

Statement of Work

Waste Disposal and Recycling Services

1. Description of Service

The contractor shall provide all personnel, equipment, tools, materials, vehicles, supervision and other items and services necessary to provide the following services at the Manchester VA Medical Center located at 718 Smyth Road in Manchester, NH. Contractor shall remove municipal solid waste and recyclable materials, and deliver to facilities approved for disposal and recycling. All waste streams will be recycled to the maximum extent possible. A monthly report will be provided by the contractor to the VA detailing the weight and disposal method for all waste streams.

Three dedicated containers will be onsite for the collection of municipal solid waste, single stream recycling, and bulk waste items. Containers and removal of other waste streams shall be ordered by the VA as needed, as an additional service (repair) cost, separate from the base contract price. All waste streams shall be collected in appropriately sized containers provided and maintained by the contractor. The solid waste container that is currently on station is property of the VA. The contractor must, at no additional cost to the government, maintain the container on behalf of the VA.

The contractor must also provide all personnel, equipment, tools, materials, vehicles, supervision and other items and services necessary to provide for the pick-up of municipal solid waste materials and delivery to an approved facility for disposal at the following Community Based Outpatient Clinic (CBOC) locations:

- VA Portsmouth CBOC, Pease International Tradeport, 302 New Market Street, Portsmouth, NH 03803.
- VA Tilton CBOC, Town Line Plaza, 630 West Main Street Suite 400, Tilton, NH 03276.

The contractor shall perform to the standards of the contract and comply with all local, state, and federal regulations.

2. Material Types

Included in the base contract:

- A. Single Stream Recycling:** Comingled recyclable materials consisting of but not limited to all plastics with symbols 1 through 7 on the container, glass bottles or jars of any color, aluminum/tin/steel containers, and all mixed paper products including newspapers and inserts, paperboard, books, magazines, and cardboard including thin and corrugated.

- B. Municipal Solid Waste:** Common solid waste, everyday waste, and general medical debris defined as solid waste.
- C. Bulk Waste:** May include construction and demolition debris from in-house maintenance activities consisting of general non-hazardous building materials and furniture to be sorted offsite and recycled to the maximum extent possible

Add Alternate: The contractor shall provide optional services ordered by the VA as needed, as an additional service cost, separate from the base contract price.

- A. Single Stream Recycling:** Collection of single stream recyclable materials in appropriately sized containers provided and maintained by the contractor for the Portsmouth, Tilton, Somersworth, and Conway CBOC's.
- B. Compostable Material:** Collection of post and pre-consumer food waste, general yard waste/landscape materials in appropriate containers to be disposed of through composting at an authorized facility. For the Manchester location.
- C. Specialty Items:** Materials may include, but are not limited to, bulk furniture, wood pallets, and hospital blue wrap. All materials will be collected in appropriate container and disposed of as recycling to the maximum extent possible. For the Manchester location.

3. Collection Requirements

Bulk Container/Compactor: The contractor shall provide and maintain clean and properly functioning containers/compactors for all waste and recycled materials. The contractor will provide rigid covers for any open top bulk container. Any compactors with hydraulic equipment shall utilize vegetable or other non-toxic environmental friendly fluid that will minimize impact to the environment. All incidents of leaking equipment will be reported to the contracting officer's representative (COR) without delay and without failure regardless of the size of the leak.

The VA designated COR shall notify the contractor for initial scheduling and delivery of the required containers/compactors. The contractor shall deliver and drop the containers in the area designated by the COR during normal business hours, between 0830 and 1500 Monday through Friday, excluding federal holidays.

Pickups. At the VA Manchester location the contractor shall plan on weekly pickups of the solid waste, and bimonthly (twice a month) pickups for the recyclable materials for purpose of this bid. At the Portsmouth and Tilton locations the contractor shall plan on monthly pickups of the solid waste for purposes of this bid. Optional recyclables for the CBOC's would also be picked

up monthly. All preventative maintenance and service calls for the containers/compactors and power unit shall be provided by the contractor at no additional charge to the government.

The contractor shall position the containers for the VA Manchester location at the upper loading dock of Building 1, exact location to be determined by the COR. The container opening shall be accessible from the loading dock. Loading dock height is 48". Positioning of the containers at the CBOC's must be approved by the COR and the landlord or building owner prior to placement.

Consultation. It is the goal of the VA to maximize waste diversion from landfill through recycling, composting, or other reuse. The contractor shall provide consultation services to include developing a Waste Management Plan that identifies recycling and reuse opportunities and implementation strategies to meet the stated goal. Recommendations for container sizes and material collection methods will be included in the Waste Management Plan. A final Waste Management Plan needs to be approved by the VA 30 days after contract award. The contractor must thereafter comply with the approved Waste Management Plan.

Repairs. The Contractor is responsible for all repairs. Contractor shall provide a proposal for completion of all repair services. Proposals must include an action plan and proposed cost. Proposals must be approved by the VA in advance of completion of the repair. Payment for repairs will be treated as a modification to the original contract and will be issued by the Contracting Officer only.

