



## **Request for Proposals for Sanitation Services**

Fri. Jan. 13, 2017

### **1. INTRODUCTION**

The Church Avenue District Management Association ("CADMA") and the Flatbush Avenue District Management Association ("FADMA"), are two separate not-for-profit 501(c)(3) corporations also known as the Church Avenue BID and the Flatbush Avenue BID, respectively. Each of the two organizations is seeking a Proposal for a sanitation company ("Bidder") which would provide supplemental sanitation services. Bidders may elect to submit Proposals for one or both contracts noting that CADMA and FADMA will have a preference for companies able to provide high quality service on both contracts at a competitive rate. However, CADMA and FADMA reserve the right to each award their contract to separate companies. **All Proposals should be for a 16-month period to commence Wed. March 1, 2017 through and including Sat. June 30, 2018. Proposals for contracts aligned to a calendar year and ending Dec. 18, 2018 will also be considered provided that they commence on March 1, 2017.**

### **2. PROPOSAL SUBMISSION PROCESS**

One copy of each proposal, including attached Billing Rate Schedule and written evidence of NYC Vendex approval, must be emailed to [laurenc@churchavenue.org](mailto:laurenc@churchavenue.org) with "Sanitation RFP" in the subject line no later than 5:00 p.m. on Friday Feb. 3, 2017. Completed submissions should be addressed to:

Lauren Elvers Collins  
Executive Director  
Church Ave. District Management Association & Flatbush Ave. District Management Association  
2211 Church Avenue, Room 201  
Brooklyn, NY 11226

**In the alternative, Bidder can submit one hard copy of each Proposal by mail** to Lauren at the address below but should email her ([laurenc@churchavenue.org](mailto:laurenc@churchavenue.org)) to let her know to expect the Proposal(s). The same Fri. Feb. 3, 2017 at 5:00 p.m. deadline applies:

Lauren Elvers Collins  
Executive Director  
Church Ave. District Management Association & Flatbush Ave. District Management Association  
2244 Church Avenue, 4th Floor (*note different address for mailed Proposals*)  
Brooklyn, NY 11226

CADMA and FADMA reserve the right to request additional information or materials they deem appropriate to evaluate each Bidder's qualifications, experience, and current activities. All Bidders must submit references, which include locations of three current or recent jobs that are similar in scope, size, and needs to those of the Church Ave. BID and the Flatbush Ave. BID, along with contact information for their client's contacts for each reference. Experience providing sanitation services to business improvement districts or merchant associations is preferred.

**Church Avenue BID & Flatbush Avenue BID Administrative Office**

2211 Church Avenue, Brooklyn, NY 11226, 718-282-2500, [info@churchavenue.org](mailto:info@churchavenue.org)/[flatbushavebid1@gmail.com](mailto:flatbushavebid1@gmail.com)



Questions regarding this RFP should be submitted via email to CADMA/FADMA's Executive Director, Lauren Elvers Collins, at [laurenc@churchavenue.org](mailto:laurenc@churchavenue.org) by 4 p.m. on Mon. Jan. 30, 2017 with "Sanitation RFP: Questions" in the subject line. A list of any questions and CADMA and/or FADMA's responses may be distributed to all Bidders prior to the deadline for proposals.

### 3. **SELECTION PROCESS**

CADMA and FADMA will each review all Proposals for completeness and compliance with the requirements of this RFP. Submission of Proposals shall constitute the Bidder's consent that CADMA and FADMA may make inquiries as it deems appropriate to evaluate the Bidder's submission and qualifications. CADMA and FADMA shall each award their contract to the Bidder whose proposal is determined to be most advantageous to CADMA and FADMA, respectively. However, CADMA and FADMA reserve the right to reject all Proposals and to postpone and/or cancel this RFP.

CADMA and FADMA are not responsible for any costs incurred by any Bidder in responding to this RFP. The review or selection of a Proposal(s) will create no legal submission or equitable rights in favor of a Bidder, including without limitation, rights of enforcement or reimbursement.

### 4. **PROPOSAL FORMAT**

The Proposal shall be submitted in the following format. Any Proposal not in the format defined in this section of the RFP will be considered not responsive to this RFP and may not be accepted. Please submit each item in the order and form set forth below. If Bidder is submitting Proposals for each contract, Bidder should submit two separate Proposals with separate Billing Rate Schedules.

