

2000-0399

INTRODUCED BY: BRIAN A. FABRE, CHAIRMAN
CONTRACT/FINANCE AND ADMINISTRATIVE COMMITTEE
RESOLUTION NO. 4843

A resolution to approve the Contract Documents
and Specifications for Solid Waste Collection.

WHEREAS, the current Solid Waste Collection Contract expires on February 28, 2001;
and,

WHEREAS, the Contract/Finance and Administrative Committee has prepared
Contract Documents and Specifications to be used for its Request For
Proposals; and,

WHEREAS, the Committee at its meeting of September 18, 2000, approved the
documents and recommended that the Contract be advertised.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE
ST. CHARLES PARISH COUNCIL, do hereby approve the Contract Documents and
Specifications for Solid Waste Collection.

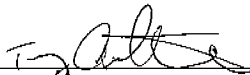
BE IF FURTHER RESOLVED, that the Contract/Finance and Administrative Committee
is hereby authorized to advertise for proposals and to issue any Addenda it deems
necessary to the specifications.

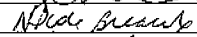
The foregoing resolution having been submitted to a vote, the vote thereon was
as follows:

YEAS: RAMCHANDRAN, HILAIRE, FABRE, ABADIE, AUTHEMENT, BLACK,
MARINO, MINNICH
NAYS: NONE
ABSENT: FAUCHEUX

And the resolution was declared adopted this 18th day of September, 2000,
to become effective five (5) days after publication in the Official Journal.

Contract 0000 SPEC-2000 Solid Waste Collection

CHAIRMAN: 

Acting SECRETARY: 

DLVD/PARISH PRESIDENT: 9-19-00

APPROVED: DISAPPROVED:

PARISH PRESIDENT: 

Acting RETD/SECRETARY: 9-20-00

AT: 2:30 PM RECD BY: NB

PARISH OF ST. CHARLES

2001

CONTRACT DOCUMENTS

&

SPECIFICATIONS

SOLID WASTE COLLECTION

FOR

**ST. CHARLES PARISH
LOUISIANA**

**Prepared 8-28-00
Revised 9-18-00**

EXHIBIT "A"

REQUEST FOR PROPOSALS - 2001

**For Solid Waste Collection
in
St. Charles Parish**

Sealed Proposals are invited and will be received by the Parish of St. Charles, P. O. Box 302, Hahnville, Louisiana 70057, for collection of solid waste for said Parish.

Proposals shall be made on the Proposal Forms and in accordance with instructions to Contractors furnished by St. Charles Parish, Office of the Parish President.

The defined terms appearing in the General Specifications apply to all Contract Documents.

Proposals shall be made upon forms published by the Parish. The Parish will furnish copies of the Contract Documents and form of Contract to prospective Contractors.

Proposals shall be delivered to, and be on file with, the Parish on or before Friday, October 13, 2000, 10:00 a.m. The envelope containing the Proposal must be sealed and plainly marked "Proposal for Solid Waste Collection".

Proposals will be publicly opened and read at 10:00 a.m., on the aforementioned date in the Council Chambers of the Parish Courthouse, 15045 River Road, Hahnville, Louisiana. The selected Contractor will be awarded the contract through an ordinance of the Parish Council approving and adopting the Contract Documents, providing for its enforcement and penalties as provided by law.

A proposal bond or certified check shall accompany the Proposal, in accordance with the Instructions to Contractors.

The Parish reserves the right to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, and to make and award in any manner, consistent with law, deemed in the best interest of the Parish.

A pre-proposal conference shall be held on Monday, October 2, 2000, at 6:00 p.m. in the Council Chambers of the St. Charles Parish Courthouse, 15045 River Road, Hahnville, Louisiana.

Publish: September 20, 2000
 September 27, 2000
 October 4, 2000

EXHIBIT "B"

INSTRUCTIONS TO CONTRACTORS - 2001

SOLID WASTE COLLECTION

1. RECEIPT AND OPENING OF PROPOSALS

The Parish of St. Charles (the "Parish") invites and will receive Proposals on the forms attached hereto, all information on which shall be appropriately filled in. Proposals will be received at the office of the Parish President until 10:00 a.m. Friday, October 13, 2000, and publicly opened and read aloud in the Council Chambers of the Parish Courthouse, 15045 River Road, Hahnville, Louisiana at 10:00 a.m. on the aforesaid date. The envelopes containing the Proposals must be sealed and addressed to the Parish President's Office, Parish of St. Charles, P. O. Box 302, 15045 River Road, Hahnville, Louisiana 70057, and plainly marked "Proposal for Solid Waste Collection".

2. PREPARATION OF PROPOSAL

All Proposals shall be prepared and signed by the Contractor in the form attached hereto. All blank spaces in each Proposal Form together with appropriate schedules must be completed in full in ink or typewritten, in both words and figures. Contractor's must bid on all items listed on Exhibit "C".

If a unit price or a lump sum already entered by the Contractor on the Proposal Form is to be altered, it shall be crossed out with ink and the new unit price or lump sum amount entered above or below it, and initialed by the Contractor in ink.

The proposals received will be compared on the basis of the per unit amounts submitted for Base Proposal (A.1) and Alternate Proposal (A.2) on Exhibit "C". In case of a discrepancy between the amount shown in numerals and written out in words, the unit prices as written out in words in the Proposal shall govern and any errors found in said numerals shall be corrected.

Each Proposal, together with appropriate schedules, shall be submitted in a sealed envelope bearing on the outside the name of the Contractor, his address, and plainly marked "Proposal for Solid Waste Collection". If forwarding by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed as specified in the Proposal. The Parish may consider irregular any Proposal not prepared and submitted in accordance with the provisions hereof and may waive any irregularities or reject any and all Proposals.

Any Proposal may be withdrawn prior to the above scheduled time for the opening of Proposal or authorized postponement thereof.

Any Proposal received after the time and date specified shall not be considered.

