



*Proposal for Residential Waste and Recycling Collection*

# Cabin Branch Forest Association

*To: Kesva Naidoo and Members of the Board*

*From: Cherie Parker, Republic Services*

*Date: August 22, 2017*

*This is the Property of Republic Services of Virginia,  
All information enclosed is Confidential & Proprietary Information of Republic Services*

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August 22, 2017

Re: Proposal for Residential Waste and Recycling Collection for  
***Cabin Branch Forest Association***

Dear Kesva and Members of the Board:

Thank you for allowing *Republic Services* to submit our proposal, transmitted herewith, for the residential waste and recycling collection serving *Cabin Branch Forest Association*. We are confident this proposal demonstrates our ability to provide the quality service and affordability you require.

Republic Services, Inc. is the largest residential recycling and waste management company and the second largest commercial recycling and waste management company in the United States. We have and continue to provide safe and reliable residential services to communities throughout Northern Virginia for nearly 40 years. Trusted by more residents than any other company, you can feel confident in choosing us for your recycling and trash removal services.

We greatly appreciate the opportunity to participate in your process and look forward to discussing our service plan with you personally. Please do not hesitate to contact me with any questions by telephone: 571-328-7558, or through [email: cparker2@republicservices.com](mailto:cparker2@republicservices.com).

Sincerely,

Cherie Parker  
Residential Sales Coordinator  
Republic Services

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# Proposal Summary

## Residential Monthly Services

- TRASH, serviced on Tuesday and Friday after 6:00 a.m.
- SINGLE STREAM RECYCLING, serviced on Friday after 6:00 a.m.
- YARD WASTE, serviced on Wednesday after 6:00 a.m.
- BULK ITEM(S), serviced on Friday after 6:00 a.m.

## Term of Agreement and Rates

### Thirty-Six (36) Month term –

77 Single Family Homes –

\$16.75/home - \$1,289.75 monthly/\$3,869.25 quarterly

### Sixty (60) Month term –

77 Single Family Homes –

\$15.50/home - \$1,193.50 monthly/\$3,580.50 quarterly

## Rate Adjustments

- Rates are guaranteed for 24 months.
- Annual price increase not to exceed 2%.
- Guarantees and increase caps exclude landfill disposal, governmental fees, taxes, and/or County regulation changes resulting in additional fees and/or tax, recycle processing fees and/ or decrease in commodity values.

## Term of Service

Agreement between Republic Services and CABIN BRANCH FOREST ASSOCIATION shall begin on January 1, 2018 and continue for 36/60 months. Republic Services shall be notified in writing of any failure to meet contractual obligation and given 15 days to comply. Upon failure to comply, CABIN BRANCH FOREST ASSOCIATION may exercise its right to terminate contract with a certified termination letter. Said letter must be received 60 days prior to termination.

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## Services Provided

### Solid Waste

Solid Waste collection will be provided to all homeowners ***two times*** per week. Republic Services will provide 96 gallon MSW containers all homeowners and service all trash properly secured in tied plastic bags, standard trash cans, or Republic Services wheeled carts placed at the curb. All waste items to be placed curbside by 6:00 a.m. on day of pick-up. Republic Services will replace waste containers that are worn by normal use only. We reserve the right to charge for the replacement of containers lost or worn/damaged due to abuse or neglect.

### Single Stream Recycling

Single Stream Recycling collection will be provided to all homeowners ***once*** per week. Recycling includes all items specified by the county mandates. Republic Services will provide a 65 gallon recycling container to the commercial unit and all individual homeowners. Newspapers, magazines, junk mail, flattened cardboard boxes, glass bottles, plastics #1-7, aluminum and metal cans will be serviced. Remove FLATTENED packing boxes and cartons placed in the designated recycling location by new residents. All recyclables are to be placed curbside by 7:00 a.m. on day of pick-up. Republic Services will replace waste containers that are worn by normal use only. We reserve the right to charge for the replacement of containers lost or worn/damaged due to abuse or neglect.

