



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

## Memorandum

**To:** Interested Parties  
**From:** Emily Kyriazi, Town Manager  
**DATE:** February 20, 2024  
**Re:** Town of Haymarket – Trash RFP Addendum

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The Town of Haymarket has issued an RFP for Trash Services. After the mandatory pre-con meeting the following questions have been answered below.

1. How many copies are required for submission?
  - One original document and two copies for submission
2. Will legal exceptions be discussed during the contract phase or would you like them to be submitted prior to the awarding?
  - Submit legal exceptions for consideration and discussion along with the bid package
3. Is the freon removal required by the resident or the company prior to the disposal of the unit?
  - The resident is responsible for the freon removal
4. Who supplies the carts for trash and recycling and what size is required?
  - The company provides the cart. Current Trash Carts are 96 gallons
  - Recycling carts vary – old townhouses have a recycling tub, newer townhouses have a smaller cart (estimating it is 60 gal) single family houses have a smaller cart as well.
5. What type of municipal dumpsters does the Town have? What size? What is frequency of service for municipal dumpsters?
  - Dumpsters are metal, and serviced weekly
  - Trash – 8 yd
  - Recycling – 6 yd
6. Can you provide fees assessed last year?
  - No fees assessed in last fiscal year
7. Does the trash go to Prince William County Landfill and who pays the dumping fees?
  - Yes, the trash goes to Prince William County Landfill and the company pays the dumping fees

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8. Can you provide an Annual Tonnage Report?
  - Town does not have an Annual Tonnage Report, current provider does not provide report to Town
9. For payment adjustments should the Company annually request an adjustment?
  - The Town requests the maximum increase amount per year to be provided in the bid package for review
10. How many single family units and townhouses units are located in the Town? (Full number with all units currently under construction included)
  - Single Family units – 358
  - Townhouse units – 245
11. Is a Certificate of Insurance required?
  - Yes
12. Is the Consent of Surety required?
  - Awaiting Response from Legal Team
13. What is the current Contract Expiration Date?
  - June 30, 2024
14. How does the Town prefer the resident bulk pickup to work?
  - Town prefers that the resident calls the company directly to schedule the bulk pickup and pays the company directly for any additional fees assessed.
15. Does the Town have any community cans that need servicing?
  - No
16. At the end of the contract who owns the cans/carts?
  - The company
17. How does the Town do yard waste?
  - Town follows Prince William County requirements for brown bags and Town will follow PWC specified requirements for yard waste
18. How are bulk pickups charged?
  - Resident is charged directly from vendor/company
19. Does the Town have color requirements for the trash carts?
  - No the Town does not have color requirements for the carts
20. For the Townhouses which are 2 car garages vs 1 car garages vs surface parking?

- The townhouses located off of Jaxton Square are two car garages serviced from alley ways, one row of townhouses is front loading.
- The townhouses located off of Hunting Path Road are surface parking with no garages and no driveways
- The townhouses located off of Karter Robinson Dr are 2 car garages with driveways
- The townhouses located off of Alexandra's Keep are 2 car garages with driveways
- The townhouses located off of Gap Way are assigned surface parking with no garages or driveways

21. Why are there hand pickups vs truck pickups?

- Hand pickups are for the neighborhood off of Hunting Path Road called Longstreet Commons. Hand pickups are required for trash and recycling because not all carts are accessible by truck

22. Is the Town open to other service days?

- Current service days for the Town are Monday and Thursday, the Town is open to options for other service days while maintaining the two services per week or open to one service day per week as needed. Preference is to maintain current services but open to consideration.

23. The CPI is showing based on CPI-U we would like it to be based on the CPI U-Garbage and trash

- Submit preference in bid package

24. The town manager (gentleman in the meeting) had mentioned that you all would like a flat annual increase & as per the RFP it mentions the three adjustment factors and a NTE 4% increase annually...question becomes how is this possible when the 3 adjustment factors (fuel, landfill/tipping fees/ CPI-U for garbage have the ability to rise above 4%? Current CPI-G as of December 2023 was already at 3.5%

- The Town requests the maximum increase amount per year to be provided in the bid package for review

25. Can we supply totes (cans) in place of the dumpsters?

- No the municipal dumpsters need to remain dumpsters.

26. Do any of the TH have collection points or are they all either front of house or back of house?

- The Longstreet Commons neighborhood has several collections points in the neighborhood that have been self designated by residents/company.
- If the company would like to do a site visit, please contact me directly Emily Kyriazi (Town Manager)

27. Could you further explain letter E (item 3) pg 18 iii. *Recycling participation rates (monthly) and the methods used to determine these rates such as weekly set out counts by collection area and estimated program participation;*

- This statement is requesting the company to provide recycling participation rates on a monthly basis. Not all residents participate in the recycling program, thus the Town requests data on the participation levels.

28. Clarify what is meant by “biennial adjustment”

- The parties recognize that circumstances beyond their control may affect the cost of performance under this Contract. Therefore, in the event of a contract renewal, thereafter during the term of the renewal, the parties shall have the ability to negotiate an adjustment (increase or decrease) to the monthly per unit collection fee in accordance with the methodology set forth herein. All price adjustments must be reviewed and approved by the Town in writing prior to taking effect.

Please let me know if you have any additional questions regarding these comments. I can be reached at [ekyriazi@townofhaymarket.org](mailto:ekyriazi@townofhaymarket.org)