3. PROPOSAL SECURITY AND EVIDENCE OF INSURANCE

Each Proposal shall be accompanied by a bond or a certified check of the Contractor, drawn on a national bank, in an amount equal to five percent (5%) of the Contractor's Annual proposal, as a guarantee on the part of the Contractor that he will, if called upon to do so, accept and enter into a contract on the attached form (or such

form as may mutually be agreed upon by the Parish and the selected Contractor), to do the work covered by such Proposal and at the rates stated therein and to furnish a corporate surety for its faithful and entire fulfillment. Checks and bonds will be returned promptly after the Parish and the selected Contractor have executed a Contract or, if no Contractor's Proposal has been selected within ninety (90) days after the date of the opening of Proposal's upon demand of the Contractor at any time thereafter, so long as he has not been notified of the acceptance of his Proposal.

Each Proposal shall be accompanied by a certificate of insurance evidencing the coverage set forth in Section 11.00 of the General Specifications.

4. LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO THE CONTRACT

The Contract shall be deemed as having to be awarded when formal notice of award shall have been mailed by the Parish to the Contractor by certified mail, return receipt requested.

The Contractor to whom the Contract shall have been awarded will be required to execute four (4) copies of the Contract on the form attached hereto (or such forms as may mutually be agreed upon by the Parish and the selected Contractor) and to furnish insurance certificates, all as required. In case of his refusal or failure to do so within twenty (20) days after his receipt of formal notice of award, Contractor will be considered to have abandoned all his rights and interests in the award, and Contractor's proposal security may be declared forfeited to the Parish as liquidated damages and the award may then be made to the next best qualified Contractor or the work readvertised for Proposals as the Parish may elect.

5. SECURITY FOR PERFORMANCE

The Proposal shall be accompanied by a letter from a corporate surety satisfactory to the Parish stating that the Performance Bond will be furnished by it to the person submitting the Proposals in the event he is the successful Contractor. Such letter is to be signed by an authorized representative of the surety together with a certified and effectively dated copy of his power of attorney attached hereto.

The successful Contractor will be required to furnish a performance bond as security for the faithful performance of this Contract. Said performance bond must be in an amount equal to 100% of the annual contract price, over the term of the Contract.

Premium for the bonds described above shall be paid by the Contractor. A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond.

The form of the bond is appended hereto.

The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Louisiana, having an A- or better bond rating in accordance with A.M. Best Rating Classification.

6. POWER OF ATTORNEY

Attorneys-in-fact who sign bonds shall file with each bond a certified and effectively dated copy of their power of attorney.

7. SCOPE OF WORK

The work under this Contract shall consist of the items contained in the Proposal, including all incidentals necessary to fully complete said work in accordance with the Contract Documents.

8. CONDITIONS

Each Contractor shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the Contract. Contractors shall thoroughly examine and be familiar with the Specifications.

The failure or omission of any Contractor to receive or examine any form, instrument, addendum or other document, or to acquaint himself with existing conditions, shall in no way relieve himself of any obligations with respect to his Proposal or to the Contract. The Parish shall make all such documents available to the Contractors.

The Contractor shall make his own determination as to conditions and shall assume all risk and responsibility and shall complete the work in and under conditions he may encounter or create, without extra cost to the Parish.

The Contractor's attention is directed to the fact that all applicable State laws, Parish ordinances, and the rules and regulations of all authorities having jurisdiction over the work to be performed shall apply to the Contract throughout, and they will be deemed to be included in the Contract as though written out in full in the Contract.

9. ADDENDA AND EXPLANATIONS

Explanations desired by a prospective Contractor shall be requested of the Parish in writing, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each Contractor. Every request for such explanation shall be in writing addressed to the Parish President's Office - Parish of St. Charles, P. O. Box 302, Hahnville, Louisiana, 70057, Attn: Timothy J. Vial, Administrative Officer. Any verbal statements regarding same by any person, previous to the award, shall be unauthoritative and not binding.

Addenda issued to Contractor prior to date of receipt of Proposals shall become a part of the Contract Documents, and all Proposals shall include the work described in the Addenda.

No inquiry received within seven (7) calendar days of the date fixed for the submission and opening of Proposals will be given consideration.

Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be mailed by certified mail, return receipt requested, to all prospective Contractors (at the respective addresses furnished for such purposes), not later than five (5) days prior to the date fixed for the opening of Proposals.

10. NAME, ADDRESS AND LEGAL STATUS OF THE CONTRACTOR

The Proposal shall be properly signed in ink and the address of the Contractor given. The legal status of the Contractor, whether corporation, partnership, or individual, shall also be stated in the Proposal.

A corporation shall execute the Proposal by its duly authorized officers in accordance with its corporate by-laws and shall also give the state of incorporation. Any foreign corporation should provide a certificate from the Secretary of State that the corporation is qualified to do business in Louisiana and is in good standing. Partnerships or individual Contractors are required to state in the Proposal the names of persons interested therein.

The place of residence of each Contractor, or the office address in the case of a firm or company, with Parish and State and telephone number, must be given after his signature.

If the Contractor is a joint venture consisting of a combination of any or all of the above entities, each joint venture shall execute the Proposal.

Anyone signing a Proposal as an agent of another or others must submit with his Proposal, legal evidence of his authority to do so.

11. COMPETENCY OF CONTRACTOR

The opening and reading of the Proposal shall not be construed as an acceptance of the Contractor as a qualified, responsible Contractor. The Parish reserves the right to determine the competence and responsibility of a Contractor from its knowledge of the Contractor's qualifications or from other sources.

The Parish shall require submission with the Proposal of certified supporting data regarding the qualifications of the Contractor in order to determine whether he is a qualified, responsible Contractor. The Contractor will be required to furnish the following information sworn to under oath by him:

- (a) An itemized list of the Contractor's equipment available or to be acquired for use on the Contract.
- (b) A copy of the latest available certified financial statement of the Contractor (or its parent corporation if individual subsidiary or division financial statements are not prepared and generally available) certified by a firm of independent certified public accountants.
- (c) Evidence that the Contractor is in good standing in the State of Louisiana, and, in the case of corporations organized under the laws of any other State, evidence that the Contractor is licensed to do business in the State of Louisiana or a sworn statement that it will take all necessary action to become so licensed if its Proposal is accepted.

