

1. Title: Solid Waste Services

2. Purpose: The Michael E. DeBakey VAMC (MEDVAMC) is seeking Contractors with the capability to furnish all labor, license, certification, material, personnel, equipment, repairs, maintenance, supplies, transportation, management and supervision necessary to perform all Municipal Solid Waste Refuse Storage, Collection, Disposal and Recycling Services in accordance with applicable Federal RCRA EPA and State TCEQ Solid Waste regulations at the following locations at resulting in a fixed rate fee.

3. Objective: To find qualified and certified contractors with the capability to provide Solid Waste Services. Objective is for Contractors to submit capability statement per the DRAFT SOW and answer the following questions below. (See Attached **Draft** Statement of Work Statement –SOW below)

4. Place of Performance: Michael E. DeBakey MEDVAMC, 2002 Holcombe BLVD Houston, Tx. 77030

5. Responses Requested: The MEDVAMC requires all the following questions answered in this RFI: Answers that are not provided shall be considered **non-responsive** to the Request for Information/Sources Sought and **contractor shall not be considered** as part of the market research.

a. Do your company possess the capability to provide the government required services per the statement of work?

b. Do your company possess all required license, transportation and certification required to perform Solid Waste Services for MEDVAMC Houston, TX.

c. Contractors shall also provide their point(s) of contact name, address, telephone number, and email address; and the company's business size, and Data Universal Numbering System (DUNS) Number.

d. Is your company a small business, SDBs, HUBZone, or 8A concern? **Contractor shall provide communication in capability statement. Contractor shall provide proof of qualifications.**

e. Have contractor provided similar services? Contractor shall provide in capability statement a list of active contracts for commercial, federal, state, and local governments. List Contracts shall provide communication on the government requirement illustrating the capability for comparison.

f. Is your company available under any Government Wide Agency Contract (GWAC), **General Services Administration Schedules (GSA)**, Indefinite Delivery Indefinite Quantity (IDIQ), and/or Blanket Purchase Agreement (BPA)? **If so, please list the contract number and a brief summary of the products and services provided.**

g. Provide a short summary of your potential approach to this type of contract and meeting the specific requirements per the draft Statement of Work and your experience managing similar contracts with similar requirements for the MEDVAMC.

6.Opportunity: The MEDVAMC, is seeking information from potential contractors on their ability to provide this service. **THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.** Small Business Concerns are encouraged to provide responses to this RFI in order to assist the MEDVAMC in determining potential levels of competition available in the industry. Contractor shall provide answers to all questions requested and shall possess the capability to provide all requirements and objectives per the **DRAFT STATEMENT OF WORK.**

7.Instructions and Response Guidelines: RFI responses are due by October 13, 2017 at 9:00am (CST); size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word format via email to anthony.marion2.gov.

All Questions shall be submitted by October 10, 2017 at 12:00 pm (CST) via email to anthony.marion2.gov. Telephone requests or inquires will not be accepted.

The subject line shall read: 36C256-18-Q-0008 Solid Waste Services

NO SOLICITATION EXISTS AT THIS TIME. There is no page limitation on subparagraphs 5(a) - 5(g).

Please provide the information you deem relevant in order to respond to the specific inquiries of the RFI. Information provided will be used solely by MEDVAMC as "market research" and will not be released outside of the MEDVAMC Purchasing and Contract Team.

This RFI does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), or Request for Quotation (RFQ), and it is not to be construed as a commitment by the Government to enter into a contract, nor will the Government pay for the information submitted in response to this request. All information contained in this RFI is preliminary as well as subject to modification and is in no way binding on the Government.

7. In accordance with FAR 15.201(e), responses to this notice are not offers and cannot be accepted by the U.S. Government to form a binding contract. If a solicitation is released, it is will be synopsised in the Federal Business Opportunities (FedBizOpps) website or GSA. It is the responsibility of the interested parties to monitor these sites for additional information pertaining to this RFI, or future RFP.

8.Contact Information:

Contract Specialist, Anthony Marion
Email address: anthony.marion2@va.gov

Your responses to this notice are appreciated.

THIS NOTICE IS NOT A REQUEST FOR COMPETITIVE QUOTES; however, any firm that believes it can meet the requirements may give written notification prior to the response due date and time. Supporting evidence must be furnished in sufficient detail to demonstrate the ability to perform the requirements.