#### a. **Executive Summary**

- i. Describe the structure of your district/regional management and how they will interact with the on-site workers.
- ii. Provide the name of your company's Proposal contact, a phone number and e-mail address where they may be reached, and the address to which correspondence should be sent.

#### b. **Fixed Fee**

- i. Provide the monthly lump sum cost (to be paid monthly) to provide all services required by this RFP as necessary to carry out the requirements of the RFP. This must include all costs such as equipment, uniforms, supplies, etc.
- ii. FADMA only: Also include additional fees for monthly overnight graffiti removal including how many months of graffiti clean-up would be included and the cost per month. This information should be listed separately from the monthly lump sum cost.
- iii. Provide a total estimated annual cost for the program, based on the program requirements and details as outlined in this RFP:
  1. Prorated for March 1, 2017 through June 30, 2017, and
  2. Full cost for July 1, 2017 through June 30, 2018.

#### **Church Avenue BID & Flatbush Avenue BID Administrative Office**

2211 Church Avenue, Brooklyn, NY 11226, 718-282-2500, [info@churchavenue.org](mailto:info@churchavenue.org)/[flatbushavebid1@gmail.com](mailto:flatbushavebid1@gmail.com)



3. For Bidders submitting Proposals based on calendar year, the two terms are Prorated for March 1, 2017 through Dec. 31, 2017 and full cost for Jan. 1, 2018 through Dec. 31, 2018.

c. **Modifications to Contract**

- i. Provide comments, if required, which address changes to the contract which you would require if awarded the contract.
- ii. Sanitation Specifications: Address any areas of concern regarding the services as presented in this RFP. The intent is to produce first-class service at the most reasonable fixed cost possible.

d. **Miscellaneous Information**

- i. All Bidders must submit as references the names and locations of three current or recent jobs which are similar in scope, size, and needs to those of the relevant district in this RFP, along with contact information for the relevant contact people and dates of service. Experience providing sanitation services to business improvement districts or merchants associations is preferred.
- ii. Complete and submit the Billing Rate Schedules attached to this RFP for each Proposal.

5. **DISTRICT OVERVIEWS**

- a. CADMA and FADMA are located in Flatbush, Brooklyn:
- b. CADMA runs on the north side of Church Avenue from Coney Island Avenue to Flatbush Avenue and the south side of Church Avenue from Buckingham Road to Flatbush Avenue. CADMA also extends the length of the first property lot down every commercial side street which originates within this section of Church Ave. Membership is approximately 165 property owners and merchants and businesses are predominantly health and beauty, discount, apparel, restaurants and fast food.
- c. FADMA runs on Flatbush Avenue from Parkside Avenue to Cortelyou Road on both the east and west sides of the street. FADMA also extends the length of the first property lot down every side street which originates within this section of Flatbush Avenue. Membership is approximately 250 property owners and merchants and businesses are predominantly health and beauty, discount, apparel, furniture, and fast food.
- d. See Schedule A (CADMA) and Schedule B (FADMA) for maps.

6. **SCOPE OF WORK: GENERAL TERMS**

- a. Work shall be provided seven days per week, 365 days per year except holidays.
- b. Sweep sidewalks and gutters and empty garbage cans on first time through the route.
- c. Empty trash receptacles and remove filled garbage bags from trash receptacles belonging to the NYC Dept. of Sanitation located within CADMA or FADMA, secure the bags and replace them with new liners provided by Bidder. This should be done throughout the day as well as on the final run through the route at the end of each day.

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- d. Tidy up corners so all loose garbage is in Bidder's bags (excluding large garbage bags and larger garbage items, which should be placed in designated City pick up locations).
- e. Continuously clean and sweep sidewalks on each district throughout the day including bagging trash, removing dog droppings, and bagging larger items.
- f. Remove litter and other debris from tree pits and from cracks in sidewalks.
- g. Remove stickers, fliers, and other materials from buildings, lamp posts, parking signs, and street furniture.
- h. Maintain CADMA's or FADMA's trash receptacles, washing them, cleaning them of stickers, and notifying CADMA or FADMA of any missing or damaged cans.
- i. FADMA only: Execute overnight graffiti cleaning of all of FADMA's graffiti facades, security gates, street furniture or sidewalks once-per-month through power washing or other appropriate graffiti removal process.
- j. Should CADMA or FADMA obtain assurances from the City that Bidder will not be fined for illegal dumping for cleaning up materials illegally dumped by others, then this Agreement will be amended to add the following Service, at no additional charge: all garbage should be picked up, including bags of garbage and boxes that are found mid-block. If garbage was not picked up or was left, it should be bagged and left at the closest designated City pick up location.