In the event that the Parish shall require additional certified supporting data regarding the qualification of the Contractor in order to determine whether he is a qualified, responsible Contractor, the Contractor may be required to furnish any or all of the following information sworn to under oath by him:

- (a) Evidence that the Contractor is capable of commencing performance as required in the Contract Documents.
- (b) Evidence, in form and substance satisfactory to the Parish, that Contractor is a going concern whose management possesses operating experience in the solid waste field.
- (c) Evidence, in form and substance satisfactory to the Parish, that Contractor possesses as a going concern the financial capacities to perform all phases of the work called for in the Contract Documents.

- (d) Such additional information as will satisfy the Parish that the Contractor is adequately prepared to fulfill the Contract.

The Contractor may satisfy any or all of the experience and qualification requirements of this paragraph by submitting the experience and qualifications of its parent organization and subsidiaries of the parent.

12. DISQUALIFICATIONS OF CONTRACTOR

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a Contractor and the rejection of his Proposal.

- (a) Evidence of collusion among Contractors.
- (b) Lack of competency as revealed by either financial statements, experience or equipment statements as submitted or other factors.
- (c) Lack of responsibility as shown by past work, judged from the standing of workmanship as submitted or from past performance of contracts similar in scope.
- (d) Default on a previous parochial or municipal contract for failure to perform.

13. BASIS OF PROPOSAL

Proposals with respect to refuse collection are solicited on the basis of the rate proposed for Base Proposal (A.1) and Alternate Proposal (A.2). The rate, as written out in words in the Proposal, shall govern and any errors found will be corrected.

14. QUANTITIES

The Parish estimates that the number of Residential and Commercial Units to be initially serviced under the Contract is 16,275. The Parish estimates that the quantity of refuse generated in St. Charles Parish is approximately thirty thousand (30,000) tons per year. The Parish makes no representation as to the reliability of its estimate for Residential and Commercial Units or refuse generation. However, Unit Price computations for Residential and Commercial Units shall be based upon such estimates.

15. METHOD OF AWARD

The Parish reserves the right not to accept any Proposal or, to reject any or all Proposals, and to waive defects, irregularities, or informalities in a Proposal. In particular, any alteration, erasure or interlineation of the Contract Documents and of the Proposal shall render the accompanying Proposal irregular and subject to rejection by the Parish. The Parish intends that the Contract shall be awarded within ninety (90) days following the date Proposals are publicly opened and read.

CONTRACT AGREEMENT

THIS CONTRACT, made this _____ day of _____, 2000, by and between St. Charles Parish, P. O. Box 302, Hahnville, Louisiana, 70057, hereinafter called "PARISH" and _____ doing business as a corporation hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreement hereinafter mentioned.

1. The CONTRACTOR will commence the Collection of Solid Waste for the Parish of St. Charles on March 1, 2001.

2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the implementation and operation of this Contract as described herein.

3. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS for the sum stated therein.

4. The term "CONTRACT DOCUMENTS" includes the following items:

- (a) Exhibit "A" - Request for Proposals - 2001
- (b) Exhibit "B" - Instructions to Contractors - 2001
- (c) Exhibit "C" - Contractor's Proposal - 2001
- (d) Exhibit "D" - Solid Waste Collection General Specifications - 2001
- (e) ADDENDUM

No. _____, dated _____, 20____.

5. The PARISH will pay to the CONTRACTOR in the manner and at such times as set forth in the General Specifications such amounts as required by the CONTRACT DOCUMENTS.

6. This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in (2 copies) each of which shall be deemed an original on the date first above written.

OWNER:
ST. CHARLES PARISH
BY _____
ALBERT D. LAQUE
PARISH PRESIDENT

ATTEST:

Name _____
Title _____

CONTRACTOR:
By _____
Print Name _____
Title _____
Name _____
Address _____

Phone No. _____

ATTEST:

Name _____
Title _____

EXHIBIT "C"

CONTRACTOR'S PROPOSAL

FOR

SOLID WASTE COLLECTION - 2001

TO: Parish President
St. Charles Parish
15045 River Road (P. O. Box 302)
Hahnville, LA 70057

Proposal of _____

(a corporation duly organized under the laws of the State of _____).

The undersigned having carefully read and considered the terms and conditions of the Contract Documents for Solid Waste Collection for the Parish of St. Charles, does hereby offer to perform such services on behalf of the Parish, of the type and quality and conditions set forth in the Contract Documents at the rates (expressed in words and figures) hereinafter set forth:

Base Proposal: (A.1) \$_____ per unit per month for twice weekly automated refuse collection services within St. Charles Parish (for approximately 16,275 Residential and Commercial units). _____ Dollars and _____ Cents per unit per month.

(B.1) \$_____ per cubic yard for special refuse collection, including but not limited to promiscuous and roadside dumps. _____ Dollars and _____ Cents per cubic yard.

(C.1) \$_____ per ton mile for hauling to a disposal site, when or where different from the original site, the River Birch Landfill, 2000 South Kenner Road, Waggaman, and as approved and directed by the Parish. This rate will be added for increased haul distances and subtracted for decreased haul distances. The price is per mile round trip mileage, measured from the center of the Parish.

Alternate Proposal: (A.2) \$_____ per unit per month for once a week automated refuse collection services within St. Charles Parish (for approximately 16,275 Residential and Commercial units). _____ Dollars and _____ Cents per unit per month.

CONTRACTOR

BY: _____

PRINT NAME: _____

TITLE: _____

PRINCIPAL OFFICE ADDRESS _____

(City) (Parish) (State)

TELEPHONE: _____

ALTERNATE
CONTRACTOR'S PROPOSAL
FOR
SOLID WASTE COLLECTION - 2001

TO: Parish President
St. Charles Parish
15045 River Road (P. O. Box 302)
Hahnville, LA 70057

Proposal of _____

(a corporation duly organized under the laws of the State of _____).

The undersigned having carefully read and considered the terms and conditions of the Contract Documents for Solid Waste Collection for the Parish of St. Charles, does hereby offer to perform such services on behalf of the Parish, of the type and quality and conditions set forth in the Contract Documents at the rates (expressed in words and figures) hereinafter set forth:

Alternate Proposal: \$ _____ per unit per month for twice a week automated refuse collection services within St. Charles Parish (for approximately 16,275 Residential and Commercial units) INCLUDING the establishment of a curbside composting program with separate collection of green waste.

