

ORD.

2005-0294

**INTRODUCED BY: BRIAN A. FABRE, CHAIRMAN
CONTRACT/FINANCE AND ADMINISTRATIVE COMMITTEE**

ORDINANCE NO. 05-11-8

An ordinance to approve and authorize the execution of a Contract with Coastal Waste Services, Inc. for Solid Waste Collection Services.

WHEREAS, the St. Charles Parish Council adopted Resolution No. 5270 on June 6, 2005 which approved the Contract Documents and Specifications for Solid Waste Collection for St. Charles Parish; and,

WHEREAS, sealed proposals were received on July 29, 2005 for said services; and,

WHEREAS, the Contract/Finance and Administrative Committee, at its August 24, 2005 meeting reviewed the proposals submitted and recommends that the proposal of Coastal Waste Services, Inc. for Solid Waste Collection and Recycling Collection Services be accepted; and,

WHEREAS, due to Hurricane Katrina, no recycling facilities are available in the Greater New Orleans Area, requiring the elimination of the recycling collection program.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the proposal of Coastal Waste Services, Inc. for Solid Waste Collection Services, Alternate A.4 \$10.98 per unit, per month for twice weekly, Semi-automated Rear Tipper Service is hereby accepted.

SECTION II. That the Contract Documents noted as Resolution No. 5270, Exhibit A, Exhibit B, Exhibit C, and Exhibit D are hereby deemed to be the Solid Waste Collection Contract.

SECTION III. That the Parish President is hereby authorized to execute said Contract on behalf of St. Charles Parish.

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

YEAS: MARINO, FAUCHEUX, HILAIRE, FABRE, RAMCHANDRAN, WALLS, BLACK, DUHE, MINNICH

NAYS: NONE

ABSENT: NONE

And the ordinance was declared adopted this 7th day of November, 2005, to become effective five (5) days after publication in the Official Journal.

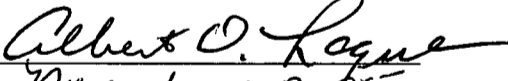
Coastal Waste Services Contract - Solid Waste & Recycling Revised

CHAIRMAN: 

SECRETARY: 

DLVD/PARISH PRESIDENT: November 8, 2005

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: 

RETD/SECRETARY: November 9, 2005

AT: 9:42 am RECD BY: Bj2

PARISH OF ST. CHARLES

2006

CONTRACT DOCUMENTS

&

SPECIFICATIONS

SOLID WASTE COLLECTION

FOR

**ST. CHARLES PARISH
LOUISIANA**

Prepared 3-01-05
Revised 5-05-05
5-20-05
5-27-05
6-06-05
10-12-05

EXHIBIT "A"

REQUEST FOR PROPOSALS - 2006

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

Sealed Proposals are invited and will be received by the Parish of St. Charles, 15045 River Road, 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, July 29, 2005, 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 Thursday, July 7, 2005, at 6:00 p.m. in the Council Chambers of the St. Charles Parish Courthouse, 15045 River Road, Hahnville, Louisiana.

Publish: June 15, 2005
 June 22, 2005
 June 29, 2005

EXHIBIT "B"

INSTRUCTIONS TO CONTRACTORS - 2006

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, July 29, 2005, 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. Contractors must reply 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), Alternate Proposal (A.2), and Alternate Proposal (A.3) 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 been 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 two (2) 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 Proposal 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 thereto.

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 50% 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 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.

In lieu of a Performance Bond the successful Contractor may provide an Irrevocable Letter of Credit, in a form to be approved by the Parish Attorney, in the amount of 50% of the annual value of the contract.

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, Chief Administrative Officer. Any verbal statements regarding same by any person, previous to the award, shall be unauthoritative and not binding.

