

REQUEST FOR PROPOSALS

SOLICITATION ISSUE DATE: 27 April 2016
SOLICITATION NUMBER: RFP 16-007
SUBJECT: Residential Refuse And Recycling Collection Services

SEALED PROPOSALS ARE DUE NO LATER THAN

DATE: 13 May 2016
TIME: 1:00 pm Eastern Time
SUBMIT TO: Richard West
Director of Public Works
Town of Dumfries
17755 Main Street
Dumfries, Virginia 22026

MANDATORY PRE-PROPOSAL MEETING

DATE: 02 May 2016
TIME: 10:30 am Eastern Time
SUBMIT TO: Town Hall
Council Chamber
17755 Main Street
Dumfries, Virginia 22026

PLEASE DIRECT CONTRACTUAL QUESTIONS CONCERNING RFP TO:
Richard West, (703) 221-3400 or Email to rwest@dumfriesva.gov

Prepared by

Department of Public Works

SECTION I - INSTRUCTIONS TO PROPOSERS - SPECIAL PROVISIONS

1. Scope

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to establish a contract through competitive negotiation to provide residential refuse and recycling collection services.

The supplies and/or services shall strictly conform to the specifications set forth in the Solicitation and any amendments thereto. The prices shall be in force for the period of the contract.

2. Requesting Agency

The requesting agency for this solicitation is the Town of Dumfries Department of Public Works.

3. Contract Amount

The estimated annual value of the Contract is approximately \$225,000 based on recent historical values. The Contract Amount is not guaranteed, and is dependent on funding and the Town's needs.

4. Contract Period

The period of the Contract shall be for one (1) year and may be renewed for nine (9) additional one (1) year periods. The Contract period will commence on July 1, 2016.

5. Competition Intended

It is the Town's intent that this Request for Proposal (RFP) permits competition. It shall be the offeror's responsibility to advise the Contract Administrator in writing if any language, requirements, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in the RFP to a single source. Such notification must be received by the Contract Administrator or appointed designee not later than three (3) days prior to the Proposal due date.

6. Type of Contract

The Town intends to award a firm fixed price Contract in the form of the Town Standard Contract for Services.

7. Performance Bond

The Contractor shall provide the Town, upon full execution of this contract, and shall keep same in full force and effect during the term of the Contract, a performance bond, in a form acceptable to the Town Attorney, in the amount of One Hundred Per Cent (100%) of the total annual

contract price from a surety company duly authorized to do business in the Commonwealth of Virginia and conditioned on the faithful performance of this contract and the indemnification of the Town against all losses by reason of Contractor's negligence, willful misconduct, nonfulfillment or nonperformance of any of the provisions of the contract, or any and all claims and demands of any character whatsoever required to be indemnified and/or insured by the Contract.

8. Specific Proposal Preparation Instructions

All Proposals shall be as thorough and detailed as possible so that the Town may properly evaluate the capabilities of the Offeror to provide the required Services.

Offerors are required to submit the following items for a complete proposal:

- a. Name and address of company, including the local office that the Town would be dealing with directly. Please state type of organization (corporation, partnership, etc.).
- b. Descriptions, qualifications and experience of all organizational staff, drivers and handlers employed to perform the work described in the RFP. Offerors must clearly evidence their direct experience in the residential waste collection field.
- c. A comprehensive reference list of at least five (5) similar or related programs delivered by Offeror that evidences ability to provide solid waste and recycling collection service or services similar to the services outlined in this RFP including organization names, addresses, contact names, telephone numbers along with contract costs.
- d. A list of all vehicles and equipment to be used in delivery of service, including make, model, year, capacity, mileage and maintenance schedule. Offerors shall include letters from equipment suppliers confirming the availability of equipment and ability to honor delivery dates described in Contractor's proposal.
- e. Description of the scope of services to be provided including an approach and work plan for implementing the new contract, a proposed time frame and milestones for delivery, methods used to minimize misses and an illustrated description of bilingual public education programs using printed materials, presentations, video, social media and events.
- f. Summary of any items that the Offeror would anticipate modifying in the RFP specifications.

9. Offeror Certifications

- a. The Offeror shall certify, through its submission and signature on the proposals, that the following statements are true and not misleading:
 - i. That its Proposal is made without any kickbacks or inducements or any prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same Goods or Services, and is in all respects fair and without collusion or fraud.

- ii. That it is not currently debarred by the Federal Government, Commonwealth of Virginia or the Town from submitting a proposal for the Goods or Services that is the subject of this RFP, nor is the Offeror an agent of any person or entity that is currently so debarred.
- iii. That it has not offered or 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 or minimal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- iv. That to the best of its knowledge no Town official or employee having official responsibility for this RFP or member of his or her immediate family has received or will receive any financial benefit of more than Nominal Value or minimal value relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the proposal or as soon thereafter as it appears that such a benefit will be received.
- v. That it has submitted a single Proposal. For purposes of this provision, the term "Offeror" includes all departments and divisions of a Business and all its Affiliates.
- vi. That it is satisfied, from its own investigation of the conditions to be met, that it fully understands its obligations if the Town awards it a Contract, and that it will not have any claim or right to cancellation or relief from the Contract because of any misunderstanding or lack of information.

b. Duty to supplement:

If the Offeror becomes aware of any information which makes any part of the Offeror certifications no longer accurate or complete or reveals that any part of any previously submitted information is misleading, the Offeror will immediately bring that information to the attention of the Contract Administrator.

c. Penalty for false certification:

The Town may declare an Offeror to be non-Responsible if the Town discovers that the Offeror's certification contains any materially false statement. The Town may also void any resulting Contract or reduce the payment under the terms of the Contract by the value of the benefit or potential benefit conferred on a Town official or employee contrary to these terms.

10. Required Elements of Proposal Package

To be considered, a Proposal shall contain the completed Proposal Submission Form(s) and any other documents, samples, or information required by the terms of the RFP. Any Offeror which submits a proposal agrees that such proposal becomes the property of the Town and all costs incurred for its preparation are the responsibility of the Offeror.