DRAFT
STATEMENT OF WORK (SOW)
MICHAEL E. DEBAKEY VA MEDICAL CENTER
SOLID WASTE REFUSE STORAGE, COLLECTION, DISPOSAL AND RECYCLING
SERVICES

1. DRAFT STATEMENT OF WORK/DESCRIPTION. Seeking Contractors with the capability to furnish all labor, license, certification, material, personnel, equipment, repairs/maintenance, supplies, transportation, management and supervision necessary to perform all Municipal Solid Waste Refuse Storage, Collection, Disposal and Recycling Services in accordance with applicable Federal RCRA EPA and State TCEQ Solid Waste regulations at the following locations at resulting in a fixed rate fee.

Location: The Michael E. DeBakey VA Medical Center, 2002 Holcombe Blvd, Houston, TX 77030

1.1 Seeking Contractors with the capability to furnish “New” Rental Equipment at all site locations identified in Section 5 thru 5.1.1.12 of this SOW within 90 days of contract award date.

1.2 Seeking Contractors with the capability to immediately report any adverse actions or problems that directly or indirectly impact the facility primary mission to provide the best healthcare possible to our veteran patients. This contract excludes wastes services involving medical or hazardous waste generated at the identified VA Medical Center.

1.3 Seeking Contractors with the capability to purchase and install new (2, 3, or 4-compartment, i.e., trash, paper, cans & bottles) recycling receptacles throughout the facility to support a Revenue Generating Single Stream-Recycling Collection and Disposal process, as part of this Municipal Solid Waste Contract.

Receptacles purchased via this contract shall become the property of the MEDVAMC at the termination of this contract. Although, the quantity (Est. 145 ea.) required may vary per building (B100, B102, B103, B104, B105, B108, B109, B110, B120, B121, B122, B123 & three Fisher Houses) as a minimum, receptacles shall be placed at or near each canteen vending unit, canteen dining area, employee break/lunch rooms, patient waiting/lobby area, patient/visitor break rooms located near each nursing unit, outside areas with a covered roof or similar covering; and other areas identified by the Contracting Officer Representative (COR).

1.4 Seeking Contractors with the capability to provide safe, storage, segregation and transport of all solid waste/recyclable materials to a State approve/registered off-site landfill or recycling processing facility.

As a minimum, the primary recycling single-stream container shall be picked up and transported to the processing facility either once or twice per week depending on the volume and demand of recycled material being generated by facility processes.

1.5 The MEDVAMC shall provide manpower/labor to remove and pickup collected recyclable waste from receptacles located inside or outside facility buildings at least once, twice or three times per week or more, as needed to ensure efficient collection and management recyclable materials into a single stream container provided by the Contractor. Options to increase/decrease the removal and pickup frequency of all solid/recyclable waste containers shall be at request or discretion of the Contracting Officer (CO)/COR, as part of the fixed rate fee.

2. GEMS PROGRAM CONTRACT OBJECTIVES. To establish a contract to divert materials currently going to the landfill by seeking opportunities for maximizing recycling material sales. The Michael E. DeBakey VA Medical Center wishes to collaborate closely with the selected contractor on this initiative to meet goals and improved resource efficiency. It is intended that the service provider shall perform the work in compliance with all applicable federal, state, and local environmental regulations, as well as ISO 14001 EMS (<http://www.epa.gov/>).

2.1.1 Target 1: Pursue continuous improvement in resource efficiency (increased diversion through reuse, recycle, composting, waste to energy conversion), and with the VAMC's approval, take the lead role in identifying, designing, and implementing innovative, cost-effective means to increase diversion of solid waste and increase recycling revenue with the additional benefits of reducing refuse collection and disposal costs. Optimize current hauling, garbage disposal, and recycling operations and services to reduce overall waste management system costs. Develop a detailed tracking, reporting, and billing/invoicing system to support the goal setting, performance tracking, and decision-making ability. The VA wishes to collaborate closely with the selected contractor to conduct educational training and outreach as necessary, including but not limited to solid waste segregation and recycling procedures or waste minimization.

