

Request for Proposal  
To Provide Drop-Off Program for Collection,  
Processing And Marketing of Household Recyclables



RFP No.: **0500**

Proposal Receipt Date: **April 10, 2025**

Proposal Receipt Time: **3:30 pm**

Jefferson Parish  
Department of Purchasing  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

(504) 364-2678

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**REQUEST FOR PROPOSAL  
FOR  
DROP-OFF PROGRAM FOR COLLECTION,  
PROCESSING AND MARKETING OF HOUSEHOLD RECYCLABLES**

### **1.1 Background**

Jefferson Parish is soliciting proposals to provide collection of household recyclable materials at the Parish-owned Eastbank and Westbank Trash Drop-off sites, available to residents of unincorporated Jefferson Parish and the town of Jean Lafitte. The program shall be administered by the Department of Environmental Affairs.

Jefferson Parish had provided *curbside* collection of household recyclable materials to residents and small businesses in unincorporated Jefferson Parish and the Town of Jean Lafitte (Consolidated Garbage District #1) since 1993. This service was included as part of the municipal garbage collection contract, and was paid for by all garbage service customers as a pass-through charge on their Parish utility (water) bill. The materials were brought to a Materials Recovery Facility (MRF) owned and operated by the company that held the municipal garbage collection contract at the time.

As of January 1, 2024, the separate curbside collection of recyclable materials is no longer part of the municipal garbage collection contract. In April, 2024 proposals were received in response to an RFP to provide a separate contract for curbside recycling with a pass-through charge on utility bills (in addition to the garbage fee), however, all proposals were rejected by the Parish Council. Subsequently, the Parish conducted a Pilot Program of *drop-off recycling* events held at two facilities, one located on the Eastbank and one on the Westbank, Saturdays from 8am - noon. In order to provide traffic control and assistance to users for proper sorting of materials, a JPSO detail, several Parish employees, and various volunteers were enlisted to assist the recycling contractors. The Eastbank site averaged 349 users per week, and the west bank site averaged 126 users per week. See Table A for quantity of materials collected.

### **1.2 Purpose**

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Code of Ordinances Section 2-895 et. seq. from bona fide, qualified Proposers who are interested in providing Scope of Work as defined in Part II hereof. By submitting a proposal, Proposer agrees to comply with all provisions of Louisiana law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish (hereinafter sometimes referred to as the "Parish") standard terms and conditions as adopted by Jefferson Parish Council Resolution.

### **1.3 Goals and Objectives**

The Parish is soliciting proposals for a two (2) year contract with the option of annual extensions, at the same terms and conditions, for up to three (3) additional years by mutual agreement. The goal is to obtain proposals from qualified companies who are interested in providing a permanent drop-off program for collection, processing and marketing of household recyclables and who will provide reliable service, professional customer service, and transparency and integrity in the processing and marketing of the materials.

The Parish will provide two locations for the drop-offs, one on the Eastbank at 700 David Dr., and one on the Westbank at 6440 Lapalco. Both are located in fenced areas adjacent to the trash drop-off sites that are currently in operation. Successful Proposer will provide all staff, containers, and transportation to facilities to process and market the materials for recycling.

Proposals shall be received on providing a full-service drop-off program for residents of Jefferson Parish and the Town of Jean Lafitte for a minimum of one (1) day each week, and operating for a minimum of four (4) hours per service day. Parish reserves the right to request a full-service program for more than one day per week at the minimum 4-hour service day. Additionally, innovative proposals will be accepted. Any innovative proposal must be in keeping with the goals and objectives of this RFP.

The objective is to achieve a contract with the successful Proposer which is most advantageous to residents in terms of price, quality of service, benefit to the Parish, and in accordance with the solid waste management goals of State of Louisiana.

#### **1.4 Proposer Minimum Requirements**

Proposal shall provide documentation of the history and background of Proposer, including evidence satisfactory to the Parish that the Proposer has been in existence as a business for a minimum of two (2) years, and has operating experience in collection, processing, and marketing of recyclable materials for a minimum of two (2) years.

Proposer shall include his qualifications and the qualifications of his subcontractors, including all haulers and materials processors, and shall demonstrate that he is capable of performing the requirements of the Contract. At a minimum, the Proposer's qualifications shall include the following:

- List of personnel and resumes of persons who will perform the administration of the contract, their title, and years of experience.
- Point of Contact including name, title, address and telephone number.
- Description of office personnel and customer service procedures.
- Detailed description of the strategy proposed to accomplish collection, including number of personnel and equipment required.
- Detailed description of the strategy proposed to process collected materials which may be performed by sub-contractors, including hauling, transfer stations, Materials Recovery Facilities (MRF's), and/or processing facilities that Proposer intends to use.
- Description of proposed final disposition/direct end markets for materials that are source separated.
- Proof the Proposer and all subcontractors have or can obtain all permits and licenses necessary to perform work under the contract.
- Demonstrated understanding of local needs and conditions.
- A description of the nature and value of work currently and previously conducted.
- A summary, analysis, and resolution of any work which resulted in litigation.

#### **References:**

Proposers must provide a minimum of three (3) references (governmental and/or private), for whom similar scope of services are either currently being provided or have been provided in the past two years. Contact person(s), addresses and telephone numbers for each reference shall be included.

The Proposer may use subcontractors in furtherance of the services. Louisiana Contractors Licenses, if required, **may not** be satisfied through the use of a subcontractor.

### 1.5 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
A. RFP posted online @ <a href="http://www.jeffparishbids.net">www.jeffparishbids.net</a>	2/26/25	3:30 pm
B. Pre-Proposal Conference (if required)	3/13/25	10:00 am
C. Deadline to receive written inquiries	3/21/25	3:30 pm
D. Proposal Receipt Date and Time	4/10/2025	3:30 pm
E. RFP Evaluation Committee Meeting		TBD

Proposers are encouraged to check the general information board in the General Government Building located at 200 Derbigny St., Gretna and the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson. Additionally, proposers may check for meeting information posted on the Jefferson Parish website, [www.jeffparish.gov](http://www.jeffparish.gov).

