

**WASTE REMOVAL AND RECYCLING SERVICES
AT
RONALD REAGAN WASHINGTON NATIONAL AIRPORT**

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I. INTRODUCTION

The Metropolitan Washington Airports Authority (the Authority) is responsible for the operation, maintenance and repair of Ronald Reagan Washington National Airport (referred to herein as "DCA"). The Airport is located in Arlington County, Virginia (see **Appendix A**) herein after referred to as the "job site". The Airport served over 18 million passengers in 2010.

II. SUMMARY OF WORK

The contractor shall furnish all labor, materials, tools, equipment, supervision and applicable licenses and permits necessary to perform the Waste Removal and Recycling Services at Ronald Reagan Washington National Airport in a manner that will ensure a neat, orderly and professional appearance of the Airport. The contractor shall furnish various exterior waste containers at numerous locations throughout the Airport. These containers are to be used by the Authority to collect and segregate its waste and recyclable material.

Environmental stewardship through recycling is a high priority of the Airports Authority and we are dedicated to reducing our carbon footprint through a successful partnership with a contractor committed to protecting the environment. During the term of this contract, we anticipate new methods and practices will be implemented to increase our recycling rates. Currently, recyclable materials consist of mixed paper, plastic, aluminum, glass, scrap metal and wooden pallets. Mixed paper, plastic, aluminum and glass shall be collected in a single stream/commingled method. The contractor shall reimburse the Authority the prevailing market value of the recyclables it collects from the Authority.

Historic data: 2014 the Authority had 4,000 tons of solid waste and 1,085 tons of recycling materials.

The term of this requirement is intended to consist of a two (2) year Base Period with two (2) One (1) Year Options.

III. DEFINITIONS

AIRPORT - Ronald Reagan Washington National Airport aka "DCA"

AOA - Aircraft Operation Area on the Airport airfield.

AUTHORITY - The Metropolitan Washington Airports Authority

CMMS – Computerized Maintenance Management System

CONTAINERS - Dumpsters and compactors used for the temporary collection of waste (i.e. trash and recyclables) on the job site.

CONTRACTING OFFICER (CO) - An Authority employee with the authority to enter into, administer, and terminate contracts.

CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) - An Authority employee specifically designated by the Contracting Officer to assist in carrying out the CO's responsibilities at the project site.

CONTRACTOR'S PROJECT MANAGER (CPM) - The Contractor's employee who has the overall responsibility and authority to fulfill all the requirements of the Statement of Work.

CORRECTION - Means the elimination of a defect.

DCA - Ronald Reagan Washington National Airport

EMERGENCIES - Unscheduled maintenance and service required because the containers provided by the Contractor are filled to capacity, not functional, creating a safety potential hazard interfering with the operation of the Airport, etc.

GROUNDS - Includes land, parking lots, roadways, walks, bridges, airfield etc. at the Airport.

HCS - Hazard Communication Standard also known as "HASCON".

INCINERATOR - A commercial facility which is licensed to burn waste in compliance with all Airport, as well as all Local, State and Federal regulations.

JOB SITE - The area within the Authority's property lines or portions of such area which are defined within the Contract or as described by the COTR.

LITTER - Debris, waste paper, branches detached from trees and shrubs, beverage containers, dead birds, dead animals etc.

MA-126 - DCA, Engineering and Maintenance Department, Maintenance Engineering Division

MSDS - Material Safety Data Sheet

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY (the Authority) - The public body responsible for the operation and management of both Washington Dulles International Airport (IAD) and DCA.

OSHA - U.S. Occupational Safety and Health Administration. The Federal government agency responsible for providing the rules and regulations on safety and health requirements in the work place.

PREVENTIVE MAINTENANCE - Maintenance (including inspection, cleaning, and repair) of equipment on a regular basis that is sufficient to prevent unplanned failure.

PULL - A pull is the Contractor's requirement to remove waste or recycling containers and/or container contents and dispose of contents in a landfill or recycling disposal site. The Contractor is required to retain dump/weight tickets for each load to serve as support documentation for invoicing procedures.

QUALITY CONTROL - A method used by the Contractor to assure that quality services are provided to satisfy the requirements of the contract.

