

## **SOLICITATION # 36C78619Q0503**

### **STATEMENT OF WORK**

#### **SUPPLIES OR SERVICES & PRICES / COSTS**

**PRICE SCHEDULE:** The Contractor shall furnish (F.O.B. Destination within consignee's premises) all personnel, equipment, supplies, materials, vehicles and other items / services necessary and incident to the provision NON-HAZARDOUS WASTE (TRASH) & RECYCLE COLLECTION & REMOVAL SERVICES at the **National Cemetery of the Alleghenies**, 1158 Morgan Road, Bridgeville, PA 15017. Services shall be provided on a weekly basis.

**SITE VISIT:** Offerors or quoters are urged and expected to inspect all sites where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance. In no event shall failure to inspect a one or all sites constitute grounds for a claim after contract award. If you plan to conduct a site visit / inspection of the National Cemetery of the Alleghenies, YOU MUST CONTACT one of the following personnel to make arrangements:

Ronald M. Hestdalen, Cemetery Director: 724-746-4363  
William B. Webb, Cemetery Caretaker Foreman / COR: 724-746-4363  
FAX NO.: 724-746-4360

**Duration:** The term of the contract is from date of award thru September 30, 2019 with four (4) one-year renewal options.

**Type of Contract:** This is a firm-fixed price type contract for the supplies / services specified and effective for the period stated in the Schedule. **The unit price is all-inclusive and covers complete trash/recycle removal per line item to include any administrative, fuel and environmental recovery fees.** Quantities of services specified in the Price Schedule are estimates only and are not purchased by this contract.

**Rates:** If the landfill used by the Contractor for disposal of waste / trash picked-up under this contract adjusts its tonnage fee for disposal, that fact shall not constitute the basis for an equitable price adjustment.

Base Year: From Date of Award thru September 30, 2019					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL EST COST
0001	<b>Rental</b> of one (1) 8 Cubic Yard Front Loading Container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and <b>weekly</b> scheduled non-hazardous trash removal.	12	Job	\$ _____	\$ _____
0002	<b>Rental</b> of one (1) 4 Cubic Yard Front loading container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and scheduled <b>weekly</b> recyclable material removal.	12	Job	\$ _____	\$ _____
0003	<b>Rental</b> of two (2) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
0004	<b>Rental</b> of three (3) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
		<b>GRAND TOTAL ESTIMATED COST:</b>			\$ _____

Option Year I: October 1, 2019 thru September 30, 2020					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL EST COST
1001	<b>Rental</b> of one (1) 8 <b>Cubic Yard</b> Front Loading Container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and <b>weekly</b> scheduled non-hazardous trash removal	12	Job	\$ _____	\$ _____
1002	<b>Rental</b> of one (1) 4 <b>Cubic Yard</b> Front loading container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and scheduled <b>weekly</b> recyclable material removal.	12	Job	\$ _____	\$ _____
1003	<b>Rental</b> of two (2) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
1004	<b>Rental</b> of three (3) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
		<b>GRAND TOTAL ESTIMATED COST:</b>			\$ _____

**Option Year II: October 1, 2020 thru September 30, 2021**

CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL EST COST
2001	<b>Rental</b> of one (1) 8 <b>Cubic Yard</b> Front Loading Container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and <b>weekly</b> scheduled non-hazardous trash removal	12	Job	\$ _____	\$ _____
2002	<b>Rental</b> of one (1) 4 <b>Cubic Yard</b> Front loading container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and scheduled <b>weekly</b> recyclable material removal.	12	Job	\$ _____	\$ _____
2003	<b>Rental</b> of two (2) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
2004	<b>Rental</b> of three (3) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
		<b>GRAND TOTAL ESTIMATED COST:</b>			\$ _____

Option Year III: October 1, 2021 thru September 30, 2022					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL EST COST
3001	<b>Rental</b> of one (1) 8 <b>Cubic Yard</b> Front Loading Container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and <b>weekly</b> scheduled non-hazardous trash removal	12	Job	\$ _____	\$ _____
3002	<b>Rental</b> of one (1) 4 <b>Cubic Yard</b> Front loading container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and scheduled <b>weekly</b> recyclable material removal.	12	Job	\$ _____	\$ _____
3003	<b>Rental</b> of two (2) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
3004	<b>Rental</b> of three (3) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
		<b>GRAND TOTAL ESTIMATED COST:</b>			\$ _____

