-9481.02	306 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 6 UNIT 6-306
8393-54-9680.02	308 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 6 UNIT 6-308
8393-54-9779.02	310 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 6 UNIT 6-310
8393-54-9877.02	312 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 6 UNIT 6-312
8393-54-9980.02	314 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 6 UNIT 6-314
8393-64-0080.01	316 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 6 UNIT 6-316

GPIN	Address	Legal
8393-64-0458.01	402 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 8 UNIT 8-402
8393-64-0658.02	404 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 8 UNIT 8-404
8393-64-0360.02	406 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 8 UNIT 8-406CU
8393-64-0358.02	408 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 8 UNIT 8-408
8393-64-0257.02	410 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 8 UNIT 8-410
8393-64-0155.02	412 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 8 UNIT 8-412
8393-64-0454.02	414 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 8 UNIT 8-414
8393-64-0355.01	416 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 8 UNIT 8-416
8393-64-0049.01	418 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 9 U-9-418
8393-64-0148.02	420 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 9 U-9-420
8393-54-9851.02	422 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 9 U-9-422
8393-54-9849.02	424 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 9 U-9-424
8393-54-9648.02	426 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 9 U-9-426
8393-54-9546.02	428 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 9 U-9-428
8393-54-9845.02	430 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 9 U-9-430
8393-54-9846.01	432 OVERLOOK DR	OCCOQUAN POINTE CONDO PH 9 U-9-432
8393-54-9137.01	434 OVERLOOK DR	OCCOQUAN POINTE PH 10 U-10-434
8393-54-9136.02	436 OVERLOOK DR	OCCOQUAN POINTE PH 10 U-10-436
8393-54-9040.02	438 OVERLOOK DR	OCCOQUAN POINTE PH 10 U-10-438
8393-54-8838.02	440 OVERLOOK DR	OCCOQUAN POINTE PH 10 U-10-440
8393-54-8737.02	442 OVERLOOK DR	OCCOQUAN POINTE PH 10 U-10-442
8393-54-8537.02	444 OVERLOOK DR	OCCOQUAN POINTE PH 10 U-10-444
8393-54-8734.02	446 OVERLOOK DR	OCCOQUAN POINTE PH 10 U-10-446
8393-54-8735.01	448 OVERLOOK DR	OCCOQUAN POINTE PH 10 U-10-448
8393-54-6831.01	466 OVERLOOK DR	OCCOQUAN POINTE PH 12 U-12-466
8393-54-6830.02	468 OVERLOOK DR	OCCOQUAN POINTE PH 12 U-12-468
8393-54-6933.02	470 OVERLOOK DR	OCCOQUAN POINTE PH 12 U-12-470
8393-54-6732.02	472 OVERLOOK DR	OCCOQUAN POINTE PH 12 U-12-472
8393-54-6532.02	474 OVERLOOK DR	OCCOQUAN POINTE PH 12 U-12-474
8393-54-6333.02	476 OVERLOOK DR	OCCOQUAN POINTE PH 12 U-12-476
8393-54-6330.02	478 OVERLOOK DR	OCCOQUAN POINTE PH 12 U-12-478
8393-54-6331.01	480 OVERLOOK DR	OCCOQUAN POINTE PH 12 U-12-480
8393-54-7750.01	418 FORTRESS WAY	OCCOQUAN POINTE PH 13 UNIT 13-418
8393-54-7850.02	420 FORTRESS WAY	OCCOQUAN POINTE PH 13 UNIT 13-420
8393-54-7653.02	422 FORTRESS WAY	OCCOQUAN POINTE PH 13 UNIT 13-422
8393-54-7550.02	424 FORTRESS WAY	OCCOQUAN POINTE PH 13 UNIT 13-424
8393-54-7449.02	426 FORTRESS WAY	OCCOQUAN POINTE PH 13 UNIT 13-426
8393-54-7347.02	428 FORTRESS WAY	OCCOQUAN POINTE PH 13 UNIT 13-428
8393-54-7546.02	430 FORTRESS WAY	OCCOQUAN POINTE PH 13 UNIT 13-430
8393-54-7547.01	432 FORTRESS WAY	OCCOQUAN POINTE PH 13 UNIT 13-432
8393-54-7886.01	317 OVERLOOK DR	OCCOQUAN POINTE PH 4 UNIT 4-317
8393-54-7886.02	319 OVERLOOK DR	OCCOQUAN POINTE PH 4 UNIT 4-319
8393-54-8284.02	321 OVERLOOK DR	OCCOQUAN POINTE PH 4 UNIT 4-321
8393-54-7984.02	323 OVERLOOK DR	OCCOQUAN POINTE PH 4 UNIT 4-323
8393-54-7883.02	325 OVERLOOK DR	OCCOQUAN POINTE PH 4 UNIT 4-325
8393-54-7680.02	327 OVERLOOK DR	OCCOQUAN POINTE PH 4 UNIT 4-327
8393-54-7684.02	329 OVERLOOK DR	OCCOQUAN POINTE PH 4 UNIT 4-329
8393-54-7584.01	331 OVERLOOK DR	OCCOQUAN POINTE PH 4 UNIT 4-331
8393-74-0520	201 POPLAR AL	OCCOQUAN TOWN L-32 57-2-32
8393-64-7825	205 COMMERCE ST	OCCOQUAN TOWN P L 36 & L 37
8393-64-5312	303 UNION ST	OCCOQUAN TOWN P L 68-69
8393-64-7013	204 COMMERCE ST	OCCOQUAN TOWN PART OF LOT 61 57-2-61
8393-63-6593	180 WASHINGTON ST	OCCOQUAN TOWN PCL 65A
8393-64-9921	205 WASHINGTON ST	OCCOQUAN TOWN PT L-31 57-2-31A

GPIN	Address	Legal
8393-62-6960	96 WASHINGTON ST	OCCOQUAN WALK PH 1 L-01
8393-62-6958	94 WASHINGTON ST	OCCOQUAN WALK PH 1 L-02
8393-62-7055	92 WASHINGTON ST	OCCOQUAN WALK PH 1 L-03
8393-62-7053	90 WASHINGTON ST	OCCOQUAN WALK PH 1 L-04
8393-62-7050	88 WASHINGTON ST	OCCOQUAN WALK PH 1 L-05
8393-62-7048	86 WASHINGTON ST	OCCOQUAN WALK PH 1 L-06
8393-62-6059	95 HERON LN	OCCOQUAN WALK PH 1 L-07
8393-62-6056	93 HERON LN	OCCOQUAN WALK PH 1 L-08
8393-62-6054	91 HERON LN	OCCOQUAN WALK PH 1 L-09
8393-62-6151	89 HERON LN	OCCOQUAN WALK PH 1 L-10
8393-62-6148	87 HERON LN	OCCOQUAN WALK PH 1 L-11
8393-64-4658	307 COMMERCE ST	P 43 & 44
8393-73-1196	124 POPLAR ALY	P L 57-1-94
8393-64-4262	309 COMMERCE ST	P L 44
8393-64-4535	304 COMMERCE ST	P L 56
8393-64-4730	308 UNION ST	P L 57
8393-64-5811	208 CENTER LN	P L 67
8393-63-4498	305 UNION ST	P L 68-69-90-91-92-67-98-99-100
8393-63-6597	182 WASHINGTON ST	PCL 65B
8393-63-6599	184 WASHINGTON ST	PCL 65C 57-2-65C
8393-64-6601	186 WASHINGTON ST	PCL 65D
8393-64-6504	188 WASHINGTON ST	PCL 65E
8393-64-6308	202 CENTER LN	PCL 66A
8393-64-6109	204 CENTER LN	PCL 66B 57-2-66B
8393-64-5910	206 CENTER LN	PCL 66C
8393-73-5853	112 POPLAR LN	POPLAR LANE 1 L
8393-73-8517	102 POPLAR LN	POPLAR LANE L 2A
8393-73-7822	104 POPLAR LN	POPLAR LANE L 3A
8393-73-7532	106 POPLAR LN	POPLAR LANE L 4A
8393-73-6838	108 POPLAR LN	POPLAR LANE L 5A
8393-73-6246	110 POPLAR LN	POPLAR LANE L 6A
8393-73-5160	114 POPLAR LN	POPLAR LANE PT L 8A SEC 2
8393-64-3832	308 CENTER LN	PT L 71 57-2-71A
8393-62-9375	110 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 1
8393-72-1673	206 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 10
8393-72-1873	208 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 11
8393-72-2172	210 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 12
8393-72-0066	130 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 13
8393-62-9964	128 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 14
8393-62-9862	126 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 15
8393-62-9660	124 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 16
8393-62-9558	122 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 17
8393-62-9456	120 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 18
8393-62-9441	111 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 19
8393-62-9574	112 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 2
8393-62-9642	113 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 20
8393-62-9841	115 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 21
8393-72-0142	117 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 22
8393-72-0349	121 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 23
8393-72-0451	123 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 24
8393-72-0553	125 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 25
8393-72-0655	127 EAST COLONIAL DR	TOWNES OF OCCOQUAN MILL LOT 26
8393-72-0662	201 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 27
8393-72-0962	203 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 28