Alternate Proposal. \$ _____ per unit per month for once a week automated refuse collection services within St. Charles Parish (for approximately 16,275 Residential and Commercial units) INCLUDING the establishment of a curbside composting program with separate collection of green waste.

CONTRACTOR

BY: _____

PRINT NAME: _____

TITLE: _____

PRINCIPAL OFFICE
ADDRESS _____

(City) (Parish) (State)

TELEPHONE: _____

EXHIBIT "D"

SOLID WASTE COLLECTION

GENERAL SPECIFICATIONS - 2001

1.00 DEFINITIONS

1.01	<u>Bags</u>
1.02	<u>Bulky Waste</u>
1.03	<u>Bundle</u>
1.04	<u>Parish</u>
1.05	<u>Commercial Refuse</u>
1.06	<u>Commercial Unit</u>
1.07	<u>Construction Debris</u>
1.08	<u>Container</u>
1.09	<u>Contract Documents</u>
1.10	<u>Contractors</u>
1.11	<u>Dead Animals</u>
1.12	<u>Disposal Site</u>
1.13	<u>Garbage</u>
1.14	<u>Hazardous Waste</u>
1.15	<u>Producer</u>
1.16	<u>Refuse</u>
1.17	<u>Residential Refuse</u>
1.18	<u>Residential Unit</u>
1.19	<u>Rubbish</u>
1.20	<u>Stable Matter</u>

2.00 SCOPE OF WORK

3.00 TYPE OF COLLECTION

3.01	<u>Service Provided</u>
3.02	<u>Location of Containers, Bags and Bundles for Collection</u>
3.03	<u>General Description</u>
3.04	<u>Quantities Furnished To Bidders</u>
3.05	<u>Contractor To Make Examination</u>
3.06	<u>Governmental Approvals</u>

4.00 OPERATION

4.01	<u>Hours of Operation</u>
4.02	<u>Routes of Collection</u>
4.03	<u>Holidays</u>
4.04	<u>Complaints</u>
4.05	<u>Collection Equipment</u>
4.06	<u>Office</u>
4.07	<u>Hauling</u>
4.08	<u>Disposal</u>
4.09	<u>Notification</u>
4.10	<u>Point of Contact</u>

- 5.00 COMPLIANCE WITH LAWS

- 6.00 EFFECTIVE DATE

- 7.00 NONDISCRIMINATION

- 8.00 INDEMNITY

- 9.00 LICENSES AND TAXES

- 10.00 TERM

- 11.00 INSURANCE

- 12.00 BOND
 - 12.01 Performance Bond
 - 12.02 Power of Attorney

- 13.00 BASIS AND METHOD OF PAYMENT
 - 13.01 Rates
 - 13.02 Modification to Rates
 - 13.03 Parish to Act as Collector
 - 13.04 Delinquent and Closed Accounts
 - 13.05 Contractor Billings to Parish

- 14.00 TRANSFERABILITY OF CONTRACT

- 15.00 OWNERSHIP

- 16.00 BREACH OF SERVICE

- 17.00 HIRING PREFERENCE

DEFINITIONS

1.01 **Bags** - Plastic or Paper sacks designed to store Refuse with sufficient wall strength to maintain physical integrity when lifted by top. Total weight of a bag and its contents shall not exceed 35 lbs.

1.02 **Bulky Waste** - Stoves, refrigerators, water heaters, washing machines, furniture, window air conditioning units, and other waste materials other than Construction Debris, Dead Animals, Hazardous Waste or Stable Matter with weights or volumes greater than those allowed for Containers.

1.03 **Bundle** - Tree, shrub and brush trimmings or newspapers and magazines securely tied together forming an easily handled package not exceeding 6 feet in length or 70 lbs. in weight.

1.04 **Commercial Refuse** - All garbage, rubbish, bulky waste, construction debris, and stable matter generated by a Producer at a Commercial Unit.

1.05 **Commercial Unit** - Any place of business including, but not limited to, offices, grocery stores, service stations, restaurants, lounges, amusement centers, etc. located within the boundaries of St. Charles Parish.

1.06 **Construction Debris** - Waste building materials resulting from construction, remodeling, repair or demolition operations, including concrete, wood, sheetrock, metal, etc.

1.07 **Container (CART)** - A receptacle, provided by the Contractor, of a cart type with wheels and a lid, with a capacity of approximately 90-96 gallons. The actual container (CART), including the color and any wording and/or logo's must be approved by the Parish, prior to use. All CARTS used in this contract shall be new. The supplying of, repair and replacement of containers (CART) is included in the Proposal price submitted.

The Contractor shall provide a container (CART) for each Residential Unit and Commercial Unit served by this contract and shall repair and/or replace any carts, as necessary. Stolen carts will be replaced upon providing a police report to the Contractor, and each Unit shall be entitled to one free replacement of a stolen CART. Additional stolen carts must be purchased at a cost of \$61.00 each.

1.08 **Contract Documents** - The Request for Proposals, Instructions to Contractors, Contractor's Proposal, General Specifications, the Contract Performance Bond and any addenda or changes to the foregoing documents agreed to by the Parish and the Contractor.

1.09 **Contractor** - The person, corporation, partnership, or joint venture performing Refuse Collection under contract with the Parish.

1.10 **Dead Animals** - Animals or portions thereof that have expired from any cause, except those slaughtered or killed for human use, excluding horse's and cows.

1.11 **Disposal Site** - A Refuse depository including but not limited to sanitary landfills, transfer stations, incinerators and waste processing/separation centers licensed, permitted or approved to receive for processing or final disposal of Refuse and Dead Animals by all governmental bodies and agencies having jurisdiction and requiring such licenses, permits or approvals.