**7. SPECIAL CONDITIONS/INCLEMENT WEATHER:**

During excessive rain and/or snow (accumulation of more than 2"), Bidder shall redeploy Workers to break up ice, sweep excess water and snow from sidewalks, intersections, crosswalks, gutters, and catch basins, and address other weather conditions that could interfere with pedestrian and vehicular movement in the district. Bidder should immediately implement this redeployment whenever warranted and must notify CADMA or FADMA once this decision is made.

Under extreme weather, Workers' schedules shall be adjusted or curtailed in order to ensure the safety of Bidder's personnel. Whenever such conditions arise, Bidder's representative will notify CADMA or FADMA via email or by phone.

**Bidder is responsible for providing and storing all equipment and supplies.** Neither CADMA nor FADMA has a storage location for Bidder's supplies.

**8. GUIDELINES**

The guidelines for the Proposal and district maps are described in Schedule A: Church Avenue Sidewalk Cleaning Guidelines and Schedule B: Flatbush Avenue Sidewalk Cleaning Guidelines which are attached hereto.

**9. EQUIPMENT AND UNIFORMS:**

Bidder will provide all equipment necessary for street sanitation, snow/ice removal (and for FADMA, will also include all equipment for monthly overnight graffiti removal) as well as uniforms.

## **10. OPERATIONAL REQUIREMENTS**

- a. Bidder shall be fully capable and experienced in the business of furnishing uniformed sanitation workers to provide supplemental sanitation services during the period outlined in the contract and must provide adequate supervision over its work force. The Bidder must be fully licensed under NYS law and must submit updated copies of all relevant licenses to CADMA or FADMA. The Bidder shall adhere to all current and future applicable legal requirements.
- b. The Bidder shall be responsible for the payment of all salaries, taxes, and benefits of its employees, and shall provide employees with badges, if applicable and identification cards, and uniforms.
- c. The Bidder shall assign only carefully screened, trained, and qualified employees of high character to clean and supervise the districts. CADMA's/FADMA's Executive Director may reject any personnel offered at any time for any reason, in which case, the Bidder shall replace personnel by the next shift. Workers must speak English fluently.
- d. The Workers must be in good health, without physical or mental disabilities that would interfere with the performance of duties as outlined in this RFP.
- e. The Executive Director may either remove or order that a Worker be immediately relieved of duty for involvement in actions deemed unauthorized, detrimental, of suspicious intent, or improperly affecting his/her work performance. Violations of strict discipline, any of the dress codes established by CADMA or FADMA, or behavior that is disruptive or damaging to CADMA or FADMA are justification for removal. In these situations, the Worker must be replaced within three days by the Bidder.
- f. The Bidder shall assume complete responsibility for insuring that the performance is as required under the Contract and is responsible for insuring that the agreed upon number of Workers shall be present at each shift. The Bidder agrees to provide immediate replacement for any Worker who is sick or fails to report to work.
- g. The Bidder agrees as a condition of receiving the Contract to allow the Executive Director or her designee to review the payroll and personnel records of Bidder's employees assigned to the account.

## **11. SPECIFIC PROGRAM REQUIREMENTS AND PROCEDURES**

- a. Immediately upon award of the Contract, the Bidder will coordinate with CADMA or FADMA to arrange a sanitation program which includes the following:
  - i. Workers will be familiar with the exact duties of the position, the geographic borders of the district and streets within it, public transportation, landmarks and major businesses, and upcoming CADMA, FADMA, and neighborhood events.



