

COMMONWEALTH OF VIRGINIA
COUNTY OF HENRICO



IFB#11-9138-9CJ

DEPARTMENT OF GENERAL SERVICES
CHRISTOPHER L. WINSTEAD, P.E.
DIRECTOR

December 14, 2011

Invitation to Bid
Annual Contract for Solid Waste Collection and Recycling Services

Subject: Annual contract to furnish all labor, materials, and equipment necessary to provide containerized solid waste collection and single stream recycling to County of Henrico General Government, and Henrico County Public Schools, in accordance with the enclosed general terms, conditions and specifications.

Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received no later than **11:00 a.m.**, local prevailing time, **January 31, 2012** and will be opened and publicly read aloud. Sealed bids should be delivered as follows:

IN PERSON OR SPECIAL COURIER
County of Henrico
Department of General Services
Purchasing Office
1590 E. Parham Road
Henrico VA 23228

OR

U.S. POSTAL SERVICE
County of Henrico
Department of General Services
PO Box 90775
Henrico Virginia 23273-0775

This IFB and any addenda are available on the County of Henrico website at: www.co.henrico.va.us The Bids and Proposals link is listed under the Henrico Business Section on the home page. To receive a printed copy of this document please call (804) 501-5660 or bla04@co.henrico.va.us for technical assistance please contact edw@co.henrico.va.us

A pre-bid conference will be held on January 11, 2012 at 9:00 a.m., at the Purchasing Office, 1590 E. Parham Road, Henrico VA 23228. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Attendance to this conference is not mandatory but strongly recommended.

Time is of the essence, and all bids received after the appointed hour for submission, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Office, Department of General Services. Envelopes containing bids shall be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid. Bidders are responsible for insuring that their bid is stamped by Purchasing Office personnel.

All bidders shall use the enclosed Bid Form in submitting their bid prices. The Purchasing Office reserves the right to waive any informality in bids and to award in part or in whole or to reject any or all bids.

Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition. On the contrary, all responsible bidders are encouraged to submit a bid. Comments as to how bid documents, specifications or drawings can be improved are welcome.

Should you have any questions concerning this Invitation to Bid, please contact Cindy Joy, email address joy03@co.henrico.va.us no later than **January 16, 2012**.

Director of General Services
CHRISTOPHER L. WINSTEAD, P.E.

Cindy Joy, CPPB
Purchasing Officer

I. Scope of Work/Service

The intent and purpose of this Invitation for Bid is to establish an annual contract to furnish all labor, materials, and equipment necessary to provide containerized solid waste collection service and single stream recycling to County of Henrico General Government, and Henrico County Public Schools.

From August 2009 through July 2010, the County spent approximately \$480,000.00, from August 2010 through July 2011; the County spent approximately \$489,000.00 in solid waste collection services. However, nothing shall bind the County of Henrico to any specified amount of work during the contract period.

SPECIFICATIONS

A. Containers Provided by the Successful Bidder

1. The successful bidder shall provide leak proof, metal or plastic refuse containers for each location listed on (Attachment E).
2. The size of container, number of containers at each location, and the frequency that the containers are emptied shall depend on the particular needs of each location (See Attachment E.) The successful bidder will be supplied a list of current usage for each location.
3. Containers shall be new or freshly painted and consist of the following types and sizes:
 - 8 cubic yard Front End Loader with Front/Side Access
 - 6 cubic yard Front End Loader with Front/Top Access
 - 4 cubic yard Front End Loader with Front/Top Access
 - 3 cubic yard Front End Loader with Top Access
 - 2 cubic yard Front End Loader with Top Access
 - 20 cubic yard Open Top Roll-Off Containers
 - 30 cubic yard Open Top Roll-Off Containers
 - 40 cubic yard Covered Top Roll-Off Container
 - 95-gallon wheeled carts for use with cart tippers or automated collection trucks
 - Locking bars may be required on some containers
 - 4 cubic yard single stream containers
 - 6 cubic yard single stream containers
 - 8 cubic yard single stream containers
4. Containers must be aesthetically pleasing in appearance with standard "off-the-shelf" types preferred. Manufacturer's specifications and photographs of containers bid should be included with the bidder's bid package.
5. Containers provided by the successful bidder shall remain the property of the successful bidder throughout the contract period.

B. Container Serviceability and Maintenance:

1. The successful bidder shall maintain all containers owned by the successful bidder to ensure that they are aesthetically pleasing in appearance and in

serviceable condition at all times. If in the opinion of the County, a container becomes unserviceable, it shall be immediately replaced at no cost to the County.

2. The successful bidder shall maintain all containers owned by the successful bidder by performing all repairs to containers as needed, or requested by the County, due to normal wear and tear. There shall be no additional cost to the County for this service.
3. The successful bidder shall paint or replace all containers owned by the successful bidder once during the first six months of initial contract period at no additional cost to the County.
4. Containers owned by the successful bidder shall be cleaned and sanitized at no additional cost to the County on an as needed and requested basis. Should the County request the containers owned by the County to be cleaned and sanitized, the successful bidder will charge the rate specified on the Bid Form.
5. County-owned containers shall remain the property of the County of Henrico, and any damage incurred by the successful bidder shall be repaired by the successful bidder to the satisfaction of the County, at no cost to the County.

C. Solid Waste Removal and Disposal

1. The successful bidder shall pick up the solid waste from the containers listed on (Attachment E).
2. The County reserves the right to change the frequency of service and the number, size or type of containers at any time during the term of the contract. Pricing shall be in accordance with the rates provided on the "Scheduled Monthly Service Table" listed on of the Bid Form, page 20.
3. School Locations:
 - a. All school locations require daily collection service, Monday through Friday during the regular school calendar year.
 - b. During summer session, June, July and August, closed schools will require collection once per week on Thursday. Schools that are open for summer school programs shall require an altered schedule. (Attachment F), illustrates number of hauls required during the summer schedule. Monthly fee for the summer session shall be adjusted accordingly to reflect the reduction in the number of hauls required per each location. Fee shall be in accordance with the rates provided on the "Scheduled Monthly Service Table" listed on Page 20 of the Bid Form.
 - c. During Christmas and Spring Break, all schools will require one collection per week. Monthly fee shall be adjusted to reflect the deduction to one collection per week during these breaks.
 - d. Collection shall not occur at school locations during the time school buses are loading or unloading students. Specific times will be coordinated with the successful bidder.

4. In addition to scheduled collection, the County also requires unscheduled (on-call) collection service. Service shall be provided within 24-hour notification.
5. Emergency collection service may be requested by the County. The successful bidder must respond to such situations by the end of the business day after notification, or within 4 hours of notification, whichever is earlier. Bidder shall provide fee charged for emergency collection service on the Bid Form entitled, "Extra Pickup Charge per Cubic Yard Container" Lot 7, page 35.
6. When collection has been missed, the successful bidder shall be responsible for the clean up of all trash that has accumulated outside of the container as a result of lapse of service. Missed or unsatisfactory collections shall be corrected by the successful bidder within 24-hour notification by the County, unless the situation is deemed an emergency therefore instituting the requirements listed above in Section 5.
7. All solid waste collected must be disposed of in a properly permitted waste disposal facility and in accordance with all applicable federal, state and local laws.

D. Single Stream Recycling

1. Recycling for the County of Henrico and Henrico County Public Schools will be a single stream recycling.
2. Single stream recycling will include mixed paper, cardboard, newspaper, metal containers, glass containers and No. 1 and No. 2 plastic bottles.

E. Disposal

The successful bidder shall not charge the County for single source material (generally roll off loads) disposed of at the County's Springfield Road Landfill or for materials disposed of in accordance with the County's contract with the BFI Waste Systems of Virginia, LLC - Old Dominion Landfill. Bidder shall provide on the Bid Form the intended disposal facility and its location.

F. Start Up

For the County to experience no disruption in collection service, the successful bidder shall be ready to commence collection service on March 1, 2012. Bidders are asked to acknowledge this requirement on the Bid Form.

G. Billing

The successful bidder shall submit a monthly invoice for service provided to each location code. Invoice shall show date of service, and number and size of container collected. Invoice shall also show date container was cleaned and sanitized. Purchasing will coordinate billing with the successful bidder, providing addresses, and contact for each location. Many of the locations are consolidated into one billing.

II. GENERAL TERMS AND CONDITIONS:

A. Addenda:

1. Comments as to how the bid documents, specifications or drawings can be improved are welcome. Bidders requesting clarification or interpretation of or improvements to the bid general terms, conditions, specifications or drawings shall make a written request which shall reach the Purchasing Office, Department of General Services, at least eight (8) calendar days prior to the date set for the receipt of bids.
2. Any changes to the bid general terms, conditions, specifications or drawings shall be in the form of a written addendum from the Purchasing Office and it shall be signed by the Director of General Services or a duly authorized representative.
3. An addendum shall be issued no later than six (6) calendar days prior to the date set for the receipt of bids. An addendum extending the date for the receipt of bids or an addendum withdrawing the Invitation to Bid may be issued anytime prior to the date set for the receipt of bids.
4. Each bidder shall be responsible for determining that all addenda issued by the Purchasing Office for the Invitation to Bid have been received before submitting a bid for the work.
5. Each bidder shall acknowledge the receipt of each addendum on the Bid Form.

B. Annual Appropriations:

It is understood and agreed that this contract shall be subject to annual appropriations by the Board of County Supervisors (the "Board"). Should the Board fail to appropriate funds for this contract, the contract shall be terminated when existing funding is exhausted. There shall be no penalty should the Board fail to make annual appropriations for this contract.