1.12 **Garbage** - Any and all accumulation of waste (animal, vegetable and/or other matter) that results from the preparation, processing, consumption, dealing in, handling, packing, canning, storage, transportation, decay or decomposition of meats, fish, fowl, birds, fruits, grains, or other animal or vegetable matter (including, but by no way of limitation, used tin cans and other food containers; and all putrescible or easily decomposable waste animal or vegetable matter which is likely to attract flies or rodents); except (in all cases) any matter included in the definition of Bulky Waste, Construction Debris, Dead Animals, Hazardous Waste, Rubbish or Stable Matter.

1.13 **Hazardous Waste** - Any chemical, compound, mixture, substance or article which is designated by the United States Environmental Protection Agency or appropriate agency of the State to be "hazardous" as that term is defined by or pursuant to Federal or State law.

1.14 **Parish** - Parish of St. Charles.

1.15 **Producer** - An occupant of a Residential or Commercial Unit who generates Refuse.

1.16 **Refuse** - This term shall refer to Residential Refuse and Commercial Refuse, Bulky Waste, Construction Debris and Stable Matter generated at a Residential or Commercial Unit unless the context otherwise requires.

1.17 **Residential Refuse** - All Garbage, Rubbish, Bulky Waste, Construction Debris, and Stable Matter generated by a Producer in a Residential Unit.

1.18 **Residential Unit** - A dwelling within the limits of the Parish occupied by a person or group of persons. A Residential Unit shall be deemed occupied when water or domestic light and power service is being supplied thereto.

1.19 **Rubbish** - All waste wood, wood products, Christmas trees, tree trimmings, grass cuttings, dead plants, weeds, leaves, dead trees or branches thereof, chips, shavings, sawdust, printed matter, paper, pasteboard, rags, straw, used and discarded mattresses, used and discarded clothing, used and discarded shoes and boots, combustible waste pulp and other products such as are used for packaging, or wrapping crockery and glass, ashes, cinders, floor sweepings, glass, mineral or metallic substances, and any and all other waste materials not included in the definition of Bulky Waste, Construction Debris, Dead Animals, Garbage, Hazardous Waste or Stable Matter.

1.20 **Stable Matter** - All manure and other waste matter normally accumulated in or about a stable, or any animal, livestock or poultry enclosure, and resulting from the keeping of animals, poultry or livestock.

2.00 SCOPE OF WORK

The work under this Contract shall consist of the items contained in the Proposal, including all the supervision, materials, equipment, labor and all other items necessary to complete said work in accordance with the Contract Documents.

3.00 TYPE OF COLLECTION

3.01 Service Provided

(a) The Contractor shall provide quality curbside collection services, two (2) times a week, for the collection of unlimited Residential Refuse and Rubbish in all of St. Charles Parish provided such refuse is placed out for collection in carts, acceptable containers, bags, or bundles as defined in this agreement. The Contractor shall also provide quality curbside collection service for the collection of Bulky Waste from all Residential Units.

The Contractor shall also provide refuse collection for trailer courts if necessary. Each trailer is considered a Residential Unit for the purposes of this contract. If curbside collection for trailers is not feasible, the Contractor is obliged to collect refuse generated from trailers by some other acceptable method. The Contractor will state how such service will be provided below (i.e. dumpster service, on-site collection, back yard, etc.)

(b) The Contractor shall also provide curbside collection service for the collection of Commercial Refuse not in excess of one container (CART) per collection day per Commercial Unit for two-times a week service. Commercial Units producing refuse in excess of the above quantities may choose to request additional containers (CARTS) and be billed accordingly for each or must secure other means of refuse collection.

(c) The Contractor shall collect any dead animals from public roads or public right-of-ways when encountered or when requested by the public or by the Parish. Collection of dead animals must be accomplished within twenty-four (24) hours of request.

(d) The Contractor will be responsible for cleaning up any spillage resulting from collection activities. All of the Contractor's vehicles will be equipped with brooms, shovels, and rakes.

(e) In no circumstances shall waste collected in other Parishes be commingled with waste collected under this Contract without the written permission of the Parish.

(f) Refuse must be collected in front of vacant lots and on the median. For the purpose of this proposal, such refuse is assumed to have been placed out for collection by the resident whose property is closest to such vacant lot or median and thus is not considered as an additional unit in calculating the number of units to be billed. Such refuse does not include refuse generated from the clearance of vacant lots.

3.02 Location of Containers, Bags and Bundles for Collection - Each Container, Bag and Bundle shall be placed at curbside for collection. Curbside refers to that portion of right-of-way adjacent to paved or traveled Parish Roadways (including alleys). Containers, Bags and Bundles shall be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians. When construction work is being performed in the right-of-way, Containers, Bags and Bundles shall be placed as close as practicable to an access point for the collection vehicle. Containers shall be replaced by collectors in an upright position. The Contractor shall provide assistance to any handicapped customer that is

not physically able to place the container at curbside. In areas of the Parish where containers can not physically be placed at curbside, due to obstructions or lack of space, etc., the Contractor shall make accommodations to collect the containers.

3.03 **General Description** - The work to be done consists of the acceptance and proper delivery of all refuse generated from the Parish, its agent(s), residents of St. Charles Parish and other public agencies domiciled in St. Charles Parish to the designated landfill.

3.04 **Quantities Furnished To Contractors** - The quantities listed on the Proposal sheet and in the instructions to contractors are for the purpose of comparing proposals only. They may be increased or decreased and do not constitute a warranty or guarantee by the Parish as to the actual quantity disposed of.

3.05 **Contractor To Make Examination** - The Contractor shall make his own examination, investigation and research regarding the proper method of doing the work, all conditions affecting the work to be done, the labor, equipment, sites, facilities and materials needed thereon, and the quantity of the work to be performed.

The Contractor assumes the risk of all conditions foreseen or unforeseen and agrees to continue the work without additional compensation, under whatever circumstances which may develop other than as herein provided.

3.06 **Governmental Approvals** - Before the Parish will accept any proposal on the contract, the President's office will be provided with copies of any agreements, permits or approvals from any governmental agencies having jurisdiction over the operation of the Contractor's Business.

The Contractor shall comply with all lawful police, health, sanitary and other regulations imposed by public bodies having jurisdiction during the term of this contract.