GPIN	Address	Legal
8393-72-1162	205 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 29
8393-62-9875	114 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 3
8393-72-1361	207 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 30
8393-72-1662	209 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 31
8393-72-0075	116 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 4
8393-72-0174	118 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 5
8393-72-0474	120 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 6
8393-72-1073	200 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 7
8393-72-1274	202 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 8
8393-72-1473	204 MILL CROSS LN	TOWNES OF OCCOQUAN MILL LOT 9
8393-63-2477	206 WEST LOCUST ST	VANTAGE POINTE L-1
8393-63-1672	208 WEST LOCUST ST	VANTAGE POINTE L-2
8393-63-0968	210 WEST LOCUST ST	VANTAGE POINTE L-3
8393-53-9965	212 WEST LOCUST ST	VANTAGE POINTE L-4
8393-53-9062	214 WEST LOCUST ST	VANTAGE POINTE L-5
8393-53-8258	216 WEST LOCUST ST	VANTAGE POINTE L-6
8393-62-8357.01	103 WASHINGTON ST	VICTORIAS COURTYARD UNIT 1 57-43-1CU
8393-62-9061.01	105 WASHINGTON ST	VICTORIAS COURTYARD UNIT 2 57-43-2CU
8393-64-3316	1601 SEBRING CT	VISTAS AT OCCOQUAN L-01A
8393-64-3216	1603 SEBRING CT	VISTAS AT OCCOQUAN L-02
8393-64-2913	1605 SEBRING CT	VISTAS AT OCCOQUAN L-03A
8393-64-2116	1608 SEBRING CT	VISTAS AT OCCOQUAN L-04A
8393-64-2419	1606 SEBRING CT	VISTAS AT OCCOQUAN L-05
8393-64-2520	1604 SEBRING CT	VISTAS AT OCCOQUAN L-06
8393-64-2622	1602 SEBRING CT	VISTAS AT OCCOQUAN L-07
8393-64-2824	1600 SEBRING CT	VISTAS AT OCCOQUAN L-08A
8393-62-7768	101 WASHINGTON SQUARE CT	WASHINGTON SQUARE L-01
8393-62-8168	103 WASHINGTON SQUARE CT	WASHINGTON SQUARE L-02
8393-62-8368	105 WASHINGTON SQUARE CT	WASHINGTON SQUARE L-03
8393-62-8668	107 WASHINGTON SQUARE CT	WASHINGTON SQUARE L-04
8393-62-9068	109 WASHINGTON SQUARE CT	WASHINGTON SQUARE L-05
8393-62-8577	104 WASHINGTON SQUARE CT	WASHINGTON SQUARE L-06
8393-62-8177	102 WASHINGTON SQUARE CT	WASHINGTON SQUARE L-07
8393-62-7877	100 WASHINGTON SQUARE CT	WASHINGTON SQUARE L-08
8393-54-9620	404 MCKENZIE DR	
8393-63-0894	407 UNION ST	
8393-53-7087	411 UNION ST	
8393-62-9131	101 WASHINGTON ST	
8393-62-6997	112 WASHINGTON ST	
8393-63-7003	114 WASHINGTON ST	
8393-63-4985	204 WEST LOCUST ST	
8393-63-4447	205 WEST LOCUST ST	
8393-63-2435	209 WEST LOCUST ST	
8393-63-0627	211 WEST LOCUST ST	

**Total No. of
Properties
Listed**

421

Occoquan - Commercial Properties (Serviced as part of Town refuse contract only)

Current Use	GPIN	Address	Legal
Commercial	8393-64-6717	206 COMMERCE ST	L 60
Commercial	8393-64-4856	305 COMMERCE ST	P L 43
Commercial	8393-64-8245	206 MILL ST	
Commercial	8393-64-7575	307 MILL ST	
Commercial	8393-64-6062	308 MILL ST	P L 24
Commercial	8393-64-4477	402 MILL ST	L 21
Commercial	8393-64-3888	406 MILL ST	L 19A
Commercial	8393-64-1190	440 MILL ST	LOT 18-47 & 47A
Commercial	8393-65-2003	450 MILL ST	PCL 1B
Commercial	8393-64-6637	205 UNION ST	PCL 2
Commercial	8393-64-6535	205 UNION ST	PCL 1
Commercial	8393-74-0326	203 WASHINGTON ST	P L 31
Commercial	8393-64-8327	204 WASHINGTON ST	L 35
Commercial	8393-64-6382	313 MILL ST	L 12 & P L 13
Commercial	8393-64-7773	307 MILL ST	L 9 & PT L 8
Commercial	8393-64-6125	210 COMMERCE ST	L 59
Commercial	8393-64-6027	212 COMMERCE ST	L 58B
Commercial	8393-64-5828	214 COMMERCE ST	L 58
Commercial	8393-64-8142	201 UNION ST	PCL 28B

**Total No. of
Properties
Listed** **19**

Occoquan - Mixed-Use Properties (Serviced as part of Town refuse contract only)

TOWN OF OCCOQUAN

RFP 2021-01

ADDENDUM #1 ATTACHMENT

Current Use	GPIN	Address	Legal
Commercial + Apartment(s)	8393-63-8992	126 COMMERCE ST	OCCOQUAN TOWN 1 LOT
Apartment (mixed-use)	8393-64-5549	301 COMMERCE ST	
Commercial + Apartment(s)	8393-64-5153	303 COMMERCE ST	L 42 57-2-42
Commercial + Apartment(s)	8393-64-4438	306 COMMERCE ST	P L 56 57-2-56
Commercial + Apartment(s)	8393-64-4241	308 COMMERCE ST	
Commercial + Apartment(s)	8393-64-2045	304 ELLICOTT ST	PCL 74 57-2-74
Commercial + Apartment(s)	8393-64-8171	305 MILL ST	
Commercial + Apartment(s)	8393-64-6260	306 MILL ST	P L 25
Commercial + Apartment(s)	8393-64-7477	309 MILL ST	
Commercial + Apartment(s)	8393-64-5568	312 MILL ST	L 23
Commercial + Apartment(s)	8393-64-3489.01	408 MILL ST	MILL RACE COTTAGE CONDOMINIUM UNIT 1 (GROUND FLOOR)(PT.0600AC)
Commercial + Apartment(s)	8393-64-3391.02	416 MILL ST	MILL RACE COTTAGE CONDO PH 2 QUEENS COTTAGE U-2 2ND FLOOR
Commercial + Apartment(s)	8393-64-3291.01	416 MILL ST	MILL RACE COTTAGE CONDO PH 2 QUEENS COTTAGE U-1 1ST FLOOR 2
Commercial + Apartment(s)	8393-64-3389.02	408 MILL ST	20 MILL RACE COTTAGE CONDOMINIUM UNIT 02
Commercial + Apartment(s)	8393-64-3490.03	408 MILL ST	30 MILL RACE COTTAGE CONDOMINIUM UNIT 03
Commercial + Apartment(s)	8393-64-3490.04	408 MILL ST	40 MILL RACE COTTAGE CONDOMINIUM UNIT 04
Commercial + Apartment(s)	8393-64-6148	302 POPLAR ALY	L 40B
Commercial + Apartment(s)	8393-64-8048	199 UNION ST	PCL 27
Commercial + Apartment(s)	8393-64-7643	201 UNION ST	PCL 28
Commercial + Apartment(s)	8393-64-7140	203 UNION ST	P L 38 & 39
Commercial + Apartment(s)	8393-64-6243	204 UNION ST	L 40A
Commercial + Apartment(s)	8393-64-9030	202 WASHINGTON ST	L P 30