### Yard Waste

Republic Services will provide weekly removal of up to ten (10) individual bags, containers, or bundles. Brush may be limited to individual pieces or bundles of no greater than 50 pounds in weight, four feet in length, and no piece larger than six inches in diameter. Yard waste includes leaves, grass or brush in a separate container (reusable container or paper bag). Brush can be tied in a bundle that is four feet or less. Leaves, grass and brush are collected at the curb all year long. Yard waste does not include any materials arising from tree removal, land clearing, or development activities. Christmas tree collection will be provided to all homeowners during the month of January on the first 2 Wednesday's then with the regular trash for the remainder of the month. All trees must be free of ornaments and tinsel/garland. Trees over 8 feet in length will need to be cut in half.

### Bulk/Special Pick-up Items

Bulk/Special Pick-up Items up to 2 cubic yards (4'x4'x4') and under 50lbs will be serviced once per week. Furniture and other large, non-metal household items exceeding these specifications must be pre-scheduled prior to removal with additional billing to the homeowner. All items need to be placed curbside on scheduled day by 7:00 a.m. Residential and/or commercial construction trash/renovation debris will not be collected as household trash and also need to be prescheduled prior to removal with additional billing to the homeowner. Resident's will be required to email [HOA.NOVA@republicservcies.com](mailto:HOA.NOVA@republicservcies.com) or call the Customer Resource Center at 703-818-8222 to preschedule pick-up.

### Appliance & White Goods Removal

Ferrous metal/white good items/large motorized items, such as appliances, must be prescheduled prior to removal with additional billing to the homeowner. All appliances containing Freon must be certified FREONFREE prior to removal. Resident's will be required to email [HOA.NOVA@republicservcies.com](mailto:HOA.NOVA@republicservcies.com) or call the Customer Resource Center at 703-818-8222 to preschedule pick-up.

### Holiday Service

Republic Services provides trash and recycling service on all holidays that fall on a regularly scheduled pick-up day with the exception of Thanksgiving Day, Christmas Day and New Year's Day or other days that the designated disposal facilities are closed.

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## Services Provided (continued)

### Excluded Waste

Rocks, concrete, dirt, tires, soil, sod, tree stumps, paint, motor oil, combustibles, toxic or hazardous wastes, or any other material excluded from the disposal site, or any applicable state or federal law, as being hazardous or toxic. As well as flammable products, dead animals, fecal matter, manure, brick, landscaping timbers, friable asbestos, lead acid/ wet cell batteries, bio-hazardous material, needles, and other medical waste.

### Customer Resource Center

- Residents within the Association have access to our fully staffed bilingual Customer Resource Center, which is open Monday through Friday, 8:00 a.m. – 5:00 p.m., and Saturday, 8:00 a.m. – Noon, 703-818-8222.
- Residents can also make requests through our company website at: [www.RepublicServices.com](http://www.RepublicServices.com) or our local division at [HOA.NOVA@republicservices.com](mailto:HOA.NOVA@republicservices.com).

## Quality of Service

### Professionalism / Identification

Republic Service drivers shall demonstrate professionalism at all times. Drivers and helpers will be equipped with and required to wear Republic Services issued uniforms to include Personal Protective Equipment at all times. Republic Services truck will be maintained and washed regularly to ensure a clean appearance.

### Service Interruption / Excused Performance

Republic Services shall not be liable for, nor shall there be any adjustment in billing for, its failure to perform service with respect to any residence due to circumstances beyond its reasonable ability to control, including but not limited to roadways deemed impassable, parked vehicles, construction, riots, fires, floods, inclement weather, strikes and acts of God.

### Restoration of Property

- Damage - Any damage of CABIN BRANCH FOREST ASSOCIATION property reported to Republic Services will be accessed by our operations team and submitted to our general insurance for determination.
- Spillage of MSW or Recycling resulting from broken bags or equipment shall be cleaned up at the time of spillage.
- Spillage of hydraulic fluid, oil, and/or fuel shall be cleaned up at the time of spillage.
- All Republic Service Trucks carry appropriate “spill kits” to manage small spills. Larger spills will be handled by a separate team based on scale of spillage.

### Sub-Contracting / Assignability

Republic Services shall not sub-contract out services for primary recycle and trash pick-up unless otherwise authorized, in writing, by the CABIN BRANCH FOREST ASSOCIATION.

