

Request for Proposals
For
Solid Waste and Recycling Services for
Northumberland County, Virginia
RFP# 22-101722

Issue Date: October 17, 2022

Northumberland County
72 Monument Pl./P.O. Box 129
Heathsville, VA 22473

REQUEST FOR FINANCIAL ADVISORY SERVICES PROPOSALS

Northumberland County, Virginia is currently accepting proposals from qualified firms for Water/Wastewater Engineering Services.

A full copy of the request for proposals package is available at www.co.northumberland.va.us.
Proposals are due on **December 13, 2022 at 2:00 PM.**

Northumberland County, VIRGINIA *RFP#22-101722*

Water/Wastewater Engineering Services

GENERAL FORM AND PROPOSAL COVER SHEET FORM

All inquiries for information regarding this solicitation should be directed to Luttrell Tadlock at ltadlock@co.northumberland.va.us at least five days working days before the deadline.

Answers will be posted in addendum form on the Northumberland County web site at least 48 hours prior to the deadline. It is the offeror’s responsibility to obtain addenda.

Original and five copies of the complete proposal are to be delivered by the deadline to the location indicated below along with one pdf/word edition on a memory stick. Proposals are to include a completed cover sheet form.

Proposals will be received until the time listed on the cover sheet. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. Postmarks will not be considered.

Proposals shall be mailed or hand delivered to: **Northumberland County; c/o Luttrell Tadlock; 72 Monument Pl./P.O. Box 129; Heathsville VA 22473**. The returned envelope or package should be clearly marked with “*RFP-22-101722: Solid Waste/Recycle*” on the lower left corner of the return envelope or package.

In compliance with this Request For Proposals and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Business Name (print)		Federal Taxpayer Number (ID#)	SCC ID Number
Business Common (trade) Name and Address for PM Location		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

Proposed Project Manager Name		Title	PELSCIDLA Registration Number
Telephone Number	Fax Number	Toll Free Number	E-mail Address

Section 1. Introduction

Northumberland County, Virginia is seeking to establish a term contract (initial five-year period) with a qualified vendor to provide compactor and container trash collection services as well as recycling services. These services shall be provided at the three convenience center sites located at Lottsburg (2174 Northumberland Hwy, Lottsburg, VA 22511), Horsehead (11703 Northumberland Hwy, Heathsville, VA 22473), and Ditchley (10943 Jessie Dupont Mem. Hwy, Kilmarnock, VA 22482).

Section 2. Scope of Services

The vendor shall provide solid waste collection and hauling services together with mixed use recycling services for Northumberland County. The solid waste collection & hauling services together with mixed use recycling services shall be provided at the aforementioned sites.

The vendor shall provide the following items and/or services:

1. **EQUIPMENT-** The vendor will be responsible for providing all equipment to complete the terms of this service.
 - a. One (1) solid waste compactor at the Lottsburg and Ditchley sites and two (2) compactors located at the Horsehead site. A sufficient number of compactor containers shall be readily available to ensure continuous service at each location.
 - b. Provide sufficient open top containers at all three (3) sites to serve as standby service if the compactors are out of service and to allow for the collection of items not permitted to be placed in the compactor box.
 - c. Provide equipment and personnel to transport all solid waste to the landfill and all recycled materials to proper markets.
2. The compactors shall be set on the existing concrete slabs covered with metal at the existing convenience center sites. The vendor shall review the sites to determine if any maintenance will be required and include the cost in the proposal.
3. Provide trained operating attendants at the three (3) convenience sites during the time periods approved by the Northumberland County Board of Supervisors. Currently the hours of operation at all three sites are from 7:00 a.m. – 7:00 p.m. every day except that of Thanksgiving day and Christmas day. Vendor, by way of its trained attendants, shall be responsible for:
 - a. Keeping the entire site maintained and clean of loose debris along with ensuring liquids remain clear of those areas in which citizens walk to dispose of their trash.
 - b. Operation of compactors.
 - c. Assist citizens in unloading acceptable waste.
 - d. Coordinate the scheduling of compactor boxes, open tops, and recyclable containers.
 - e. Courteous and respectful to all citizens.
 - f. Prevent scavenging.
4. Vendor shall be responsible for:
 - a. Providing routine mowing and trimming of grass and vegetation inside the fence and five (5) ft outside the fenced area.
 - b. Maintaining/trimming of any decorative/screening plants/shrubbery.
 - c. Snow/ice removal and treatment.
 - d. Maintenance and repair of the attendants shed.
 - e. Except for damage caused by Vendor, its employees or subcontractors, the County shall maintain and repair the pavement, access roads, fences/gates, and all property owned by the County outside the centers.
5. Attendants shall monitor wastes and recycle materials placed at each site to ensure that only approved wastes

are accepted. Any contamination of the recycle materials will be the responsibility of the vendor.