Total No. of Properties Listed 22



P.O. Box 645910
 Pittsburgh, PA 15264-5257
 Phone: 301-773-2069
 Fax: 301-277-2050
 www.Batestrucking.com

INVOICE# 14X00018
 INV DATE 04/30/21
 ACCOUNT# 145987
 DUE DATE 05/15/21

THE TOWN OF OCCOQUAN
 314 MILL ST
 PO BOX 195
 OCCOQUAN, VA 22125

AMOUNT YOU ARE PAYING _____

AMOUNT 4,000.00

SERVICE ADDRESS: 314 MILL ST (OCCOQUAN, VA)

DATE	DESCRIPTION			AMOUNT	
	LOCATION: 314 MILL ST			4,000.00	
04/12/21	13X00019	PAYMENT RECEIVED (Thank you) 16433		<4,000.00>	
04/30/21	14X00018	1	96G Toter 1XW TRASH REMOVAL 04/01/21-04/30/21	4,000.00	
04/30/21			452 HOUSE COUNT @ 8.85 PER HOUSE		
04/30/21	14X00018	1	6Y DUMPSTER 1XW TRASH REMOVAL 04/01/21-04/30/21	.00	
04/30/21	14X00018	452	13G RECYCLE 1XW RECYCLING 04/01/21-04/30/21	.00	
<p>WE LOVE AND APPRECIATE FEEDBACK PLEASE USE FACEBOOK, GOOGLE OR YELP.</p> <p>Please include account/invoice number with payment.</p>					
INV# 14X00018	CURRENT	30 DAY	60 DAY	90 DAY	DATE 04/30/21
ACCT# 145987	4,000.00				PAGE 1 OF 1

PLEASE PAY THIS AMOUNT 4,000.00

RFP ADDENDUM #2
Date of Addendum: June 3, 2021

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents and any previously issued addenda remain in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal Submittal deadline has been changed as noted herein, and modifies the deadline stated in the RFP. The new Proposal submittal deadline is 3:00 p.m. on Monday, June 7, 2021.

1.0 - RFP

Item	Section	Description of Change
1.1	Proposal Due Date	New due date: Monday, June 7, 2021, by 3:00 p.m.

2.0 - Questions and Answers

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

These are responses to questions received in writing as of 1:00 p.m. on June 3, 2021.

Item	Questions and Answers
2.1	<p>Question: Could you please clarify if the town pays for the disposal/processing of the trash, recycling, bulk, and yard waste separately or does the contractor have to pay for the disposal/processing?</p> <p>Answer: According to the Rules of Operation for the Prince William County Sanitary Landfill Amended October 1, 2014, refuse from the Town of Occoquan is charged at \$45.00 per ton. At this time, the Town does not pay disposal fees directly to PWC landfill. Please include in your proposals the cost associated with the delivery of services as outlined in the RFP's Scope of Services.</p>

--END OF ADDENDUM--



REQUEST FOR PROPOSAL

ISSUE DATE: Friday, May 21, 2021

PROPOSAL DUE DATE: Friday, June 4, 2021 – 1:00 p.m.

RFP No. 2021-01

TITLE: Trash, Recycling, Bulk and Yard Waste Collection

The Town of Occoquan is accepting proposals from qualified contractors to provide collection of trash, recycling, bulk and yard waste for town residents and commercial businesses.

A five-member Town Council and Mayor govern the Town of Occoquan. The Town is administered by a Town Manager who reports to the Town Council. The Town Manager directs and oversees all activities of the Town. The Town of Occoquan has a population of 1,174 residing within .2 square miles. In addition, the Town has a downtown historic district that is home to a business district and includes both residential and commercial activities.

Responses are due at the Town of Occoquan Town Hall at 314 Mill Street, Occoquan, VA, by 1:00 p.m. on Friday, June 4, 2021. Proposals by telephone, electronic mail or facsimile will not be accepted.

All inquiries for information regarding Proposal Submission requirements or Procurement Procedures shall be directed to the Town Manager. The Town shall not be responsible for verbal clarification of information provided by any party. Offerors may not rely on any oral information provided. The Town will provide written responses to questions as the only form of clarification.

Kirstyn Jovanovich
Town Manager, Town of Occoquan
PO Box 195, Occoquan, VA 22125
(703) 491-1918
kjovanovich@occoquanva.gov

PROPOSALS SHALL BE CONTAINED WITHIN A SEALED ENVELOPE/CONTAINER AND CLEARLY MARKED WITH "PROPOSAL RFP #2021-01" & DELIVERED TO:

**Town of Occoquan Town Hall
PO Box 195, 314 Mill Street, Occoquan, VA 22125
ATTN: Town Manager**

The Town of Occoquan does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

In compliance with this Request for Proposal and all the conditions imposed herein, the undersigned offers and agrees to furnish the products and/or services in accordance with the signed Proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Sates Trucking & Trash Removal
4305 48th St. Bladdersburg, Md 20710

Signature In Ink:

Theresa Cunningham
Theresa Cunningham

Print/Type

Town of Occoquan
RFP 2021-01, Trash, Recycling, Bulk and Yard Waste Collection

RFP ADDENDUM #1
 Date of Addendum: May 27, 2021

TC

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents and any previously issued addenda remain in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this addendum into consideration when preparing and submitting its Proposal.

1.0 - RFP

Item	Section	Description of Change
1.1	I. General Information	Update the estimate of residential, business and mixed-use properties located within the Town and served by this contract from 452 to 462 .
1.2	II. Scope of Work (a)	Update the estimate of residential, business and mixed-use properties located within the Town and served by this contract from 452 to 462 .

2.0 - Questions and Answers

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

These are responses to questions received in writing as of 5:00 p.m. on May 26, 2021.

Item	Questions and Answers
2.1	<p>Question: Can you please clarify if the contractor has to provide trash and recycle containers for each unit?</p> <p>Answer: The contractor will provide at least one refuse container and one recycling container per household/business included as part of the cost of this contract. Contractor-issued containers may or may not need to be provided all at once at the start of the Contract. Additional refuse or recycling containers that are requested by a business or resident may be billed and supplied directly by the Contractor. Please include the pricing per container in your proposal.</p> <p>The Contractor shall state in their proposal if contractor-issued refuse and recycling containers are required as part of the Contract. By Code, the Town allows for tightly sealed trash bags and containers privately purchased to be used for refuse collection, in addition to contractor-issued containers. This is mainly due to that some properties are not able to properly store larger refuse and recycling containers on their properties, especially in the business district. In addition, not all households/businesses have received a refuse container and recycling container from the current contractor. Some properties are utilizing previous contractor containers that were not collected as part of a previous Contract transition or privately purchased containers for refuse and recycling storage.</p>