- a. Required permits, bonds and licenses:
 - i. By submitting a Proposal, Offeror represents that it will have all necessary federal, state and local permits and all necessary licenses, including licenses to use intellectual or real property. The date that Offeror shall have the necessary licenses and permits is the date of performance unless otherwise required by law.
 - ii. If the “Bonds Required” box for performance and/or payment bonds are marked “Yes” on the cover sheet of this RFP, the Offeror represents that it is able to obtain Acceptable Surety for the required bond(s) within fourteen (14) days after notification of intent to award. If an Offeror fails to obtain an Acceptable Surety for the required performance or payment bonds within the allotted time, the Town may reject the Offeror’s proposal.
 - iii. The successful Offeror shall obtain a business license from the Town Treasurer upon award of a contract.
- b. The Offeror shall acknowledge receipt of addenda on the Proposal Submission Form.

11. Proposal Evaluation Criteria

Proposals will be evaluated by the Town using the following criteria:

	Maximum Points
a. Offeror has demonstrated innovative and effective methods for reducing solid waste and encouraging recycling through service design, outreach and education. Offeror has provided an outreach plan for the Customers of the Town of Dumfries	30
b. Offeror has demonstrated proven ability to adhere to EPA legislation and follow industry best practice by reducing impacts on carbon emissions in vehicles and equipment and diverting non-recyclable solid waste from traditional landfill sites to newer and cleaner technologies.	20
c. Offeror has demonstrated ability to work in collaboration with a jurisdiction to ensure that issues are resolved in a timely and efficient manner.	20
d. Price proposals for service delivery.	30

SECTION II - INSTRUCTIONS TO PROPOSERS - GENERAL PROVISIONS

1. Definitions

Capitalized terms that are defined in the Virginia Public Procurement Act (VPPA) or Town Policy have the same meanings in this Proposal as are given in that law or policy. Capitalized terms not defined in the VPPA or Town Policy but used in this Request for Proposal have the following meanings, unless the context clearly requires otherwise. Undefined terms have their common meanings appropriate to their context.

"Acceptable Surety", for any bond required under this RFP, shall be any of the following:

- a. Corporate surety bond in form acceptable to the Town Attorney; or
- b. Irrevocable letter of credit in form acceptable to the Town Attorney; or
- c. Certified check or cash escrow.

"Contract Administrator" shall mean the Director of Public Works or his designee.

"Contractor" shall mean the individual, company, firm, corporation, partnership or other entity to whom an award is made by the Town.

"Insurance" has the meaning given in Virginia Code § 38.2-100.

"Nominal Value" shall mean having a fair market value or potential fair market value of no more than five dollars (\$5.00). Something has potential value if it may produce value in the future. Examples of items with potential value include lottery tickets, stock in privately held companies, and business opportunities.

"Non-Professional Services" shall mean all Services, other than Professional Services, as identified in the VPPA.

"Offeror" shall mean any individual, company, firm, corporation, partnership or other entity submitting a proposal on solicitations issued by the Town and offering to enter into contracts with the Town.

"On Call" shall mean services that a Contractor makes available at an hourly rate when needed by the Town. No particular amount of work is guaranteed.

"Proof of Insurance" shall mean a copy of the relevant portions of the insurance declaration page, or its equivalent, showing continuing coverage at the required amounts.

"Proposal" shall mean the submission by an Offeror indicating its understanding of the work to be performed, how it plans to do the work, its pricing structure for doing the work (if permitted by VPPA), and any other information required by this RFP.

"Request for Proposal (RFP)" shall mean a request which is made to prospective offerors for their quotation on Goods, Services, Construction or Insurance desired by the Town. The

issuance of an RFP will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the procurement.

"Town" shall mean the Town Council of the Town of Dumfries, Virginia, the requesting agency or the Contract Administrator identified herein and authorized by the Virginia Public Purchasing Act or other law to enter into Contracts.

"Virginia Public Procurement Act (VPPA)" shall mean the Virginia Public Procurement Act, Virginia Code §§ 2.2-4300 et seq.

2. Order of Preference

Procurement by the Town is governed by the Town Purchasing Policy and the Virginia Public Procurement Act. If an inconsistency exists between the Specifications of this RFP, the General Provisions, Contract, or other included document, the inconsistency shall be resolved by giving precedence to the following documents in the following order:

- a. Virginia Public Procurement Act.
- b. Town of Dumfries Purchasing Policies.
- c. The Specifications of this Request for Proposal.
- d. The Contract.
- e. The General Provisions of this Request for Proposal.

3. Payment Basis

The Contractor shall be paid once monthly based on the per unit price. The units shall be based on the previous month's units and adjusted monthly. The Town shall determine the number of new units on a monthly basis and report the information to the Contractor by the tenth of each month for invoice preparation.

4. Communications About and Revision of Specifications; Responsibility of Offeror

- a. An Offeror may submit questions and comments regarding this Solicitation only to the Contract Administrator. To receive an answer, the Offeror shall submit all questions and comments no later than seven (7) days before the due date. The Contract Administrator may also issue clarifications or modifications of the terms of the Solicitation even if no Offeror requests it.
- b. Only the Contract Administrator may revise the terms of the Solicitation. If the Town revises the terms of the Solicitation, it will do so in the form of an addendum to the Request for Proposal posted on the Town website at www.dumfriesva.gov. Each offeror has the responsibility to insure it has any addenda that have been issued in connection with this RFP. The Offeror will not rely on any information provided orally, or from anyone other than the Contract Administrator.
- c. Each Offeror bears responsibility for thoroughly examining this RFP in its entirety. If an Offeror has any questions or comments regarding the proper meaning or intent of any aspect

of the RFP or finds discrepancies in the plans and/or specifications, then it shall submit all such questions and comments in writing to the Contract Administrator.