4.00 **OPERATION**

4.01 **Hours of Operation** - Collection of Refuse shall not start before 5:00 a.m. or continue after 8:00 p.m. on the same day. Exceptions to collection hours shall be affected only upon the mutual agreement of the Parish and Contractor, or when Contractor reasonably determines that an exception is necessary in order to complete collection on an existing collection route due to unusual circumstances.

4.02 **Routes of Collection** - Collection routes shall be established by the Contractor. Contractor shall submit a map designating the collection routes to the Parish for their approval, which approval shall not be unreasonably withheld. At the request of the Parish President the Contractor shall publish at its expense at least once during each calendar year, a map of such collection routes in the Official Journal of the St. Charles Parish Council and any other newspapers deemed necessary. The published map shall be of such size to clearly show all pertinent information. The Contractor may from time to time propose to the Parish, for approval, changes in routes or days of collection, which approval shall not be unreasonably withheld. Upon the Parish's approval of the proposed changes, the Contractor shall promptly give written or published notice to the affected Units. Contractors may schedule collections six (6) days per week, provided no regular collections are scheduled on Sundays.

4.03 **Holidays** - The following shall be holidays for purposes of this Contract:

New Year's Day
Mardi Gras Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Contractor may decide to observe any or all of the above mentioned holidays by suspension of collection service on the holiday, but such decision in no manner relieves Contractor of his obligation to provide collection service at least twice per week. Where a scheduled collection day falls on an observed holiday, the Contractor must make up that collection day within forty-eight (48) hours of that holiday. There shall be no regular scheduled collections established on Sunday. It is also understood that the Contractor shall be allowed to observe Holidays of the Disposal Site Operator.

The Contractor shall be responsible for publicizing, at its expense, changes in collection schedules due to the observance of holidays.

4.04 **Complaints** - All complaints shall be made directly to the Contractor and shall be given prompt and courteous attention. In the case of alleged missed scheduled collection, the Contractor shall investigate and, if such allegations are verified, shall arrange for the collection of the Refuse not collected within twenty-four (24) hours after the complaint is received.

It shall be the duty of the Contractor to take whatever steps may be necessary to remedy the cause of the complaint and notify the Parish of its disposition within twenty-four (24) hours after receipt of the complaint by the Contractor. The Parish shall provide to the Contractor a list of complaints received by the Parish each day. The Contractor may obtain this list from the Parish each day either by telephone, fax and/or personal visit to the Parish.

The Contractor shall provide the Parish with a full explanation of the disposition of any complaint involving a customer's claim of damage to private property as the result of actions of Contractor's employees or agents.

The Contractor, without expense to the Parish or the resident, and within twenty-four (24) hours after notice, shall replace cans and can lids taken or damaged by collectors, or reimburse the customer the cost of making a replacement. Replacement cans or lids shall be of equal or greater value as the lost or damaged item.

4.05 **Collection Equipment** - The Contractor shall provide an adequate number of vehicles for regular collection services. All vehicles and other equipment shall be kept in good repair, clean appearance and in sanitary condition, acceptable to the Parish, at all times. Each vehicle shall have clearly visible on each side the identity and telephone number of the Contractor. All collection vehicles shall be of the closed-container type so as to prevent leakage.

(a) Prior to the starting date of the Contract, the Contractor shall submit to the Parish: The technical specification data on each truck to be used, including but not limited to cubic yardage, type of truck and weight and a photograph of each truck clearly showing its number.

The same above data should be submitted on any truck that may be used as a substitute. A list of such trucks shall be presented along with their normal place of work.

(b) The Contractor shall submit a Substitute Truck Plan, which will set up a system for immediate notification and follow-up documentation when a substitute truck is to be used. This system must be satisfactory to the Parish, and the Parish must approve the system. If the system is not satisfactory to the Parish then the Contractor will modify it until such time it is satisfactory to the Parish.

(c) All regular collection vehicles used in service under this Contract shall be new and shall be at a designated capacity of less than or equal to 25 cubic yards. Exceptions may be requested for boom trucks or similar vehicles for collection of Bulky Waste or Rubbish. The Contractor will use only refuse collection vehicles manufactured not earlier than 2000, and shall provide specification data on each truck as stated in Section 4.05(a). Substitute trucks shall not be greater than a 25 cubic yard capacity.

In the event of equipment breakdown, it shall be repaired promptly. If the equipment can not be repaired promptly, sufficient equipment shall be obtained to properly operate.

The Contractor shall properly protect equipment and place it in the charge of competent operators at all times.

The trucks to be used in collection shall be marked with numbers that are different for each truck and different from the numbers on the trucks used by the Contractor in adjacent parishes. In no case shall they be the same numbers as the proposed substitute trucks.

The numbers shall be shown clearly on each of the four sides of every truck. Each individual digit of the number shall be at least 12 inches high and 6 inches wide and shall be clearly readable. The numbers shall be painted on the trucks and not plates or other readily removable or exchangeable parts. Each set of truck numbers shall be preceded by the letters "SC" in the same above dimension. Each truck must be equipped with either a two-way radio or a cellular phone to ensure communications with the Company dispatcher.

4.06 Office - The Contractor shall maintain an office or such other facilities through which he can be contacted by a local telephone number, by residents of all areas of the Parish. The facilities shall be equipped with sufficient telephones and shall have a responsible person in charge from 8:00 a.m. to 5:00 p.m. on regular collection days.

4.07 Hauling - All Refuse hauled by the Contractor shall be so contained, tied or enclosed that leaking, spilling or blowing are prevented.

4.08 Disposal - All Refuse collected shall be disposed of by the Contractor at the site designated by the Parish. Should a new disposal site become available the Parish has the right to re-direct the waste to the new site.

4.09 Notification - The Contractor shall notify all Producers about collection routes, disposal procedures, complaint procedures, regulations and days for scheduled Refuse collection. Whenever garbage or trash is not picked up, a notice shall be placed at the residence and/or business by the Contractor stating the reason the garbage or trash was not picked up.

4.10 **Point of Contact** - All dealings, contacts, etc., between the Contractor and the Parish shall be directed by the Contractor to the Parish President's designated agent and by the Parish to the Contractor's manager.