C. Authorization 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 of the Code of Virginia or as otherwise required by law.
2. A bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its bid or proposal the identification number issued to it by the State Corporation Commission, (See Attachment A) Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

3. A bidder or offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Director of General Services, his designee, or the County Manager.
4. Any falsification or misrepresentation contained in the statement submitted by the bidder/offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.
5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

D. Award of Contract:

1. The Purchasing Office reserves the right to waive any informality in bids and to award in part or in whole or to reject any or all bids. The reasons for the rejection shall be made a part of the contract file.
2. In case of a tie bid, preference shall be given to goods, services, and construction produced in the County of Henrico or the State of Virginia or provided by persons, firms or corporations having principal places of business in the County of Henrico or the State of Virginia, if such a choice is available; otherwise the tie shall be decided by lot. A County of Henrico business shall be given preference over a State of Virginia business, if such a choice is available.
3. The Purchasing Office shall have the right, before awarding the contract, to require a bidder to submit such evidence of its qualifications as it may deem necessary and may consider any evidence available to it concerning the financial, technical, and other qualifications and abilities of a bidder. (See Attachment B)
4. It is the intent of the County of Henrico to award a contract to the lowest responsive and responsible bidder provided the bid does not exceed the funds available for the contract. This bid will be award by **total bid price** (See the Bid Form)
5. Upon making an award, or giving notice of intent to award, the County will place appropriate notice on the public bulletin board located at the following locations:

Purchasing Office
1590 East Parham Road
Henrico VA 23228

Eastern Government Center
3820 Nine Mile Road
Henrico VA 23223

Henrico Government Center
4301 East Parham Road
Henrico VA 23228

Notice of award or intent to award may appear on the Purchasing Office website:
<http://www.co.henrico.va.us/genserv/purchasing/>

6. The bidder to whom the contract is awarded shall, within fifteen (15) days after prescribed documents are presented for signature, execute and deliver to the Purchasing Office the contract forms and any other forms required by the bid.
7. This contract is made, entered into, and shall be performed in the County of Henrico, Virginia and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of any contract resulting from this Invitation to Bid, its interpretations or its performance shall be litigated only in either the General District Court or in the Circuit Court of the County of Henrico, Virginia.

E. Bid Security:

The Purchasing Office does not require the bidder to furnish a bid security with this bid.

F. Bidder's Performance:

1. Goods and services must be delivered and rendered strictly in accordance with this bid and shall not deviate in any way from the terms, conditions, prices, quality, quantity, delivery instructions, and specifications of this bid.
2. All goods and/or services delivered and/or rendered shall comply with all applicable federal, state, and local laws, and shall not infringe any valid patent or trademark. The successful bidder shall indemnify, keep, save, and hold the County, its officers and employees, harmless from any liability for infringement and from any and all claims or allegations of infringement by the bidder or the County, its officers and employees, arising from, growing out of, or in any way involved with the goods delivered or services rendered pursuant to this purchase.
3. In the event that suit is brought against the County, its officers and/or its employees, either independently or jointly with the bidder, the bidder shall defend the County, its officers and employees, in any such suit at no cost to them. In the event that final judgment is obtained against the County, its officers, and/or its employees, either independently or jointly with the bidder, then the bidder shall pay such judgment, including costs and attorneys fees, if any, and hold the County, its officers and employees, harmless there from.
4. The successful bidder shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.
5. The successful bidder shall not, in its product literature or advertising, refer to this purchase or the use of the bidder's goods or services by the County of Henrico, Virginia.
6. The successful bidder shall cooperate with County officials in performing the specified work so that interference with the County's activities will be held to a minimum.

G. Bidder's Representation:

1. By submitting a bid in response to this Invitation to Bid, the bidder certifies that it has read and understands the bid documents, specifications, and drawings, if any, and has familiarized itself with all federal, state and local laws, ordinances, rules and regulations that in any manner may affect the cost, progress or performance of the work.
2. The failure or omission of any bidder to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site(s), shall in no way relieve any bidder from any obligations with respect to its bid or to the contract.

H. Bonds:

The Purchasing Office does not require the successful bidder to furnish Performance Bond and a Payment Bond for this contract.

I. Collusion:

By submitting a bid in response to this Invitation for Bid, the Bidder represents that in the preparation and submission of this bid, said Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person, Bidder or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Section 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

J. Compensation:

1. It is the County's policy not to pay for any goods or services until the same have been actually received.
2. Individual contractors shall provide the Purchasing Office their social security numbers and proprietorships, partnerships and corporations shall provide their federal employer identification numbers (Code of Virginia, Section 2.2-4354.2). This information shall be provided in the space indicated on the Bid Form.
3. The successful bidder shall submit a complete itemized invoice on each item or service, which is delivered under the contract. The successful bidder shall indicate the purchase order number on the front of each invoice and on the outside of each package or shipping container.
4. Cash discounts shall be deducted in accordance with the terms of the bid.
5. Payment shall be rendered to the successful bidder for satisfactory compliance with the general terms, conditions and specifications of this bid. The required payment date shall be either: (i) the date on which payment is due under the terms of the contract for the provision of such goods or services; or (ii) if such date is not established by contract, not more than forty-five days after goods or services are

received or not more than forty-five days after the invoice is rendered, whichever is later (Code of Virginia, Section 2.2-4352).

6. Unless otherwise provided under the terms of the contract for the provisions of goods and services, if the County fails to pay by the payment date, the County agrees to pay the financial charge assessed by the successful bidder, which does not exceed one percent per month (Code of Virginia, Section 2.2-4354.4).

K. Contract Period:

1. The contract period shall be from March 1, 2012 through February 28, 2013. Contract prices shall remain firm for the contract period.
2. The contract may be renewed for 4 additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices.
3. The successful bidder should submit any proposed price changes and a report on the annual volume of business resulting from this contract to the Purchasing Office at least ninety (90) days prior to the contract renewal date. If accepted by the Purchasing Office, the prices shall remain firm for each renewal year.
4. The contract shall not exceed a maximum of five (5) years.

L. Controlling Law; Venue

This contract is made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia. Any dispute arising out of the contract resulting from this IFB, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

M. County License Requirement:

If a business is located in the County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your bid. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

N. Default:

If the Successful Bidder is wholly responsible for failure to make delivery or complete implementation and installation, or if the system fails in any way to perform as specified herein, the County may consider the Successful Bidder to be in default. In the event of default, the County will provide the Successful Bidder with written notice of default, and the Successful Bidder will be provided twenty (20) calendar days to provide a plan to correct said default.

O. Drug-Free Workplace to be Maintained by the Contractor (Code of Virginia, Section 2.2-4312)

1. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) 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; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
2. For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

P. Employment Discrimination by Bidder Prohibited:

1. During the performance of this contract, the successful bidder agrees as follows (Code of Virginia, Section 2.2-4311):
 - (a) The successful bidder 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 successful bidder. The successful bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting the provisions of this nondiscrimination clause.
 - (b) The successful bidder, in all solicitations or advertisements for employees placed by or on behalf of the successful bidder, will state that such contractor is an equal opportunity employer.
 - (c) 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 section.
2. The successful bidder shall include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Q. Employment of Unauthorized Aliens Prohibited

Any contract that results from this Invitation for Bid shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the federal Immigration Reform Act of 1986."

R. Environmental Management

Contractor shall be responsible for complying with all applicable federal, state, and local environmental regulations. Contractor is required to abide by the County of Henrico's Environmental Policy Statement, which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation. Contractor shall be properly trained and have any necessary certifications to carry out environmental responsibilities. Contractor shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

<http://randolph.co.henrico.va.us/genserv/forms/environmentalpolicy.pdf>

S. General:

1. Sealed bids in accordance with the conditions, specifications, and instructions below and on the attached sheets or drawings hereto, if any, will be received in person or via special courier service in the Purchasing Office, Department of General Services, North Run Office Park, 1590 East Parham Road, Henrico Virginia 23228 or through the regular mail by the U.S. Postal Service, P.O. Box 90775, Henrico Virginia 23273-0775 until, but no later than the time and date specified in the Invitation to Bid.
2. In the solicitation or awarding of contracts, the County of Henrico shall not discriminate because of the race, religion, color, sex, national origin, age, disability or any other basis prohibited by state law relating to discrimination in employment.
3. The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County of Henrico actively solicits both small business, women-owned and minority (SWAM) businesses to respond to all Invitations for Bids and Requests for Proposals. All solicitations are posted on the County's Internet site at www.co.henrico.va.us/departments/genserv/purchasing/ and may be viewed under the Bids and Proposals link on the homepage.
4. The County of Henrico utilizes the Commonwealth of Virginia eVA Supplier Web Site for selection of bidders. If your company is not registered, a supplier application is available on the eVA web site, <http://www.eva.state.va.us>

T. Indemnification:

The successful Bidder agrees to indemnify, defend and hold harmless the County of Henrico including Henrico Public County Schools, its officers, agents and employees from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys' fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the

Successful Bidder, provided that such liability is not attributable to the County's sole negligence.

U. Insurance:

The successful bidder shall maintain insurance to protect itself and the County of Henrico from claims for damages for personal injury, including death, and for damages to property, which may arise from operations under this contract. Such insurance shall conform to the enclosed County Insurance Specifications. (See Attachment D)

V. Modification of Bids:

1. A bid may be modified or withdrawn by the bidder anytime prior to the time and date set for the receipt of bids. The Bidder shall notify the Purchasing Office in writing of its intentions.
2. Modified and withdrawn bids may be resubmitted to the Purchasing Office up to the time and date set for the receipt of bids.
3. No bid can be withdrawn after the time set for the receipt of bids and for ninety (90) days thereafter except as provided under the withdrawal of bid due to error section.