TC

2.2	<p>Question: The RFP states the residents have the option of a 64-gallon cart or 18-gallon bin for recycling. Can you please provide how many have the 64-gallon cart and how many have the 18-gallon bin?</p> <p>Answer: We have not collected this data and do not know the ratio of properties currently using 64-gallon vs. 18-gallon recycling containers.</p>
2.3	<p>Question: The RFP also mentions black wrought iron containers that need to be serviced one per week year-round and two times per week from May 1 to Oct 31. Could you please provide how many containers need to be serviced? Is this number included in the 452 units or is that additional?</p> <p>Answer: The public refuse containers are not included in the 452 properties estimate. <i>[Please note the properties estimate was changed to 462 through this Addendum.]</i> We currently have 28 public trash containers (mix of black wrought iron and aggregate refuse containers) and 6 public recycling containers (black wrought iron.) All of these containers are located within the business district in the Town lot under the Route 123 Bridge off of Mill Street, and on sidewalks located on Mill Street, Commerce Street, Union Street, Ellicott Street, and Washington Street.</p>
2.4	<p>Question: Can you please provide more detail on how the yard waste and bulk are collected/handled?</p> <p>Answer: Bulk collections are currently scheduled through a special pick-up through the Contractor and are limited to three (3) items of bulk trash per collection and is scheduled for the next regular collection day. Contractor waste is not collected. Yard waste is collected on the Town's regular collection day. Tree trimmings are in bundles no larger than four (4) feet in length and leaves and other yard waste are secured in bags weighing no more than 50 pounds. Unbagged, loose leaves are not collected.</p>
2.5	<p>Question: Can you please provide how many tons of trash, recycle, yard waste and bulk were collected over the past year?</p> <p>Answer: We do not have this information.</p>
2.6	<p>Question: Would it be possible to change the term of the contract to three (3) years with one-year options to extend?</p> <p>Answer: The Town is limited on its ability to have contracts extend beyond fiscal years due to our inability to bind future Town Councils. However, the Town would be open to an initial contract of more than one year if there is a termination for convenience with 90-days' notice included in the contract.</p>

TC

2.7	<p>Question: Does the trash/recycle/yard waste/bulk have to be collected on Wednesday? Is the town open for an alternate pick up day?</p> <p>Answer: The Town is open to discussing alternate collection days.</p>
2.8	<p>Question: Is there a specific bid form we need to complete in regards to pricing?</p> <p>Answer: No.</p>
2.9	<p>Question: Are annual price increases allowed?</p> <p>Answer: Please include your proposed contract escalations as part of your proposal submission. This will be considered as part of the bid review process.</p>
2.10	<p>Question: Can you please provide the current pricing?</p> <p>Answer: Current contract pricing is \$4,000 per month, November - April; \$4,300 per month, May - October.</p>
2.11	<p>Question: Could you please quantify the number of back door collections services are required in this RFP?</p> <p>Answer: Town staff is not aware of any current back-door collection requests.</p>
2.12	<p>Question: How many "public pedestrian containers" are there for trash and how many for recycling?</p> <p>Answer: Currently, there are 28 public trash containers (mix of black wrought iron and aggregate refuse containers) and 6 public recycling containers (black wrought iron.)</p>
2.13	<p>Question: Under the Freedom of Information Act, can you please provide the current rates for this service? A copy of the most recent invoice is appreciated.</p> <p>Answer: See response under item 2.10. A copy of the most recent invoice is attached as part of this addendum.</p>
2.14	<p>Question: I know you have approximately 452 mixed use units, but can you please provide a breakdown for the following?</p> <ul style="list-style-type: none">a. Single Family (it appears that most have 96T/64R and no bins)b. Townhomes/Condos (it appears that most have 64T/Bins)c. Businesses (it appears that most have 96T/Bins) <p>Answer: Please see response under item 2.15. [Please note the properties estimate was changed to 462 through this Addendum.]</p>

TR

2.15	<p>Question: Can you provide a full address listing? Does this listing have a site plan that shows the different house types for equipment?</p> <p>Answer: Attached to this addendum is a listing of addresses per our real estate file categorized by Single Family (including townhomes and condo units); Mixed-use (commercial + residential units on one property); and commercial-only properties. This list ONLY includes properties that are currently serviced by the Town's refuse collection contract and does not include properties that have contracted with private haulers. This also does not include properties currently under development and not currently receiving refuse collection services from the Town.</p> <p>We do not have record of what size containers each property has been issued. We do not have a 'site plan' for the town other than a zoning map that illustrates the zoning type allowed per lot. The zoning map does not indicate what is currently there, but what the allowable density is permitted through zoning. The zoning map can be found on the town's website at www.occoquanva.gov.</p>
2.16	<p>Question: Is the town going to adopt the PWC yard waste program in October?</p> <p>Answer: At this time, the Town Council has not discussed a change to our yard waste collection program and the Prince William County Board of Supervisors does not set policy for the Town of Occoquan. Any future policy changes will be communicated with the Contractor.</p>

--END OF ADDENDUM--

TC

RFP ADDENDUM #2
Date of Addendum: June 3, 2021

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents and any previously issued addenda remain in full force and effect except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal Submittal deadline has been changed as noted herein, and modifies the deadline stated in the RFP. The new Proposal submittal deadline is 3:00 p.m. on Monday, June 7, 2021.

1.0 - RFP

Item	Section	Description of Change
1.1	Proposal Due Date	New due date: Monday, June 7, 2021, by 3:00 p.m.

2.0 - Questions and Answers

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

These are responses to questions received in writing as of 1:00 p.m. on June 3, 2021.

Item	Questions and Answers
2.1	<p>Question: Could you please clarify if the town pays for the disposal/processing of the trash, recycling, bulk, and yard waste separately or does the contractor have to pay for the disposal/processing?</p> <p>Answer: According to the Rules of Operation for the Prince William County Sanitary Landfill Amended October 1, 2014, refuse from the Town of Occoquan is charged at \$45.00 per ton. At this time, the Town does not pay disposal fees directly to PWC landfill. Please include in your proposals the cost associated with the delivery of services as outlined in the RFP's Scope of Services.</p>

-END OF ADDENDUM-

TC

**Waste Disposal & Recycling Services
For**



Town of Occoquan

Town of Occoquan
Kirstyn Jovanovich / Town Manager
314 Mill Street
Occoquan, VA 22125



Company Information

Curbside Collection of Residential Solid Waste and Recyclables

Corporate Information

From: Bates Trucking Company, Inc.
Bruce Bates, President
4305 48th Street
Bladensburg, MD 20710

Phone: (301) 773-2069
Toll Free: (800) 840-6454
Fax: (301) 699-3268
www.BatesTrucking.com
Email: babates@Batestrucking.com

EIN: 52-1229796
DUNS #: 04-0557898

Please accept this proposal from Bates Trucking Company, hereafter referred to as **Bates**. We are a licensed business in good standing in the Commonwealth of VA. In addition, Bates maintains Workers compensation insurance as well as comprehensive automobile liability insurance in excess of five million dollars (\$5,000,000)

We have prepared this response to your inquiry to our company for Curbside Collection of Residential Solid Waste and Recyclables for **Town of Occoquan** We look forward to meeting with the **Town of Occoquan** to discuss how Bates can enhance your current collection program.

Respectfully,

Bruce Bates, President /CEO
Bates Trucking Company, Inc.



Technical Approach - Executive Summary

Bates is a professionally owned and operated business, incorporated in the state of Maryland in 1991, with over 60 years of waste management experience in the DC Metropolitan area. Bates began back in 1960 as a family-owned business and has enjoyed a successful history of professional, efficient and courteous service.

Bates is a rapidly growing provider of solid waste collection services in the MD/DC/VA region. The main reason for our growth is our creativity and flexibility in meeting the various needs of Municipal, County and Federal governments.

- Residential Waste Collection
- Residential Recycling Collection
- Residential Yard Waste Collection
- Bulk Waste Collection
- Food Waste Collection
- E-Waste

Bates is recognized as one of the premier full service solid waste companies in the Mid-Atlantic region. As one of the first companies to begin Organic Waste collection in the DC/Baltimore Metropolitan area, Bates led the market by investing in opportunities to be innovative in the alternative management of waste for a 'greener' purpose as opposed to being land filled. Bates currently services more than 150,000 residential units in the greater DMV area, and approximately 20,000 units within various HOA communities. Bates has the qualifications, capacity and experience to deliver to **Town of Occoquan (Occoquan)** a quality waste and recycle operation to support and improve the aesthetics of your community.