2.1.2 Seeking Contractors with the capability to ensure the collection of the following VHA Recyclable Benchmark materials:

Wood Pallets; Cardboard (loose and baled)

Office Mixed Paper (paper, books/magazines)

Batteries (All types: alkaline, lithium, lead-acid, etc.)

Scrap Metals (ferrous and non-ferrous)

Precious Metals (platinum tips, etc.)

Fluorescent Lamps/Ballasts

Plastics (All types: bottles, wrapping, bags, polyethylene drums, etc.)

Glass (clear or colored bottles)

Used Tires; OR Blue wrap

Construction and Demolition Debris (consisting of paper, corrugated cardboard, glass, plastic, concrete, roofing materials and metals).

2.2 Target 2: Seeking Contractors with the capability to provide COR with an electronic invoice and detailed solid waste (weight in pounds) report that clearly outline each charge for services provided to this facility monthly, unless otherwise instructed.

2.3 Recycling Sales Receipts or Checks. Seeking Contractors with the capability to provide the COR and VA Finance Payment Center an electronic (a clear and understandable copy) sales receipt for recyclable materials, no later than the 30-days following the sales month.

The sales receipt shall contain, as a minimum the name of the recycled materials sold, weight (in pounds), cost to recycle, and/or revenue received from the sale of the recycled item. A Recycling Report summary of these receipts/checks will be totaled and submitted by the contractor to the COR on a quarterly basis.

3. REPORTS AND RECORDS. Seeking Contractors with the capability to collect and provide all data needed for input annually into the facility’s Practice Green Health Tracker System via an annual electronic Solid Waste and Recycling Reports to the VAMC COR NLT December 29 of each year.

The report shall also provide recommendations with changes to keep the program on track to meet the federal target of reducing the solid waste stream by 50%. In addition, the solid waste reports shall also include the specific place of disposal or recycle (e.g. incinerator, designated sanitary landfills, or recycler, etc.)

3.1. Service Requirements Summary (SRS): Seeking Contractors with the capability to meet the contractor Service Requirements that are summarized into Performance Objectives that relate directly to mission essential items as identified in the contract.

Performance Objectives
Collect and Dispose of refuse and recycle materials in accordance with the established schedule. Respond in accordance with the contract to additional and unscheduled pickups within 24-hours.
Contractor furnished or completed all deliverable, as stated in the contract.
Furnished copies and maintains current copies of all Federal, State and Local permits, licenses and registrations required to handle, haul, segregate, store or process solid waste material for recycling, sanitary landfill and/or designated landfill that will be used for disposal of solid waste without a redeemable/recyclable value.
Furnish and Maintain equipment in good workable condition. Trucks, compactors, power packs, containers, and accessory equipment shall be clean, sanitized, and free of safety defects, odors, etc.
Removed any, and all refuse, spillage or recyclable material dislodged from containers and/or solid waste collecting equipment while collecting, transporting, recycling and/or disposing of solid waste; and ensuring that all containers are returned to original location, and secured in place, where applicable.
Rescheduled and corrected missed pickups COR within 24 hours.

Submit and complete required monthly and semi-annual reports and invoices in a timely manner, and/or Not To Exceed 45-days from the end of the month the billed serviced was completed.
Reduce landfill costs and use through Solid Waste Diversion.
Divert 50% of non-hazardous solid waste from solid waste stream by fiscal year 2018.
Divert 50% of construction and demolition materials from disposal by fiscal year 2018.
Increase Recyclable Opportunities and Revenue maximizing recycling material sales that exceeds \$12,000 dollars in return revenue to the facility's recycling program by the end of each fiscal year and/or annual contract duration.

4. SCHEDULE.

4.1 Pick-ups Schedules: Seeking Contractors with the capability to furnish and maintain containers at pickup stations, designated for trash (as determined by Contractor and COR) and, as a minimum the frequency outlined herein.

4.2 Refuse Schedule: Refuse collection from all containers shall be accomplished Monday through Saturday, excluding Federal Holidays and any other declared by the President of the United States to be a federal holiday, between the hours of 6:00 a.m. and 3:30 p.m. The COR shall be notified in advance of any deviations from the regular schedule.

4.3 Hour of Service: 6:00 a.m. and 3:30 p.m., excluding Federal Holidays

4.4 Federal Holidays: The ten holidays observed by the Federal Government are: New Years Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day and any other day specifically declared by the President of the United States to be a national holiday.