Option Year IV: October 1, 2022 thru September 30, 2023					
CLIN	DESCRIPTION	EST QTY	UNIT	UNIT COST	TOTAL EST COST
4001	<b>Rental</b> of one (1) 8 Cubic Yard Front Loading Container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and <b>weekly</b> scheduled non-hazardous trash removal	12	Job	\$ _____	\$ _____
4002	<b>Rental</b> of one (1) 4 Cubic Yard Front loading container w/lid (new / like new condition). To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental and scheduled <b>weekly</b> recyclable material removal.	12	Job	\$ _____	\$ _____
4003	<b>Rental</b> of two (2) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
4004	<b>Rental</b> of three (3) 30 Cubic Yard Open Roll Off Container. To be placed within the maintenance yard at the National Cemetery of the Alleghenies. Unit cost to include container rental, delivery and removal.	1	Job	\$ _____	\$ _____
		<b>GRAND TOTAL ESTIMATED COST:</b>			\$ _____

(End of Price Schedule)

## **DESCRIPTION / SPECIFICATIONS / WORK STATEMENT**

### **B.1 SCOPE**

- (a) The Contractor shall provide NON-HAZARDOUS WASTE (TRASH) & RECYCABLE COLLECTION & DISPOSAL SERVICES to the National Cemetery of the Alleghenies, 1158 Morgan Road, Bridgeville, PA 15017. Services shall be provided on a weekly basis.
- (b) The Contractor shall be responsible for the collection of and delivering non-hazardous waste and recyclable materials to an approved, licensed, certified disposal area / landfill on a weekly basis. Disposal shall be conducted in accordance with all legal requirements and in an environmentally safe manner.

### **B.2 SPECIFICATIONS**

- (a) Dumpster Requirements: The Contractor shall provide factory new or newly refurbished (within the past three months and in a "like new" state of condition) dumpsters at the beginning of the contract period. The containers shall be compatible with the contractor's pickup equipment, shall be water tight, rodent proof and inherently fire proof. This will pertain to all contractor owned containers each dumpster shall display the company name and contactor information. Dumpster requirements and are as follows:

Description	Qty	Location
<b>8 Cubic Yard Front Loading Container W/Lid (Trash)</b>	<b>1</b>	<b>Cemetery Maintenance Yard</b>
<b>4 Cubic Yard Front Loading Container W/Lid (Recycle)</b>	<b>1</b>	<b>Cemetery Maintenance Yard</b>
<b>30 Cubic Yard Open Roll Off Container (Recycle – Cardboard Boxes)</b>	<b>2</b>	<b>Cemetery Maintenance Yard</b>
<b>30 Cubic Yard Open Roll Off Container (Trash)</b>	<b>3</b>	<b>Cemetery Maintenance Yard</b>

- (b) Only non-hazardous items related to cemetery operations shall be placed in containers / dumpsters. Trash / waste shall consist of fresh & artificial floral arrangements, grave blankets, cafeteria waste, general office waste and food wrappings. Recyclable materials will include paper, cardboard, newspaper, glass, plastic, aluminum and metal.
- (c) Dumpsters which become damaged due to handling and use shall be replaced at no cost to the Government. Damaged or unsightly dumpsters shall be replaced at the written request of the Contracting Officer or his/her Representative.

- (d) The 8 and 4-yard containers are to be scheduled for weekly removal and billed monthly.
- (e) The roll off containers will be scheduled once a year at the direction of the Cemetery.
- (f) The Contractor shall be responsible for cleaning-up and disposing of all trash, garbage, and debris spilled from the dumpsters during the Contractor's pickup and disposal process.
- (g) The contractor agrees to phase all work in such a manner as not to impact on or interfere with cemetery operations. The COR, at his discretion, may direct and arrange the contractor's performance in specific areas of the cemetery to ensure cemetery operations.
- (h) All work shall be performed between the hours of 8:00 am and 4:00 pm local time, Monday through Friday, excluding Federal holidays. Work performed during non-duty hours, weekends and holidays will be at the discretion of the COR.
- (i) In the event climate or weather conditions become unsuitable for work or may induce an environmental hazard, work shall be performed at the first available opportunity. Postponement due to climate or weather conditions shall not be cause for penalties to the Contractor nor additional cost to the Government.
- (j) All non-hazardous waste / trash and recyclable materials shall be removed and disposal of off the Government premises. No on-site burning or disposal is allowed.
- (k) The Contractor is solely responsible for full compliance with all Federal, State, Local and all other applicable laws, policies, rules and regulations. In the event of a conflict of two or more regulations, the strictest of the regulations shall apply.
- (l) The Contractor shall be responsible for the provision of all permits, licenses, certifications, etc.