Bates' Recycle Coordinator is available to work with **Occoquan** representative(s) to support the promotion of recycling materials and provide outreach advice on ways to maximize recycling participation and increase recycling efforts throughout your community

Bates' service offerings reflect its understanding of and ability to carry out the services necessary to meet the performance levels required for this procurement. Bates' institutional knowledge, experience, innovation, and integrity create a unique provision of services for Belmont. The following proposal outlines Bates' ability to manage, control and successfully implement the scope of services required by **Occoquan** through this contract.

Bates is qualified, capable and ready to implement the services required in this proposal.



SERVICE PROPOSAL

Billing Address:

PO Box 645910
Pittsburgh, PA 15264-5257
Phone: 301-773-2069
Fax: 301-277-2050

TYPE: Renewal

Date:	April 15, 2021
Account No:	145987
Prepared By:	
Contract Terms:	12 mos.

SERVING YOU FOR OVER 50 YEARS

CUSTOMER

Service Name	Town of Occoquan
Service Contact	Kirstyn Jobanovich
Service Contact Email	kjovanovich@occoquanva.gov
Service Address	314 Mill Street / Occoquan, VA 22125
Service Phone	703-491-1918
Billing Name	Town of Occoquan
Billing Address	314 Mill Street / PO Box 195 / Occoquan, VA 22125
Billing Contact	
Email Address	

CONTAINER/SERVICE DETAILS

Quantity (# of Units)	Container Size	Unit Cost	Collection Xs per week	Total Monthly	Type	Service Days (M-S)	Lock Bar	Wheels
462	96g	\$ 11.25	1	\$ 5,197.50	T	W		
462	13g	\$ 2.50	1	\$ 1,155.00	R	W		
45		\$ -	1	Included	T	Public refuse Containers (W (Nov-Apr))		
45		\$ -	2	\$ 300.00	T	Public refuse Containers (W & F (May-Oct))		
462			1	Included	YW	W		
462			1	Included	B	W		
1	6YD		1	Included				
16	8YD		1	Included		2XY Arts & Craft Show		

Sub-Total \$ 6,352.50

Delivery Charge

Total Monthly (Nov-Apr)	\$6,352.50
Total Monthly (May - Oct)	\$6,652.50

Special Notes:

12 month Contract w/ Four (1yr) renewals
Annual increase of 3% upon each renewal

DATES

Delivery Date: Start Date Billing Cycle

NOTES:

SEE EXHIBIT A

TERMS AND CONDITIONS

THIS SERVICE AGREEMENT including the statement of Services Addendum, ("Agreement"). Is made and entered on this **16th day of April, 2021** by and between Bates Trucking and Trash Removal, Inc. (Contractor) and **Town of Occoquan**, (the "Association"), located in **Alexandria, VA 22304**.

RECITALS

R-1. The Association is responsible for the operation of the community known as **Town of Occoquan** in **Prince William County Virginia** ("Subdivision").



SERVICE PROPOSAL

R-2. The Association is empowered to enter into agreements concerning the Subdivision on behalf of its members, who are the property owners in the Subdivision

R-3. The Association desires to hire Contractor to perform certain services.

NOW, THEREFORE, in consideration of the premises and the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree with all of the provisions of the following terms.

1. **NATURE OF SERVICES:** Contractor shall perform all the services listed and described on Exhibit A hereto. All services shall be performed in a good and workman like manner.
2. **COMPENSATION:** Contractor shall be paid for its services in accordance with the payment schedule set forth in the Container/Service Details Section of the agreement.
3. **TERM.** The initial term of this Agreement is **12 months (w/FOUR (1yr) renewals)** from the date of commencement of service, which shall begin **1st day of July 2021** This Agreement shall automatically renew for additional terms of two consecutive one year terms, unless either party gives notice, by Certified Mail, Return Receipt Requested, to the other party at least 90 days but no more than 180 days, prior to the termination of the then existing term. Service Provider will be granted first right of refusal to match any competitive solicitation that Customer considers after the expiration of this Agreement. Any other notice or communication between the parties shall be effective when actually received.
4. **RATE.** Contractor shall charge for its services on a monthly basis for each property in the Subdivision subject to adjustment as described below. Rate= **\$13.75/ per unit/month PLUS cost for pick up of public refuse containers.**
5. **RATE ADJUSTMENTS.** The price will remain in effect for the term of the Agreement subject to, but not limited to, cost -increases due to any new or amended Government mandates, natural disasters or acts of God, location change or fee increases by disposal sites used by Contractor, Contractor's increased operating costs, and an annual increase equal_ to the greater of three and a half percent (3.5%) or the increase in the Washington, D.C. average Consumer Price Index published by the U.S. Department of Labor, Bureau of Labor Statistics. Customer will be given thirty (30) days' notice prior to the effective date of any increase.
6. **CONTRACTOR'S QUALIFICATIONS:** The Contractor hereby represents and warrants that it is in the business of providing Waste Collection Services as an independent contractor, and that the Contractor has the necessary knowledge, experience, equipment, and staff to perform the work specified in this Agreement.
7. **CONTRACTOR'S BUSINESS LICENSE/COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS:** The Contractor's business license number is in the jurisdiction of **Prince William County, VA**, which license shall be kept current during the full term of this Agreement and during any extension of this Agreement. The Contractor expressly warrants that the Contractor's work under this Agreement shall be in full compliance with all applicable local, state, and Federal codes, ordinances and regulations, including, without limitation, occupational health and safety, naturalization and immigration, environmental, insurance, and tax laws and regulations. The Contractor's employees shall be properly trained, licensed, and certified as needed during the full term of this Agreement, and during any extension of this Agreement.
8. **WORK QUALITY: ADHERENCE TO LAWS:** Contractor shall perform and complete the work in a good and workmanlike manner, and in compliance with applicable law.
9. **PRIOR EXAMINATION OF LOCATION AND NATURE OF THE WORK:** Contractor acknowledges that prior to the execution of this Agreement, Contractor has made sufficient examination and tests to determine the difficulties and hazards incident to the work.
10. **PERMITS AND LICENSES:** Contractor shall, at Contractor's expense, procure all permits and Licenses which may be required in the performance of the work, and pay all excise, license, occupation, and other taxes which may become payable to any authority in connection with the work.
11. **PAYMENT FOR SUPPLIES, LABOR AND EQUIPMENT:** Contractor shall, at Contractor's expense, except as otherwise provided herein, supply and pay for all labor, services, equipment trucks, disposal and all other things to be used, directly or indirectly, in the performance of or in connection with such work.
12. **ASSIGNABILITY AND SEVERABILITY.** This Agreement inures to the benefit of, and constitutes a binding obligation upon, the parties, their respective successors and assigns, and may only be amended in writing and signed by both parties. This Agreement shall be construed in accordance with the laws of the **Commonwealth of Virginia**. This Agreement represents the entire agreement between the parties and supersedes any and all other negotiations or agreements, whether written or oral, between the parties. If any provision of this Agreement is declared invalid or unenforceable, then the remainder of this Agreement shall be enforced as if such provision was not included.
13. **INDEPENDENT CONTRACTORS:** Contractor is an independent contractor and is not an agent, servant, or employee of the Property or the Association. All workmen and laborers of the Contractor shall be employed by the Contractor and shall in no way be considered employees of the Association.
14. **INSURANCE:** Contractor shall maintain, in full force during the entire ty of the period covered by this Agreement and during any extension of this Agreement, liability insurance providing coverage against all claims for damage to both persons and property caused by Contractor or Contractor's agents and employees, and shall require any subcontractor to maintain comparable liability insurance. Liability insurance coverage shall be in an amount not less than \$1,000,000.00 per occurrence, or the minimum required by law, if any, whichever amount is greater. The insurance policies shall name the Association as an additional insured, and upon the request of the Association, the Contractor shall furnish the Association with copies of such policies or, if the Association so chooses, a Certificate of Insurance evidencing proper insurance coverage. The Contractor shall notify the Association of any change whatsoever in the status or provisions of any of the Contractor's insurance coverages within 72 hours of the Contractor's knowledge or anticipation of same. Notwithstanding any provision herein to the contrary, a lapse or cancellation of the Contractor's insurance shall be grounds for immediate termination of this Agreement.
15. **WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:** Contractor shall, at Contractor's expense, take out and at all times maintain adequate worker's compensation and employer's liability insurance in accordance with the law or laws of the state or states applicable to and covering all persons engaged in the performance of all work under the terms of this Agreement.
16. **INDEMNIFICATION:** Contractor, and the Contractor's subcontractors through understandings between the Contractor and its subcontractors, shall indemnify and hold the harmless the Association, its Board of Directors, its owners, guests, invitees, agents, and representatives from any and all injuries, and damages of any sort, consequential and/or incidental damages, liabilities, suits, judgments, costs and expenses, including attorneys' fees, causes of actions, and claims and obligations arising from the Contractor's negligent performance of this Agreement or any negligent act or omission of Contractor, its agents, servants, employees, contractors, subcontractors or licensees.
17. **WAIVER AND BREACH:** (A) waiver by either party of any breach of any term or condition hereof shall not be deemed a waiver of any other, or any subsequent breach. (B) In the event either party to this Agreement is required to file a legal action due to a breach hereof the costs of said action, including, but not limited to, reasonable attorneys' fees actually incurred, shall be paid to the prevailing party.