Addenda issued 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), Alternate Proposal (A.2), and Alternate Proposal (A.3). 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 16,776. The Parish estimates that the quantity of refuse generated in St. Charles Parish is approximately thirty-three thousand (33,000) 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 20th day of December, 2005, by and between St. Charles Parish, 15045 River Road, P. O. Box 302, Hahnville, Louisiana, 70057, hereinafter called "PARISH" and Coastal Waste Services, Inc. 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, 2006.
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 - 2006
 - (b) Exhibit "B" - Instructions to Contractors - 2006
 - (c) Exhibit "C" - Contractor's Proposal - 2006
 - (d) Exhibit "D" - Solid Waste Collection General Specifications - 2006
 - (e) ADDENDUM
No. _____, dated _____, _____.
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
ALBERT D. LAQUE
PARISH PRESIDENT

ATTEST:
Carolyn Louviere
Name Carolyn Louviere
Title Exec. Secretary

CONTRACTOR:
By Darin Bordelon
Print Name Darin Bordelon
Title General Manager
Name Coastal Waste Services
Address 310 Houze Beach Lane
Slidell La. 70461
Phone No. 985-781-3171

ATTEST:
Susan Wilson
Name Susan Wilson
Title Purchasing Agent

EXHIBIT "C"

CONTRACTOR'S PROPOSAL

FOR

SOLID WASTE COLLECTION - 2006

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

Proposal of Coastal Waste Services

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

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) \$ 13.76 per unit per month for twice weekly automated refuse collection services within St. Charles Parish (for approximately 16,776 Residential and Commercial units).
thirteen Dollars and
seventy-six Cents per unit per month.
- (B.1) \$ 9.75 per cubic yard for special refuse collection, including but not limited to promiscuous and roadside dumps.
nine Dollars and
seventy-five Cents per cubic yard.
- * See attachment
Storm Debris Rates
- (C.1) \$ N/A 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.
N/A Dollars and
N/a Cents per ton mile.
- (D.1) \$.66 per unit per month, additional cost, added to Base or Alternate Proposal selected to provide all new containers (CART)'s to all existing and new customers, including collection and disposal of all existing CART'S by the Contractor.
- Alternate Proposal: (A.2) \$ 12.95 per unit per month for once a week automated refuse collection services within St. Charles Parish (for approximately 16,776 Residential and Commercial units).
twelve Dollars and
ninety-five Cents per unit per month.
- (A.3) \$ 9.48 per unit per month for once a week semi-automated, rear tipper refuse collection services within St. Charles Parish (for approximately 16,776 Residential and Commercial Units).
nine Dollars and
forty-eight Cents per unit per month.

(A.4) \$ 10.98 per unit per month for twice weekly semi-automated, rear tipper refuse collection services within St. Charles Parish (for approximately 16,776 Residential and Commercial Units).
ten Dollars and
ninety-eight Cents per unit per month.

(A.5) \$ 13.74 per unit per month for twice weekly automated refuse collection services within St. Charles Parish (for approximately 16,776 Residential and Commercial Units) with four approved Holidays (New Year's Day, Mardi Gras Day, Thanksgiving Day, and Christmas Day) and no make up collection required.
thirteen Dollars and
seventy-four Cents per unit per month.

(A.6) \$ 10.96 per unit per month for twice weekly semi-automated, rear tipper refuse collection services within St. Charles Parish (for approximately 16,776 Residential and Commercial Units) with four approved Holidays (New Year's Day, Mardi Gras Day, Thanksgiving Day, and Christmas Day) and no make up collection required.
ten Dollars and
ninety-six Cents per unit per month.

Should alternate proposal (A.5 or A.6) be selected by the Parish Council, Exhibit "D", Section 4.03 Holidays would be amended to read as follows:

Section 4.03 Holidays – The following shall be holidays for purposes of this Contract:

New Year's Day
Mardi Gras Day
Thanksgiving Day
Christmas Day

Contractor shall be entitled to observe the above holidays by suspension of collection service on the holiday and no make up collection shall be required. 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.

* Please see alternate proposal attached, on next page.

