



TOWN OF OCCOQUAN

Circa 1734 | Chartered 1804 | Incorporated 1874

314 Mill Street
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Occoquan, VA 22125
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Occoquan Town Council Town Council Meeting July 8, 2025 | 7:00 p.m.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time
4. **Consent Agenda**
 - a. Request to Accept June 17, 2025, Town Council Meeting Minutes - pg. 2
5. **Mayor's Report**
6. **Councilmember Reports**
7. **Boards and Commissions**
8. **Administrative Reports**
 - a. Administrative Report - pg. 9
 - b. Town Treasurer's Report - pg. 36
 - c. Town Attorney - pg. 77
9. **Regular Business**
 - a. Request to Execute Contract with Bates Trucking - pg. 78
10. **Discussion Items**
 - a. RiverFest 2025 Report - pg. 167
11. **Closed Session**
12. **Adjournment**

Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.
A copy of this agenda with supporting documents is available online at www.occoquanva.gov.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

4. Consent Agenda	Meeting Date: July 8, 2025
Request to Approve Consent Agenda	

Attachments: See below

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to approve the consent agenda:

- a. Request to Accept June 17, 2025, Town Council Meeting Minutes

Staff Recommendation: Recommend approval as presented.

Proposed/Suggested Motion:

"I move to approve the consent agenda."

OR

Other action Council deems appropriate.



OCOCOQUAN TOWN COUNCIL
Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, June 17, 2025
7:00 p.m.

Present: Mayor Earnie Porta; Vice Mayor Loges, Councilmembers Robert Love, Cindy Fithian, Eliot Perkins, and Theo Daubresse

Absent: None

Staff: Adam Linn, Town Manager / Chief of Police; Matt Whitmoyer, Deputy Town Manager; Philip Auville, Town Clerk; Jason Forman, Deputy Chief of Police; Tammy Hassett, Events Director; Tracy Gallehr, Assistant Town Attorney

1. CALL TO ORDER

Mayor Porta called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Porta noted that Councilmember Fithian reported she will arrive late to the meeting due to traffic.

3. CITIZENS' TIME

No one spoke during citizens' time.

4. CONSENT AGENDA

- a. Request to Accept May 20, 2025, Town Council Meeting Minutes**
- b. Request to Approve United Bank Resolution**
- c. Request to Readopt Remote Participation Policy**

The Request to Approve Purchase and Loan for Public Safety Vehicle Replacement and the Request to Reschedule July 1st Town Council Meeting to July 8th were removed from the Consent Agenda for discussion.

Councilmember Perkins moved to approve the Consent Agenda. Councilmember Love seconded. Motion passed unanimously by voice vote.

Mayor Porta asked for clarification on the public safety vehicles, specifically what the town owns and leases. He also noted that some of the vehicles are personal vehicles.

Mr. Forman replied that the public safety truck was donated to the town. The town owns four public safety vehicles, and two are being replaced based on the fleet management plan to rotate out older vehicles and thus minimize the cost of maintaining the older vehicles. He also noted that other agencies sometimes park vehicles at the police station when doing work with the town, which can lead to confusion about whose vehicles they are since they are not always marked.

Councilmember Fithian arrived at 7:05 pm.

Mr. Linn noted for clarification that the boat is on a renewable annual lease and is only on the town's insurance during the boating season when the public safety team uses the boat.

Councilmember Love asked to confirm the interest rate for the lease of the public safety vehicles.

Mr. Linn replied that it is a fixed 4.57% rate over five years.

Vice Mayor Loges moved to Approve the Purchase and Loan for Public Safety Vehicle Replacement. Councilmember Fithian seconded. Motion passed unanimously by voice vote.

Mayor Porta noted that the request to reschedule the July Council Meeting was to give people a longer break for the July 4th week.

Mayor Porta asked if there were any concerns or issues from the Council about rescheduling the meeting. No concerns were raised.

Councilmember Fithian moved to Reschedule July 1st Town Council Meeting to July 8th. Councilmember Daubresse seconded. Motion passed unanimously by voice vote.

5. MAYOR'S REPORT

Mayor Porta reported the following:

- On May 7th, he attended the Prince William Chamber of Commerce's Business After Hours.
- On May 11th, he attended the ribbon cutting for To Bee.
- On May 16th, he emceed the opening Trivia Night of the season in River Mill Park.
- On May 22nd, he helped staff with the Prince William County History Lecture Series Event at Town Hall.
- On May 23rd, he attended the ribbon cutting of the new location for Leaf & Petal.
- On May 27th, he attended the funeral of Congressman Connolly.
- On June 7th & 8th, he volunteered at the RiverFest and Crafts Show.
- On June 11th, he attended the meeting of the Prince William County Committee on the 250th Anniversary of the American Revolution.
- On June 14th, he attended the sneak peak of the new exhibit on Prince William County in the American Revolution at Williams Ordinary in Dumfries.
- On June 15 he ran the Duck Splash event.

Mayor Porta asked for unanimous consent to move up on the agenda the Request to Accept the Annual Report from Visit Occoquan and the Request to Execute the Contract with Visit Occoquan. There being no objection, the items were moved up on the agenda.

6. REGULAR BUSINESS

a. Request to Accept Annual Report from Visit Occoquan

Ms. Burzio presented the Visit Occoquan report to Council.

Vice Mayor Loges asked if Ms. Burzio had a sense of the economic impact the increased Visit advertising had with businesses.

Ms. Burzio replied that there are no hard statistics but based on discussions with business owners it has been a rough year so far. She noted that one thing with the Visit Occoquan media does is that it helps advertise and market the town which draws people into the town.

Councilmember Daubresse congratulated Ms. Burzio on the report and noted as an idea to collaborate with other businesses when posting on social media as a way to give a shout out to town businesses as Visit Occoquan's social media presence grows.

Councilmember Fithian noted that the collaboration between Visit Occoquan and Town Staff is very seamless and benefits the town.

b. Request to Execute Contract with Visit Occoquan

Vice Mayor Loges asked about the increase from \$20,000 to \$25,000 for the contract.

Ms. Burzio replied that the increase is for an upgraded subscription service for sending out emails, as well as photography and videography. Additional marketing expenses also make up part of the increase for the Holiday Artisan Market, which is an additional event from last year.

Vice Mayor Loges moved to authorize the Town Manager to execute the FY 2026 Visit Occoquan Contract as presented for an amount not to exceed \$25,000. Councilmember Fithian seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Love, Councilmember Daubresse, and Councilmember Perkins

Nays: None

7. COUNCILMEMBER REPORTS

Councilmember Love reported the following:

- On May 11th, he participated in the ribbon cutting for To Bee.
- On May 16th, he attended Trivia Night.
- On May 17th, he supported the VFW Meadow Hill Cemetery Clean Up.
- On May 23rd, he participated in the ribbon cutting reopening for Leaf & Petal.
- On May 26th, he attended the Memorial Day Ceremony at Quantico National Cemetery.
- On June 7th & 8th, he helped support RiverFest.
- On June 14th, he supported the Duck Splash.

Councilmember Daubresse noted that "Chompers," the shark, made a brief appearance during RiverFest.

8. BOARDS AND COMMISSIONS

Councilmember Perkins reported that the Planning Commission did not meet in May.

Councilmember Daubresse reported that the Architectural Review Board (ARB) met on May 27th and

approved one application.

9. ADMINISTRATIVE REPORTS

a. Administrative Report

Mr. Linn provided a written report as part of the agenda packet.

Mr. Linn noted two additions related to the Treasurers' Report. The first was that the Mamie Davis Fund account wasn't showing the proper \$100,000 balance as a result of interest being removed that had not been entered into the system. That was why there was \$400 less showing on the financial statement. Second, the E-Summons fund account was showing a negative balance and that was due to the funds being miscoded. Both items had been updated and included with updated reports handed out to Council.

Mayor Porta asked if the Edge Hill Drive water issue was still occurring even after VDOT installed the additional drainage.

Mr. Linn replied that it was indeed still seeping water out.

Mayor Porta noted the increase in police responding to reports of a person in crisis in the report. He asked if the County gets called in as well when necessary.

Mr. Forman replied that the County has a Co-Responder Program which pairs up uniformed police officers with behavioral health specialists to respond to persons in crisis. He noted that they mainly only work Sunday evenings and Monday through Friday. Mr. Forman briefly discussed the person that is in crisis from the police reports.

Mayor Porta noted how well the Town Police have handled deescalating situations.

Councilmember Fithian asked if there are no behavioral health specialists coverage on Saturdays.

Mr. Forman replied that at the moment the County doesn't have Saturday coverage and that the units currently have to respond across all three districts of the County.

Mayor Porta asked the status on the burnt-out condos at 116 Washington Street and if there are any final plans for the property.

Mr. Linn replied that the owner has been in discussion with the town, but final plans haven't been submitted yet.

Councilmember Love asked if the Town's financial funds are in interest bearing accounts and noted that the Mamie Davis Account doesn't show interest.

Mr. Linn replied that most of the Town accounts are in interest-bearing and investment accounts. The Mamie Davis Fund is a restricted fund that prohibits the Town from spending any of the principal. He further explained that the donor (from decades ago) not only restricted use of the principal, but directed how the funds may be invested. Interest is paid quarterly and the Town can

only use the interest to pay for items/repairs directly related to Mamie Davis Park and Town Hall.

Mayor Porta noted the excellent job by Ms. Hassett and staff during RiverFest and Craft Show. He also thanked Ms. Little for the work she had put into the craft show up until her retirement. He also noted that eighty-nine people volunteered over the weekend.

Vice Mayor Loges noted the fantastic job done by everyone during RiverFest and noted all went well despite the weather.

Councilmember Perkins noted that it was a terrific event for Ms. Hassett's first craft show.

b. Town Treasurers' Report

Ms. Rupani provided a written report as part of the agenda packet.

Mayor Porta noted that the meals taxes with asterisks will increase once the businesses pay off their meals tax payment plans. He asked about the cost increase related to the Museum and the Occoquan Historical Society.

Mr. Linn replied that the increase was related to the plumbing repairs and insurance reimbursement to the Town for the flood repairs.

Vice Mayor Loges noted from the meals tax number that it appears it will fall short of the budget.

Mr. Linn replied that the meals taxes are trending to have a short fall of about \$15-20,000 from the FY25 budget, even with the payment plans.

Vice Mayor Loges noted that the communication tax appears off in the budget.

Mr. Whitmoyer replied that the communication taxes are remitted to the town about forty-five days after the report period.

c. Town Attorney's Report

Mr. Crim provided a written report as part of the agenda packet.

Ms. Gallehr was present to fill in for Mr. Crim. There were no questions.

10. REGULAR BUSINESS

a. Request to Name the 19th Century Army Corps of Engineers Dike in the Occoquan River

Vice Mayor Loges recused herself from discussion and voting on an island name as her submission was listed in the top six entries.

The Council discussed the submission received and decided on the name of Paddler's Point.

Councilmember Fithian moved to adopt Resolution R-2025-07 to Name the 19th Century dike Paddler's Point, as submitted by Jenn Loges, for a term of one year beginning on July 1st, 2025, and expiring on June 30th, 2026. Councilmember Perkins seconded. Motion passed unanimously by roll call vote.

Ayes: Councilmember Daubresse, Councilmember Love, Councilmember Fithian, and Councilmember Perkins
Nays: None

11. DISCUSSION ITEMS

a. Public Water Ordinance Discussion

Mr. Linn noted that staff has been working with the Town Attorney and drafted an ordinance that would authorize the Town to regulate and enforce rules and regulations regarding issues related to town owned property along the river.

Vice Mayor Loges asked if this has everything necessary to patrol for public safety of the town dock.

Mr. Linn replied that the ordinance has everything the town can do for enforcement action.

Councilmember Love noted that the ordinance doesn't mention exceptions for emergencies.

Mayor Porta replied that police have discretion with emergencies.

Mr. Linn added that the Town Manager would have the authority to create the rules and regulations.

Vice Mayor Loges moved to adopt Ordinance O-2025-08 as is. Councilmember Love seconded. Motion passed unanimously by roll call vote.

Ayes: Vice Mayor Loges, Councilmember Fithian, Councilmember Love, Councilmember Daubresse, and Councilmember Perkins

Nays: None

b. FY2026 Budget Document Discussion

Mayor Porta noted that the document was well put together and isn't an end unto itself.

Vice Mayor Loges noted a small typo on page 101.

12. ADJOURNMENT

The meeting was adjourned at 8:06 p.m.

Philip Auville, Town Clerk



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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Theo Daubresse
Robert E. Love

TOWN MANAGER
Adam C. Linn, J.D.

TO: The Honorable Mayor and Town Council

FROM: Adam C. Linn, Town Manager

DATE: July 8, 2025

SUBJECT: Administrative Report

This is a monthly report to the Town Council that provides general information on departmental activities including administration, public safety, engineering, zoning and building, public works and events.

Administration

Strategic Framework Updates:

These special updates cover all projects, programs and initiatives currently underway that further the priorities of the Town Council as laid out in their FY24-25 Strategic Framework adopted at the April 18, 2023, Town Council Meeting. The updates are divided into each tier and priority. A Strategic Framework Tracker will be provided quarterly every April, July, October, and January.

Capital Tiers

Tier 1

➤ **Continuing to Investigate Opportunities to Expand Public Parking Facilities:**

- Staff investigated options for constructing parking facilities within Town limits. No available options are fiscally appropriate at the current time. Staff will continue to explore both private and public options for increasing parking.

➤ **Upgrading Stormwater Infrastructure:**

- Stormwater Improvements (Community Project Funding) - UPDATED: On March 17th, 2023, Town staff submitted an application to Congressperson Spanberger's office for the FY2023 Community Project Funding Program to fund remediation to the Town's stormwater system. On March 6th, 2024, the Town was informed that \$920,000 in funding had been appropriated for the project. A press conference about the funding award was held at Town Hall on May 14, 2024. Town staff met with an EPA representative on September 13th, 2024 and reviewed the project scope and grant application process. The Town has been allocated the funding but must complete the grant application process prior to executing the grant agreement. Staff met with its assigned EPA grant manager to clarify application requirements and submitted the application and NEPA review documentation in February 2025. In March 2025, staff bid out the CCTV of the existing system and selected the County to do the work in Spring 2025. Staff also worked with EPA staff to address comments on the application and submitted revised documentation to meet compliance requirements in late March. In

June 2025, staff met on site with the County and its contractor to review the scope of work. Staff is now waiting on a refined scope of work in order to complete revisions to the grant application and the Request for Proposal (RFP). Staff intends on filing all needed documentation in July and receive the award by the end of the summer.

➤ **Completing Riverwalk:**

- Riverwalk Grant Research and Submission: With Council direction, staff did not pursue a VDOT TAP grant for the project due to eligibility concerns. Staff is monitoring state funding for FY 2027 for the riverwalk as an alternative to the TAP grant.
- Riverwalk Extension Project – UPDATED: Preliminary engineering and design of the Riverwalk extension are on pause until funding is secured.

Tier 2

➤ **Developing/Promoting Town as a Trail Junction:**

- Trail Town Research: Town staff are currently supporting the Planning Commission in its strategic planning efforts that include researching and developing a Trail Town program for Occoquan. The Planning Commission’s initial recommendations were presented to Town Council at its April 16th, 2024, meeting and revised recommendations were submitted in March 2025.

➤ **Promoting Connections with Regional Partners:**

- PWCDOT Crosswalk Safety Project: On May 31, 2023, Town staff met with VDOT engineers and staff from Prince William County Department of Transportation regarding crosswalk safety of the Washington Street Crosswalk between E. Locust Street and Edge Hill Drive. Town staff, VDOT engineers and PWCDOT recommended: (1) the addition of a streetlight near the crosswalk and changing of old streetlight heads to newer LED which would enhance the visibility at dusk/dawn for pedestrians and drivers (PWCDOT agreed to take the lead on this immediate solution); (2) a PWCDOT study to see if a speed reducing feature such as a chicane, chocker, or perhaps a mini roundabout could be installed at the adjacent intersection; and (3) the extension of the sidewalk across the undeveloped frontage and the removal of the mid-block crosswalk to be funded under the County’s Safe Sidewalk grant. Dominion Electric installed new LED streetlight heads in September. An additional streetlight, requested by PWCDOT, was installed near the crosswalk by Dominion Electric in September. Staff has reached out to PWCDOT related to the status of items 2 and 3 as well as requesting a speed study along Washington Street. As a result of the change in the law, Town Council also approved a reduction in the speed limit to 20 mph at two sections of crosswalks on Washington Street to try to improve safety around the crosswalk locations. Staff installed the reduced speed limit signage in October 2024 and warning lights in March 2025. Enforcement began in November 2024.
- Occoquan Greenway (VDOT TAP Grant Project) – UPDATED: In early May 2022, Town received notification that additional funding for the Transportation Alternatives Set-Aside Program was received through the federal infrastructure bill and that the Ellicott Street Sidewalk (Occoquan Greenway Connection) project was selected. This funding is available for fiscal years 2023-2024 and will be a coordination project with the Town, PWC Transportation and Parks Departments. The project includes sidewalk installation on Union Street and part of Ellicott Street to connect the town to a planned off-road trail section of the Occoquan Greenway Trail. The project also includes a

sidewalk installation along Ellicott Street, between Poplar Alley and Mill Street. The Town Council adopted a resolution of support for the project at its September 21, 2021 meeting. Surveying along McKenzie, Union, and Ellicott Streets was completed in November 2023. In December 2023, Town staff met with PWC and the engineering firm hired by PWC to review the initial drawings and conceptual designs. Town staff worked with the contractor and the County throughout 2024 to come to a solution that addresses potential turning issues and limits damage to the root system of the magnolia tree at the intersection of Mill and Ellicott Streets. The County Arborist has made recommendations for protecting the magnolia and staff is waiting on 100% plans from the County contracted engineer that will need to be reviewed and approved by VDOT. Town staff and Mayor Porta attended a meeting with Lake Ridge Parks & Recreation Association, Supervisor Boddye, and Prince William County Parks staff to discuss the phases of the Occoquan Greenway project. In April 2025, staff supplied their final comments on the contractor's 100% plans, including a 3-D brick design on the retaining walls along Union and Ellicott. Staff has been advised that the final plans will go to VDOT by the end of July. The contractor is currently doing utility relocations and right of way authorizations with no set timeline for the construction. Updates will be available at www.occoquanva.gov/construction-updates.

➤ **Improving Town Gateways:**

- Gateway Landscaping Improvements: Staff is including gateway improvements in its 2025 Landscaping Plan. Native plantings were redesigned and some annuals were planted at the Commerce entry sign in late May. Native perennials and other hardscape accents will be installed at the Tanyard Road entrance to town.

➤ **Pursuing Energy Efficiency/Sustainability Enhancements:**

- Glass Recycling: In support of a Planning Commission recommendation, Town staff has been working with Prince William County on the placement of a glass recycling bin in proximity to town residents. After further review and in light of cost constraints, the County indicated it will not be able to place a glass recycling bin at the 123 and Old Bridge VDOT Commuter Lot nor any town lots. Town staff is currently working with the County on potential alternatives. Currently, the closest County glass recycling bin for town residents is at the County Center.

➤ **Improving Town Infrastructure**

- Staff will provide updates as the FY2026 Capital Improvement Program progresses.

Tier 3

➤ **Implementing Public Safety Projects:**

- Replacement PS Vehicles - NEW: The Occoquan Police Department has procured and is currently onboarding two new fleet vehicles as part of its fleet maintenance program. The outdated vehicles being replaced are currently being processed for sale by the Town.

➤ **Improving Town Properties (Mill House Museum, River Mill Park, Mamie Davis Park, Furnace Branch Park, Tanyard Hill Park):**

- River Mill Park Upgrades - UPDATED: Staff are currently working on improving the adequacy and efficiency of the plumbing system at the bathhouse and resolving drainage issues in the park. Staff has completed repairs to trim, vents, and plumbing in

the park bathrooms. The install of an additional outdoor electrical receptacle is planned for late summer/early fall 2025. FCWA has notified staff that inspections of the park and the concrete structure below the park have been completed, and they are requesting the Town to pay for the proposed maintenance work on both the park and the concrete structure below. Staff has indicated that the maintenance on the concrete structure is beyond the Town's scope and is actively working with FCWA on a solution.

- River Road and Town Dumpster Storage: In December 2023, staff started storing Public Works equipment on the Town property at River Road after installing a fence along Rt. 123. Staff are currently planning further improvements to the property that will better secure it, improve refuse storage for residents, and allow limited access to the VDOT easement by River Road residents. On March 17, 2025, staff cleared and organized the River Rd property, chaining off the entrance and installing gravel cover. Staff also cleared and improved the storage space at the Town dumpster, adding storage and repairing the dumpster enclosure. Refuse storage and a storage shed are the final improvements for River Rd, planned for FY26.
- Street and Informational Signage Updates: Town staff is updating signage on town streets and properties to reflect current town branding and add new information. New signage was installed on the Town Dock in July 2024, including QR codes for a new online payment option for docking fees, and no-turn signage was installed at the intersection of Union Street and Poplar Alley in November 2024.
- Town Dock Regulations - UPDATED: Staff is currently completing the rules and regulations for the Town Dock that encourage sustainable and proper use of the public space. Staff is planning on ordering new signage and updating the Town website with the rules and regulations as well as payment options.

Operating Tiers

Tier 1

➤ **Personnel Recruitment, Retention, and Succession Planning**

- Volunteer Program - UPDATED: The Events Office is currently implementing a new volunteer program for the Town, including onboarding and scheduling, in order to recruit and retain more volunteers for expanded opportunities across Town events and projects. The program is a partnership with Visit Occoquan and Occoquan Historical Society, with whom the Town will share volunteers and resources. As part of Volunteer Occoquan, the partners held a Volunteer Fair on May 3rd and released a shared sign up form in July 2025. Sign up information was shared via the July Newsletter and is available on the Visit Occoquan website at <https://www.visitoccoquanva.com/getinvolved>.
- Staff Retention Program: The Town Manager has been researching and implementing options to promote retention of staff across all Town departments.

➤ **Enhancing Timed Parking Program Education and Enforcement:**

- Program Information: There has been a large increase in timed parking violations from business employees in the past 2 months. Staff have used that increase to educate the business employees and owners about the regulations and that there are no exemptions to the timed parking limits for business owners or their employees. For more on the most up-to-date information on the Timed Parking Program, please visit:

www.occoquanva.gov/timed-parking-3/.

➤ **Enhancing Revenue from Town Events Programming**

- Reconfigured Artisan Market: After review with Town Council and the business community, staff is planning the return of the Artisan Market in December 2025 with a new layout and revised programming to make the event more logistically and financially feasible for the Town while providing a holiday draw for businesses.

➤ **Evaluating a Business Recruitment Program**

- Business Recruitment Research: With direction from Town Council, staff is researching the feasibility and parameters of a business recruitment program for the town. Staff will provide updates to Town Council as appropriate.

➤ **Enhancing Public Safety**

- Staff will provide updates as FY2026 progresses.

➤ **Enhancing Town Services**

- Solicitation for Refuse Contractor - UPDATED: The Town awarded Bates Trucking Company Inc. as the winning bidder for RFP2025-002. Bates is the current provider for the Town and will continue as such through FY2026.
- Event Mobile Sound System - NEW: The Town has received a donation of sound equipment and has successfully piloted the equipment at Trivia Nights. The initial results are positive and staff is currently undergoing training on the equipment. Staff is also investigating further sound improvements for larger special event uses.

