

REQUEST FOR PROPOSAL
FOR
SOLID WASTE COLLECTION, RECYCLING
SERVICES, AND GREEN WASTE COLLECTION



Proposal Opening Date: March 19, 2026

Proposal Opening Time: 2:00 P.M.

City of Covington

Administration

(Issued: 2/18/2026)

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SECTION 00 11 13
Advertisement for Bid

The City of Covington is seeking proposals for solid waste collection, recycling services, and green waste collection. Sealed proposals will be received until the hour of **2:00 P.M.**, local time, **March 19, 2026**, at City Hall, 317 N. Jefferson Avenue, Covington, LA 70433 and online at www.centralbidding.com. Proposals will be accepted until March 19, 2026 at 2:00 PM at City Hall. Any proposals received after **2:00 P.M.** will be returned unopened.

The City will accept only one proposal from each vendor. Items must meet or exceed specifications.

Proposal Documents can be found on the City of Covington website, www.covla.com, at Central Bidding, www.centralbidding.com, or by requesting a copy from Caroline Lobaugh through email (clobaugh@covla.com). A complete set of Contract Documents are available to download from our web site free of charge.

Electronic Proposals may be submitted at Central Bidding (www.centralbidding.com). For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

If submitting a sealed proposal, the outside envelope in which the proposal is placed must be clearly marked as identified in the RFP Documents.

Proposal Due Date and Time: **Thursday, March 19, 2026, 2:00 P.M. CST**

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the Contract throughout.

City of Covington

St Tammany Farmer 2xs: 2/18/2026, 2/25/2026, and 3/4/2026

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1. Introduction

The City of Covington is seeking proposals from experienced and qualified firms to provide comprehensive solid waste collection, recycling services, and related services for residential, light commercial, and City facilities within the City of Covington. The selected contractor will be responsible for the regular collection, transportation, and proper disposal of solid waste and recyclable materials in accordance with all applicable federal, state, and local laws and regulations.

2. Purpose

The City is issuing this RFP to secure curbside collection services for light commercial and residential solid waste, recyclable materials and green waste in the incorporated areas of the City. The RFP is also to secure dumpster services for City facilities, parks and special City sponsored solid waste collection events. The purpose of this procurement is to achieve the following goals:

- Secure services at the lowest rate possible by consolidating and contracting for light commercial and residential collection services;
- Extend street and road life by minimizing heavy truck traffic throughout the City;
- Consolidate collection days to minimize the number of days materials are set out and minimize littering;
- Provide a basic level of solid waste management services to meet the waste reduction and disposal needs of residents of the City; and
- Reduce the amount of waste disposed in local and regional landfills through a robust and marketed recycling program.

3. Background and General Information

The City of Covington currently has approximately 4,700 solid waste, recycling, and green waste collection accounts.

4. Contract Term

The City desires to establish a contract with a primary term of five (5) years, with one (1) additional five-year renewal option, subject to mutual agreement and approved by the City.

5. Definitions

- 5.1. **Bulky waste** - Large household items including furniture, appliances, and other oversized materials that exceed the size or volume limits of standard collection carts, excluding hazardous waste and construction debris.
- 5.2. **Cart** – A wheeled receptacle with a tight-fitting lid, not exceeding 96 gallons in capacity, designed for curbside collection of solid waste or recyclables.
- 5.3. **City** – The City of Covington, Louisiana.
- 5.4. **Collection Schedule** – The days and times authorized by the City for collection services within the Contract Area.
- 5.5. **Contract** – The written agreement executed between the City and the Contractor for the services described in this RFP, including all Contract Documents.
- 5.6. **Contract Area** – All geographic areas within the City limits, including any annexed areas, in which services are to be provided during the term of the Contract.
- 5.7. **Contract Documents** – The RFP, the Contractor’s Proposal, the executed Contract, and any addenda or amendments agreed to by the City and the Contractor.
- 5.8. **Contract Monitor** – The City employee or representative designated to observe and verify the Contractor’s performance and compliance with the Contract.
- 5.9. **Contractor** – The firm or entity selected by the City and awarded a contract to perform the services described in this RFP.
- 5.10. **Curbside** – The location adjacent to a public street or right-of-way designated for placement of materials for collection.
- 5.11. **Customer** – A residential or commercial subscriber receiving collection services within the Contract Area.
- 5.12. **Department** – The City department responsible for oversight of collection services, operating under the supervision of the Director of Public Works or designee.
- 5.13. **Disposal Site** – A landfill, transfer station, or other facility permitted and approved by appropriate governmental authorities to receive and process solid waste.
- 5.14. **Drop Box** – A metal container, with or without a lid, having a capacity between ten (10) and fifty (50) cubic yards, used for bulk collection.
- 5.15. **Effective Date** – The date on which the Contract becomes legally binding and enforceable.
- 5.16. **Evaluation Committee** – The committee appointed by the City to review and evaluate proposals submitted in response to this RFP.