F. Council Selection via resolution To be scheduled

G. Contract Ratification via resolution To be scheduled

**NOTE: The Parish of Jefferson reserves the right to deviate from these dates.**

### 1.6 Proposal Submittal

All proposals in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events in order to be considered responsive.**

**Important – Clearly mark outside of electronic envelope, with the following information and format:**

- Proposal Name: **Drop-Off Program for Household Recycling**
- Proposal No. **0500**
- Proposal Receipt Date and Time: **April 10, 2025 3:30 PM**

**Proposals will only be received online through the Jefferson Parish e-Procurement site, Central Bidding.** Central Bidding can be accessed by visiting either [www.jeffparishbids.net](http://www.jeffparishbids.net) or [www.centralbidding.com](http://www.centralbidding.com). Registration is required and free for Jefferson Parish Proposers by accessing the following link: [www.centrauctionhouse.com/registration.php](http://www.centrauctionhouse.com/registration.php).

Proposer is solely responsible for the **timely submission** of its proposal. Late proposals will not be accepted.

Price Proposals and/or price schedules shall be submitted in a separate electronic sealed envelope as notated on the Central Bidding page as “**Pricing Attachments**”. Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Proposal Evaluation during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored in accordance with Section 1.31. Price Proposals shall be worth twenty-five percent (25%) of the total scoring points assigned.

RFP Evaluation Committee Meetings are open to the public.

## **1.7 Proposal Response Format**

Proposals submitted for consideration should follow the format and order of presentation described below:

### **1. Technical Proposals:**

- A. Cover Letter: Containing summary of proposer’s ability to perform the services described in the RFP and confirms that proposer is willing to perform those services and negotiate a contract with the Parish. The letter shall be signed by a person having authority to negotiate and to commit the proposer to a contract. If proposer is a sole-proprietorship, proposer must include a statement that the company is a sole-proprietorship signed by the owner.

If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal. A sample corporate resolution may be downloaded from the Purchasing Department webpage of the Jefferson Parish website.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished. Proposers are advised that except as otherwise provided by law, all documents submitted to the Parish under this RFP are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 et seq., and may be released when a public records request is made in accordance with the law.

- B. Table of Contents: Organized in the order cited in the format contained herein.

- C. Technical Proposal Elements:

1. The technical approach shall illustrate and describe compliance with the RFP requirements defined in the Scope of Work/Services (Part II) and Proposer Qualifications.
2. The technical approach shall include a detailed schedule of implementation for startup and full implementation. This schedule is to include implementation actions, time lines, responsible parties, etc.

3. Plans for necessary training, where applicable. Information demonstrating an affirmative statement shall be required that the Proposer has reviewed the Scope of Work, understands the nature thereof and is willing and capable of providing the services thereof.
4. The Proposer shall submit a comprehensive project approach which describes in detail how the Proposer will implement the various technical elements of the collection, processing, and marketing services that are covered under this Contract. The project approach should contain any advertising / informational /educational services to be provided, the plan of operations for collection, sorting, storage, hauling, processing, and marketing of the materials. The project approach shall also include the following:
  - a. Describe in detail the collection procedures and strategy proposed to accomplish the service, including what items will be accepted, what will be the standard for sorting (e.g., which materials go in which container / which items may be co-mingled)
  - b. Describe in detail what type and size containers will be utilized. Which containers will be self-serve or will require assistance from site operators.
  - c. Describe in detail how the materials will be collected and sorted on-site as to reduce the amount of contamination.
  - d. Detailed description of hauling procedures and equipment. Provide list of all sub-contractors to be employed to provide this service.
  - e. Description of the proposed material handling facilities including transfer stations, processing and storage facilities, and location of the facilities. Description should demonstrate that the materials are being processed in the most efficient manner available and that the facilities are capable of producing recyclable materials/products that meet market standards.
  - f. Detailed description of the plan for weighing and reporting quantities of materials recycled and quantity of residual trash/non-recyclable material collected.
  - g. Description of final disposition/end markets.
  - h. Information demonstrating the Proposer's understanding of the nature and scope of this project.
  - i. Innovative technical approaches to accomplish the program requirements.
5. Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the Parish to consider.

D. Proposer Qualifications and Experience: History and background of Proposer, including but not limited to status with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.



1. Proposers shall provide a detailed statement of related services to government entities or private entities which identifies customer satisfaction, demonstrated volume of merchants, etc. Proposer must provide a detailed description of customer service capabilities, including resumes of personnel assigned, total number of personnel and timeline of customer inquiries and complaints, as applicable.
  2. Proposer shall provide resumes for account manager(s), designated customer service representative(s) and any and all key personnel anticipated to be assigned to this project, in addition to resumes of any and all subcontractors.
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration. If innovative concepts result in additional charges please note that additional charges may apply, but **DO NOT LIST A PRICE IN YOUR TECHNICAL PROPOSAL**. Additional prices may be negotiated if the Parish wishes to opt in. If innovative concepts result in use of additional personnel, do include the information for those additional personnel, but note that these personnel are for use with optional innovative concepts.
- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. Financial Profile: Proposers are requested to submit documentation from the past two (2) years demonstrating proposer's financial stability. Documentation may include audited financial statements including balance sheets, income statements, documentation regarding retained earnings, assets, liabilities, etc. Proposer must include information demonstrating the proposer's financial stability and ability to obtain and maintain bonding and insurance requirements in order to be eligible to be assigned a higher score. Proposals which lack the description of the proposer's financial status or the required certification of bonding and insurance requirements may be assigned a lower score. **Such information should be included in the technical portion of the proposal submission and MUST NOT be included with the cost proposals and/or price schedules.**

## 2. Price Proposal:

- A. Proposer's fees and other costs shall be submitted on Attachment B **in a separate electronic envelope (named "Pricing Attachments")** with proposal submission.
- B. *DO NOT CHANGE THE POSITIONS OR METRICS LISTED ON THE PRICE PROPOSAL. Positions listed on the Price Proposal are required positions. Metrics used are estimated for evaluation purposes. If a proposer wishes to propose additional positions and prices please do so in the form of a resume and/or a separate rate sheet. If you include an additional rate sheet, include it in your price proposal and NOT in your technical proposal.*

*These additional positions/charges are not guaranteed and may be negotiated with the Selected Proposer if the Parish decides in its sole discretion that additional positions are necessary.*

*HOWEVER, only those rates and positions listed on the Price Proposal will be used for evaluation purposes. Additional positions are not guaranteed and are subject to the Parish's discretion.*

- C. All proposed pricing shall be inclusive of all additional costs and expenses, including shipment. Prices submitted shall remain firm for the term of the contract, unless otherwise negotiated.
- D. Price Proposals will remain sealed and shall not be read until the completion of the scoring of the Technical Proposal Evaluation during the RFP Evaluation Committee Meeting. Once read, the Price Proposals will be evaluated and scored in accordance with Section 1.31.
- E. In accordance with JPCO Section 2-895, the Price Proposal shall be worth twenty-five percent (25%) of the total scoring points assigned. The maximum price proposal points shall be calculated by multiplying the number of price proposal points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. Evaluation of Price Proposal shall take place after Technical Proposal Evaluation has been completed.