- d. By submitting an offer in response to this RFP, the Offeror represents that it has thoroughly examined this RFP and all its attachments and incorporated documents, and that it has submitted any and all questions and comments it may have regarding the meaning or interpretation of this RFP to the Town in the manner prescribed herein.

5. Proposal Submission

The Proposer shall submit to the Town one original and two copies of the bid prior to the bid due date and time.

At a minimum the following items shall be included in the Proposal Submittal:

- RFP Submission Form
- Proposer's Qualifications and References Form
- Pricing Schedule
- Signature on Proposal Submittal

All information required by the Solicitation shall be provided in order for the bid to be considered complete. Inadequate information may result in disqualification of the bid.

Any modifications not expressly provided for in the Solicitation may require rejection of the bid.

The proposal shall be signed and dated by an authorized person of the firm or corporation to bind the Proposer to a Contract with the Town. The Contract Administrator may require that any Proposer submit powers of attorney or other appropriate documentation showing the authority of the signatory to act on the Proposer's behalf. If it later appears that the signatory was not authorized to act, whether such proof of agency has been demanded or not, the Town may declare the Proposal void if it is in its best interest to do so. In addition, resulting Contracts shall be signed and dated by the Contractor and all other required parties.

Proposals shall be submitted in any sealed package that clearly identifies the Solicitation name and number, Proposer's name and address, and the proposal due date and time.

The proposal package shall clearly state "Proposal Package is not to be opened until the Proposal due date and time."

The Proposer assumes the risk that a Proposal not properly marked may be mistakenly opened, and thus may be rendered ineligible for consideration. The Contract Administrator or designated representative(s) shall not be responsible for the premature opening of a bid not properly identified as specified herein.

Proposals shall be submitted to the location and have the time stamped prior to the bid due date and time.

Proposals received after the prescribed due date and time shall not be considered for Contract award and shall be returned unopened to the Proposer.

If a prospective Proposer is unable to submit a bid in response to this Solicitation, the Proposer may submit a letter as to why the Proposer is unable or unwilling to submit a Proposal. The Town is interested in learning if there are any problems with the Solicitation process that may discourage responses.

Proposals shall be publicly opened, announced, and witnessed at the designated location on the due date and time fixed for the Proposal opening. Proposers are encouraged to attend Proposal openings and to offer constructive suggestions for improvements to the Solicitation process.

6. General Proposal Preparation Instructions

- a. All information requested shall be submitted. Failure to submit all information requested may result in the Town requiring prompt submission of missing information and/or giving a lowered evaluation of the Proposal. Proposals that are substantially incomplete or lack key information may be rejected by the Town. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Each copy of the Proposal shall be bound or contained in a single volume where practical. All documentation submitted with the proposal shall be contained in that single volume.
- d. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP shall be inserted at an appropriate place or be attached at the end of the Proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- e. Ownership of all data, materials and documentation originated and prepared for the Town pursuant to the RFP shall belong exclusively to the Town and be subjected to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to the public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitutes trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal. The Town is not responsible for any

expenses incurred by an Offeror in preparing and submitting a proposal.

7. Tax Exemption and Responsibility

The Town of Dumfries is exempt from the payment of any Federal excise or Virginia sales tax. However, when under established trade practice any such tax is included in Proposer's list price, the Proposer shall bid the list price and shall show separately the amount of tax as a flat sum that will not be paid by the Town.

SECTION III - FORMS

1. Insurance

The successful Bidder will be required to provide evidence of the minimum coverages described within the enclosed "Insurance Checklist". No contract shall be finalized and no work shall commence until the Town's insurance requirements are met.

Each Bidder shall comply with the Insurance Requirements set forth in the following numbered paragraphs, plus the coverages and limits indicated on the "Insurance Checklist" at the end of this section of the Solicitation. Technical proposals must note any desired exceptions to the coverage which may include the submission of proposed alternatives.

- a. The firm shall be responsible for its work and every part thereof, and for all materials, equipment, and property of any and all description used in connection therewith. The firm assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the contract, or in connection in any way whatsoever with the contracted work.
- b. The firm shall, during the continuance of all work under the contract provide and agree to maintain the following unless omitted from the attached "Insurance Checklist":
 - i. Workers' Compensation and Employers' Liability insurance under the Commonwealth of Virginia statutory requirements, to protect the firm from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.
 - ii. General Liability insurance in the amount prescribed by the Town, to protect the Contractor, its subcontractors, and the interest of the Town, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the Contract or in connection with the contracted work. The General Liability insurance shall also include the Broad Form General Liability endorsement, in addition to coverages for explosion, collapse, and underground hazards, where required. Completed Operations Liability coverage shall continue in force for one year after completion of work.
 - iii. Automobile liability insurance, including property damage, covering all owned, non-owned, borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work, will be insured under either a standard Automobile Liability policy, or a Commercial General Liability policy.

- c. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- d. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A:VI.
- e. The Contractor will provide an original, signed Certificate of Insurance, evidencing such insurance and such endorsements as prescribed herein, and shall have it filed with the Town Treasurer before a contract is executed and any work is started.
- f. The Contractor will secure and maintain all insurance policies of its subcontractors which shall be made available to the Town on demand.
- g. The Contractor will provide on demand, certified copies of all insurance coverage on behalf of the Contract within ten days of demand by the Town. These certified copies will be sent to the Town from the Contractor's insurance agent or representative.
- h. No change, cancellation, or non-renewal shall be made in any insurance coverage without a thirty day written notice to the Contract Administrator. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished to the Contract Administrator.
- i. Insurance coverage required in these specifications shall be in force throughout the Contract term. Should the Contractor fail to provide acceptable evidence of current insurance within five days of written notice at any time during the Contract term, the Town shall have the absolute right to terminate the Contract without any further obligation to the Contractor, and the Contractor shall be liable to the Town for the entire additional cost of procuring the incomplete portion of the Contract at time of termination.
- j. Compliance by the contractor and all subcontractors with the foregoing requirements as to carrying insurance shall not relieve the Contractor and all subcontractors of their liabilities and obligations under this heading or under any other section or provisions of the Contract.
- k. Contractual and other Liability insurance provided under the Contract shall not contain a supervision, inspection, or services exclusion that would preclude the Town from supervising and/or inspecting the project as to the end result. The Contractor shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the subcontractors and any person employed by the subcontractor.
- l. Nothing contained herein shall be construed as creating any contractual relationship between any subcontractor and the Town. The Contractor shall be as fully responsible to the Town for the acts and omissions of the subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

