

1. Title: Universal and Hazardous Waste Removal 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 Universal and Hazardous Waste Removal Services.

3. Objective: To find qualified and certified contractors with the capability to provide Universal and Hazardous Waste Removal 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 and surrounding Community Base Outpatient Clinics (CBOCs)

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 Universal and Hazardous Waste Removal Services for MEDVAMC Houston, TX and surrounding CBOCs?

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 for Ten years? 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 February 20, 2018 at 9:00am (CST); size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word format or pdf via email to anthony.marion2.gov.

All Questions shall be submitted by February 14, 2018 at 12:00 pm (CST) via email to anthony.marion2.gov. Telephone requests or inquires will not be accepted.

The subject line shall read: 36C25618Q9170 Universal and Hazardous Waste Removal Services. Question submitted after the February 14, 2018 at 12:00 pm (CST) risk question or questions not being answered.

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 synopsisized 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)
UNIVERSAL AND HAZARDOUS WASTE REMOVAL

1. DESCRIPTION OF SERVICES.

Seeking Contractor with the capability to provide all universal and hazardous waste disposal services at the Michael E. DeBakey VA Medical Center and Nine (9 each) external Community-Based Outpatient Clinics (**CBOCs**) locations.

Seeking Contractor with the capability to provide all necessary labor, licenses, certification, personnel, transportation, fuel cost, supplies, travel, supervision, equipment, rental equipment, tools, and materials to inventory, pack, pick-up, transport, store, treat and dispose of universal and hazardous (P, U, & D-listed) lab pack, bulk solvent, and pharmaceutical /biological sharps waste that may include non-hazardous materials to ensure strict compliance with EPA 40 CFR RCRA, DOT 49 CFR, and TCEQ 30 TAC 335 regulations in accordance with the terms and conditions of the contract.

Seeking Contractor with the capability to perform to the standards in accordance with all local, state, and federal regulations.

Collection Requirements.

1.1.1 Frequency of Hazardous Waste Service

1.1.2 Seeking Contractor with the capability to provide bi-monthly hazardous waste disposal services at Michael E. DeBakey VA Medical Center, 2002 Holcombe Blvd., Houston, TX 77030-4298. The primary site buildings included in this service are Bldg. 100, 102, 103, 104, 104A, 105, 106, 109, 110, and one (1) exterior HW storage building.

1.1.3 Seeking Contractor with the capability to provide semi-annual hazardous waste disposal services at Nine (9 each) externally located Community-Based Outpatient Clinics (**CBOCs**) as follows:

- A. Beaumont Outpatient Clinic (BOPC) – Beaumont, TX.
- B. Lufkin Outpatient Clinic (LOPC) – Lufkin, TX.
- C. Conroe Outpatient Clinic (COBC) – Conroe, TX.
- D. Katy Outpatient Clinic (KOPC) – Katy, TX.
- E. Texas City Outpatient Clinic (TXCOPC) – Texas City, TX.
- F. Galveston Outpatient Clinic (GOPC) – Galveston, TX.
- G. Richmond Outpatient Clinic (ROPC) – Richmond, TX.
- H. Lake Jackson Outpatient Clinic (LJOPC) – Lake Jackson, TX.
- I. Tomball Outpatient Clinic (TOPC) – Tomball, TX.

1.1.4 Seeking Contractor with the capability to provide the Michael E. DeBakey VA Medical Center and Nine (9 each) external Community-Based Outpatient Clinics (CBOCs) locations, as identified in accordance with the terms and conditions set forth in this contract. The universal and hazardous waste removal services which will include all services, materials, supplies, labor, analysis for waste determination, segregation and support to categorize, package, transport, document, treat and dispose of all universal and hazardous wastes, **with the exception of radioactive waste**. Seeking Contractor with the capability to provide personnel, vehicles, equipment, expendable and durable goods to perform the duties required without additional support from the VA.

1.2 **Routes/Schedules Submittals.** Seeking Contractor with the capability to establish a collection schedule, which will be submitted with technical proposal. The pickups will be scheduled of sufficient frequency to insure no universal and hazardous waste remains on VA property for more than 180 days and/or to maintain the onsite storage facilities in a safe and orderly condition. No changes are allowed to this schedule without COR approval.