### **1.8 Number of Response Copies**

Each Proposer shall submit one (1) original **electronic** signed proposal. This proposal shall include two envelopes: 1. Technical proposal, and 2. Price Proposal. PDF files are preferred. Price Proposals ***shall not*** be included in the Technical Proposal of the proposal, doing so will result in your proposal being rejected and receiving no further consideration.

### **1.9 Legibility/Clarity**

Proposals submitted in response to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The proposal shall demonstrate an understanding of the requirements. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the Proposer's ability to meet the requirements of the RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

### **1.10 Pre-proposal Conference**

A pre-proposal conference will be held at **10:00 am on March 13, 2025. At the General Government Building, 200 Derbigny Street, Purchasing Department Suite 4400, Gretna, LA 70053.** Prospective Proposers may participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions thereto. Any Prospective Proposer intending to submit a proposal is encouraged to attend and should have at least one authorized representative attend the pre-proposal conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the pre-proposal conference, the only official answer or position of the Parish of Jefferson will be stated in writing in response to written questions in the form of addenda provided to all Prospective Proposers.

### 1.11 Written Inquiries

The Parish shall only consider written and timely communications from Prospective Proposers. No negotiations, decisions, or actions shall be binding as a result of any oral discussions with any Parish employee or Parish consultant.

Answers to questions that materially change or substantially clarify the RFP shall be addressed by addendum and provided to all Prospective Proposers.

### 1.12 Inquiry Periods

An initial inquiry period is hereby firmly set for all Prospective Proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. **Without exception, all questions MUST be in writing** (even if an answer has already been given to an oral question during the pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter. All official responses to inquiries will be communicated in the form of an addendum.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and Prospective Proposers to conduct their in-depth proposal review and submit initial inquiries in a timely manner.

A final 3-day inquiry period may be granted, if additional questions or requests for clarification are received as a result of an addendum. Questions relative to the addendum shall be submitted no later than 3:30 p.m., three (3) full business days from the date the addendum is posted. If necessary, another addendum will be issued to address any final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended clarified by any addendum issued as a result of the final inquiry period.

Said written inquiries submitted by the Prospective Proposer shall clearly cross-reference the relevant RFP section. The Parish shall only respond to those inquiries received by the established deadline. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all Prospective Proposers.

Inquiries in accordance with this section may be delivered by e-mail or **posted on the Central Bidding site**:

Purchasing Specialist III: **Shanna Folse**

Phone: **(504) 364-2680**

Email: **Shanna.Folse@jeffparish.gov**

### 1.13 Required Signed and Notarized Affidavits

**Affidavits must be completed, signed, properly notarized and submitted in its original format prior to contract approval in accordance with Section 2-895 of the Jefferson Parish Code of Ordinances.**

For the convenience of proposers, these affidavits have been combined into one form entitled, *Request for Proposal Affidavit*.

All Proposers who submit a proposal with Jefferson Parish or with any of its agencies, divisions or special districts must identify all subcontractors and persons, excluding full time employees of the Proposer, who would assist in providing services or materials under the proposal or who would share in any fees, commissions or other remuneration under the proposal. Substitutions or subsequent addition of subcontractor(s) or other persons to this RFP and any ensuing contract must be requested in writing and approved by Council Resolution. Said written request shall provide the detailed justification of the compelling need for such additional substitution.

#### **1.14 Proposal Guarantee**

**NOT REQUIRED FOR THIS RFP.**

#### **1.15 Performance Bond**

**NOT REQUIRED FOR THIS RFP.**

#### **1.16 Fidelity Bond Requirements**

**NOT REQUIRED FOR THIS RFP**

#### **1.17 Proposal Validity**

All proposals shall be irrevocable and considered valid from the receipt date for acceptance until such time a contract is executed.

#### **1.18 Revisions, Withdrawals, Protest Procedures**

Changes or revisions may be made to submitted proposals, prior to the Proposal Receipt Date and Time, through the Jefferson Parish e-Procurement System. All addenda and changes must cross-reference the relevant RFP section.

Proposer(s) request(s) for withdrawal of proposal(s) to this RFP must be submitted in writing and received prior to the Proposal Receipt Date and Time as set forth in Section 1.5, Schedule of Events.

Any Proposer that submitted a proposal in response to this Requests for Proposals may protest in writing to the Director of Purchasing within 48 hours of the evaluation committee meeting. The Purchasing Director will review the complaint in conjunction with the Parish Attorney's Office who will then respond as soon as possible in writing to the Proposer.

#### **1.19 Cost of Offer Preparation**

All proposals submitted in response to this RFP shall be at the sole cost and expense of the Proposer and shall not be subject to reimbursement by the Parish of Jefferson.

#### **1.20 Acceptance of Proposal Content**

Proposer's submission to this RFP shall be construed as an acceptance to be bound by the terms and conditions stated herein. Any action in contradiction of this acceptance may result in rejection by the Council.

## 1.21 Written or Oral Discussions/Presentations

The Parish may conduct written or oral discussions with Proposer(s) to clarify and/or enhance the Parish's understanding of submitted material. Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract. Conversely, the Parish may make awards based on initial offers. Neither negotiations nor changes to proposals will be allowed during these discussions.

## 1.22 Standard Terms and Conditions and Non-negotiable Contract Terms

- A. The standard general terms and conditions used by the Parish of Jefferson may be found in Resolution No. 136353. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, (504) 364-2626. A copy of the resolution may also be downloaded by viewing the Purchasing Department webpage of Jefferson Parish's website, <https://www.jeffparish.gov/466/Document-Library>.
- B. Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, including ethics statements, claims or controversies, and termination based on contingency of appropriation of funds.
- C. **Inspector General:** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

## 1.23 Taxes

Jefferson Parish is exempt from paying sales taxes under Louisiana State Revised Statute 47:301(8)(c). All prices for purchases of supplies and materials by Jefferson Parish shall be quoted exclusive of State and Parish taxes.