- m. Precaution shall be exercised at all times for the protection of persons (including employees) and property.
- n. The Contractor and all subcontractors and sub-subcontractors are to comply with the Occupational Safety and Health Act of 1970, Public Law 91-956, as it may apply to the Contract.
- o. If the Contractor does not meet the specifications of these insurance requirements, alternate insurance coverage, satisfactory to the Town, may be considered.
- p. The Town shall be named additional insured in the General Liability policies and stated so on the Certificate.

TOWN OF DUMFRIES, VIRGINIA

2. Insurance Checklist Form

Coverage types marked "X" must be provided by the Contractor upon Contract award.

Insurance Certificates must be submitted to the Town within ten days of contract award.

COVERAGE		REQUIRED	LIMITS (FIGURE DENOTES MINIMUM)
Yes	No		
___	___	X 1. Workers' Compensation and Employers' Liability;	1. Statutory Limits of the Commonwealth of VA:
___	___	X Admitted in Virginia	Yes
___	___	X Employers' Liability	Statutory
___	___	X All States Endorsement	Statutory
___	___	USL&H Endorsement	Statutory
___	___	Voluntary Compensation	Statutory
___	___	X 2. General Liability	2. \$1 Million Combined
___	___	Products	Single Limit Bodily
___	___	Completed Operations	Injury and Property
___	___	X Contractual Liability	Damage Each Occurrence
___	___	X Personal Injury	
___	___	X Independent Contractors	
___	___	XCU Prop. Damage Excl	
___	___	X 3. Automobile Liability	3. \$1 Million Combined
___	___	X Owned, Hired, & Non-Owned	Single Limit Bodily
___	___	Motor Carrier Act End.	Injury and Property
___	___		Damage Each Occurrence
___	___	4. Prof. Errors and Omissions	4. \$ Limit Each Occurrence
___	___	5. Garage Liability	
___	___	6. Garage Keepers' Legal Liability	
___	___	7. Fire Legal Liability	
___	___	8. Other Insurance:	
___	___	X 9. Town named as additional insured on General Liability Policies (This coverage is primary to all other coverages the Town may possess)	
___	___	X 10. 30 day cancellation notice required.	
___	___	X 11. Best's Guide Rating - A:VI or Better, or Equivalent	
___	___	X 12. The Certificate must state Contract Number and Title	
___	___	13. Umbrella Liability	

Signature/Title: _____

Date: _____

Yes, the business will comply with this requirement.

PROPOSER MUST COMPLETE AND RETURN THIS FORM WITH BID SUBMISSION

3. Proposal Submission Form

The Contract price shall be fixed at \$_____ per month per service unit (\$_____ per year) based on 1450 service units as reflected in the Offeror's rates below:

- a. Weekly cost per service unit for roll-out refuse containers \$_____
- b. Weekly cost per service unit for curbside recycling bins \$_____
- c. Weekly cost per service unit for Collection and Disposal of Residential Solid Waste and Recycling \$_____
- d. Lump sum price per week based on 1450 service units \$_____
- e. Lump sum price per year based on 1450 service units \$_____
- f. Cost per month per unit for each dollar (\$1.00) increase or decrease in disposal fees \$_____
- g. Cost per replacement trash Container \$_____
- h. Cost per replacement Recycling Container \$_____

4. Acknowledgment of Receipt of Addenda

I certify that I received and reviewed the following Addenda to this Proposal and have included their provisions in this Proposal:

Number	Date
_____	_____
_____	_____
_____	_____

5. Business Entity

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

- A. ___ Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Offeror's Identification Number issued to it by the SCC is _____.
- B. ___ Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Offeror's Identification Number issued to it by the SCC is _____.

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

_____.

6. Certifications

This RFP is subject to the provisions of §§ 2.2-3100 et seq. of the Virginia Code, the Virginia State and Local Government Conflict of Interests Act, and Sections 2.2-4300 et seq. of the Code, the Virginia Public Procurement Act (VPPA).

By my signature on this form, I certify on behalf of the Offeror that I am not aware of any information bearing on the existence of any potential conflicts of interest or violation of ethics in public contracting provisions of the VPPA, Virginia Code §§ 2.2-4367 through 2.2-4377.

I further certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same Goods, Services, Insurance or Construction, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the state and Federal law and can result in fines, prison sentences, and civil damage awards.

I further certify that the statements regarding debarment, ethics in public procurement, submission of a single proposal, understanding of the conditions, and data on convictions contained in provision “Offeror Certifications” of the RFP are true and not misleading as to the Offeror.

I hereby certify that the responses to the above representations, certifications, and other statements, including all attachments, are accurate and complete. If after I sign these forms I learn of any information which makes any of the above representations, certifications or other statements inaccurate or incomplete, or reveals that any part of my previously submitted information is misleading, I will immediately bring it to the attention of the Contract Administrator. I agree to abide by all conditions of this RFP and certify that I am authorized to sign for the Offeror.

Company Name (Please Print)	Telephone Number
-----------------------------	------------------

Address

Facsimile Number	E-Mail Address
------------------	----------------

Signature:	Date
------------	------

Name: (Please Print)	Title
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7. References

Offerors shall provide references on this form.

a. Firm _____
Contact _____
Title _____ E-mail _____
Address _____
Phone _____ Fax _____
Type of Services Provided: _____

b. Firm _____
Contact _____
Title _____ E-mail _____
Address _____
Phone _____ Fax _____
Type of Services Provided: _____

c. Firm _____
Contact _____
Title _____ E-mail _____
Address _____
Phone _____ Fax _____
Type of Services Provided: _____

SECTION IV - SCOPE OF WORK

1. Definitions

"Address" shall mean the legal address assigned to properties within the boundaries of the Town of Dumfries.