SERVICE PROPOSAL

18. **DEFICIENT PERFORMANCE:** Notwithstanding the fees and payments provisions in Section 2 above, and notwithstanding the termination provisions in Section 24 below, if in the Association's opinion the Contractor's performance is deficient with respect to materials, labor or services, the Association must give notice to the Contractor and provide the Contractor with time to cure. The Association shall allow the Contractor a minimum of 24 hour to five (5) business days to address and/or correct any deficiencies brought to their attention. The Contractor shall remedy any defect of workmanship or services as quickly as possible, but certainly within the stipulated time period, or immediately upon notification if such defect endangers life, health, or property. If the Contractor fails to correct the deficient work within the stipulated time, an administrative charge equaling not to exceed \$500 and such deduction shall not be reimbursable to the Contractor even after correction of the deficient work.

19. **CIRCUMSTANCES BEYOND CONTROL OF ASSOCIATION:** The Association shall not be liable in damages or otherwise if, by reason of any act of God or public enemy, strike, lockout, boycott, picketing, riot, insurrection, fire, or any governmental order, rule, or regulation, or any ordinance, it shall be delayed in, or prevented from, furnishing any materials, equipment, facilities, services, etc., provided to be furnished by it hereunder, or its premises cannot be reached or entered or work under the terms of this Agreement commenced or completed.

20. **DEFICIENT PERFORMANCE AND TERMINATION BY ASSOCIATION:** (A) If Contractor materially fails to perform its obligations under this Agreement, the Association shall give written notice of such deficiency to Contractor. Contractor will take reasonable steps to cure any such deficiency. If Contractor repeatedly and persistently fails to cure its materially deficient performance, the Association may terminate this Agreement on 30 days written notice. During the period between delivery of such notice and the effective date of termination, Contractor shall continue to supply the services required by this Agreement and the Association shall be responsible for payment for such services. In the event of termination under this provision, of the Association shall pay for all services provided through the date of termination. Upon termination, the Contractor shall forthwith remove any and all of his equipment, tools, and supplies from the Property and shall thereafter have no further right to enter upon the Property without permission of the Association. (B) The Association may terminate this Agreement without cause upon 30 days written notice and payment to Contractor of all amounts due for services rendered through the effective date of the termination plus a termination fee equal to 6 times the average monthly revenue due to Contractor under this Agreement. If any default termination by the Association is subsequently determined by a court to have been wrongful or unjustified, such termination shall be treated as a termination without cause under this provision.

21. **TERMINATION BY CONTRACTOR:** If the Association fails to make payment when due or otherwise materially breaches this Agreement and fails to cure such breach within 10 days of written notice of such breach, Contractor may terminate this Agreement for cause. In the event of such a termination for cause, Contractor shall be entitled to recover payment for services provided through the date of termination plus lost profits for the remaining term of the Agreement and any other damages arising from the breach.

22. Contractor may terminate this Agreement without cause upon 60 days written notice to the Association. In the event of such a termination, Contractor shall continue to provide services as required by this Agreement and the Association shall perform all its obligations, including payment for services rendered.

23. **AGREEMENT BINDING ON SUCCESSORS:** This Agreement shall inure to the benefit of and be binding on the successors and assigns of the parties hereto.

24. **AGREEMENT IS COMPLETE UNDERSTANDING OF THE PARTIES:** This Agreement constitutes the complete understanding of the parties hereto with respect to the subject matter hereof. For the convenience of the parties, this Agreement may be executed in several counterparts, which are in all respects similar and each of which shall be deemed to be complete in itself so that any one may be introduced in evidence or used with any purpose without the production of the other counterparts.

25. **MODIFICATION:** No modification of this Agreement shall be binding on the parties hereto unless it is in writing and signed by both parties.

26. **CONFLICTS:** In the event of a conflict in terms between this Agreement, and any attachments, the terms of this Agreement shall supersede the terms of the Attachments.

27. **AGREEMENT GOVERNED BY VIRGINIA LAW:** This Agreement shall be governed by the laws of the Commonwealth of Virginia. Both parties hereto do hereby expressly agree that if legal action is required to interpret or enforce this Agreement, said action shall be filed in the State Courts of the County or City where the Subdivision is located.

28. **CAPTIONS FOR CONVENIENCE ONLY:** The captions or titles provided in this Agreement are solely for the sake of convenience, and in no way are intended to, nor shall, modify or limit the meaning of any term or provision of this Agreement.

29. **NOTIFICATION:** Except as may be otherwise specifically provided in this Agreement, all notices or other communications pertaining to this Agreement shall be directed to the following:

Bates Trucking & Trash Removal, Inc. President | Bruce. A. Bates, CEO/President | 4305 48th Street Bladensburg, MD 20710 | 301-773-2069

Customer Name _____

Bates Name _____

Title: _____

Title: _____

Date: _____

Date: _____

Signature: _____

Signature: _____



SERVICE PROPOSAL

EXHIBIT A

DESCRIPTION OF SERVICES

BATES shall furnish at its own expense all labor, material, equipment, and all other items necessary to provide the following services:

- A. **PICK-UP DAYS:** Your trash will be picked up **ONE** time a week on **Wednesdays**. Our crew begin at 7:00am; it's impossible to guarantee an exact time because the amount of trash varies from day to day. **Recycling** will be picked up **ONE** time a week on **Wednesdays**. Missed trash and recycling pick-ups should be reported to our Customer Service department and will be picked up within a 24 hour period. Bulk & Yardwaste will be picked up **ONE** time a week on **Wednesdays**. Public Refuse containers will be picked up **ONE** time a week on **Wednesdays** (Nov-Apr) and **TWO** times a week on **Wednesdays** and **Fridays** (May-Oct)
- B. Remove the debris resulting from broken trash bags.
- C. **Recyclables** will be picked up **ONE** times a week on **Wednesdays** and must be separated from normal household trash. All recyclables should be placed in recycling bins, provided by BATES or appropriate bags and must be placed curbside by 6:00am. All pickups shall occur between 6:00am and 5:00pm. Cardboard that does not fit inside the container will only be collected on your recycling collection day.
- D. Provide removal of trash and recyclables on all holidays that fall on a regularly scheduled pickup day, with the exception of New Year's Day, Thanksgiving Day and Christmas Day. When a designated pickup day falls on one of these holidays, uncollected trash will be removed on the next regularly scheduled pickup day.
- E. BATES shall remove flattened corrugated packing boxes and cartons of new Residents from the curb on recycling day at no additional charge.
- F. In the case of inclement weather or similar emergency, BATES will notify Association of the emergency and upon Association's consent, may suspend collections. In the case of such emergency, refuse will be collected on the next regularly scheduled service day, road conditions permitting.
- G. Bates will service 1-6YD FL Trash Container weekly - no Additional Charge.
- H. Bates will deliver and service 8-8YD FL Trash Containers 2XY for semi-annual craft shows - no Additional Charge.
- I. Special pickups for waste such as furniture, non CFC appliances (everything except refrigerators and freezers) and other large non-metal household items (within reason) shall be collected only on recycling day with other recyclables on **Wednesday**. There will be an additional charge for the disposal of metal appliances such as washers, dryers, hot water heaters, etc. The fee for disposal of such items will be charged and billed directly to the individual Residents requesting disposal of the item. Association will not be responsible for fees charged for the removal of such appliances. Such pickups are by appointment only and will be assigned a quote based on amount of material picked up. BATES provides bulk pickup of furniture and certain large household items (Maximum bulk pick-up 50lbs/2 item(s) limit per collection). These item(s) will be collected on **Wednesday**. Please call to schedule bulk-pickup prior to noon the day before collection. There are charges associated with certain bulk items and excessive bulk. All additional charges must be PRE-PAID prior to removal.