## 1.24 Selected Proposer's Responsibilities

The Selected Proposer shall be required to provide all items and services offered in their proposal. The Selected Proposer shall be the sole point of contact for all contractual matters, including payment of any and all charges resulting under the contract.

## **1.25 Sub-Contractor Requirements**

If the successful proposer intends to satisfy any of the Scope of Work through the use of a subcontractor, the proposer shall include the name of the subcontractor and specific designations of the tasks to be performed or Vendor Requirements to be met by respective subcontractor(s). Upon request of Parish, the information requested of the proposer under the terms of this RFP shall also be supplied for each subcontractor used to satisfy any of the Proposer Requirements and/or Scope of Work included in the proposal. Please note that Subcontractors cannot be used to satisfy the license requirements of this RFP. Unless specifically permitted in the contract with the Parish of Jefferson, the successful proposer(s) shall not contract with any other party for furnishing any of the work herein requested in the Scope of Work without the ratification by Jefferson Parish Council Resolution.

## **1.26 Insurance Requirements**

Selected Proposer shall furnish the Parish with certificates of insurance evidencing mandated coverage(s) pursuant to Resolution No. 136353, as amended, and Attachment "A". A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, <https://www.jeffparish.gov/466/Document-Library>

## **1.27 Subcontractor Insurance**

The Selected Proposer shall include all subcontractors as named insured under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be in conformity with Resolution No. 136353, as amended. A copy of Resolution No. 136353 may be downloaded from the Purchasing Department webpage on the Jefferson Parish website, <https://www.jeffparish.gov/466/Document-Library>.

## **1.28 No Guarantee of Quantities**

The Parish of Jefferson does not guaranty quantity or services required in the Scope of Work defined in Part II. The successful Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities of items or extent of Scope of Work are estimated values. In the event a greater or lesser quantity is required, the Parish reserves the right to increase or decrease said values in accordance with the Price Proposal.

## **1.29 Contract Negotiations**

The Parish administration shall negotiate the details of service delivery, the terms of the contract, and the contract price most advantageous to the Parish with the Proposer(s) selected by the Jefferson Parish Council (sometimes referred to throughout this document as the "Council") and submit the contract, in final form, to the Council for award. Contract negotiations are limited by Section 1.22(B) Non-negotiable Contract Terms in this RFP. In the event a contract cannot be successfully negotiated, the RFP Evaluation Committee shall seek authorization from the Council to negotiate a contract with another Proposer under this RFP.



### 1.30 Cancellation of RFP or Rejection of Proposals

In accordance with Section 2-895 of the Parish of Jefferson Code of Ordinances, the Parish through its Council may reject any or all proposals received in response to this RFP, or cancel this RFP prior to proposal Receipt Date and Time if in the best interest of the Parish.

### 1.31 Evaluation and Selection

In conformity with Section 2-895 of the Jefferson Parish Code of Ordinances, all proposals will be evaluated by the RFP Evaluation Committee. Before beginning the evaluation process, the Evaluation Committee must review the RFP concerning not only the task of description, but also the qualifications and the evaluation criteria. The Evaluation Committee shall be comprised of representative from the requesting department (Environmental Affairs), a representative from the Public Works Director's office, a representative from the Council Research and Budget Office, a representative from the Purchasing Department, a representative from the Finance Department and a representative from the Parish Attorney's Office, who will be a non-evaluating member and shall act as secretary of the Evaluation Committee, and is solely responsible for disseminating all information received during the review process. Also, if deemed necessary and duly authorized by Council Resolution, additional employees of Jefferson Parish may be appointed as members of the RFP Evaluation Committee. The maximum Technical Proposal points shall be calculated by multiplying the number of Technical Proposal points assigned to the technical criterion multiplied by the number of evaluators scoring the proposal. After completion and tallying of the Technical Proposal Evaluation scores, each RFP Evaluation Committee member shall sign and date his/her individual score sheet. After the secretary of the Evaluation Committee collects all individual technical score sheets, the Purchasing Department representative and the representative of the requesting department(s) shall tally the individual scores to obtain a total Technical Proposal evaluation score for each Proposer. Following the tabulation of Technical Proposal scores, the Purchasing Department representative shall open the sealed Price Proposals, and shall read the pertinent portions of those Price Proposals aloud. To the extent necessary, the Evaluation Committee may further review and analyze the Price Proposals and/or request and receive clarification of the pricing information provided by the Proposers for submission to the Council. After discussion of all Price Proposals, the Finance Department representative shall calculate the price proposal evaluation portion of the scoring sheet, using the Price Proposals submitted by Proposers and the formula below. The Price Proposal evaluation shall constitute twenty-five percent (25%) of the total scoring points assigned. The maximum Price Proposal points shall be calculated by multiplying the number of cost points assigned to price in the evaluation criterion multiplied by the number of evaluators scoring the proposal. The Proposer with the lowest price shall receive the highest Price Proposal evaluation score.

Other Proposers will receive a cost evaluation score computed as follows:

$$CS = (LPC/PC \times X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted

PC = Proposer's cost

X = Maximum combined cost points available.

After the Finance Department representative completes the cost evaluation scores, the Purchasing Department representative and the requesting department representative shall each add the cost evaluation scores for each Proposer to the tabulated technical scores of each Proposer, totaling the final number of points assigned to each Proposer.

The tabulated score sheet shall be signed and dated by the Purchasing Department representative, the Finance Department representative and the requesting department representative. The secretary of the Evaluation Committee shall collect all individual and tabulated score sheets and deliver them to the Council Clerk. The Evaluation Committee shall prepare and forward to the Council a memorandum identifying the qualified Proposers and explaining their rationale. Attached to the memorandum shall be copies of the Price Proposals received in accordance with the RFP, along with any analysis or clarification completed regarding those Price Proposals. A list of names of the responsive and responsible Proposers shall be submitted to the Council along with a list of the non-responsive and non-responsible Proposers. Responsibility of a Proposer shall be determined in accordance with competitive sealed bids in the Revised Statutes of the State of Louisiana. Responsiveness shall be determined considering the materials that the Proposer has submitted and the core requirements of the RFP. Proposers are invited to attend the Evaluation Committee Meeting(s) and are encouraged to check the Jefferson Parish website, [www.jeffparish.gov](http://www.jeffparish.gov), for meeting details.