W. Negotiation with the Lowest Bidder:

1. If all bids received exceed the available funds for the proposed purchase, the County, pursuant to County Code provisions, may meet with the lowest responsive and responsible bidder to discuss a reduction in the scope for the proposed purchase and negotiate a contract price within the available funds.
2. After bid negotiations, the lowest responsible bidder shall submit an addendum to its bid, which addendum shall include the change in scope for the proposed purchase, the reduction in price and the new contract value (County Code 16.36).
3. If the proposed addendum is acceptable to the County, the County may award a contract within funds available to the lowest responsible bidder based upon the amended bid.
4. If the County and the lowest responsible bidder cannot negotiate a contract within available funds, all bids shall be rejected.

X. No Discrimination against Faith-Based Organizations:

Henrico County does not discriminate against faith-based organizations as that term is defined in Virginia Code Section 2.2-4343.1.

Y. Opening of Bids:

1. All bids received on time in the Purchasing Office shall be opened and publicly read aloud.
2. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of all bids but prior to award, except in the event that the County decides not to accept any

of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract (Code of Virginia, Section 2.2-4342C).

3. Any inspection of procurement transaction records shall be subject to reasonable restrictions to ensure the security and integrity of the records (Code of Virginia, Section 2.2-4342E).

Z. Product Evaluation/Testing:

1. The Purchasing Office shall have the option to evaluate and/or test any item offered in this Invitation to Bid prior to award of the contract. If the Purchasing Office elects to evaluate and/or test an item, the bidder shall provide all samples required for evaluation and/or testing at no charge within five (5) calendar days of the request by the Purchasing Office.

Samples shall be sent to:

Henrico County
Attention: Cindy Joy
1590 East Parham Road
Henrico VA 23273-0775

2. Upon the completion of the evaluation and/or testing by the Purchasing Office, the bidder shall be responsible for the pick-up/return freight of the samples. If return arrangements are not confirmed within seven (7) calendar days after notification from the Purchasing Office that samples are available for return, the Purchasing Office reserves the right to dispose of said samples.

AA. Record Retention/County Audits:

1. The Successful Bidder shall retain, during the performance of the contract and for a period of three years from the completion of the contract, all records pertaining to the successful bidder's bid and any contract awarded pursuant to this Invitation to Bid. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including Successful Bidder's copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the successful bidder's normal working hours.
2. County personnel may perform in-progress and post-audits of the successful bidder's records as a result of a contract awarded pursuant to this Invitation to Bid. Files would be available on demand and without notice during normal working hours.

BB. Small, Women-Owned and Minority-Owned (SWAM) Business

The County welcomes and encourages the participation of small businesses and businesses owned by women and minorities in procurement transactions made by the County. The County of Henrico actively solicits both small business, women-owned and

minority (SWAM) businesses to respond to all Invitations for Bids and Request for Proposals. All solicitations are posted on the County's Internet site at and may be viewed under the Bids and Proposal Link on the homepage.
<http://www.co.henrico.va.us/departments/genserv/purchasing/>

CC. Subcontracts:

No portion of the work shall be subcontracted without prior written consent of the County of Henrico, Virginia. In the event that the Contractor desires to subcontract some part of the work specified in the contract, the Contractor shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the contract.

DD. Submission of Bids:

1. All bidders shall use the enclosed Bid Form in submitting their bid prices. The Purchasing Office shall not accept oral bids or bids received by telephone, telecopier (FAX machine) or email for this bid.
2. All prices must be F.O.B. delivered to the point as indicated in this bid. The County will grant no allowance for boxing, crating, or delivery unless specifically provided for in this bid.
3. The Bid Form must be completed in blue or black ink or by typewriter. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
4. All erasures, insertions, additions, and other changes made by the bidder to the Bid Form shall be signed or initialed by the bidder. Bids containing any conditions, omissions, erasures, alterations, or items not called for in the bid, may be rejected by the Purchasing Office as being incomplete or nonresponsive.
5. The Bid Form must be signed in order to be considered. If the bidder is a corporation, the bid must be submitted in the name of the corporation, not simply the corporation's trade name. In addition, the bidder must indicate the corporate title of the individual signing the bid.
6. The Bid Form, the bid security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. Any notation or notations on the exterior of the envelope purporting to alter, amend, modify, or revise the bid contained within the envelope shall be of no effect and shall be disregarded.
7. The envelope containing the bid should be sealed and marked in the lower left-hand corner with the bid request number, goods or services sought, hour and due date of the bid.
8. The time for the receipt of bids shall be determined by the time clock stamp in the Purchasing Office. Bidders are responsible for ensuring that their bids are stamped by Purchasing Office personnel by the deadline indicated.

9. All bids received in the Purchasing Office by the deadline indicated will be kept in a locked bid box until the time and date set for the opening of bids.
10. All late bids shall be returned unopened to the Bidder.

EE. Successful Bidder's Obligation to Pay Subcontractors:

1. The Successful Bidder awarded the contract for this project shall take one of the two following actions within seven (7) days after the receipt of amounts paid to the successful bidder by the County for work performed by the successful bidder's subcontractor(s) under the contract (Code of Virginia, Section 2.2-4354):
 - (a) Pay the subcontractor(s) for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor(s) under the contract; or
 - (b) Notify the County and subcontractor(s), in writing, of their intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. The Successful Bidder shall pay interest to the subcontractor(s) on all amounts owed by the Successful Bidder that remain unpaid after seven (7) days following receipt by the Successful Bidder of payment from the County for work performed by the subcontractor(s) under the contract, except for amounts withheld as allowed in subparagraph a (2) of this section. Unless otherwise provided under the terms of this contract, interest shall accrue at the rate of one percent (1%) per month.
3. The Successful Bidder 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(s).
4. The Successful Bidder's obligation to pay an interest charge to a subcontractor(s) pursuant to the payment clause in this section may not be construed to be an obligation of the County. A contract modification may not be made for the purpose of providing reimbursement for such interest charge and a cost reimbursement claim may not include any amount for reimbursement for such interest charge.

FF. Taxes:

1. The County of Henrico is exempt from the payment of federal excise or state sales taxes on all tangible, personal property for its use or consumption except taxes paid on materials that will be installed by the bidder and become a part of real property.
2. If a bidder is bidding on materials that require installation by the bidder and become a part of real property, the applicable taxes shall be included in the lump sum bid price for the installation of the material and not as a separate charge for taxes. The taxes shall be an obligation of the successful bidder and not of the County, and the County shall be held harmless for same by the successful bidder.
3. The Purchasing Office will furnish a Tax Exemption Certificate (Form ST-12) upon request and if applicable to this contract.

4. When a bidder lists a separate tax charge on the Bid Form and the tax is not applicable to the purchase by the County, the bidder will be allowed to delete the tax from its bid.

GG. Termination of the Contract:

1. If the Successful Bidder should be adjudged bankrupt, or make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of the successful bidder's insolvency, or if the Successful Bidder should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to deliver the goods or services within the time specified, or if the bidder otherwise defaults, then the County may without prejudice to any other right or remedy, and after giving the successful bidder seven (7) calendar days written notice, terminate the employment of the successful bidder and procure such goods or services from other sources. In such event, the successful bidder shall be liable to the County for any additional cost occasioned by such failure or other default.
2. In such cases, the successful bidder shall not be entitled to receive any further payment if the expense of finishing the contract requirements, including compensation for additional managerial and administrative services shall exceed the unpaid balance of the contract price, the Successful Bidder shall pay the difference to the County.
3. Notwithstanding anything to the contrary contained in the contract between the County and the successful bidder, the County may, without prejudice to any other rights it may have, terminate the contract for convenience and without cause, by giving 30 days written notice to the successful bidder.

HH. Trade Secrets/Proprietary Information:

Trade secrets or proprietary information submitted by a Bidder in response to this Invitation for Bid shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Section 2.2-4342F of the Code of Virginia).

II. Use of Brand Names/Product Information:

1. Unless otherwise provided in the Invitation to Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the public body in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted (Code of Virginia, Section 2.2-4315).
2. If bidding other than specified, the bidder will clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the Bid Form to enable the Purchasing Office to determine if the product offered meets the requirements of the solicitation. Material Safety Data Sheets and descriptive literature will be provided with the Bid Form for

each chemical and/or compound offered. Failure to do so may cause the bid to be considered nonresponsive and rejected.

3. It shall be understood that the burden of proof for an "equal" product shall be and remain the sole responsibility of the bidder. The County's decision of approval or disapproval of a proposed alternate shall be final. Nothing herein is intended to exclude any responsible bidder, its product or service or in any way restrain or restrict competition.

JJ. Withdrawal of Bid Due to Error (Other than Construction):

1. A bidder may withdraw its bid from consideration if the price bid was substantially lower than the next low responsive bid due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid sought to be withdrawn.
2. The bidder shall give written notice of their claim to withdraw their bid to the Purchasing Office within two business days after the conclusion of the bid opening procedure. (Code of Virginia, Section 2.2-4330). Such mistake shall be proved only from the original work papers, documents and materials delivered to the Purchasing Office with the bidder's written request to withdraw its bid.
3. The Purchasing Office will inspect the written evidence submitted by the bidder with the request and if the Purchasing Office can verify to its satisfaction and sole discretion that the mistake was a non-judgmental mistake, the bidder will be allowed to withdraw the bid.
4. No bid shall be withdrawn under this section when the result would be the awarding of the contract on another bid of the same bidder or of another bidder in which the ownership of the withdrawing bidder is more than five percent (5%). (Code of Virginia, Section 2.2-4330C)
5. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit directly or indirectly from the performance of the project for which the withdrawn bid was submitted.
6. If a bid is withdrawn under authority of this section, the next lowest responsive and responsible bidder shall be deemed to be the low bidder.

7. If the Purchasing Office denies the withdrawal of a bid under the provisions of this section, it shall notify the bidder in writing stating the reasons for its decision and award the contract to such bidder at the bid price, provided such bidder is a responsible and responsive bidder.