➤ **Enhancing Town Beautification**

- New Landscaping Contractor: As of June 1, 2025, BrightView Landscape Services is the new landscape maintenance contractor for the Town of Occoquan. Crews were brought on early and completed a mowing, mulching, and pruning of all Town properties and right of ways in late May. BrightView is a leading commercial landscaping company, and the Town looks forward to improved public spaces for all residents and visitors alike.
- 2025 Landscaping Plan Improvements: At its February 18, 2025, meeting, the Town Council reviewed the 2025 Landscaping Plan. This plan created by the Deputy Town Manager and Public Works Department, covers the plantings and bed improvements to public properties and right of ways around Town. In late May 2025, staff completed most of these improvements by planting a mix of native perennials and annuals in locations across town, including a wildflower garden at the LOVEwork in River Mill Park, native shrubs and flowers at the East Locust and Washington Bed, and new annuals at Mamie Davis Park, PD, and the 123 and Commerce welcome sign. Staff and contractors will continue to implement the plan through the fall with improvements to the bed at 204 Washington St and a new bed at the Tanyard Hill Rd welcome sign.

Tier 2

➤ **Monitoring Technology Improvements for Productivity Enhancement**

- Town staff continues to monitor opportunities for technological improvements that will increase productivity.

➤ **Business Support Programming**

- Continuance of Quarterly Business Meetings: Although the Occoquan Business Partners (OBP) dissolved in 2023, Visit Occoquan and the Town of Occoquan will continue to host quarterly Town and Business Partnership Meetings. **The next Town & Business Quarterly Meeting will be on July 8th, 2025 at 6 pm.** Subscribe for updates and find more information on meetings at: <https://www.visitoccoquanva.com/ocqhub>.
- Visit Occoquan Business Support: Visit Occoquan is currently researching and planning workshops on a range of topics important to small businesses in order to support the needs of town businesses. They also now host semi-annual listening meetings for town businesses only, to provide a forum for business owners to discuss issues that affect the business community at large. Finally, Visit is currently working to provide welcome packages to new businesses and has incorporated welcome information into the packets that Town staff supplies to new businesses.

➤ **Tourism-led Economic Development Programming**

- Mobilizing Main Street Cohort Program: The Town of Occoquan formally handed over the reins of its Virginia Main Street program in 2024 to Visit Occoquan and became a part of the 2025-2026 Mobilizing Main Street Cohort. Over the next two years, Visit Occoquan and Town staff will work closely to complete the program and become eligible for Advancing Virginia Main Street (AVMS) designation as well as the national Main Street America accreditation, opening up further grant opportunities, technical support, and consulting services for downtown revitalization. Town and Visit staff attended an orientation on January 23, 2025, and had regional training on May 13, 2025 in Gloucester, VA. The training provided insights on board setup and management that Visit is actively implementing as well as connections with other similarly sized main street programs with whom Visit is actively networking.
- 2025 CVG Grant Application: In conjunction with Visit Occoquan, Town staff submitted a grant application for a 2025 Community Vitality Grant from Virginia Main Street for a beautification/public art project at the Mill Street Storage Shed. Award notification is expected by Fall 2025.

➤ **Development of a Capital Asset Maintenance Program**

- Maintenance Plan Research: Staff have been in communication with Prince William County on maintenance programs and are currently in the research and planning phase for this priority. Staff have identified the acquisition of an OOTB asset management system as the first step. Staff are currently onboarding a budget-friendly system for use by Public Safety and Public Works in managing their respective assets.

Strategic Framework Tracker:

Below is the quarterly report on Strategic Framework priorities, tracking progress on a 5-step scale.

Project/Program	Priority	Fiscal Year Started	Status
Capital 1			
Riverwalk Extension Project	Completing Riverwalk	2027	Planning
Riverwalk Grant Research and Submission	Completing Riverwalk	2023	Implementing
Riverwalk Vision Plan	Completing Riverwalk	2023	Completed
Riverwalk Planning Project	Completing Riverwalk	2024	Completed
Investigating Increasing Efficiency at Private Parking Areas	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2023	Planning
Expanded Parking Lot at 123 Bridge	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2024	Not Obtained
Parking Facility at Poplar Lane Parking Lot	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2024	Not Obtained
Parking Opportunity Research	Continuing to Investigate Opportunities to Expand Public Parking Facilities	2023	Completed
Stormwater Improvements (Community Project Funding - EPA Grant)	Upgrading Stormwater Infrastructure	2023	Planning
Flood Protection Study (CFPF Grant)	Upgrading Stormwater Infrastructure	2022	Completed
Sediment Removal and Stormwater Remediation (DEQ ARPA 2022 Appropriation)	Upgrading Stormwater Infrastructure	2022	Completed
Capital 2			
Gateway Landscaping Improvements	Improving Town Gateways	2024	Implementing
Town Signage Updates	Improving Town Gateways	2023	Completed

Project/Program	Priority	Fiscal Year Started	Status
123 and Commerce Mural	Improving Town Gateways	2023	Completed
McKenzie Drive Restriping	Improving Town Infrastructure	2026	Not Started
Events Benches	Improving Town Infrastructure	2026	Planning
Holiday Lights and Decorations Improvement	Improving Town Infrastructure	2026	Planning
Holiday Snowflake Transition	Improving Town Infrastructure	2025	Implementing
Occoquan Greenway (VDOT TAP Grant Project)	Promoting Connections with Regional Partners	2022	Planning
PWCDOT Crosswalk Safety Project	Promoting Connections with Regional Partners	2024	Implementing
Trail Town Research	Promoting Town as Trail Junction	2024	Planning
PHNST Historical Interpretation Signage	Promoting Town as Trail Junction	2025	Completed
Glass Recycling Bin	Pursuing Energy Efficiency/Sustainability Enhancements	2024	Planning
170 Mill Street EV Charging	Pursuing Energy Efficiency/Sustainability Enhancements	2023	Completed
EV Charging (CFI Grant)	Pursuing Energy Efficiency/Sustainability Enhancements	2024	Completed
Gaslight Conversion Project	Pursuing Energy Efficiency/Sustainability Enhancements	2023	Completed
Capital 3			
Fire Suppression and Command Trailer	Implementing Public Safety Projects	2025	Planning
Replacement PS Vehicles	Implementing Public Safety Projects	2026	Implementing
PS Uniform Replacement	Implementing Public Safety Projects	2026	Not Started
Timed Parking Equipment	Implementing Public Safety Projects	2026	Not Started
County CAD and RMS Integration	Implementing Public Safety Projects	2025	Completed
Body Armor Replacement	Implementing Public Safety Projects	2025	Implementing

Project/Program	Priority	Fiscal Year Started	Status
Hybrid Patrol Vehicles	Implementing Public Safety Projects	2023	Completed
Body Worn Camera Expansion	Implementing Public Safety Projects	2024	Completed
Street and Informational Signage Updates	Improving Town Properties	2024	Planning
Mill Street Storage Improvements	Improving Town Properties	2026	Planning
River Road and Town Dumpster Storage	Improving Town Properties	2024	Implementing
River Mill Park Upgrades	Improving Town Properties	2024	Implementing
Annex Storage Enclosure	Improving Town Properties	2024	Completed
LOVE Sign Mural Update	Improving Town Properties	2024	Completed
Operating 1			
Reconfigured Artisan Market	Enhancing Revenue from Town Events	2026	Planning
2024 Events Sponsorship Drive	Enhancing Revenue from Town Events	2024	Completed
Replacement of Artisan Market and Concerts with Firelight Nights	Enhancing Revenue from Town Events	2025	Completed
Murder Mystery Night	Enhancing Revenue from Town Events	2024	Completed
Parking Enforcement Personnel Increase	Enhancing Timed Parking Program Education and Enforcement	2024	Completed
2025 Landscaping Plan Improvements	Enhancing Town Beautification	2025	Implementing
Event Mobile Sound System	Enhancing Town Services	2026	Implementing
Business Recruitment Research	Evaluating a Business Recruitment Program	2025	Planning
Planning Commission Recommendations	Evaluating a Business Recruitment Program	2023	Completed
Staff Retention Program	Personnel Recruitment, Retention, and Succession Planning	2025	Planning
Events Personnel Planning	Personnel Recruitment, Retention, and Succession Planning	2024	Completed

Project/Program	Priority	Fiscal Year Started	Status
Volunteer Program	Personnel Recruitment, Retention, and Succession Planning	2024	Implementing
New Town Treasurer	Personnel Recruitment, Retention, and Succession Planning	2024	Completed
Maintenance Associate Position	Personnel Recruitment, Retention, and Succession Planning	2025	Completed
Operating 2			
Visit Occoquan Business Support Programming	Business Support Programming	2025	Implementing
Continuance of Quarterly Business Meetings	Business Support Programming	2024	Completed
Maintenance Plan Research	Development of Capital Asset Maintenance Program	2025	Implementing
Staff Laptop Replacements	Monitoring Technology Improvements for Productivity Enhancements	2026	Planning
New Town Intranet	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Town Hall POS	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Online Payment System	Monitoring Technology Improvements for Productivity Enhancements	2024	Completed
New Network Systems Support	Monitoring Technology Improvements for Productivity Enhancements	2025	Completed
IT Security Protocols and Procedures Update	Monitoring Technology Improvements for Productivity Enhancements	2025	Completed
2025 CVG Grant Application	Tourism-led Economic Development	2025	Completed
VMS Mobilizing Main Street Cohort	Tourism-led Economic Development	2025	Implementing
Visit Occoquan Partnership	Tourism-led Economic Development	2024	Completed

Capital and Maintenance Project Updates:

These are updates on significant maintenance items and existing and planned capital projects that are part of the Town's Capital Improvements Program (CIP) and additional to the Town Council's Strategic Framework priorities. Further project updates on capital and maintenance projects are available in the Public Works section of this report and at www.occoquanva.gov/construction-updates.

- Mill Street Water Issue: The recrowning work completed by VDOT contractors in 2023 along the section of Mill Street near the Ellicott Street intersection did not adequately address the longtime water flow issues in this area. Town staff removed the deteriorating temporary PVC pipe and replaced it with a new, more flexible temporary pipe to direct water from the pipe outlet at 426/430 Mill Street to the Ellicott Street stormwater inlet. The pipe is asphalted into place for added protection. As a result, water is not currently sheeting across Mill Street during and after large rainfall events and is instead traveling through the pipe to the Ellicott Street inlet. Minor damage occurred to the pipe over the winter and repairs were completed in March 2025. Updates will be available at www.occoquanva.gov/construction-updates.
- Edgehill Drive Water Issues: In early March 2024, Town staff received concerns about water bubbling through the road surface in the middle of Edgehill Drive. VDOT and PWC Service Authority have both responded to the issue and Service Authority has performed CCTV inspections of all its pipes in the vicinity in order to identify whether the issue was related to its system. In May 2024, VDOT removed part of the road surface and installing drainage pipes to move the water from under the roadway. Water again began to bubble through the road in February 2025. Town staff reported the issue to VDOT. In April 2025, staff removed sediment buildup from the area and power washed to help abate the smell and sediment issue. VDOT installed additional drains in late May; however, staff has noted continued water buildup in the area and has notified VDOT.

Development Project Updates:

These are updates on private development projects in the Town of Occoquan. More information can be found in the Engineering Section.

- The Mill at Occoquan: The Town approved the final site plan on August 12, 2024. As the developer finalizes a demolition permit with Prince William County, the Town is awaiting updates from the developer on asbestos removal and a new zoning permit application for demolition for the buildings on the properties. Previously, the Town approved a zoning application for demolition of the boat storage structure and the developer completed preliminary work in March.
- 406 McKenzie Drive Subdivision: Owners of 406 McKenzie Drive have submitted a subdivision application with the Town to divide the property into multiple parcels. Comments on the application have been provided to the owners. A meeting with the Town Engineer was held in April and a follow up meeting was held in October to review another version of the subdivision. Town staff again met in March with the developer to confirm the type of application required and is awaiting submission of a new subdivision application for the updated subdivision plan.
- Rivertown Overlook: The developer has submitted an as-built and boundary line adjustment to the Town. The Town Engineer reviewed and returned comments in April 2025.

Other News and Updates:

These are updates on any other noteworthy projects, programs, or initiatives being carried out in and

around the town, including updates on deadlines and administrative projects.

- Tax Delinquencies: A number of Real Estate and BPOL filings are still outstanding. **The former were due on December 5th, 2024, while the latter were due on March 1, 2025.** All delinquent accounts receive mail and/or email notices from Town staff. For more information on tax filing please contact the Town Clerk at townclerk@occoquanva.gov or visit www.occoquanva.gov/living-here/tax-information/ and/or www.occoquanva.gov/business/doing-business-in-occoquan/.
- Town Vehicle License Enforcement: Town Ordinance Section 71-02 requires that owners of any motor vehicle principally garaged, stored, or parked in Town pay an annual Vehicle License Fee by November 15th of each year. The current Town decal should be displayed on the front windshield. The Town Police are increasing enforcement for vehicles found to be principally garaged, stored, or parked in Town without the Town decal displayed. **If you have not applied for a 2025 Vehicle License, please do so by filling out the PDF or online form at www.occoquanva.gov/living-here/tax-information.**
- Meals Tax Discount Repealed - UPDATED: **At the March 18th, 2025, meeting, the Town Council voted to repeal § 35.044 of the Town Code, repealing the 3% discount on timely meals tax filings that file on or before the 20th of the month. The repeal took effect on July 1, 2025.** New filing forms are updated on the Town website and have already been delivered to affected businesses in advance of that date. For any questions please contact the Town Clerk at townclerk@occoquanva.gov.
- FOX 5 Zip Trip - UPDATED: FOX 5 will return to Occoquan on July 11, 2025, to host their ZIP Trip, helping to showcase town businesses and community organizations. The production will set up on the 300 block of Mill Street and film at locations around town throughout the morning. **No street parking will be allowed from 12 am to 12 pm on the 300 block of Mill and 100 block of Union on the day.** Staff will continue to coordinate with the production crew ahead of the date.

Treasurer Report - Supplemental Information

The May 2025 Financial Report is included in the Town Council agenda packet. Highlights from the current report are below, as well as additional information regarding current delinquencies (as of May 31, 2025).

BPOL Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
APIARY MARKET	4 months	6/13/25
AMAYA STUDIOS LLC	2 years	6/13/25
BALLYWHACK INC	4 months	6/6/25
BAR J CHILI PARLOR LLC	4 months	6/13/25
BITE ME FOODIE LLC	4 months	6/13/25
CRAVE KANGEN	4 months	6/13/25
ECOGLO DETAILING	4 months	6/13/25
GRIND N CREPE LLC	4 months	6/13/25
NEXTHOME BELTWAY REALTY	4 months	6/13/25
RAVENSWORTH CUSTOM HOME IMPROVEMENT LLC	4 months	6/13/25
RUBICON CONSTRUCTION AND SURVEYING	4 months	6/6/25
TALENT ACQUISITION CONCEPTS	3 years	6/13/25
THIRD BASE LLC	4 months	6/13/25

Transient Occupancy Tax Delinquencies		
Business Owner	Delinquency Period	Date of Last Notice/Status

Meals Tax Delinquencies		
Business Name	Delinquency Period	Date of Last Notice/Status
BAR J CHILI PARLOR	3 months	Payment plan 3/20/25
BLACK MAGIC OCCOQUAN	1 month	Email notice 6/27/25
GRIND N CREPE	3 months	Payment plan 3/20/25
THIRD BASE	3 months	Payment plan 3/20/25

Real Estate Delinquencies			
Property Owner	Delinquency Period	Date of Last Notice	Address
INTERNATIONAL PEACE MISSION INC	1 year	2/28/2025	207 WASHINGTON ST
INTERNATIONAL PEACE MISSION INC	1 year	2/28/2025	209 WASHINGTON ST
MILLER JENNIFER*	5 months	2/22/2025	110 WEST LOCUST ST
WHITE, FRANCESCA*	5 months	2/22/2025	1521 COLONIAL DR

WILSEY CHRISTOPHER MILES & RIINA METTAS-WILSEY SURV*	5 months	2/22/2025	384 MYRTLE PL
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*By Mortgage Company

Meals Tax by Fiscal Year			
Month	FY23	FY24	FY25
July	28,043	31,379	29,964
August	27,841	31,029	31,192
September	25,891	27,154	27,870
October	24,435	24,872	28,254
November	19,372	22,482	21,749*
December	18,277	23,748	17,574*
January	16,646	15,931	12,350*
February	18,153	20,087	16,953
March	20,511	27,627	26,886
April	26,130	27,697	27,370
May	28,945	33,435	33,804
Total as of Latest Month:	254,244	285,441	273,966

*Delinquencies still outstanding for this month that will noticeably increase tax revenue

Engineering

River Mill Park Drainage - no change from last report: staff met with Fairfax County Water Authority to review options to modify park surface on 3/31/2025.

Chesapeake Bay Ordinance Update - no change from last report: Reviewing required updates to Chesapeake Bay Preservation Ordinance as requested by the Department of Environmental Quality.

Mill at Occoquan - no change from last report: Site plan approved by Town on 8/12/24. Application for demolition of boat storage structure approved 2/27/24. October 24, 2024, the applicant was notified that additional demolition permits are needed for the removal of structures other than boat storage.

Ellicott Sidewalk Extension Project - no change from last report: Project construction tentatively scheduled for FY2026. County Arborist examined magnolia and made recommendations, which will be part of final plan. Town will be issuing Land Disturbance Permit following application by Prince William County

Site Plans/Plats Under Review or Being Discussed with Owner/Tenant:

Address	Plan Number	Use	Status
Mill at Occoquan	SP2022-001	Mixed Use project	Plan approved by Town 8/12/24.
Kiely Court - 426 Mill Street	AB2025-017	Single family detached	As-built plans submitted May 10, 2025 - comments issued to Applicant on June 20, 2025. Resubmittal required.
115 Poplar Lane	Not assigned	Single family detached	Pre-application meeting on May 9, 2025 with follow-up meeting with applicant's engineer on June 6, 2025
105 Poplar Lane	Not assigned	Single family detached	Modifications to house and lot for final Occupancy Permit
406 McKenzie Drive	SUB2023-036	Subdivide existing lot into multiple parcels	Applicant contemplating subdivision into more than up to 5 lots. Plan still active but no resubmission. Most recent meeting on 3/12/25.
116 Washington	SKE2025-001	Townhouse	Pre-application to discuss development constraints. Sketch plan submitted 3/17/25, comments sent 3/31/25
Rivertown Overlook	BLA2025-006	Boundary Line Adjustment for Townhomes Development	Small change to increase lot size to keep steps within property line submitted 3/3/25; comments issued on 4/16/2025
Rivertown Overlook	AB2025-005	As-built submission for bond release	As-built submission for bond release submitted 3/3/25; comments issued on 4/16/2025

Zoning and Code Enforcement

Below is an overview of zoning permit applications and Town Code violations for the past month. Residents can learn more about zoning at www.occoquanva.gov/government/zoning-land-development-and-building.

A. The following is a list of **zoning reviews** from June 1 to June 30, 2025:

	Zoning Application #	Property Address	Activity
1	TZP2025-019	1410 Occoquan Heights Ct	Repair Water Lines Inside and Outside Home
2	TZP2025-020	204 Brawner's Farm Pl	Replace Gas Water Heater
3	TZP2025-021	458 Mill Street	Replacement of kiosk at Mill House Museum

B. The following is a list of **zoning modification requests** from June 1 to June 30, 2025:

	Zoning Application #	Property Address	Activity
1			

C. The following is a list of **new violation letters** from June 1 to June 30, 2025:

	Property Address	Violation #	Violation	Town Action
1	125 East Colonial	OCV-2025-002	Lighting	Courtesy email on 5/1/25; meeting with owner rep on 5/19/25; email follow up on 6/12/25; NOV sent on 6/27/25
2	312 Center Lane	OCV-2025-004	Grass	NOV sent 6/5/25 and resent 6/26/25

D. The following is a list of **active/previous violations** from June 1 to June 30, 2025:

	Property Address	Violation #	Violation	Town Action
1	201 Union Street	OCV-2024-008	Signage	Referred to Town Attorney on 11/21/24; summons sent 1/29/25; court order to abate and permit sent 6/13/25
2	308 Poplar Alley, Unit B	OCV-2024-019	Signage	Abated 6/17/25

Building and Property Maintenance

Building: The Building Official monthly permit report provided by Prince William County is attached.

For more information on building permits and building code violations go to www.pwcva.gov/department/building-development-division.

Property Maintenance: The Property Maintenance monthly report provided by Prince William County is attached.

Prince William County provides property maintenance enforcement for the Town of Occoquan. All complaints for property issues (excluding signage, yard, and landscaping concerns) should be filed with the Prince William County Neighborhood Services at www.pwcva.gov/department/neighborhood-services.

Public Safety

Mission:

The mission of the Occoquan Police Department (OPD) is to: protect the lives and property of our residents, visitors, and businesses; to reduce the incidence and fear of crime; and to enhance the public safety of our historic waterfront community. To that end, we will hire and maintain a professional staff who through education, mentoring, and community policing will maintain a supportive partnership between our community and this Department. We will respect the rights and dignity of all people and always remain approachable and professional.



Monthly Departmental Goals:

- Goal 1: Provide for the public safety of the persons and property of the residents, businesses, and visitors of the Town of Occoquan.
- Goal 2: Promote a professional and accountable police department.
- Goal 3: Promote safe pedestrian and vehicular traffic within the Town of Occoquan.
- Goal 4: Prepare for and respond to all threats and hazards facing the Town of Occoquan.

OPD Division Reports:

Professional Standards Division

The Professional Standards Division (PSD) is responsible for internal affair investigations, criminal investigations, and background investigations. Additionally, the OPD Training Unit is housed within the PSD and is responsible for identifying training needs, designing, and implementing training for OPD Officers.

The OPD did not receive any complaints against officers during the month of June.

Field Operations Division

The Field Operations Division (FOD) is responsible for day-to-day patrol operations throughout the Town.

Officers engaged in foot patrols throughout the residential district, historic district, and the Town Riverwalk.

FOD officers supported the Town's RiverFest and Craft Show event.

Special Operations Division

The Special Operations Division (SOD) consists of OPD Officers who have a dual role within the FOD. The SOD consists of Auxiliary Patrol Officers, Parking Enforcement, Homeland Security and Emergency Management (HSEM), Marine Patrol, Bicycle Patrol, Fire Services, and the Unmanned Aircraft System Unit.

OPD - HSEM continued to address cyber security initiatives/concerns for the town during the month of June. Officers utilized specialized equipment and training to support the Towns RiverFest and Craft Show event.

OPD - Marine Patrol Officers completed over a dozen saves/assists of individuals needing assistance on the water.

The OPD continues to participate monthly in several Northern Virginia Emergency Response (NVERS) and Council of Government (COG) committees focused on keeping the region safe and secure.