Upon completion of its analysis, the Council may either (i) adopt the resolution selecting the Proposer(s) to supply the non-standard item(s) or perform the statement of work or scope of services; or (ii) reject all proposals. The Council shall select the proposal which received the highest cumulative score from the Evaluation Committee; except that the Council may select a Proposer or multiple Proposers other than the highest-ranked Proposer provided that Proposer selected has been given a cumulative score by the committee that received a total maximum score of at least eighty percent (80%). There are times when selection of multiple Proposers to provide the same services in in the best interest of the Parish. If multiple Proposers are selected, the Parish administration is to negotiate favorable contract terms which are to include identical pricing for all Selected Proposers.

Award of the contract may be made without discussions after proposals are received and evaluated. Proposals should, therefore, be submitted on the most favorable terms which the Proposer can submit, from a technical standpoint; and from a price standpoint. If the Evaluation Committee determines that discussions are necessary, written submissions or oral discussions/presentations may be required from all Proposers.

### **1.32 Indemnification**

Selected Proposer shall agree to indemnify and hold harmless the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by Selected Proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by Selected Proposer under this RFP.

Further, Selected Proposer shall agree to indemnify the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney's fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to the services required to be performed by Selected Proposer under this RFP. Selected Proposer additionally shall agree to pay all reasonable expenses and attorney's fees incurred by the Parish of Jefferson, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions stated herein.



### 1.33 Payment for Services

The Selected Proposer shall address and send the invoice to the **Department of Environmental Affairs** pursuant to the payment terms negotiated in the contract. Payments will be made by the **Department of Environmental Affairs** no earlier than thirty (30) days after receipt of a properly executed invoice, and approval by the **Department of Environmental Affairs**. Invoices shall include the contract and order number, using department and product or service purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

With each invoice submitted, the Selected Proposer holding said non-bid contract shall acknowledge that no subcontractors or other persons have been added to the contract without prior Council approval by resolution. Failure to comply with this section shall result in penalties imposed upon the Selected Proposer under contract as set forth in section 2-935.1 of the Code of Ordinances for professional service providers.

The initial service fees payable to the selected proposer may be adjusted annually upward or downward to reflect changes in the cost of doing business, as measured by the fluctuation in the CPI using the previous year's published All Urban Consumers All Item Index (CPI-U) U.S. City Average published by the U.S. Department of Labor, Bureau of Labor Statistics annually on January 1<sup>st</sup>. For each adjustment, the service fees shall be increased or decreased by a percentage amount equal to the net percentage change in the CPI-U or five (5) percent per annum, whichever is less.

### 1.34 Termination

The Proposer affirmatively acknowledges and agrees that the terms of any ensuing contract shall be binding upon the parties thereto until the work has been completed and accepted by the Parish; but said contract may be terminated under any or all of the following conditions:

- A. By mutual agreement and consent of the parties thereto.
- B. By the Parish as a consequence of the failure of Selected Proposer(s) to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of Selected Proposer(s) provided the Parish will give Selected Proposer(s) written notice of any such failure and ten (10) days (or more if authorized in writing by the Parish) to cure any such failure.
- C. By either party upon failure of the other party to fulfill its obligation as set forth in the contract.
- D. By the Parish for convenience by issuing Selected Proposer(s) thirty (30) days written notice.
- E. By the Parish for any act of discrimination committed by the Proposer, or failure to comply with the statutory obligations, when applicable, of Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

- F. By PARISH, in accordance with its Appropriation Dependency. The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

### **1.35 Assignment**

The Proposer affirmatively acknowledges and agrees that any ensuing contract shall be binding upon the successors and assigns for the parties thereto. The ensuing contract being for the personal services of the Selected Proposer(s) shall not be assigned or subcontracted in whole or in part by said Selected Proposer(s) as to the services to be performed hereunder without the written consent of the Parish by Council Resolution, in the Parish's sole discretion.

### **1.36 EEOC and ADA Compliance**

The Proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990. The Proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect their employees or prospective employees.

Any act of discrimination committed by the Proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of the contract.

### **1.37 Audit of Records**

- A. Proposer(s) affirmatively acknowledges and agrees that pursuant to any ensuing contract, Selected Proposer shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles (GAAP) in a form and method acceptable to the Parish. Selected Proposer(s) shall permit Parish and Parish's agents from time-to-time within forty-eight (48) hours written notice, to inspect, copy and audit during Selected Proposer(s) normal business office hours, the books and records pertaining to the services provided under the contract. Parish's right to audit, inspect, and make copies of Selected Proposer's records shall be at the sole expense of Parish.
- B. Periodic and/or Annual Reports. At any time, the Parish may request that the Selected Proposer(s) with the minimum of thirty (30) days written notice, prepare and/or produce a report of the results of operations, as it pertains to any ensuing contract, in the previous fiscal year prepared in accordance with generally accepted accounting principles (GAAP). The report must be prepared and certified by an independent certified public accounting firm. (For purposes of said contract, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

### **1.38 Record Retention**

The Selected Proposer shall maintain all records in relation to the proposed contract at its location for a period of at least five (5) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

### **1.39 Record Ownership**

The Proposer acknowledges and agrees that all records, reports, documents, or other material(s) developed or resulting from this RFP shall be the sole property of the Parish of Jefferson, and shall be returned to the Parish by Proposer upon request at expiration or earlier termination of a contract.

### **1.40 Content of Contract/Order of Precedence**

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; and, 2) the Request for Proposal (RFP) and addenda (if any); and, 3) Resolution No. 136353; and, 4) the Proposer's proposal and any amendments thereto.

### **1.41 Contract Changes**

Upon negotiation of a bona-fide contract between the parties, no additional changes, amendments, or modifications may be completed without the prior ratification of the Council.

### **1.42 Substitution of Personnel**

Substitution of personnel shall be approved by the Council, prior to any replacements. In addition to the foregoing, if during the term of the contract, the Selected Proposer cannot provide the personnel or subcontractor as stated in its proposal, Selected Proposer shall submit a written request for substitution supported by resume of qualifications and written certification that said substitution shall meet or exceed the requirements stated herein. Said substitution shall be at the Parish's sole discretion.

