

RFQ MT235820014
ATTACHMENT 1(SPECIFICATIONS/SCOPE OF WORK)

Provide all labor, equipment, and materials for complete trash removal and single stream recycling at the Des Moines Airbase.

Current Container Count

Description	QTY	Container size	Location (Building)	Service Frequency
Trash Removal	1	8 cuyd	100/180	Weekly
	1	8 cuyd	110	Weekly
	1	3 cuyd	300	Weekly
	1	3 cuyd	315	Weekly
	1	8 cuyd	410/430	Weekly
	1	6 cuyd	440	Weekly

Description	QTY	Container size	Location (Building)	Service Frequency
Single Stream Recycling	1	6 cuyd	100/180	Every other week
	1	6 cuyd	110	Every other week
	1	3 cuyd	315	Every other week
	1	6 cuyd	410/430	Every other week
	1	3 cuyd	440	Every other week

Contractor shall be required to provide services as outlined and meet all the requirements below.

Containers

- The Contractor shall supply containers as required for collection of solid waste and single stream recycling at Des Moines Airbase.

- Contractor shall be responsible for the purchase, ongoing repair, replacement, warranty issues, and other requirements related to the containers.
- The Contractor shall maintain all containers in good working condition and ensure that they are free of unpleasant odors and unsightly damage to their exterior surfaces. Containers shall be painted in a uniform color which is acceptable in the industry.
- Agency staff will determine when a container is no longer considered in “good working condition” (i.e. container is damaged beyond normal wear and tear) and must be replaced by Contractor.

Hours of Operation

Collections shall generally be scheduled on a weekday (Monday – Friday), between the hours of 7:00 a.m. and 5:00 p.m. on the scheduled collection day.

Schedules and Routes

- Contractor shall provide collection services on a scheduled collection day, and shall maintain the schedules and route(s) on file with the Agency.
- Exceptions to the scheduled collection day and schedule shall be affected only upon the mutual agreement of the Agency and Contractor.
- Contractor will be required to provide additional pick-up services outside of the regular schedule on an as-needed / on-call basis, including weekends.
- Expected response time for additional pick-up services is within 24 hours of initial call to Contractor.

Personnel

Contractor shall provide all personnel required to perform the services. For the term of the agreement, Contractor shall maintain the following:

- A representative authorized to make decisions and act on Contractor’s behalf, accessible to the Agency
- Personnel performing services on-site at Des Moines Airbase must have, at a minimum, a company issued identification badge which must be on display or on their person at all times while on the job. All other forms of individual identification, such as a uniform with name badges, name tags, or identification cards are encouraged but not mandatory;
- Personnel operating collection vehicles shall have a valid commercial driver’s license appropriate to the vehicle being operated.

Collection Equipment

- The Contractor, at its sole cost and expense, agrees to furnish, all trucks, equipment, machines, and labor which are reasonably necessary to adequately, efficiently, and properly collect and transport solid waste from locations serviced by Contractor in accordance with this Contract. Collection of garbage shall be made using sealed packer-type trucks, and such equipment shall not be allowed to leak nor scatter any waste

within the limits of Des Moines Airbase property nor while in route to the disposal site, where such accumulation shall be dumped.

- Contractor shall, if necessary, hand-clean all spillage resulting from its collection activities.
- All motor vehicles used in performance of the obligations herein created shall be clearly marked with the Contractor's name, telephone number, and unit number legible from 150 feet.

Performance Standards

Contractor (and its drivers, employees, and agents) shall adhere to the following performance standards:

- Residential carts shall be replaced upright within two (2) feet of Agency's placement without obstructing traffic or damaging property / landscaping.
- Dumpsters and roll-off containers shall be replaced upright within eighteen inches (18") of the Agency's placement, without obstruction traffic or damaging landscape.
- Collection areas shall be free of litter and debris larger than three (3) inches within a ten-foot radius of the containers.
- Contractor shall not leave loose material, which during collection may fall in the streets or property of Agency, and will collect any loose material that is generated during the collection operations.
- Contractor shall maintain a consistent route schedule and comply with provisions related to hours of service.
- Contractor will not use vehicles that leak oil, hydraulic fluid or other substances, or present an unhygienic or unsafe appearance.
- In the case of alleged missed collections, the Contractor shall make every effort to collect the material on the same day; and within no more than twenty-four (24) hours after Agency places call to Contractor. Unless otherwise specified in this Contract, should the Contractor for any reason after being notified, fail to make the collection, the Agency, without further notice, may cause the same to be picked up (internally or by a third party), and disposed of and shall deduct or bill to the Contractor the cost for the service.
- Methods of measuring performance standards may include: residential customer satisfaction surveys, Air National Guard employee / internal customer communication records, and service monitoring.

Spillage and Leakage

- During transport, all materials shall be contained, covered and enclosed so that spilling and leakage of materials does not occur.
- Contractor shall be responsible for the cleanup of any spillage or leakage from its vehicles within two (2) hours.
- Contractor shall equip each vehicle with the proper tools / absorbent materials to adequately clean up liquid and hydraulic spills or leaks on all trucks.

- If a spill or leak leaves a stain on a roadway, building, or other similar surface caused by Contractor, its vehicles or employees, the Contractor will use all reasonable means available to remove the stain and restore the facility to the satisfaction of Agency staff.

Litter and Odor

- Contractor shall exercise care to prevent spilling, leaks and littering.
- Contractor shall be responsible for litter caused by the provision of services in connection with any Contract resulting from this RFQ.
- Contractor shall clean up any litter larger than three (3) inches within a ten-foot radius of collection areas - whether spilled by the Contractor or placed there by others the same day the pickup occurs.

Disposal Site

Contractor shall dispose of all solid waste at a permitted Disposal Site(s). The Disposal Site shall be licensed and permitted as required by all governmental bodies having jurisdiction for disposing of solid waste.

Recordkeeping, Reporting, and Billing

- Contractor shall submit electronic invoices on a monthly basis. All records shall be available to Agency at reasonable times and places throughout the term of any Contract resulting from this RFQ and for a period of five (5) years after last or final payment.
- Contractor shall create, maintain, and deliver to Agency the following records: a. Document solid waste and bulky waste tonnage delivered to disposal facility;
- Document collection activity by container size and frequency of pick up.
- Additional documents and reports, as the Agency may reasonably require, to verify compliance with any state or federal regulations;
- Other recordkeeping and reporting requirements as agreed upon by Agency and Contractor;
- Invoices shall be itemized, clearly identifying regular waste collection services, landfill disposal fees, any equipment rental fees, extra service call fees, etc.

Additional Services and Requirements

- **For Recycling: If contamination fees are applicable, the Contractor shall process up to 25% percent contaminated recycling at no additional charge.**
- Contractor must provide video/photo evidence when additional charges are applicable(i.e. overage, contamination, etc)