KK. Contact with Students

Pursuant to Va. Code § 22.1-296.1(C), as a condition of being awarded a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, Bidders shall provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child,

Bidders shall cause any of their subcontractors to provide the same certification described herein with regard to the subcontractors' employees.

Henrico County cannot award a contract to a bidder that does not complete See Attachment C as part of their bid/proposal/submission."

BID FORM

County of Henrico
Department of General Services
Division of Purchasing Office
North Run Office Park
1590 East Parham Road
P O Box 90775
Henrico VA 23273-0775

I/We hereby propose to furnish all labor, materials, and equipment necessary to provide containerized solid waste collection service to the County of Henrico General Government, and Henrico County Public Schools in accordance with **IFB#11-9138-9CJ** general terms, conditions and specifications. The Bid Form must be completed in blue or black ink or by typewriter. Discrepancies in the multiplication of units of work and the unit prices will be resolved in favor of the correct multiplication of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. My/Our prices are as follows:

Bid Evaluation Procedure: Complete all individual bid prices per unit specified on the Price Schedule. Use the bid prices quoted on the Price Schedule and complete Lot 1 – Lot 7.

Attachment E shows the current usage for the County, however nothing shall bind the County of Henrico to any haul schedule, container size, or frequency of pickups. Bid totals are based on estimated quantities derived from Attachment E.

Bidder must bid on all items to be considered and complete all information requested. Failure to do so may result in your bid being declared non-responsive.

Enclose your completed original plus one copy of the bid form, pages 19 – 41.

PRICING SCHEDULE

BIDDER MUST COMPLETE THE FOLLOWING PRICING SCHEDULE TO PROVIDE THE MONTHLY CHARGE FOR THE NUMBER OF DAYS REQUESTED. MONTHLY CHARGE INCLUDES ALL RENTAL COSTS FOR CONTAINERS, ALL HAULING CHARGES, AND ALL DISPOSAL FEES. ALSO PROVIDE THE MONTHLY CHARGE FOR ADDITIONAL CONTAINERS FROM THE SAME LOCATION. THE PRICING SCHEDULE WILL BE USED TO COMPLETE LOT 1 thru LOT 7.

MONTHLY SERVICE

CONTAINER SIZE	FREQUENCY OF HAULS/ DAYS PER WEEK					
	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS	6 DAYS
8 CU. YD FRONT END LOADER WITH FRONT/SIDE ACCESS PER MONTH						
EACH ADDITIONAL 8 CU. YD. CONTAINER PER LOCATION						
6 CU. YD FRONT END LOADER WITH FRONT/TOP ACCESS PER MONTH						
EACH ADDITIONAL 6 CU. YD. CONTAINER PER LOCATION						
4 CU. YD FRONT END LOADER WITH FRONT/TOP ACCESS PER MONTH						
EACH ADDITIONAL 4 CU. YD. CONTAINER PER LOCATION						

PRICING SCHEDULE (cont.)

CONTAINER SIZE	FREQUENCY OF HAULS/ DAYS PER WEEK					
	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS	6 DAYS
3 CU. YD FRONT END LOADER WITH TOP ACCESS PER MONTH						
EACH ADDITIONAL 3 CU. YD. CONTAINER PER LOCATION						
2 CU. YD FRONT END LOADER WITH TOP ACCESS PER MONTH						
EACH ADDITIONAL 2 CU. YD. CONTAINER PER LOCATION						

EXTRA HAUL CHARGE PER CU. YD CONTAINER (EMERGENCY PICKUP)

2 CU. YD \$ _____

3 CU. YD \$ _____

4 CU YD \$ _____

6 CU YD \$ _____

8 CU YD \$ _____

PRICING SCHEDULE (cont.)

95 GALLON WHEELED CART PER COLLECTION, per month \$ _____

EACH ADDITIONAL 95 GALLON WHEELED CART PER LOCATION, per month \$ _____

EXTRA CHARGE PER CONTAINER FOR LOCKING BAR, per month \$ _____

CLEAN & SANITIZE COUNTY OWNED CONTAINER, each \$ _____

4 CUBIC YARD SINGLE STREAM RECYCLING CONTAINERS

ONCE PER WEEK CONTAINER RENTAL CHARGE INCLUDING HAULING AND DISPOSAL \$ _____

BI-WEEKLY CONTAINER RENTAL CHARGE INCLUDING HAULING AND DISPOSAL \$ _____

6 CUBIC YARD SINGLE STREAM RECYCLING CONTAINERS

ONCE PER WEEK CONTAINER RENTAL CHARGE INCLUDING HAULING AND DISPOSAL \$ _____

BI-WEEKLY CONTAINER RENTAL CHARGE INCLUDING HAULING AND DISPOSAL \$ _____

8 CUBIC YARD SINGLE STREAM RECYCLING CONTAINERS

ONCE PER WEEK CONTAINER RENTAL CHARGE INCLUDING HAULING AND DISPOSAL \$ _____

BI-WEEKLY CONTAINER RENTAL CHARGE INCLUDING HAULING AND DISPOSAL \$ _____

PRICING SCHEDULE (cont.)

ROLL OFF CONTAINERS

DISPOSAL SITE AND LOCATION _____

ON CALL SERVICE

2 CU. YD.

\$ _____ **MONTHLY CONTAINER RENTAL CHARGE**

\$ _____ **PER CONTAINER HAUL CHARGE**

3 CU. YD.

\$ _____ **MONTHLY CONTAINER RENTAL CHARGE**

\$ _____ **PER CONTAINER HAUL CHARGE**

4 CU. YD

\$ _____ **MONTHLY CONTAINER RENTAL CHARGE**

\$ _____ **PER CONTAINER HAUL CHARGE**

6-CU. YD

\$ _____ **MONTHLY CONTAINER RENTAL CHARGE**

\$ _____ **PER CONTAINER DISPOSAL CHARGE**

PRICING SCHEDULE (cont.)

ON CALL SERVICE (cont.)

8-CU. YD

\$ _____ MONTHLY CONTAINER RENTAL CHARGES

\$ _____ PER CONTAINER DISPOSAL CHARGE

20 CU. YD OPEN TOP ROLL OFF CONTAINERS OWNED BY SUCCESSFUL BIDDER

\$ _____ MONTHLY CONTAINER RENTAL CHARGES

\$ _____ PER CONTAINER HAUL CHARGE

\$ _____ PER TON DISPOSAL CHARGE

30 CU. YD OPEN TOP ROLL OFF CONTAINERS OWNED BY SUCCESSFUL BIDDER

\$ _____ MONTHLY CONTAINER RENTAL CHARGES

\$ _____ PER CONTAINER HAUL CHARGE

\$ _____ PER TON DISPOSAL CHARGE

40 CU. YD COVERED TOP ROLL OFF CONTAINERS OWNED BY SUCCESSFUL BIDDER

\$ _____ MONTHLY CONTAINER RENTAL CHARGES

\$ _____ PER CONTAINER HAUL CHARGE

\$ _____ PER TON DISPOSAL CHARGE

PRICING SCHEDULE (cont.)

SCHEDULED SERVICE

20 CU. YD OPEN TOP ROLL OFF CONTAINERS OWNED BY COUNTY

\$ _____ PER CONTAINER HAUL CHARGE

\$ _____ PER TON DISPOSAL CHARGE

30 CU. YD OPEN TOP ROLL OFF CONTAINERS OWNED BY COUNTY

\$ _____ PER CONTAINER HAUL CHARGE

\$ _____ PER TON DISPOSAL CHARGE

40 CU. YD COVERED TOP ROLL OFF CONTAINERS OWNED BY COUNTY

\$ _____ PER CONTAINER HAUL CHARGE

\$ _____ PER TON DISPOSAL CHARGE

BY USING THE ABOVE PRICE SCHEDULE, BIDDERS SHALL COMPLETE THE FOLLOWING BID INFORMATION USING THE FORMULAS PROVIDED FOR EACH LOT:

THIS SECTION TO BE USED IN DETERMINING THE LOW BIDDER.

LOT 1A – SCHEDULED PICKUP

NUMBER OF LOCATIONS X MONTHLY TOTAL CHARGE PER LOCATION = EXTENDED MONTHLY CHARGE

NUMBER OF PICKUPS PER WEEK	SIZE OF CONTAINER	EST. NUMBER OF CONTAINERS PER LOCATION	EST. NUMBER OF LOCATIONS	MONTHLY TOTAL CHARGE PER LOCATION	EXTENDED MONTHLY CHARGE
6 days a week	8 cu. yd	1	1	\$	\$
5 days a week	8 cu. yd	1	1	\$	\$
5 days a week	8 cu yd	3	1	\$	\$
5 days a week	6 cu yd	1	44	\$	\$
5 days a week	6 cu yd	2	12	\$	\$
5 days a week	6 cu yd	3	2	\$	\$
5 days a week	4 cu yd	1	2	\$	\$
4 days a week	6 cu yd	1	1	\$	\$
4 days a week	6 cu yd	2	1	\$	\$
3 days a week	6 cu yd	1	1	\$	\$
3 days a week	8 cu. yd	1	6	\$	\$
3 days a week	4 cu yd	11	1	\$	\$
2 days a week	8 cu yd	1	3	\$	\$

NUMBER OF PICKUPS PER WEEK	SIZE OF CONTAINER	EST. NUMBER OF CONTAINERS PER LOCATION	EST. NUMBER OF LOCATIONS	MONTHLY TOTAL CHARGE PER LOCATION	EXTENDED MONTHLY CHARGE
2 days a week	6 cu. yd	1	8	\$	\$
2 days a week	6 cu. yd	2	3	\$	\$
2 days a week	4 cu. yd	1	6	\$	\$
2 days a week	8 cu yd	2	2	\$	\$
2 days a week	6 cu yd	3	1	\$	\$
1 day a week	8 cu yd	1	3	\$	\$
1 day a week	6 cu yd	1	12	\$	\$
1 day a week	6 cu yd	2	2	\$	\$
1 day a week	4 cu yd	1	14	\$	\$
1 day a week	2 cu yd	1	13	\$	\$
Biweekly	6 cu yd	1	1	\$	\$
1 day a week	95 Gal Wheel Cart	2	1	\$	\$
1 day a week	95 Gal Wheel Cart	3	1	\$	\$
1 day a week	95 Gal Wheel Cart	4	1	\$	\$
TOTAL LOT 1A					\$