6. Provide accounting for all recycled materials to assist the County in meeting recycling mandates. Accounting shall include the weight (by category) of recycled materials, recycle destinations, and revenues generated by the sale of materials.
7. Provide equipment and personnel to transport all solid waste to the landfill and all recycled materials to proper markets. All trucks used in accordance with the provisions of this contract shall be of a type capable of lifting, transporting, and dumping the required cubic yard containers. The trucks shall be equipped with a fully enclosed body sufficiently tight in construction to prevent leakage or spillage of the loaded refuse
8. Vendor and their attendants shall assist in every way to encourage recycling.
9. Attendants shall be trained to recognize hazardous wastes and reject same. Full and complete responsibility for any and all hazardous substances that are accepted or disposed of at any of the collection sites is, and shall be, assumed by the vendor.
10. Vendor shall provide appropriate signage, heating and cooling of the attendant sheds and provide phone and portable toilet service to each of the three (3) remote sites. The vendor shall assume operational cost associated with utilities (electric and phone) to the three (3) sites.
11. Vendor shall maintain all equipment in good working order and workmanlike appearance.
12. The Vendor will not mix waste from other sites under this proposal and will not haul waste from other jurisdictions to Northumberland County.
13. The vendor shall be responsible for steam cleaning the containers and around the compactor quarterly and sanitizing them weekly. The vendor will also be responsible for painting the containers annually and keeping them neat in appearance. If other repairs are necessary to the containers the vendor will be responsible for having them repaired at their own expense.
14. The vendor shall designate a location and individual of the firm who may be contacted for service under the provisions of this contract. Corrective action must be taken in response to all complaints received concerning service under the provisions of this contract from the County Administrator or his designated representative within a 24 hour period of receipt of the complaint. Failure to respond with prompt corrective action may provide a basis for termination for default.
15. During the pickup operation each container pickup area shall be left clean and free of loose particles of paper, cardboard boxes, wood crates, scraps and other refuse around the convenience site to the satisfaction of the County Administrator or his designated representative.
16. **PICKUP ADJUSTMENTS:** The County Administrator or his designated representative shall have the right to require the vendor to relocate containers and adjust pickup times within a 48 hour period.
17. **DEDUCTIONS:** If the vendor fails to make a scheduled pickup the County may deduct charges, on a pro-rata basis, from monies owed to the vendor. The County shall also reduce payments if it is determined that refuse from outside the county is being included under this proposal or that waste is mixed with unacceptable materials (i.e. tires, unapproved materials, etc.). The County shall also make deductions if the full services required by this Request for Proposals are not complied with as stated.
18. **PRICE:** The price will remain firm/fixed for the initial twelve month period. The itemized costs may be adjusted per CPI with a 5% per year cap. The Consumer Price Index for the Southern United States for Class D areas will serve as the sole point of reference for any requested increase. The vendor may submit a written request for an adjustment on or before March 1 of each year in the Base Fee Schedule based upon the net percentage change in the CPI for the most recent 12 month period available. The vendor shall include a revised Base Fee Schedule and appropriate documentation to the County indicating the

adjusted rates on the Base Fee Schedule which shall become effective beginning on July 1 of the next fiscal year. All requested increases shall be approved by the Board of Supervisors during the budget process before becoming effective.

19. **PAYMENT TERMS:** All billing is to be done on a monthly basis. The vendor shall submit an original invoice with appropriate documentation. The Northumberland County Administrator's Office will provide the successful vendor with the deadlines for submission of invoices to be paid with the County's regular accounts payable dates. Invoices are to be mailed to: Northumberland County Administrator's Office, P.O. Box 129, Heathsville, VA 22473.
20. **NOTICE TO BIDDERS:** Each bidder, before submitting a bid, shall become fully informed as to the extent and character of the work required. No consideration will be granted for any alleged misunderstanding of the work to be done, it being understood that the submission of a bid is an agreement with all of the items and conditions referred to herein.
21. **SECURITY FOR PERFORMANCE:** The bid shall be accompanied by a letter from a corporate surety company satisfactory to the County stating that the Performance Bond will be furnished by it to the person submitting the Proposal in the event it is the successful Vendor. Such letter is to be signed by an authorized representative of the surety together with a certified and effectively dated copy of the power of attorney attached thereto.

