



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

|                                                                                   |                                                                                |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| DATE:                                                                             | May 15, 2023                                                                   |
| CONTRACT COMMODITY/SERVICE:<br><i>(include contracting entity if cooperative)</i> | Waste Disposal Services: Zone 2 - East End Districts<br>(Fairfield and Varina) |
| CONTRACT NUMBER:                                                                  | 2165B                                                                          |
| COMMODITY CODE:                                                                   | 910.27                                                                         |
| CONTRACT PERIOD:                                                                  | June 1, 2023 through May 31, 2024                                              |
| RENEWAL OPTIONS:                                                                  | 2 Additional 1 Year Period through 2026                                        |
| USER DEPARTMENT:                                                                  | County and Schools                                                             |
| Contact Name:                                                                     | See Below                                                                      |
| Phone Number:                                                                     | See Below                                                                      |
| Email Address:                                                                    | See Below                                                                      |
| HENRICO COOPERATIVE TERMS INCLUDED:                                               | Yes                                                                            |
| SUPPLIER:                                                                         | Name: Gilles Creek Industrial Recycling, LLC                                   |
|                                                                                   | Address: 4200 Masonic Lane                                                     |
|                                                                                   | City, State: Richmond, VA 23223                                                |
|                                                                                   | Contact Name: Josh Kondakor                                                    |
|                                                                                   | Phone Number: 804-997-7043-Office / 804-382-3047-Cell                          |
|                                                                                   | Email address: jkondakor@gilliescreek.com                                      |
| ORACLE SUPPLIER NUMBER:                                                           | 4740                                                                           |
| BUSINESS CATEGORY:                                                                | Small Business                                                                 |
| PAYMENT TERMS:                                                                    | Net 30 days                                                                    |
| DELIVERY:                                                                         | As needed and requested                                                        |
| FOB:                                                                              | Destination                                                                    |
| BUYER:                                                                            | Name: Leisel O. Collins, CPPB, VCO, VCA                                        |
|                                                                                   | Title: Assistant Division Director                                             |
|                                                                                   | Phone: 804-501-5687                                                            |
|                                                                                   | Email: COL119@henrico.us                                                       |

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

## USER DEPARTMENT CONTACT LIST

### Public Works:

- Primary Contact  
**Jeff Sadler**  
804-727-8287 (Office)  
[Sad02@henrico.us](mailto:Sad02@henrico.us)
- Secondary Contact  
**Dereck Gresko**  
804-652-3955 (Office)  
804-349-2373 (Cell)  
[gre126@henrico.us](mailto:gre126@henrico.us)
- Secondary Contact  
**Douglas Brooks**  
804-727-8261 (Office)  
804-229-6947 (Cell)  
[bro19@henrico.us](mailto:bro19@henrico.us)
- Director of Public Works  
**Terrell Hughes**  
804-501-4319  
[Hug121@henrico.us](mailto:Hug121@henrico.us)

### Public Utilities:

- Primary Contact - Operations  
**Nellow Simukonde**  
804-727-8711  
[sim69@henrico.us](mailto:sim69@henrico.us)
- Primary Contact - Solid Waste Division  
**Jon Clary**  
804-727-8774  
[cla06@henrico.us](mailto:cla06@henrico.us)
- Secondary Contact - Solid Waste Division  
**Josh Byerly**  
804-727-8217  
[Bye002@henrico.us](mailto:Bye002@henrico.us)
- Director of Public Utilities  
**Bentley Chan**  
804-501-4280  
[cha70@henrico.us](mailto:cha70@henrico.us)

### HCPS, C&M:

- Primary Contact  
**Charlie Newman**  
804-652-3561  
[cnewman@henrico.k12.va.us](mailto:cnewman@henrico.k12.va.us)
- Director of HCPS, C&M  
**Susan Moore**  
804-652-3899  
[smoore@henrico.k12.va.us](mailto:smoore@henrico.k12.va.us)

## PRICE SCHEDULE – CONTRACT NO. 2165B

### ZONE 2– EAST END DISTRICTS (Fairfield and Varina)

| Line No. | Description                                                                     | Unit Price Per Ton |
|----------|---------------------------------------------------------------------------------|--------------------|
| 1.       | Stumps/brush                                                                    | \$ 20.95           |
| 2.       | Waste dirt/soil, reinforced and non-reinforced concrete, stone, gravel, asphalt | \$ 9.55            |

### SCOPE OF SERVICES

#### A. Cooperative Procurement.

This procurement is being conducted by the County of Henrico, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder, other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions, and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder agrees. The Successful Bidder shall deal directly with any public body it authorizes to use the resulting contract. The County, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a County contract. The County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder may conduct such notification.