"Bulk Item" shall mean all types of household debris, electronic devices, television sets, computers, printers, refrigerators, washers, dryers, dishwashers, other appliances, couches, beds, and other trash. The scope excludes motor vehicles and hazardous waste and/or materials.

"Bundle" shall mean yard and garden trimmings securely tied together forming an easily handled package not exceeding four (4) feet in length and two (2) feet in diameter and fifty (50) pounds in weight.

"Complaints" shall mean issues which may arise between the Contractor, the Town and/or Customers concerning the implementation and acts noted within this scope.

"Construction Debris" shall mean waste building materials resulting from residential construction, remodeling, repair, or demolition operations.

"Containers" shall mean vessels used to hold recyclables and containers used to hold materials for disposal. All containers are the property of the Contractor.

"Customer" shall mean a resident of the Town who uses the services provided within this scope.

"Customer Service" shall mean the Contractor's responsibility to handle all customer issues arising from the services. The Contract Administrator only becomes involved if dispute arises between the Customer and Contractor.

"Dwelling, Single Family Detached" shall mean a detached dwelling designed for occupancy by one (1) family.

"Garbage" shall mean discarded food, animal or vegetable wastes resulting from the handling, preparation, cooling, serving or consumption of food, including food containers.

"Hazardous/Infectious/Toxic Waste Or Substance" shall mean waste designated as hazardous, infectious, or toxic by the applicable federal, state, or local laws and regulations.

"Holidays" shall mean days of the year designated by federal, state, or local officials. The Town of Dumfries observes the following holidays:

New Year's	January 1
Jackson-Lee	Friday preceding 3rd Monday of January
Martin Luther King, Jr.	3rd Monday of January
President's	Third Monday of February

Memorial	Last Monday in May
Independence	July 4
Labor	1st Monday in September
Columbus	2nd Monday in October
Veterans'	November 11
Thanksgiving	4th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas	December 25

In addition, the Town observes any other holiday declared by the Governor of the Commonwealth.

"Inclement Weather" shall mean weather related conditions causing delays through no fault of the Contractor.

"Municipal Locations" shall mean municipal government collection points.

"Processing Center" shall mean a facility licensed by the Commonwealth of Virginia for processing recyclable material.

"Numbering System" shall mean a system for tracking which Containers are provided for which property within the Town.

"Recyclable Materials (Recyclables)" shall mean newsprint, glass, phone books, magazines, mixed paper, aluminum and bi-metal cans, #1(PETE), #2 (HDPE) plastics, cardboard and other material as agreed upon between Town and Contractor.

"Recycling Collection Service" shall mean those recycling services to be performed by Contractor as set forth herein.

"Recycling Container" shall mean a container made of rigid plastic construction to be used by residents to set out their recyclable materials. Recycling containers will be provided by the Contractor and are the property of the Contractor.

"Refuse" shall mean discarded waste materials in a solid or semi-liquid state, consisting of garbage, rubbish, or a combination thereof.

"Residential Unit Or Service Unit" shall mean a dwelling, detached, attached, or mobile homes, for which Containers are provided.

"Rubbish" shall mean solid wastes consisting of combustible and non-combustible materials including yard and garden wastes.

"Townhouse" shall mean one (1) of a series of three (3) or more dwelling units separated from one another by common party walls without openings.

"Yard Waste" shall mean organic material that can be composted and used as fertilizer, consisting of dead plants, weeds, Christmas trees, tree or hedge trimmings, grass clippings and leaves; excludes dirt and tree limbs over four (4) inches in diameter or forty-eight (48) inches in length or 50 pounds in weight..

2. General

- a. The Contractor shall provide curbside collection and disposal services of residential refuse and yard waste within the corporate boundaries of the Town of Dumfries. Acceptable refuse shall include, but not be limited to, bulk items, i.e. appliances, HVAC units, furniture, electronics including televisions, computers, and printers, and residential construction debris (not to exceed one (1) cubic yard), according to Town Codes. Yard waste collection shall run year round and shall include Christmas tree collection in December - January. Contractor will provide residents a source for disposal of Freon from appliances.
- b. The Contractor shall provide curbside collection of recyclables. Contractor shall transport the collected recyclable materials, shall be responsible for the sale of such recyclables and shall retain ownership of same from curbside collection to drop off at an approved processing center. Recyclables shall include, but not be limited to, all colors of glass, all colors of type #1(PETE) and #2(HDPE) plastics, aluminum and other metal beverage and food containers, magazines, telephone books, newsprint and mixed paper, and cardboard cut to fit in a recycling bin. The Contractor shall provide refuse containers and recycling container in sizes specified to locations as designated or determined by the Town.
- c. The Contractor shall distribute fully assembled and functional refuse Containers and curbside recycling Containers to Service Units prior to beginning of the term of this contract. The number and size of the Containers and Recycling Containers to be distributed will be in accordance with the information to be provided by the Contract Administrator to the Contractor and the distribution shall be completed before **July 1, 2016**. Contractor is to affix property addresses to the front of Containers without covering the serial number on the Containers and the Recycling Containers through use of a numbered six (6) inch nameplate with four (4) inch numbers which is pop-riveted to the Containers.
- d. Containers shall have a nominal ANSI load rating of at least 300 pounds, nominal 96 gallons in capacity, must have a working hinged lid, and an empty weight of less than 50 pounds with 10 inch to 12 inch wheels.
- e. Recycling Containers shall be made of high density polyethylene or equivalent light weight strong material with a capacity of between 16 and 21 gallons with integrated handles.
- f. All residential units shall have curbside collection of yard waste. All yard waste shall be recycled at a site approved by the Town of Dumfries. The Contractor shall remove those Bulk Items with Freon. Bulk Items can be handled through a "Special Pick-up" arrangement where the Customer arranges for pick-up of these large items. The Contractor shall not be responsible for the collection or disposal of household hazardous waste.