- 5.17. Extraordinary Circumstances** – Significant events or conditions, as determined by the City, resulting in excessive debris or service disruption.
- 5.18. Fee** – The total compensation payable to the Contractor for services performed, inclusive of labor, equipment, overhead, insurance, and profit.
- 5.19. Green Waste** – Vegetative materials including grass, leaves, weeds, and pruning generated from the maintenance of lawns and gardens, separated from solid waste.
- 5.20. Holidays** – Official holidays observed by the City.
- 5.21. Landfill** – A permitted facility used for disposal of municipal solid waste.
- 5.22. Missed Collection** – A properly prepared set-out of solid waste, recyclables, green waste, or bulky waste that is not collected on the scheduled collection day.
- 5.23. Multi-Family Unit** – Residential properties consisting of multiple dwelling units under common ownership for which shared collection containers are appropriate.
- 5.24. NTE (Not-to-Exceed)** – The maximum authorized amount payable for specified services under the Contract.
- 5.25. Proposal** – A written offer submitted by a Proposer in response to this RFP.
- 5.26. Recyclables** – Materials designated by the City for separate collection and diversion from landfill disposal.
- 5.27. Recycling Services** – The collection and transportation of recyclables to an approved processing facility.
- 5.28. Refuse** – Municipal solid waste generated from residential or commercial sources.
- 5.29. Request for Proposal (RFP)** – This solicitation document and all attachments and addenda issued by the City.
- 5.30. Residential Unit** – A dwelling occupied as a residence by one household.
- 5.31. Roll-Off Containers** – Large containers, typically twenty (20), thirty (30), or forty (40) cubic yards in capacity, used where standard dumpsters are insufficient.
- 5.32. Solid Waste** – Garbage and refuse generated by residential or commercial activities, excluding hazardous waste and construction debris.
- 5.33. Staff** – Employees of the Contractor performing services under the Contract.
- 5.34. Submission Date** – The deadline date and time for receipt of proposals by the City.
- 5.35. White Goods** – Large household appliances including refrigerators, stoves, washers, dryers, and similar items.

6. Schedule of Events

RFP posted to website and Central Bidding	2/18/2026
Advertisements placed in official journal	2/18/2026, 2/25/2026, 3/5/2026
Deadline to receive written inquiries	3/13/2026
Deadline to answer written inquiries	3/16/2026
Proposal Submission Deadline (2:00 pm CST)	3/19/2026
RFP Evaluation Committee Meeting	TBD
Notice of Intent to Award to be mailed	TBD
Contract Initiation	TBD

Note: The City of Covington reserves the right to revise this schedule. Any such Revision will be formalized by the issuance of an addendum to the RFP.

7. Proposal Submittal Process

7.1. General Procurement Information

Award of the contract resulting from this RFP will be based upon the most responsive and responsible vendor whose offer will be the most advantageous to the City of Covington as outlined in this RFP.

City of Covington reserves the right to:

- a. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor;
- b. Accept other than the lowest priced offer;
- c. Award a contract on the basis of initial offers received;
- d. Award more than one contract, if necessary;
- e. Request an in-person presentation or interview as part of the RFP evaluation process. If an interview is requested, the proposed key project staff, as identified in the proposal, should be in attendance; and
- f. Change the Schedule of Events or issue Addenda to the RFP at any time. The City also reserves the right to cancel or reissue the RFP.

In order to address the needs of the procurement, Vendors may choose to work cooperatively to present a fully integrated solution. The City of Covington will recognize the integrity and validity of Vendor team arrangements provided that:

- a. The arrangements are identified, and relationships are fully disclosed, **and**
- b. The prime Vendor is designated that will be fully responsible for all contract performance.

The Vendor's proposal in response to this RFP will be incorporated in the final agreement between City of Covington and the selected Vendor.

7.2. Availability of RFP

This complete and detailed RFP is available for public inspection and downloading in electronic form at the city's website at www.covla.com or at Central Bidding www.centralbidding.com. It is also available in PDF format or in printed form by submitting a written request to the Procurement Agent of the City of Covington at clobaugh@covla.com, by calling for a copy at (985) 898-1811 ext. 262, or by requesting a copy in person at Covington City Hall, 317 N Jefferson Avenue, Covington, LA 70433.

7.3. Proposal Submission Options

Proposals shall be submitted using one of the submission methods described below. Proposers are solely responsible for ensuring timely delivery of their proposals. Late proposals will not be accepted.

Option A: Physical Submission

Proposer shall submit:

- One (1) signed original proposal,
- Three (3) signed copies of the proposal, and
- One (1) digital copy in PDF format on electronic media (e.g. thumb drive).

All proposals must be sealed and clearly labeled with the proposal title and opening date. Proposals shall be delivered by certified mail, courier, or hand delivered to the physical address 317 N. Jefferson Ave, Covington, LA 70433. Attach a label, or write, on the outside of envelope, box, or package with the following information:

ATTN: Procurement Administrator Caroline Lobaugh

Proposal Name: RFP for Solid Waste Collection, Recycling Services, and Green Waste Collection

Proposal Opening Date: 3/26/2026

Date Received:

Time Received:

Signature of City Employee:

Option B – Electronic Submission

Proposals may also be submitted electronically online at Central Bidding www.centralbidding.com. For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814. Proposers submitted electronically are responsible for complying with all platform requirements and ensuring successful upload prior to the submission deadline.

7.4. Responsibility for Delivery

The Proposer is solely responsible for the method and timing of proposal delivery. The City is not responsible for delays caused by Mail, courier services, or electronic transmission failures. Failure to meet the submission deadline shall result in rejection of the proposal.

7.5. Costs of Proposal Preparation

All costs incurred in the preparation and submission of a proposal are the sole responsibility of the Proposer. The City shall not reimburse any expenses associated with proposal preparation, submission, or participation in the evaluation process.

7.6. Proposal Acceptance Period

Proposals shall remain valid and binding for a minimum of one hundred eighty (180) days following the Proposal Submission Date. After the submission deadline, Proposers may not withdraw or modify their Proposals except as permitted by the RFP or applicable laws.

7.7. Incorporation into Contract

The contents of the successful proposal may be incorporated into the final Contract and become binding obligations of the Contractor. Failure of the Contractor to honor proposal commitments may be grounds for cancellation of the award.

7.8. Withdrawal of Proposal

A Proposer may withdraw its proposal at any time prior to the proposal submission deadline by submitting a written request signed by an authorized representative of the Proposer. The withdrawal request must be received by the City before the proposal closing date and time. After the submission deadline, proposals may not be withdrawn except as permitted by applicable law.

7.9. Proposal Validity

If a Proposer states an acceptance period different from one hundred eighty (180) days, the City may deem the Proposal non-responsive unless the Proposer agrees in writing to the City's required acceptance period.