Coastal Waste Services
CONTRACTOR
BY: *D. Gus Bordelon*
PRINT NAME: Darin Gus Bordelon
TITLE: General Manager

PRINCIPAL OFFICE
ADDRESS 310 Howze Beach Lane
slidell - St. Tammany - LA
(City) (Parish) (State)
TELEPHONE: 985-960-0888

ALTERNATE PROPOSAL FOR:

**2 times per week, Semi-automated
Service and 1 time per week Recycle**

\$12.08

**Coastal Waste Services Inc.
Special Collection of Storm Debris
Services and Rates Schedule**

<u>Removal of Debris</u>	<u>Distance</u>	<u>U/M</u>	<u>Disposal</u>	<u>Unit Price</u>
Debris Removal	0-15	CY	Disposal Not Included	\$ 13.50
Debris Removal	16-30	CY	Disposal Not Included	\$ 14.50
Debris Removal	31-60	CY	Disposal Not Included	\$ 16.75
<u>Removal of Debris</u>	<u>Distance</u>	<u>U/M</u>	<u>Disposal</u>	<u>Unit Price</u>
Debris Removal	0-15	CY	Disposal Included	\$ 16.50
Debris Removal	16-30	CY	Disposal Included	\$ 17.50
Debris Removal	31-60	CY	Disposal Included	\$ 19.75
<u>Heavy Equipment</u>	<u>Size of Type</u>	<u>U/M</u>	<u>Unit Price</u>	
Front End Loader	4 Cu Yds	Hour	\$ 92.00	
Self Loading Knuckle Boom Trk	10,000 lbs Capacity	Hour	\$ 140.00	
front End Loader	2.5 Cu Yds	Hour	\$ 89.00	
Hyd Excavator w/concrete pulv	90,200 lbs. Capacity	Hour	\$ 118.25	
Hyd Excavator w/thumb	90,200 lbs Capacity	Hour	\$ 112.25	
<u>Haul Vehicles</u>	<u>Size or Type</u>	<u>U/M</u>	<u>Unit Price</u>	
Dump Truck	16 to 20 CY	Hour	\$ 65.00	
Dump Truck	21 to 30 CY	Hour	\$ 78.00	
Trailer Dump w/ Truck	21 to 30 CY	Hour	\$ 89.00	
<u>Transportation Vehicles</u>	<u>Size or Type</u>	<u>U/M</u>	<u>Unit Price</u>	
Pickup Truck	1/2 Ton	Hour	\$ 22.00	
<u>Personnel</u>	<u>Size or Type</u>	<u>U/M</u>	<u>Unit Price</u>	
Operations Manager	Individual	Hour	\$ 42.00	
Crew Foreman W/cell phone	Individual	Hour	\$ 42.00	
Crew Rate	Individual	Hour	\$ 556.00	
Operator w/chainsaw	Individual	Hour	\$ 32.00	
Laborer w/tools	Individual	Hour	\$ 32.00	
Traffic control Personnel	Individual	Hour	\$ 29.00	
Note: Regular Hourly Rates are for an 8 hour day In Excess of 8 hours a day will be at overtime rate				
Typical Crew is composed of the following:				
1	Knuckleboom			
3	Trucks 21 to 30 Cu Yds			
2	Flagmen			
1	Bobcat or Front Loader			
1	Laborer			

EXHIBIT "D"

SOLID WASTE COLLECTION

GENERAL SPECIFICATIONS - 2006

1.00 **DEFINITIONS**

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

2.00 **SCOPE OF WORK**

3.00 **TYPE OF COLLECTION**

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

4.00 **OPERATION**

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

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 wording and/or logo must be approved by the Parish, prior to use. No Contractor logos will be allowed. All CARTS used in the current contract shall be acceptable for use under this Contract. All additional CARTS used in this contract shall be new. All CARTS provided under this Contract shall be donated to the Parish of St. Charles at the end of the term of this Contract. The Parish reserves the right to deny the acceptance of any and all CARTS it deems not acceptable for its use. The supplying of, repair and replacement of containers (CART) is included in the Proposal price submitted. All repairs, replacement and/or deliveries of CARTS shall be made within seven calendar days.