### **1.43 Force Majeure**

The Selected Proposer or Parish of Jefferson shall be exempted from performance under the terms and conditions of the negotiated contract if the Selected Proposer or Parish is prevented from performing any services in whole or in part as a result of any act of God, strike, war, civil disturbance, or court order; provided the Selected Proposer or Parish of Jefferson has prudently and promptly acted to undertake any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as cause or grounds for early termination of the contract.

### **1.44 Governing Law**

All activities associated with this RFP process shall be interpreted under the laws of the State of Louisiana. All proposal submissions shall be governed in accordance with provisions of Louisiana State laws and Jefferson Parish Code of Ordinances; standard terms and conditions; Resolution No. 136353.

## **1.45 Claims or Controversies**

Proposer, as evidenced by his/her signature, agrees that the ensuing contract shall be made in accordance with the laws of the State of Louisiana. The Proposer hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

## **PART II – SCOPE OF WORK/SERVICES**

### **2.0 Scope of Work/Services**

#### **2.1.1 Collection**

Services include providing a full-service drop-off recycling program for residents of Jefferson Parish and the Town of Jean Lafitte for a minimum of one (1) day each week, and operating for a minimum of four (4) hours per service day. Parish reserves the right to request a full-service program for more than one (1) day each week and operating for a minimum of four (4) hours per service day. The Parish will provide two locations for the drop-offs, one on the Eastbank at 400 David Dr., and one on the Westbank at 6440 Lapalco, within fenced areas located adjacent to the trash drop-off sites that are currently in operation. Users must provide a valid LA driver's license or a current Jefferson Parish utility bill having the address of where the materials are being brought from.

Recyclable materials to be collected shall be designated by the successful proposer, as markets dictate, and may include but is not limited to the following:

- Mixed Paper
- Corrugated cardboard
- Plastic containers #1 clear
- Plastic containers #2 clear
- Colored plastic bottles and jugs
- Aluminum cans
- Mixed metal food containers and lids
- Glass bottles and jars

This list may be expanded or modified at any time during the contract period. Jefferson Parish encourages the addition of products as markets develop. Proposers are encouraged to collect as many commodities as possible.

Successful Proposer shall provide all staff, all containers, and all hauling/transportation to facilities to process and market materials for recycling. All containers for recyclable materials must be maintained in a safe and acceptable condition.

Recycling drop-off site shall be adequately staffed and maintain a safety plan at all times during hours of operation when accepting materials from residents.

Successful Proposer shall be responsible for all activities occurring within the site during operating hours, including assisting residents with proper sorting and proper placement of materials into containers.

The successful proposer shall provide all labor, containers, covers, apparatus, appliances, tools, and equipment as required for materials handling and storage prior to hauling. The design and placement of all materials, equipment, and signage utilized at the site must meet final approval by the Parish.

Successful Proposer shall be responsible for managing all waste generated on the site and maintain the sites litter-free. All materials must be containerized. No debris, trash or recyclables shall be stored on the ground. No liquids shall be allowed to enter the site, nothing shall be allowed to enter the storm drainage system.

The Parish will provide two standard 96-gallon tipper carts for trash. Only trash generated on-site may be disposed of at the adjacent trash drop-off site.

### **2.1.2 Hauling and Processing**

The Successful Proposer shall obtain appropriate trucks and equipment and any local and State commercial solid waste collection and hauling permits and licenses necessary to perform the service. All transportation related to the contract shall be performed by licensed and insured operators and meet all vehicle requirements established by the Louisiana Department of Environmental Quality (LDEQ) and the Louisiana Department of Transportation and Development (LDOTD).

The Successful Proposer shall transport the collected recyclable materials to a Materials Recovery Facility (MRF) for processing which shall be operated by, or under contract with, the Proposer. The Proposer or its designated contract processor shall supply all facilities, equipment, labor, and other resources at the MRF necessary for the proper storage, processing, marketing, and shipment of the collected recyclable materials. The MRF must at all times meet all requirements of federal, state and local regulations.

The Successful Proposer shall submit a finalized Hauling Plan, Processing Facility Plan and Processing Operations Plan to the Parish (preliminary plans should be included in the proposal per this RFP). If the contract is awarded to a company that uses a third-party MRF for processing, the successful proposer shall submit a copy of the contract with the third-party MRF outlining the qualifications and responsibilities of the operator of the MRF.

The Successful Proposer shall update and maintain the information and submissions such that they reflect current conditions at all times during the Term of Contract. The Successful Proposer shall provide pre-scheduled, guided tours of the MRF at the request of the Parish.

### **2.1.3 Office, Customer Service, Public Education**

The Successful Proposer shall maintain an office in the New Orleans Metro Area during the Contract Term, and shall designate such office as the place to which all notices, directions, orders, requests and complaints shall be mailed, served, or delivered under the Contract. The Parish shall be notified of the location of such office or any changes thereof. The Successful Proposer shall respond to all requests from the Parish made by email, text, or phone within 24hrs.

The Successful Proposer shall provide a toll-free phone number that Customers can call to request information or register complaints. The Successful Proposer shall maintain a webpage to inform the public on the details of the program and provide information to residents on collection standards and accepted materials. The webpage shall also provide means to accept complaints and respond to questions.

In coordination with the Department of Environmental Affairs and the Parish Public Information Office, the Successful Proposer shall provide services associated with public education and outreach. The Successful Proposer shall provide annual (at a minimum) public education and outreach approaches to inform residents of materials eligible for collection, standards for sorting and regular updated information in regard to the program. All educational materials must meet final approval by the Parish.

#### **2.1.4 Record Keeping and Reporting**

The Successful Proposer shall create, maintain, and make available to the Parish the following records on a monthly basis: a) amount (tonnages) of recyclable materials collected and delivered to MRF(s); b) amount of materials hauled directly to final disposition/end markets; c) Individual types of recyclable materials marketed/sold/delivered to a third party; d) location(s) where recyclable materials collected under this contract were delivered; e) amount of non-marketable recyclable material and residue/trash/contamination disposed of; f) such other documents and reports as the Parish may reasonably require to verify compliance or to meet the Parish's reporting requirements; g) number of vehicles/users; h) summary of service requests and complaints received. Monthly reports for invoicing purposes must be received by the contract monitor in the Department of Environmental Affairs by the 15<sup>th</sup> of each month.