LOT 1B SINGLE STREAM RECYCLING – Note that actual number of locations is an estimate only. Growth is expected in this area. THIS SECTION TO BE USED IN DETERMINING THE LOW BIDDER

SCHEDULED PICKUP

NUMBER OF PICK UPS PER MONTH X FLAT RATE PER PICK UP = EXTENDED MONTHLY CHARGE

NUMBER OF PICKUPS PER WEEK	SIZE OF CONTAINER	EST. NUMBER OF CONTAINERS PER LOCATION	EST. PICK UP TIMES PER MONTH	FLAT RATE PER PICK UP	EXTENDED MONTHLY CHARGE
bi-weekly (twice per month)	4 cu yd	1	2	\$	\$
1 time per week (4 x per month)	4 cu yd	1	4	\$	\$
2 times per week (8 x per month)	4 cu. yd	1	8	\$	\$
3 times per week (12 x per month)	4 cu. yd	1	12	\$	\$
bi-weekly (twice per month)	6 cu yd	1	2	\$	\$
1 time per week (4 x per month)	6 cu yd	1	4	\$	\$
2 times per week (8 x per month)	6 cu. yd	1	8	\$	\$
3 times per week (12 x per month)	6 cu. yd	1	12	\$	\$
bi-weekly (2 x per month)	8 cu yd	1	2	\$	\$
1 time per week (4 x per month)	8 cu yd	1	4	\$	\$
2 times per week (10 x per month)	8 cu. yd	1	8	\$	\$
3 times per week (12 x per month)	8 cu. yd	1	12	\$	\$
TOTAL LOT 1B					\$

Lot 1C Extra 8 cubic yard recycling pickup on an as needed will call basis 10 X _____ each = \$ _____

LOT 2 – ON CALL PICKUP

1. 4 CU YD – 1 LOCATION HAS 1 CONTAINER

a. 1 Location X 1 Container = 1 Container

b. 1 Container X 4 Hauls per month X \$ _____ Each Haul Charge = \$ _____

c. 1 Container X \$ _____ Monthly Rental Charge For Container = \$ _____

Total 4 CU YD ON-CALL (b+c) \$ _____

2. 6 CU YD – 1 LOCATION HAS 1 CONTAINER

a. 1 Location X 1 Container = 1 Container

b. 1 Container X 4 Hauls per month X \$ _____ Each Haul Charge = \$ _____

c. 1 Container X \$ _____ Monthly Rental Charge for Container = \$ _____

Total 6 CU YD ON-CALL (b+c) \$ _____

TOTAL LOT 2 (Item 1 + Item 2) \$ _____

LOT 3 – OPEN TOP, ROLL OFF CONTAINER, ON-CALL, CONTAINER OWNED BY SUCCESSFUL BIDDER

****** FOR BID EVALUATIONS PURPOSES THE DISPOSAL FEE IS BASED ON 4 TONS PER HAUL. CONTRACTOR SHALL NOT CHARGE COUNTY FOR MATERIALS DISPOSED OF AT THE COUNTY’S SPRINGFIELD ROAD LANDFILL OR FOR MATERIALS DISPOSED OF IN ACCORDANCE WITH THE COUNTY’S CONTRACT WITH BFI WASTE SYSTEMS OF VIRGINIA, LLC – OLD DOMINION LANDFILL . BIDDER SHALL PROVIDE THE INTENDED DISPOSAL FACILITY AND ITS LOCATION.**

1. 20 CU YD – 1 LOCATION HAS 1 CONTAINER

- a. 1 Location X 1 Container = 1 Container
 - b. 1 Container X 4 Hauls per month X \$_____ Each Haul Charge = \$_____
 - c. 1 Container X \$_____ Monthly Rental Charge for Container = \$_____
 - d. 1 Container X 4 Hauls per month X \$_____ Disposal Fee per Haul of 4 tons**** = \$_____
- Total Monthly Charge Item #1 \$_____

2. 30 CU YD – 4 LOCATIONS HAVE 1 CONTAINER

- a. 4 Locations X 1 Container = 4 Containers
 - b. 4 Containers X 4 Hauls per month X \$_____ Each Haul Charge = \$_____
 - c. 4 Containers X \$_____ Monthly Rental Charge for Container = \$_____
 - d. 4 Containers X 4 Hauls per month X \$_____ Disposal Fee per Haul of 4 tons**** = \$_____
- Total Monthly Charge Item #2 \$_____

TOTAL LOT 3 (Item 1 + Item 2) \$_____

LOT 4 – OPEN TOP ROLL-OFF CONTAINER, SCHEDULED, CONTAINER OWNED BY THE COUNTY

****** FOR BID EVALUATIONS PURPOSES THE DISPOSAL FEE IS BASED ON 4 TONS PER HAUL. CONTRACTOR SHALL NOT CHARGE COUNTY FOR MATERIALS DISPOSED OF AT THE COUNTY’S SPRINGFIELD ROAD LANDFILL OR FOR MATERIALS DISPOSED OF IN ACCORDANCE WITH THE COUNTY’S CONTRACT WITH BFI WASTE SYSTEMS OF VIRGINIA, LLC – OLD DOMINION LANDFILL. BIDDER SHALL PROVIDE THE INTENDED DISPOSAL FACILITY AND ITS LOCATION**

1. 30 CU YD – 1 LOCATION HAS 1 CONTAINER

a. 1 Location X 1 Container = 1 Container

b. 1 Container X 4 Hauls per month X \$ _____ Each Haul Charge = \$ _____

c. 1 Container X 4 Hauls per month X \$ _____ Disposal Fee per Haul of 4 tons **** = \$ _____
 Total Monthly Charge Item #1 \$ _____

2. 30 CU YD – 1 LOCATION HAS 1 CONTAINER

a. 1 Location X 1 Container = 1 Container

b. 1 Container X 4 Hauls per month X \$ _____ Each Haul Charge = \$ _____

c. 1 Container X 4 Hauls per month X \$ _____ Disposal Fee per Haul of 4 tons **** = \$ _____
 Total Monthly Charge Item #2 \$ _____

3. 40 CU YD – 1 LOCATION HAS 10 CONTAINERS

a. 1 Location X 10 Containers = 10 Containers

b. 10 Containers X 4 Hauls per month X \$ _____ Each Haul Charge = \$ _____

c. 10 Containers X 4 Hauls per month X \$ _____ Disposal Fee per Haul of 4 tons **** = \$ _____
 Total Monthly Charge Item #3 \$ _____

4. Clean and Sanitize County Owned Containers

\$ _____ cost to clean & Sanitize X 11 County Owned Containers = \$ _____

TOTAL LOT 4 (Items 1 -4) \$ _____

LOT 5- OPEN TOP ROLL-OFF CONTAINER, SCHEDULED, CONTAINER OWNED BY SUCCESSFUL BIDDER

****** FOR BID EVALUATIONS PURPOSES THE DISPOSAL FEE IS BASED ON 4 TONS PER HAUL. CONTRACTOR SHALL NOT CHARGE COUNTY FOR MATERIALS DISPOSED OF AT THE COUNTY'S SPRINGFIELD ROAD LANDFILL OR FOR MATERIALS DISPOSED OF IN ACCORDANCE WITH THE COUNTY'S CONTRACT WITH BFI WASTE SYSTEMS OF VIRGINIA, LLC - OLD DOMINION LANDFILL. BIDDER SHALL PROVIDE THE INTENDED DISPOSAL FACILITY AND ITS LOCATION**

- 1. 20 CU YD – 2 LOCATIONS HAVE 1 CONTAINER
 - a. 2 Locations X 1 Container = 2 Containers
 - b. 2 Containers X 4 Hauls per month X \$_____ Each Haul Charge = \$_____
 - c. 2 Containers X \$_____ Monthly Rental Charge for Container = \$_____
 - d. 2 Container X 4 Hauls per month X \$_____ Disposal Fee per Haul of 4 tons **** = \$_____
- Total Monthly Charge Item #1 \$_____
- TOTAL LOT 5** \$_____

Rolloff Disposal Facility & Location: _____

LOT 6 – COVERED TOP, ROLL-OFF, SCHEDULED SERVICE, CONTAINER OWNED BY SUCCESSFUL BIDDER

****** FOR BID EVALUATIONS PURPOSES THE DISPOSAL FEE IS BASED ON 4 TONS PER HAUL. CONTRACTOR SHALL NOT CHARGE COUNTY FOR MATERIALS DISPOSED OF AT THE COUNTY’S SPRINGFIELD ROAD LANDFILL OR FOR MATERIALS DISPOSED OF IN ACCORDANCE WITH THE COUNTY’S CONTRACT WITH BFI WASTE SYSTEMS OF VIRGINIA, LLC – OLD DOMINION LANDFILL. BIDDER SHALL PROVIDE THE INTENDED DISPOSAL FACILITY AND ITS LOCATION**

1. 20 CU YD – 1 LOCATION HAS 2 CONTAINERS

a. 1 Locations X 2 Containers = 2 Containers

b. 2 Containers X 4 Hauls per month X \$_____ Each Haul Charge = \$_____

c. 2 Containers X \$_____ Monthly Rental Charge for Container = \$_____

d. 2 Container X 4 Hauls per month X \$_____ Disposal Fee per Haul of 4 tons **** = \$_____

Total Monthly Charge Item #1 \$_____

TOTAL LOT 6 \$_____

Rolloff Disposal Facility & Location: _____

LOT 7- EXTRA CHARGE PER CU. YD CONTAINER (EMERGENCY PICKUP)

- 1. 2 CU YD – 1 Location Requests Emergency Pickup of 1 Containers= \$_____ per haul
- 2. 4 CU YD – 1 Location Requests Emergency Pickup of 1 Container= \$_____ per haul
- 3. 6 CU YD – 1 Location Requests Emergency Pickup of 1 Container= \$_____ per haul
- 4. 8 CU YD – 1 Location Requests Emergency Pickup of 1 Container= \$_____ per haul

TOTAL LOT 7 (Item 1 – 4) \$_____

TOTAL BID PRICE LOTS 1 – 7 \$_____

I acknowledge that the County cannot experience any disruption in collection service; the successful bidder shall be ready to commence collection service on March 1, 2012.