8. Inquiries and Addenda

8.1. Written Requests for Clarification

All questions, requests for clarification, or interpretations regarding this RFP must be submitted in writing by email to the Procurement Administrator:

Caroline Lobaugh

City of Covington, Grants and Procurement administrator

e-mail: clobaugh@covla.com

Oral explanations or instructions given by City personnel shall not be binding. Only written responses issued by the City in the form of an addendum shall be considered official and binding.

Questions shall clearly reference the relevant section of the RFP and be submitted prior to the Inquiry Deadline stated in the Schedule of Events.

8.2. Inquiry Period

An inquiry period is established to allow prospective Proposers to review the RFP and submit written questions. All inquiries must be received by the City no later than the Inquiry Deadline specified in the Schedule of Events.

Only inquiries received by the established deadline will be considered. Inquiries received after the deadline may not be answered.

8.3. Addenda Process

The City may issue written addenda to clarify, revise, or modify the RFP. All addenda will be posted on the City's website and the designated electronic bidding platform.

Each addendum shall become part of the RFP and the resulting Contract. It is the responsibility of each Proposer to monitor the posting locations and obtain all addenda issues.

Failure to acknowledge receipt of addenda in the Proposal may render the Proposal non-responsive.

No Proposer shall rely on any oral statements, interpretations, or representations made by any City employee or agent that are not confirmed in written through an official addendum.

8.4. Protest Procedure

Any person aggrieved in connection with this solicitation or the specifications contained herein may submit a written protest to the City's designated official as identified in this RFP:

Erin Stair

Chief Administrative Officer

317 N. Jefferson Avenue Covington, LA 70433

estair@covla.com

A protest may be submitted no later than two (2) business days prior to the deadline for submission of proposals and must clearly state the grounds for the protest.

The City will review and respond to timely protests in accordance with applicable procurement laws and policies.

9. Proposal Requirements

9.1. Proposal Format

Proposals shall be organized in a clear and logical manner and shall follow the format specified in this section. The format requirements are mandatory. Each proposal shall be complete, accurate, and signed by an officer or authorized representative legally empowered to bind the Proposer.

Proposals should be prepared simply and economically, providing a concise description of the Proposer's ability to meet the requirements of this RFP. Each Proposer is solely responsible for the accuracy and completeness of its proposals.

All cost and pricing information submitted shall remain irrevocable for the duration of the Proposal Acceptance Period.

9.2. Required Proposal Contents

At a minimum, each Proposal shall include the following Sections:

9.2.1. Cover Letter and Company Information

A signed cover letter introducing the Proposer, identifying the primary contact person including their phone number and email address, and summarizing the Proposer's qualifications and understanding of the project.

9.2.2. Qualifications and Experience

A description of the Proposer's experience providing similar services, including organizational background, relevant project history, and references from comparable governmental clients.

9.2.3. Executive Summary

The Proposal shall include an executive summary describing the Proposer's overall management philosophy, service strategy, and features that distinguish the proposal.

9.2.4. Technical Approach

A narrative describing how the Proposer will perform the services outlined in the Scope of Services, including staffing, equipment, operational methods, and quality control procedures.

9.2.5. Transition Plan

Currently, garbage collection occurs on Wednesdays and recycling collection occurs on Thursdays. The Proposer shall submit a detailed transition plan describing how services will be implemented upon contract start, including, but not limited to delivery of carts, staffing mobilization,

route establishment, public communication, and coordination with any existing service provider to ensure uninterrupted service.

9.2.6. Customer Service and Emergency Response

The Proposer shall describe its customer service philosophy, complaint resolution procedures, and emergency response plan for service disruptions caused by weather or other extraordinary events.

9.2.7. Pricing Proposal

A completed pricing form or schedule as provided in this RFP, including all fees and costs associated with performance of the Contract.

The Pricing Proposal shall clearly state the fee for services to be charged per account per month, or other unit pricing structure specified in the pricing forms, for each service offered. All pricing shall be all-inclusive and shall include tipping fees, carts, equipment, labor, transportation, disposal, overhead, and any other costs necessary to perform the Services. No additional fees shall be charged unless expressly authorized in writing by the City.

Pricing information shall be provided only in the Pricing Proposal section and on the pricing forms. Pricing shall not be included in other narrative sections.

The pricing form includes 1 time per week garbage and recycling collection and an option to provide pricing for 2 times per week. This information will be utilized to consider the feasibility of extending services to twice per week.

9.2.8. Company Organization and Capacity

The Proposer shall describe its organizational structure, primary business operations, and capacity to perform the Contract, including any limitations affecting performance.

This section shall include an organizational chart and resumes for key personnel assigned to the Contract.

9.2.9. References

A list of at least three (3) references for similar services, including contact information and a brief description of the work performed.

9.2.10. Disposal and Processing Facilities

The Proposer shall identify all disposal and processing facilities proposed for solid waste, recyclables, and green waste. For each facility, the Proposer shall provide the facility name, address, permit information, contact information, and documentation demonstrating adequate long-term capacity to accept materials generated under this Contract.

9.2.11. Records Management

The Proposer shall describe its records management and reporting systems used to track service performance, complaints, and operational data.

9.2.12. Insurance Certifications

Evidence of the ability to meet the insurance and licensing requirements specified in this RFP.

9.2.13. Exceptions

A statement identifying any exceptions to the terms and conditions of the RFP. If no exceptions are taken, the Proposal shall clearly state that the Proposer accepts all terms and conditions.

9.2.14. Addenda Acknowledgment

Acknowledgment of receipt of all addenda issued by the City.

9.3. Proposal Modifications

A Proposer may modify or withdraw its proposal at any time prior to the submission deadline by submitting written notice in accordance with the submission procedures in this RFP.

Modifications submitted after the deadline will not be accepted.