The successful vendor will be required to furnish a performance bond as security for the faithful performance of this contract. Such performance bond must be 110% of the contract bid.

The form of the bond is appended hereto.

The surety on the bond shall be a duly authorized corporate surety company licensed to do business in the State of Virginia.

22. **POWER OF ATTORNEY:** Attorneys-in-fact who sign bonds must file with each bond a certified and effectively dated copy of their power of attorney.
23. **INSURANCE:** The Vendor shall be required to carry, for the life of the contract with the County, Public Liability Insurance with a company licensed to do business in the Commonwealth of Virginia and in the amount and coverages specified below, in addition to any other contractual liability assumed by the Vendor, and shall deliver Certificate(s) of Insurance from carriers acceptable to the Vendor specifying such limits, with the County and the participating localities named as additional insured parties. The Insurer shall provide the County with thirty (30) days notice of its decision to cancel, change or fail to renew coverage. The County reserves the option to increase the required insurance amounts on an annual basis and for any renewal term, if the contract is renewed beyond the initial term.
 - a. Worker's Compensation and Employer's Liability Insurance- Virginia statutory minimums
 - b. General and Public Liability- \$5,000,000 aggregate, \$1,000,000 per person
 - c. Vehicle Liability Insurance- \$2,000,000 aggregate, \$1,000,000 per person
 - d. Environmental Impairment Liability Insurance- \$1,000,000

The Vendor shall provide insurance certificates showing compliance with the above requirements to the satisfaction of the County before the award of contract. Failure to comply with this requirement may be cause for termination of a resulting contract, in the sole discretion of the County.

All Insurance shall be provided by independent insurance underwriters authorized to do business in the Commonwealth of Virginia. Prior to the commencement of work, the Vendor shall furnish the County with Certificates of Insurance or other satisfactory evidence that such insurance has been produced and is in force naming the County as "Additional Insured Parties." Said policies shall not thereafter be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the County. To the extent permitted by law, the County reserves the right to require, at its sole discretion, that all or any part of required

insurance coverage(s) be provided by an independent insurance underwriter or through a plan of self-insurance.

24. **COMPLIANCE WITH LAWS AND REGULATIONS:** The vendor shall comply with all laws, ordinances, statutes and regulations pertaining to the collection, transportation, and disposal of refuse and shall obtain such permits, licenses or other authorizations as may be required.
25. **RESPONSIBILITIES OF VENDOR:** At vendor's own expense, the vendor shall:
 - a. Obtain all necessary licenses and permits.
 - b. Provide superintendency.
 - c. Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage or injury that occurs as a result of the vendor's fault or negligence.
26. **TERMINATION FOR DEFAULT:** The vendor's right to perform this contract may be terminated by the County in event services are not performed as called for in the contract. Thereafter, the County may have the service performed by others and the vendor shall be liable for all costs to the County in excess of the contract price for the remaining portion of the current contract period.
27. **TERMINATION FOR CONVENIENCE:** If the county elects to terminate this contract, written notice will be given at least thirty (30) days in advance of the effective date. The vendor will be paid for all approved services rendered through the date of termination. No consideration will be given for anticipated loss of revenue on the canceled portion of the contract.
28. **ASSIGNMENT:** The vendor shall not assign the contract to any other party without the written approval of the Northumberland County Board of Supervisors.
29. **INTERRUPTED SERVICE:** After an interruption caused by severe weather or other disaster the vendor must be prepared to complete the work without unnecessary delays.
30. **INSPECTION AND ACCEPTANCE:** The County's inspection and acceptance of the contractual compliance will be accomplished by the County Administrator or his designated representative.
31. **ADDITIONS/DELETION OF LOCATIONS:** Number of compactors and/or Locations may be added or deleted from any contract award hereunder at the discretion of the County. In the event that additional locations would be added during the term of this contract, the itemized costs provided by the vendor will be applicable to these locations.