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. Customers requesting additional CARTS for regular collection service shall be provided said carts and billed monthly for the appropriate number of units. 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 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. A residential customer may choose to request additional containers (CARTS) and be billed accordingly for each.

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) up to a maximum of five 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 co-mingled 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.

(g) The Contractor shall provide "Boom" truck service on a regularly scheduled weekly basis as a routed service passing each customer a minimum of twice per month.

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, e-mail, 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 29 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 2005, and shall provide specification data on each truck as stated in Section 4.05(a). Substitute trucks shall not be greater than a 29 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. Contractor shall have a Supervisor assigned to St. Charles Parish and available in the Parish during hours of operation to respond to complaints.

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, 2006.

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, 2006, and ending February 28, 2011. 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 50% 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.

(d) In lieu of a Performance Bond the successful Contractor may provide an Irrevocable Letter of Credit, in a form to be approved by the Parish Attorney, in the amount of 50% of the annual value of the contract.

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 five percent (5%), 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 five percent (5%) 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 - \$100.00 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) Failure to repair or replace CARTS and/or deliver CARTS to new customers within seven calendar days - \$50.00 for each violation, per day.

(e) Contractor shall receive notice of such complaints referred to in (a), (b), (c), and (d) 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.

PROPOSAL FOR SAINT CHARLES PARISH, LOUISIANA

Coastal Waste Services, Inc. is pleased to present this proposal to perform Solid Waste Collection for St. Charles Parish in Louisiana. Our proposal clearly demonstrates that Coastal Waste Services, Inc. will provide superior services to St. Charles Parish and its citizens for the best price. Our philosophy is a partnership that will lend itself to the highest level of mutual cooperation.

Our staffing plan is based on an analysis of the contract requirements combine with the expertise gained from our current and past solid waste collection services, which consist of 30,000 customers throughout St. Tammany Parish and 75 plus years experience from our management team in the solid waste industry. Based on this analysis, we have achieved the optimal mix of skills and experience and the appropriate number of people to meet or exceed all contract requirements and meet any unforeseen contingencies. Our management team for the St. Charles Parish project will consist of highly qualified and experienced professionals at both the project level and the management level. We also provide a plan for meeting contingencies in the event of employee absences or equipment malfunctions.

Our technical approach involves the use of the latest equipment and technology, combined with innovative approaches to scheduling and an unequivocal commitment to customer service. As indicated in our proposal, currently our primary business location will be in the St. Charles Parish area to ensure that Coastal Waste Services, Inc. is as responsive and cost efficient as possible. Our technical approach will ensure that St. Charles Parish receives the finest in residential solid waste collection services. The innovative techniques contained in our proposal represent the sum total of our 75 plus years of experience in the industry combined with our success in Slidell, Gretna, New Orleans, St. Bernard and throughout St Tammany Parish. Our proposal makes clear that Coastal Waste Services, Inc. will provide St. Charles Parish with a comprehensive solid waste collection and customer service program to benefit all residents of St. Charles Parish. Our management, personnel and equipment will be dedicated to providing the finest in contract services to St. Charles Parish and will not be a less important "add-on" to the Greater New Orleans operation.

MANAGEMENT APPROACH

Coastal Waste Services (CWS) is organized to provide meaningful monitoring of operational performance. As a small-sized business with significant financial resources and a skilled management staff, CWS can respond quickly to changing requirements.

CWS offers an experienced management staff, which will work with the Parish to operate an efficient, effective project providing the finest in solid waste collection services. CWS's management staff is comprised of knowledgeable personnel who are experienced in the management and administration of solid waste collection services. Should the Parish encounter new or unique requirements; CWS can bring to the table the expertise to be innovative in meeting these requirements.