Patrol and Enforcement Activities:

For the month of June, the town police had 157 calls for service* including:

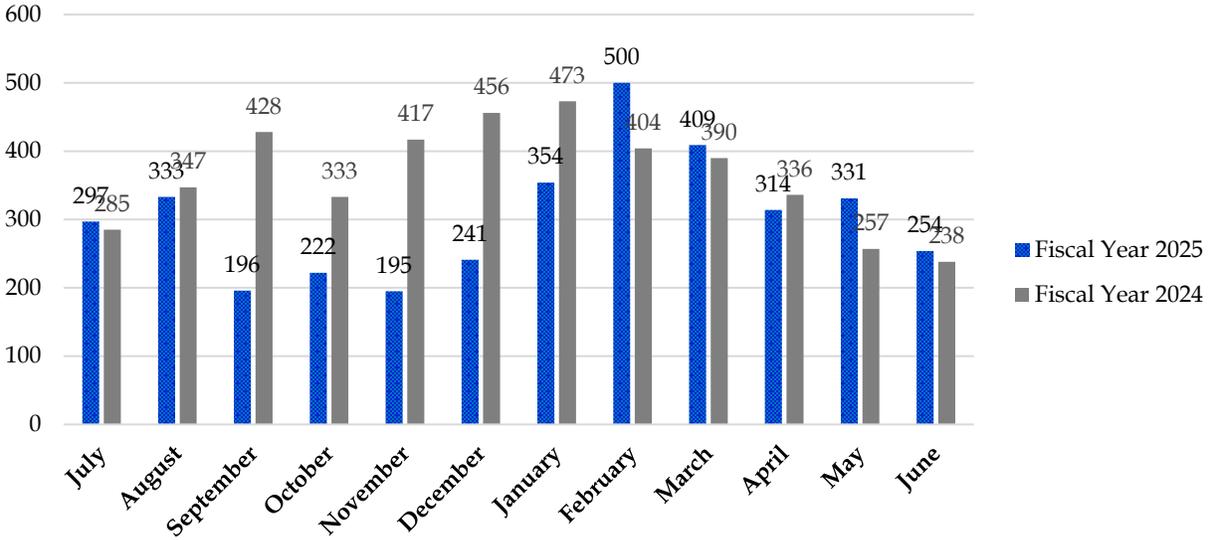
<i>Call for Service</i>	<i>#</i>		<i>Call for Service</i>	<i>#</i>
Alarms	1		Illegal Fishing	13
Animal Call	3		Impaired Driving	2
Disabled Vehicle/Motorist Assist	15		Larceny/Theft	1
Disorderly	2		Medical/Mental Health Calls	4
Destruction of Property	2		Neighbor Dispute	1
Domestic Complaint	4		Noise Complaints	1
Drug Complaint	1		Other / Service	20
Drug Overdose	2		Parking Complaints	2
Drunk in Public Arrest	1		Person In Crisis / Suicide Attempt	3
DUI Arrest	2		Roadway Obstruction	5
Felony Arrest	1		Suspicious Calls	15
Fleeing and Eluding Arrest	1		Threats	1
Fire Call	1		Traffic Control	3
Found/Lost Property Call	1		Trespassing	25
Hazmat Event	1		Vehicle Crash	14
Hit & Run Call	3		Welfare Checks	2
				157

*The calls for service do not include calls occurring during the RiverFest event.

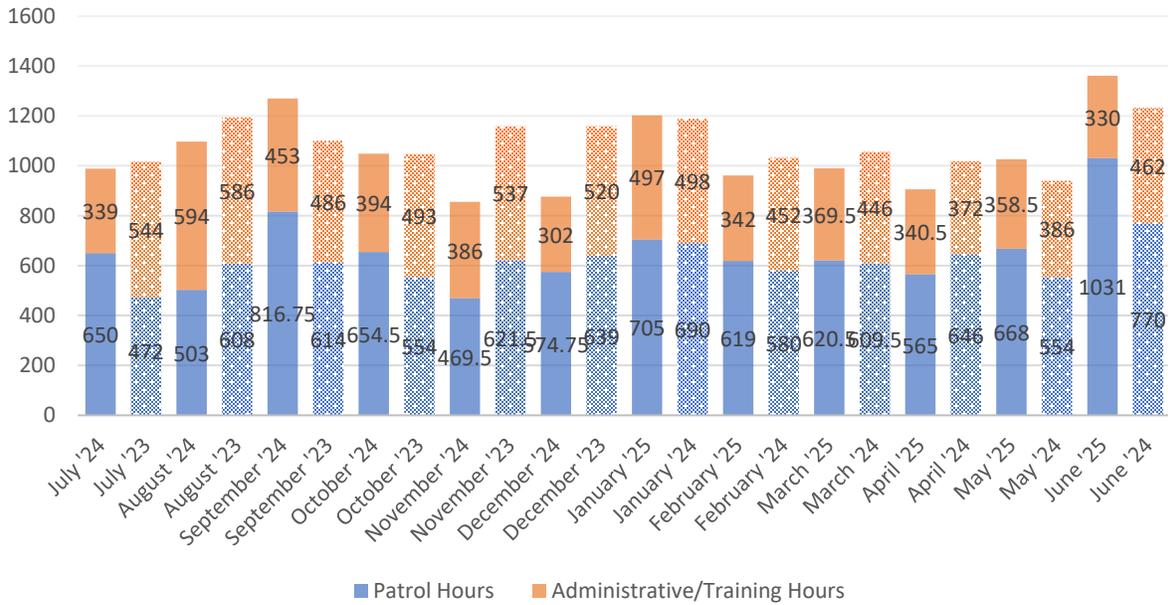
Town police made 6 custodial arrests, issued 254 traffic summonses, 89 parking violations, and 68 warnings.

Officers also engaged in 205 business checks and 272 park checks during the month of June.

Traffic Summonses FYTD (GRAPH)



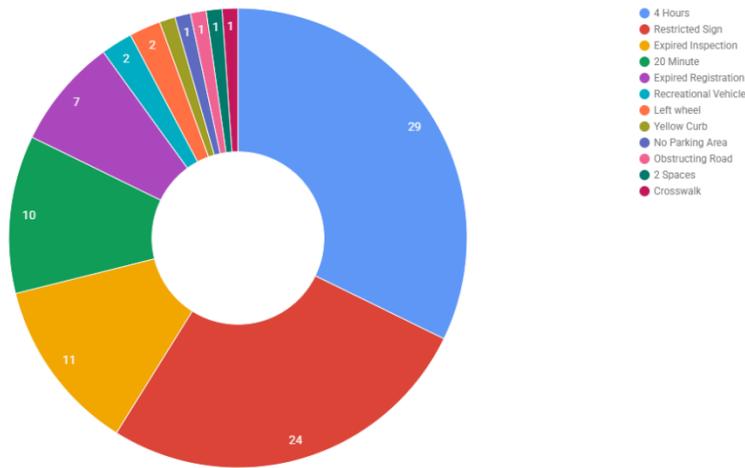
Patrol/Administrative/Training Hours FYTD (GRAPH)



Parking Enforcement (CHART/GRAPH)

Month	Parking Tickets	Warning
July	125	8
August	79	3
September	44	5
October	61	1
November	18	0
December	13	0
January	36	16
February	41	3
March	91	60
April	85	12
May	65	3
June	89	1

Occoquan VA - Tickets By Violation (Month To Date)

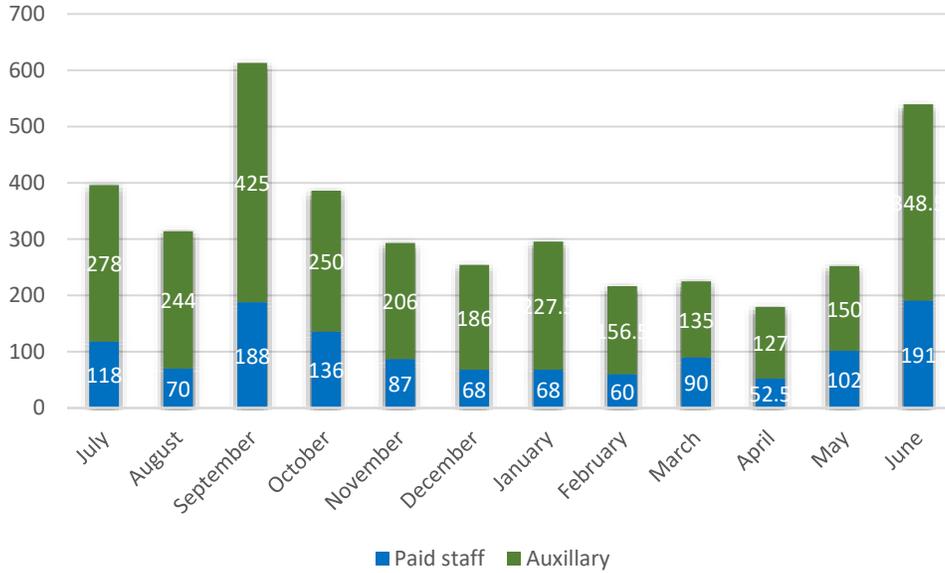


Data as of 6/29/2025, 12:00:00 AM



Volunteer in Police Service

For Fiscal Year 2025, our auxiliary police officers and paid police staff donated a total of 3,964 uncompensated hours to the Town. Below is a list of volunteer hours (uncompensated time) provided by our auxiliary police officers and paid police staff.



Special Operations Statistics

Marine Patrol					
Month	Hours on Patrol	Other Hours	Stops	Interactions	Calls for Service
July	46	0	3	12	1
August	24	0	9	12	4
September	24	0	28	28	9
October	0	0	0	0	0
November	0	0	0	0	0
December	1.5	0	0	0	0
January	0	0	0	0	0
February	0	0	0	0	0
March	0	2	0	0	0
April	0	64	0	0	0
May	24	29	0	3	1
FY Total	104.5	95	40	55	15
UAS Operations					
Month	Operational Hours	Training Hours		Call Outs	Calls for Service
July	0	0		0	0
August	0	0		0	0
September	0	0		0	0
October	0	2		0	0
November	0	0		0	0
December	0	0		0	0
January	0	0		0	0
February	0	0		0	0
March	0	8		0	0
April	0	10		0	0
May	0	8		0	0
FY Total	0	28		0	0
UTV / HSEM Operations					
Month	Hours Staffed	Training Hours		Special Events	Calls for Service
July	140	0		3	1
August	280	0		2	0
September	120	0		1	0
October	16	0		1	0
November	104	0		1	0
December	42	0		2	0
January	128	0		2	1
February	68	0		0	0
March	52	0		0	0
April	64	0		0	0
May	50	0		0	0

FY Total	1024	0		12	2
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Public Works

Routine Activities

The Public Works Department engages in the following regular maintenance activities:

Activity	Weekday	Sat/Sun	Weekly	Monthly	Notes
Trash Collection/Check	X	X			Weekend checks during high traffic seasons
Street Sweeping			X		Sweeping Season: April - October
Check/Repair Gaslights	X				Review and schedule repairs as needed
Check/Replace Doggie Bags			X		
Check/Clear Storm drains			X		Weekly + Storm Prep
Check Public Restrooms	X	X			Weekend checks during high traffic seasons
Contractor Cleaning - RMP			X		Contractor cleans Fridays and Mondays
Check Tanyard Hill Park			X		Review and schedule repairs as needed
Check Mamie Davis Park and Riverwalk	X				Review and schedule repairs as needed
Check/Clean Kayak Ramp				X	Monthly to quarterly cleaning
Check River Mill Park	X				Review and schedule repairs as needed
Clean/Maintain RMP Light Poles				X	
Check Furnace Branch Park			X		Review and schedule repairs as needed
Minor Brick Sidewalk Check/Repairs			X		Review and schedule repairs as needed
Maintain Town Buildings			X		Review and schedule repairs as needed
Maintain Town Equipment			X		Vehicle and small engine repair, seasonal and as needed
Clean Town Vehicle			X		Ensure cleanliness and care of town vehicle
Maintain Annex/PW Facility	X				External and internal clean up and organization
Maintain Events Building at RMP				X	Monthly to quarterly
Check/Maintain Dumpster and storage area				X	
Water Flowers	X				Seasonal
Graffiti Check/Removal	X				
Litter Check/Removal	X				
Install/Repair Event Banners as Needed				X	Seasonal
Maintain Temporary Pipe on Mill Street				X	Until no longer needed

Pest Treatment	X	Town buildings every 3 months
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Public Works Highlights (June 2025)

- Supported and cleaned up from RiverFest.
- Completed patching and painting of basement and back steps at Town Hall.
- Continued spring cleaning tasks. Curb painting and powerwashing are in progress and will be completed through the summer.
- Removed several downed trees after multiple storm events.

Special Public Works Projects

Projects In-Progress: 13

Projects Completed: 6

Below is an updated list of maintenance activities with status updated as of June 30, 2025:

Project	Status	Completion Date	Notes
Building and Property Maintenance (TH, Annex, Museum and River Rd)			
Mill House Museum Interior Renovations	Not started		Fall 2025
Town Hall Drainage Improvements	In progress		July 2025
Remove Bars from Front Doors and Windows at Mill House Museum	In progress		July 2025
Lighting Repair at Mill House Museum	In progress		Summer 2025
Repair and Reseal Town Hall Back Foundation	Completed	06/27/2025	
Craft Show and Events Support			
RiverFest Staging	Completed	06/7/2025	
RiverFest Event Support and Cleanup	Completed	06/9/2025	
Support Trivia Night	Completed	06/23/2025	
Landscaping			
Improvements at Tanyard Hill and Old Bridge Entrance	In progress		2025
Park and Riverwalk Maintenance (RMP, MDP, Furnace, Tanyard, and Dock/Riverwalk)			
Remove Downed Tree in RMP	Completed	06/10/2025	
Special Projects			
Backup Generator Project	Not started		Paused – OPD Joint Project
TH, Mill St, and RMP Storage Reorg	In progress		TH started; Events Joint Project – Summer 2025
River Road and Town Dumpster Improvements	In progress		Cleaning and reorg, chained off River Rd, and town dumpster area completed

Project	Status	Completion Date	Notes
			3/17/25; Shed, fence and trash enclosure install planned for Summer/Fall 2025
Spring Cleaning			
Clean Trash and Recycling Containers	In progress		Summer 2025
Powerwash Gaslight Landing Riverwalk	In progress		Summer 2025
Powerwash Town Dock and Riverwalk	In progress		Summer 2025
Curb and Striping Review and Painting	In progress		Summer 2025
Streets, Sidewalks, and Parking			
Repair Dogwoods on TH Bricks	Not started		
Move Parking Sign at Madigan's	Not started		Summer 2025
Remove Power Line Residue from Sidewalk at 308 Mill	In progress		Summer 2025
Remove Downed Trees on West Locust	Completed	06/27/25	
Vehicles and Equipment			
Trailer Review and Repair	In progress		Summer 2025
New Truck and UTV Decals	In progress		Summer 2025
Brick Installation and Maintenance			
Commerce and Union	Not started		July 2025

Events and Community Development

Trivia Nights

May - October

We hosted the second Trivia night of the season on June 20th in River Mill Park – it was another fantastic turnout with 33 teams competing! Mayor Porta hosted the event beautifully. Visit Occoquan hosted the bar and concessions and reported another successful evening.

This family-friendly event will feature six rounds of trivia, with the winning team walking away with a \$100 prize. Here is the full list of remaining trivia dates:

- July 25th - Trivia Takedown
- August 15th - Mindbender Bonanza
- September 12th - Trivia Treasure Hunt
- October 10th - Trivia Bingo

Season Tickets are now available.

Fox 5 DC Zip Trip

July 11

We are in full planning with Fox 5 DC who will be airing live from Occoquan on Friday, July 11, as part of their Zip Trip series! The segment will run from **7:00 AM to 11:00 AM** and will showcase the charm of our historic town, including local attractions, businesses, and activities.

Fox 5 will begin setup at 5am; therefore, the 300 block of Mill Street (between Union and Ellicott) will be closed to traffic and parking on **Friday, July 11** from approximately 5:00am to 12:00pm.

25th Army Band Concert

July 12

We are thrilled to be hosting the 257th Army Band in River Mill Park on Saturday, July 12th. Doors will open at 6pm and the band will begin at 7pm. Guests are encouraged to take out or Uber Eats/Door Dash delivery from one of our in-town eateries. Visit Occoquan will also run an on-site concessions bar.

National Night Out

August 5

We will host National Night Out under the Rt. 123 Bridge with free activities for the whole family including things like an obstacle course, nerf target range, bike inspections, tours of the police boat and more!

It is the goal of the National Night Out program to enhance the relationship between neighbors and law enforcement while bringing back a true sense of community.

TOWN OF OCCOQUAN
FINANCIAL STATEMENTS
AS OF MAY 2025

	Final Audited As of 6/30/2020	Adj to PY FY20	Audited Income/ (Loss) FY21	Final Audited As of 6/30/2021	Reassign PY FY21	7/1/21 Transfers	As of 7/1/21	Audited Income/ (Loss) FY22	Final Audited As of 6/30/2022	7/1/22 Transfers	As of 7/1/22	Audited Income/ (Loss) FY23	Final Audited As of 6/30/2023	7/1/23 Transfers (unaudited)	As of 7/1/23 (unaudited)	Unaudited Income/ (Loss) FY24	As of 6/30/2024 Unaudited	7/1/24 Transfers (unaudited)	As of 7/1/24 (unaudited)	Unaudited Income/ (Loss) FY25 YTD	As of 5/31/25 Unaudited
Nonspendable:																					
Mamie Davis Fund	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000
Prepaid Items	\$ -	\$ -	\$ 660	\$ 660	\$ -	\$ (660)	\$ -	\$ 6,621	\$ 6,621	\$ (6,621)	\$ -	\$ 8,898.56	\$ 8,899	\$ (8,899)	\$ -	\$ 1,676.50	\$ 1,677	\$ (1,677)	\$ -	\$ -	
Restricted:																					
E-Summons Fund							\$ -		\$ 24,059	\$ 24,059	\$ 12,064.06	\$ 36,123	\$ -	\$ 36,123	\$ 12,862.54	\$ 48,985	\$ -	\$ 48,985	\$ 4,680	\$ 53,666	
Assigned:																					
Events Fund	\$ 88,371	\$ -	\$ (28,244)	\$ 60,128	\$ (4,012)	\$ (31,116)	\$ 25,000	\$ 46,578	\$ 71,578	\$ (46,578)	\$ 25,000	\$ 63,491.54	\$ 88,492	\$ -	\$ 88,492	\$ (1,639.94)	\$ 86,852	\$ (86,852)	\$ -	\$ 85,018	
CIP Fund	\$ 146,485	\$ -	\$ (91,988)	\$ 54,497	\$ -	\$ 99,403	\$ 153,900	\$ (153,842)	\$ 258	\$ 100,742	\$ 101,000	\$ (74,156.96)	\$ 26,843	\$ -	\$ 26,843	\$ (19,805.12)	\$ 7,038	\$ 428,968	\$ 436,006	\$ (49,006)	
State Aid 999 Program Fund	\$ 39,354	\$ (32,024)	\$ 24,876	\$ 32,207	\$ -	\$ -	\$ 32,207	\$ (17,923)	\$ 14,283	\$ -	\$ 14,283	\$ -	\$ 14,283	\$ -	\$ 14,283	\$ 9,951.86	\$ 24,235	\$ -	\$ 24,235	\$ 19,651	
Mamie Davis Park Fund	\$ 10,160	\$ (1,600)	\$ 2,549	\$ 11,110	\$ -	\$ -	\$ 11,110	\$ 382	\$ 11,492	\$ -	\$ 11,492	\$ (4,993.80)	\$ 6,498	\$ -	\$ 6,498	\$ 592.56	\$ 7,090	\$ -	\$ 7,090	\$ 2,108	
PEG Fund	\$ 1,313	\$ -	\$ 249	\$ 1,562	\$ -	\$ -	\$ 1,562	\$ 214	\$ 1,776	\$ -	\$ 1,776	\$ 179.70	\$ 1,955	\$ -	\$ 1,955	\$ 155.50	\$ 2,111	\$ -	\$ 2,111	\$ 2,111	
Subtotal Assigned:	\$ 399,055	\$ (34,257)	\$ (170,945)	\$ 193,853	\$ (4,012)	\$ 68,287	\$ 258,128	\$ (158,742)	\$ 99,386	\$ 54,164	\$ 153,551	\$ (15,479.52)	\$ 138,071	\$ -	\$ 138,071	\$ (10,745.14)	\$ 127,326	\$ 342,116	\$ 469,442	\$ 57,681	
Unassigned:																					
Operating Reserves	\$ 185,338	\$ 1,600	\$ -	\$ 186,938	\$ -	\$ (19,280)	\$ 167,657	\$ -	\$ 167,657	\$ 20,203	\$ 187,861	\$ 12,139.18	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	
Other Unassigned	\$ -	\$ 32,657	\$ 11,678	\$ 44,335	\$ 4,012	\$ (49,347)	\$ -	\$ 91,805	\$ 91,805	\$ (91,805)	\$ -	\$ 35,905.17	\$ 35,905	\$ 8,899	\$ 44,804	\$ 765,720.60	\$ 810,524	\$ (340,440)	\$ 470,084	\$ 81,594	
Subtotal Unassigned:	\$ 185,338	\$ 34,257	\$ 11,678	\$ 231,272	\$ 4,012	\$ (67,627)	\$ 167,657	\$ 91,805	\$ 259,463	\$ (71,602)	\$ 187,861	\$ 48,044.35	\$ 235,905	\$ 8,899	\$ 244,804	\$ 765,720.60	\$ 1,010,524	\$ (340,440)	\$ 670,084	\$ 81,594	
Total Fund Balance:	\$ 684,393	\$ -	\$ (168,607)	\$ 525,786	\$ -	\$ -	\$ 525,786	\$ (60,316)	\$ 465,470	\$ -	\$ 465,470	\$ 53,527.45	\$ 518,997	\$ -	\$ 518,997	\$ 769,814.60	\$ 1,288,812	\$ -	\$ 1,288,812	\$ 143,955	

	Capital				Mamie Davis Funds	Total - All Funds
	General Fund	Improvement Program Fund	E-Summons Fund	Events Fund		
Nonspendable					\$ 100,000	\$ 100,000
Restricted			\$ 53,666			\$ 53,666
Committed						\$ -
Assigned	\$ 45,997	\$ 386,911		\$ 85,018	\$ 9,198	\$ 527,124
Unassigned	\$ 751,678	\$ -				\$ 751,678
	\$ 797,675	\$ 386,911	\$ 53,666	\$ 85,018	\$ 109,198	\$ 1,432,467

\$ -

Town of Occoquan Budget vs. Actuals July - May, 2025

	Actual	Annual Budget	Over Budget	% of Budget
Income				
40000 TAXES				
40010 Real Estate	\$ 302,303	304,351	(2,048)	99.33%
40020 Meals Tax	\$ 282,077	333,812	(51,735)	84.50%
40030 Sales Tax	\$ 44,067	48,000	(3,933)	91.81%
40040 Utility Tax	\$ 32,827	36,500	(3,673)	89.94%
40050 Communications Tax	\$ 27,782	33,000	(5,218)	84.19%
40060 Transient Occupancy Tax	\$ 43,490	46,500	(3,010)	93.53%
40070 Peer-to-Peer Vehicle Tax	\$ -	6,600	(6,600)	0.00%
Total 40000 TAXES	\$ 732,546	\$ 808,763	\$ (76,217)	90.58%
41000 FEES/LICENSES				
41010 Vehicle License	\$ 1,038	2,500	(1,462)	41.52%
41020 Business Licenses	\$ 11,128	11,000	128	101.16%
41025 Business License Fee	\$ 94,069	90,402	3,667	104.06%
Total 41020 Business Licenses	\$ 4,590	\$ 4,260	\$ 330	107.75%
41030 Late Fees	\$ 98,659	94,662	3,997	104.22%
41040 FINES (PUBLIC SAFETY)	\$ 6,281	1,500	4,781	418.72%
41170 E-Summons	\$ 356,213	375,000	(18,787)	94.99%
Total 41040 FINES (PUBLIC SAFETY)	\$ -	\$ 15,250	-\$ -15,250	0.00%
41100 Administrative Fees	\$ 356,213	390,250	-\$ 34,037	91.28%
41120 Service Revenue - Eng	\$ 9,178	8,500	678	107.97%
41130 Service Revenue - Legal	\$ 4,008	14,000	(9,993)	28.63%
41140 Service Revenue - Other	\$ -	5,000	(5,000)	0.00%
41160 Convenience Fees	\$ -	600	(600)	0.00%
Total 41000 FEES/LICENSES	\$ 1,241	\$ 0	\$ 1,241	
42000 GRANTS				
42021 NHSTA (DMV)	\$ 1,234		1,234	
42100 Alcohol		16,000	(16,000)	0.00%
42101 Pedestrian	\$ 3,117		3,117	
42102 Speed	\$ 1,305		1,305	
Total 42021 NHSTA (DMV)	\$ 7,237		\$ 7,237	
Total 42000 GRANTS	\$ 11,660	\$ 16,000	\$ (4,340)	72.87%
42040 PEG				
42110 Virginia DCJS	\$ 134			
42020 HB 599	\$ -	0	0	
Total 42110 Virginia DCJS	\$ 28,370	\$ 27,678	\$ 692	102.50%
42130 DEQ			0	
42010 LITTER	\$ 1,838	1,329	509	138.30%
Total 42130 DEQ	\$ 1,838	\$ 1,329	\$ 509	138.30%
Total 42000 GRANTS	\$ 43,236	\$ 45,007	\$ (1,771)	96.07%
43000 RENTALS				
			0	