- ii. Bidder shall provide an overall project manager/supervisor to oversee CADMA's or FADMA's Workers and all aspects of their work including training, shifts, time keeping, reporting, and status of uniforms and will be in contact with and available to CADMA's/FADMA's Executive Director and/or Deputy Executive Director on all aspects of overseeing the sanitation program. Supervisor must be able to respond immediately and effectively in emergency situations and is responsible for the overall appearance of the Workers.
- iii. Supervisor shall be responsible for reviewing daily activity of the Workers and this data will be maintained. Statistics including number of trash bags used, hours logged, and trash cans serviced will be sent to CADMA or FADMA on a monthly basis by the 10th of the following month. All Workers should be capable of generating clear, concise reports concerning conditions and incidents specified by CADMA or FADMA that come to their attention while on patrol. In addition, Workers may be asked to record specific data.
- iv. Every Worker and/or Supervisor must have a way to be contacted by and to contact CADMA or FADMA and/or Bidder. Neither CADMA nor FADMA supply 2-way radios or cell phones. All equipment must be maintained in good working order by Bidder and Workers and if contact numbers change, CADMA's or FADMA's staff must be informed of these new number(s).
- v. Bidder shall take necessary measures to insure that Workers are on post and following direction throughout their shifts and shall insure that Workers check in and out when they begin and end their shifts. The CADMA or FADMA office is available from 9:00 a.m. to 5:00 p.m. Monday through Friday so arrangements must be made for a reliable system to allow monitoring and check in/check out outside of these hours.
- vi. Workers will adhere to the highest standards of personal hygiene and appearance while on duty.
- vii. Bidder may be asked to meet with CADMA's/FADMA's Executive Director to discuss Workers' performance, incidents, Bidder's recommendations for changes to the routes or service, etc. Supervisor will periodically observe Workers in the field and will keep track of changing conditions in the district that could impact sanitation needs and service. Bidder will use this information to recommend changes to staffing, shifts, and/or responsibilities, as needed.
- viii. Bidder agrees to carry all needed insurance including general liability and special public liability insurance. The contractor must provide CADMA or FADMA with written evidence of said insurance that names CADMA and/or FADMA and "The City of New York and its employees (110 William St. 7th Floor, New York, NY, 10038)" as certificate holder and "The City of New York and its employees" as additional insured.

## **12. TERM**

The contract period shall be for a 16-month term to commence Wed. March 1, 2017 through and including Sat. June 30, 2018, although Proposals for contracts aligned to the calendar year and ending Dec. 31, 2018 will also be considered provided that they commence on March 1, 2017.



### **13. SUBCONTRACTING**

The Bidder shall not subcontract any or all option of the performance to be rendered hereunder without the express prior written approval of CADMA or FADMA. The Bidder shall not be relieved of any obligations hereunder by reason of any such approved subcontracting.

### **14. WARRANTIES**

Bidder warrants that services of any nature furnished hereunder shall be rendered competently by qualified personnel in accordance with the best accepted practices. Bidder further warrants that such services shall comply with all requirements of federal, state and local laws and regulations.

### **15. INSURANCE**

- a. Bidder shall not commence work until it has obtained all insurance referred to herein and provided proof as set forth and has been approved by CADMA or FADMA. The Bidder must provide CADMA or FADMA with certificates of insurance for the coverage specified below that name CADMA or FADMA and the City of New York and its employees as additional insured, and policies shall be so endorsed.
- b. Workers' Compensation Insurance in statutory amounts as required by law, and Employers Liability coverage in the amount of \$1,000,000 per employee, \$1,000,000 each accident, and \$1,000,000 policy limit.
- c. Commercial General Liability insurance with limits of \$1,000,000 per occurrence Bodily Injury and Property Damage Combined, \$1,000,000 per occurrence.

### **16. EVIDENCE (NOTICES) OF COMPLIANCE**

All policies shall be endorsed to provide that in the event of cancellation, non-renewal or material modification, CADMA or FADMA shall receive thirty days prior written notice thereof. Bidder shall furnish CADMA or FADMA with Certificates of Insurance prior to commencement of work and upon CADMA or FADMA's request, shall provide CADMA or FADMA with complete copies of the aforementioned policies including all endorsements attached thereto evidencing compliance with all insurance provisions noted above. Each certificate shall be marked "Premium Paid."

### **17. INDEMNIFICATION**

Bidder and its affiliates and/or agents agree to hold harmless and indemnify CADMA or FADMA and the City of New York from all claims, damages, costs, or expenses for the negligent or wrongful acts, either by commission or omission, of Bidder or its agents, employees or contractors. This indemnification shall survive the execution or termination of this agreement.