The Successful Proposer shall submit electronic reports of the above records, using software and formats approved by the Parish. All records shall be available to Parish at reasonable times and places throughout the term of this Contract and for a period of five (5) years after last or final payment.

Annual reports shall be due by January 31 each year. At a minimum, the Successful Proposer shall include the following information annually: Annual quantities (in tons) of recyclable materials collected, by material type. Recommendations for continuous improvement in the program. Any planned updates for the coming year shall be outlined.

#### **2.1.5 Alternative Services**

The Proposer may submit an alternate, innovative scenario which may result in a more efficient system, improved customer services, and / or lower overall program costs.

#### **2.2 Period of Agreement**

The term of any resulting contract shall be for two (2) years commencing on the date of execution, and shall expire at midnight on the day immediately preceding the second anniversary thereof. Parish may extend the term of the contract for three (3) additional one-year terms by mutual agreement.

#### **2.3 Deliverables**

All Deliverables as defined and set forth in Section 2.1 Scope of Work (Sections 2.1.1 through 2.1.5).

## **2.4 Location**

The Parish will provide two locations for the drop-offs, one on the Eastbank at 400 David Dr., and one on the Westbank at 6440 Lapalco. Both are fenced areas that are adjacent to the Parish's trash drop-off sites currently in operation. The drop-off sites are available to the residents of Jefferson Parish and the Town of Jean Lafitte only. All users must provide a valid driver's license or Parish utility bill showing the residential address where the materials were generated from.

## **PART III – FEDERAL CONTRACT PROVISIONS**

### **3.1 Federal Contract Provisions**

**NOT APPLICABLE**

## **PART IV – EVALUATION**

### **4.1 Evaluation Criteria**

The proposed evaluation criteria shall be looked upon as standards which measure how well a Proposer's approach meets desired performance requirements, and which permit an evaluation of the differences between desired performance characteristics and what the Proposer proposes to do.

The proposed evaluation criteria shall measure how well a Proposer's approach meets desired minimum performance standards defined in the RFP, and shall allow for the quantification of the differences between those stated minimum standards and what the Proposer intends to do. In accordance with Section 2-895 of the Code of Ordinances for Jefferson Parish a scoring system must be devised and impartially applied to each proposal to assure objectivity and thoroughness in comparative analysis.

Price Proposal Evaluation shall constitute twenty-five percent (25%) of the total scoring points assigned. Price Proposal Evaluation shall take place after Technical Proposal Evaluation has been completed.

#### **A. TECHNICAL PROPOSAL (Maximum of 75 Points per Evaluator)**

The following criteria shall measure the qualifications, technical capabilities and core competency of the proposers and their submissions:

- |  |                  |
|--|------------------|
| i. Scope of Services   | <b><u>35</u></b> |
| ii. Specific Experience – similar scope of services currently being provided         | <b><u>10</u></b> |
| iii. Personnel- experience of management staff, experience in similar projects, etc. | <b><u>10</u></b> |
| iv. Innovative Concepts  | <b><u>10</u></b> |



v. Responsiveness to the RFP 5

vi. Financial Profile of Company 5

## B. PRICE PROPOSAL

The proposer with the lowest price shall receive the highest Price Proposal Evaluation score (twenty-five (25) points per member)

Other proposers will receive a cost score computed as follows:

$$CS = (LPC/PC \times X)$$

Where:

CS = Computed cost score for Proposer

LPC = Lowest proposed cost submitted

PC = Proposer's cost

X = Maximum combined cost points available

Maximum # of Points 25 per  
Evaluator

**TOTAL MAXIMUM POINTS FOR THIS RFP 100 PER EVALUATOR.**

## **PART V – PERFORMANCE STANDARDS**

### **5.1 Performance Requirements**

The Proposer is responsible for compliance with applicable Federal, State and Parish laws, ordinances and regulations in connection with performance of the Contract. The Proposer shall be responsible for all fines and penalties resulting from his operations under this Contract.

If a fine or penalty is assessed by the Federal or State Agencies, the Proposer shall pay the amount of the fine to the Federal or State Agency and an equal amount of this fine to the Parish as an agreed upon penalty under this Contract. Other performance requirements include:

- **Timely submission of reports**
- **Adherence to project schedule/meet completion date**
- **Ability to provide key personnel**
- **Ability to maintain the site in an acceptable condition**



## **5.2 Performance Measurement/Evaluation**

The following is a list of penalties to be assessed on the Proposer for various violations of the Contract provisions.

- Failure to supply the Parish, within 5 working days, copies of correspondence, reports, documentations, etc. to or from the State or Federal government related to this contract.  
Penalty: \$100.00/day per document
- Failure to submit to the Parish the required monthly reports within 15 days after the end of the month.  
Penalty: \$100.00/day
- Failure to open site on time or remain open during advertised hours.  
Penalty: \$100.00 per occurrence
- Failure to respond to complaints in a timely and acceptable manner.  
Penalty: \$100.00 per occurrence
- Failure to maintain the site in a clean and litter free manner.  
Penalty: \$100.00/day
- Failure to notify Parish of changes to destination for materials leaving the collection site.  
Penalty: \$100.00 per occurrence
- Failure to transport materials to correct end markets.  
Penalty: \$500.00 per occurrence

The Parish reserves the right to assess penalties as needed to ensure compliance with contract provisions. All fines or penalties shall be deducted from the monthly payment due to the Proposer.

## **PART VI - APPENDICES**

### **ATTACHMENT "A"**

#### **INSURANCE REQUIREMENTS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 136353 (previously 113646).

The proposer shall not commence work under this contract until it has obtained all insurance and complied with the insurance requirements of the specifications and Resolution No. 136353 (amends Resolution No. 113646), as amended.

Proposers must provide with proposal submission a current (valid) insurance certificate evidencing required coverages. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the selected proposer will be required to provide final insurance certificates to the Parish which shall name **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish RFP solicitation number

#### **WORKER'S COMPENSATION INSURANCE**

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act. With a Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. sole employee of the company, then proposers must request and submit a workmen's compensation insurance declaration affidavit prior to the proposal submission date.