43020 River Mill Park	\$	1,550	4,000	(2,450)	38.75%
43030 Mamie Davis Park Rental	\$	1,550	3,000	(1,450)	51.67%
43040 200 Mill Street Lease	\$	(5,919)	7,727	(13,645)	-76.60%
Total 43000 RENTALS	\$	(2,819)	\$ 14,727	\$ (17,545)	-19.14%
44000 OTHER				0	
44005 Insurance Proceeds	\$	11,911	0	11,911	
44010 General Fund Interest	\$	29,145	25,000	4,145	116.58%
44040 Bricks Revenue	\$	851	300	551	283.71%
44060 Other	\$	2,317	1,700	617	136.28%
Total 44000 OTHER	\$	44,224	\$ 27,000	\$ 17,224	163.79%
Total Income	\$	1,304,931	\$ 1,408,258	\$ (103,327)	92.66%
Gross Profit	\$	1,304,931	\$ 1,408,258	\$ (103,327)	92.66%
Expenses					
60000 PERSONNEL SERVICES	\$	-		0	
60010 Salaries and Wages	\$	512,914	617,743	(104,829)	83.03%
60020 Overtime	\$	20,207	5,700	14,507	354.50%
60030 On-call Labor	\$	39,787	59,240	(19,453)	67.16%
60040 Other Benefits (Cell)	\$	81	250	(169)	32.43%
60050 Payroll Taxes	\$	43,270	52,220	(8,950)	82.86%
60060 Life Insurance	\$	4,805	5,444	(639)	88.26%
60070 Health Insurance	\$	35,253	45,793	(10,540)	76.98%
60095 VRS Employer Contrib	\$	22,619	40,610	(17,992)	55.70%
Total 60000 PERSONNEL SERVICES	\$	678,935	\$ 827,001	\$ (148,066)	82.10%
Total 60400 PROFESSIONAL SERVICES	\$	139,771	\$ 175,967	\$ (36,196)	79.43%
60800 INFORMATION TECH SERV				0	
60810 Website Support	\$	4,794	3,500	1,294	136.97%
60840 Phone Service	\$	15,038	11,200	3,838	134.26%
60850 Internet Service	\$	6,523	5,680	843	114.85%
60860 Hardware/Software & Maintenance	\$	7,928	10,750	(2,822)	73.75%
60870 IT Support Services	\$	11,633	9,300	2,333	125.09%
Total 60800 INFORMATION TECH SERV	\$	45,916	\$ 40,430	\$ 5,486	113.57%
Total 61200 MATERIALS AND SUPPLIES	\$	27,092	\$ 34,850	\$ (7,758)	77.74%
Total 61600 OPERATIONAL SERVICES	\$	5,743	\$ 9,200	\$ (3,457)	62.43%
Total 62000 CONTRACTS	\$	111,138	\$ 125,103	\$ (13,965)	88.84%
62400 INSURANCE				0	
62410 Insurance	\$	39,491	43,500	(4,009)	90.78%
Total 62400 INSURANCE	\$	39,491	\$ 43,500	\$ (4,009)	90.78%
Total 62800 PUBLIC INFORMATION	\$	3,009	\$ 4,050	\$ (1,041)	74.30%
Total 63200 ADVERTISING	\$	1,656	\$ 6,610	\$ (4,954)	25.05%
Total 63600 TRAINING AND TRAVEL	\$	14,402	\$ 17,050	\$ (2,648)	84.47%
Total 64000 VEHICLES AND EQUIPMENT	\$	54,137	\$ 47,650	\$ 6,487	113.61%
Total 64400 SEASONAL	\$	12,193	\$ 13,000	\$ (807)	93.79%
64700 FACILITIES EXPENSE				0	
Total 64800 TOWN HALL	\$	9,779	\$ 11,344	\$ (1,564)	86.21%
Total 65200 MILL HOUSE MUSEUM	\$	12,089	\$ 6,500	\$ 5,589	185.99%
Total 66000 ANNEX / MAINTENANCE YARD	\$	6,429	\$ 3,350	\$ 3,079	191.90%
Total 66800 RIVER MILL PARK & FACIL	\$	15,481	\$ 18,154	\$ (2,672)	85.28%

Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$	2,038	\$	2,900	\$	(862)	70.28%
Total 67800 OCCOQUAN RIVER	\$	-	\$	2,500	\$	(2,500)	0.00%
Total 68000 FURNACE BRANCH PARK	\$	-	\$	500	\$	(500)	0.00%
Total 68400* STREETS AND SIDEWALKS	\$	1,747	\$	2,500	\$	(753)	69.89%
Total 68800 HISTORIC DISTRICT	\$	13,976	\$	13,600	\$	376	102.76%
Total 64700 FACILITIES EXPENSE	\$	61,540	\$	61,347	\$	193	100.31%
68900 PUBLIC ART PROGRAM						0	
68910 Mural Installation	\$	-		2,500		(2,500)	0.00%
Total 68900 PUBLIC ART PROGRAM	\$	-	\$	2,500	\$	(2,500)	0.00%
69400 MISC EXPENSE	\$	(56)					
Total Expenses	\$	1,194,967	\$	1,408,258	\$	(213,291)	84.85%
Net Operating Income	\$	109,964	\$	(0)	\$	109,964	
Net Income	\$	109,964	\$	(0)	\$	109,964	

CIP FUND

	Actual	Annual Budget	over Budget	% of Budget
Income				
42000 GRANTS	\$ -	935,025	(935,025)	0.00%
42050 DOJ BVP	\$ -	3,000	(3,000)	0.00%
42103 Virginia Dept of Fire Programs	\$ 298			
42130 DEQ	\$ 350		350	
Total 42000 GRANTS	\$ 648	\$ 938,025	\$ (937,377)	0.07%
44000 OTHER				
44060 Other	\$ 19,860			
Total 44000 OTHER	\$ 19,860			
Total Income	\$ 20,508	\$ 938,025	\$ (917,517)	2.19%
Gross Profit	\$ 20,508	\$ 938,025	\$ (917,517)	2.19%
Expenses				
Total Expenses			\$ -	
Net Operating Income	\$ 20,508	\$ 938,025	\$ (917,517)	2.19%
Other Expenses				
64000 VEHICLES AND EQUIPMENT			0	
64010 Town Vehicles M&R			0	
Total 64000 VEHICLES AND EQUIPMENT EXPENSE	\$ -		\$ -	
70000 CIP EXPENSE			0	
70001 Streetscape				
70005 Building Improvements	\$ 9,477	12,200	(2,723)	77.68%
70006 Stormwater Management	\$ 113	1,150,031	(1,149,919)	0.01%
70014 Timed Parking Equipment	\$ 6,048	5,500	548	109.97%
70018 Snow Removal Equipment	\$ 7,301	7,300	1	100.01%
70020 Street/Curb Striping Prog	\$ -			
72006 Riverwalk Improvements	\$ 6,055	110,000	(103,945)	5.50%
74001 Vehicles & Equipment	\$ 45,689	53,000	(7,311)	86.20%
74003 Body Armor	\$ -	6,000	(6,000)	0.00%
76001 Computer Upgrades	\$ 3,640	3,000	640	121.33%
76006 Records Management Syst	\$ -	27,000	(27,000)	0.00%

Total 70000 CIP EXPENSE	\$	78,322	\$	1,374,031	\$	(1,295,709)		5.70%
Total Other Expenses	\$	78,322	\$	1,374,031	\$	(1,295,709)		5.70%
Net Other Income	\$	(78,322)	\$	(1,374,031)	\$	1,295,709		5.70%
Net Income	\$	(57,814)	\$	(436,006)	\$	378,192		13.26%

E SUMMONS FUND

	Actual	Annual Budget	over Budget	% of Budget	
Income					
41000 FEES/LICENSES				0	
41040 FINES (PUBLIC SAFETY)	\$	-		0	
41170 E-Summons	\$	11,786	15,250	(3,464)	77.28%
Total 41040 FINES (PUBLIC SAFETY)	\$	11,786	\$ 15,250	(3,464)	77.28%
Total 41000 FEES/LICENSES	\$	11,786	\$ 15,250	(3,464)	77.28%
Total Income	\$	11,786	\$ 15,250	(3,464)	77.28%
Gross Profit	\$	11,786	\$ 15,250	(3,464)	77.28%
Expenses					
60800 INFORMATION TECH SERV				0	
60860 Hardware/Software & Maintenance	\$	6,415	5,600	815	114.56%
Total 60800 INFORMATION TECH SERV	\$	6,415	\$ 5,600	\$ 815	114.56%
61200 MATERIALS AND SUPPLIES				0	
61220 Operational supplies	\$	690	1,600	(910)	43.13%
Total 61200 MATERIALS AND SUPPLIES	\$	690	\$ 1,600	(910)	43.13%
Total Expenses	\$	7,105	\$ 7,200	(95)	98.69%
Net Operating Income	\$	4,680	\$ 8,050	(3,370)	58.14%
Net Income	\$	4,680	\$ 8,050	(3,370)	58.14%

EVENTS FUND

	Actual	Annual Budget	over Budget	% of Budget	
Income					
41000 FEES/LICENSES				0	
41160 Convenience Fees	\$	6,425	4,550	1,875	141.21%
Total 41000 FEES/LICENSES	\$	6,425	\$ 4,550	\$ 1,875	141.21%
42000 GRANTS			10,000	(10,000)	0.00%
44000 OTHER			0	0	
44020 Events Fund Interest	\$	-	0	0	
44040 Bricks Revenue	\$	304	1,575	(1,271)	19.30%
44060 Other	\$	-	4,260	(4,260)	0.00%
Total 44000 OTHER	\$	304	\$ 5,835	(5,531)	5.21%
47000 EVENTS REVENUE				0	
47010 Sponsorships	\$	21,518	34,000	(12,482)	63.29%
47020 Booth Rentals	\$	197,966	166,000	31,966	119.26%
47021 Ticket Sales	\$	60	2,525	(2,465)	2.38%
47023 Community Events	\$	12,139	16,750	(4,611)	72.47%
Total 47021 Ticket Sales	\$	12,199	\$ 19,275	(7,076)	63.29%
47030 Shuttle Fees	\$	34,636	60,500	(25,864)	57.25%

47040 Parking Space Sales	\$	8,250	10,500	(2,250)	78.57%
47060 Merchandise	\$	-	1,125	(1,125)	0.00%
47105 Revenue Share Agreements	\$	-	1,500	(1,500)	0.00%
Total 47000 EVENTS REVENUE	\$	274,569	\$ 292,900	\$ (18,331)	93.74%
Total Income	\$	281,298	\$ 313,285	\$ (31,987)	89.79%
Gross Profit	\$	281,298	\$ 313,285	\$ (31,987)	89.79%
Expenses					
Total 60000 PERSONNEL SERVICES	\$	74,235	\$ 98,371	\$ (24,136)	75.46%
60400 PROFESSIONAL SERVICES				0	
60470 Bank Charges	\$	6,507	5,050	1,457	128.86%
Total 60400 PROFESSIONAL SERVICES	\$	6,507	\$ 5,050	\$ 1,457	128.86%
60800 INFORMATION TECH SERV				0	
60840 Phone Service	\$	677	390	287	173.68%
60860 Hardware/Software & Maintenance	\$	29			
Total 60800 INFORMATION TECH SERV	\$	706	\$ 390	\$ 316	181.12%
61200 MATERIALS AND SUPPLIES				0	
61210 Office Supplies	\$	25	495	(470)	4.99%
61220 Operational supplies	\$	8,779	13,050	(4,271)	67.27%
Total 61200 MATERIALS AND SUPPLIES	\$	8,803	\$ 13,545	\$ (4,742)	64.99%
Total 62000 CONTRACTS	\$	58,273	\$ 75,100	\$ (16,827)	77.59%
Total 63200 ADVERTISING	\$	30,141	\$ 32,500	(2,359)	92.74%
64700 FACILITIES EXPENSE				0	
Total 66800 RIVER MILL PARK & FACIL	\$	616	850	(234)	72.47%
Total 64700 FACILITIES EXPENSE	\$	616	\$ 850	\$ (234)	72.47%
Total 69200 SPECIAL EVENTS	\$	16,999	\$ 12,920	\$ 4,079	131.57%
Total Expenses	\$	196,280	\$ 238,726	\$ (42,445)	82.22%
Net Operating Income	\$	85,018	\$ 74,559	\$ 10,458	114.03%
Net Income	\$	85,018	\$ 74,559	\$ 10,458	114.03%

MAMIE DAVIS PARK

		Actual	Annual Budget	over Budget	% of Budget
Income					
44000 OTHER				0	
44030 Mamie Davis Park Interest	\$	2,108	256	1,852	823.43%
Total 44000 OTHER	\$	2,108	\$ 256	\$ 1,852	823.43%
Total Income	\$	2,108	\$ 256	\$ 1,852	823.43%
Gross Profit	\$	2,108	\$ 256	\$ 1,852	823.43%
Expenses					
Total Expenses				\$ -	
Net Operating Income	\$	2,108	\$ 256	\$ 1,852	823.43%
Net Income	\$	2,108	\$ 256	\$ 1,852	823.43%
TOTAL NET INCOME (LOSS) ALL FUNDS	\$	143,955	(353,141)	497,096	(0)

	CIP	CIP Administration	CIP Public Safety
Income			
40000 TAXES			
40010 Real Estate			
40020 Meals Tax			
40030 Sales Tax			
40040 Utility Tax			
40050 Communications Tax			
40060 Transient Occupancy Tax			
Total 40000 TAXES	\$	0.00	\$ 0.00
41000 FEES/LICENSES			
41010 Vehicle License			
41020 Business Licenses			
41025 Business License Fee			
Total 41020 Business Licenses	\$	0.00	\$ 0.00
41030 Late Fees			
41040 FINES (PUBLIC SAFETY)			
41170 E-Summons			
Total 41040 FINES (PUBLIC SAFETY)	\$	0.00	\$ 0.00
41100 Administrative Fees			
41120 Service Revenue - Eng			
41160 Convenience Fees			
Total 41000 FEES/LICENSES	\$	0.00	\$ 0.00
42000 GRANTS			
42021 NHSTA (DMV)			
42100 Alcohol			
42101 Pedestrian			
42102 Speed			
Total 42021 NHSTA (DMV)	\$	0.00	\$ 0.00
42040 PEG			
42103 Virginia Dept of Fire Programs			
42110 Virginia DCJS			
42020 HB 599			
Total 42110 Virginia DCJS	\$	0.00	\$ 0.00
42130 DEQ			350.00
42010 LITTER			
Total 42130 DEQ	\$	0.00	\$ 350.00
Total 42000 GRANTS	\$	0.00	\$ 350.00
43000 RENTALS			
43020 River Mill Park			

43030 Mamie Davis Park Rental					
43040 200 Mill Street Lease					
Total 43000 RENTALS	\$	0.00	\$	0.00	\$ 0.00
44000 OTHER					
44005 Insurance Proceeds					
44010 General Fund Interest					
44030 Mamie Davis Park Interest					
44040 Bricks Revenue					
44060 Other					
Total 44000 OTHER	\$	0.00	\$	0.00	\$ 0.00
47000 EVENTS REVENUE					
47010 Sponsorships					
47020 Booth Rentals					
47021 Ticket Sales					
47023 Community Events					
Total 47021 Ticket Sales	\$	0.00	\$	0.00	\$ 0.00
47030 Shuttle Fees					
47040 Parking Space Sales					
Total 47000 EVENTS REVENUE	\$	0.00	\$	0.00	\$ 0.00
Total Income	\$	0.00	\$	350.00	\$ 0.00
Gross Profit	\$	0.00	\$	350.00	\$ 0.00
Expenses					
60000 PERSONNEL SERVICES					
60010 Salaries and Wages					
60020 Overtime					
60030 On-call Labor					
60040 Other Benefits (Cell)					
60050 Payroll Taxes					
60060 Life Insurance					
60070 Health Insurance					
60095 VRS Employer Contrib					
Total 60000 PERSONNEL SERVICES	\$	0.00	\$	0.00	\$ 0.00
60400 PROFESSIONAL SERVICES					
60430 Zoning and Engineering Services					
60435 Services Expense - Engineering					
Total 60430 Zoning and Engineering Services	\$	0.00	\$	0.00	\$ 0.00
60440 Legal Services					
60443 Prosecutions					
60444 Administration					
Total 60440 Legal Services	\$	0.00	\$	0.00	\$ 0.00
60450 Audit Services					
60460 Payroll Processing					
60465 Financial System Maintenance					
60470 Bank Charges					
Total 60400 PROFESSIONAL SERVICES	\$	0.00	\$	0.00	\$ 0.00
60800 INFORMATION TECH SERV					
60810 Website Support					

60840 Phone Service					
60850 Internet Service					
60860 Hardware/Software & Maintenance					
60870 IT Support Services					
Total 60800 INFORMATION TECH SERV	\$	0.00	\$	0.00	\$ 0.00
61200 MATERIALS AND SUPPLIES					
61210 Office Supplies					
61220 Operational supplies					
61250 Uniforms					
Total 61200 MATERIALS AND SUPPLIES	\$	0.00	\$	0.00	\$ 0.00
61600 OPERATIONAL SERVICES					
61620 Copier Lease, Contract					
61630 Postal Services					
61640 Postal Machine Rental					
Total 61600 OPERATIONAL SERVICES	\$	0.00	\$	0.00	\$ 0.00
62000 CONTRACTS					
62010 Refuse Collection					
62020 Equipment Rental					
62030 Snow Removal					
62040 Landscaping					
62050 Entertainment					
Total 62000 CONTRACTS	\$	0.00	\$	0.00	\$ 0.00
62400 INSURANCE					
62410 Insurance					
Total 62400 INSURANCE	\$	0.00	\$	0.00	\$ 0.00
62800 PUBLIC INFORMATION					
62820 Design/Print - Auto Decal					
62840 Postage - Newsletter					
Total 62800 PUBLIC INFORMATION	\$	0.00	\$	0.00	\$ 0.00
63200 ADVERTISING					
63210 Advertising - Legal					
63220 Advertising - Marketing					
63230 Community/Business Supp					
Total 63200 ADVERTISING	\$	0.00	\$	0.00	\$ 0.00
63600 TRAINING AND TRAVEL					
63610 Conferences					
63620 Membership and Dues					
63630 Travel Reimbursement					
63640 Employee Training					
Total 63600 TRAINING AND TRAVEL	\$	0.00	\$	0.00	\$ 0.00
64000 VEHICLES AND EQUIPMENT					
64010 Town Vehicles M&R					
64030 Equipment M&R					
64040 Fuel					
64050 Equipment and Tools					
Total 64000 VEHICLES AND EQUIPMENT	\$	0.00	\$	0.00	\$ 0.00
64400 SEASONAL					

64430 Parks/Town Hall Decor					
64440 Wreath Installation/Maint					
Total 64400 SEASONAL	\$	0.00	\$	0.00	\$ 0.00
64700 FACILITIES EXPENSE					
64800 TOWN HALL					
64820 Elevator Inspection/Maint					
64830 Janitorial Services					
64850 Repair and Maintenance					
64860 Equipment Maint Contracts					
64870 Exterminating Services					
64880 Utilites - Gas/Water/Elec					
Total 64800 TOWN HALL	\$	0.00	\$	0.00	\$ 0.00
65200 MILL HOUSE MUSEUM					
65210 OHS Subsidy (Mill Museum)					
65240 Repair and Maintenance					
Total 65200 MILL HOUSE MUSEUM	\$	0.00	\$	0.00	\$ 0.00
66000 ANNEX / MAINTENANCE YARD					
66010 Exterminating Services					
66020 Equipment Maint Contracts					
66030 Utilities - Elect/Water					
66040 Repair and Maintenance					
Total 66000 ANNEX / MAINTENANCE YARD	\$	0.00	\$	0.00	\$ 0.00
66800 RIVER MILL PARK & FACIL					
66810 Brick Paver Program					
66820 Restroom Janitorial Serv					
66840 Repair and Maintenance					
66850 Utilities					
Total 66800 RIVER MILL PARK & FACIL	\$	0.00	\$	0.00	\$ 0.00
67200* MAMIE DAVIS PARK & RIVERWALK					
67220 Riverwalk & Dock					
67230 Winterization					
67250 Utilities					
67260 Kayak Ramp - Repair & Maint					
Total 67200* MAMIE DAVIS PARK & RIVERWALK	\$	0.00	\$	0.00	\$ 0.00
68400* STREETS AND SIDEWALKS					
68410 Street Painting					
68420 Brick Sidewalk Repair					
Total 68400* STREETS AND SIDEWALKS	\$	0.00	\$	0.00	\$ 0.00
68800 HISTORIC DISTRICT					
68810 Gas Light - Repair & Maint					
68820 Gas Light Utilities (Gas)					
68830 Signage - Repair & Maint					
Total 68800 HISTORIC DISTRICT	\$	0.00	\$	0.00	\$ 0.00
Total 64700 FACILITIES EXPENSE	\$	0.00	\$	0.00	\$ 0.00
69200 SPECIAL EVENTS					
69220 Volunteer TY / Town Party					
69240 Annual Tree Lighting					

69250 River Mill Park Events				
69290 Other Special Events				
Total 69200 SPECIAL EVENTS	\$	0.00	\$	0.00
69400 MISC EXPENSE				
Total Expenses	\$	0.00	\$	0.00
Net Operating Income	\$	0.00	\$	350.00
Other Expenses				
70000 CIP EXPENSE				
70005 Building Improvements				
70006 Stormwater Management			112.50	
70014 Timed Parking Equipment			3,168.00	2,880.42
70018 Snow Removal Equipment				
72006 Riverwalk Improvements				
74001 Vehicles & Equipment			3,914.04	9,240.35
76001 Computer Upgrades			3,639.99	
Total 70000 CIP EXPENSE	\$	0.00	\$	10,834.53
80000 OTHER ITEMS				
80002 Loan expenditures - principal				
80003 Loan expenditures - interest				
Total 80000 OTHER ITEMS	\$	0.00	\$	0.00
Total Other Expenses	\$	0.00	\$	10,834.53
Net Other Income	\$	0.00	-\$	10,834.53
Net Income	\$	0.00	-\$	10,484.53