1.3 **Unscheduled Collections.** Seeking Contractor with the capability to make unscheduled collections or disposals, for special events or other occasions. Seeking Contractor with the capability to respond within 24 hours of the event. The cost for this collection will be in accordance with the unit pricing limits established at the time this contract is signed.

1.4 **Inclement Weather Schedule.** Seeking Contractor with the capability to collect universal and hazardous waste during periods of inclement weather. In cases of severe weather, the COR may authorize exceptions. When exceptions are granted, the contractor shall make up all missed collections within 24 hours after the severe weather has terminated, unless the COR authorizes additional time.

1.5 **Government-Approved Containers.** Seeking Contractor with the capability to provide all containers used for collection, storage and transport of universal and hazardous waste and DOT government-approved containers, unless otherwise identified by the COR. Seeking Contractor with the capability to provide transportation containers for lab packs, over pack, totes for bulk chemicals and compressed gas cylinders, in addition to all packing materials and labels.

2. **Contractor's Responsibilities.**

Seeking Contractor with the capability to be totally responsible for his/her full compliance with any and applicable, federal, state, and local government policies, regulations, procedures, specifications, etc., that apply to work of this nature. In addition, Seeking Contractor with the capability with all current licenses, permits,

fees, etc., that may be required by local, state and federal agencies to accomplish the work.

2.1. Management of records. Seeking Contractor with the capability to track and manage all manifests and bills of lading for all materials removed under this contract, regardless of the hazards associated with any individual material or manifest. Seeking Contractor with the capability to track and/or manage all manifests and bills of lading generated by any and all subcontractors or third parties that the contractor chooses to retain, in conjunction with the handling, packaging, transport, storage, treatment, recycling and/or disposal of all materials removed under this contract.

Seeking Contractor with the capability to ensure the accuracy of all universal and hazardous waste manifests generated as a result of work performed under this contract, from the time the manifest is generated to final disposition at a licensed TSDF or recycling facility. Seeking Contractor with the capability to notify the COR of any and all manifest discrepancies from generation to final disposition, and take whatever actions are necessary to correct them to the satisfaction of the COR.

Seeking Contractor with the capability to insure that proof of receipt of hazardous materials is provided to the COR within 45 days of the date the manifest is generated. Acceptable forms of proof are limited to a) the original manifest, signed and dated by the receiving TSDF, or b) a certification of recycling/destruction. If proof of receipt cannot be obtained within 45 days, the contractor shall file an exception report with Federal EPA Region 6 on the VA's behalf and provide copies of all such documentation to the VA contract COR.

2.2. Contractor's Work Hours.

Seeking Contractor with the capability to performed at Michael E. DeBakey VA Medical Center and Nine (9 each) external Community-Based Outpatient Clinics (CBOCs) locations between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday, excluding the Federal holidays listed below.

Federal Holidays

New Years Day	-1 January
Martin Luther King's Birthday	-Third Monday in January
President's Day	-Third Monday in February
Memorial Day	-Last Monday in May
Independence Day	-4 th of July
Labor Day	-First Monday in September
Columbus Day	-Second Monday in October
Veterans Day	-11 th of November
Thanksgiving Day	-Fourth Thursday in November
Christmas Day	-25 th of December

AND any other day specifically declared by the President of the United States to be a national holiday.

When one of the above designated legal holidays falls on a Sunday, the following Monday will be observed as a legal holiday. When a legal holiday falls on a Saturday, the preceding Friday is observed as a holiday by US Government agencies.

3. DISPOSAL

Seeking Contractor with the capability for disposal of universal and hazardous wastes in accordance with existing local, state, and federal regulations. Seeking Contractor with the capability with all permits or fees associated with the use of disposal locations.

3.2 Equipment Maintenance.

Seeking Contractor with the capability to maintain all containers and government facilities ensuring they are free of unpleasant odors, dirt, debris and pests. All containers must remain in good, workable condition. Trucks and trailers used for hauling and collecting shall be equipped as required to ensure they are able to perform the services required. Each vehicle will have sufficient spill containment materials to respond to emergencies resulting from loss of containment, chemical reaction or other hazardous conditions.