### **18. INDEPENDENT CONTRACTOR AND LICENSEE**

Notwithstanding anything contained herein to the contrary, it is specifically understood and agreed that in the performance of the terms, covenants, and conditions of the Contract, neither Bidder nor any of its



employees, agents, independent contractors, subcontractors or permittees shall be deemed to be acting as agents, servants, or employees of CADMA or FADMA, the City of New York, or any member of officer of CADMA or FADMA and the City of New York by virtue of the Contract or by virtue of any approval, permit, license, grant, right, or other authorization given by CADMA or FADMA, the City, or any of its officers, agents, or employees pursuant to this Contract, but shall be deemed to be independent contractors performing services for CADMA or FADMA, the City, or Bidder, as the case may be, without power or authority to bind the City or CADMA or FADMA and shall be deemed to be solely responsible for all acts taken or omitted by them in the performance of or otherwise pursuant to the Contract.

#### **19. ASSIGNMENT**

The Bidder shall not assign, transfer, convey, or otherwise dispose of the Contract or any part thereof, or of its interest therein or assign, by power of attorney or otherwise any of the monies due or to become due under the Contract, without the express written consent of the Executive Director of CADMA/FADMA. CADMA or FADMA may assign its rights under the Contract to the City of New York.

#### **20. CLAIMS OR ACTIONS**

Bidder and its agents/affiliates agree to hold harmless and indemnify CADMA or FADMA from all claims, damages, costs, liability or expenses for the negligent or wrongful acts, omission of Bidder or its agents or affiliates. This indemnification shall survive the expiration or termination of this Agreement.

#### **21. TERMINATION AND CANCELLATION**

- a. This Contract is subject to cancellation by either party for cause (i.e., material failure to perform) upon 30 days written notice, and CADMA or FADMA may cancel without cause within 30 days of written notice to Bidder.
- b. In the event of such cancellation, payment to Bidder shall be adjusted on a pro rata basis or refunded to CADMA or FADMA on a pro rata basis, as applicable.

#### **22. COMPLIANCE WITH LAWS**

The Bidder shall comply with all applicable federal, state and local laws, executive orders, regulations and rules.

#### **23. PAYMENT SCHEDULE**

Payment shall be made on a monthly basis, provided that detailed and complete invoices are submitted in a proper and timely manner. Payment is anticipated to be made within 30 days after receipt of the complete invoice. Emailing monthly invoices to CADMA/FADMA's Executive Director will facilitate payment.

The invoice shall include the full names of each Worker on the Contract, their hourly wage, the total days and hours worked during the invoice period, the hourly billable rate per Worker, and total billable cost of each Worker for the invoice period.

#### **Church Avenue BID & Flatbush Avenue BID Administrative Office**

2211 Church Avenue, Brooklyn, NY 11226, 718-282-2500, [info@churchavenue.org/flatbushavebid1@gmail.com](mailto:info@churchavenue.org/flatbushavebid1@gmail.com)



**Schedule A**  
**Church Avenue Sidewalk Cleaning Guidelines**  
Jan. 12, 2017

Route and Daily Schedule:

Subcontractor will provide services from Sunday through Saturday. Two (2) workers will clean the following areas between the hours of 9:00 a.m. – 4:00 p.m.:

- East End: Sidewalks on north side of Church Ave. from the northwest corner of Flatbush Ave. to the northeast corner of East 16th St. and on south side of Church Ave. from southwest corner of Flatbush Ave. to the southeast corner of Buckingham Rd.
- West End: Sidewalks on north side only of Church Ave. from northwest corner of Church Ave. and East 16th St. to northeast corner of Church Ave. and Coney Island Ave.
- All cleaning includes cleaning along the length of the first property along every side street off Church Ave. containing businesses.

Route 1 includes the north side of Church Ave. between Flatbush Ave. and East 16th St. (East End).

Worker #1 will start at northwest corner of Church and Flatbush Avenues and clean toward East 16th St. on the north side, and then clean from East 16th St. to Flatbush Ave. on the north side. This will be repeated as time permits—approximately three to four times per day.

Note: With this breakdown, more time will be spent on the north side of the street between Flatbush Ave. and East 16th St., with special attention to the subway entrance at Church Ave. and East 18th St.

Route 2 includes the south side of Church Ave. between Flatbush Ave. and Buckingham Rd. (East End) and north side of Church Ave. from East 16th St. to Coney Island Ave. (West End).

Worker #2 will start at the southwest corner of Church and Flatbush Avenues and clean west toward Coney Island Avenue. Upon completing Route 2, Worker 2 will return to East 16th St. and clean the south side of Church Ave. from Buckingham Rd. to Flatbush Ave. and repeat this portion of the route as time permits—approximately three to four times per day.