CIP PS Grants	CIP PS 599 Grant	Total CIP PS Grants	Total CIP Public Safety	CIP Public Works	Total CIP	E SUMMONS FUND
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	11,785.74
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,785.74
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,785.74
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0.00	0.00		0.00	
		297.78	297.78	297.78	297.78	
		0.00	0.00		0.00	
		0.00	0.00		0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
		0.00	0.00		350.00	
		0.00	0.00		0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	\$ 0.00
\$ 297.78	\$ 0.00	\$ 297.78	\$ 297.78	\$ 0.00	\$ 647.78	\$ 0.00
		0.00	0.00		0.00	
		0.00	0.00		0.00	

				0.00		0.00			0.00				
				0.00		0.00			0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00	19,860.00		19,860.00				
\$	0.00	\$	0.00	\$	0.00	\$	19,860.00	\$	19,860.00	\$	0.00		
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
				0.00		0.00			0.00				
				0.00		0.00			0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
\$	297.78	\$	0.00	\$	297.78	\$	297.78	\$	19,860.00	\$	20,507.78	\$	11,785.74
\$	297.78	\$	0.00	\$	297.78	\$	297.78	\$	19,860.00	\$	20,507.78	\$	11,785.74
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
				0.00		0.00			0.00				
				0.00		0.00			0.00				
				0.00		0.00			0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
				0.00		0.00			0.00				
				0.00		0.00			0.00				

				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		6,415.47
				0.00		0.00			0.00		
\$	0.00	\$	6,415.47								
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		690.00
				0.00		0.00			0.00		
\$	0.00	\$	690.00								
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		

				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		
\$	0.00										
				0.00		0.00			0.00		
				0.00		0.00			0.00		
				0.00		0.00			0.00		

Town of Occoquan
Profit and Loss by Class
 July 2024 - May 2025

EVENTS FUND	Fall Arts & Craft Show	Occoquan RiverFest	Other Events	Total EVENTS FUND	GENERAL FUND	GF Administration
				0.00		
				0.00		302,302.93
				0.00		282,077.46
				0.00		44,066.56
				0.00		32,826.82
				0.00		27,782.16
				0.00		43,490.23
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 732,546.16
				0.00		1,038.00
				0.00		11,127.50
				0.00		94,069.11
				0.00		4,590.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 98,659.11
				0.00		6,280.83
				0.00		
				0.00		
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
				0.00		9,177.50
				0.00		4,007.50
	2,787.00	3,496.50	141.75	6,425.25		1,231.89
\$ 0.00	\$ 2,787.00	\$ 3,496.50	\$ 141.75	\$ 6,425.25	\$ 0.00	\$ 131,522.33
				0.00		1,234.10
				0.00		
				0.00		
				0.00		
				0.00		
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
				0.00		134.00
				0.00		
				0.00		
				0.00		
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
				0.00		1,838.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,838.00
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,206.10
				0.00		
				0.00		1,550.00

						0.00	1,550.00
						0.00	-5,918.79
\$	0.00	\$	0.00	\$	0.00	\$	0.00
							-2,818.79
						0.00	
						0.00	5,712.78
						0.00	29,145.27
						0.00	
				303.90		303.90	110.00
						0.00	278.56
\$	0.00	\$	0.00	\$	303.90	\$	303.90
							\$
							35,246.61
						0.00	
		7,668.00	13,500.00	350.00		21,518.00	
		96,765.53	96,300.00	4,900.00		197,965.53	
				60.00		60.00	
				12,139.33		12,139.33	
\$	0.00	\$	0.00	\$	12,199.33	\$	12,199.33
							\$
							0.00
		34,313.00	323.00			34,636.00	
		4,350.00	3,900.00			8,250.00	
\$	0.00	\$	143,096.53	\$	114,023.00	\$	17,449.33
							\$
							274,568.86
\$	0.00	\$	145,883.53	\$	117,519.50	\$	17,894.98
							\$
							281,298.01
\$	0.00	\$	145,883.53	\$	117,519.50	\$	17,894.98
							\$
							281,298.01
							\$
							0.00
		20,055.82	26,388.62	10,980.84		57,425.28	225,867.90
		2,850.77				2,850.77	
		3,165.01	1,697.00			4,862.01	1,773.43
						0.00	
		1,562.02	2,072.03	840.03		4,474.08	17,200.04
				1,671.19		1,671.19	896.99
						0.00	13,147.01
				2,951.37		2,951.37	9,874.70
\$	0.00	\$	27,633.62	\$	30,157.65	\$	16,443.43
							\$
							74,234.70
							\$
							0.00
							22,250.00
							4,835.00
\$	0.00	\$	0.00	\$	0.00	\$	0.00
							\$
							27,085.00
							0.00
							0.00
							51,248.64
\$	0.00	\$	0.00	\$	0.00	\$	0.00
							\$
							51,248.64
							17,700.00
							6,853.27
							2,160.00
		3,467.55	2,081.49	958.26		6,507.30	4,563.60
\$	0.00	\$	3,467.55	\$	2,081.49	\$	958.26
							\$
							6,507.30
							0.00
							4,794.08

					677.36	677.36	5,425.79
						0.00	3,231.20
		29.00				29.00	6,194.20
						0.00	11,376.26
\$	0.00	\$ 29.00	\$ 0.00	\$ 677.36	\$ 706.36	\$ 0.00	\$ 31,021.53
						0.00	
					24.69	24.69	1,437.22
		5,660.82	2,822.42		295.32	8,778.56	1,768.06
						0.00	785.50
\$	0.00	\$ 5,660.82	\$ 2,822.42	\$ 320.01	\$ 8,803.25	\$ 0.00	\$ 3,990.78
						0.00	
						0.00	3,853.58
						0.00	1,308.64
						0.00	581.16
\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,743.38
						0.00	
						0.00	
		37,457.19	18,252.25			55,709.44	
						0.00	
						0.00	
		2,250.00	314.01			2,564.01	
\$	0.00	\$ 39,707.19	\$ 18,566.26	\$ 0.00	\$ 58,273.45	\$ 0.00	\$ 0.00
						0.00	
						0.00	39,491.00
\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39,491.00
						0.00	
						0.00	631.11
						0.00	2,377.98
\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,009.09
						0.00	
						0.00	1,656.00
		6,138.44	3,762.66		239.47	10,140.57	
					20,000.00	20,000.00	
\$	0.00	\$ 6,138.44	\$ 3,762.66	\$ 20,239.47	\$ 30,140.57	\$ 0.00	\$ 1,656.00
						0.00	
						0.00	25.00
						0.00	2,432.12
						0.00	961.04
						0.00	
\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,418.16
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	34.95
\$	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34.95
						0.00	

GF Governing Body	GF Public Safety	GF PS Grants	GF PS 599 Grant	Total GF PS Grants	Total GF Public Safety	GF Public Works
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
				0.00	0.00	
	356,213.01			0.00	356,213.01	
				0.00	0.00	
\$ 0.00	\$ 356,213.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 356,213.01	\$ 0.00
				0.00	0.00	
				0.00	0.00	
				0.00	1.50	7.17
\$ 0.00	\$ 356,214.51	\$ 0.00	\$ 0.00	\$ 0.00	\$ 356,214.51	\$ 7.17
				0.00	0.00	
				0.00	0.00	
		3,117.32		3,117.32	3,117.32	
		1,305.00		1,305.00	1,305.00	
		7,237.41		7,237.41	7,237.41	
\$ 0.00	\$ 0.00	\$ 11,659.73	\$ 0.00	\$ 11,659.73	\$ 11,659.73	\$ 0.00
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
			28,370.00	28,370.00	28,370.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 28,370.00	\$ 28,370.00	\$ 28,370.00	\$ 0.00
				0.00	0.00	
				0.00	0.00	
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
\$ 0.00	\$ 0.00	\$ 11,659.73	\$ 28,370.00	\$ 40,029.73	\$ 40,029.73	\$ 0.00
				0.00	0.00	
				0.00	0.00	

							0.00	0.00	
							0.00	0.00	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00
							0.00	0.00	
			3,261.97				0.00	3,261.97	2,936.00
							0.00	0.00	
							0.00	0.00	
							0.00	0.00	741.13
			68.14				0.00	68.14	1,970.00
\$	0.00	\$	3,330.11	\$	0.00	\$	0.00	\$	3,330.11
							0.00	0.00	
							0.00	0.00	
							0.00	0.00	
							0.00	0.00	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00
							0.00	0.00	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00
\$	0.00	\$	359,544.62	\$	11,659.73	\$	28,370.00	\$	40,029.73
\$	0.00	\$	359,544.62	\$	11,659.73	\$	28,370.00	\$	40,029.73
							0.00	0.00	
			258,210.71		1,006.63		1,006.63	259,217.34	27,828.73
			7,680.05		12,526.48		12,526.48	20,206.53	
			30,112.86		980.61		980.61	31,093.47	6,919.63
							0.00	0.00	81.08
			23,767.66				0.00	23,767.66	2,302.31
			3,311.45				0.00	3,311.45	596.50
			19,290.18				0.00	19,290.18	2,816.05
			11,411.79				0.00	11,411.79	1,332.07
\$	0.00	\$	353,784.70	\$	14,513.72	\$	14,513.72	\$	368,298.42
							0.00	0.00	
							0.00	0.00	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00
							0.00	0.00	
			30,120.00				0.00	30,120.00	
							0.00	0.00	
\$	0.00	\$	30,120.00	\$	0.00	\$	0.00	\$	30,120.00
							0.00	0.00	
							0.00	0.00	
							0.00	0.00	
			20.87				0.00	20.87	20.00
\$	0.00	\$	30,140.87	\$	0.00	\$	0.00	\$	30,140.87
							0.00	0.00	
							0.00	0.00	

								0.00	0.00	10,299.45	
								0.00	0.00	1,893.50	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	12,192.95
								0.00	0.00		
								0.00	0.00		
								0.00	0.00	419.34	
								0.00	0.00	3,903.65	
								0.00	0.00	1,069.42	
								0.00	0.00	277.90	
								0.00	0.00	39.07	
								0.00	0.00		
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	5,709.38
								0.00	0.00		
								0.00	0.00		
								0.00	0.00	6,089.40	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	6,089.40
								0.00	0.00		
								0.00	0.00	65.00	
								0.00	0.00	119.10	
								0.00	0.00		
			1,840.26					0.00	1,840.26	149.15	
\$	0.00	\$	1,840.26	\$	0.00	\$	0.00	\$	1,840.26	\$	333.25
								0.00	0.00		
								0.00	0.00		
								0.00	0.00	7,807.35	
			804.59					0.00	804.59	2,152.36	
								0.00	0.00		
\$	0.00	\$	804.59	\$	0.00	\$	0.00	\$	804.59	\$	9,959.71
								0.00	0.00		
								0.00	0.00	278.95	
								0.00	0.00	350.00	
								0.00	0.00		
								0.00	0.00	152.25	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	781.20
								0.00	0.00	1,568.23	
								0.00	0.00	99.69	
								0.00	0.00	79.39	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	1,747.31
								0.00	0.00		
								0.00	0.00	5,906.00	
								0.00	0.00		
								0.00	0.00	659.04	
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	6,565.04
\$	0.00	\$	2,644.85	\$	0.00	\$	0.00	\$	2,644.85	\$	31,185.29
								0.00	0.00		
								0.00	0.00		
								0.00	0.00		

								0.00	0.00				
								0.00	0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
								0.00	0.00				
\$	516.00	\$	479,683.85	\$	14,513.72	\$	0.00	\$	14,513.72	\$	494,197.57	\$	205,864.43
-\$	516.00	-\$	120,139.23	-\$	2,853.99	\$	28,370.00	\$	25,516.01	-\$	94,623.22	-\$	200,210.13
								0.00	0.00				
								0.00	0.00				
								0.00	0.00				
								0.00	0.00				
								0.00	0.00				
								0.00	0.00				
								0.00	0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00
								0.00	0.00				
								0.00	0.00				
								0.00	0.00				
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00
\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00
-\$	516.00	-\$	120,139.23	-\$	2,853.99	\$	28,370.00	\$	25,516.01	-\$	94,623.22	-\$	200,210.13

Total GENERAL FUND	MAMIE DAVIS PARK	TOTAL
0.00		0.00
302,302.93		302,302.93
282,077.46		282,077.46
44,066.56		44,066.56
32,826.82		32,826.82
27,782.16		27,782.16
43,490.23		43,490.23
\$ 732,546.16	\$ 0.00	\$ 732,546.16
1,038.00		1,038.00
11,127.50		11,127.50
94,069.11		94,069.11
4,590.00		4,590.00
\$ 98,659.11	\$ 0.00	\$ 98,659.11
6,280.83		6,280.83
356,213.01		356,213.01
0.00		11,785.74
\$ 356,213.01	\$ 0.00	\$ 367,998.75
9,177.50		9,177.50
4,007.50		4,007.50
1,240.56		7,665.81
\$ 487,744.01	\$ 0.00	\$ 505,955.00
1,234.10		1,234.10
0.00		0.00
3,117.32		3,117.32
1,305.00		1,305.00
7,237.41		7,237.41
\$ 11,659.73	\$ 0.00	\$ 11,659.73
134.00		134.00
0.00		297.78
0.00		0.00
28,370.00		28,370.00
\$ 28,370.00	\$ 0.00	\$ 28,370.00
0.00		350.00
1,838.00		1,838.00
\$ 1,838.00	\$ 0.00	\$ 2,188.00
\$ 43,235.83	\$ 0.00	\$ 43,883.61
0.00		0.00
1,550.00		1,550.00

1,550.00		1,550.00
-5,918.79		-5,918.79
-\$ 2,818.79	\$ 0.00	-\$ 2,818.79
0.00		0.00
11,910.75		11,910.75
29,145.27		29,145.27
0.00	2,107.98	2,107.98
851.13		1,155.03
2,316.70		22,176.70
\$ 44,223.85	\$ 2,107.98	\$ 66,495.73
0.00		0.00
0.00		21,518.00
0.00		197,965.53
0.00		60.00
0.00		12,139.33
\$ 0.00	\$ 0.00	\$ 12,199.33
0.00		34,636.00
0.00		8,250.00
\$ 0.00	\$ 0.00	\$ 274,568.86
\$ 1,304,931.06	\$ 2,107.98	\$ 1,620,630.57
\$ 1,304,931.06	\$ 2,107.98	\$ 1,620,630.57
0.00		0.00
512,913.97		570,339.25
20,206.53		23,057.30
39,786.53		44,648.54
81.08		81.08
43,270.01		47,744.09
4,804.94		6,476.13
35,253.24		35,253.24
22,618.56		25,569.93
\$ 678,934.86	\$ 0.00	\$ 753,169.56
0.00		0.00
22,250.00		22,250.00
4,835.00		4,835.00
\$ 27,085.00	\$ 0.00	\$ 27,085.00
0.00		0.00
30,120.00		30,120.00
51,248.64		51,248.64
\$ 81,368.64	\$ 0.00	\$ 81,368.64
17,700.00		17,700.00
6,853.27		6,853.27
2,160.00		2,160.00
4,604.47		11,111.77
\$ 139,771.38	\$ 0.00	\$ 146,278.68
0.00		0.00
4,794.08		4,794.08

15,037.55		15,714.91
6,523.44		6,523.44
7,928.08		14,372.55
11,632.91		11,632.91
\$ 45,916.06	\$ 0.00	\$ 53,037.89
0.00		0.00
1,437.22		1,461.91
17,382.72		26,851.28
8,271.69		8,271.69
\$ 27,091.63	\$ 0.00	\$ 36,584.88
0.00		0.00
3,853.58		3,853.58
1,308.64		1,308.64
581.16		581.16
\$ 5,743.38	\$ 0.00	\$ 5,743.38
0.00		0.00
84,909.34		84,909.34
0.00		55,709.44
3,536.98		3,536.98
22,691.64		22,691.64
0.00		2,564.01
\$ 111,137.96	\$ 0.00	\$ 169,411.41
0.00		0.00
39,491.00		39,491.00
\$ 39,491.00	\$ 0.00	\$ 39,491.00
0.00		0.00
631.11		631.11
2,377.98		2,377.98
\$ 3,009.09	\$ 0.00	\$ 3,009.09
0.00		0.00
1,656.00		1,656.00
0.00		10,140.57
0.00		20,000.00
\$ 1,656.00	\$ 0.00	\$ 31,796.57
781.91		781.91
500.00		500.00
3,287.12		3,287.12
961.04		961.04
8,871.52		8,871.52
\$ 14,401.59	\$ 0.00	\$ 14,401.59
0.00		0.00
18,132.34		18,132.34
6,763.70		6,763.70
18,071.07		18,071.07
11,170.32		11,170.32
\$ 54,137.43	\$ 0.00	\$ 54,137.43
0.00		0.00

10,299.45		10,299.45
1,893.50		1,893.50
\$ 12,192.95	\$ 0.00	\$ 12,192.95
0.00		0.00
0.00		0.00
419.34		419.34
3,903.65		3,903.65
1,069.42		1,069.42
277.90		277.90
39.07		39.07
4,069.86		4,069.86
\$ 9,779.24	\$ 0.00	\$ 9,779.24
0.00		0.00
6,000.00		6,000.00
6,089.40		6,089.40
\$ 12,089.40	\$ 0.00	\$ 12,089.40
0.00		0.00
65.00		65.00
119.10		119.10
4,255.08		4,255.08
1,989.41		1,989.41
\$ 6,428.59	\$ 0.00	\$ 6,428.59
0.00		0.00
0.00		616.00
7,807.35		7,807.35
2,956.95		2,956.95
4,717.11		4,717.11
\$ 15,481.41	\$ 0.00	\$ 16,097.41
0.00		0.00
278.95		278.95
350.00		350.00
1,256.94		1,256.94
152.25		152.25
\$ 2,038.14	\$ 0.00	\$ 2,038.14
1,568.23		1,568.23
99.69		99.69
79.39		79.39
\$ 1,747.31	\$ 0.00	\$ 1,747.31
0.00		0.00
5,906.00		5,906.00
7,410.82		7,410.82
659.04		659.04
\$ 13,975.86	\$ 0.00	\$ 13,975.86
\$ 61,539.95	\$ 0.00	\$ 62,155.95
0.00		0.00
0.00		1,638.18
0.00		131.92

0.00		10,583.61
0.00		4,644.96
\$ 0.00	\$ 0.00	\$ 16,998.67
-55.98		-55.98
\$ 1,194,967.30	\$ 0.00	\$ 1,398,353.07
\$ 109,963.76	\$ 2,107.98	\$ 222,277.50
0.00		0.00
0.00		9,477.00
0.00		112.50
0.00		6,048.42
0.00		7,300.90
0.00		6,054.75
0.00		36,969.46
0.00		3,639.99
\$ 0.00	\$ 0.00	\$ 69,603.02
0.00		0.00
0.00		7,347.43
0.00		1,371.64
\$ 0.00	\$ 0.00	\$ 8,719.07
\$ 0.00	\$ 0.00	\$ 78,322.09
\$ 0.00	\$ 0.00	-\$ 78,322.09
\$ 109,963.76	\$ 2,107.98	\$ 143,955.41

Town of Occoquan
Balance Sheet Comparison
As of May 31, 2025

	Total		
	As of May 31, 2025	As of May 31, 2024 (PY)	Change
ASSETS			
Current Assets			
Bank Accounts			
10001 Petty Cash - Operating	100	100	0
10010 Petty Cash - Events	75	800	(725)
10022 Checking Account 0058	183,936	290,109	(106,173)
10024 Money Market 4220	202,221	200,913	1,308
10029 Checking Account 3126 (deleted)	0	75,286	(75,286)
10034 VIP - Investment Pool	0	0	0
25-0001 VIP 1-3 Year Bond Fund 0001	0	0	0
25-0002 VIP 1-3 Year Bond Fund 0002	0	0	0
25-5001 VIP NAV Liquidity Pool 5001	930,637	530,485	400,152
Total 10034 VIP - Investment Pool	\$ 930,637	\$ 530,485	\$ 400,152
10082 Mamie Davis Savings 4201	4,493	2,705	1,788
10083 Mamie Davis CD	100,000	100,000	0
Total Bank Accounts	\$ 1,421,461	\$ 1,200,398	\$ 221,063
Accounts Receivable			
10180 Accounts Receivable	132,890	232,820	(99,930)
Total Accounts Receivable	\$ 132,890	\$ 232,820	\$ (99,930)
Other Current Assets			
10190 Real Estate Receivable	0	0	0
11000 Prepaid Expenses	0	0	0
14990 Undeposited Funds	6,753	1,550	5,204
Total Other Current Assets	\$ 6,753	\$ 1,550	\$ 5,204
Total Current Assets	\$ 1,561,105	\$ 1,434,768	\$ 126,337
TOTAL ASSETS	\$ 1,561,105	\$ 1,434,768	\$ 126,337
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	53,777	63,089	(9,313)
Total Accounts Payable	\$ 53,777	\$ 63,089	\$ (9,313)
Credit Cards			
22000 Credit Cards			0
22010 ExxonMobil	1,179	1,725	(546)
22020 Home Depot	0	578	(578)
22030 Lowe's Proservices	462	1,159	(697)
22040 United Bank Credit Cards	5,689	5,439	251
22050 Shell Credit Card	(28)		(28)

Total 22000 Credit Cards	\$	7,303	\$	8,901	\$	(1,598)
Total Credit Cards	\$	7,303	\$	8,901	\$	(1,598)
Other Current Liabilities						
20935 Performance Bond		1,188		1,188		0
20940 Unearned Craft Show Rev		56,050		55,292		758
20960 Unearned Other Revenue						0
20970 Unearned Rental		1,200		500		700
20973 Unearned SLFRF Revenue		0		0		0
Total 20960 Unearned Other Revenue	\$	1,200	\$	500	\$	700
20980 Unearned R.E. Tax		1,287		558		728
21100 Unearned Fire Dept Grant		6,911		7,209		(298)
21200 Payroll Liabilities		0		0		0
21230 VRS Employee Contributions		1,110		(0)		1,110
Total 21200 Payroll Liabilities	\$	1,110	\$	(0)	\$	1,110
Total Other Current Liabilities	\$	67,745	\$	64,745	\$	2,999
Total Current Liabilities	\$	128,824	\$	136,736	\$	(7,912)
Total Liabilities	\$	128,824	\$	136,736	\$	(7,912)
Equity						
30000 Nonspendable						0
30005 PrePaid Items		0		0		0
Total 30000 Nonspendable	\$	-	\$	-	\$	-
31000 Restricted						0
31100 Mamie Davis (Endowment)		100,000		100,000		0
31200 E Summons Fund		48,985		36,123		12,863
Total 31000 Restricted	\$	148,985	\$	136,123	\$	12,863
31400 Assigned						0
30030 Events Fund		0		88,492		(88,492)
30040 CIP Fund		436,006		26,843		409,163
31050 Public Safety Grant Fund		24,235		14,283		9,952
31060 Mamie Davis Park Fund		7,090		6,498		593
31070 Public Education Grant Fund		2,111		1,955		156
Total 31400 Assigned	\$	469,442	\$	138,071	\$	331,371
31500 Unassigned						0
30010 Emergency Operating Fund		200,000		200,000		0
30020 Unrestricted		470,084		44,804		425,281
Total 31500 Unassigned	\$	670,084	\$	244,804	\$	425,281
32000 Retained Earnings		(187)		(187)		0
Net Income		143,955		779,222		(635,266)
Total Equity	\$	1,432,281	\$	1,298,033	\$	134,248
TOTAL LIABILITIES AND EQUITY	\$	1,561,105	\$	1,434,768	\$	126,337

