

**Statement of Work
Recyclable Materials**

SUPPLIES or SERVICES AND PRICES/COST

- I. Provide all labor, material and equipment necessary to include collection processing, transportation and reporting on a continuous basis of all recycled materials. This will include Furnishing Pick-up, Removal and Disposal Services of Recyclable Materials for the Department of Veterans Affairs Medical Center, Togus, Maine in accordance with all terms, conditions, provisions, and the Schedule of this solicitation.

Recyclable materials include:

Main stream waste: Wood/pallets, paper (white or comingled), cardboard, books/magazines/newsprint, glass and plastics, scrap metals (ferrous), Precious Metals (silver amalgam, platinum, etc.), non-ferrous Metals (aluminum, brass, copper, lead, etc.)

Non main stream waste: Fluorescent lamps and ballasts, electronics (computers, printers, etc.) used oil, construction debris/municipal waste.

Contractor will provide a 53 foot Trailer with 4 foot bins that will be located in the rear of building 204 loading dock for zero sort Main Stream Waste disposal at the Togus Campus, Augusta, ME. Periodic pick-up of recyclable materials is required based upon the frequency of fill.

Contractor will provide two wheeled 65 gallon containers with a Lift Bar visually labeled "RECYCLE" (1 for Paper and 1 for Plastics/Glass) at each Community Based Outreach Clinic (CBOC) listed.

II. **General Conditions:**

- A. Contractor shall be required to pick up all recyclable materials collected in the Trailer twice per week to include: paper, cardboard, books/magazines/newsprint, glass and plastics from the Recycle Trailer (Trailer size shall be at least 48' but no larger than 53') and located on the Dock behind Building 204. Additional pick up, upon request, will be provided for a fee of \$_____per additional pickup.
- B. Contractor shall be required to pick up from the CBOC locations once per month of the two wheeled 65-gallon containers with a Lift Bar visually labeled "RECYCLE" which shall be picked up on a monthly basis. Additional pickup will be requested if the container is filled (not to exceed 70 lbs.) between regularly scheduled pickups.

- C. Contractor shall provide the totes/containers as needed and will provide the collection point containers necessary to transport the recyclables off-site. Containers must be maintained and kept in good clean condition free from holes, insects and other debris.
- D. All contractor supplies and other necessary equipment will remain the contractor's property and will be removed within ten (10) calendar days after expiration/termination of the contract.
- E. All recyclable materials shall be picked up during the weekly loading of paper products. Should the contractor fail to remove all recyclable materials during the scheduled pick up, the VA will dispose of the items and bill the contractor accordingly.
- F. Pick up will occur on a periodic basis on a mutually agreed upon day. Pick up shall be at a time that is agreed upon by all. Pick up from the Togus main campus will be on the Dock behind Building 204. It is estimated that load time should not exceed one (1) hour.

Additional locations include all Community Based Outreach Clinics (CBOCs) as follows:

Bangor CBOC

35 State Hospital Drive
Bangor, ME 04401
Phone: 207-561-3600

Calais CBOC

50 Union St
Calais, ME 04619
Phone: 207-904-3700

Caribou CBOC

163 Van Buren Drive, Ste 6
Caribou, ME 04736
Phone: 207-493-3800

Fort Kent Access Point Clinic

3 Mountain View Drive
Fort Kent, ME 04743
Phone: 207-834-1572

Houlton Access Point Clinic

Houlton Regional Hospital - 20 Hartford Street
Houlton, ME 04730
Phone: 877-421-8263 X 2000

Lewiston/Auburn CBOC

15 Challenger Drive
Lewiston, ME 04240
Phone: 207-753-4601
Or 877-421-8263 X 4601

Lincoln CBOC

99 River Road
Lincoln, ME 04457
Phone: 207-403-2000

Mobile Medical Unit

241 Main Street
Bingham, ME 04920
Phone: 866-961-9263

Portland CBOC

144 Fore Street
Portland, ME 04101
Phone: 207-771-3500

Rumford CBOC

431 Franklin St
Rumford, Me 04726
Phone: 207-369-3200

Saco CBOC

655 Main Street

Saco, ME 04072

Phone: 207-294-3100 or 877-421-8263 X 3100

- a. Documentation shall be submitted by the contractor to the Contracting Officer, copy also to Chief, Environmental Management Service, which shall consist of a monthly printout which shall include quantity of recycling products removed and amount paid to the VA for the total removal and transportation of recyclable materials.