3.3 Site Safety Plan.

Seeking Contractor with the capability to submit a detailed site safety plan which will be used to ensure that the workers and VA staff will be adequately protected during all onsite activities involving universal and hazardous waste disposal services, regardless of the location.

4. PERSONNEL QUALIFICATIONS AND SAFETY.

4.2 On-Site Personnel Qualifications: Seeking Contractor with the capability to provide all documentation to fulfill Contractor PIV Badge registration for all employees who are likely to perform work under this solicitation within 30 days of contract award date. The Contractor shall certify the Contractor's supervisor(s) and all technicians that will segregate, handle, categorize, package or store hazardous materials at the Michael E. DeBakey VA Medical Center have received at least the minimum training required by law as specified on 29 CFR 1910.120.

4.3 Seeking Contractor with the capability to provide documentation that management of hazardous waste is their primary business, as a minimum the contractor shall provide experience or established business operation of 10 years; previous proof of providing such services to medical facilities of this size and

complexity with CBOCs; or 5 or more different projects, with job scopes similar to those described in this request that the contractor has performed in the past 3 years.

- 4.4 Subcontractor Qualifications.** Seeking Contractor with the capability to identify any proposed subcontractors and identify services to be performed by the subcontractors. Seeking Contractor with the capability to submit evidence that subcontractor is qualified and legally able to provide services. The Contractor shall certify the subcontractor's supervisor(s) and all technicians that will categorize, package or handle hazardous materials at the Michael E. DeBakey VA Medical Center have received at least the minimum training required by law as specified on 29 CFR 1910.120. **No subcontracting shall be permitted without prior approval of the Contracting Officer.**
- 4.5 Identification.** Contractor personnel working at Michael E. DeBakey VA Medical Center or any CBOC must possess identification badges or other documentation indicating that they work for the contractor. This identification must be kept in their possession at all times. Personnel may be required to show identification at time of pick-up or in response to an inquiry by VA Police.
- 4.6 Laws and Regulations.** Seeking Contractor with the capability comply with all applicable OSHA, EPA, 49 CFR (DOT), including but not limited to HM-18 and all other federal, state, and local laws and regulations.
- 4.7 Proof of EPA Identification.** Seeking Contractor with the capability provide proof (copy of certificate) of US EPA Identification number(s) for each business entity operated by the Contractor that will provide service regarding any aspect of hazardous waste disposal for the Michael E. DeBakey VA Medical Center.
- 4.8 Proof of Registration.** Seeking Contractor with the capability to provide proof (copy of certificate) of all registrations required by Federal, State or local governments to transport, store and/or dispose of universal and hazardous wastes. The Contractor shall provide this information for each business entity operated by the Contractor that will provide universal and hazardous waste transportation services.
- 4.9 Proof of "Request for Certification of Destruction."** The Contractor shall provide proof requesting "Certification of Destruction/Recycling" from ultimate TSD/Disposal Site.
- 4.10** Seeking Contractor with the capability to provide Proof of Business Licenses. The Contractor is responsible for acquisition of all applicable business licenses and permits required by law.
- 4.11** Seeking Contractor with the capability if applicable to provide Citations and Violations. Seeking Contractor with the capability if applicable to provide for the

past three years, any violations and/or citations that the Contractor has received for non-compliance with any universal and hazardous waste laws and permit requirements, and/or OSHA or EPA regulations. The Contractor shall include information for all related business entities including associated firms that are owned by the Contractor or owned by a common parent company that will be involved in any portion of the processing of the wastes generated by the MEDVAMC. If no discharge or violations have occurred, Contractor must provide a statement that certifies no discharges or violations have occurred.