### **B.3 EQUIPMENT AND GENERAL REQUIREMENTS**

- (a) The Contractor shall provide and be responsible for all dumpster maintenance, labor supervision, equipment, handling, and transportation of waste.
- (b) The Contractor and COR shall jointly determine suitable locations for the dumpsters to insure the locations do not interfere with Cemetery operations and which maintain a clear access for the Contractor's collection vehicles.
- (c) All vehicles and materials handling equipment shall be equipped with OSHA approved back-up alarms.



#### **B.4 INVOICE & PAYMENT**

- (a) Payment shall be made monthly in arrears for all services rendered.

Invoices shall reference the appropriate purchase order number and submitted to the following address for processing electronically in accordance with VAAR Clause 852.232-72 Electronic Submission of Payment Requests: The TUNGSTEN invoice weblink at: <http://www.tungsten-network.com> PH: 1-866-340-4980

Department of Veterans Affairs  
Financial Services Center  
P.O. Box 149971  
Austin, TX 78714-9971

#### **B.5 WORK HOURS**

- (a) Hours of Operation: Waste / trash removal services shall be performed at the National Cemetery of the Alleghenies during normal Hours of Operation - Monday through Friday, with the exception of National Holidays (see National Holiday schedule below), between the hours of 8:00 a.m. – 4:00 p.m.
- (b) National Holidays: Contract personnel shall not be required to work on the ten holidays observed by the Federal Government. Unless otherwise specified, when a holiday falls on a Sunday, the following Monday shall be the legal holiday as observed by the Federal Government. When a holiday falls on a Saturday, the preceding Friday shall be observed as the legal holiday. The ten holidays observed by the Federal Government are as follows:

Holiday	Date	Month
New Years Day	1st	January
Martin Luther King Jr.'s Birthday	3rd Monday	January
President's Day	3rd Monday	February
Memorial Day	Last Monday	May
Independence Day	4th	July
Labor Day	1st Monday	September
Columbus Day	2nd Monday	October
Veterans Day	11th	November
Thanksgiving Day	4th Thursday	November
Christmas Day	25th	December

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

**B.6 COMPLIANCE WITH APPLICABLE FEDERAL STATE AND LOCAL REQUIREMENTS**

In performing work under this contract, the Contractor shall comply with all relevant federal, state, and local statutes, ordinances, laws, and regulations.

**B.7 INDEMNITY - ENVIRONMENTAL HEALTH AND SAFETY VIOLATIONS**

- (a) Should the contractor, in the performance of work under this contract, fail to comply with the requirements of environmental permits, local laws or regulations, state laws or regulations, Federal laws or regulations, the Statement of Work and its Attachments and cause any environmental, health, or safety liability to be assessed against the Government, the Contractor agrees to indemnify the Government from this liability.
- (b) This requirement shall be placed in all subcontracts awarded by the contractor under this contract.
- (c) Contractor Reporting Requirements: The contractor will notify the Director, National Cemetery of the Alleghenies and COR, of any damage or loss of property in the performance of the services of this contract by no later than the following business day. The Director/COR will provide instructions for any required action the contractor should initiate or take.

**B.8 REPRESENTATIVES OF THE CONTRACTING OFFICER**

- (a) The Contracting Officer reserves the right to designate representatives to act for him/her in furnishing technical guidance and advice or generally supervises the work to be performed under the contract. Such designation shall be in writing and shall define the scope and limitations of designee's authority. A copy of the designation(s) shall be furnished to the Contractor at time of award.
- (b) The VA Contracting Officer shall delegate one (or more) representatives to serve as the Contracting Officer's Representative (COR). The COR may direct and arrange the Contractor's work schedule in specific areas of the cemetery to coordinate with daily cemetery activities and operations. Duties and responsibilities of the COR include day-to-day monitoring of the contract as follows:
  - (i) Providing contract oversight and technical guidance to the Contractor.
  - (ii) Placing orders for services.
  - (iii) Verification / certification of payments to the Contractor for services rendered.
  - (iv) Assuring that any changes effecting work involved, price, terms and/or conditions under the contract are not implemented before written authorization is issued by the Contracting Officer.

- (v) All administrative functions remain with the VA Contracting Officer. Any modifications to the contract, including those involving no-cost changes, increases and decreases in cost or level of services provided, termination or extension of the contract (in part or in whole) and decisions concerning claims or disputes, must be authorized in writing by the Government Contracting Officer.