5.00 **COMPLIANCE WITH LAWS**

The Contractor shall conduct operations under this Contract in compliance with all applicable laws; provided, however, that the General Specifications shall govern the obligations of the Contractor where there exists conflicting ordinances of the Parish on the subject.

6.00 **EFFECTIVE DATE**

This Contract shall be effective upon the execution of the Contract and performance of such Contract shall begin on March 1, 2001.

7.00 **NONDISCRIMINATION**

The Contractor shall not discriminate against any person because of race, sex, age, creed, color, religion or national origin.

8.00 **INDEMNITY**

The Contractor will indemnify, save harmless, and exempt the Parish, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, penalties, fines, and attorney's fees incident to any work done in performance of this Contract arising out of a willful or negligent act or omission of the Contractor, its officers, agents, servants, and employees; or subcontractors provided, however, that the Contractor shall not be liable for any suits, actions, legal proceedings, claims, demands, costs, expenses, and attorney's fees arising out of a willful or negligent act or omission of the Parish and its officers, agents, servants and employees.

9.00 **LICENSES AND TAXES**

The Contractor shall obtain all licenses and permits (other than the license and permit granted by the Contract) and promptly pay all taxes required by the Parish and State.

10.00 **TERM**

The Contract shall be for a five (5) year period beginning March 1, 2001, and ending February 28, 2006. Upon written mutual agreement between the Parish Council and the Contractor, this Contract may be extended for an additional five (5) year period.

11.00 **INSURANCE**

The Contractor shall at all times during the Contract maintain in full force and effect Employer's Liability, Workmen's Compensation, Public Liability and Property Damage Insurance, including contractual liability coverage for the provisions of Section 8.00. All insurance shall be by insurers and for policy limits acceptable to the Parish and before commencement of work hereunder the Contractor agrees to furnish the

Parish certificates of insurance or other evidence satisfactory to the Parish to the effect that such insurance has been procured and is in force. The certificates shall contain the following express obligation:

"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is executed and are in force at this time. In the event of cancellation or material change in a policy affecting the certificate holder, thirty (30) days prior written notice will be given the certificate holder."

All insurance shall be placed with insurers that are authorized to do business in Louisiana and have a rating of no less than A in the most current edition of the A.M. Best Insurance Report.

For the purpose of the Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

<u>Coverages</u>	<u>Limits of Liability</u>
Workmen's Compensation	Statutory
Employer's Liability	\$ 1,000,000
Bodily Injury Liability Except Automobile	\$ 1,000,000 each occurrence
Property Damage Liability Except Automobile	\$ 1,000,000 each occurrence
Automobile Bodily Injury Liability	\$ 1,000,000 each occurrence
Automobile Property Damage Liability	\$ 1,000,000 each occurrence
Excess Umbrella Liability	\$ 5,000,000 each occurrence

Each policy shall name St. Charles Parish as an additional insured and provide a waiver of subrogation in favor of St. Charles Parish. Failure to provide said insurance shall be deemed a material breach of the contract and shall entitle the Parish to immediate termination.

12.00 BOND

12.01 Performance Bond

(a) The Contractor will be required to furnish a corporate surety bond as security for the performance of this Contract. Said surety bond must be in the amount of 100% of the annual value of the Contract.

(b) Premium for the bond described above shall be paid by the Contractor. A certificate from the surety showing that the bond premiums are paid in full shall accompany the bond.

(c) The surety on the bond shall be a duly authorized corporate surety company authorized to do business in the State of Louisiana with a minimum of an A- or better bond rating in accordance with A.M. Best Rating Classification.

12.02 **Power of Attorney** - Attorneys-in-fact who sign performance bonds or contract bonds must file with each one a certified and effectively dated copy of their power of attorney.

13.00 **BASIS AND METHOD OF PAYMENT**

13.01 **Rates**

(a) For collection services required to be performed pursuant to this Contract, the charges shall not exceed the rates as fixed by the Contract Documents, for the first year of the Contract, and thereafter as adjusted in accordance with paragraph 13.02.

13.02 **Modification to Rates**

(a) Following the award of the contract but preceding contract signing, the Parish and the Contractor shall mutually count and agree on the number of units that will be served under this contract and billed to the Parish. The count shall be based on the unit count prepared by the Department of Waterworks, Garbage Billings. Each year the Contractor will submit to the Parish any change in the number of units served. The Parish may accept this count or request a count performed by both the Parish and the Contractor of the total area.

(b) The fees or compensation payable to the Contractor for the second and subsequent years of the term hereof shall be adjusted upward or downward to reflect changes in the cost of doing business, as measured by fluctuations in the Consumer Price Index (CPI), applicable to the New Orleans-Baton Rouge area, published by the U. S. Department of Labor, Bureau of Labor Statistics. Three (3) months after the start of the second year of the agreement and every year thereafter, the fees of compensation shall be increased or decreased by a percentage amount equal to the net percentage change in the CPI or seven percent (7%), whichever is less. Beginning with the first month of the second year the net change shall be the difference between the said CPI for the last full month preceding the agreement and the last month of the first year. Subsequent years of the Agreement shall be adjusted annually based upon the net change for the preceding twelve (12) month period. These annual adjustments are to be seven percent (7%) or the net change for the CPI, whichever is less. Such adjustments must be requested by the Contractor from the Parish.

(c) The Contractor may petition the Parish Council for rate adjustments at reasonable times on the basis of unusual changes in his cost of doing business, such as revised laws, ordinances, or regulations or change of landfill location; however, no rate adjustments shall be requested within one (1) year of the effective date of the contract.

(d) The Parish may request and be provided with an audit, performed by an Independent Certified Accountant, acceptable to the Parish, of actual expenses as pertaining to this Contract to validate any request for increase in rates that in the Parish's opinion appears to be unusual, or if the Parish believes it is entitled to a lowered charge by virtue of a reduction in cost; said audit to be at the expense of the Contractor. Such audits shall be furnished to the Parish prior to any additional payment made by the Parish as requested by the Contractor. The Parish must request the audit within thirty (30) days of notification of any increase in rates. The Parish shall not require or request an audit for the CPI adjustments noted in Section 13.02(b).

