STATEMENT OF WORK (SOW)
REFUSE REMOVAL SERVICES

1. BACKGROUND

The Agricultural Research Service (ARS) is a primary research arm of the US Dept. of Agriculture (USDA). The Beltsville Agricultural Research Center (BARC), the National agricultural Library (NAL) and the US. National Arboretum (USNA) cover approximately 7,000 acres in the Metropolitan Washington Region. BARC properties include greenspace laboratories for crop and ornamental plants, sterile research laboratories, greenhouses, animal facilities and office spaces for computation and administration.

NAL is a fourteen-floor building housing over 2 million volumes and collections associated with agriculture and related science.

USNA, in the District of Columbia (northeast) maintains extensive grounds, greenhouses, and laboratories hosting research on grounds and in greenhouses along with events and public visitation. Day to day operation of research, offices, and grounds maintenance of each facility generates laboratory waste and other refuse ordinary to functions of such facilities.

2. PURPOSE OF WORK

The purpose of this requirement is for refuse removal services at three USDA facilities.

3. SCOPE OF WORK

USDA requires refuse removal services for the following three locations:

- BARC - located in Beltsville, Maryland
- NAL – located in Beltsville, Maryland
- USNA – located in Washington, DC.

  The refuse of the three USDA sites requires removal by a contractor to complete regularly scheduled and will call collections.

4. REQUIREMENTS

The contractor must provide labor, materials and equipment, including vehicles, refuse containers (dumpsters) and compactors to ensure that refuse is properly collected, enclosed, transported and disposed to appropriate management facilities.

The contractor must situate containers for all facilities named in this statement of work. Container locations will be given to the contractor after award. The total number of containers is 82 (52 routine and 30 will call), and includes the various container types and pickup frequency as described in the tables below.

All dumpsters must follow the following standards:

1. Uniform color and consistent sizes, relative to purpose
2. Recognizable by their purpose
3. Recognized clearly as property of the contractor
4. Marked with awardee logo
5. Transported according to contents to Environmental Protection Agency (EPA) approved and the Maryland Department of the Environment sanctioned landfill
6. Monitored to ensure proper waste as labeled on the container
7. Free of spillage or leaks
8. Serviced during facility operating hours of 7:30 – 4:00 p.m. Eastern Time, Monday through Friday excluding federal holidays

5. REFUSE TYPES

Refuse types are defined as follows:

Autoclave Trash – decontaminated autoclave materials including, but not limited to plant material, petri dishes, test tubes, laboratory glassware and similar materials. All material will be in disposable autoclave bags, clearly labeled by current regulation as BIOHAZARD. The bags will display heat sensitive indicators to confirm their processing is complete and will be determined safe for entry to the regular trash stream by laboratory personnel. There will be no medical or infectious waste or animal products that require special handling in these bags. Additionally, these Autoclaved, BIOHAZARD bags will be enclosed in boxes, securely taped shut, labeled with the laboratory origin of the waste. The labels will include the name of a scientist manager of the work to produce the Autoclave waste.

Compact Trash (**regular**) – regular trash that is compacted

Construction Trash – debris remaining after construction, remodeling, renovation, or clearing of work areas. This may include furniture or equipment that is unsuitable for use due to irreparable damage, lost function. …other discarded, non-hazardous items of furniture and equipment, as necessary to serve ARS mission and priorities.

Incinerator Ash – trash resulting from the burning of infectious waste, medical waste and experimental laboratory animals.

Recycling– Trash designed to be reused for alternative purposes

Trash (regular) – standard trash – generated by daily office functions including bathroom trash cans, office debris, and food waste.

6. **LICENSES/PERMITS/LAWS regarding contract staff**

The contractor must use an EPA approved landfill for the disposal of all waste. The contractor must be knowledgeable of and compliant with all federal, state, city, county and local laws, regulations and rules governing the removal, hauling and proper disposal of trash and recyclable material to be transported according to this contract. The Contractor is responsible for staff performing contract-related duties remain qualified and certified to perform each contract task with competence for the duration of each contract period of performance.

The Contractor must comply with BARC Security Office requirements. The Contractor staff will be permitted to enter gates using prescribed security badges. The COR will support contractor meetings with Security Office staff to obtain security credentials and be responsible for sharing updates of BARC security practices. The COR will report contractor security discrepancies to the CO and BARC Security Unit in writing, after their recognition. In perceived minor instances, COR will make a brief attempt to resolve confusion about BARC Security requirements.

7. **CONTINUITY, HYGENE AND SAFETY**

The Contractor must have sufficient collection, transportation, personnel and communication capacity to safely perform the contract, without interruption, in the event of contractor equipment failure or unpredicted personnel absences. If a scheduled collection site is omitted, the contractor will have twenty-four (24) hours to complete the omitted refuse collection after notification.