Accrual basis Wednesday, July 2, 2025 07:28 PM GMT-04:00

**Town of Occoquan - Permit Report
June 2025**

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2025-05261	421 FORTRESS WAY	Like for like 200 amp sub panel replacement 2018 compliance	Electrical	Finalized	R - Alteration/Repair	05/09/2025	05/12/2025
BLD2025-03492	402 MCKENZIE DR	NEW TWO-STORY 7' x 32' REAR ADDITION -- AND -- INTERIOR RENO. INCREASE FLOOR-TO-CEILING HEIGHT OF MAIN AND UPPER LEVEL -- AND -- REPLACE EXISTING ROOF.	Building	Issued	R - Addition	02/28/2025	
BLD2024-04356	204 MILL ST	REPAIR AND REPLACE (LIKE FOR LIKE) - EXTERIOR WOODEN STAIR TREADS, RAILS, AND STRINGERS.	Building	Pending	C - Alteration/Repair		
BLD2025-05234	313 MILL ST	ALTERATION AND REPAIR link to BLD2025-05697 - Demo	Building	Pending	C - Alteration/Repair		
BLD2025-05697	313 MILL ST	Demo, non structural	Building	Issued	Demolition	06/05/2025	
PLB2025-02750	313 MILL ST	ALTERATION AND REPAIR link to BLD2025-05697 - Demo	Plumbing	Pending	C - Alteration/Repair		
GAS2025-01748	416 MILL ST	*BCE2025-00694* Connected gas fryer and wok burner to existing natural gas line in kitchen under hood. Gas line connections are pre-existing, only connecting 2 appliances.	Gas	Finalized	C - Alteration/Repair	05/23/2025	05/28/2025
BLD2021-06635	450 MILL ST	TLO FOR THE COTTAGE	Building	Issued	C - Tenant Layout	05/03/2022	
ELE2022-00482	450 MILL ST	TLO FOR POPPS (**PLAN REVISED TO INCLUDE (2) SERVICE DISC, (2) SUB PANELS, (1) 225A ECB FOR WATER HEATER 4-14-25 -HXF.**)	Electrical	Issued	C - Tenant Layout	12/22/2023	
MEC2021-02381	450 MILL ST	THE COTTAGE - TLO	Mechanical	Pending	C - Tenant Layout		
PLB2022-00959	450 MILL ST	THE COTTAGE - TLO	Plumbing	Issued	C - Tenant Layout	11/08/2023	
PLB2025-02589	1410 OCCOQUAN HEIGHTS CT	EMERGENCY REPAIR WHOLE WATER LINE, 45FT LONG INSIDE AND OUTSIDE & 45FT DOWN.	Plumbing	Finalized	R - Alteration/Repair	06/09/2025	06/12/2025
BLD2024-03230	113 POPLAR LN	STRUCTURAL - INTERIOR A/R TO BASEMENT & 1FL: ADDING ROOMS & DOORS, ADJUSTING CEILING HEIGHT, REPLACE EXISTING BEAM WITH STEEL, REPLACING WINDOWS. WET BAR IN BASMENT.	Building	Issued	R - Alteration/Repair	02/01/2024	

Permit Number	Main Address	Description	Permit Type	Permit Status	Permit Workclass	Issue Date	Finalize Date
ELE2024-05167	113 POPLAR LN	Basement remodel master bath laundry bar	Electrical	Issued	R - Alteration/Repair	04/15/2024	
MEC2024-01598	113 POPLAR LN	install of direct vent gas fireplace Framing, gas, electric done by others existing building permit BLD2024-03230	Mechanical	Issued	R - Alteration/Repair	03/27/2024	
PLB2024-02021	113 POPLAR LN	Interior plumbing renovations	Plumbing	Issued	R - Alteration/Repair	04/11/2024	
BLD2025-03847	117 POPLAR LN	NON-STRUCTURAL A/R - DEMO NON-LOADBEARING BATHROOM WALL ON MAIN FLOOR, INSTALL PRE-MANUFACTURED SAUNA	Building	Issued	R - Alteration/Repair	02/21/2025	
ELE2025-04147	117 POPLAR LN	Install a Sauna thermostat / heater / light**see notes for scope of work*	Electrical	Issued	R - Alteration/Repair	02/24/2025	
PLB2025-01787	117 POPLAR LN	BATHROOM REMODEL	Plumbing	Issued	R - Alteration/Repair	02/24/2025	
ELE2025-06069	103 WASHINGTON ST	200 amp service upgrade, New 200 amp disconnect New ground rods Water main bonding update, Whole house surge protector	Electrical	Issued	R - Alteration/Repair	06/18/2025	
GAS2025-01335	158 WASHINGTON ST	remove existing gas log set install direct vent gas insert	Gas	Issued	R - Alteration/Repair	03/30/2025	
MEC2025-01520	158 WASHINGTON ST	install direct vent gas insert into existing masonry fireplace	Mechanical	Issued	R - Alteration/Repair	03/30/2025	
BLD2025-03905	184 WASHINGTON ST	NON STRUCTURAL A/R - KITCHEN REMODEL	Building	Finald	R - Alteration/Repair	02/21/2025	04/24/2025
ELE2024-04533	184 WASHINGTON ST	ELECTRICAL FOR TWO BATHROOMS AND LAUNDRY RENOVATIONS - TOWN OF OCCOQUAN APPROVAL ATTACHED	Electrical	Issued	R - Alteration/Repair	03/12/2024	
ELE2025-04170	184 WASHINGTON ST	NON STRUCTURAL A/R - KITCHEN REMODEL	Electrical	Finald	R - Alteration/Repair	02/24/2025	04/24/2025
PLB2025-01802	184 WASHINGTON ST	NON STRUCTURAL A/R - KITCHEN REMODEL	Plumbing	Finald	R - Alteration/Repair	02/24/2025	04/24/2025
ELE2025-03999	209 WASHINGTON ST	REPLACING 200AMP WITH 200 AMP PANEL WITH MORE SPACES	Electrical	Pending	C - Alteration/Repair		
MEC2025-01538	209 WASHINGTON ST	ADD ON PACKAGE FOR HEAT PUMP	Mechanical	Pending	C - Alteration/Repair		

Development Project

END OF REPORT

Town of Occoquan - Open BCE Case(s)

<u>CASE NUMBER</u>	<u>SITE ADDRESS</u>	<u>DESCRIPTION</u>	<u>CASE STATUS</u>	<u>DATE OPENED</u>	<u>ASSIGNED TO</u>	<u>ASSIGNED TO EMAIL</u>
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END OF REPORT

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 06/09/2025

*Counts business days only.

Town of Occoquan

Site Address	Case Number / Case Status	Date Received	Date Closed	Business Days Open (Pending)	Assigned To	Case Description	Violation Description(s)	Date VIO Founded	Notice Issued	Summons Issued	Court Action
116 WASHINGTON ST 1	UNS2024-00063 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00065 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	Fire Damage attributed to contents within structure. Exact cause TBD. This is an old building that looks like apartments but are actually condo's. The configuration is as follows, units 1 and 2 are two stories side by side. the back wall to unit 1 and 2 is the separation wall to the back four units. On the 1st floor are units 3 and 5 on the second level are units 4 and 6. The origin of fire was in unit 1, this unit was a complete burn out and destroyed wall to units in back and to unit two to the side. C is the owner of unit 2 directly to the side of unit one that is the complete burn out . There is no 1 hour separation and there was extreme damage to this wall between units 1and 2. In the roof system trusses will need repair and / or replacement. This unit has fire, water, and smoke damage, unit posted unsafe . Meter was pulled and water shut down, This unit will require building, electrical, repair details for rated separation wall and truss repair.	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00066 Closed - Monitored	01/22/2024	02/04/2025	260	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
116 WASHINGTON ST 3	UNS2024-00069 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		
	UNS2024-00070 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 06/09/2025

**Counts business days only.*

Town of Occoquan

<u>Site Address</u>	<u>Case Number / Case Status</u>	<u>Date Received</u>	<u>Date Closed</u>	<u>Business Days Open (Pending)</u>	<u>Assigned To</u>	<u>Case Description</u>	<u>Violation Description(s)</u>	<u>Date VIO Founded</u>	<u>Notice Issued</u>	<u>Summons Issued</u>	<u>Court Action</u>
116 WASHINGTON ST 6	UNS2024-00071 Closed - Monitored	01/23/2024	02/04/2025	259	Lopez, Raleigh	PDR for fire damage	General (Unsafe)	01/23/2024	01/23/2024		

Total Number of Cases for Town of Occoquan: 6

Total Number of Addresses Affected: 2

Total Number of Violations Issued: 6

Total Number of Cases Closed : 6

Total Number Cases Closed with No Violation: 6

Total Number of Cases Still Open: 0

Total Number of Open Cases with Violations: 0

Average Number of Business Days Cases are Open This Town: 259.50

Average Number of Business Days Cases are Open (Grouped by Address and Date Received) This Town: 259.50

Total Number of Cases with Pending Activities for this Town: 0

Total Business Days of Pending Activities for this Town: 0

PCE Cases Initiated by Town

All Open Cases and Cases Closed On or After 06/09/2025

**Counts business days only.*

Total Number of Cases for All Towns Selected: 6

Summary by Case Status:

Closed - Monitored	<u>6</u>
	6

END OF REPORT

Town Attorney Report

To: Mayor and Council, Town of Occoquan
Thru: Adam Linn, Town Manager
From: Martin Crim, Town Attorney
Re: Report for July 9, 2025, Council Meeting
Date: July 2, 2025

NOT CONFIDENTIAL

This is a non-confidential report on the matters that my office has been working on for the Town since my previous written report to Council on June 9, 2025:

1. Advised staff regarding refuse contract negotiations.
2. Proposed revision to the dock ordinance adopted on June 24th.
3. Advised staff regarding the exclusion of exempt and deferred taxes from the calculation for tax increase public notice under Virginia Code § 58.1-3321.



TOWN OF OCCOQUAN

TOWN COUNCIL MEETING

Agenda Communication

9. Regular Business	Meeting Date: June 17, 2025
9A: Request to Execute Contract with Bates Trucking	

Attachments: a. RFP2025-002
b. Proposal from Bates
b. Contract

Submitted by: Adam C. Linn
Town Manager

Explanation and Summary:

This is a request to review and execute a contract for refuse and recycling services for a term starting July 1, 2025, and ending June 30, 2026, with the option for up to four (4) annual renewals.

On April 21, 2025, the Town issued RFP2025-002 seeking proposals from qualified contractors to provide collection of trash, recycling, bulk and yard waste for town residents and commercial businesses. Providers were invited via the eVA website, and the call was posted on the Town's website as well. While the Town received inquiries from four providers, as of the close of the RFP, the Town received three proposals, all between \$100,000-\$200,000 per year.

After review of the proposals and best and final negotiations with two of the bidders, staff is recommending that Town Council award the contract to Bates Trucking for trash, recycling, bulk, and yard waste collection. The last RFP issued for refuse and recycling collection was in FY 2021 (RFP2021-001) and was awarded to Bates. The Town's current contract, which has been in place since FY 2022, has a current annual cost of approximately \$94,000.

The FY 2026 budget for refuse collection is \$100,000. The FY 2026 contract is proposed for one year, with the option for four (4) one (1) year renewals and would have an initial annual cost of up to \$114,000. Savings will be sought throughout the year in other areas of the Public Works' budget, particularly savings in the landscaping line item, for FY 2026 to cover the additional cost.

Background

The Town provides refuse and recycling services to all town residents and most businesses, contracting with a vendor to service trash and recycling carts, public receptacles, and the Town dumpster.

Staff Recommendation: Recommend execution of the contract.

Cost and Financing: \$114,000

Account Number: 62010 Refuse Collection – General Fund – Public Works

Proposed/Suggested Motion:

“I move to authorize the Town Manager to execute the FY 2026 Contract for Trash, Recycling, Bulk And Yard Waste Collection as presented for an amount not to exceed \$114,000.”

OR

Other action Council deems appropriate.



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
314 Mill Street • PO Box 195 • Occoquan, Virginia 22125
(703) 491-1918 • Fax (571) 398-5016 • info@occoquanva.gov
www.occoquanva.gov

TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Theo Daubresse
Cindy Fithian
Nancy Freeborne-Brinton
Eliot Perkins

TOWN MANAGER
Adam C. Linn, J.D.

REQUEST FOR PROPOSAL

ISSUE DATE: **Monday, April 21, 2025**
INQUIRIES DUE DATE: **Monday, May 19, 2025**
PROPOSAL DUE DATE: **Friday, May 30, 2025, at 2:00 p.m. EST**
RFP NO.: RFP2025-002
TITLE: Trash, Recycling, Bulk and Yard Waste Collection

The Town of Occoquan, referenced hereafter as the Town, is accepting proposals from qualified contractors to provide collection of trash, recycling, bulk and yard waste for town residents and commercial businesses, based on the specifics in the following documentation.

All proposals are due to the Town of Occoquan **electronically to TownManager@occoquanva.gov, by 2:00 p.m. on Friday, May 30, 2025.** Proposals will not be accepted by any other means. Responses must include **“RFP2025-002 – Trash, Recycling, Bulk and Yard Waste Collection”** in the subject line. Please refer to Section V for the full submittal instructions.

All inquiries for information regarding Proposal submission requirements, procurement procedures, or site visits shall be directed to: TownManager@occoquanva.gov. 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.

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.

THIS INFORMATION, OR ANY PART THEREOF, MAY NOT BE RELEASED OR REPRODUCED IN ANY FORM WITHOUT THE PERMISSION OF THE TOWN OF OCCOQUAN, VA.

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. The undersigned also warrants that the pricing offer contained in the response to this Request for Proposal is firm for a period of not less than 60 days from the date of receipt by the Town.

Name and Address of Firm:

Signature In Ink:

Print/Type

TABLE OF CONTENTS

I. General Information.....Page 3

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

III. Equipment.....Page 5

IV. Subcontract.....Page 5

V. Contract Term.....Page 5

VI. Contract Award Criteria.....Page 5

VII. General Contract Terms and Conditions.....Page 6

VIII. Attachments

 a. Trade Secrets/Proprietary Information Identification Form.....Page 9

 b. Town Corporate Limits Map.....Page 10

 c. Pricing Page.....Page 11

 d. Serviced Units List.....Page 12

 e. Draft Contract.....Page 23

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, but are not limited to:

- 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 468 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 468 residential/commercial units located within the residential district and historic district (mixed-use) within a total of .22 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 to all serviced units. 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 approximately 30 black wrought iron trash and 6 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. 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.
- h. The collection and delivery of bulk waste is included in this contract. 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.
- 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 listed below or for emergency events as approved by the Town Manager or their designee. Additional holidays may added as approved by the Town Manager or their designee. 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 Manger or their designee. Pickups missed due to a holiday or emergency event shall be collected the following day unless otherwise approved by the Town Manager or their designee.
 - New Year's Day - January 1st
 - Independence Day - July 4th
 - Christmas Day - December 25th
- q. In the event of a forecast of inclement weather that would create an emergency event, the Contractor shall notify the Town Manager or their designee within 16 hours of a proposed suspension in collection.
- r. The manner of notification to residents and businesses of a schedule change must be approved by the Town Manager or their designee. Any written notification to residents and businesses will be the responsibility of the Contractor.
- s. 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.
- t. 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.
- u. 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, 2025 and terminate on June 30, 2026. The contract may be renewed annually, for up to four (4) 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) PDF copy of each proposal must be submitted with the documentation listed below and received by the Town of Occoquan, Town Manager, at the email 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 telephone, facsimiles or mail messages deliveries 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 legally 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** (include Town-provided pricing form with any additional Bidder-provided pricing proposal).
 - d. **Answers to technical questions in Section II(m)** (no form provided by Town).
 - e. Include any additional information the Contractor believes to be essential to a thorough evaluation of its proposal.
 - f. **Include a minimum of three (3) references** where similar work was performed (no form provided by Town). 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 by the Inquiries 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 Proposal 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 best value proposal, without regard to offered discounts for early payment. 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:

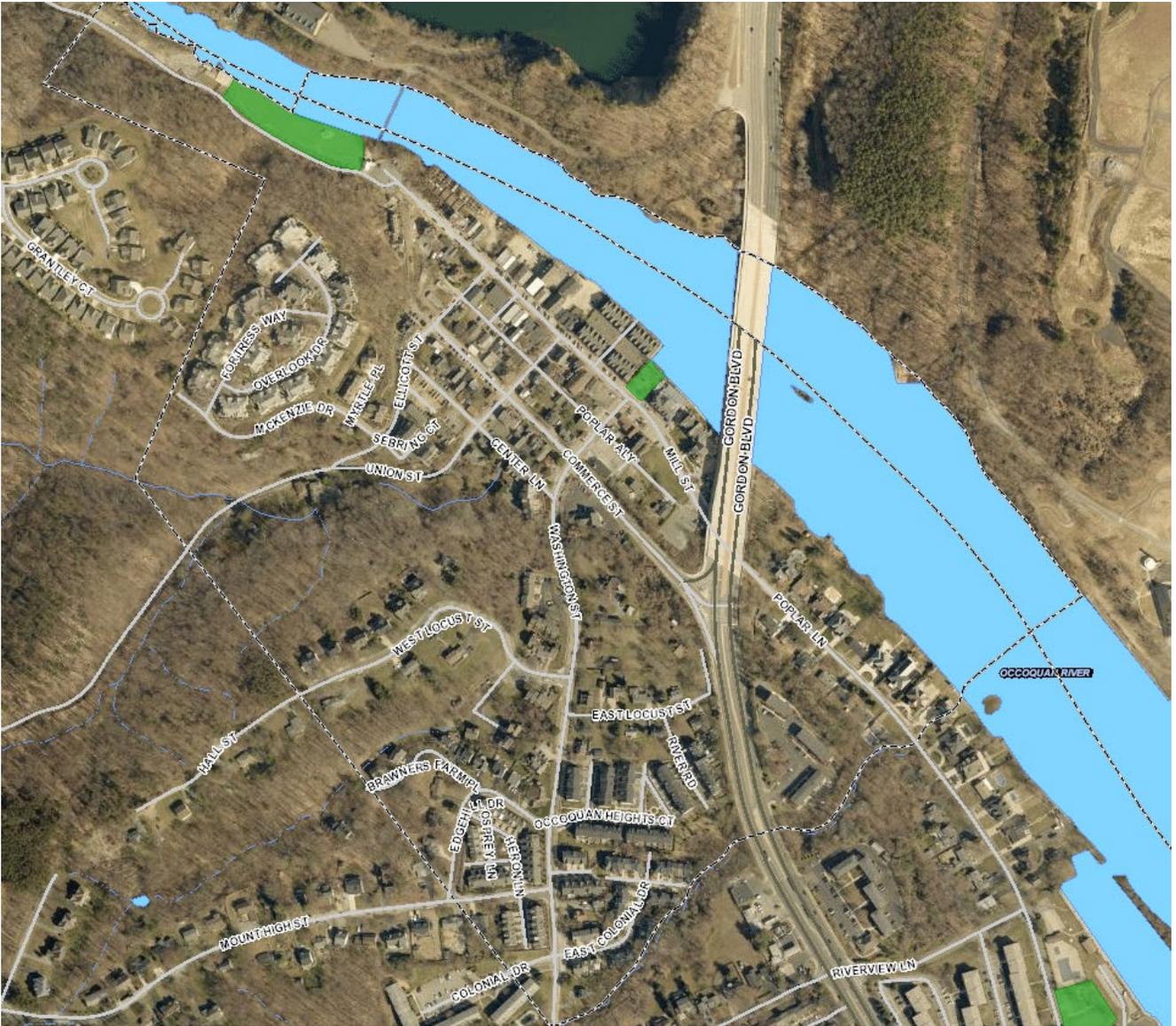
Automobile: \$2,000,000 each accident
General Liability: \$2,000,000 each accident
 \$2,000,000 each occurrence

*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.

ATTACHMENT B



Town of Occoquan Corporate Limits

ATTACHMENT C
RFP2025-002 PRICING SHEET

Base Year					
		Per Unit / Per Month	Units	Months / Number	Subtotal
001	Curbside Collection - refuse		470	12	
002	Curbside Collection - recycling		470	12	
003	Town Bulk Collection - Business District		1	12	
004	Pedestrian Waste and Recycling Containers - Business District Additional		36	6	
005	Town Annual Special Events - June / September		8	2	
				TOTAL	

Option Year 1					
		Per Unit / Per Month	Units	Months / number	Subtotal
001	Curbside Collection - refuse		470	12	
002	Curbside Collection - recycling		470	12	
003	Town Bulk Collection - Business District		1	12	
004	Pedestrian Waste and Recycling Containers - Business District Additional		36	6	
005	Town Annual Special Events - June / September		8	2	
				TOTAL	

Option Year 2					
		Per Unit / Per Month	Units	Months / number	Subtotal
001	Curbside Collection - refuse		470	12	
002	Curbside Collection - recycling		470	12	
003	Town Bulk Collection - Business District		1	12	
004	Pedestrian Waste and Recycling Containers - Business District Additional		36	6	
005	Town Annual Special Events - June / September		8	2	
				TOTAL	

Option Year 3					
		Per Unit / Per Month	Units	Months / number	Subtotal
001	Curbside Collection - refuse		470	12	
002	Curbside Collection - recycling		470	12	
003	Town Bulk Collection - Business District		1	12	
004	Pedestrian Waste and Recycling Containers - Business District Additional		36	6	
005	Town Annual Special Events - June / September		8	2	
				TOTAL	

Option Year 4					
		Per Unit / Per Month	Units	Months / number	Subtotal
001	Curbside Collection - refuse		470	12	
002	Curbside Collection - recycling		470	12	
003	Town Bulk Collection - Business District		1	12	
004	Pedestrian Waste and Recycling Containers - Business District Additional		36	6	
005	Town Annual Special Events - June / September		8	2	
				TOTAL	

ATTACHMENT D

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	
426 MILL ST	KIELY CHRISTOPHER & JILLIAN K PROP OF CHRISTOPHER & JILLIAN C KIELY L 1	
430 MILL ST	KIELY CHRISTOPHER & JILLIAN K PROP OF CHRISTOPHER & JILLIAN C KIELY L 2	
1551 RIVERTOW BERRYWOOD INC		RIVERTOWN OVERLOOK LOT 1
1552 RIVERTOW BERRYWOOD INC		RIVERTOWN OVERLOOK LOT 6
1553 RIVERTOW BERRYWOOD INC		RIVERTOWN OVERLOOK LOT 2
1554 RIVERTOW BERRYWOOD INC		RIVERTOWN OVERLOOK LOT 5
1555 RIVERTOW BERRYWOOD INC		RIVERTOWN OVERLOOK LOT 3
1556 RIVERTOW BERRYWOOD INC		RIVERTOWN OVERLOOK LOT 4
8393-63-0627	211 WEST LOCUST ST	

GPIN	Address	Legal
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Total No. of Properties Listed	429	
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Occoquan - Mixed-Use Properties (Serviced as part of Town refuse contract only)

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

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**

ATTACHMENT E

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 [INSERT AWARDED CONTRACTOR], a [STATE] Corporation (hereinafter "Contractor"), for Services identified herein, on the following terms and conditions:

SOLICITATION TITLE: Trash, Recycling, Bulk and Yard Waste Collection (2025)

SOLICITATION NUMBER: RFP 2025-002

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 **Adam Linn, 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 _____, 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. 2025-002, as modified by its Addendums # _____.

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.

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. Contractor's proposal in response to RFP 2025-002.

E. Effective Date

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) the date on which the Mayor signs the Contract, 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.

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

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 RFP2025-0XX, 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) Schedule as set forth in RFP2025-002, Trash, Recycling, Bulk and Yard Waste Collection Services will resume on the next regularly scheduled collection day.