Section 3. Proposal Requirements

The following items are to be addressed in a written proposal:

1. The proposal shall include all information necessary for the County to evaluate the suitability of the proposing firm to provide the solid waste and recycling services described herein.
2. The proposal must include the following organizational information:
 - Name of company (or other business entity) submitting proposal
 - Type of business entity (i.e. corporation or partnership)
 - Place of incorporation
 - Name, location and telephone number to contact regarding all matters pertaining to the proposal
 - If the proposer intends to subcontract any of the work set forth in this RFP, then the proposer shall include the subcontractor's name, address, telephone

number and the function that the subcontractor shall perform

3. The proposal shall demonstrate the experience, resources, and capabilities of the proposer to perform these services. In this regard, the proposal should contain a concise summary of the firm's or proposer's qualifications, organizational structure, past experiences, and names, addresses and telephone numbers of references. Proposer must possess five (5) years or more experience in actual operational experience in refuse collection and disposal.
4. Proposer must include an itemized list of the Vendor's equipment available for use on the contract.
5. Proposer/Vendor must provide a copy of the latest available financial statement.
6. Proposer/Vendor shall show evidence that they are in good standing under the laws of the State of Virginia, and, in the case of corporations organized under the laws of the any other state, evidence that the vendor is licensed to do business and in good standing under the laws of the State of Virginia or a sworn statement that it will take all necessary action to become so licensed if its proposal is accepted.

Section 4. Addenda and Explanations

Explanations desired by a prospective vendor shall be requested of the County in writing, and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be made available to each vendor. Every request for such explanation shall be made in writing addressed to the County Administrator. Any verbal statements regarding the same by any person prior to the award shall be unauthorized and not binding.

Addenda issued to vendors 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 five(5) working days of the date fixed for the submission and opening of bids 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 proposers (at the respective addresses furnished for such purposes), not later than five (5) days prior to the date fixed for the bid opening.

Section 5. Instruction for the Submission of Proposals

1. Expense for Preparing Proposals

The County is not responsible for any expenses incurred by the respondents to this RFP in preparing and submitting a proposal.

2. County's Right to Reject Proposals

Northumberland County has the sole right to reject any or all of the proposals it receives in response to this RFP.

3. Submitting Proposals

Proposals are to be submitted according to the information on the proposal cover form. It is the responsibility of the Offeror to assure that his/her proposal is delivered to the place

designated for receipt of proposals and prior to the time set for receipt of proposals. Proposals received after the time designated for receipt of proposals will not be considered or opened. In the event that the Northumberland County offices are closed due to inclement weather and/or emergency situations prior to or at the time set aside for the receipt of proposals, the receipt of proposals date will default to the next open business day at the same time

Section 5. Evaluation of Proposals

1. *Period allowed for County acceptance of proposal.* Any proposal resulting from this solicitation shall be valid for 90 days after the proposal submittal deadline. At the end of the 90-day period, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.
2. *Interview:* Prior to making an award pursuant to this solicitation, the County reserves the right to require Offeror to interview with a County review committee to determine whether Offeror is fully qualified to provide the goods and services as set forth herein. The interview is intended to show that Offeror is fully qualified, that Offeror's services will be provided in a completely satisfactory manner, and that Offeror is competent to meet or exceed the performance specifications. Failure by an Offeror to comply promptly with a request for interview may result in its proposal being rejected.
3. *Award:* The County will follow procedures for competitive negotiation as set forth in Virginia Code § 2.2-4302.2. Unless all proposals are canceled or rejected, the County will select for negotiation two or more Offerors that the County determines to be fully qualified and best suited among those submitting proposals on the basis of factors specified in this solicitation, including price. Negotiations may include modifications of the proposal price and of the specifications to be included. Price shall be considered, but need not be the sole or primary determining factor. The County shall initiate negotiations by written notice to the selected Offeror. The times, places, and manner of negotiating shall be agreed to by the County and the selected Offeror. Failure by an Offeror to comply promptly with a request to schedule negotiations may result in its proposal being rejected. After negotiations have been conducted with each Offeror so selected, the County will select the Offeror which, in its opinion, has made the best proposal and provides the best value, and will award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The County intends to award this RFP in aggregate to the vendor that is capable of providing the service to the County.

The County reserves the right to reject any and all proposals in whole or in part, to waive any informality, to negotiate the proposal price, and to modify the specifications prior to making an award.

4. *Announcement of Award:* Following the announcement of the decision to award a contract as a result of this solicitation, the County will publicly post such notice on the County website.