PROJECT ORGANIZATION (OPERATION)

We have spent considerable time and effort studying the scope of St. Charles Parish Solid Waste Collection requirements. We realize that if we staff too heavily, we could not be competitive. Equally, if we staff too few workers, we could not be competitive technically, or worse, we might win on a low price, but be unable to perform to the level that St. Charles Parish demands for its residents. We choose to staff an adequate number of workers, at the proper skill levels to enable us to perform the work at the highest quality level. We are counting on the quality of our key personnel, our technical approach and our quality control efforts to offset any potential higher cost resulting from this approach.

FLEXIBILITY

We know that very few things remain the same within the service industry. Changes can be brought about for many reasons, including added units or shifting primary emphasis from one area to another. Our philosophy during changing and adverse conditions has always been and will continue to be one of cooperation. Our on-site management will work with the Parish's Administrative team in determining the most efficient manner to handle the unforeseen or new requirements.

CONTINGENCY PLAN

Occasional absence of employees happens on all projects. For St. Charles Parish, Coastal Waste Services will implement the following policy/procedure regarding employee absences and continuity of service:

If one or more employees fail to report for work, the CWS Operations Manager will assign other crews to perform the required tasks until Replacement personnel can be arranged.

Because our operations manager for St. Charles Parish Solid Waste Collection Project will be located in the Parish of St. Charles; he will be able to respond quickly and efficiently to support any short term absences that may occur, including driving a truck himself for a few hours, if necessary.

CWS will make every effort to hire St. Charles Parish residents so we can assure that the quality of work remains at its highest level. The Operations Manager will establish and maintain a file that contains active applications of persons who are able to work on either a temporary/stand-by basis, or serve as permanent replacement when positions become available. He will ensure that this file is current at all times and that the list contains people who are still available for work. This approach ensures absences will not be a factor that impacts CWS's performance on the St. Charles Parish Solid Waste Collection Project.

EMERGENCY PLAN

Although we cannot forecast emergency situations or conditions, this does not mean that we cannot plan for them. Our sister company, Gulf States Contractors, has aided many municipalities throughout South Louisiana and along the Gulf Coast in many kinds of emergencies, ranging from hurricanes, tornados, ice storms and floods. A vital ingredient of our plan will include emergency notification procedures and constant communication between CWS and the St. Charles Parish's administrative team. Whether the situation arises during or after normal working hours, there will be a system in place to get the required people on the scene as quickly as possible.

CWS expects and receives superior performance from our employees. Because our management personnel have experience in actually performing the work required of our employees, they know what each job requires to be accomplished safely, efficiently, effectively and accurately. The bottom line is that CWS will do what we say we will do, and St. Charles Parish's service will not suffer because of a salesman over-selling the Parish on broken promises.

CONTINUITY AND RETENTION

CWS is consistently able to attract and retain the highest caliber of employees. Whether in management, professional, skilled or unskilled positions, we set our standards high and achieve those standards.

- A clear and precise understanding of both employee and employer responsibilities.
- An above-average pay scale (we pay well and expect and receive experience, expertise and efficiency that make our prices more competitive than many of our competitors who pay less).
- A comprehensive benefits plan that includes health insurance, paid vacations and paid holidays.
- A chance for talented people to advance within our organization.

PROJECT MANAGEMENT

Coastal Waste Services believes the best way to guarantee effective and economical contract performance is to hire good people, train them well, and give them the right tools and then get out of their way. We believe strongly in allowing project manager to run their operations and adjust their operations to the unique requirements of the contract and locations they service. Our management team is dedicated to insuring that work is accomplished according to specifications in a timely manner. Our quality control procedures are aimed at reinforcing this concept. Achieving that objective requires a continuous communication with the customer, accurate information, control of cost and resources and fair and considerate treatment of our employees.

The operation manager has full authority to adjust staffing levels and schedules as needed to meet customer needs and the requirements of the St. Charles Parish Contract. He is expected to adjust schedules to ensure maximum customer service and staff responsive-ness to customer needs.