- (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) As set forth in the attached Pricing Sheet.
- (b) 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).
- (c) 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 for unexpected increases in waste tipping fees.

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 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, 2025. The Town shall have four (4) 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.
 - (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:
 - (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.

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, 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

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
Adam Linn, Town Manager
314 Mill Street
PO Box 195
Occoquan, VA 22125

If to the Contractor:

[COMPANY NAME]
[COMPANY REPRESENTATIVE]
[COMPANY ADDRESS]

SIGNATURE PAGE FOLLOWS

IN TESTIMONY WHEREOF, the Town of Occoquan has caused its name to be hereunto subscribed by **Earnest W. Porta, Jr.**, its Mayor, with its corporate seal hereunto duly affixed and attested by its Clerk, pursuant to authority heretofore duly granted by 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:

Mayor

Contractor's Representative

Print Name and Title

ATTEST:

ATTEST:

Clerk

Its:

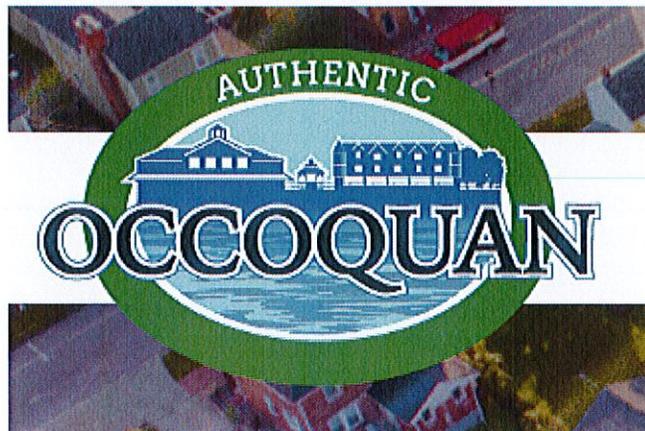
Date

Date

Bates Trucking Company, Inc.



**Solid Waste and Recycling
Proposal For: RFP 2025-002**



P.O. Box 195, Occoquan, VA 22125
ATTN: Town Manager
(703) 491-1918

Friday, May 30th, 2025 @ 2:00PM



Company Information

Waste and Recycling Services

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 the town's Request for Proposal - #RFP2025-002. Trash, Recycling, Bulk, and Yard Waste Collection.. We look forward to meeting with the Town to discuss how Bates can continue to enhance the waste collection services for the Town of Occoquan, Virginia.

Respectfully,

A handwritten signature in blue ink, appearing to be "Bruce Bates", is written over a blue horizontal line.

Bruce Bates, President /CEO

Bates Trucking Company, Inc.



Table of Contents

- Company Information1
- Introduction.....3
- Offeror3
- Bates Organizational Chart for this Contract.....5
- Relevant Experience/References.....6
- Client References.....6
- Service Approach & Enhancements7
- Customer Service7
- Operational Scenerio:.....8
- Trash Collection Services:.....9
- Artisan and Crafter Festivals:9
- Bates Will Not Collect:.....9
- Recycling Collection Services:.....9
- Public Use Cans.....10
- Yard Waste Collection Services:10
- Bulk Collection Services:.....10
- Holidays:10
- Christmas Tree Collection:.....10
- Inclement Weather:11
- Added Value – Shred Event:11
- Our Service Plan for Truck and Crew Utilization12
- Carts.....14
- Quality Control Plan15
- Training.....15
- Safety Policy.....16



Cost Information.....17

Required Documentation17

Introduction

Bates Trucking, currently provides the waste collection services for the Town of Occoquan and We understand the seasonality of the towns waste collection based on residents, tourist, and special events. Our main goal is to support the needs of the Town in through professional consistency and flexibility.

Our services include:

• Waste Collection	• Scrap Metal Collection
• Recycling Collection	• E-Waste Collection
• Bulk Waste Collection	• Food Waste Collection
• Yard Waste Collection	

Solid waste management has been an integral part of the Bates Trucking Company and Trash Removal, Inc. hereafter referred to as “Bates,” for over 65 years. From waste collection to solid waste and recycling consulting services, Bates has a history of planning and executing, safe and efficient movement and disposal of waste in the District of Columbia, Maryland, and Virginia. Bates Trash was founded by John Bates, Sr., in 1960 as a family-owned and operated business. The current President, Bruce A. Bates, took control of the day-to-day operations in 1993. The knowledge, expertise, and experience gained through the years have enabled Bruce Bates to build Bates Trucking & Trash Removal, Inc. into one of the largest privately owned residential waste services companies in the Washington metropolitan region. Today, Bates Trucking and Trash Removal Inc. operates with more than 300 employees in the Mid-Atlantic Region and over 160 trucks in its fleet. In addition, the company has access to an additional 300 trucks and 300 personnel with its affiliate partner, to be able to support services as needed to meet any unforeseen issues.

Offeror Credentials

Bates Trucking and Trash Removal, Inc. Incorporated in the State of Maryland – 1989
 Federal ID Number: 52-1229796
 Dun & Brad Street No.: 04-0557898
 Mailing Address: P.O. Box 91 | Bladensburg, MD 20710
 Corporate Office: 4305 48 St. | Bladensburg, MD 20710
 (phone) 301-773-2069 | (fax) 301-277-2050

Bates Trucking and Trash Removal, Inc. Officers:
 Bruce A. Bates. President
 Principal Location for this contract:
 11104 Industrial Rd., Manassas, VA 20109
 Contact Person: Bruce A. Bates, President
 4305 48th Street – P.O. Box 91 Bladensburg, MD 20710



Bates provide refuse and recycling collection service over nine (9) Townships in the DMV area, 3,000 private subscription homes and 77 HOA communities in Prince William, Arlington, Fairfax, and Loudoun Counties

Using Mr. Bates’ favorite definition of leadership, “Serving others and working with others to achieve a meaningful mission,” Bates Trucking has been focused on that mission. We recognized that quality service can only be delivered when a company embeds a set of values that cultivates a positive attitude within their team. Bates’ Values have been instituted since 2016 as a company standard that is part of our orientation, trainings,

and our overall business culture. We drive home to our employees how essential our profession is to the communities we serve.

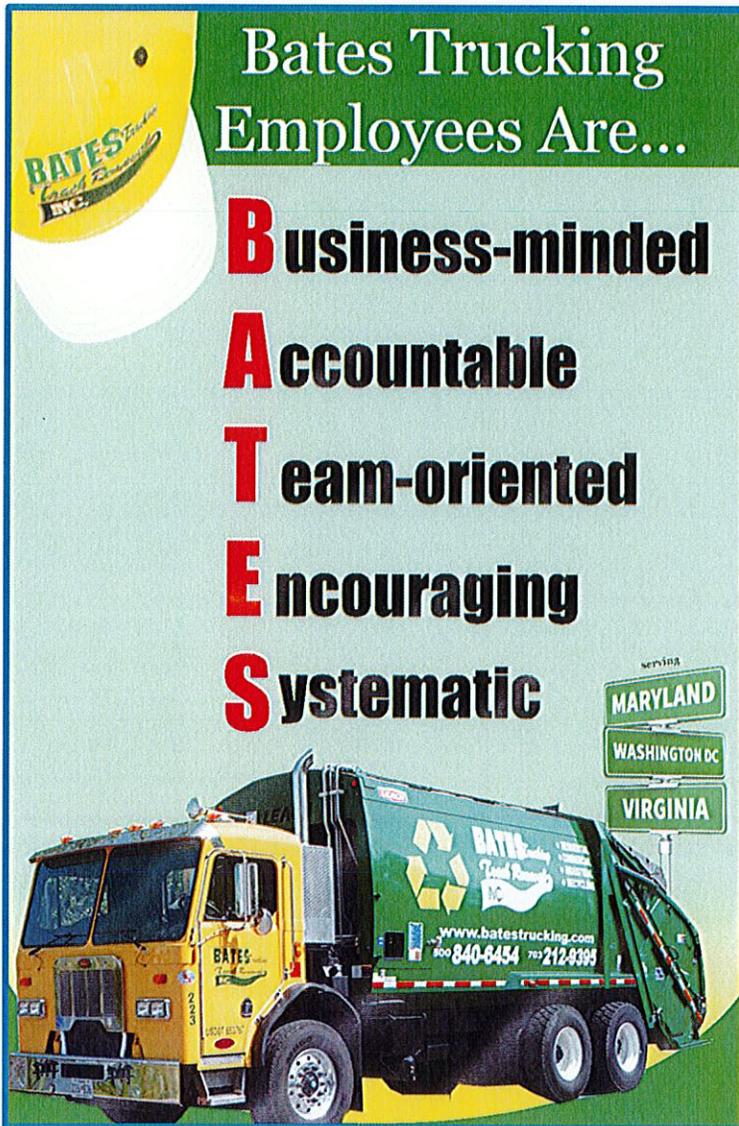
It is always Bates' goal to provide quality service and build long-term partnerships based around our philosophy of quoting a fair price to be able to meet and often times, exceed the expectations of our customers.

The corporate office of Bates is located in Bladensburg, Maryland, and satellite offices are located in Manassas, Virginia, and Hanover, Maryland. The company team is comprised of well-trained professionals dedicated to delivering and, in many cases, exceeding customer expectations, all while complying with all local, state, and federal requirements. Bates institutional knowledge, experience, innovation and integrity create a unique provision of our services.

We are pleased to present our bid for Solid Waste, Recycle, Yardwaste and Bulk Collection Services for the Town of Occoquan and outlines our ability to manage, control and successfully implement the scope of services required by the Town through this contract.

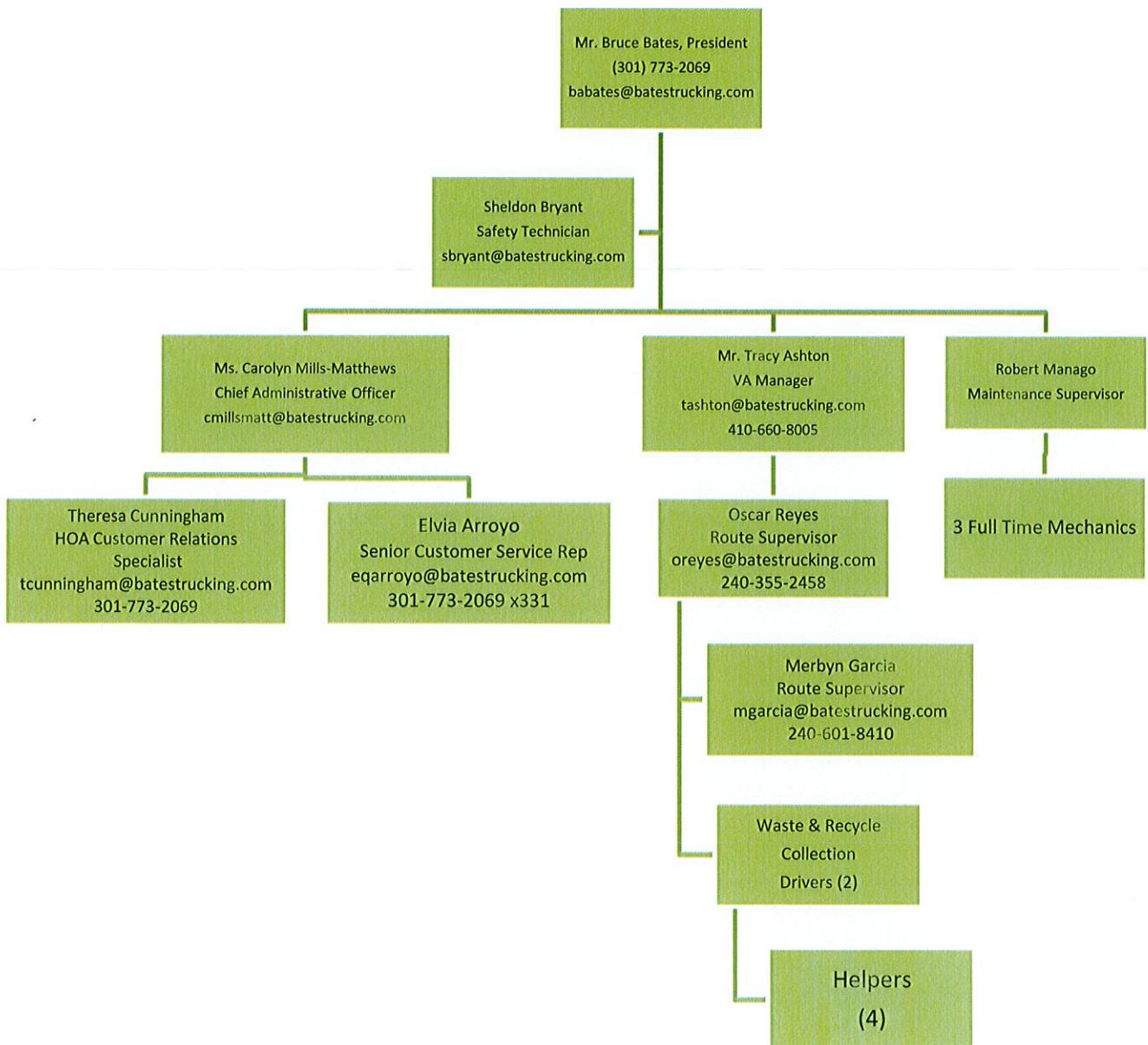
Bates maintains all the necessary licenses and insurance to fulfil the requirements of this

contract. Bates agrees to abide by all Occoquan Town, Prince William County and Virginia State regulations as required. Bates agrees that schedule changes must be approved by the Town Manager or the designee and that any written notification to residents and businesses will be the responsibility of the contractor.





Bates Organizational Chart for this Contract





Relevant Experience/References

Client References

Bates Trucking Company, Inc. has provided residential waste management services for many of the Northern VA area communities for over 60 years. We have the in-depth knowledge of the work required, and by communicating with county program managers, supervisory staff, and customer service representatives, we've achieved a positive result in performing the day-to-day tasks of refuse and recycling collection services. Below are the three (3) references as requested. We do not have any negative references to report.

1. The Town of Occoquan – Matt Whitmoyer - mwhitmoyer@occoquanva.gov 703-491-1918
2. The Town of Dumfries – James Nichols/Alicia Harris – aharris@dumfriesva.gov/jnichols@dumfriesva.gov 703-221-3400
3. Lansdowne on the Potomac – Mark Moore Property Manager– mmoore@gocampmgmt.com – 571-333-1212



Service Approach & Enhancements

Bates recognize that all communities have and should expect a minimum Standard for Service Performance, which serves as a foundational guideline for our operational strategy. Our commitment is not only to provide a baseline of standards, but to strive to exceed them through our dedication to delivering quality, efficient collection services paired with exemplary communication. This dedication to excellence is encapsulated by our Service Approach & Enhancements, which is meticulously designed to optimize the collection process and ensure satisfaction among The Town of Occoquan residents.

Customer Service



Bates Trucking will maintain a log of all calls received and the time that call was resolved. We will provide a report for the Town Manager when requested. Ms. Elvia Arroyo will be the customer service representative assigned to this contract. Ms. Teri Cunningham, Customer Relations Specialist/Customer Service Supervisor, will oversee the assignment and serve as back up should Ms. Arroyo be unavailable. The town should email both Ms. Arroyo & Ms. Cunningham for any requests needed during this contract or should any issues arise.

Bates maintains one (1) Customer Service personnel in our Manassas office and three (3) customer service personnel including our customer service supervisor at our corporate office in Bladensburg, MD.

Bates will provide a report to the town, detailing the average weight of materials collected for household waste, recycling, bulk and yardwaste quarterly.

The Town agrees that the tipping fee for the Prince William County Landfill is currently \$40/ton, and the town agrees to consider adjustments to payments after ninety (90) days' notice of such adjustment request

Bates Trucking Maintains 3 full-time mechanics at the Virginia facility shop located at 11108 Industrial Rd, Manassas VA. Should a truck be out of service for more than 2 hours, The Town Manager will receive a call from either Ms. Arroyo or Ms. Cunningham who will update them on the ETA of collection recovery due to equipment failure. It is always Bates' goal to collect materials on the intended collection day. However, there are conditions beyond our control, e.g., severe accident, weather, unanticipated mechanical failure. Should Bates have to miss a collection, it will be retrieved in 24 hours or less.

Bates currently has over 20 trucks and drivers that work out of our Manassas yard along with three (3) mechanics, and three (3) route monitors and currently uses two (2) trucks, two (2) drivers, four (4) helpers and one (1) route monitor for the contract.



Operational Scenerio:

- Crews report for work at 5:00 am
- Perform necessary vehicle check out.
- Collection routes begin no earlier than 7:00 a.m. (unless changed after award) and complete no later than 2:00 p.m.
- Proceed according to scheduled routing.
- Complete routing and proceed to licensed disposal facility.



Accomplishments to be achieved during this contract include the following:

- To plan, execute and evaluate contract performance at the highest possible standard.
- To select and provide the appropriate labor, equipment and training needed to complete contract tasks.
- Review existing routes with community personnel and adjust as needed.
- Route training.
- Ensure that all equipment is maintained and inspected for optimal performance.
- Implementation and start up.
- To return receptables, after being emptied, WITHOUT DAMAGE to the place from which they were removed
- Remove and clean up any municipal waste spilled or scattered on sidewalks, streets, gutters or roadways during collection by Bates employees.
- To inspect all work to maintain or exceed the community's acceptable level of quality.
- To maintain records, prepare and submit reports quarterly according to requirements.
- To appropriately respond to situations requiring attention and/or action.
- To comply with all stipulations of the contemplated contract.

Bates customer service is available Monday – Friday from 8:30 – 5:00. Should we receive a concern regarding the community before 2:00 p.m. we will attempt to resolve it the same day. However, any issue will be addressed in 24 hours or less. Should the issue need to exceed the 24-hour mark, the community representative will receive a call from the Route Supervisor and/or the HOA Customer Relations Specialist to discuss the plan of action to resolve this matter. However, should the GPS show we serviced the house in question, recovery will occur next collection day.



Trash Collection Services:

Bates will pick up refuse, placed curbside, once per week on **Wednesdays**. Refuse should be placed in appropriate containers at each residence. Bates will provide one (1) 96g or 64g trash container to (468) residential/commercial units located within the residential district and historic district (mixed use) within a total of .22 square miles. . Bates will replace or repair, at Bates discretion, any trash cart damaged by a Bates employee. Residents will be responsible for payment for any lost or stolen trash cart or any trash cart that is damaged due to residents' negligence. Contractor will be responsible for removal of debris resulting from broken trash bags due to Bates employee negligence. Bates is not responsible for removal of debris resulting from broken trash bags upon arrival or conditions beyond Bates control (ie: windy conditions)

Bates agrees to provide backdoor pickup or outside garage pickup to any household where no one is physically able to roll the carts to the street for collection. These services will be provided only upon verification of the physical limitation by a representative of the town. Currently there is no backdoor/outside garage pickup residents.

Bates agrees to provide service for one (1) 6yd container in the municipal parking lot once per week.

Artisan and Crafter Festivals:

Bates agrees to provide eight (8) 8yd containers to the town twice a year (Spring and Fall) for their artisan and crafter festivals that occur the first full weekend in June and last full weekend in September. Containers will be delivered by the **Friday** before the show and picked up on the **Monday** after the show.

Bates Will Not Collect:

Bates will not remove any Flammable products, construction material, auto parts, oil, paint cans, electronics, tires or rims, animal carcasses, manure, tree stumps, dirt, stone, rock, brick, lead, acid/wet cell batteries, railroad ties, toxic materials, bio-hazardous materials or waste, propane/oxygen/helium tanks, items containing gas or oil, explosives, live ammunition or weapons, large amounts of animal waste, oversized brush, (longer than 4ft in length or 6 inches in diameter) or any item(s) that cannot be safely loaded by our crews for removal or any items that may damage our hauling equipment

Recycling Collection Services:

Bates will pick up recycling, placed curbside, once per week on **Wednesday**. Recycling should be placed in appropriate containers at each residence. Bates will provide one (1) 64g recycling container to single family homes and most businesses and one (1) 18g recycling bin to most townhomes, condominiums and mixed-use residents. Bates is not responsible for removal of debris resulting from conditions beyond Bates' control (ie: windy conditions). Bates will remove packing/moving boxes with regular recycling collection. Boxes are to be broken down & stacked neatly or bundled and tied



Public Use Cans

Bates will service all public pedestrian refuse and recycle containers located within the business district. These containers are provided by the town and include thirty (30) black wrought iron trash, and six (6) recycling containers located on the sidewalks in the business district. These public pedestrian containers will be serviced on **Wednesday's** year-round (January through December) and on **Fridays** from May through October.

Yard Waste Collection Services:

Yard waste will be collected on **Wednesdays**. Yard waste is to be placed curbside and should be in brown paper lawn bags and/or reusable containers (supplied by homeowner). Reusable containers should be clearly marked "Yard waste". Brush and/or branches should be tied in bundles no longer than 4ft in length and no larger than 3" in diameter. The Town of Occoquan is not subjected to the yard waste collection rules pursuant to Prince William County regulations. Bates will remove up to 10 bagged leaves on each yardwaste collection day. Leaves are to be placed curbside for removal and must be placed in brown paper bags. No plastic bags will be accepted.

Bulk Collection Services:

The collection of standard households' furniture & other large, non-metal household items will be on **Wednesdays**. There is a 3-item limit for all bulk/special item requests. All mattresses and box springs must be wrapped in plastic for Bates to pick up and dispose of them. All metal & any appliance(s) will incur an additional fee, payable by the resident, and must be **PREPAID** prior to removal. All Bulk collection will be on **Wednesdays**. Residents should call customer service before 12pm the day before (**Tuesdays**) to schedule their bulk collection.

Holidays:

Bates will Provide removal of trash and recyclables on all holidays that fall on a regularly scheduled pickup day, except for New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day or any other day the Prince William County landfill is closed. When a designated pickup day falls on one of these holidays, uncollected trash will be removed on the next business day. Recycling and yardwaste collection that falls on one of these holidays will be removed on the next business day. There will be no bulky item collection during any holiday week. Should the collection schedule be altered & approved by the Town, Bates agrees to notify the residents of the alternative schedule.

Christmas Tree Collection:

Bates will provide Christmas tree collection the first two weeks of January (weather permitting) Bates will notify the town designee or Town Manager in writing on/around December 15th of the specific collection day(s). These specific collection days is subject to weather conditions.



Inclement Weather:

Decisions on inclement weather are normally made on the day of collection as the weather in Prince William County is ever changing. Bates does acknowledge that the town is requesting sixteen (16) hours' notice in the event of a forecast of inclement weather and will try to work within that time frame.

Added Value – Shred Event:

Bates will provide 1-shred truck (4hr period) **Annually (once a year)** during the contracted period. The Shred truck must be scheduled by either the Community Manager.

In summary, Bates Trucking believes that we offer added value to the Town of Occoquan's overall waste collections program. Our professional crew with onsite management and supervision, along with our customer service division, assist the community in providing quality service to residents, which is both cost efficient and effective.