_____YES _____NO

I/We can furnish and deliver all items within _____ calendar days after the date of the written notice to proceed with the contract from the County.

I have provided the manufacturer's specifications and photographs of containers proposed:

_____YES_____NO

My/Our payment terms are:_____. If Bidder offers a cash discount for prompt payment, it will only be considered in determining the lowest responsible bidder if the bidder allows at least twenty (20) days for the prompt payment after the goods or services are received or after the invoice is rendered, whichever is later.

Under Section 2.2-4354.2, Code of Virginia, an individual contractor is required to furnish their social security number and a proprietorship, partnership and corporation is required to furnish their employer identification numbers to the County of Henrico. Please indicate this information on this Bid Form as follows:

Social Security Number:_____.

Federal Employer Identification Number:_____.

To aid in the evaluation of bids, bidders must submit the original Bid Form and one copy of the Bid Form and detailed specification sheets. Have you complies with requirement? __ Yes __No.

If you fail to do so, your bid may be considered Nonresponsive and rejected.

Indicate whether your business ___is or ___is not located in the County of Henrico, Virginia an if it is, have you obtained a County license to conduct or engage in the business, trade or occupation in the County of Henrico? ___ Yes. ___No.

I/We acknowledge the receipt of:

Addendum No._____Dated_____.

Addendum No._____Dated_____.

SUBMIT THIS FORM WITH BID RESPONSE

BID SIGNATURE SHEET

Page 1 of 2

My signature certifies that the proposal as submitted complies with all requirements specified in this Invitation for Bid (“IFB”).

My signature also certifies that by submitting a bid in response to this IFB, the Bidder represents that in the preparation and submission of this proposal, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

LEGAL NAME OF OFFEROR (DO <u>NOT</u> USE TRADE NAME):
ADDRESS:
FED ID NO:
SIGNATURE:
NAME OF PERSON SIGNING (print):
TITLE:
TELEPHONE:
FAX:
E-MAIL ADDRESS:
DATE:

PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX OR BOXES BELOW.

Please refer to definitions on Page 2 prior to completing. Check all that apply.

- MINORITY-OWNED BUSINESS SMALL BUSINESS WOMEN-OWNED BUSINESS
 NONE OF THE ABOVE

If certified by the Virginia Minority Business Enterprise (DMBE), provide DMBE certification number and expiration date. _____ NUMBER _____ DATE

SUPPLIER REGISTRATION – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.
eVA Registered? **YES** **NO**

BID SIGNATURE SHEET

Page 2 of 2

DEFINITIONS

For the purpose of determining the appropriate business category, the following definitions apply:

“Minority-owned business” means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens and both the management and daily business operations are controlled by one or more minority individuals.

As used in the definition of “*minority-owned business*,” “*minority individual*” means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. “*African American*” means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. “*Asian American*” means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. “*Hispanic American*” means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. “*Native American*” means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

“Small business” means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

“Women-owned business” means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

ATTACHMENT A

VIRGINIA STATE CORPORATION COMMISSION (SCC)
REGISTRATION INFORMATION

The bidder or offeror:

is a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder/offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's/offeror's out-of-state location) - **OR-**

is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned bidder's/offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals:

ATTACHMENT B
SUPPLIER DATA SHEET

References:

	Company Name	Address	Contact Person	Telephone Number
1.				
2.				
3.				
4.				
5.				

DO NOT USE HENRICO COUNTY AS A REFERENCE

ATTACHMENT C

DIRECT CONTACT WITH STUDENTS

BID/PROPOSAL RESPONSE ATTACHMENT

Name of Bidder: _____

Pursuant to Va. Code § [22.1-296.1](#)(C), as a condition of awarding a contract for the provision of services that require the contractor or his employees to have **direct contact with students on school property during regular school hours or during school-sponsored activities**, the school board shall require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Any person making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services.

As part of this submission, I certify that all persons who will, pursuant to this contract, provide services that require direct contact with students on school property during regular school hours or during school-sponsored activities have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.. **Furthermore, I understand that the duty to certify is continuous in nature and extends to future employees and employees of subcontractors for the duration of the contract.**

Signature of Authorized Representative

Printed Name of Authorized Representative

Printed Name of Vendor (if different than Representative)

ATTACHMENT D

Insurance Specifications COUNTY OF HENRICO

The Successful Vendor shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Vendor, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than "A-" with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days notice of its decision to cancel coverage.

Workers' Compensation

Statutory Virginia Limits

Employers' Liability Insurance - \$100,000 for each Accident by employee
 \$100,000 for each Disease by employee
 \$500,000 policy limit by Disease

Commercial General Liability - Combined Single Limit

\$1,000,000 each occurrence including contractual liability for specified agreement
\$2,000,000 General Aggregate (other than Products/Completed Operations)
\$2,000,000 General Liability-Products/Completed Operations
\$1,000,000 Personal and Advertising injury
\$ 100,000 Fire Damage Legal Liability
Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage

Business Automobile Liability – including owned, non-owned and hired car coverage

Combined Single Limit - \$1,000,000 each accident

NOTE 1: The commercial general liability insurance shall include contractual liability. The contract documents include an indemnification provision(s). The County makes no representation or warranty as to how the Vendor's insurance coverage responds or does not respond. Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor's responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must total \$3,000,000 per occurrence. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers' compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

ATTACHMENT E

LOCATIONS

Site Name	Site Address	City	Zip	Number containers	Cont size	Service Freq per week
ADAMS ELEMENTARY	600 S LABURNUM AVE	HENRICO	23223	1	6	5
ADMINISTRATION BUILDING	4301 E PARHAM RD	HENRICO	23228	1	30	1
ADMINISTRATION ANNEX	4301 E PARHAM RD	HENRICO	23228	1	8	2
ADMINISTRATION-ANNEX	4301 E. PARHAM RD	HENRICO	23228	1	8 recycle	1
ADULT DETENTION CTR	4301 E PARHAM RD	HENRICO	23228	1	30	1
ADULT EDUCATION CENTER	201 NINE MILE RD E	HIGHLAND SPRS	23075	1	4	1
ADULT LEARNING CENTE	2202 MOUNTAIN RD	GLEN ALLEN	23060	1	8	5
ANIMAL SHELTER	10421 WOODMAN RD	GLEN ALLEN	23223	1	6	2
ARMOUR HOUSE/MEADOW VIEW	4001 CLARENDON RD	HENRICO	23223	1	6	1
ASHE ELEMENTARY SCHOOL	1001 CEDAR FORK RD	HENRICO	23223	1	6	5
BAKER ELEMENTARY SCHOOL	7300 WILLSON RD	HENRICO	23231	1	6	5
BELMONT PARK	1600 HILLIARD RD	HENRICO	23228	3	6	2
BROOKLAND MIDDLE SCHOOL	9200 LYDELL DR	HENRICO	23228	2	6	5
BYRD MIDDLE SCHOOL	9400 QUIOCCASIN RD	HENRICO	23238	2	6	5
C & M CARPENTER SHOP	406 DABBS HOUSE RD	HENRICO	23223	1	4	
C & M COMPLEX	406 DABBS HOUSE RD	HENRICO	23223	1	30	
C & M COMPLEX	406 DABBS HOUSE RD	HENRICO	23223	1	8	2
CAPITAL AREA TRAINING	5410 WILLIAMSBURG RD	SANDSTON	23150	1	4	1
CARVER ELEMENTARY SCHOOL	1801 LAUDERDALE DR	HENRICO	23238	1	6	5
CENTRAL AUTOMATIVE MAINTENANCE SHOP	10305 WOODMAN RD	GLEN ALLEN	23060	2	8	4
CENTRAL AUTOMATIVE MAINTENANCE SHOP	10305 WOODMAN RD	GLEN ALLEN	23060	1	30	
CENTRAL GARAGE WEST	10301 WOODMAN RD	GLEN ALLEN	23060	1	8	5
CENTRAL GARAGE WEST	10301 WOODMAN RD	GLEN ALLEN	23060	1	8	3
CHAMBERLAYNE ELEMENTARY SCHOOLS	8200 SAINT CHARLES R	HENRICO	23227	1	6	5
CLUB ROAD BALLFIELD	CLUB RD	HENRICO	23060	1	6	2
TRAINING CENTER	7721 E PARHAM RD	HENRICO	23294	1	8	5
CONFEDERATE HILLS REC CTR	301 LEE AVE	HIGHLAND SPR	23075	1	6	1
CRESTVIEW ELEMENTARY SCHOOL	1901 CHARLES ST	HENRICO	23226	1	6	5
CYPRESS ENTERPRISES	101-A ROXBURY INDUST	CHARLES CITY	23030	1	8	1
CYPRESS EXPRESS	205 ROXBURY IND. CTR	CHARLES CITY	23030	1	8	1
DEEP BOTTOM	9525 DEEP BOTTOM RD	HENRICO	23231	1	6	1