9.4. Proposal Rejection Criteria

The City reserves the right to reject any proposal that is nonresponsive, incomplete, or fails to conform to the requirements of this RFP.

A proposal may be rejected if it contains material omissions, unauthorized conditions, alterations of form, or irregularities of any kind. The City may also reject a proposal if the Proposer is determined to be unqualified or financially incapable of performing the Contract.

9.5. Examination of RFP Documents

Each Proposer is responsible for thoroughly examining the RFP documents and complying with all applicable federal, state, and local laws and regulations that may affect performance of the Contract.

Submission of a proposal constitutes acknowledgment that the Proposer has reviewed and understands the requirements of the RFP.

9.6. Additional Information

The City may request additional information from any Proposer to evaluate qualifications, financial stability, or ability to perform the required services. The City reserves the right to conduct investigations of the Proposer's background and qualifications as deemed necessary.

10. Scope of Services

10.1. General Service Requirements

The Contractor shall provide all labor, equipment, materials, supervision, and services necessary to collect, transport, and lawfully dispose of solid waste, recyclables, green waste, and bulky waste within the Contract Area.

Collection services shall be provided to subscribing residential and commercial customers in accordance with the approved collection schedule.

All services shall be performed in a sanitary, safe, and professional manner consistent with industry standards.

10.2. Collection Operations Standard

10.2.1. Collection Hours

Collection services shall occur between 5:30 a.m. and 6:00 p.m., unless otherwise approved by the City. Operations shall minimize noise and disruption to residents and businesses.

10.2.2. Handling and Sanitation

Containers shall be handled without damage and returned upright to designated locations. All spilled materials shall be promptly cleaned.

Collected waste shall be secured to prevent leakage or scattering.

10.2.3. Container Placement and Access

Collections shall typically occur curbside. Alternative collection methods shall be provided for locations identified by the City as inaccessible to standard collection vehicles. The Contractor shall avoid unnecessary obstruction of pedestrian and vehicular traffic.

The Contractor shall provide alternative collection methods for locations inaccessible to standard collection vehicles, including the Claiborne Place Condominiums, where small vehicles or unit-level collection may be required.

10.2.4. Service Interruptions

Services may be suspended due to severe weather or emergencies as directed by the City. Suspended services shall resume as soon as practicable. Holiday schedule adjustments require City approval and advance public notice.

Approved holiday schedule changes shall be advertised at least one (1) time in the City's official journal no less than ten (10) days prior to the affected holiday.

10.2.5. Route Changes

The Contractor may establish efficient routes but shall provide at least ten (10) days' advance notice to the City and affected customers of permanent schedule changes.

10.3. Solid Waste Collection Services

The Contractor shall collect properly prepared solid waste from subscribing residential and commercial customers once per week on designated collection days approved by the City, regardless of whether such materials are placed inside designated containers. All collected solid waste shall be transported to permitted disposal facilities in compliance with applicable laws and regulations. The Contractor shall maintain dumpsters and collection sites servicing City facilities in clean and serviceable condition. Hazardous waste and construction debris are excluded from this Contract.

Businesses located within the Contract Area may decline to subscribe for collection services. The Contractor shall acknowledge this provision in the Contract and shall not require mandatory commercial participation unless directed by the City.

10.4. Recycling Services

The Contractor is prohibited from disposing of separate recyclable materials in any landfill and shall not mix recyclables with solid waste without prior written approval from the City.

10.4.1. Materials Collected

The Contractor shall collect designated recyclable materials including aluminum cans, steel cans, plastic containers, and paper products.

Collection and Equipment

Recycling shall be collected curbside once per week using Contractor-provided carts. Vehicles shall be covered or secured to prevent scattering.

10.4.2. Processing and Ownership

Recyclables shall be delivered to approved processing facilities. Materials shall not be mixed with solid waste except as authorized by the City.

10.4.3. Public Education

The Contractor shall cooperate with the City in providing educational materials regarding recycling services.

10.5. Green Waste Collection

The Contractor shall collect properly prepared green waste at intervals approved by the City. Green waste shall be collected separately from other materials and transported in secured vehicles for lawful disposal or processing. Green waste piles shall not exceed five (5) feet in height or four (4)

feet in width. Individual bags or containers shall not exceed seventy-five (75) pounds. Improperly prepared materials shall be left with written notice to the customer and reported to the City.

Seasonal collections, including Christmas tree pickup, shall be provided as directed by the City.

10.6. Bulky Waste Collection

The Contractor shall provide curbside collection of bulky items including white goods and large household materials in accordance with City-approved procedures. The Contractor shall support City-sponsored cleanup events and special collection programs as directed.

10.7. City Facilities Service

The Contractor shall provide collection services for designated City facilities as identified by the City, including dumpsters or roll-off containers as required. City facilities are included in ATTACHMENT B – CITY OF COVINGTON LOCATIONS. Containers shall be properly maintained, clearly identified, and serviced in accordance with schedules approved by the City.

The Contractor shall support City-sponsored cleanup initiatives and special collection events, including seasonal or event-based collections. Specific service levels and container needs shall be coordinated with the City.

The Contractor shall maintain City facility dumpsters and collection sites in the same physical condition as existed prior to service and shall promptly correct any damage resulting from collection operations.

10.8. Customer Service Standards and Complaint Resolution

The Contractor shall maintain a staffed customer service system capable of receiving and responding to service requests and complaints. Missed collections shall be addressed within twenty-four (24) hours or the next scheduled work shift. The Contractor shall maintain records of complaints and corrective actions and shall provide periodic summary reports to the City upon request.

Backdoor service shall be provided at no charge to medically certified handicapped residents when approved by the City. Contractor personnel shall avoid property damage and shall not expose themselves to unsafe conditions, including aggressive animals.