Safety Program

Our employees and our customers are our most important assets. We believe that accidents are a waste of our assets and potentially damaging to our community. Accidents destroy manpower and material resources. We feel that all accidents are preventable and wasteful. All employees of Bates are required to participate in our Accident Prevention and Control Program and our aggressive Safety Program.

To the best of our ability, we will strive to provide the best-trained employees, the best equipment and safest facility to accomplish all of our tasks safely and efficiently.

We expect each supervisor, each driver, and each administrative personnel, to be personally involved in our Accident Prevention Program. The prevention of accidents is not someone else's concern, it is our concern and it is your concern. We expect each supervisor to provide the prompt and aggressive investigation of accidents to determine their causes. Further, periodic safety inspections will be made of each work area to determine whether corrective actions must be taken to ensure a safe and healthful working environment. All accidents and injuries will be investigated promptly to determine their causes and if they could have been prevented.

Bates is committed to maintaining a Drug and Alcohol-Free work environment. We provide pre-employment drug testing, random drug testing, "for-cause" testing and post accident testing (when warranted), for all safety sensitive essential function employees.

Each employee is, to a large degree, directly responsible for, and in control of, his personal safety, both on and off the job. To promote the individual safety of each of us, and those with whom we come in contact, rules and regulations must be adhered to. We expect each employee, from our most senior to our newest trainee, to comply with these regulations at all times. These safety regulations are designed with but one objective in mind, to keep you from getting hurt or to avoid hurting others. The objective of our safety policy is to keep our employees, our customers and the community safe.

Personnel Attire

Bates Personnel wear company hi-visible shirts with our company logo on the back, and uniform pants.





Personal Protective Equipment (PPE)

All Bates personnel will wear appropriate PPE (e.g., plastic gloves and appropriate footwear) while performing refuse collection services.

Refuse Collection Procedures

Bates personnel shall collect transport and dispose of materials from the HOA in accordance with the appropriate licensing and permits for the area where these collections shall take place.

In case of an emergency

Bates employees have been instructed to contact the local Fire or safety offices.

Customer Service

Bates Customer Service Department operates during regular business hours at our Headquarters in Bladensburg, MD. Our customer service representatives (CSRs) and/or field supervisor will receive all phone, e-mail or web-based service requests coming from the **Town of Occoquan**. Our CSRs will be ready and available to handle requests regarding; damaged property, spillage, missed pickups, incomplete emptying of containers and any other service concerns.

Our CSRs will provide a resolution and approximate response time. A record of the issue, the action taken and the response time will be made available to **Occoquan** representatives upon request.

Past Performance

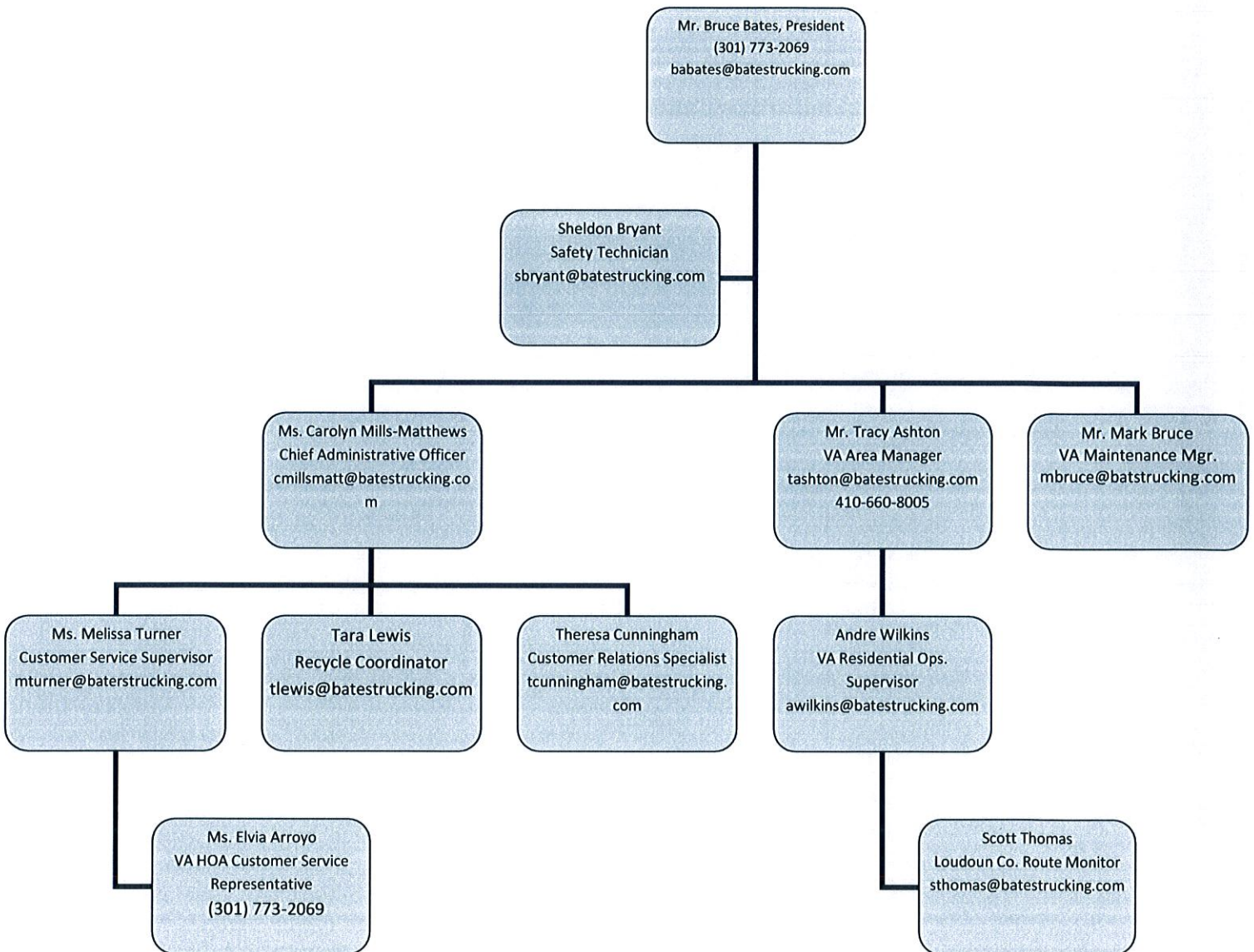
Bates Trucking Company, Inc. has provided residential waste management services for many of the DC Metro area's city and county governments for over 60 years. We have the in-depth knowledge of the work required, and by communicating with property managers, and maintenance supervisory staff, we've achieved positive results in performing the day-to-day tasks of refuse and recycling collection services.