4.5 Emptied Containers: When emptied, the refuse and recycling containers shall be returned to their designated position, as they exist now at the facility or as recommended by the COR for the hospital with lids/doors replaced in the closed position.

Seeking Contractors with the capability to be responsible for immediately cleaning up any spills, and debris, which may occur during servicing of the containers. ALL refuse on the ground within 30 feet of the container, whether spilled by the contractor or placed there by medical center personnel will be picked up by the contractor during collection.

Seeking Contractors with the capability to maintain all contractor and government provided containers to ensure they are free of unpleasant odors, dirt, debris, and pests. All containers must remain in good working condition. They must remain easily accessible to customers.

Seeking Contractors with the capability to perform all cleaning, painting, repair, and other maintenance tasks off medical center premises. Trucks and trailers used for hauling and collecting will be washed as required to ensure that they are free of odor, dirt, debris, and pests before entering VA premises.

5. Contractor-Furnished Supplies, Materials, and Equipment: Seeking Contractors with the capability to furnish all necessary supplies, materials and equipment, of the size and type customarily used in work of this kind, needed for the performance of the work, except for those specifically stated to be Government-Furnished. Materials supplied by the Contractor shall be of a quality to conform to applicable Federal and State specifications.

5.1 Minimum Equipment Requirements, Existing Locations and Pick-ups Frequency: Seeking Contractors with the capability to provide the services and equipment to pick-ups containers and maintain/repair/clean accessory equipment as necessary at the following locations at the frequencies identified by building locations.

5.1.1 Houston VAMC Location and anticipated pickups.

5.1.1.1 Bldg. 100, Tunnel West Dock Site #VA01, 34 Yard Self-Contained Dietetics Compactor and power-pack, approximate number of pick-ups per week (Mon., Wed., & Fri.) – 3 each.

5.1.1.2 Bldg. 100, Tunnel West Dock Site #VA01A, 30 Yard Refuse/Single Stream Recycling Open Top Container approximate number of pick-ups per week (Mon., Wed., & Sat.) –1 each.

5.1.1.3 Bldg. 100, Tunnel SW – RT. Dock Site #VA02, 42 Yard Receiver and power-pack for trash chute approximate number of pick-ups per week (Thurs.) – 1 each.

5.1.1.4 Bldg. 100, Tunnel NE –RT. Dock Site #VA03, 42 Yard Receiver and power-pack for trash chute approximate number of pick-ups per week (Tues.) – 1 each.

5.1.1.5 Bldg. 104, Near Incinerator Site #VA04, 34 Yard Open-top approximate number of pick-ups per week (Fri.) – 1 each.

5.1.1.6 Bldg. 109, SW Dock Site 34 Yard Self-Contained Compactor and power-pack the approximate number of pick-ups per week (Sat.) – 1 each.

5.1.1.7 Bldg. 100, Tunnel NE Supply Dock Site #VA06, 30 Yard Refuse/Recycling Open Top Container approximate number of pick-ups per week (Thurs.)– 1 each.

5.1.1.8 Bldg. 100, Tunnel NE Supply Dock Site #VA06A, 30 Yard Refuse/ Single Stream Recycling Open Top Container approximate number of pick-ups per week (Tues.) – 1 each.

5.1.1.9 Bldg. 100, NE Dock Site Supply Dock Site #VA06B, 30 Yard Scrap Metal Single Stream Recycling Open Top Container approximate number of pick-ups per month - 1 each.

5.1.1.10 Optional 20 or 30 Yard Open-top Containers shall be provided by the contractor to the MEDVAMC within 24-hours of request notification from the primary or alternate COR

representative, as specified per call request. The approximate number of calls for extra or optional container delivery service is (1-5) times per calendar year.

5.1.1.10.1 #VA Option-001: Optional Container Request, Location, Frequency of Pick-ups and Duration TBA at time of request 20 Yard Open Top Container approximate number of pick-ups per month, as specified in the request.

5.1.1.10.2 #VA Option-002: Optional Container Request, Location, Frequency of Pick-ups and Duration TBA at time of request 30 Yard Open Top Container approximate number of pick-ups per month, as specified in the request.