The Contractor shall maintain a complaint record and submit weekly summaries to the City and a monthly report to the Director of Utility Billing within ten (10) days following the end of each month. The City's performance goal is resolution of at least ninety-eight percent (98%) of complaints within twenty-four (24) hours.

10.9. Equipment, Containers, and Vehicles.

The Contractor shall provide and maintain all equipment necessary to perform the Services.

The Contractor shall provide lidded solid waste carts and recycling carts and shall repair or replace damaged carts within five (5) business days of notice.

The Contractor shall deliver collection carts to all customers within thirty (30) days of Contract commencement and to new customers within five (5) business days of service notification.

Vehicles shall be clean, sanitary, safe, and clearly identified. No advertising shall be displayed on collection vehicles.

The Contractor shall bear all operating and maintenance costs and shall promptly repair damage to City property caused by its operations.

10.10. Personnel

The Contractor shall assign a qualified individual to oversee operations and serve as the primary contact with the City. The Contractor shall provide sufficient trained personnel to perform the Services.

10.11. Statement of Work

All collected materials shall be delivered to permitted disposal or processing facilities in compliance with applicable laws. Services shall be performed competently and efficiently.

10.12. Reporting Requirements

10.12.1. Monthly Reports

The Contractor shall submit monthly reports including service summaries, complaint data, and tonnage information

10.12.2. Annual Reports

Annual reports summarizing operational performance shall be submitted within thirty (30) days following the end of each contract year.

10.12.3. Records Retention

The Contractor shall maintain weight tickets and related operational records for a minimum of five (5) years and make them available for City inspection.

11. Evaluation and Award

11.1. Evaluation Criteria

Proposals will be evaluated by the Evaluation Committee using criteria designed to identify the proposal that is most advantageous to the City and represents the best overall value, considering responsiveness and

responsibility. Evaluation may include, but is not limited to, the following factors:

- Qualifications, experience, and past performance of the Proposers;
- Demonstrated understanding of the Scope of Services and technical approach;
- Capacity to perform the required services, including staffing and equipment;
- Pricing and overall value to the City;
- References from comparable governmental clients; and
- Compliance with the requirements of this RFP.

The City reserves the right to assign relative weights to evaluation criteria and to consider any information relevant to the evaluation of proposals.

Pricing proposals will be evaluated for completeness, reasonableness, and consistency with the Proposer's scope, staffing, equipment, and service approach. While pricing is an important evaluation factor, it will not be the sole determining factor in award. The City intends to select the proposal that provides the best overall value and service quality for the City.

The Evaluation Committee will conduct a holistic review of each proposal and may consider any information deemed relevant to determining which proposal is most advantageous to the City.

11.2. Evaluation Process

The Evaluation Committee will review proposals for responsiveness and completeness. The committee may request clarifications, additional information, or interviews with one or more Proposers.

The City may conduct investigations of Proposers' qualifications, financial stability, and past performance. Failure to provide requested information may result in disqualification.

The Evaluation Committee will recommend a Proposer for award based on its evaluation. The City reserves the right to negotiate terms and conditions with the Selected Proposer prior to final award.

The City reserves the right to evaluate proposals and award a Contract based solely on the initial submissions without discussions or requests for revised proposals. Proposers are encouraged to submit their best technical and pricing proposals in their initial response.

11.3. Award of Contract

The City intends to award a Contract to the Proposer whose proposal is determined to be most advantageous to the City, considering the evaluation criteria and overall value. The City reserves the right to reject any or all

proposals, to waive minor irregularities, and to cancel or reissue the RFP if it is determined to be in the City's best interest. Award of a Contract is contingent upon approval by the appropriate City authority and successful negotiation of final Contract terms.

If negotiations with the highest-ranked Proposer do not result in an agreement acceptable to the City, the City reserves the right to terminate negotiations and initiate negotiations with the next highest-ranked Proposer. This process may continue until an agreement is reached or all proposals are rejected.

11.4. Proposal Acceptance Period

All proposals shall remain valid for the acceptance period specified in this RFP. During this time, the selected Proposer shall be prepared to execute a Contract upon notification of award.

11.5. Contract Execution

Upon successful completion of negotiations, the City will prepare a written contract incorporating the accepted proposal and negotiated terms. The Contract shall be forwarded to the selected Proposer for execution and then submitted to the appropriate City authority for final approval and execution.

12. Payment and Invoicing

The City shall be responsible for billing customers and collecting payments for services provided under the Contract. The Contractor shall invoice the City monthly in accordance with the Agreement.

12.1. Compensation

The Contractor shall be compensated in accordance with the pricing schedule submitted in the accepted Proposal and incorporated into the Contract. All fees shall include all labor, equipment, materials, supervision, overhead, and other costs necessary to perform the services described in the Scope of Services.

No additional compensation shall be paid unless authorized in writing by the City.

12.2. Invoice Procedures

The Contractor shall submit itemized invoices to the City on a monthly basis, or at such intervals as approved by the City. Each invoice shall clearly identify the billing period and include sufficient detail to allow verification of services performed. Invoices shall be submitted to the City department designated in the Contract. The City reserves the right to request supporting

documentation, including service records or reports, prior to approving payment.

12.3. Payment Terms

Payments shall be made in accordance with applicable municipal payment procedures following receipt of and approval of a proper invoice. The City may withhold payment for services not performed in accordance with the Contract or for unresolved billing discrepancies until such issues are corrected.

12.4. Disputed Charges

If the City disputes any portion of an invoice, the City shall notify the Contractor of the disputed amount. The Contractor shall work with the City to resolve the dispute promptly. Undisputed portions of an invoice may be paid while a dispute is being resolved.

12.5. Audit and Records

The Contractor shall maintain accurate financial and operational records supporting all invoices submitted under the Contract. Such records shall be retained for a minimum of five (5) years after completion or termination of the Contract. The City shall have the right to inspect and audit relevant records during normal business hours upon reasonable notice. Records shall be available for inspection by the City, State legislative auditors, and authorized federal auditors as required by applicable laws.