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## Quality of Service (continued)

### Insurance

- Republic Services shall carry all workman's compensation insurance required by the State of Virginia and shall furnish a Certificate of Insurance to CABIN BRANCH FOREST ASSOCIATION prior to any work performed under the contract.
- Republic Services shall carry, for itself and its sub-contractors, agents, and employees, liability and personal injury insurance with a reputable insurance company and shall furnish a Certificate of Insurance to CABIN BRANCH FOREST ASSOCIATION prior to any work performed under the contract.
- All insurance shall remain in effect during the entire term of the contract.

### Explanation of Services

Republic Services agrees to attend up to two board meetings to explain their services, answer any questions, and address concerns raised by the residents of CABIN BRANCH FOREST ASSOCIATION.

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## Project Team

### HOA Sales Manager

Carson Robinson

[crobinson2@republicservices.com](mailto:crobinson2@republicservices.com)

Mobile: 703-856-5589

Office: 571-328-7537

### HOA Inside Sales Representative

Cherie Parker

[cparker2@republicservices.com](mailto:cparker2@republicservices.com)

Office: 571-328-7558

### Cart/Bin Delivery

Joan O'Rourke

[jorourke@republicservices.com](mailto:jorourke@republicservices.com)

Office: 571-328-7580

### Customer Service Center

Office: 703-818-8222

Monday through Friday, 8:00 a.m. – 5:00 p.m.

Saturday, 8:00 a.m. – Noon

[www.RepublicServices.com](http://www.RepublicServices.com)

### Legal Entity

Republic Services of Virginia

4619 West Ox Road

Fairfax, VA 22030

Main: 703-818-8222

Fax: 571-328-7640

### Republic Services Signatory

Dan Dumas, General Manager

# CABIN BRANCH FOREST ASSOCIATION, INC.

P.O. Box 54. Sterling, VA 20167

## **RFP - Residential Trash Service**

The Cabin Branch Forest Association is requesting quotations for HOA provided neighborhood trash service. The Association is seeking to establish provider for the services listed below for a contract period of 3 to 5 years. Quarterly invoicing will be made to the Association for payment. We appreciate participation in this process.

### **Number of Homes: 77 Single Family Homes**

#### **Scope of Services :**

##### **Trash:**

• Trash to be picked up 2 days per week on           Tuesday           **and**           Friday          .  
Provider will supply (1) 95 gallon trash container for each home.

##### **Single-Stream Recycling:**

• Recycle to be picked up 1 day per week on           Friday          . Provider will supply (1) roller recycle container for each home.

##### **Yard Waste Removal:**

• Bagged and bundled yard waste to be picked up 1 day per week. Yard Waste is to be picked up on           Wednesday          .

##### **Bulk Items:**

Picked up one day per week on           Friday          .  
• This service includes any items less than 4 ft. in length and less than 50 lbs in weight.  
• Does not include white goods such as washers, dryers, refrigerators or air conditioners. These items will be picked up by appointment and charged directly to the individual home owner.

##### **Holidays:**

Provider observes the following holidays Thanksgiving, Christmas, New Year's Day, 4th of July and other days the designated disposal facility is closed. Should your day of service fall on a holiday your service will be the next **regularly scheduled pick up day**. Holiday tree removal will occur on the 1st two Wednesday's in January.

##### **Contract Start Date:**

We anticipate a contract start date of **1/1/2018**

##### **Payment Terms:**

The Association will be invoiced quarterly in advance beginning **1/1/2018 due within 15 days.**



**Service Rate-77 Single Family Homes**

**Residential service rate and term options:**

**3 Year Agreement:**

• \$           \$3,869.25           **net, due Quarterly.** Rate fixed for years 1 & 2, rate increase in year 3 based on Current CPI or   2   % whichever is Less / More (Circle one)

**5 year agreement:**

• \$           \$3,580.50           **net, due Quarterly.** Rate fixed for years 1, & 2, rate increase in years 3,4 &5 based on Current CPI or   2   % whichever is Less / More (Circle one) **\*\*Guarantees and increase caps exclude landfill disposal, governmental fees, taxes, and/or County regulation changes resulting in additional fees and/or tax, recycle processing fees and/ or decrease in commodity values.\*\***

Please respond with 30 days of receipt of this RFP to be considered as a viable supplier.

**Contract Acceptance valid through until December 1, 2017.**

**Submitted by**

**Date**

          Cherie Parker, Inside Sales Representative          

          08/21/17          

**Company**

          Republic Services of Virginia, LLC