Onsite and mobile equipment must be of rigid, durable construction, steel is preferred. Onsite containers must not leak and must remain odor and rodent free.

Stationary containers must remain in serviceable condition, with fully operational lids of durable material. Containers that are bent, have lids that allow rain intrusion, or have inconsistent paint are

unserviceable and must be replaced, at the same capacity, within one week, on a schedule to keep contract commitments.

The Contractor's equipment and methods must prevent the spillage of the refuse left for collection. Spilled refuse must be collected and removed from the site immediately by the contractor. All contractor trucks must be equipped with suitable cover to prevent escape of debris during loading or transport.

8. ROUTINE REFUSE COLLECTION (NON-WILL CALL)

Routine work is part of the fixed price portion of the contract. Refuse Containers (not "Will Call") must be emptied by the contractor into trucks provided and operated by the contractor. Spillage will be prevented or mitigated as described in the section above entitled (…Hygiene…).

When a routine trash pickup day falls on a federal holiday (i.e., New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day) or a day the government is closed for inclement weather, etc., the contractor must perform the pickup on the next business day.

Routine refuse collections will occur on schedule and delays must be reported by the contractor to the COR.

Routine containers must be provided by the contractor in the following quantities and sizes:

BARC – fifteen (15) Routine Collection containers; 2-cubic yard

BARC – fourteen (14) Routine Collection containers; 4-cubic yard

BARC – five (5) Routine Collection containers; 6-cubic yard

BARC – fourteen (14) Routine Collection container; 8-cubic yard

NAL – one (1) Routine Collection Compactor; 20-cubic yards

USNA – one (1) Routine Collection containers; 4-cubic yard

USNA – one (1) Routine Collection containers; 6-cubic yard

USNA – one (1) Routine Collection containers; 8-cubic yard

Location	Container Maintained Onsite	Approx Cubic Yds	Type	Freq/ Week
BARC	2	2	trash	1
BARC	11	2	trash	2
BARC	2	2	trash	3
BARC	3	4	trash	1
BARC	10	4	trash	2
BARC	1	4	trash	3
BARC	5	6	trash	2
BARC	7	8	trash	2
BARC	7	8	trash	3
NAL	1	20	compactor	1
USNA	1	4	trash	3
USNA	1	6	trash	3
USNA	1	8	trash	3

9. WILL CALL SERVICE

Will Call refuse collections are made at request of the COR, at locations recognized to need occasional, reliable refuse removal services. Drivers must notify the COR of collections with images to account for collections. Will Call requests must be served within two business days. The contractor must notify the COR of each Will Call collection via email. This email notification must include:

1. an email sent from the container location (for time stamp)
2. consistent subject line of “Refuse Collection”, and building number near contract container
3. feature a photo of the loaded container BEFORE collection

Any substitute method will be an email sent within twenty-four (24) hours of collection and building number associated with the Will Call collection.

Will call containers will be distinguishable by size and by labels, according to purpose. These Will Call containers must be maintained in place, available for use by Agency and emptied within two business days of notification.

- Two (2) Will Call containers of 2 cubic yards for Incinerator ash
- Twelve (12) Will Call containers of 6 cubic yards for Autoclaved trash
- Five (5) Will Call containers of 8 cubic yards for cardboard
- Ten (10) Will Call containers of 30 cubic yards containers

Location	**Container Maintained Onsite**	**Approx Cubic Yds**	**Container Size/Type**	**Freq/ Week**
BARC	**2**	**2**	**Incinerator**	**NA – 48 hr response**
BARC	**12**	**6**	**autoclave**	**NA – 48 hr response**
BARC	**5**	**8**	**cardboard**	**NA – 48 hr response**
BARC	**10**	**30**	**construction**	**NA – 48 hr response**
BARC	**1**	**8**	**Tires**	**NA – 48 hr response**

10. TIRE WILL CALL REFUSE

The awardee must provide a refuse tire receptacle for Will Call collection. The contractor must hold a Maryland State license to collect and transfer or process refuse tires, listed on the Maryland Scrap Tire Hauler List at MDE.Maryland.gov and dispose all refuse tires at Maryland licensed facilities.

13. MISCELLANEOUS INFORMATION

The contractor must coordinate with the COR on procedures for obtaining site access. Proof of citizenship or Permanent Residency showing the contractor's personnel are authorized to work in the United States shall be required prior to commencing work. The contractor must alert the COR of personnel changes impacting access to the facility. Negligence of USDA Security protocols will be cause for diminishment of performance scores in the CPARS system.

If a federal holiday falls on a Saturday, it is observed the preceding Friday. If a federal holiday falls on a Sunday, it is observed the following Monday. Therefore, the contractor shall schedule service accordingly. The contractor is responsible for keeping up-to-date on government closures due to inclement weather and other emergencies by listening to local television/radio and/or checking websites, to include: https://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/