12.6. Taxes

The City is exempt from state and local sales and use taxes. Any taxes, other than those from which the City is exempt, shall be assumed to be included in the Proposer's pricing. The Contractor shall be responsible for all taxes applicable to the performance of the Contract.

12.7. Estimated Quantities

Service quantities and account counts provided in this RFP are estimates only. The City does not guarantee minimum service volumes. Compensation shall be based on actual services required. Continuation of the Contract is contingent upon appropriation of funds.

12.8. Service Count Verification

The Contractor shall be responsible for providing the City with a verified count of active service accounts at least annually, or more frequently if mutually agreed upon. The City shall not be responsible for updating or verifying service counts. The Contractor's reported counts shall be subject to audit by the City.

13. Contract Terms and Conditions

13.1. Execution of Contract

The successful Proposer shall execute a written Contract with the City in a form acceptable to the City. Failure to execute the Contract within the time specified by the City may result in withdrawal of the award and selection of another Proposer. The RFP and the successful Proposal may be incorporated into and made part of the final Contract.

13.2. Term of Contract

The Contract shall commence on the Effective Date and continue for the term specified in the Contract, unless earlier terminated in accordance with its provisions. Any renewal or extension shall require written approval by the City.

13.3. Standard of Performance

The Contractor shall perform all services in a professional and workmanlike manner consistent with generally accepted industry standards. The Contractor shall provide adequate staffing, supervision, equipment, and materials necessary to meet the performance requirements of the Contract.

13.4. Compliance with Laws and Permits

The Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and permit requirements. The Contractor shall obtain and maintain all licenses and permits required to perform the services.

13.5. Insurance

The Contractor shall maintain insurance coverage in types and amounts acceptable to the City throughout the term of the Contract. Certificates of insurance shall be provided prior to commencement of services and upon renewal of policies. The City shall be named as an additional insured where applicable.

13.6. Indemnification

To the extent permitted by law, the Contractor shall indemnify and hold harmless the City and its officers and employees from claims arising out of the Contractor's performance of the Contract, except to the extent caused by the negligence of the City.

13.7. Subcontractors

The Contractor shall remain fully responsible for all work performed under the Contract. Subcontractors shall be subject to City approval and shall comply with all applicable Contract requirements.

13.8. Changes in Services

The City may order additions, deletions, or revisions within the general scope of the Contract. Any adjustment to compensation or schedule shall be made only by written amendment executed by both parties.

13.9. Continuing Performance during Disputes

The Contractor shall continue to perform services during any dispute with the City unless otherwise directed in writing by the City.

13.10. Termination for Cause

The City may terminate the Contract for cause if the Contractor fails to perform in accordance with the Contract and does not cure such failure within a reasonable period after written notice.

13.11. Termination for Convenience

The City may terminate the Contract for convenience upon written notice. The Contractor shall be compensated for services properly performed through the effective date of termination.

13.12. Force Majeure

Neither party shall be deemed in default due to delays caused by events beyond reasonable control, including natural disasters or governmental actions. The affected party shall promptly notify the other and resume performance as soon as practicable.

13.13. Records and Audits

The Contractor shall maintain accurate operational and financial records and shall provide the city access to such records for inspection or audit upon reasonable notice. Records retention and audit access are as stated in Sections 10.12.3 and 12.5.

13.14. Notices

All formal notices under the Contract shall be in writing and delivered to the designated representatives of each party.

13.15. Assignment

The Contractor shall not assign or transfer the Contract without prior written consent of the City.

13.16. Independent Contractor

The Contractor shall act as an independent contractor and not as an employee or agent of the City.

13.17. Governing Law

The Contract shall be governed by the laws of the State of Louisiana

13.18. Safety Requirements

The Contractor shall establish, implement, and maintain a safety program consistent with applicable federal, state, and local laws and generally accepted industry standards. The Contractor shall require all employees and subcontractors to follow safe operating procedures and utilize appropriate personal protective equipment.

The Contractor shall promptly notify the City of any accidents, injuries, property damage, or hazardous conditions arising out of the performance of the Services and shall take immediate corrective action to prevent recurrence.

13.19. Contract Administration

The City shall designate representatives responsible for contract administration and technical oversight. The City's designated administrative representative shall have authority to interpret contract requirements and resolve administrative matters. The City's designated technical representative shall monitor performance and determine acceptability of services within the scope of the Contract.

13.20. Responsibility for Damage to Property

The Contractor shall be responsible for damage to public or private property caused by the negligent acts or omissions of the Contractor, its employees, or subcontractors in the performance of the Services.

The Contractor shall promptly repair or replace damaged property to the satisfaction of the City or the property owner. If the Contractor fails to make timely repairs, the City may perform or arrange for such repairs and deduct the cost from amounts owed to the Contractor.

13.21. Performance Standards and Liquidated Damages

Failure to perform services in accordance with Contract standards may result in assessment of liquidated damages. Liquidated damages may include penalties for missed collections, improper disposal, or failure to meet service response timelines. Liquidated damages are intended to compensate the City for inconvenience and service disruption and do not limit the City's right to pursue additional remedies. Specific damage schedules shall be incorporated into the Contract.

13.22. Transition Upon Termination or Expiration

Upon termination or expiration of the Contract, the Contractor shall cooperate with the City to ensure orderly transfer of services. The Contractor

shall assist in transition planning and provide reasonable support to prevent service interruption.

13.23. Cooperation During Emergencies

During declared emergencies or disasters, the Contractor shall cooperate with governmental response efforts and shall not interfere with other authorized contractors performing emergency services.

13.24. Permits and Business Licensing

The Contractor shall obtain and maintain all permits and business licenses required to perform services under the Contract and shall pay all associated fees.