General Cleaning Guidelines:

- Both workers begin at the intersection of Flatbush Ave. and Church Ave., cleaning both sides of Church Ave. to East 16th Street.
- Worker #2 continues west on the north side of Church Ave. cleaning to Coney Island Ave.
- Worker # 1 maintains Church Ave. from East 16th St. to Flatbush Ave. on the north side.

- Both workers #1 and #2 complete the daily route maintaining both sides of Church Ave. between Flatbush Ave. and East 16th St.

Shifts:

- Sundays through Saturdays: 9:00 a.m. to 4:00 p.m.

Uniforms:

- Bidder shall provide all Workers with uniforms and outerwear appropriate to the weather.
- Worker uniforms must be branded with the name of the Bidder *or* of CADMA to ensure that Workers' relationship to CADMA is easily identifiable.
- Bidder will ensure that such uniforms are cleaned and maintained and that they are in good, clean condition whenever Workers are on duty.

Bathrooms:

- Monday – Friday
  - 1720 Church Ave., 2<sup>nd</sup> Floor (across the street from subway station)
- Saturday and Sunday
  - 1616 Church Avenue (Bobby's Department Store)



**Schedule B**  
**Flatbush Avenue Sidewalk Cleaning Guidelines**  
Jan. 12, 2017

Route and Daily Schedule:

Subcontractor will provide services from Sunday through Saturday. Workers will clean the following area between the hours of 9:00 a.m. – 4:00 p.m.:

- Sidewalks on east side of Flatbush Ave. from southeast corner of Flatbush Ave. and Parkside Ave. to northeast corner of Flatbush Ave. and Cortelyou Rd.
- Sidewalks on west side of Flatbush Ave. from southwest corner of Flatbush Ave. and Parkside Ave. to northwest corner of Flatbush Ave. and Cortelyou Rd.
- All cleaning includes cleaning along the length of the first property along every side street off Flatbush Ave. containing businesses.

Step 1: Worker 1 will start at southeast corner of Flatbush Ave. and Parkside Ave. and, remaining on east side of Flatbush Ave., will clean Flatbush Ave. to northeast corner of Flatbush Ave. and Cortelyou Rd. At the same time, Worker 2 will start at northwest corner of Flatbush Ave. and Cortelyou Rd. and, remaining on west side of Flatbush Ave., will clean Flatbush Ave. to southwest corner of Flatbush Ave. and Parkside Ave.

Step 2: Workers will each cross Flatbush Ave. at their respective corners (Parkside Ave. or Cortelyou Rd., respectively) and clean the opposite side of Flatbush Ave. in the opposite direction, continuing until they reach their starting intersection.