5. *Oral Presentation:* Offerors who submit a proposal in response to the solicitation may be required to give an oral presentation of their proposal to the County. This provides an opportunity for the Offeror to clarify and elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.
6. *Evaluation Criteria:* Proposals shall be evaluated by using the following criteria:
 - Responsiveness and completeness of the proposal
 - Experience with solid waste disposal and recycling services
 - Specific plan or methodology to be used to perform the services
 - Experience working with municipal governments and municipal projects
7. *Disqualification of Vendors:* 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 vendor and the rejection of its proposal:
 - Evidence of collusion among vendors.
 - Lack of competency as revealed by either financial statements, experience or equipment statements as submitted or other factors.
 - Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
 - Default on previous municipal or county contracts for failure to perform.
8. *Applicable laws and courts:* This solicitation and any resulting contract shall be governed in all respects by the law of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the court of appropriate jurisdiction in Northumberland County, Virginia. Offeror shall comply with all applicable federal, state and local laws, rules and regulations.
9. *Ethics in public contracting:* By submitting their proposal, Offeror certifies that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with the proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
10. *Debarment status:* By participating in this procurement, Offeror certifies that it is not currently debarred by the Commonwealth of Virginia or Northumberland County, Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Offeror further certifies that they are not debarred from filling any order or accepting any resulting order, or that it is not an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or County of Northumberland, Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.
11. *Investigation of qualifications of contractor:* Offeror agrees to cooperate with such reasonable investigation as the County deems proper and necessary to determine the ability of Offeror to satisfy the terms of any contract that may be awarded pursuant to

this Solicitation. Investigation may include inspection of Offeror's physical facilities prior to award to satisfy questions regarding Offeror's capabilities. Further, the County reserves the right to reject any proposal/bid if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to fulfill the obligations of the contract.

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID.

Pursuant to Virginia Code §2.2-4311.2, an Offeror/Bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission (“SCC”). Any Offeror/Bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Offeror/Bidder is not required to be so authorized. Any Offeror/Bidder described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by Northumberland County.

If this quote for goods or services is accepted by Northumberland, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Offeror/Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

B. _____ Offeror/Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor’s Identification Number issued to it by the SCC is _____.

C. _____ Offeror/Bidder does not have an Identification Number issued to it by the SCC and such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):_____.

Please attach additional sheets if you need to explain why such Offeror/Bidder is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Offeror/Bidder

Authorized Signature

Date

Print or Type Name and Title

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____

_____ (hereinafter call "Principal"), as Principal, and _____

_____, a corporation organized and existing under the laws of the State of Virginia and authorized to transact business in the State of Virginia (hereinafter called "Surety"), as Surety, are held firmly bound unto the County of Northumberland (hereinafter called "Obligee"), as Obligee, in the penal sum of _____

_____ Dollars (\$_____), good and lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, dated the _____ day of _____, 2022, for Convenience Center Trash Collection Service, which Contract is hereby referred to and made a part hereof as fully and to the same extent as if copies at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Principal shall faithfully perform the Contract on his/her part, free and clear of all liens arising out of claims for labor and materials entering into the performance of the contract and indemnify and save harmless the Obligee from all loss, cost or damage that he may suffer reason of the failure so to do, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that no suit, action or proceeding shall be had or maintained against Surety on this bond unless the same be brought or instituted within one (1) year after the date of completion or default by Principal. Written notice to Principal and Surety must be given within thirty (30) days after the occurrence of an alleged default or failure to perform.

Signed and sealed this __ day of _____, 2022.

(SEAL)

PRINCIPAL

By: _____

(SEAL)

SURETY

By: _____

ALL PROPOSALS MUST BE RECEIVED BY THE CLOSING DATE AND TIME TO BE CONSIDERED

CHECKLIST FOR PROPOSAL SUBMISSIONS

IMPORTANT:

The following items must be enclosed in a sealed envelope, clearly marked on the outside of the envelope “***RFP-22-101722: Solid Waste/Recycle***”. Proposals shall be mailed or hand delivered to: **Northumberland County; c/o Luttrell Tadlock; 72 Monument Pl./P.O. Box 129; Heathsville VA** in order for your proposal to be considered responsive:

- 1) Original and five (5) copies of the complete proposal, signed by an individual authorized to bind the organization. Including a pdf/digital copy of the signed document on a memory stick.
- 2) Signed “**GENERAL FORM AND PROPOSAL COVER SHEET FORM**”.
- 3) All items requested contained in Sections 1-3 of the solicitation.
- 4) A completed Proof of Authority to Transact Business in Virginia form, signed by an individual authorized to bind the organization.
- 5) Any and all Addendum acknowledgments signed by an individual authorized to bind the organization. It is the responsibility of the Offeror to be aware of any issued Addenda.
- 6) A completed Performance Bond form, signed by an individual authorized to bind the organization.

Northumberland County reserves the right to reject any and all bids/proposals and waive all informalities. In the event Northumberland County chooses to reject all bids/proposals, Northumberland County will re-advertise or make the purchase on the open market.

Northumberland County does not discriminate on the basis of handicapped status in admission or access to its programs and activities. Accommodations will be made for handicapped persons upon prior request.

If you have any questions regarding the above documents, please contact the individual(s) listed on the Certification Page of this document