5.1.1.11 Contractor shall provide service to Unblock and/or Clear Trash Debris from Bldg. 100, Trash Chutes (Site ID #VA02) Southwest and (Site ID #VA03) Northeast. Also, Seeking Contractors with the capability to provide trained technicians to service and provide response to unblock and/or clear blockage from trash chutes within 24-hours of Request Notification at a set fee per chute; the estimated number of blockage calls per year – 6 each.

5.1.1.12 All Self-Contained Compactors and Open Top Containers shall be picked-up, washed, sanitized, and inspected at least once per month minimum, as part of the routine container maintenance.

5.1.2 Seeking Contractors with the capability to ensure a trip/haul ticket for each service location is provided electronically to the COR or his/her designee monthly and/or, prior to submitting an invoice for payment for services rendered.

5.1.3 Seeking Contractors with the capability to ensure invoices submitted for payment for services rendered shall include, as a minimum monthly:

5.1.3.1 Date of pick-ups and service.

5.1.3.2 Trip ticket number.

5.1.3.3 Identification of service location as identified in Section 5.1.1.

5.1.3.4 Quantity

5.1.3.5 Total weight in pounds of municipal solid waste picked-up at each service location.

5.1.3.6 Total flat fee charge per service location.

5.1.3.7 Monthly equipment rental fee charge per location

5.1.3.8 Total Invoices charges.

5.1.4 The Contractor shall provide a separate invoice for payment of services rendered for emergency requests.

5.1.5 The Contractor may receive notification for pick-ups of solid waste containers by the primary, alternate, or the solid waste-monitoring COR listed below:

5.1.5.1 Primary COR: To be assigned

5.1.5.2 Alternate COR: To be assigned

5.1.5.3 Alternate COR: To be assigned.

5.1.5.4 Alternate COR: To be assigned.

5.1.6 Seeking Contractors with the capability to provide to the MEDVAMC, copies of the following documents:

5.1.6.1 Seeking Contractors with the capability with all State and Local permits and registrations required to handle, haul or dispose of municipal solid waste.

5.1.6.2 Seeking Contractors with the capability with all State and Local permits and registrations required for operation and management of a sanitary landfill.

5.1.6.3 Seeking Contractors with the capability with all Federal permits and registration required in the management of municipal solid waste.

5.1.6.4 Seeking Contractors with the capability to provide Preventive maintenance, repair and cleaning scheduled for maintaining receivers, self-contained compactors, power-packs, laser devices, and open-top containers to maintain contracted equipment in an operable condition to support VA processes.

5.1.6.5 Seeking Contractors with the capability to provide copy of disaster or contingency plans for operation and support of this medical center during unplanned natural or man-made disaster conditions.

6. DEFINITIONS.

6.1 Refuse: Includes all garbage, debris, rubbish and other similar waste material. Not included is regulated hazardous waste material and contaminated medical wastes.

6.2 Garbage: Animal and vegetable wastes (and containers thereof) result from the handling, preparation, cooking, and consumption of foods. Edible, or hog fed garbage, is the portion of waste food that has been segregated for salvage.

6.3 Debris: Grass cuttings, tree trimmings, stumps, street sweepings, roofing, construction and demolition materials, and other similar waste material.

6.4 COR: The Contracting Officer's Representative assists the Contracting Officer by monitoring compliance with all contract terms and conditions. The contractor will be required to

complete and return the COR Delegation of Responsibilities form to the Contracting Officer. This form clearly states the role, responsibilities, and limitation of authority imposed on the COR. Only the Contracting Officer has the authority to negotiate changes or to modify the contract. The COR is **not** authorized in any way to commit the Government.

6.5 Recyclable materials: Wood Pallets; Cardboard (loose and baled); Office Mixed Paper (paper, books/magazines; Batteries (All types: alkaline, lithium, lead-acid, etc.); Scrap Metals (ferrous and non-ferrous); Precious Metals (platinum tips, etc.); Fluorescent Lamps/Ballasts; Plastics (All types: bottles, wrapping, bags, polyethylene drums, etc.); Glass (clear or colored bottles); Used Tires; OR Blue wrap.

6.6 Construction and Demolition Debris: Consisting of paper, corrugated cardboard, glass, plastic, concrete, roofing materials and metals.