4.12 Transportation Qualifications. Seeking Contractor with the capability to provide the following information regarding the universal and hazardous waste fleet owned and operated by the Contractor:

- ❖ Basic description of transportation services offered and capabilities;
- ❖ Fleet description of number, types, and ages of vehicles;
- ❖ Description of service and maintenance programs;
- ❖ Types of materials licensed to haul;
- ❖ Latest DOT or MCS rating (include a copy of the last inspection);
- ❖ The DOT/CHP compliance record, and;
- ❖ Description of driver qualifications including training programs, experience and driving records.

4.13 Emergency Response Qualifications. Seeking Contractor with the capability to perform emergency response (ER), to situations that may arise from the handling, packaging, transport, storage, treatment, recycling and/or disposal of VA waste while in the contractor's possession. Seeking Contractor with the capability to provide:

- ❖ Contractor's ER policies
- ❖ ER capabilities and experience and limitations
- ❖ Type of ER equipment maintained (specify if owned or subcontracted and from whom).
- ❖ Contractor's emergency response procedure shall describe,
- ❖ How to request an emergency response,
- ❖ How the Contractor notifies personnel and initiates the response action,
- ❖ Incident command procedures followed by the Contractor,
- ❖ ER work practices,
- ❖ ER protection of health and safety practices, and
- ❖ ER invoicing policy.

4.14 Training Programs. Seeking Contractor with the capability to describe the training programs used to protect the health and safety of employees and to develop the capabilities and expertise of employees. The Contractor should address the types and content of initial and on-going training, frequency of training, trainer qualifications, and training program regulatory compliance.

4.15 Special Contract Requirements.

4.15.1 Vehicle Specifications. Seeking Contractor with the capability of vehicle used that meet the specifications required by the State of Texas, as well as the state, city and/or counties where services are to be performed.

4.15.2 Seeking Contractor with the capability to be responsible for indemnification from financial loss resulting from the services provided, either by the parent firm or subcontractors in their employ, to include civil liability and regulatory citation.

5. SERVICE DELIVERY SUMMARY.

The contractor service requirements are summarized into performance objectives that relate directly to facility essential items. The performance threshold briefly describe the minimum acceptable levels of service required for each requirement. These thresholds are critical to contract success.

PERFORMANCE OBJECTIVES	SOW Para.	PERFORMANCE THRESHOLD	REMEDIES
Collect and dispose of waste in accordance with agreed upon pickup schedules.	1.1	No more than 1 deviation per year.	Contract Deficiency Report submitted by Contracting Officer Representative. FAR Clause 52.212-4(m)
Service quality within compliance with local, state, and federal laws.	5.5	No more than 1 deviation per year	Fines assessed to the Michael E. Debakey VA Medical Center will be subtracted from invoices submitted by the contractor. Contract Deficiency Report submitted by Contracting Officer Representative. FAR Clause 52.212-4(m)
Maintain equipment in good workable condition. Trucks and pick-up equipment adequate to do the job.	4.2	No more than 2 customer complaints per year.	Contract Deficiency Report submitted by Contracting Officer Representative. FAR Clause 52.212-4(m)
Perform unscheduled collections required by the contracting officer or COR	1.1	No more than 1 deviation per year	Contract Deficiency Report submitted by Contracting Officer

			Representative. FAR Clause 52.212-4(m)
Invoices, original manifests and/or certificates of destruction received within 45 days of the date work performed.	1.2 & 3	No deviations per year.	Contract Deficiency Report submitted by Contracting Officer Representative. FAR Clause 52.212-4(m) 1% of invoiced amount will be deducted for each day after the 45 days.

6. GENERAL INFORMATION

QUALITY CONTROL: Seeking Contractor with the capability to develop and maintain a quality program to ensure refuse and recycling services are performed in accordance with commonly accepted commercial practices. Seeking Contractor with the capability to develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. Seeking Contractor with the capability to as a minimum, develop quality control procedures addressing the areas identified in paragraph 2, Service Delivery Summary.

QUALITY ASSURANCE: The government will periodically evaluate the contractor performance by appointing a representative(s) to monitor performance to ensure services are received. The government may inspect each task as completed or increases the number of quality control inspections if deemed appropriate because of repeated failures during quality control inspections or because of repeated complaints. Likewise, the government may decrease the number of quality control inspections if performance dictates.