- g. Contractor shall collect and recycle Christmas trees from December 26th through January 10th of each year.
- h. Contractor shall provide curb side collection of bulk waste (including items requiring special handling). Bulk Waste is considered any large item, including but not limited to a major household appliance, large rug, mattress, bed springs, furniture, washers, dryers, microwaves, bundled lumber no greater than 4 feet in length and weighing no more than 50 pounds, grills, and other household items that are too large to fit into suitable refuse containers and not otherwise prohibited by Town regulations from collection.
- i. Items requiring special handling.
 - i. Contractor shall provide curb side collection the following items that require special handling because they contain hazardous gases. Contractor shall be responsible for safely and legally removing hazardous gases and properly disposing of them.
 - a. Freezers
 - b. Humidifiers
 - c. Refrigerators
 - d. Dehumidifiers
 - e. Air Conditioners
 - f. Stoves
 - ii. Contractor shall provide curb side collection and recycling of electronic appliances, including, televisions, computers, electronics and automotive parts
 - iii. Contractor shall provide curb side collection and disposal of construction debris, limited to one cubic yard (3' x 3' x 3') per collection week. Construction debris shall be nonhazardous, uncontaminated material resulting from construction, remodeling or repair, including the following material:
 - a. Wood, including nonhazardous painted, treated, and coated wood and wood products
 - b. Wall coverings
 - c. Plaster
 - d. Drywall
 - e. Plumbing fixtures
 - f. Non-asbestos insulation
 - g. Roofing shingles and other roof coverings
 - h. Glass
 - i. Plastics that do not conceal waste
 - j. Piping
 - k. Metal materials incidental to any of the materials above

- j. If a container has been lost or damaged beyond repair through no fault of the Contractor, the Contractor shall deliver a replacement Container to such Customer within three (3) work days of notification by the Town or Customer, at the sole expense of the Customer. The Contractor must make the Customer aware of the cost to be incurred. A predetermined amount for cost for the types of Containers is to be negotiated through this contract. The replacement cost will not be incurred by the Town.
- k. The Contractor shall be responsible for repair and management of all Container(s) to include, but not be limited to, hinged lids, wheels and axles, and numbering nameplates. This shall be accomplished before the next scheduled pick-up date with proper notification by the Town or a Customer of the need of such repairs. The Contractor shall remove the Container for repairs and deliver a replacement Container to the Residential Unit, or make the needed repair(s) of said Container if such repair(s) can be accomplished and shall be at the expense of the Contractor. The Contractor shall supply the Contract Administrator with a semi-annual inspection schedule for all Containers to verify Containers are maintained in good working condition.

3. Collection Schedule

Collection shall be done on Wednesdays of each week unless Wednesday falls on a Holiday in which case another collection day shall be scheduled, in advance, and agreed upon by the Town of Dumfries at the commencement of this contract. Days of collection may be changed only with the written consent of the Town. Collection hours shall not begin prior to 7:00am and shall conclude by 5:00 pm. If Inclement Weather postpones the pickup schedule collection shall proceed the following day.

4. Payment Schedule

- a. Townhouse and Single Family Detached Dwellings

The Contractor shall be paid once monthly based on the unit price. The units shall be based on the previous month's units and adjusted monthly. The Public Works Department of the Town shall determine the total units within the Town on a monthly basis and report the information to the Contractor by the tenth of each month for invoice preparation. Contractor shall be paid within 30 days of receipt of an approved invoice.

- b. Dumpsters

Contractor shall supply the required size and number of dumpsters and/or Containers required at Town owned facilities. Dumpsters and/or Containers at all Town owned facilities shall be emptied one (1) time per week at No Charge.

5. Increased Regulatory Costs At The Landfill

The parties recognize that future changes in federal or state law may cause an increase in the cost of operating or maintaining the landfill during the life of the Contract. Such costs may include additional fees, taxes, tariffs or other regulatory costs that arise directly as a result of changes in state or federal law after the date of full execution of this Contract. Such costs may be added to the disposal portion of the monthly per unit price only if such costs can be clearly quantified and allocated. Additionally, all such increased costs must be specifically reviewed and approved by the Town of Dumfries. The Contractor shall provide the Town prior written notice of any potential increases at least forty-five (45) days prior to the effective date of such increase. If Contractor fails to provide said written notice, the Town will not be responsible for the asked increase.

6. Disposal Location

All refuse collected by the Contractor shall be disposed of at a site acceptable to the Town. The Town expressly reserves the right to choose the landfill disposal site for the Contractor. All recycling materials shall be disposed of at an approved Material Recovery Facility (MRF). The Contract price may be adjusted if any change in the disposal location causes additional expenses to the Contractor. Contractor must justify these increases in writing. Additionally, all such increased costs must be specifically reviewed and approved by the Town of Dumfries. The Contractor shall provide the Town prior written notice of any potential increases at least one hundred eighty (180) days prior to the effective date of such increase.

7. Inspection

All services to be performed under this Contract shall be subject to inspection and approval by the Contract Administrator or his designee. The Contractor shall routinely monitor its employee's performance for compliance with Contract requirements. The Contractor shall at all times enforce strict discipline and good order among their employees. The Contractor shall not employ any person not reasonably proficient in the work assigned.

8. Collection Procedures

- a. Handling of Containers: Rigid containers, including cans, recycling bins and plastic containers, shall be carefully handled by the Contractor and shall be thoroughly emptied and left back at the curbside, i.e. on Town easements or curbside, but not on the street, standing upright, either end up with the Container cover in near the Container in cases of detached lids. All Containers shall be returned to the curbside standing upright. Trash and debris dropped, or blown about by the wind, while emptying containers shall be picked up by Contractor's personnel.
- b. Damage to Property: The Contractor shall be responsible for any damage to private or public property caused by the negligence of the Contractor's employees during performance under this Contract. The Contractor shall replace or restore to its original condition any property

damaged by the Contractor at no cost to the Town. If the Contractor fails to repair, restore or replace such damaged property within three (3) days of receipt of notice from the Town, the Town shall deduct an amount equal to the cost of replacement, restoration or repair of the property from the next payment due to the Contractor. Such deductions, once made, will not be returned or reimbursed to the Contractor.