7. APPLICABLE DOCUMENTS. Seeking Contractors with the capability to comply with all Federal, State, local, VA environmental and hazardous laws, regulations, directives and applicable instructions pertaining to the services required herein and to the conduct and qualifications of personnel in performance of this contract.

The VA directives can be obtained at (www1.va.gov/vapubs/). The Contractor shall utilize safe products and equipment and qualified personnel to ensure the health and safety of all in compliance with the Environmental Protection Agency (EPA) (www.epa.gov/) and the Occupational and Safety Hazard Administration (OSHA) (www.osha.gov/).

8. TECHNICAL REQUIREMENTS. Seeking Contractors with the capability to provide schedule and perform all refuse and recycling collection and disposal services of garbage and trash for the VAMC's in accordance with the contract, frequency and work schedule; the approved Contractor Quality Control Plan; and, the required reports in accordance with the deliverables section. All identified areas applicable to this contract and process, where collection and disposal refuse and recycling services included shall be maintained in a neat, clean, uniform and safe condition throughout the contract period. All power equipment shall be operated and meet the safety parameters, as defined by applicable OSHA Standards. Contract personnel shall exercise extreme caution when operating equipment near patients, visitors, and employees. Contractor equipment shall be in working, safe, and good mechanical condition prior to being placed into operation on government property. As it relates to services provided during the duration of this contract, the Contractor shall be responsible for cleaning up all visible oil, refuse spills or debris left on the roads due to contractor carelessness, inoperable or defective equipment in the interest of public safety.

9. SPECIAL COLLECTION SITUATIONS.

9.1 Unscheduled Pickups, Additional Pickups and Special Events: In addition to the scheduled collections, the COR may request the contractor to make unscheduled collections and disposals. For unscheduled events, the Contractor shall respond within 24 hours of the notification from the COR or his/her designee. For special events, seeking Contractors with the capability to provide relocation or re-position containers, as directed. These containers shall be

placed in locations for a length of time designated by the COR or his/her designee. The Contractor shall be compensated at a unit rate based on the container size.

9.2 Hazardous Materials: Seeking Contractors with the capability to inform the COR immediately of any hazardous materials (EPA or DOT HM listed) found in waste streams listed in this contract that would impact the performance of this contract to ensure they are not disposed of until coordinated by the COR. The Contractor shall comply with all Federal, State and local environmental laws and regulations when handling hazardous materials and wastes.

9.3 Large/Bulky Items: The Contractor shall not be required to pick up bulk items left near the containers. Bulk items could be trees, appliances, metal items, construction material, scrap equipment or any item that is larger than 1 cubic yard (CY). The Contractor shall provide containers as requested by the COR at locations, where in-house projects require on-going access to a container (s), where the VA may dispose of construction debris and bulk items. Seeking Contractors with the capability to provide 20-cy, 30-cy or 40-cy containers in the tunnel or at other locations on the hospital site for collection and recycling of scrap metal (ferrous and non-ferrous) and/or materials requiring landfill disposal. This may include appliances, metal items, shelving, scrap equipment, and other such materials approved and accepted for sanitary landfill disposal.

10. DISPOSAL/RECYCLING.

10.1 Refuse Disposal or Recycling Materials: All refuse, bulk items and debris shall be disposed of at location licensed by the State where performance occurs following all Federal, State and local licenses and regulations for such purposes. Seeking Contractors with the capability to provide to obtain all necessary permits for disposing of refuse or recycling materials; and, copies of these permits shall be submitted to the COR for approval. If the Contractor changes the location of the site, a new permit shall be obtained and a copy again shall be submitted to the COR for approval. All payments for the permit shall be at the Contractor's own expense.

10.2 Solid Waste Diversion. The VA is bound by Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition to fully comply with this RCRA federal requirement*. Solid waste diversion is a major focus of this contract and the Contractor shall be expected to work to improve the installation's diversion rate by improving techniques and methods and researching new markets for items not currently recycled. The Contractor shall make every effort to divert 50% of non-hazardous solid waste from disposal annually to meet the agency's goal per Executive Order 13693.

11. SECURITY.

11.1 The Certification and Accreditation (C&A) requirements do not apply and a Security Accreditation Package is not required.

