

**Attachment A  
PROPOSAL RESPONSE**

Date: \_\_\_\_\_, 2022

Proposal of:

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(Name, Address, Phone, E-Mail)

for Accounting and Bookkeeping Services for the Interlocal Solid Waste Authority.

**TO: Interlocal Solid Waste Authority**  
**ATTN: Mr. Eric Pierce**

The following proposal is made on behalf of the undersigned Proposer(s) and no others. The undersigned hereby represents that I have the authority to represent and legally bind the proposing Vendor respondent to a contractual obligation. The Proposal is made without collusion on the part of any other person, firm, or corporation.

I, on behalf of the undersigned Proposer(s), certify that I (we) have carefully examined the Request for Statement of Qualifications (RFQ) documents and related documents, and any and all addenda thereto.

I, on behalf of the undersigned Proposer(s), understand that the quantities mentioned by ISWA in the RFQs are approximate only and are subject to either increase or decrease, and hereby propose to perform any increased or decreased quantities of work at the rates proposed herein.

I, on behalf of the undersigned Proposer(s), acknowledge agreement with the RFQ terms and conditions in substantially the same form as presented in the RFQ and have noted herein any material changes or deviations stated in our responsive material. I acknowledge ISWA presently does not anticipate or desire material changes.

The Response to RFQ shall remain effective and valid for (90) days from the Due Date of January 6, 2023.

In accordance with the requirements of the RFQ, I (we), the undersigned Proposer(s), propose to furnish all necessary materials, equipment, labor, tools, and other requirements, to complete any and all Accounting and Bookkeeping Services as identified in the RFQ, and will do the work called for by the contract documents for the unit prices on the hourly rate schedule of costs/expenses furnished in response to the RFQ.

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**Should you have an alternative proposal from the list above, substitute or add a separate page utilizing a similar cost sheet along with a full explanation of what you are proposing.**

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Other Conditions or Comments:

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Respectfully submitted,

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Vendor(s)/Proposer(s)

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Title

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Address

**(To be filled in if a corporation)**

Date: \_\_\_\_\_, 2022

Our Corporation is chartered under the laws of the State of \_\_\_\_\_ and is authorized to do business in the State of Tennessee, and the names, titles, and business addresses of the executives are as follows:

\_\_\_\_\_  
President

\_\_\_\_\_  
Address

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Address

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Address

**(To be filled in if a limited liability company)**

Our limited liability company is organized under and existing pursuant to the laws of the State of \_\_\_\_\_ and is authorized to do business in the State of Tennessee, and the limited liability company is comprised of the following members/managers:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

**(To be filled in if a partnership)**

Our partnership is composed of the following individuals:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

**INTERLOCAL SOLID WASTE AUTHORITY**  
**No Contact / No Advocacy Affidavit**

**For Submission with RFQ Responses:**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ (agent name), being first duly sworn, deposes and says that:

- (1) He/She is the owner, partner, officer, representative, or agent of \_\_\_\_\_  
\_\_\_\_\_ (vendor entity / business name), submitting the attached response to the Interlocal Solid Waste Authority Request for Statement of Qualifications for: ACCOUNTING AND BOOKKEEPING SERVICES RELATED TO A TENNESSEE SOLID WASTE AUTHORITY’S MUNICIPAL SOLID WASTE AND RECYCLABLE MATERIALS HANDLING, TRANSFER STATION OPERATIONS, MATERIALS TRANSPORTATION, AND DISPOSAL SERVICES (the “RFQ”);
- (2) \_\_\_\_\_ (agent name) swears or affirms that the Vendor has taken notice of and shall abide by the following No Contact and No Advocacy clauses:

**NO CONTACT POLICY:** After the posting of this RFQ, companies and/or individuals that may submit one or more proposals relative to the RFQ are prohibited from directly or indirectly contacting any Interlocal Solid Waste Authority representative concerning the subject matter of the RFQ, unless such contact is made pursuant to the terms of the RFQ.

**NO ADVOCATING POLICY:** To ensure the integrity of the RFQ review and evaluation process, companies and/or individuals submitting RFQ responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any Interlocal Solid Waste Authority representative.

**Any business entity and/or individual that does not comply with either the No Contact Policy or the No Advocating Policy may be subject to the rejection or disqualification of its RFQ response(s) from consideration by the Interlocal Solid Waste Authority.**

Signature of Submitting Contractor/Proposer: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Entity: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

My commission expires: \_\_\_\_\_