## **B.9 MISCELLANEOUS**

### **(a) Safety**

- (i) The Contractor must meet all safety requirements of the National Cemetery of the Alleghenies Safety Officer, Department of Veterans Affairs, OSHA, and the State of Pennsylvania. It is incumbent upon the Contractor to be familiar with these requirements. "Safety" shall also include the Contractor having a safety representative who maintains regular and routine contact with the Safety Officer of the National Cemetery of the Alleghenies.
- (ii) Adequate warning devices, barricades, guards, flagmen or other necessary precautions shall be taken by the Contractor to give advice and reasonable protection, safety, and warnings to persons and vehicular traffic within the area.
- (iii) Contractor shall demonstrate a clear understanding of, and sensitivity to, environmental issues and be consistent and fully compliant with all applicable Federal, State, County and City laws, ordinances, Right-to-Know laws, EPA guidelines, and regulations.

### **(b) Reporting "On-The-Job" Injuries**

- (i) The Contractor is required to report all "on-the-job" injuries incurred by the Contractor, its agents or employees, resulting from performance of this contract.
- (ii) Contractor shall notify the COR (either orally or via telephone) within twenty-four (24) hours of the injury and provide details and exact location of the incident.
- (iii) This shall be followed up by a written notice to the COR. Any Contractor (including its agents and employees) that knowingly files a false claim may be criminally prosecuted.

### **(c) Responsibilities**

- (i) The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the work site.
- (ii) Communication & Coordination of Work with COR: Communication with the COR is strongly encouraged. Burial activities at NCA shall take precedence over contract work activities. Work activity and noise cannot disturb Burial Services.

Trucks and workers are prohibited from passing through the service area during this period.

- (iii) Insurance, Licenses & Permits: The Contractor shall possess and maintain all necessary insurance, licenses and permits required for contract performance. Contractor is responsible for any injury to himself/herself, his/her employees, as well as for any damage to personal or public property that occurs during the performance of this contract that is caused by his/her employees fault or negligence, and shall maintain personal liability and property damage insurance having coverage for a limit as required by the laws of the State of Pennsylvania. The Contractor is responsible for repair and / or replacement of any damaged structures and / or other Government property.

(d) Contractor Personnel

The Contractor is responsible for:

- (i) Directing, overseeing and coordinating the work involved.
- (ii) Staying abreast of all upcoming cemetery functions including special holiday events and interment activities.
- (iii) Ensuring that contract work does not cause any committal service, ceremony, procession or visitation to be delayed, altered, or otherwise impacted in such a way that the dignity, security, or safety of the event or visit is compromised.
- (iv) The contractor will observe all traffic, parking, directional signs and regulations when using the cemetery's roadways. Vehicles shall not be driven off the paved roadways onto non-paved areas without first securing permission from the COR.

(e) Communication & Coordination of Work with COR

- (i) Communication with the COR (or designee) is strongly encouraged.
- (ii) Burial activities at the National Cemetery shall take precedence over contract work activities. Work activity and noise cannot disturb Burial Services.
- (iii) Trucks and workmen are prohibited from passing through the service area during this period. **Note:** To cause the least possible interference with cemetery activities, contract personnel shall stop (cease) all work in areas where burials are taking place. As a general "rule-of-thumb", work should not take place within 1,000 feet of an ongoing committal service or ceremony.
- (iv) Notwithstanding the Contractors responsibility for total management during the performance of this contract, the administration of the contract shall require maximum coordination between the Government and the Contractor. The Government shall provide, at the time of contract award, a list of Government personnel authorized to act as Contracting Officer's Representatives.

(f) Personnel Appearance

- (i) Contractor personnel shall maintain a neat and professional appearance throughout its workforce, vehicles, equipment, and work areas.
- (ii) Contractor personnel shall be fully clothed at all times, to include an upper garment to cover the body from the waist to neck and long pants or slacks. Contractor personnel must wear a uniform bearing the name of the Contractor, or by wearing badges bearing the Contractor's name and the employee's name in English.
- (iii) Other clothing, in question, shall require the COR written approval. No clothing shall be worn with inappropriate phrases, logos, words or images as determined by the COR.

(g) Personnel Conduct

- (i) Due to the sensitive mission of the cemetery, the work often requires contact with, and exposure to, grieving individuals. Contractor personnel must exercise and exhibit absolute decorum, composure and stability at all times.
- (ii) The Contractor employees shall behave with appropriate courtesy and respect while within the Cemetery or at its perimeter or entrances. Shouting, cursing, angry outbursts, sleeping, intoxication, and violence or criminal acts of any kind shall not be tolerated - and is cause for immediate removal from the Cemetery.
- (iii) National cemeteries are National shrines; contractor personnel appearance and conduct shall be professional and unobtrusive at all times. Questions from cemetery visitors shall be politely referred or directed to cemetery personnel.

(End of Work Statement)