11.2 Should documents containing personally identifiable information be identified, the Contractor **shall** return it to the Facility's Privacy Officer. Please contact the Facility's COR for the Privacy Officer's contact information, as needed.

12. EVIDENCE OF INSURANCE COVERAGE.

12.1 Before commencing work under this contract, the Contractor shall furnish certification to the Contracting Officer that the coverage required have been obtained and such policy shall state "THIS POLICY MAY NOT BE CHANGED OR CANCELED WITHOUT WRITTEN NOTICE TO THE VA."

13. PERSONNEL REQUIREMENTS.

13.1 VA/VHA COR, Project Manager: The Contracting Officer Representative (COR) or other designated qualified personnel, such as a Project Manager or Alternative CORs shall effectively communicate with all Government and non-government personnel and shall have full authority to act for the Contractor on all contractual matters relating to the daily performance of the contract; and, to receive, accept and sign for any notices, inspection reports and all other correspondence on behalf of the Contracting Officer from the COR/Contracting Officer. Seeking Contractors with the capability to provide an individual that shall serve as the central point of contact for the Government and shall oversee the collection operations and monitor and ensure all work is performed in accordance with the contract and shall ensure the work specification requirements, scheduling, inspections and safety standards in compliance with all applicable federal, state or local regulations/standards, etc.

13.2 Contractors: Seeking Contractors with the capability to provide designated qualified personnel that shall be available when the contracted work is scheduled, while possessing the ability and capacity to respond to the site within 24-hours to monitor work progress, reroute needed resources/schedules and/or address other emergency related requests to support scheduled and unscheduled facility processes, as required. The Contractor or designated qualified personnel shall return calls to the COR within 1 hour of being contacted.

This individual shall provide the COR his or her government-own cellular phone or a beeper to be reached during normal workday hours. Contractor shall effectively communicate with all Government and non-government personnel and shall have full authority to act for the Contractor on all contractual matters relating to the daily performance of the contract; and, to receive, accept and sign for any notices, inspection reports and all other correspondence sent on behalf of the Contracting Officer.

Contractor and/or his or her designated representative shall serve as the central point of contact for the Contractor, and shall oversee the collection operations, monitor resources, scheduling, inspections and ensure all work is performed in accordance with the contract and shall maintain the work specification requirements, and safety standards in compliance with all applicable Federal, State or Local regulations/standards, etc.

13.2 Workers Safety, Security and Use of Premises: The refuse collection workers will be working on a government installation and shall be familiar with and obey established fire, safety, environmental and security regulations. All employees shall wear a distinctive uniform and carry ID at all times while working on site. The contractor shall ensure all employees look neat and wear safety equipment/clothing while collection is in progress. The Contractor shall provide a list of employees' names in accordance with the Deliverables Section.

13.2.1 Security Requests: Seeking Contractors with the capability to comply with OPM, Federal regulations, and VHA Service Center Personnel Security requirements from contract initiation to completion. The COR shall be the point of contact during the process.

13.3 Safety Practices: The workers shall ensure that the work area is clearly marked at all time, and take the necessary precautions to ensure safety hazards are minimized and abated. The Workers shall perform and conduct the work to minimize obstructions to the paved driveways, parking and walkway areas, and/or other hospital operations. All refuse collection workers must wear, as a minimum all appropriate personal protective equipment and follow all applicable Local, State and Federal safety and health regulations during the duration of this contract.

13.4 Protection of Property: The Workers shall protect the existing surrounding equipment, personal belongings, and property, while performing the required services. Any damages caused by the Workers shall be corrected, repaired or replaced at the Contractor's own expense. The Contractor shall repair any damage incurred to turf, vehicles, landscaping, building, non-contract equipment, utilities or pavement at no additional cost to the Federal Government.

13.5 Contractor Employee: Contractor Employee shall not be considered government employees for any purpose under this contract.

13.6 Contractor Contingency Plan: Seeking Contractors with the capability to provide pre- and post- inclement weather contingency action plans to the Contracting Officer that outline the preparations and support to MEDVAMC that will be implemented to provide management of refuse, recyclable and other such waste services generated during a 72-hours period, when pickup, scheduling and transport may be impracticable or unsafe.