(e) The Contractor may petition the Parish for additional compensation due to large increases in the amount of waste collected as a result of a hurricane or other disaster.

13.03 **Parish to Act as Collector** - The Parish shall submit statements to and collect from all Residential and Commercial Units for services provided by the Contractor pursuant to Sections 3.01 (a) and 3.01 (b), including those accounts that are delinquent.

13.04 **Delinquent and Closed Accounts** - The Contractor shall discontinue Refuse collection service at any Residential Unit as set forth in a written notice sent to it by the Parish. Upon further notification by the Parish, the Contractor shall resume Refuse collection for the next regularly scheduled collection day. The Parish shall indemnify and hold the Contractor harmless for any claims, suits, damages, liabilities or expenses (including but not limited to expenses of investigation and attorney's fees) resulting from the Contractor's discontinuing service at any location at the direction of the Parish.

13.05 **Contractor's Billings to Parish** - The Contractor shall bill the Parish for services rendered within ten (10) days following the end of the month and the Parish shall pay the Contractor on or before the 20th day following the end of such month. Such billing and payment shall be based on the price rates and schedules set forth in the Contract Documents. The Contractor shall be entitled to payment for services rendered irrespective of whether or not the Parish collects from the customer for such service. The Contractor's bill shall have attached a monthly report of all complaints received and their disposition.

14.00 **TRANSFERABILITY OF CONTRACT**

No Assignment of the Contract or any right accruing under this Contract shall be made in whole or in part by the Contractor without the express written consent of the Parish Council which consent shall not be unreasonably withheld; in the event of any assignment, the assignee shall assume the liability of the Contractor.

15.00 **OWNERSHIP**

Title to Refuse and Dead Animals shall pass to the Contractor when placed in the Contractor's collection vehicle, removed by the Contractor from a Container, or removed by Contractor from the customer's premises, whichever last occurs.

16.00 **BREACH OF SERVICE**

As a breach of the service provided by this contract would cause serious and substantial damages to the Parish and its occupants, and the nature of this contract would render it impractical or extremely difficult to fix the actual damage sustained by the Parish by such breach, it is agreed that in case of breach of service the Parish President's office may elect to collect liquidated damages as specified below and not as a penalty, the amount set forth below, such sums being agreed as the amount which the Parish will be damaged by the breach of such service. The decision to seek such remedies shall not be construed as a waiver of any legal remedies the Parish may have as to any subsequent breach of service under this contract:

(a) A truck beginning residential collection prior to 5:00 a.m. or continuing beyond 8:00 p.m. without approval of the Parish - \$100.00 per day per truck.

(b) Failure to collect missed collection from each unit or remove dead animals within twenty-four (24) hours of notification to Contractor - \$50.00 for each unit or animal missed, per day.

(c) Repetition of complaints on a route after notification of spilling, non-collection, crossing planted areas, failure to leave trash cans upright, failure to return cans to the curb, or similar violations - \$25.00 for each violation.

(d) Contractor shall receive notice of such complaints referred to in (a), (b) and (c) above; said notice shall be provided by U. S. Mail, fax or electronic mail.

Such liquidated damages as the Parish President shall elect to collect will be deducted from the monthly payments due the Contractor.

If the Contractor fails to provide the refuse collection services required by this agreement for a period in excess of two (2) consecutive scheduled working days, other than times of civil disturbance or an Act of God beyond anyone's control, the Parish may take the following actions:

(a) Employ such means as it may deem advisable and appropriate to continue work until such matter is resolved and the Contractor is again able to carry out his operations under this contract.

(b) Deduct any and all operating expenses incurred by the Parish from any money then due or to become due the Contractor, collect the amount due, either from the Contractor or surety or both and also to assert a lien on all properties of the Contractor.

(c) If the Contractor is unable, for any cause, to resume performance at the end of three (3) days, all liability of the Parish to the Contractor under this agreement shall cease and the Parish shall be free to negotiate with other Contractors for the operation of said refuse collection services and/or take the actions provided below for bankruptcy, default, breach of contract. Such actions shall not release the Contractor herein of his liability to the Parish for such breach of agreement.

(d) In the event the Contractor shall be adjudged bankrupt, either by voluntary or involuntary proceedings, then this contract shall immediately terminate and in no event shall this contract be, or be treated as, an asset of the Contractor after adjudication of bankruptcy. If Contractor shall be proven insolvent, or fail in business, this contract may be terminated at the option of the Parish.

(e) All terms, conditions and specifications of the contract are considered material and failure to perform any part of the contract shall be considered a breach of contract. Should Contractor fail to perform any of his contractual obligations the Parish may at its option terminate the contract ten (10) days after written notification to the Contractor to remedy the violation within said time.

(f) In the event of termination of the contract for breach, insolvency, default or application for bankruptcy as specified above, the Parish shall have the rights to forthwith take possession of all of the Contractor's equipment, facilities and records used in performance of this contract.

(i) The Parish shall have the right to retain possession of said equipment, facilities, and records until other such items can be acquired by the Parish for operation of the system or another Contractor is engaged to perform the service.

(ii) The Parish shall have the right at its option to purchase Contractor's equipment and facilities at the depreciated fair market value thereof.

(iii) The Parish shall pay Contractor the reasonable rental value of such equipment and facilities during the same time that it is used by the Parish should the Parish elect not to purchase. Liability of the Parish to the Contractor during this period shall be that of bailee for hire, ordinary wear and tear specifically exempt from such liability.

(iv) Should it become necessary for the Parish to employ an attorney to enforce the provisions of this Contract, the Contractor shall be responsible for the payment of reasonable attorney fees.

In the event that it shall become impossible or unlawful for the Contractor to continue the performance of this contract by reason of an Act of God, an act of the Legislature hereinafter passed, or by an act of the Parish Council or by reason of change in the Charter of the Parish or by reason of final order by a court of record in proceedings, not instituted by or acquiesced in by the Contractor, directly or indirectly, and not due to any act or negligence upon the Contractor, the Contractor shall not be liable for damage for consequences arising solely out of such impossibility.

17.00 HIRING PREFERENCE

Contractors are required to give preference in hiring to St. Charles Parish residents.