Site Name	Site Address	City	Zip	# conts	Cont size	Service Freq per week
DEEP RUN HIGH SCHOOL	4801 TWIN HICKORY RD	GLEN ALLEN	23059	3	8	5
DEEP RUN PARK	9900 RIDGEFIELD PKWY	HENRICO	23233	2	6	2
DONAHOE ELEMENTARY SCHOOL	1801 GRAVES RD	SANDSTON	23150	1	6	5
DOREY PARK	2999 DARBYTOWN RD	HENRICO	23231	2	6	4
DOREY PARK/E DIST MA	2999 DARBYTOWN RD	HENRICO	23231	1	30	
DOUGLAS WILDER MIDDLE SCHOOL	6900 WILKINSON RD	HENRICO	23227	2	6	5
DUMBARTON ELEMENTARY SCHOOL	9000 HUNGARY SPRING	HENRICO	23228	1	6	5
DUMBARTON LIBRARY	6800 STAPLES MILL RD	HENRICO	23228	1	4	2
EAST END DEPOT	440 DABBS HOUSE RD	HENRICO	23223	1	8	1
EAST END ROAD MAINTENANCE.	438 DABBS HOUSE RD	HENRICO	23223	2	8	6
EASTERN GOVERNMENT CENTER	3820 NINE MILE RD	HENRICO	23223	1	8	5
EASTERN RECREATION CENTER	1440 LABURNUM AVE	HENRICO	23223	NEW		
ECHO LAKE ELEMENTARY	5200 FRANCISTOWN RD	GLEN ALLEN	23060	1	6	5
ELKO TRACT	4570 PORTUGEE RD	SANDSTON	23150	1	6	1
FAIR OAKS ELEMENTARY SCHOOL	201 JENNINGS RD	HIGHLAND SPRING	23075	1	6	5
FAIRFIELD LIBRARY	1000 N LABURNUM AVE	HENRICO	23223	1	6	3
FAIRFIELD MIDDLE SCHOOL	STOP 15 1/2 NINE MIL	HENRICO	23223	2	6	5
FIRE STATION # 1	110 AZALEA AVE	HENRICO	23222	1	2	1
FIRE STATION #2	2400 DARBYTOWN RD	HENRICO	23231	1	4	1
FIRE STATION #3	908 E. NINE MILE ROAD	HIGHLAND SPR	23075			
FIRE STATION #4	8112 STRATH RD	HENRICO	23231	1	2	1
FIRE STATION # 5	5819 LAKESIDE AVE	HENRICO	23228	1	2	1
FIRE STATION # 6	4600 S LABURNUM AVE	HENRICO	23231	1	4	1
FIRE STATION #7	2700 E LABURNUM AVE	HENRICO	23223	1	2	1
FIRE STATION #8	8000 PATTERSON AVE	HENRICO	23229	1	2	1
FIRE STATION #9	9401 QUIOCCASIN RD	HENRICO	23238	1	2	1
FIRE STATION #10	6313 HORSEPEN RD	HENRICO	23226	1	4	1
FIRE STATION #11	1754 HUNGARY RD	HENRICO	23228	1	2	1
FIRE STATION #12	3803 W END DR	HENRICO	23294	1	4	1
FIRE STATION #13	12491 CHURCH RD	HENRICO	23233	1	4	1
FIRE STATION # 14	5901 MEMORIAL DR	SANDSTON	23150	1	2	1
FIRE STATION #15	3820 MOUNTAIN RD	GLEN ALLEN	23060	1	2	1
FIRE STATION #16	5381 SHADY GROVE RD	GLEN ALLEN	23060	1	2	1
FIRE STATION #17	110 N GASKINS RD	HENRICO	23238	1	2	1

Site Name	Site Address	City	Zip	# conts	Cont size	Service Freq per week
FIRE STATION #18	4410 DARBYTOWN RD	HENRICO	23231	1	4	1
FIRE STATION #21	1201 VIRGINIA CENTER PARKWAY	GLEN ALLEN	23059	NEW		
FIRE STATION # 22	3790 WESTERRE PKWY	HENRICO	23233	1	8	1
FIRE TRAINING DRILL	10403 WOODMAN RD	HENRICO	23228	1	90 gal	
FIRE TRAINING DRILL	10403 WOODMAN RD	HENRICO	23228	1	4	1
FIRING RANGE	6550 LA FRANCE RD	SANDSTON	23150	1	4	1
FIRING RANGE	6550 LA FRANCE RD	SANDSTON	23150	1	4 recycle	1
FREEMAN HIGH	8701 THREE CHOPT RD	HENRICO	23229	2	6	5
GABLES MILL SEWAGE	6113 CARY ST	HENRICO	23226	1	6	6
GAYTON ELEMENTARY SCHOOL	12481 CHURCH RD	HENRICO	23233	1	6	5
GAYTON LIBRARY	10600 GAYTON RD	HENRICO	23238	1	4	2
GILLES CREEK SEWAGE	2501 JENNIE SCHER RD	HENRICO	23231	3	6	2
GLEN ALLEN COMPLEX	2175 MOUNTAIN RD	GLEN ALLEN	23060	1	6	2
GLEN ALLEN ELEMENTARY SCHOOL	MILL RD	GLEN ALLEN	23060	1	6	5
GLEN ALLEN LIBRARY	10501 STAPLES MILL R	GLEN ALLEN	23060	1	4	2
GLEN ECHO OFFICE	3810 NINE MILE RD	HENRICO	23223	1	8	3
GLEN LEA ELEMENTARY SCHOOL	3909 AUSTIN AVE	HENRICO	23222	1	6	5
GLEN LEA RECREATION CENTER	4501 VAWTER AVE	RICHMOND	23222	1	6	1
GODWIN HIGH SCHOOL	2101 PUMP RD	HENRICO	23238	1	6	5
GODWIN HIGH SCHOOL	2101 PUMP RD	HENRICO	23238	1	4	5
GREENWOOD ELEMENTARY SCHOOL	10960 GREENWOOD RD	GLEN ALLEN	23059	1	6	5
HENRICO CHRISTMAS MOTHER	361 DABBS HOUSE RD	HENRICO	23223	1	6	2
HENRICO HIGH SCHOOL	302 AZALEA AVE	HENRICO	23227	2	6	5
HENRICO MHDS	4825 S LABURNUM AVE	HENRICO	23231	1	4	1
HENRICO REGIONAL JAIL EAST	17301 POLISH TOWN RD	BARHAMSVILLE	23011	11	4	3
HENRICO REGIONAL JAIL EAST	17301 POLISH TOWN RD	BARHAMSVILLE	23011	1	8 recycle	3
HENRICO THEATER	305 E NINE MILE RD	HENRICO	23075	1	6	1
HERMITAGE ENTERPRISE	8247 HERMITAGE RD	HENRICO	23228	1	8	2
HERMITAGE HIGH SCHOOL	8301 HUNGARY SPRING	HENRICO	23228	3	6	5
HIDDEN CREEK REC CEN	2415 BROCKWAY LN	HENRICO	23223	1	6	1
HIGHLAND SPRINGS ELEMENTARY SCHOOL	600 PLEASANT ST	HIGHLAND SPR	23075	1	6	5
HIGHLAND SPRINGS HIGH SCHOOL	15 S OAK AVE	HIGHLAND SPR	23075	4	6	5
HIGHLAND SPRINGS REC	195 N IVY AVE	HIGHLAND SPR	23075	1	6	1
HOLLADAY ELEMENTARY SCHOOL	7300 GALAXIE RD	HENRICO	23228	1	6	5

Site Name	Site Address	City	Zip	# conts	Cont size	Service Freq per week
HUMAN SERVICES BUILDING	8600 DIXON POWERS DR	HENRICO	23228	1	8	5
HUNGRY CREEK MIDDLE SCHOOL	4909 FRANCISTOWN RD	GLEN ALLEN	23060	2	6	5
HUNTON RECREATION CENTER	INTER OLD WASH HWY/M	GLEN ALLEN	23060	1	6	1
INNSBROOK LIBRARY	4080 INNSLAKE DR	HENRICO	23060	1	4	2
JACKSON DAVIS ELEMENTARY SCHOOL	8801 NESSLEWOOD DR	HENRICO	23229	1	6	5
JAMES RIVER DETENTION	3650 BEAUMONT RD	POWHATAN	23139	2	8	2
JOHNSON ELEMENTARY SCHOOL	5600 BETHLEHEM RD	HENRICO	23230	1	6	5
JUVENILE COURTS & PRO.	4201 E PARHAM RD	HENRICO	23228	2	6	4
KLEHR FIELD	8000 DIANE LN	HENRICO	23227	1	4	1
LABURNUM ELEMENTARY SCHOOL	500 MERIWETHER AVE	HENRICO	23222	1	6	5
LAKESIDE ELEMENTARY SCHOOL	6700 CEDAR CROFT ST	HENRICO	23228	1	6	5
LAUREL RECREATION	2812 HUNGARY RD	HENRICO	23228	1	6	2
LONGAN ELEMENTARY SCHOOL	9200 MAPLEVIEW AVE	HENRICO	23294	1	6	5
LONGDALE ELEMENTARY SCHOOL	9500 NORFOLK ST	GLEN ALLEN	23060	1	8	5
MATH SCIENCE CENTER	2401 HARTMAN ST	HENRICO	23223	1	6	5
MAYBEURY ELEMENTARY SCHOOL	901 MAYBEURY DR	HENRICO	23229	1	6	5
MEADOW FARM	3400 MOUNTAIN RD	GLEN ALLEN	23060	1	6	1
MEHFOUD ELEMENTARY SCHOOL	RTE 5	HENRICO	23231	1	6	5
MENTAL HEALTH CENTER	10299 WOODMAN RD	GLEN ALLEN	23060	1	8	2
MHDS LAKESIDE HOUSE	5623 LAKESIDE AVE	HENRICO	23228	1	2	2
MONTROSE ELEMENTARY SCHOOL	4901 BRITTLES LN	HENRICO	23231	1	6	5
MOODY MIDDLE SCHOOL	7800 WOODMAN RD	HENRICO	23228	2	6	5
MT VERNON MIDDLE SCHOOL	7850 CAROUSEL LN	HENRICO	23294	1	6	5
NEW BRIDGE SCHOOL	5915 NINE MILE RD	HENRICO	23223	1	8	5
NORTH PARK LIBRARY	8508 FRANCONIA RD	HENRICO	23227	1	4	2
NUCKOLS FARM ELEMENTARY SCHOOL	12351 GAYTON RD	HENRICO	23233	1	6	5
OSBORNE BOAT LANDING	9680 OSBORNE TPKE	HENRICO	23231	1	6	1
PEMBERTON SCHOOL	1400 PEMBERTON RD	HENRICO	23238	1	6	5
PINCHBECK SCHOOL	1225 GASKINS RD	HENRICO	23238	1	6	5
POCAHONTAS MIDDLE SCHOOL	1200 THREE CHOPT RD	HENRICO	23233	2	6	5
POUNCY TRACT PARK	4747 POUNCEY TRACT R	GLEN ALLEN	23059	1	6	2
PUBLIC SAFETY BUILDING	7721 SHRADER RD	HENRICO	23294	1	8	3
RATCLIFFE ELEMENTARY SCHOOL	2901 THALEN ST	HENRICO	23223	1	6	5
RF&P PARK	3400 MOUNTAIN RD	GLEN ALLEN	23060	2	6	1
RIDGE ELEMENTARY SCHOOL	8901 THREE CHOPT RD	HENRICO	23229	1	6	5