The Operation Manager has total responsibility for every aspect of his operation to include safety, employee health and welfare, quality control and technical analysis for all operating areas in the specifications and to ensure that CWS meets the objectives of providing the Parish of St. Charles with a consistently effective and efficient Solid Waste Collection Program.

All work detailed in the RFP will be managed and controlled overall by the on-site Operations Manager. The Operations Manager will be the focal point and the central point of contact for work management activities. The Operations Manager will be fully supported by the whole management team.

COMMITMENT TO CUSTOMER SERVICE

Service is what we do best and it is what our Company is built on. It is our commitment to service that has earned us the trust of our Customers. We understand that trust must be earned and we sincerely want the opportunity to earn your trust through hard work and simply doing what we say we are going to do. Commitment is only as strong as the people who give it. It is that commitment of providing first class service and continuous community involvement that will earn us the trust and confidence of the Parish of St. Charles.

The most effective ways to ensure a satisfied customer are:

1. Provide dedicated, full-time, on-site Operations Manager to ensure rapid response to customer needs.
2. Publish a customer service telephone number to take service calls directly from the customer to ensure a rapid and cost effective response to customer needs.
3. Provide an after-hours answering service to take customer calls so customer concerns can be addressed first thing the next day.
4. Follow up on all customer calls, comments or complaints within one business day and document all follow-up action.

The Operations Manager will conduct follow-up contacts on all customer comments. For a complaint, the Operations Manager will ensure that the problem gets resolved and any substandard performance does not recur. For a positive comment, we will ensure that the level of service that generated the comment is maintained. When positive customer comments are received, they also become part of the record and are used for training so that the quality of service remains high. Positive reinforcement and appreciation for a job well done are excellent motivators for encouraging high quality performance. The Operations Manager will ensure that the personnel responsible for the work that resulted in the positive comment receive commendation for their efforts.

SCHEDULE

Collection services will be accomplished Monday through Friday between 7:00 am and 6:00 pm. During hot weather, we may adjust those times to start at 6:00 am to complete our routes with less exposure to the heat of the day.

Our most recent experience has shown us that one of the biggest reasons for our success is the fact that we show up when we are supposed to and do what we say we are going to do. If the service provider arrives at each house at about the same time each day, then more people place their materials at the curb. This keeps complaints and late put-outs to a minimum. Detailed schedules will be submitted for approval no later than 10 days prior to start-up.

ROUTE

CWS's approach to the St. Charles Parish Waste Collection program will keep collections on the same day as the current program. We will use a six-day refuse collection approach for twice-per-week refuse collection: Monday-Thursday, Tuesday-Friday and Wednesday-Saturday. We will attempt to have the same service day to reduce any confusion for the residents of St. Charles Parish.

SPILLAGE

CWS's crews will pick up spillage of material whether it has blown from the truck, spilled during collection or any other way in which operations may cause material to be dropped.

EMPLOYEES

CWS's employees will wear uniforms to ensure that they present a neat & professional appearance at all times. All our drivers hold a current CDL drivers license. All employees are drug screened and background checked to ensure that quality personnel are hired. Discourteous behavior toward customers will not be tolerated at any time and will result in immediate termination.

CUSTOMER CALL

CWS's Operations Manager will respond within 24 hours of notification of customer complaints, whether they are received at our location or through the Parish. Any missed collections calls will be collected within 24 hours. Our normal approach of missed pickups will be as follows:

- Calls received prior to 12:00 will be picked up prior to 5:00 the same day
- Calls received after 12:00 will be picked up prior to 12:00 the next day

CONCLUSION

When you look at CWS's technical approach, over 75 plus years experience, our equipment mix and price, you will find that Coastal Waste Services, Inc. clearly provides the best value to St. Charles Parish for providing professional Solid Waste Collection services. When you hire CWS, you hire more than just a trash hauler; you hire an experienced and educated solid waste management company that will provide the Parish of St. Charles with far more than just basic trash collection services. With our contract for service comes our expertise, experience and willingness to work as a partner with the Parish of St. Charles in all areas of Solid Waste Collection services.

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