

SCOPE OF WORK

The medical (educational) institution is soliciting an Invitation to Bid for Waste Management Services.

REQUIREMENTS

A. Collection, Transportation and Disposal

All refuse and recycling must be collected and transported by the Contractor in accordance with the rules and regulations of the State, and the US Federal Government, including but not limited to the South Carolina Solid Waste Policy and Management Act of 1991 and the Resource Conservation and Recovery Act. Refuse and recycling must be taken to the designated facility of the educational institution for disposal or recycling.

B. Description of Refuse and Recycling

Refuse for collection described in this specification shall include but not be limited to paper, rags, bottles, metal, boxes, cloth, cans, cartons, crates, worn out articles of equipment, cardboard, and furniture, etc. Recycling for collection described in this specification shall include but not be limited to paper, plastic, glass, metals, construction materials, yard waste, pallets, carpet and carpet padding, etc.

C. Construction & Demolition (C & D) Waste

These containers will be emptied on an "on call" basis. Contractor should comply with their recycling rate commitment percentage as stated in their Operating Plan.

LEED® Certification or Green Globes Certification

The Energy independence and sustainable construction act of 2007, requires that all major facility projects in this State, must be designed, constructed, and at least certified as receiving two globes using the Green Globes Rating System or receiving the LEED Silver standard.

The Contractor will assist in the LEED® certification process by providing all necessary documentation and providing construction waste recycling options for at

least the following: asphalt, cardboard, carpet & padding, concrete, block, brick, pallets & wood waste, sheetrock, and shingles.

D. Equipment

1. General

Hoppers and containers must have leak-proof bodies of a type specifically designed for this service throughout the length of the contract. Equipment must be properly maintained so that doors, latches, switches, covers, etc., function in the proper manner. Compactors, when required, must be properly installed on a concrete pad and must be kept in good operational condition. All vendors MUST participate in the Site Visit with the primary Liaison prior to submitting their offer to find out what types of steel frames are set up on each compactor and have a clear understanding of the location including all immediate surroundings, safety concerns like vehicle and foot traffic, parking lot or loading dock infrastructure, fences, etc.

Contractor will have back-up equipment (trucks and containers) sufficient to provide the level of service required by this contract at all times. If any equipment fails to perform up to the contract standards it must be repaired or replaced within 24 hours, unless otherwise specified, so that the contract requirements can be met. If the Contractor cannot provide the contracted services, the contractor will be required to pay an alternate Vendor (selected by the educational institution) for the emergency service.

2. Safety

This educational institution is a patient-focused enterprise. Contractor should do everything possible to avoid being on campus during regular business hours. Safety becomes a concern when patients, visitors, staff and others are trying to make it to their appointments, classes and meetings. These requirements list specific times and areas that the Contractor must show special consideration for safety.

All vehicles used by the Contractor in conjunction with this contract must be equipped with a warning device, which automatically sounds when the vehicle is in reverse gear.

3. Missed Service

The Contractor will notify the Primary Contact if they cannot make it to the designated pick-up the same business day of any or all containers. The educational institution and the Contractor may work together to change a schedule if it is deemed necessary.

The educational institution acknowledges that hazardous weather or extreme conditions could prevail on occasion and will not penalize the Contractor for such.

The Contractor will notify the Primary Contact if they are on-campus outside of the designated schedule.

4. All Containers

- a. All Containers and Control Boxes shall be new.
- b. Acceptable paint color is dark green, and must be approved by the primary Liaison
- c. At the beginning of the contract, must be freshly painted and all parts working, with no holes in the metal
- d. Must be emptied, returned to their original position, lid replaced and where applicable hoses reconnected
- e. Must be delivered, moved or terminated within 24 hours of on-call request
- f. Must be emptied within 24 hours of on-call request
- g. Must have a Maintenance Plan and perform regular maintenance to keep all parts working at all times
- h. Submit a Maintenance Check Form on all containers to the primary Liaison. This is due sixty (60) days before the annual contract renewal date each year.
- i. Must deodorize as necessary
- j. Must paint as necessary
- k. Container(s) must be taken off-site to be cleaned and disinfected on request or as necessary
- l. Must have a cover for all open-top dumpsters and compactor hoppers

5. Front-End

- a. Containers must be delivered, moved and/or terminated within 24 hours of the request

- b. Must be weighed by on-board scales for every service order, if the scales malfunction for any reason the Contractor will have 24 hours to provide the primary Liaison with a written parts order for the repair. Once parts arrive the scales shall be repaired within 48 hours.
- c. All others, must be emptied and returned before 7:00 am
- d. Plastic lids must cover the top of the container, keep most rain water out and be in working condition at all times
- e. DO NOT weld doors shut on 8 yard containers unless asked to do so
- f. DO NOT completely plug bottom of containers due to flooding potential.