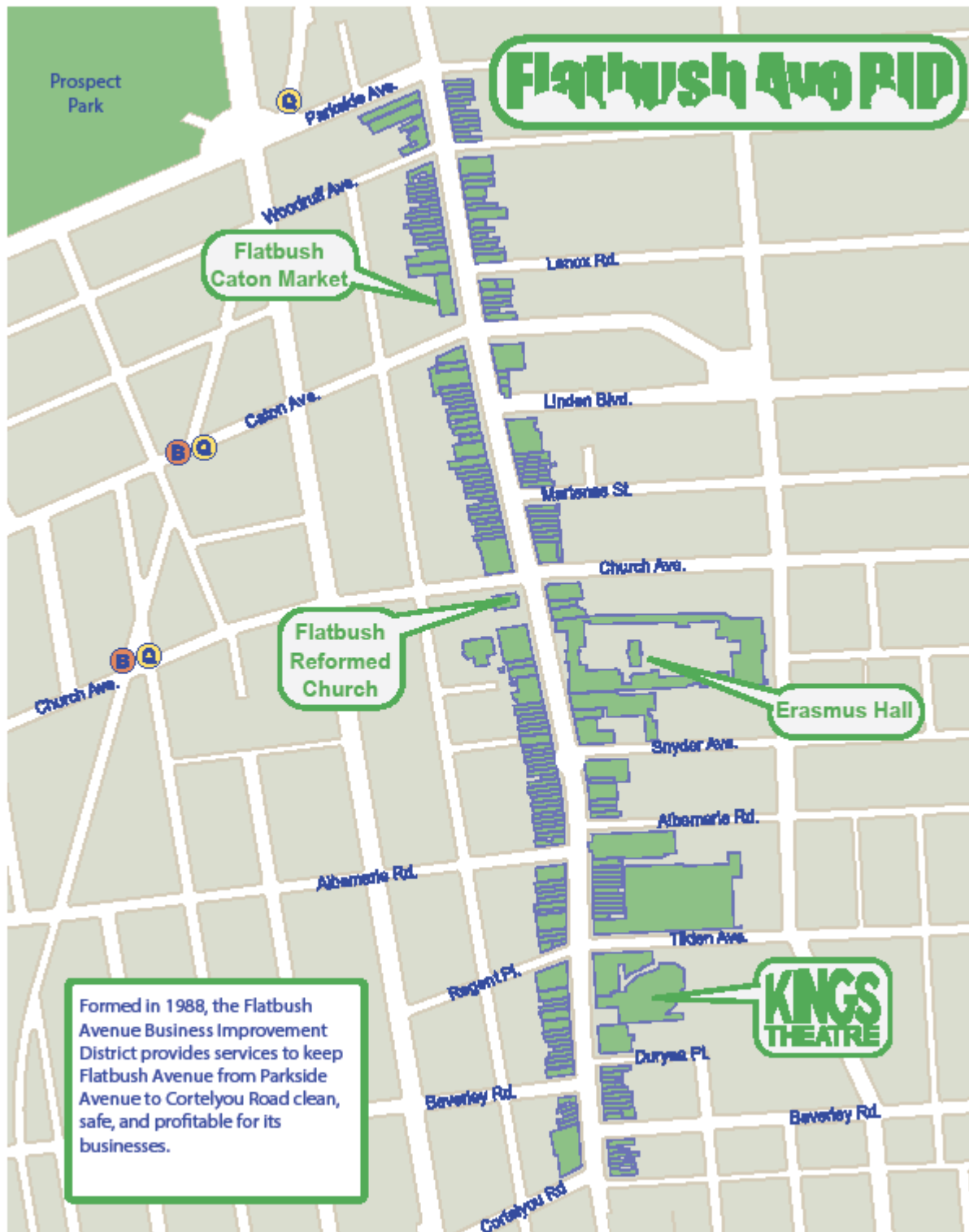
Step 3: Repeat Steps 1 and 2 as many times as feasible throughout the day.

Shifts:

- Sundays through Saturdays: 9:00 a.m. to 4:00 p.m.

Uniforms:

- Bidder shall provide all Workers with uniforms and outerwear appropriate to the weather.
- Worker uniforms must be branded with the name of the Bidder *or* of FADMA to ensure that Workers' relationship to FADMA is easily identifiable.
- Bidder will ensure that such uniforms are cleaned and maintained and that they are in good, clean condition whenever Workers are on duty.







#### **24. CHANGES IN WORK FORCE AND SCOPE OF SERVICES**

CADMA or FADMA reserve the right to make reasonable changes in the general scope of work and in the work force, including shifting work schedules to accommodate seasonal needs. Any changes shall be directed in writing via email or mail.

#### **25. BOOKS, RECORDS, AUDITS AND INSPECTIONS**

- a. Bidder shall keep accurate records and books in accordance with generally accepted accounting practices and any standards issued by the Comptroller of the City.
- b. Such books and records shall include, but not be limited to, employees' time worked and payment received, accounts receivable and payable, sales receipts, and liabilities and payments rendered for the purposes of the Contract.
- c. All books and records of Bidder related to this account shall be available upon three business days' notice for the purposes of auditing or inspection, and for the purposes of verifying compliance with the terms of the Contract and with applicable laws.
- d. CADMA or FADMA reserve the right to review all invoices prior to payment and to adjust them accordingly for any billing discrepancies found.

#### **26. BENEFITS PROGRAM**

Bidder shall describe in detail any and all benefits offered to employees including health care, life insurance, holiday pay, vacation and sick time, and any other benefits offered.

#### **27. HOURLY AND ANNUAL PRICING**

Each Bidder, in addition to completing the attached Billing Rate Schedule, should also provide a total estimate for the program, based on the program requirements and details as outlined in this RFP. Please provide annual pricing for the year ending June 30, 2017, pro-rated, as well as for the year running from July 1, 2017 to June 30, 2018.

### Annual Budget for Sanitation Services

Bidder	Church Ave.
Contract	

## PERSONNEL

[illegible]

## OTHER THAN PERSONNEL

[illegible]

Annual Budget for Sanitation Services

Administration per year								\$0.00
Annual Total								\$0.00
Monthly Total								\$0.00