G. **RECYCLABLE MATERIALS:**

a. **Main Stream Waste**

1. Corrugated Cardboard: Staples or tape may not have been removed.
2. Mixed Office Paper: Assorted mixed paper shall be removed in totes. Paper shall be free of carbon paper and glue. Handling and destruction will be in compliance with Privacy Act Requirements and destruction of materials under VA Regulations.
3. Newspaper
4. Books
5. Magazines.
6. Glass.
7. Plastics.
8. No. 6 Styrofoam

b. **Non - Main Stream Waste (Optional)**

1. Fluorescent lamps and ballasts,
2. Electronics (computers, printers, etc.)
3. Used oil,
4. Construction debris.

- H. The contractor shall comply with all States, Federal and County disposal regulations. Failure to do so will be grounds for Termination for Cause.
- I. Rejection of recyclable material: In the event that the contractor refuses to accept and pick-up an accumulation of recyclables, or claims an adjustment is necessary after a pick-up may have consisted of items which were not of a recyclable nature, the Contracting Officer shall be notified immediately by telephone, followed by a letter of confirmation within two (2) work days of the rejection or claimed adjustment.
- J. Weighing: All materials picked up from the VA shall be weighted with twenty-four (24) hours by the contractor on their own certified scales or those of the facility where the items will be recycled. The VA does not have scales available for the contractor's usage. The Government representative at the pickup location will enter on the receipt the quantity of recycling products removed. The contractor is required to certify that the

information is correct prior to leaving the Government complex. One copy will remain with the Government and the contractor shall keep their copies to the weight scales.

NOTE: The Contractor shall notify the VAMC of any delays in the pick-up, removal or disposal of recyclable materials in providing services under this contract.

K. Vehicle(s): The delivery vehicle(s) used in the performance of this contract will be licensed, registered and insured. The VA reserves the right to inspect the Contractor's equipment and vehicles.

L. Contractor Qualifications: Contractor is established in the business called for and is financially responsible and has the necessary equipment and personnel to furnish service in the volume required for all the items under this contract. Contractor meets all requirements of Federal, State or City codes regarding operations of this type of service.

M. Contractor Personnel: The Contractor shall be responsible for protecting the personnel furnishing services under this contract. To carry out this responsibility, the Contractor shall provide the following for these personnel:

- workers' compensation
- professional liability insurance
- health examinations
- income tax withholding
- social security payments

The parties agree that such personnel shall be considered employees of the Contractor and shall not be considered VA employees for any purpose.

N. Business Hours: VAMC Togus business hours/days are defined as the time of 8:00 AM to 3:30 PM EST, Monday through Friday, except Federal holidays. The holidays observed by the Federal Government are:

New Year's Day	January 1
Martin Luther King Jr.'s Birthday	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Days	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

Or any other day specifically declared by the President of the United States of America to be a Federal Holiday.

When one of the holidays falls on Sunday, the following Monday shall be observed as a Federal Holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as a Federal Holiday.

O. Price:

- a. Contractor agrees to furnish the Containers (Trailer and services for a monthly fee of \$_____ for this service.
- b. Contractor agrees to provide reporting as outlined in this Statement of Work to include the information outlined in Section II. F. and will charge a modest administration fee of \$_____ for this service.
- c. Contractor agrees to provide recycle pickup and disposal of Non-Mainstream Waste as outlined as an Optional Service in Paragraph G. b. for a fee of
\$_____ per lbs. (lb./pickup)
- d. Contractor agrees to provide recycle pickup at all COBC locations as outlined for a monthly cost of \$_____. Additional requested pickups will be at a charge of \$_____ per pickup.