Site Name	Site Address	City	Zip	# conts	Cont size	Service Freq per week
RIVERS EDGE ELEMENTARY SCHOOL	11600 HOLMAN RIDGE R	GLEN ALLEN	23059	1	6	5
ROLFE MIDDLE SCHOOL	7800 MESSER RD	HENRICO	23231	2	6	5
SANDSTON ELEMENTARY SCHOOL	7 NAGLEE AVE	SANDSTON	23150	1	6	5
SANDSTON LIBRARY	23 E WILLIAMSBURG RD	SANDSTON	23150	1	2	1
SANDSTON RECREATION	11 J B FINLEY RD	SANDSTON	23150	1	6	2
SCHOOL TECHNOLOGY	555 TRAMPTON RD	SANDSTON	23150	2	2	1
SCHOOL TECHNOLOGY	555 TRAMPTON RD	SANDSTON	23150	1	4 recycle	3
SEVEN PINES ELEMENTARY SCHOOL	301 BEULAH RD	SANDSTON	23150	1	6	5
SHADY GROVE ELEMENTARY SCHOOL	12200 WYNDHAM LAKE D	GLEN ALLEN	23059	1	6	5
SHERBROOK	3221 MCINTYRE ST	HENRICO	23233	3	90 gal	1
SHORT PUMP ELEMENTARY SCHOOL	3425 PUMP RD	HENRICO	23233	1	6	5
SHORT PUMP MIDDLE SCHOOL	4701 POUNCEY TRACT R	HENRICO	23294	1	4	5
SHORT PUMP MIDDLE SCHOOL	4701 POUNCEY TRACT R	HENRICO	23294	1	6	5
SKIPWITH ELEMENTARY SCHOOL	2401 SKIPWITH RD	HENRICO	23294	1	6	5
SPRINGFIELD PARK	4301 FORT MCHENRY PK	GLEN ALLEN	23060	1	6	5
STRAWBERRY HILLS SEW	4700 VAWTER AVE	HENRICO	23222	2	20	2
THOUSAND OAKS DRIVE	2304 THOUSAND OAKS D	HENRICO	23294	2	90 gal	1
THREE CHOPT ELEMENTARY SCHOOL	1600 SKIPWITH RD	HENRICO	23229	1	6	5
THREE LAKES	400 SAUSILUTA DR	HENRICO	23227	1	6	1
TRANSPORTATION	2075 CHARLES CITY RD	HENRICO	23231	2	6	1
TREVVETT ELEMENTARY SCHOOL	2300 TREVVETT DR	HENRICO	23228	1	6	5
TUCKAHOE ELEMENTARY SCHOOL	701 FOREST AVE	HENRICO	23229	1	6	5
TUCKAHOE LIBRARY	1700 N PARHAM RD	HENRICO	23229	1	4	2
TUCKAHOE MIDDLE SCHOOL	9000 THREE CHOPT RD	HENRICO	23229	2	6	5
TUCKER HIGH SCHOOL	2910 N PARHAM RD	HENRICO	23294	2	6	5
TWIN HICKORY ELEMENTARY SCHOOL	4900 TWIN HICKORY DR	GLEN ALLEN	23059	1	6	5
TWIN HICKORY REC/PARK CTR	5011 TWIN HICKORY RD	GLEN ALLEN	23059	1	4	1
VA RANDOLPH COMM HIGH SCHOOL	2204-06 MOUNTAIN RD	GLEN ALLEN	23060	1	4	5
VARINA ELEMENTARY SCHOOL	RTE 5	HENRICO	23231	1	6	5
VARINA HIGH SCHOOL	7900 MESSER RD	HENRICO	23231	2	6	5
VARINA LIBRARY	2001 LIBRARY RD	HENRICO	23231	1	2	1
VARINA RECREATION	8081 RECREATION RD	HENRICO	23231	1	6	2
WARD ELEMENTARY SCHOOL	3400 DARBYTOWN RD	HENRICO	23231	1	6	5
WASTEWATER TREATMENT	9101 WRVA RD	HENRICO	23231	1	8	3
WASTEWATER TREATMENT	9101 WRVA RD	HENRICO	23231	1	4	1

Site Name	Site Address	City	Zip	# conts	Cont size	Service Freq per week
WATER RECLAMATION FACILITY	9101 WRVA RD	HENRICO	23231	5	20	2
WEST END ROAD MAINTENANCE	10301 WOODMAN RD	GLEN ALLEN	23060	6	8	6
WHITE OAK SEWAGE	5645 BEULAH RD	HENRICO	23237	1	6	1

ATTACHMENT F
Schools Summer Pick up Schedule

	Summer		
	Est. Number of Containers	CU. YD. containers	Pick up days per week
ADAMS ES	1	6	1
ADULT EDUCATION	1	4	1
ADULT LEARNING CENTER	1	8	2
ASHE ES	1	6	2
BAKER ES	1	6	1
BROOKLAND MS	2	6	1
BYRD MS	2	6	1
C & M CARPENTER SHOP	1	4	OC
C & M COMPLEX	1	8	2
CARVER ES	1	6	2
CHAMBERLAYNE ES	1	6	2
CRESTVIEW ES	1	6	4
DEEP RUN HS	3	8	4
DONAHOE ES	1	6	1
DUMBARTON ES	1	6	4
ECHO LAKE	1	6	2
FAIR OAKS ES	1	6	4
FAIRFIELD MS	2	6	4
FREEMAN HS	2	6	1
GAYTON ES	1	6	2
GLEN ALLEN ES	1	6	1
GLEN LEA ES	1	6	1
GODWIN HS	1	6	1
GODWIN HS	1	8	1
GODWIN HS	1	4	OC
GREENWOOD ES	1	6	2
HENRICO HS	2	6	4
HENRICO HS	1	4	OC
HERMITAGE HS	3	6	4
HIGHLAND SPRINGS ES	1	6	1
HIGHLAND SPRINGS HS	3	6	4
HIGHLAND SPRINGS HS	1	4	OC
HOLLADAY ES	1	6	1
HUNGRY CREEK MS	2	6	4
JACKSON DAVIS ES	1	6	2
JOHNSON ES	1	6	2
LABURNUM ES	1	6	1
LAKESIDE ES	1	6	2
LONGAN ES	1	6	2
LONGDALE ES	1	8	2
MATH SCIENCE CENTER	1	6	2
MAYBEURY ES	1	6	1
MEHFOUD ES	1	6	1

**ATTACHMENT F (cont.)
Schools Summer Pick up Schedule**

	Summer		
	Est. Number of Containers	CU.YD. of Containers	Pick up days per week
MONTROSE ES	1	6	4
MOODY MS	2	6	4
MOUNT VERNON MS	1	6	4
NEWBRIDGE SCHOOL	1	8	1
NUCKOLS FARM ES	1	6	1
PEMBERTON ES	1	6	1
PINCHBECK ES	1	6	4
POCAHONTAS MS	2	6	1
RATCLIFFE ES	1	6	4
RIDGE ES	1	6	1
RIVERS EDGE ES	1	6	4
ROLFE MS	2	6	4
SANDSTON ES	1	6	2
SCHOOL TECHNOLOGY	2	2	5
SCHOOL TECHNOLOGY	1	4	3
SEVEN PINES ES	1	6	2
SHADY GROVE ES	1	6	2
SHORT PUMP ES	1	6	2
SHORT PUMP MS	1	4	4
SHORT PUMP MS	1	6	4
SKIPWITH ES	1	6	2
SPRINGFIELD PARK ES	1	6	1
THREE CHOPT ES	1	6	1
TREVVETT ES	1	6	2
TUCKAHOE ES	1	6	1
TUCKAHOE MS	2	6	4
TUCKER HS	2	6	1
TWIN HICKORY ES	1	6	2
VARINA ES	1	6	2
VARINA HS	2	6	1
VIRGINIA RANDOLPH CH	1	4	2
WARD ES	1	6	2
WILDER MS	2	6	4