Our Service Plan for Truck and Crew Utilization



Refuse/Yardwaste/Bulky Item Collection



Equipment

One (1) Rear Load Truck

One (1) Primary Drivers

Two (2) Primary Collectors

Hours of Operation: **Wednesdays** 7:00 am – 2:00pm

Bates will utilize 1 truck for trash, yardwaste and bulky item collection on Wednesdays. Collection crew will consist of 1 Driver and 2 Helper Technicians on the collection routes. The

collectors will ensure route completion, cart placement, cleanliness, and safety. This allows the driver to focus solely on driving without consistently needing to get out of the truck to assist with collection. Bates will continue to train all staff to ensure they clearly understand all routes and pickup procedures, e.g.:

- Spillage
- Cart handling
- Cart Placement
- Cart Lifter use.
- Customer service
- Safety PPE (OSHA regulations)
- In-service on the performance standards of the contract for The Town of Occoquan



Recyclables Collection

Equipment

One (1) Rear Load Truck(s)

One (1) Primary Drivers

Two (2) Primary Collectors

Hours of Operation: Wednesdays 7:00 am – 2:00pm

Bates will utilize 1 truck for recycle collection **Wednesday**. Collection Crews will consist of 1 driver and 2 helpers on recycling collection routes.



The Bates Team is experienced in implementing recycling programs in various municipalities and townships throughout the DMV. Bates has developed strong recycling programs that have increased significantly in each of the jurisdictions we service. We have and will continue to adequately adapt for growth and create partnerships with our municipalities.

Bulk/Scrap Metal Collection

Equipment

One (1) Rear Load Truck(s)

One (1) Primary Collectors

One (1) Open Body Truck

One (1) Primary Driver

Hours of Operation: **Wednesdays** 7:00 am – 2:00pm



Scrap Metal will be collected with a 16ft open body truck equipped with a lift gate on **Wednesdays**. This vehicle has the capacity to service 60 collections per day. Bates has a certified technician to remove refrigerants from appliances, when necessary, e.g., refrigerators, air conditioning units, and freezers.

Bates Trucking is a leader in the Northern Virginia area and tailor our collection programs to meet the needs of each community we serve. We provide solid waste collection and disposal services for homeowner associations within the Maryland and Northern VA area. With over two (2) million tons of municipal waste being generated in the United States each year, Bates Trucking is rapidly positioning itself to operate in partnership with these area communities to develop comprehensive services and solutions in the area of waste management. Our goal in



servicing our customers requires honest, competent, and reliable personnel with a consistent positive and professional attitude.

All Trucks are:

- **Radio dispatched:**
- **Equipped with rear backing cameras and audible alarms.**
- **Late model and state of the art**
- **DOT certified and inspected.**
- **Equipped with two-way radio.**
- **Have CDL Drivers who are DOT certified.**

Carts



Bates uses industry standard toters for durability and efficiency. The toters will be the Bates standard high visible green, with our company logo hot stamped on each cart or bin. These toters roll easily even with heavy loads. The continuous one-piece handle provides a strong gripping area, and the wide wheelbase makes maneuvering easy.

Bates will replace any inoperable containers currently used by the community and agrees to repair/replace any containers that are damaged due to negligence of Bates employees. All containers are the property of Bates Trucking, are to remain at each residence and should not be removed for any reason. Should any carts become lost or stolen or damaged due to residents' negligence, residents will be responsible for payment for replacement.



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 The Town of Occoquan
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 footwear. All trucks have rear vision cameras so that the driver can hear and see what is behind them. Employees always maintain courteous and professional conduct.
Inspections	The Route Monitor and Supervisor will spot check route locations for completion and cleanliness daily. All inspections and their results will be documented on an inspection form. All discrepancies, problems and corrective actions required will be noted. Corrective actions required will be subject to 100 percent re-inspections. All quality control documentation will be available for the program manager to review.

Training

All employees are trained and advised regarding the company's policy on alcohol and drug. This training includes the effects from the misuse of drugs and alcohol. Supervisors will have to be certified for the Drug and Alcohol Reasonable Suspicion Training per DOT requirements.

It is a condition of employment that all employees abide by the terms of the Company Policy on Alcohol and Drugs. In the event of any conviction for a criminal drug violation, the Employee must notify his/her supervisor within one day of the conviction.

Bates will provide all employees with safety uniforms and/or safety vests. They will be trained on proper handling of trash, trash bags, and sharp objects, use of proper ergonomics with bending, lifting, and pulling objects.





Safety Policy

The Bates Company has a vital interest in providing an ergonomically safe and efficient working environment for our employees. We are equally committed to a safety conscious environment around our customers, and the public, as well.

It is our policy to comply with the occupational safety and health act of 1970, the DOT Federal Motor Carrier Safety Regulations and the guidelines established by the Department of Environment Protection. We are intent on recruiting, hiring, and training individuals that are as equally committed and concerned about safety as our company is.

We believe our employees and customers to be our most important assets. Not only are accidents a waste of resources and manpower, they are also potentially damaging to our community at large. We feel that accidents are preventable, and all employees of Bates trucking are required to participate in our accident prevention and control program, as well as our aggressive and ongoing safety program.

We will strive to the best of our ability to provide professionally screened drivers, the best in late model state-of-the-art equipment, coupled with safe facilities, to accomplish our tasks safely and efficiently.

The real power behind production without accidents is personal concern, commitment, and motivation. We expect each supervisor, as well as each driver to be equally committed to our safety policy. Accident prevention should be at the forefront of each person's thinking and reasoning.

Ongoing safety inspections will be conducted, to ensure compliance with all company and governmental guidelines. Corrective actions will be taken whenever necessary, in order to guarantee the safest working environment. All accidents and injuries will be investigated promptly and thoroughly, to determine causality and effect, as well as whether it could have been prevented. Bates trucking is committed to maintaining a drug and alcohol-free environment. We provide pre-employment drug testing, random drug testing, "for cause" testing, and post-accident testing, (when warranted) for all employees.



Required Documentation

Signed proposal cover sheet

Acknowledgement of Addenda



TOWN OF OCCOQUAN

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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Theo Daubresse
Cindy Fithian
Nancy Freeborne-Brinton
Eliot Perkins

TOWN MANAGER
Adam C. Linn, J.D.

REQUEST FOR PROPOSAL

ISSUE DATE: Monday, April 21, 2025
INQUIRIES DUE DATE: Monday, May 19, 2025
PROPOSAL DUE DATE: Friday, May 30, 2025, at 2:00 p.m. EST
RFP NO.: RFP2025-002
TITLE: Trash, Recycling, Bulk and Yard Waste Collection

The Town of Occoquan, referenced hereafter as the Town, is accepting proposals from qualified contractors to provide collection of trash, recycling, bulk and yard waste for town residents and commercial businesses, based on the specifics in the following documentation.

All proposals are due to the Town of Occoquan electronically to TownManager@occoquanva.gov, by 2:00 p.m. on Friday, May 30, 2025. Proposals will not be accepted by any other means. Responses must include "RFP2025-002 - Trash, Recycling, Bulk and Yard Waste Collection" in the subject line. Please refer to Section V for the full submittal instructions.

All inquiries for information regarding Proposal submission requirements, procurement procedures, or site visits shall be directed to: TownManager@occoquanva.gov. 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.

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.

THIS INFORMATION, OR ANY PART THEREOF, MAY NOT BE RELEASED OR REPRODUCED IN ANY FORM WITHOUT THE PERMISSION OF THE TOWN OF OCCOQUAN, VA.

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. The undersigned also warrants that the pricing offer contained in the response to this Request for Proposal is firm for a period of not less than 60 days from the date of receipt by the Town.

Name and Address of Firm:

Bates Trucking & Trash Inc
4305 48th St
Bladensburg, Md 20710

Signature In Ink:

Theresa Cunningham
Theresa Cunningham
Print/Type



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.

TC

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>

TC

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>

TC

	<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--



Cost Information

**ATTACHMENT C
RFP2025-002 PRICING SHEET**

Base Year					
		Per Unit / Per Month	Units	Months / Number	Subtotal
001	Curbside Collection - Refuse	\$ 15.50	470	12	\$ 87,420.00
002	Curbside Collection - Recycling	\$ 3.49	470	12	\$ 19,683.60
003	Town Bulk Collection - Business District (6yd)	\$ 155.00	1	12	\$ 1,860.00
004	Pedestrian Waste & Recycle Collection - Business District (public refuse carts)		45	12	Included
005	Pedestrian Waste & Recycle Collection - Friday additional	\$ 10.00	38	6	\$ 2,280.00
006	Town Annual Special Events - June / September (8yd)	\$ 1,575.00	8	2	\$ 3,150.00
TOTAL					\$ 114,393.60

Option Year 1					
		Per Unit / Per Month	Units	Months / Number	Subtotal
001	Curbside Collection - Refuse	CPIU	470	12	#VALUE!
002	Curbside Collection - Recycling	CPIU	470	12	#VALUE!
003	Town Bulk Collection - Business District (6yd)	CPIU	1	12	#VALUE!
004	Pedestrian Waste & Recycle Collection - Business District (public refuse carts)		45	12	Included
005	Pedestrian Waste & Recycle Collection - Friday additional	CPIU	38	6	#VALUE!
006	Town Annual Special Events - June / September (8yd)	CPIU	8	2	#VALUE!
TOTAL					

Option Year 2					
		Per Unit / Per Month	Units	Months / Number	Subtotal
001	Curbside Collection - Refuse	CPIU	470	12	#VALUE!
002	Curbside Collection - Recycling	CPIU	470	12	#VALUE!
003	Town Bulk Collection - Business District (6yd)	CPIU	1	12	#VALUE!
004	Pedestrian Waste & Recycle Collection - Business District (public refuse carts)		45	12	Included
005	Pedestrian Waste & Recycle Collection - Friday additional	CPIU	38	6	#VALUE!
006	Town Annual Special Events - June / September (8yd)	CPIU	8	2	#VALUE!
TOTAL					

Option Year 3					
		Per Unit / Per Month	Units	Months / Number	Subtotal
001	Curbside Collection - Refuse	CPIU	470	12	#VALUE!
002	Curbside Collection - Recycling	CPIU	470	12	#VALUE!
003	Town Bulk Collection - Business District (6yd)	CPIU	1	12	#VALUE!
004	Pedestrian Waste & Recycle Collection - Business District (public refuse carts)		45	12	Included
005	Pedestrian Waste & Recycle Collection - Friday additional	CPIU	38	6	#VALUE!
006	Town Annual Special Events - June / September (8yd)	CPIU	8	2	#VALUE!
TOTAL					

Option Year 4					
		Per Unit / Per Month	Units	Months / Number	Subtotal
001	Curbside Collection - Refuse	CPIU	470	12	#VALUE!
002	Curbside Collection - Recycling	CPIU	470	12	#VALUE!
003	Town Bulk Collection - Business District (6yd)	CPIU	1	12	#VALUE!

ATTACHMENT C
RFP2025-002 PRICING SHEET

004	Pedestrian Waste & Recycle Collection - Business District (public refuse carts)		45	12	Included
005	Pedestrian Waste & Recycle Collection - Friday additional	CPIU	38	6	#VALUE!
006	Town Annual Special Events - June / September (8yd)	CPIU	8	2	#VALUE!
				TOTAL	

All invoices will be subject to a monthly fuel surcharge when diesel cost rise above \$4.50/gallon and will be based on changes to the weekly gas prices within the State of Virginia as reported by the Energy Information Administration U.S Department of Energy and the AAA Gas prices by State.

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, any event or circumstance that is unexpected (force majeure), location change or fee increases by disposal sites used by Contractor, Contractor's increased operating costs, and an annual increase based on the Washington, D.C. average Consumer Price Index for Urban water & trash published by the U.S. Department of Labor, Bureau of Labor Statistics

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 Company, Inc.**, a **Virginia** Corporation (hereinafter "Contractor"), for Services identified herein, on the following terms and conditions:

SOLICITATION TITLE: Trash, Recycling, Bulk and Yard Waste Collection (2025)

SOLICITATION NUMBER: RFP 2025-002

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 **Adam Linn, 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 _____, 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. 2025-002, as modified by its Addendums #_____.

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.
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. Contractor's proposal in response to RFP 2025-002.

E. Effective Date

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) the date on which the Mayor signs the Contract, 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.

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:

2025 Service Contract Awarded Pursuant to
RFP2025-002: Trash, Recycling, Bulk and Yard Waste Collection

- 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 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 RFP2025-0XX, 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) Schedule as set forth in RFP2025-002, Trash, Recycling, Bulk and Yard Waste Collection Services will resume on the next regularly scheduled collection day.
- (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) As set forth in the attached Pricing Sheet.
- (b) 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).
- (c) 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 for unexpected increases in waste tipping fees.

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 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, 2025. The Town shall have four (4) 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.
 - (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:
 - (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.
- 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, 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

2025 Service Contract Awarded Pursuant to
RFP2025-002: 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
Adam Linn, Town Manager
314 Mill Street
PO Box 195
Occoquan, VA 22125

If to the Contractor:

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

SIGNATURE PAGE FOLLOWS

2025 Service Contract Awarded Pursuant to
RFP2025-002: Trash, Recycling, Bulk and Yard Waste Collection

IN TESTIMONY WHEREOF, the Town of Occoquan has caused its name to be hereunto subscribed by **Adam Linn**, its Town Manager, with its corporate seal hereunto duly affixed and attested by its Clerk, pursuant to authority heretofore duly granted by 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:

Town Manager

Contractor's Representative

Print Name and Title

ATTEST:

ATTEST:

Clerk

Its:

Date

Date



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

10. Discussion Items	Meeting Date: July 8, 2025
10A: Riverfest Report	

Attachments: 2025 RiverFest & Craft Show Report

Submitted by: Tammy Hassett
Event Director

Explanation and Summary:

On June 7-8th, 2025, the Town celebrated its annual RiverFest & Craft Show. Staff has prepared the attached Riverfest & Craft Show Report for review and discussion.

Staff Request: Staff is seeking feedback on the June 7-8th Riverfest & Craft Show.



TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874
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TOWN COUNCIL
Earnest W. Porta, Jr., Mayor
Jenn Loges, Vice Mayor
Cindy Fithian
Eliot Perkins
Theo Daubresse
Robert E. Love

TOWN MANAGER
Adam Linn

2025 RIVERFEST & CRAFT SHOW REPORT

Summary

Below is a narrative recap of the 2025 RiverFest & Crafts Show.



RiverFest & Craft Show returned to the streets of the historic district on June 7 & 8, 2025. RiverFest & Craft Show has evolved into a dynamic spring event featuring a multi-tiered format that includes arts and crafts, river-themed activities, family-friendly programming, and conservation elements. While it currently shares similarities with the Fall Arts & Crafts Show, RiverFest is designed to attract a broader audience with a more expansive festival atmosphere. This year's offerings included: Boat Tours, Beer Garden with Live Bands, and Conservation Alley.

Volunteers

Volunteer support plays a critical role in the success of our events, and our dedicated team continues to be one of the most praised aspects by participating vendors. We were fortunate to have approximately 89 volunteers contributing their time and energy; this includes a group of cadets from the Civil Air Patrol - Mount Vernon Composite Squadron. This valuable support frees staff to manage a wide range of operational needs.

Weather

Saturday began with rain, which delayed the arrival of many visitors until the afternoon when conditions improved. Despite the humid weather and temperatures in the 80s, the event saw strong attendance later in the day. Sunday was overcast with intermittent rain throughout the day, which led to noticeably lower foot traffic. There were mixed reports on how the weather affected vendors' success.



Shuttle and Attendance

The price structure for shuttle service continued to be \$8, or 2 for \$15 with kids 12 and under remaining free. Visitors were offered the opportunity to prepay their shuttle fees on their own devices through a QR code that directed them to the Town’s Square account. The QR code was available at the shuttle pickups outside of town as well as at the stops in town. Patrons were also able to pay in cash.

We believe it would be beneficial to shift shuttle tickets to \$10 (with no discount for two). Kids twelve and under would remain free. This would improve security and logistics for the event by eliminating the need for one-dollar bills at the shuttle stops and improve the financial stability of the event by increasing the probability of breaking even on shuttle expenses.

It is difficult to pinpoint actual attendance because so many patrons walk in from the satellite lots, but shuttle income was \$27,086, reaching less than 90% of the projected budget. We believe the weather was a contributing factor to the attendance.

Family Activities

A key objective of RiverFest is to attract more families and continue shaping the event into a full-scale festival experience rather than just a craft show. This year, RiverFest welcomed *Chapman’s Butterfly Experience* thanks to the generous sponsorship of Westminster at Lake Ridge. This opportunity along with taking selfies & feeding the alpacas from *Athletic Alpacas* were among the family favorites. Continued experimentation with engaging, family-focused activities will be essential to finding the right fit for future festivals.

Conservation Alley & Junior Passport

Conservation is a core element of RiverFest, brought to life through Conservation Alley – a dedicated area offering family-friendly fun, eco-themed crafts, interactive demonstrations, and educational opportunities celebrating the natural world. Conservation Alley found a new home this year on Commerce Street. The change was welcomed by all those involved in kid’s activities; however, we heard some concern from vendors trying to sell items in this space. They feel they are missing the larger population of shoppers by being in Conservation Alley. We will address this concern during Imagination Alley for the Fall show.



One of the highlights for kids is the Junior Passport program, where young visitors explore the Alley, engage with exhibitors, and earn a special Conservation Alley sticker badge while learning simple ways to help protect local wildlife and waterways. This year, 14 environmental nonprofit and green-minded organizations—including Prince William Water, Friends of the Occoquan, DEQ, and US Fish & Wildlife—participated in bringing their missions to life for our next generation of environmental stewards.



Beer Garden

Local business *Fair Winds Brewing Company* from Lorton managed alcohol sales in River Mill Park during the fall festival. Live bands performed from 12 PM to 4 PM on both days, with performance arrangements and fees generously sponsored by *Fair Winds*. The partnership with Charlie Buettner was very positive—his team was easy to work with and even assisted Public Works with takedown in the park after the event on Sunday. Moving forward, we should consider strategies to better draw attendees into the park during the

festival. We are already exploring options, including the possibility of hanging the Beer Garden banner on the bathhouse roof, if feasible, and modifying the route of people coming and going from the green stop.

The Town also implemented the ABC Designated Outdoor Recreation Area license, allowing attendees to carry alcoholic beverages from various vendors throughout the festival grounds. No incidents or issues were reported.

Vendors

A total of 305 vendors supported the 2025 RiverFest & Crafts Show. This included makers and artists in 25 categories, commercial vendors, Town businesses, non-profits, food vendors, and sponsors. Vendors were surveyed post-show; it is too early to make final conclusions. However, at the time of this report we have received responses that represent the following statistics:

- 16% of vendors stated their weekend sales were higher than anticipated
- 32% of vendors stated their weekend sales were average
- 47% of vendors stated their weekend sales were below expectations or significantly below expectations
- 84% of vendors stated they “would” participate again

The majority of vendors expressed that the event organization, coordination, and staffing were excellent. Unfortunately, a common concern came from our commercial vendors regarding their new location on Commerce Street. We will address their assigned locations for the Fall Show.

Sponsors

This year’s RiverFest & Craft Show secured strong community and business support, with 14 sponsors

contributing a total of \$13,500. We also had a variety of in-kind goods and services provided including: *Carefree Boat* providing pontoon for our boat tours, *Fair Winds* handling the fees for both bands, *Great Harvest Bread Company* providing pastries and coffee for our vendors and volunteers. Their generosity helped bring key aspects of the festival to life, including entertainment, logistics, and family activities. Continued sponsor interest highlights RiverFest's value as a platform for local visibility and meaningful community connection.



Program

A double-sided, tear-off festival map was produced for this year's event, serving as both a navigational tool and a promotional piece. One side featured a detailed festival layout, while the reverse highlighted key attractions, event schedules, and sponsor recognition. The convenient format was well received by visitors and proved to be cost effective. We are also entertaining the idea of using this piece as an opportunity to sell ad space.

Promotion

The media strategy employed a hybrid approach that combined traditional ad buys, six marketing emails sent to 13,647 recipients, and a robust social media campaign across multiple platforms starting six weeks before the show and intensifying during the event.

Instagram continues to emerge as the primary social channel due to its shareable content and well-tagged posts and reels that proved successful in the spring. Video reels remained our top-performing content category, generating high engagement and resulting in over 1,000 new followers in a short fourteen-day stretch.

Meanwhile, Facebook focused on attracting our core Craft Show fanbase and exploring Facebook Groups to broaden our outreach. Although Facebook engagement and link clicks have been declining over the past two years, posting in local groups has proven effective in reaching new local audiences.

OccoquanFestivals.com

Our festival website: *OccoquanFestivals.com* remains the primary hub for all festival-related information, serving both the public and vendors. The site continues to grow, acting as a digital event guide for attendees and a central source of logistical details for participating vendors. Website traffic was notably high, reflecting strong interest and engagement with 61,527 site sessions and 39,766 unique visitors accessed the website between June 1, 2024 – May 31, 2025. Top sources of website traffic included organic Google searches and direct URL visits. Notably, the volume of unique visitors underscores the ongoing effectiveness of maintaining a dedicated website for a large-scale, multi-faceted event like this.

RiverFest by the Numbers

Below is a financial recap of the 2025 RiverFest & Crafts Show. The numbers provided below are unaudited, preliminary figures.

Uncaptured Public Safety Costs

Hosting a large-scale event like RiverFest involves numerous hidden or indirect costs that often go unaccounted for. While employing a full team of paid staff to manage the festival would represent a substantial expense, we are fortunate to rely on the dedication of many volunteers who help make the event possible. The following is a list of the estimated values:

Paid Personnel (48) - \$7,000

Volunteer Personnel (45) - \$36,200

Traffic Equipment (message boards, barrels, weights & cones) - \$14,650

Security Equipment (SkyWatch, Vehicle Ramming Barriers & Drone Detection System) - \$525,000

Communications (12 Radios & Chargers & Communications Van) - \$300,000

Altogether, if the Town had been responsible for covering all variable staffing costs and procuring or renting necessary materials and fixed equipment, the total estimated expense would be \$882,850.

2025 Vendor Participation

Category	Number of Vendors		
	Spring 2025	Spring 2024*	Spring 2023
Makers/Creators	183	200	136
Commercial	29	27	20
Food	20	18	16
Town Businesses	32	35	35
Sponsors	14	13	9
Non-Profit	27	28	24
Total	305	321	240

*The Fall Arts and Craft Show prior to the Spring was cancelled, and significant vendors rolled their booth rental to the Spring show.

2025 Budget vs. Actual

Year		Budget	Actual	% to Budget
Spring 2025	Revenue	\$135,025	\$145,028	7.41%
	Expense	\$98,133	\$97,683	(.46%)
	Net	\$36,892	\$47,345	28.36%

2025 Expenses vs. Revenue



Expense Category	FY25	FY24
Events Salaries	\$32,440.80	\$20,522.18
Shuttle Cost	\$32,000.00	\$27,600.00
Rentals	\$5,443.75	\$5,080.90
Day of Show Support	\$3,199.63	\$1,903.50
Public Safety	\$2,500.00	\$2,958.77
Advertising / Marketing	\$11,874.51	\$16,068.00
Materials / Supplies	\$6,028.46	\$6,454.31
Entertainment	\$2,114.00	\$3,520.00
Bank Fees	\$2,082.00	\$3,725.41
Total Expenses	\$97,683.15	\$87,833.07
Revenue Category	FY25	FY24
Booth Revenue	\$94,750.00	\$103,468.00
Shuttle Revenue	\$27,086.00	\$36,177.00
Vendor Parking	\$3,900.00	\$4,662.00
Sponsors	\$13,850.00	\$12,500.00
Activity Revenue	\$1,751.00	\$3,268.75
Merchandise Sales/Other	\$182.00	\$235.00
Convenience Fees	\$3,509.35	\$2,309.28
Total Revenue	\$145,028.35	\$162,620.03
Profit	\$47,345.20	\$74,786.96

RiverFest Revenue vs. Expenses Four Year Comparison