Reporting. Upon removal from the Manchester VA Medical Center, solid waste and recyclable materials shall be weighed. The contractor shall submit to the contracting officer and COR a monthly report that includes the pickup location, weight of each material, how it was disposed (landfill, recycled, etc.), date of disposal, disposal site, and percentage diverted. An example form is included in Attachment A. Weight tickets and/or certificates of recycling will also be provided. All reports and documentation will be provided to the VA no later than 30 days after processing the material.

Inclement Weather Schedule. The contractor shall collect the recyclable material and solid waste during periods of inclement weather. In cases of severe weather the contracting office may authorize exceptions. When exceptions are granted the contractor shall make all missed collections within 24 hours after the severe weather has terminated, unless the contracting officer authorizes additional time.

Holiday Pick-Up. The contractor is not required to provide services on Federal Holidays but must otherwise collect the recyclable material and solid waste within 24 hours of the scheduled collection.

Approved Containers. Collection of recyclable materials and solid waste shall be from a contractor approved container that has been approved by the designated VA representative COR

prior to placement of the container. The container shall be in fully serviceable condition upon delivery with no visible rust on the exterior.

Disposal of non-marketable materials. The term non marketable materials for purpose of this contract shall mean recyclable materials rejected by the contractor for any contaminated reason. Disposal of non- marketable materials from the contractors processing of recyclable materials shall be the responsibility of the contractor and any tipping fees and/or hauling expenses associated with these contaminated wastes shall be the responsibility of the contractor and at no expense to the government.

Equipment/Vehicles. All vehicles used in performance of the contract on this station shall meet state regulations for safety and licensing. All equipment and vehicles used in performance of this contract shall be in good operable condition and meet local state and federal safety requirements.

Equipment. Government furnished equipment shall be provided as noted in paragraph 1 and the designated space to place the container, a concrete pad for the compactor, power unit and a 3 phase electrical disconnect to feed compactor power unit. Hydraulics that connects to the units are all quick connectors that will be maintained and repaired when necessary by the Contractor. Connections to the existing electrical must meet the existing conditions including 240 volt 3 phase service and capability. The contractor must verify existing conditions and connections prior to placing equipment. The Contractor is responsible for the disconnection of new\existing equipment and reconnection of new\existing equipment. When/If equipment becomes unusable due to no fault of the facility the Contractor will provide assistance/support/mechanics urgently responding to put back in service. Urgent service requires the contractor to respond and be on site within 24 hours maximum. The contractor must submit, PPE, safety plan, LOTO, SDS safety sheets for hazardous materials, etc. submittals to the COR. Submittals must be approved by the Medical Center at least 2 weeks in advance of proposed scheduled service on the contract. All submittals must be approved by the COR prior to servicing the contract or coming on station to deliver any equipment.

4. Personnel.

The contractor must be able to read, write and understand English. Contractor personal shall present a neat appearance and be easily recognized as contractor employees.

The contractor shall ensure that all employees and/or subcontractors have current licenses for the appropriate vehicle. The contractor's vehicles shall be maintained with current and proper state inspection and registration.

Traffic laws. The contractor and their employees and /or subcontractors shall comply with Manchester VAMC traffic regulations which comply with federal law.

Weapons, Firearms, And Ammunitions. Contractor employees and/or subcontractors are prohibited from possessing weapons, firearms, and/or ammunition on themselves or within the contractor owned/leased vehicles while on this federal installation.

5. General Requirements

Hazardous Materials Handling. The contractor shall comply with all federal, state, local, and Manchester VAMC policies concerning the use, storage, and reporting of hazardous materials (HM) should they arise. In the case of a release of an HM into the environment, the contractor shall initiate clean up and notify the COR, GEMS coordinator and Safety Manager immediately. HM will be defined as any substance listed as having characteristics of flammability, corrosively reactivity, toxicity, or containing any listed constituents, or otherwise harmful to personal and/or the environment.

General Housekeeping Duties. The contractor shall be required to perform general housekeeping duties in and around recycling containers, prior to departure around the container site, the container delivery site shall be kept up by the contractor in a clean and neat manner at all times.\

Confined Space Entry Program. If it is necessary for the contractor to enter confined spaces, (IE trash dumpster or compactor) submit a Confined Space Entry Plan that complies with the requirements OSHA 29 CFR 1910, and OSHA Directive CPL 2 100. Identify the qualified persons name and qualifications, training, and experience. Delineate the qualified person's authority to direct work stoppage in the event of hazardous conditions. Include procedure for rescue by contractor personal and the coordination with the emergency responders. If there is no confined space work, include a statement that no confined space work exists and none will be created.

Lockout/Tag out Program. Submit lockout/tag out program for the control of hazardous energy and documentation of employee training. No lockout/tag out activities may be performed on site without coordination with the COR.

Locations

Manchester VA Medical Center
718 Smyth Road
Manchester, NH 03104

VA Portsmouth CBOC
Pease International Tradeport

302 Newmarket Street
Portsmouth, NH 03803

VA Tilton CBOC
630 West Main Street, Suite 400
Tilton, NH 03276

VA Conway CBOC
71 Hobbs Street
Suite 304
Conway, NH 03818

VA Somersworth CBOC
200 Route 108
Somersworth, NH 03878