Proof of required licenses and Occupational License Tax Clearance Certificate shall be provided prior to contract execution.

14. Representations and Certifications

14.1. Non-Discrimination and Equal Employment Opportunity

The Contractor shall comply with all applicable federal, state, and local laws prohibiting discrimination in employment. The Contractor certifies that it maintains policies and practices that provide equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability, or any other protected classification under applicable law.

14.2. Drug-Free Workplace Certification

The Contractor certifies that it maintains a drug-free workplace and shall comply with all applicable federal and state drug-free workplace requirements. The Contractor shall take reasonable steps to ensure that employees performing services under the Contract are not engaged in unlawful drug use during performance of Contract duties.

14.3. Compliance Certification

By submitting a proposal, the Proposer certifies that it is in compliance with all applicable federal, state, and local laws and regulations governing its business operations and performance of the Contract.

14.4. Ethics and Conflict of Interest Certification

By submitting a proposal, the Proposer certifies that no employee, officer, or agent of the City has a financial interest in the proposal or in any resulting Contract, and that no conflict of interest exists that would prevent fair competition or impair the Proposer's ability to perform the Contract.

The Proposer agrees to comply with all applicable provisions of the Louisiana Code of Governmental Ethics and to disclose any potential conflicts of interest that may arise during the term of the Contract.

14.5. Louisiana Public Contract Felony Disclosure

In accordance with Louisiana law, the Proposer certifies that neither the Proposer nor any individual with an ownership interest of five percent (5%) or more in the Proposer has been convicted of, or entered a plea of guilty or nolo contendere to, any state felony or equivalent federal felony crime involving public contracts, fraud, or misappropriation of public funds. The City reserves the right to reject a proposal or terminate any resulting Contract if this certification is determined to be false or misleading.

15. City Right and Reservations

The City reserves the following rights with respect to this Request for Proposals:

15.1. Right to Reject Proposals

The City reserves the right to reject any or all proposals, in whole or in part, and to waive minor informalities or irregularities when it is in the best interest of the City to do so.

15.2. Right to Cancel or Reissue

The City reserves the right to Cancel, withdraw, modify, or reissue this RFP at any time prior to Contract award without obligation or liability to any Proposer.

15.3. Right to Request Clarification

The City may request clarification or additional information from any Proposer to assist in evaluation. Failure to respond to such request may result in rejection of the proposal.

15.4. Right to Negotiate

The City reserves the right to negotiate with the Selected Proposer regarding scope, pricing, or Contract terms, provided that such negotiations are consistent with applicable procurement laws.

15.5. Right to Investigate Qualifications

The City reserves the right to investigate the qualifications, financial capability, experience, and performance history of any Proposer and to require additional evidence of ability to perform the Contract.

15.6. No Obligation to Award

Issuance of this RFP does not obligate the City to award a Contract or to pay any costs incurred by Proposers in the preparation or submission of proposals.

15.7. Ownership of Proposals

All proposals submitted become the property of the City and may be subject to public inspection in accordance with applicable public records laws.

15.8. Reservation of Funding

Award of a Contract is contingent upon availability and appropriation of funds. The City reserves the right to terminate or modify the Contract if funding becomes unavailable.

15.9. Disclaimer

The City has provided information in this RFP to the best of its knowledge and belief. Such information is provided as a courtesy to Proposers. The City makes no representation or warranty as to the accuracy or completeness of the information contained in this RFP or in any referenced documents. Proposers are responsible for conducting their own due diligence and verifying all information necessary for the preparation of their proposals and performance of the Contract. The City shall not be liable for omissions or errors contained in this RFP.

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ATTACHMENT A

CITY OF COVINGTON – SOLID WASTE COLLECTION, RECYCLING SERVICES, AND GREEN WASTE COLLECTION

FINANCIAL PROPOSAL

COLLECTION SERVICES 1X PER WEEK	PER CUSTOMER
Solid Waste	\$
Recyclables	\$
Green Waste	\$

COLLECTION SERVICES 2X PER WEEK (OPTIONAL)	PER CUSTOMER
Solid Waste	\$
Recyclables	\$
Green Waste	\$

Pricing shall include all labor, equipment, fuel, disposal fees, transportation, overhead, and any other costs necessary to provide the services described. No additional fees shall be charged unless authorized in writing by the City.

Adjustments to quantities or frequency shall be priced at the unit rates provided in this Attachment.

Name of Proposer

Proposer's Firm

Signature

Date

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ATTACHMENT B

CITY OF COVINGTON – SOLID WASTE COLLECTION, RECYCLING SERVICES, AND GREEN WASTE COLLECTION

FINANCIAL PROPOSAL – CITY OF COVINGTON LOCATIONS

List of City Parks

LOCATION NAME	ADDRESS	CONTAINER TYPE	FREQUENCY	MONTHLY COST
Bogue Falaya Park	Park St.	One (1) 8-yard dumpster	Twice per week	\$
Hubie Gallagher	15 Ave. at S. Filmore St.	One (1) Trash Can	Once per week	\$
Bogue Falaya Park Picnic Area	213 Park Drive	One (1) Trash Can	Once per week	\$
Bogue Falaya Park Pavillion	213 Park Dr.	One (1) Trash Can	Once per week	\$
Bogue Falaya Park Pavillion	213 Park Dr.	One (1) Trash Can	Once per week	\$
Bogue Falaya Park Recreation Facility	213 Park Dr.	One (1) Trash Can	Once per week	\$
Bogue Falaya Park	213 Park Dr.	One (1) Trash Can	Once per week	\$
Monthly Total				\$