References

1. The Town of Occoquan – Kirstyn Barr Jovanovich, Town Manager – kjovanovich@occoquanva.gov -703-491-1918
 2. Franklin Farm HOA –Carol Teigen, Executive Director – foundation@franklinfarm.org – 703-476-6230
 3. Lansdowne on the Potomac – Bryant Phillip, General Manager – bphillips@cmc-managment.com – 571-333-1212
-



Organizational Chart





Quality Control Plan	
Service Schedule	A complete, detailed work schedule based on the location and type of pickups will be produced and reviewed daily.
Route Planning	Based on prescribed pickup times, our first goal is always safety and compliance with the Occoquan . We also try to minimize left turns and reduce backing.
Pickups	All materials will be removed in and around containers within (10) feet diameter. All spillage of materials cleaned up from incident area.
Equipment and Driver Safety	Equipment operated in a safe and professional manner. Driver wears protective clothing, eye wear and foot wear. All trucks have rear vision cameras so that the driver can hear and see what's behind them. Employees maintain courteous and professional conduct at all times. (All COVID-19 protocols are followed)
Inspections	The Route Monitor will spot check route locations for completion and cleanliness daily.



P.O. Box 645910
 Pittsburgh, PA 15264-5257
 Phone: 301-773-2069
 Fax: 301-277-2050
 www.Batestrucking.com

INVOICE# 52X00018
 INV DATE 02/28/25
 ACCOUNT# 145987
 DUE DATE 03/15/25

THE TOWN OF OCCOQUAN
 314 MILL ST
 PO BOX 195
 OCCOQUAN, VA 22125

AMOUNT YOU
 ARE PAYING _____

AMOUNT 7,564.35

SERVICE ADDRESS: 314 MILL ST (OCCOQUAN, VA)

DATE	DESCRIPTION				AMOUNT
	LOCATION: 314 MILL ST			PRIOR BALANCE	7,509.29
02/12/25	51X00019	PAYMENT RECEIVED (Thank you)			<7,509.29>
02/28/25	52X00018	1	6Y DUMPSTER 1XW TRASH REMOVAL	02/01/25-02/28/25	.00
02/28/25	52X00018	462	96G Toter 1XW TRASH REMOVAL	02/01/25-02/28/25	6,061.44
02/28/25	52X00018	462	18G RECY 1XW RECYCLING	02/01/25-02/28/25	1,279.74
02/28/25	52X00018	1	FUEL SURCHARGE FUEL SURCHARGE	02/28/25	223.17
<p>Our cost of servicing your location/s have increased tremendously during the past year. While we are doing our best to be more efficient, we are compelled to recover some of those costs. We will be adding a processing fee of 3.5% of the invoice amount when you pay by credit card.</p>					
INV# 52X00018	CURRENT	30 DAY	60 DAY	90 DAY	DATE 02/28/25
ACCT# 145987	7,564.35				PAGE 1 OF 1

PLEASE PAY THIS AMOUNT 7,564.35



P.O. Box 645910
 Pittsburgh, PA 15264-5257
 Phone: 301-773-2069
 Fax: 301-277-2050
 www.Batestrucking.com

INVOICE# 53X00015
INV DATE 03/31/25
ACCOUNT# 145987
DUE DATE 04/15/25

THE TOWN OF OCCOQUAN
 314 MILL ST
 PO BOX 195
 OCCOQUAN, VA 22125

AMOUNT YOU ARE PAYING _____

AMOUNT 7,536.46

SERVICE ADDRESS: 314 MILL ST (OCCOQUAN, VA)

DATE	DESCRIPTION				AMOUNT
	LOCATION: 314 MILL ST			PRIOR BALANCE	7,564.35
03/18/25	52X00018	PAYMENT RECEIVED (Thank you)			<7,564.35>
03/31/25	53X00015	1	6Y DUMPSTER 1XW TRASH REMOVAL	03/01/25-03/31/25	.00
03/31/25	53X00015	462	96G Toter 1XW TRASH REMOVAL	03/01/25-03/31/25	6,061.44
03/31/25	53X00015	462	18G RECY 1XW RECYCLING	03/01/25-03/31/25	1,279.74
03/31/25	53X00015	1	FUEL SURCHARGE FUEL SURCHARGE	03/31/25	195.28
<p>Our cost of servicing your location/s have increased tremendously during the past year. While we are doing our best to be more efficient, we are compelled to recover some of those costs. We will be adding a processing fee of 3.5% of the invoice amount when you pay by credit card.</p>					
INV# 53X00015	CURRENT	30 DAY	60 DAY	90 DAY	DATE 03/31/25
ACCT# 145987	7,536.46				PAGE 1 OF 1

PLEASE PAY THIS AMOUNT 7,536.46



P.O. Box 645910
 Pittsburgh, PA 15264-5257
 Phone: 301-773-2069
 Fax: 301-277-2050
 www.Batestrucking.com

INVOICE# 53X00015
INV DATE 03/31/25
ACCOUNT# 145987
DUE DATE 04/15/25

THE TOWN OF OCCOQUAN
 314 MILL ST
 PO BOX 195
 OCCOQUAN, VA 22125

AMOUNT YOU ARE PAYING _____

AMOUNT 7,536.46

SERVICE ADDRESS: 314 MILL ST (OCCOQUAN, VA)

DATE	DESCRIPTION				AMOUNT
	LOCATION: 314 MILL ST			PRIOR BALANCE	7,564.35
03/18/25	52X00018	PAYMENT RECEIVED (Thank you)			<7,564.35>
03/31/25	53X00015	1	6Y DUMPSTER 1XW TRASH REMOVAL	03/01/25-03/31/25	.00
03/31/25	53X00015	462	96G Toter 1XW TRASH REMOVAL	03/01/25-03/31/25	6,061.44
03/31/25	53X00015	462	18G RECY 1XW RECYCLING	03/01/25-03/31/25	1,279.74
03/31/25	53X00015	1	FUEL SURCHARGE FUEL SURCHARGE	03/31/25	195.28
<p>Our cost of servicing your location/s have increased tremendously during the past year. While we are doing our best to be more efficient, we are compelled to recover some of those costs. We will be adding a processing fee of 3.5% of the invoice amount when you pay by credit card.</p>					
INV# 53X00015	CURRENT	30 DAY	60 DAY	90 DAY	DATE 03/31/25
ACCT# 145987	7,536.46				PAGE 1 OF 1

PLEASE PAY THIS AMOUNT 7,536.46



P.O. Box 645910
 Pittsburgh, PA 15264-5257
 Phone: 301-773-2069
 Fax: 301-277-2050
 www.Batestrucking.com

INVOICE# 54X00017
INV DATE 04/30/25
ACCOUNT# 145987
DUE DATE 05/15/25

THE TOWN OF OCCOQUAN
 314 MILL ST
 PO BOX 195
 OCCOQUAN, VA 22125

AMOUNT YOU ARE PAYING _____

AMOUNT 15,072.92

SERVICE ADDRESS: 314 MILL ST (OCCOQUAN, VA)

DATE	DESCRIPTION					AMOUNT
	LOCATION: 314 MILL ST				PRIOR BALANCE	7,536.46
04/30/25	54X00017	1	6Y DUMPSTER 1XW	TRASH REMOVAL	04/01/25-04/30/25	.00
04/30/25	54X00017	462	96G Toter 1XW	TRASH REMOVAL	04/01/25-04/30/25	6,061.44
04/30/25	54X00017	462	18G RECY 1XW	RECYCLING	04/01/25-04/30/25	1,279.74
04/30/25	54X00017	1	FUEL SURCHARGE	FUEL SURCHARGE	04/30/25	195.28
<p>Our cost of servicing your location/s have increased tremendously during the past year. While we are doing our best to be more efficient, we are compelled to recover some of those costs. We will be adding a processing fee of 3.5% of the invoice amount when you pay by credit card. PLEASE SEND PAST DUE AMOUNT IMMEDIATELY!</p>						
INV# 54X00017	CURRENT	30 DAY	60 DAY	90 DAY	DATE 04/30/25	
ACCT# 145987	7,536.46	7,536.46			PAGE 1 OF 1	

PLEASE PAY THIS AMOUNT 15,072.92