- c. Interruption of Service: The Contractor shall not interrupt the regular schedule and quality of service due to street repairs or closures. If the Contractor is unable to provide scheduled refuse collection service due to street closures or repairs, the Contractor will make arrangements to collect the refuse within twenty-four hours of the street reopening. In the case of heavy snow storms or other severe inclement weather which makes collection impossible or impracticable, the collection of refuse may be temporarily suspended only if authorized by the Contract Administrator or his designee. When refuse collection has been suspended due to inclement weather, the Contractor will coordinate with the Contract Administrator within **24 hours** to determine when any missed collection will be made up. The Town will pay for contract services when service is suspended as long as collection is made **within 48 hours**.
- d. Supervision: The Contractor shall provide fulltime field supervision by a qualified supervisor. The supervisor shall be available by radio, cellular phone or pager to respond to inquiries and complaints during normal working hours. The supervisor shall respond to inquiries or complaints within one hour of notification. The supervisor will be responsible for monitoring work performed by the Contractor on the routes assigned, ensuring full compliance with the provisions of this Contract and the Town Code.

9. Vehicles

Collection and disposal of residential refuse shall be made in enclosed, watertight packer-type collection vehicles. These vehicles shall be clean and properly identified. All collection vehicles shall be in compliance with any applicable federal, state, and municipal laws, codes and regulations. Recycling vehicles shall be the standard type used by the industry for collection of such materials, also clean and properly identified. The Contractor shall maintain and operate a sufficient number of clean and serviceable vehicles needed to perform the required collection service on each collection day. Sufficient spare collection vehicles and repair parts shall be maintained by the Contractor to replace any vehicles out of service. The Town shall have the right to inspect equipment and any business records (including equipment inheritance records) related to the performance of this Contract at all reasonable times and to require the Contractor to provide equipment conforming to the specifications of this Contract needed to perform the collection service. Each truck shall have a broom and dust pan for cleaning up road spills. All refuse collection vehicles shall be maintained in a clean and sanitary condition. All collection vehicles used in the servicing of this Contract shall be painted the same color. The Town shall have the option to perform a complete inspection of the general mechanical safety condition of all vehicles at reasonable times during the term of the Contract. All collection vehicles shall comply at all times with the inspection regulations of the Division of Motor Vehicles of the Commonwealth of Virginia.

10. Communications

The Contractor shall provide means of communications to vehicles of the Contractor's supervisory personnel, so as to provide communications between the Town and those of the Contractor: The Contractor shall provide a cell phone, radio, or equivalent equipment that provides direct contact with the route supervisors to the Town. The Contractor shall call the Town each day prior to the completion of that day's work to check any service calls or report any difficulties encountered on the route.

11. Collection Employee Behavior

All persons employed by the Contractor shall be competent, skilled and qualified in the performance of work to which they are assigned. The Contractor shall direct its employees to avoid loud and profane language at all times during performance of their duties. At no time shall there be any soliciting, requesting or accepting of gratuities of any type or amount from any source relating to their performance under the Contract. The Town reserves the unilateral right to require immediate removal from Contract participation any service employee of the Contractor who fails to meet these standards.

- a. Training: All employees involved in the performance of the Contract, including drivers and helpers, shall receive adequate training before their starting date of service under this Contract on the specific routes to which they will be assigned in order to learn the route layouts previously established and approved, and to eliminate delays and missed Containers when actual collection service begins. If collection of a route must be interrupted to transport a full load to the designated disposal site, each truck driver shall be instructed to recommend service at the proper point so as to ensure complete service of all accounts of the route.
- b. Uniforms: The Contractor shall furnish each person involved in the on-route performance of the Contract with a uniform, approved in advanced by the Town, identifying the person as an employee of the Contractor. The uniform need not be a complete set of clothing but shall be sufficient to insure easy identification. Employees of the Contractor shall wear such uniforms at all times while on duty.

- c. **Safety:** The Contractor shall comply with and ensure that the Contractor's personnel and subcontracted personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health including, by way-of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for General Industry. The Contractor shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and materials to safely accomplish the work specified to be performed by the Contractor and Subcontractor(s).
- d. **Qualified Work Force:** A fully qualified work force with a sufficient number of workers to perform all required services shall be maintained throughout the period of this Contract. These workers shall be thoroughly instructed by their supervisors prior to performing any work under the Contract as to required duties and standards of performance. All personnel shall receive close and continuing supervision and shall maintain a courteous and respectful attitude toward the public at all times.
- e. **All drivers of commercial vehicles:** shall possess an appropriate Commercial driver's license in accordance with state law, as well as comply with any other requirements specific to the vehicle being operated.

12. Failure to Perform

- a. **Missed Collections:** In the event that Containers or Dumpsters are missed during the collection of the route, the Contractor shall collect the refuse the same day (if the Contractor is notified by 2:00pm) or shall collect the refuse from the missed Containers by 5pm the following day for any misses notified after 2pm the previous day. Notification can consist of e-mail, facsimile, or by telephone. If the Contractor thus collects the Containers, after he is notified or received a complaint, such a "miss" will not be subject to the remedy described in subparagraph b. below. It is the Contractors responsibility to provide a system, approved by the Town, for reporting these failures by the Residential Units. If the Contract Administrator or their designee must field complaints with no resolution the Town may implement remedy per paragraph c. below.
- b. **Town May Perform if Contractor Fails:** If the Contractor fails to collect refuse/recycling/yard waste from the missed Containers or routes as specified in above, the Town shall charge Fifty (\$50) dollars per missed Container to the Contractor by deducting such costs from the Contractor's monthly payment.
- c. **If the Contractor fails to collect:** Containers on a repeated basis for two or more times per month, the Town shall assess fifty (\$50) dollars for each unit missed by deducting such costs from the Contractor's monthly payment.