#### B. Specifications

1. The Successful Bidders disposal centers (approved landfill, transfer station, or recycling center), in relationship to the areas in the County where the material originates will be an important factor in awarding the contract(s).
2. The Successful Bidder for Zone 2, the East End Districts (Fairfield and Varina) must be located within 10 miles of Depot East, 438 Dabbs House Road, Richmond, VA 23223.
3. All materials will be hauled to the Successful Bidder's disposal centers in County trucks. The Successful Bidder shall weigh the materials and bill the County on a cost per ton basis.
4. All costs associated with providing this service to the County and HCPS shall be included in the "cost per ton" price. No additional charges will be allowed.
5. The Successful Bidder shall assign each County department utilizing the service with an account number.
6. For each load received at the disposal center, the County driver shall be given a printed disposal ticket indicating account number, weight of the load, truck number, and date of disposal. Tickets must be signed by the County driver. Bidders shall provide a sample copy of their disposal ticket with Bid Form.

C. General Requirements.

1. The Successful Bidder shall accept stone, gravel, asphalt, reinforced and non-reinforced concrete, waste dirt/soil, stumps and brush, at an approved landfill, transfer station, or recycling center. The landfill, transfer station, or recycling center shall be operated in accordance with all applicable Federal, State and Local laws, regulations, standards and ordinances.
2. Once the material is deposited at the Successful Bidder's site, it becomes the property of the Successful Bidder.
3. Successful Bidders disposal center must be open to accept waste Monday through Friday, between the hours of 7:00 am and 7:00 pm; and Saturday between the hours of 7:00 am and 12:00 pm (noon).
4. An on-boarding meeting with the Successful Bidders and the County personnel will be held to discuss contract administration, County's authorized representatives and contact information, and any other miscellaneous items.
5. **No portion of this contract shall be subcontracted without the prior written consent of the Purchasing Division.**

D. Invoicing Requirements.

1. Successful Bidders shall submit monthly comprehensive invoices to each department for services provided. Invoices shall include contract number, purchase order number, department account number, disposal dates, disposal tickets, description of materials received, weight of load, unit price per ton, and extended price based on the contract pricing,
2. The County Contract Administrator will verify all charges presented on the Successful Bidder's invoices prior to making payment. If discrepancies are discovered (i.e failure to prepare invoices as requested, incorrect charges, missing or inaccurate disposal tickets, etc), the County reserves the right to return the comprehensive invoice to Successful Bidders for correction. No payment will be made until all corrections are corrected and revised invoice received
3. Departments utilizing the services will provide billing details (bill to addresses, email, billing contact for each department), to the Successful Bidders at the time of account requests.



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

Contract No. 2165B

CONTRACT

This contract ("Contract"), made this 18<sup>th</sup> day of August, 2021 between the County of Henrico, Virginia and the County School Board of Henrico County, Virginia, hereinafter called the "County" and

GILLIES CREEK INDUSTRIAL RECYCLING, L.L.C.

and his, its or their successors, executors, administrators, and assigns, hereinafter called the "Contractor,".

**WITNESSETH:** That, for the consideration mentioned below, the Contractor promises to do all the work and furnish all the materials, equipment and labor necessary to carry out this Contract in the manner and to the full extent set forth in the Contract Documents (hereinafter defined) to the satisfaction of the County. At all times, the County shall have the right to inspect the Contractor's work performed under this Contract. All terms and conditions, specifications, general and special provisions, plans, drawings, and all documents referred to below are hereby made part of this Contract as completely as if incorporated herein.

It is agreed that the services to be done under this Contract are to furnish all tools, labor, equipment and supervision necessary to provide inside delivery of waste disposal services for ZONE 2 – East End Districts (Fairfield and Varina) when needed and requested by the County of Henrico in accordance with: (i) Invitation for Bid # 21-2165-5LOC dated May 19, 2021, including the general terms, conditions and requirements therein; (ii) Contractor's Bid dated June 8, 2021; and the Price Schedule included as Appendix A (collectively, the "Contract Documents"). The term of this Contract shall be from September 1, 2021 through May 31, 2022 and may be renewed for up to 4 additional one-year periods. Pricing shall be in accordance with the Price Schedule included as Appendix A.

In consideration of the foregoing, which consideration is acknowledged by the parties to be sufficient and complete for all of the work within the scope of this Contract, the County agrees to pay the Contractor for all items of work performed and/or materials furnished at the unit prices or lump prices under the conditions set forth in the Contract Documents.

FIRM: Gillies Creek Industrial Recycling, L.L.C. County of Henrico, Virginia and  
County School Board of Henrico County, Virginia  
ADDRESS: 4200 Masonic Lane P.O. Box 90775  
Richmond, VA 23223 Henrico, VA 23273-0775

BY:

  
Lee Quinlan  
Business Manager

  
Oscar Knott, CPP, CPPO, VCO  
Purchasing Director

DATE

8/30/2021

9/1/21

APPROVED AS TO FORM

  
8-24-21  
ASSISTANT COUNTY ATTORNEY