#### **COMMERCIAL GENERAL LIABILITY**

Limits of not less than the following: \$1,000,000.00 Combined Single Limit Per Occurrence; 2 million General Aggregate for bodily injury and property damage. With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

#### **AUTOMOBILE LIABILITY**

Limits of not less than the following: Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. Liability coverage to be provided for Any Auto or for ALL Owned Autos and Hired and Non-owned Autos. With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

### DEDUCTIBLES

The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions, until further notice.

### UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements. Certificate of Insurance must state which coverage the Umbrella sits over.

**ATTACHMENT B**

**DROP-OFF PROGRAM FOR COLLECTION,  
PROCESSING AND MARKETING OF HOUSEHOLD RECYCLABLES**

**PRICE PROPOSAL FORM**

Proposer's Name: \_\_\_\_\_

	<b>Description</b>	<b>Flat Fee Per Week***</b>
<b>1</b>	Once* per week Full-Service** Collection of Recycling at East Bank Drop Site	\$
<b>2</b>	Once* per week Full-Service** Collection of Recycling at West Bank Drop Site	\$

\*Parish reserves the right to request Full-Services open more than once per week, but for evaluation purposes a once-a-week fee is requested.

\*\*“Full-service” fees should include all labor, containers, transportation, supplies, etc. necessary to fulfill the Scope of Services set forth in the RFP and should not include fees associated with optional Innovative Concepts, see section 1.7(2)(E).

\*\*\* See section 1.29 and 1.7(2)(C) of the RFP

TOTAL OF ITEMS 1-2 ONLY: \_\_\_\_\_

<b>3</b>	<i>(Optional Proposal)</i> Percentage Increase to Once per Week Flat Fee for each additional day per week Collection of Recycling at East Bank Drop Site	_____ Percent
<b>4</b>	<i>(Optional Proposal)</i> Percentage Increase to Once per Week Flat Fee for each additional day per week Collection of Recycling at West Bank Drop Site	_____ Percent

This optional item will not be used to score the Cost Proposal.

## **Request for Proposals #0500**

### **Drop-Off Program for Collection, Processing and Marketing of Household Recyclables for the Residents of Unincorporated Jefferson Parish and the Town of Jean Lafitte.**

#### **SIGNATURE PAGE**

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing **Drop-Off Program for Household Recyclables** for the for the Jefferson Parish **Environmental** Department.

**Request for Proposals will be received until 3:30 p.m. Local Time on: April 10, 2025.**

Acknowledge Receipt of Addenda: Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number \_\_\_\_\_

Type Name of Person Authorized to Sign: \_\_\_\_\_

Title of Person Authorized to Sign: \_\_\_\_\_

Signature of Person Authorized to Sign: \_\_\_\_\_

Email Address of Person Authorized to Sign: \_\_\_\_\_

Date: \_\_\_\_\_

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and will comply with the Instructions and Conditions, including being bound by the non-negotiable provisions in any ensuing contract.

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

---

INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT \_\_\_\_\_, BE AND IS HEREBY APPOINTED,  
CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH  
FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS,  
BIDDING, CONCERNS AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL  
PROPOSALS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO  
RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH  
PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND  
ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT  
COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED  
MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION,  
AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

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**SECRETARY-TREASURER**

---

**DATE**

## **Request for Proposal Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.**
- **RFP Affidavit must be submitted in its original format prior to approval in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances.**

*Instruction sheet may be omitted when submitting the affidavit.*

## Request for Proposal

### AFFIDAVIT

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that he/she  
is the fully authorized \_\_\_\_\_ of \_\_\_\_\_ (Entity), the party  
who submitted a proposal in response to RFP Number \_\_\_\_\_, to the Parish of Jefferson.

Affiant further said:

#### Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B** \_\_\_\_\_ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.



Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** \_\_\_\_\_ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B** \_\_\_\_\_ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

**Choice B** \_\_\_\_\_ There are **NO** subcontractors which would require disclosure under Choice A of this section.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.

**TABLE A**  
**QUANTITY OF MATERIALS COLLECTED**

East Bank						
Week	# Vehicles	Glass (lbs)	Cardboard & Paper (lbs)	Plastics #1 & #2 (lbs)	Aluminum (lbs)	Other Metals (lbs)
1	217	3150	7752	448	184	75
2	322	2800	10982	512	184	75
3	276	3138	10336	384	115	150
4	298	3150	14212	640	184	200
5	302	3325	15504	1024	172	150
7	345	3360	10336	1024	92	275
8	313	3325	15504	1024	184	200
9	291	2975	14212	1024	161	225
10	343	3675	14858	960	151	137
11	355	3325	14212	1024	207	125
12	383	3500	14212	1024	184	100
13	315	4000	5180	1100	260	200
14	341	2340	4560	1260	120	260
15	474	2180	4880	1280	280	240
16	382	2240	4180	1120	120	220
17	345	720	6300	880	140	240
18	389	2080	6480	1240	260	320
19	375	2160	5120	1360	260	260
20	354	2240	5080	1180	180	220
23	458	4040	9200	2100	440	520
24	428	2460	7460	1460	280	380
25	378	1940	5260	1080	180	320
AV	349	2,824	9,355	1,052	197	222
total	7,684	62,123	205,820	23,148	4338	4892

West Bank						
Week	# Vehicles	Glass (lbs)	Cardboard & Paper (lbs)	Plastics #1 & #2 (lbs)	Aluminum (lbs)	Other Metals (lbs)
1	60	500	1300	615	85	45
2	138	350	1350	505	80	40
3	117	400	1350	535	85	75
4	127	750	1500	605	80	65
5	129	500	1600	545	95	100
7	159	350	2200	860	160	150
8	89	500	1500	585	80	75
9	100	450	1650	535	95	65
10	95	400	1450	430	85	75
11	99	300	1575	530	90	75
12	107	450	2050	440	80	85
13	122	875	5168	512	46	50
14	110	962	7752	512	46	50
15	108	700	5168	768	92	25
16	192	700	7752	768	46	50
17	142	700	5168	32	46	50
18	134	700	7752	768	46	50
19	162	525	5168	512	46	50
20	155	700	7752	640	23	25
23	174	1400	5168	1280	92	100
24	130	700	5168	768	69	50
25	190	2800	7752	768	115	50
AV	129	714	3,968	614	76	64
total	2,839	15,712	87,293	13,513	1,682	1,400