List of City Buildings

LOCATION NAME	ADDRESS	CONTAINER TYPE	FREQUENCY	MONTHLY COST
Police & Council Complex	607-611 N. Columbia St.	One (1) 6-yard dumpster	Once per week	\$
Public Works Maintenance Yard & Office	1300 W. 27 th .	One (1) 6-yard dumpster	Once per week	\$
Water Tower & Treatment Site	A436-444 N. Theard St.	One (1) Trash Can	Once per week	\$
Trailhead	N. New Hampshire	Six (6) Trash Cans	Once per week	\$
Recreation Complex Trailer	De Porres Rd.	One (1) Trash Can	Once per week	\$
Fire Station	525 N. Jefferson St.	One (1) 6-yard dumpster	Once per week	\$
Fire Station	2059 Phillip Dr.	One (1) Trash Can	Once per week	\$

City of Covington
Solid Waste Collection, Recycling Services, and Green Waste Collection

February 2026

Mausoleum	1420 N. Columbia St.	One (1) Trash Can	Once per week	\$
Water Treatment Facility Rear	739 S. Filmore St.	One (1) Trash Can	Once per week	\$
Covington Investigative Unit &	434 N. Theard St.	One (1) Trash Can	Once per week	\$
Covington Center & Covington City Hall	317 N. Jefferson St.	One (1) Trash Can	Once per week	\$
Sewer Treatment Plant	1400 W. 27 th Ave	One (1) Trash Can	Once per week	\$
Monthly Total				\$

Annual Total (Monthly Totals x 12): _____

Pricing shall include all labor, equipment, fuel, disposal fees, transportation, overhead, and any other costs necessary to provide the services described. No additional fees shall be charged unless authorized in writing by the City.

Adjustments to quantities or frequency shall be priced at the unit rates provided in this Attachment.

Name of Proposer

Proposer's Firm

Signature

Date

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Attachment C
NON-COLLUSION AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED _____, WHO AFTER BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE IS THE FULLY AUTHORISED _____ OF _____ (HEREIN AFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A BID FOR _____, BID NO. _____ AND SAID AFFIANT FURTHER SAID:

- 1) That bidder 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 bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and
- 2) That no part of the contract price received by bidder 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 bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.
- 3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.
- 4) Said bidder has not in any manner, directly or indirectly, agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.
- 5) Said bidder is not intended to secure an unfair advantage of benefit from the City of Covington or in favor of any person interested in the proposed contract.

NAME OF BIDDER

NAME OF AUTHORIZED SIGNATORY OF BIDDER

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER

SWORN TO AND SUBSIBED

BEFORE ME THIS _____ DAY OF

_____, 20____.

NOTARY PUBLIC

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Attachment D
HOLD HARMLESS AGREEMENT

_____ (Contractor) agrees to protect, defend, indemnify, save, and hold harmless the City of Covington, its elected and appointed officials, departments, agencies, boards and commissions, their officers, agents servants, employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property to the extent caused by any act or omission of Contractor, its agents, servants, employees, and subcontractors, or any and all costs, expense and/or attorney fees incurred by the City of Covington as a result of any claim, demands, and/or causes of action that results under the performance or non-performance of this contract.

_____ (Contractor) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

SIGNED, this ____ day of _____, 20__.

WITNESSES:

(Name of Company or Contractor)

Printed Name: _____

BY: _____
(Signature of Authorized Officer)

Printed Name: _____

Printed Name: _____
Title: _____

STATE OF _____

PARISH OF _____

SWORN TO and subscribed before me, Notary, on this ____ day of _____, 20__.

NOTARY PUBLIC
My Commission Expires: _____

Contractor - please complete the following:

Claims contact for this project will be:

(Print name and title of Contact Person)

Address

Email address

Telephone#

Cell #

Fax #

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Attachment E
CORPORATE RESOLUTION/AUTHORITY TO SIGN

If the Bidder is a corporation or partnership, attach to bid submittal a certified copy of corporate resolutions or evidence of authority to sign authorizing an officer of the Corporation to execute the Agreement contained within this document on behalf of the Corporation.

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Attachment F
PERFORMANCE AND PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

That we (1) * _____ and (2) * _____
hereinafter called "Principal" and (3) * _____ a Surety
Company authorized to do and doing business in the State of Louisiana, hereinafter called "Surety" are
held and firmly bound unto the City of Covington, Louisiana, hereinafter called "Owner" in penal sums of
_____ dollars (\$ _____) Performance
Bond and _____ dollars (\$ _____) Payment Bond in lawful money of the
United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs,
executors, administrators, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that, whereas, the Principal entered into a certain contract
with the Owner dated the _____ day of _____, 20____, a copy of which is hereto attached
and made a part hereof for the furnishing of:

City of Covington
Solid Waste Collection, Recycling Services, and Green Waste Collection

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings,
covenants, terms, conditions and agreements of said contract during the original term thereof which may
be granted by the owner, with or without notice to the Surety, and if he shall satisfy all claims and
demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all
costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the
Owner all outlay and expense which the Owner may incur in making good any default, and shall promptly
make payment to all persons, firms, subcontractors, and corporations furnishing materials for or
performing labor in the prosecution of the work provided for in such contract, and any authorized
extension or modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal
and coke, repairs on machinery, equipment, and tools, consumed or used in connection with the
prosecution of such work, and all insurance premiums on said work whether by subcontractor or
otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change,
extension of time, alterations or addition to the terms of the contract or to the work to be performed
there under or the specifications accompanying the same shall in anywise affect its obligation on this
bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the
terms of the contract or to the work of the Specifications.

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the
right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is execute in **Three (3)** originals each one of which shall be deemed an original, this the _____ day of _____, 20__.

ATTEST: _____
(PRINCIPAL)

(SEAL) _____ By _____
(Principal Secretary)

(Witness as to Principal) (Address)

Address

Surety

ATTEST:

(SEAL) _____ By: _____
(Surety) Secretary

(Witness as to Surety)

Address

NOTE: DATE OF BOND MUST NOT BE PRIOR TO DATE OF
THIS AGREEMENT.

END OF DOCUMENT