E. Personnel - Training

It is the responsibility of the Contractor to ensure that all its employees are fully aware of the educational institution's routes and collection locations, and all traffic patterns and rules of the educational institution's roadways. In the event that an alternate driver is substituting for a regular driver (i.e., vacation, illness) then Contractor must notify the primary Liaison.

F. Sufficient Equipment, Facilities and Personnel

The Contractor is responsible for providing services to the campus regardless of equipment or vehicular failure, challenging weather conditions or other interferences, providing that bridges and landfills are open and following weather decisions made by local authorities. In the event of equipment or vehicle breakdown or similar delays, the Contractor will notify the primary Liaison and devise a plan to complete the day's service within a timely manner.

1. Contractor Equipment

At a minimum, the contractor must have the trucks and equipment to deliver, dump, clean, and maintain all requested container types, including front-end dumpsters, roll-off dumpsters, and compactors. Backup trucks and a maintenance truck with tools and parts are required to ensure uninterrupted service. The contractor shall also provide enough open-top containers for bad weather emergencies

2. Contractor Personnel

The Contractor has 60 days from award date to meet the sufficient equipment and personnel standards as listed in this solicitation.

Personnel ratios may reasonably change during the contract. Current ratios shall be updated in the operations plan annually.

G. Operating Plan:

The final operating plan will be based on the proposed operating plan. Contractor shall have thirty (30) days after the pre-performance meeting to submit the finalized Operating Plan to the primary Liaison. The Operating Plan shall include the following:

1. Startup/Transition Plan

Contractor shall work with the primary Liaison and the current contractor to finalize a startup/transition plan.

2. Operations Plan

Shall include but not be limited to:

- a. Dumpster Location and Frequency List
- b. Weekly Service Log
- c. Maintenance Plan for equipment to include Maintenance Check form.
- d. Hours of Operation
- e. Holidays
- f. Disposal locations if not already designated. Once designated, any changes must be approved by the primary Liaison.
- g. Weather Emergency Plan
- h. other information at the Contractor's discretion.

This plan shall be updated and submitted annually to the primary Liaison.

3. Recycling Plan

Plan shall address the Contractor's recycling rate commitment percentage and how the Contractor has helped customers achieve zero waste to landfill. The educational institution is currently recycling municipal solid waste (MSW) at a rate higher than 25%. Any proposal should include a plan to help the educational institution increase that recycling rate over the next five years to over 50%.

H. Agency Liaisons/Communication

1. Weekly Service Log

The Contractor will be required to submit a weekly service log to the educational institution. The purpose of the weekly service log is for the educational institution to receive regular information regarding fill rates of containers, weights of containers, recording blocked containers, missed pickups, containers in need of repair, alternate drivers and other related information for monitoring quality of service on a weekly basis.

2. Monthly Meeting

The Contractor and primary Liaison shall meet on a monthly basis to discuss topics such as vehicle routing, service schedules and issues, sizes, locations and maintenance of containers, invoicing issues, upcoming special events and additional service needs.

I. Invoicing

The Contractor prior to the execution of the contract will be required to have a finalized Invoice and Measurement Plan as part of the Operating Plan. All invoices must include the PO #, name of the location of the container, description of service, date of service, tonnage of each container, cost of service and total cost for the month. All invoices shall be in-hand at the educational institution by the 10th of each month.

There will be no additional haul charges added to the invoice for any dumpsters turned away at recycling facilities if the Contractor cannot show proof that the driver actually was turned away from the recycling facility. If a driver is hauling waste or recyclables and is turned away from a facility for any reason he must attempt to contact the primary Liaison for further instructions.

J. User Fee

The educational institution will not pay overage fees unless the Contractor proves that the educational institution went over their allotment and that the Contractor is being charged for the overallotment fees of the educational institution. An invoice

from Charleston County showing the overage fee must be included with any invoice for these fees.

K. Dedicated Truck Route

It is the desire of the educational institution to determine the total tons of solid waste being created during an average day. In order to obtain this information, the educational institution requires use on-board truck scales to weigh the front-end dumpsters and provide weight tickets from every facility where a roll-off container is emptied.

L. Subcontracting

No subcontracting of the solid waste collection, maintenance and hauling aspects of this contract will be allowed. The contractor may subcontract parts of the construction recycling services; however, the Contractor must receive approval from the educational institution before using a subcontractor.