13. Liquidated Damages

Collection points shall be left clean and free of spills or blown debris, trash and other refuse after refuse is collected by the Contractor. Care shall be taken in the loading and transportation of

refuse so that no refuse is scattered or spilled on private or public property. Any refuse so spilled shall be immediately picked up and removed by the Contractor. Each event of failure to pick up spilled refuse within 8 hours after notification will result in the assessment of fifty (\$50) dollars liquidated damages per occurrence. The Town shall deduct such costs from the Contractor's monthly payment.

14. Contract Cancellation

After three consecutive monthly deductions for failure to perform, the Town may terminate this Contract by sending written notice to the Contractor.

15. Contractor's Office/Administrator

The Contractor shall provide and maintain an office in the Washington Metropolitan area and shall notify the Town of its location. The Contractor shall have a local telephone or metro number to handle complaint calls, and provide the Town's Contract Administrator with a cell phone or equivalent method of communications for direct contact. The Contractor's office shall be staffed by the Contractor with competent and responsible persons and shall be open during regular working days between 8:00am and 4:30pm.

The Contractor shall designate an Administrator to receive all written notices and other communications as well as be responsible for all day to day administrative matters within seven (7) days of full execution of this Contract.

16. Records And Reports

Contractor shall maintain its books and records related to the performance of recycling and waste collection and transportation services under this Contract in accordance with the following minimum requirements:

- a. Contractor shall maintain any and all ledgers, books of accounts, invoices, vouchers and canceled checks, as well as all other records or documents evidencing or relating to charges for services, expenditures, or disbursements borne by the Town for minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Contractor.
- b. Contractor shall maintain all documents and records which demonstrate performance under this Contract for a minimum period of three (3) years, or for any longer period required by law, from the date of termination of completion of this Contract.
- c. Any records or documents required to be maintained pursuant to this Contract shall be made available for inspection or audit, at any time, during regular business hours, upon written request by the Contract Administrator or his designee at Contractor's address indicated for receipt of notices in this Contract.
- d. Contractor shall provide monthly project reports and a yearly contract term summary report

to the Town designated representative during the contract period, to be due within seven (7) working days and 30 working days, respectively, of the end of the previous month or twelve month period. At a minimum, each report shall include:

- i. Summaries of the tonnages or volumes of materials collected, by type
- ii. Summaries of the tonnages and buyers of all materials sold, by type
- iii. Outreach activities for the previous month
- iv. Route participation rates in terms of weekly set out counts by collection area and estimated program participation.
- v. A discussion of program progress and problems and measures taken to resolve problems and increase efficiency and household participation.
- vi. A discussion of public education activities and their impact on participation and recovered volumes.
- vii. Recommendations for program revisions.

17. Notice

Any notice, desired or necessary hereunder, shall be given in writing by both facsimile transmission and by certified mail, return receipt requested. Such notice shall be effective on the second business day following mailing. Notices to parties hereto shall be to the address stated below or such successor. Address as may be specified by notice hereunder. The addresses are as follows:

If to owner: Daniel Taber
Town Manager
17755 Main Street
Dumfries, Virginia 22026

Richard West
Director of Public Works
17755 Main Street
Dumfries, Virginia 22026

With copy to: Olaun Simmons, Esquire
Town Attorney
17755 Main Street
Dumfries, Virginia 22026

If to Contractor:

18. Performance Bond

The Contractor shall provide the Town, upon full execution of this Contract, and shall keep same in full force and effect during the term of the Contract, a performance bond, in the form acceptable to the Town Attorney, in the amount of **One Hundred Percent (100%)** of the total annual bid price from a financial institution duly authorized to do business in the Commonwealth of Virginia and conditioned on the faithful performance of this contract and the indemnification of the Town against all losses by reason of Contractor's negligence, willful misconduct, Non-performance of any of the provisions of the Contract, or any and all claims and demands of any character whatsoever required to be indemnified and/or insured by the Contract.

SECTION VI - OPTIONAL CONTRACT RENEWAL PERIODS

For the Contract Renewal Periods only, a percentage increase on all items may be allowed annually, 1) if so requested by the Contractor, and 2) if the percentage increase requested does not exceed the percentage increase difference between the **Contract Base-CPI Posting in** Click here to enter text. and the CPI Posting for Click here to enter text. for Renewal Period I, CPI Posting for Click here to enter text. for Renewal Period II, CPI Posting for Click here to enter text. for Renewal Period III. Price increases for all renewal periods will be adjusted from the Contract Base CPI Posting Click here to enter text.. See below example.

Any Contract price increases allowed for the Contract renewal periods, shall be effective on the first day of each Contract renewal period. For each contract renewal period, in accordance with the pricing structure described herein, in the event there is no percentage increase in the CPI or the CPI reflects a percentage decrease, then there will be no price adjustment allowed.

All price increases will be adjusted on the following:

Web Site – WWW.BLS.GOV
 U.S. Department of Labor, Bureau of Labor Statistics Data
 Consumer Price Index – All Urban Consumers (one screen data search) Area: Washington-Baltimore, DC-MD-VA-WV
 Item: Services
 Series Id: CUURA311SAS, CUUSA311SAS
Posted: December 2015 (166.884) Contract Base

EXAMPLE

To calculate the CPI percent change (the percentage increase allowed for contract renewals)

CPI for Current Renewal Period	Say if – May 2015 Posting is 174.701
Subtract CPI Contract Base Posting July 2013	166.884
Equals Index Point Change of	7.817
Divided by CPI Contract Base Posting July 2013	166.884
Equals	0.047
Result- Multiplied by 100	0.047 X 100
Equals CPI Percent Change of	4.700 (4.7 percent increase allowed for this