QUALITY ASSURANCE - A means by which the Authority is able to confirm that the quantity and quality of services received conform to contract requirements. These methods/procedures are not included to aid the Contractor in the performance of the contract requirements or be a substitute for contract quality control.

RECYCLABLE - Any material which retains useful properties that can be reclaimed after the production or consumption process.

SERVICES - Includes services performed, workmanship, and material furnished or utilized in the performance of services.

SINGLE STREAM RECYCLING – (also known as “fully commingled” or “single-sort”) recycling refers to a system in which all recycling materials are mixed together in a collection truck, instead of being sorted into separate commodities (newspaper, cardboard, plastic, glass, etc.) throughout the collection process. In single stream, both the collection and processing systems are designed to handle this fully commingled mixture of recyclables, with materials being separated for reuse at a materials recovery facility.

SOW – Statement of Work

STATE - The Commonwealth of Virginia

TRASH - Waste that is not recyclable.

WASTE - Materials discarded as a part of normal Airport activities and operations. This material may include food products, food and beverage containers, packaging, office waste paper, newspapers, and magazines, landscape debris, dirt, roadway construction and maintenance materials, wood pallets, scrap metal, sand, etc.

IV. **BASE SERVICES**

The Contractor shall be required to accomplish all the tasks and fulfill all the requirements of this SOW as described herein:

A. **Equipment**

1. The Contractor shall provide all containers as listed in **Appendix B**. The approximate locations of the containers are indicated in **Appendix B** however the actual locations of the containers are to be established by the COTR. At no time shall the Contractor provide site less equipment than the types and quantities listed in **Appendix B**.

The acceptable age of the containers/equipment shall be three (3) year old. The Contractor shall provide documented proof of equipment age, if the Contractor is not providing new equipment. The electrical requirements for the compactors are: 240 volts or 480 3 phase. The Contractor shall provide any steel runners and stop blocks for all compactors that currently do not have them or have been damaged and are need of replacing.

Compactors that require cart dumping systems utilize 1 cubic yard carts. See photo examples below:



2. All container access doors and covers shall be fully functional and easily operable. All access doors and/or covers on all containers shall be equipped with functional and easy operable keyed alike locks to effectively secure all doors and covers. These locks shall be installed and

keys for them shall be provided to the COTR no later than 24 hours after the start of the contract for these services. The locks shall be secured to the containers in such a manner as to prevent the locks from being lost or misplaced.

3. Equipment Signage

The contractor shall provide and affix signage onto each compactor and container provided under this contract. The final size and wording of all signage shall be approved by the COTR.

- a. Letters shall be a minimum 8" in size. Font shall be Arial.
- b. Signage shall be applied to all four vertical sides of each unit.
- c. Each unit shall be labeled with its corresponding identification number.
- d. Each unit shall be identified with the type of waste or recyclable material with which it is designated to receive.



- e. Each compactor shall have operation instruction signage written in both English and Spanish located by the controls.



- f. Each unit shall have the following signage: "MWAA" and "703-417-8063"



- g. Recycling containers shall be White with Blue signage; Waste containers shall be Blue with White signage.
4. Container drain plugs shall have openings no larger than $\frac{1}{4}$ " to prevent rodents from entering containers.
 5. All Compactor operating controls shall be mounted on the compactor approximately 12" from the hopper access doors.
 6. All front loading waste containers shall be "square top" containers with access doors on the side.
 7. Contractor's vehicles used for hauling and collecting shall be in top operating condition and shall have an acceptable appearance to the Authority.
 8. Vehicles which are required to service the AOA shall meet the requirements of the Authority safety inspection for operating on the AOA. Vehicle inspections are performed by the Airport Operations Department.
 9. The Contractor's front loading trucks shall be equipped with electronic scales, with printout capability, for weighing each front loading container on the job site. The Contractor's roll-off trucks do not require truck mounted scales.
 10. The Contractor shall have, at a minimum, one AOA inspected back-up vehicle (front end and roll off) and back-up driver with AOA access for instances when the primary vehicle and/or driver are not available.

B. Collection and Disposal

1. All waste and recyclable materials collected and removed by the contractor shall be contained, tied, or enclosed to prevent leaking, spilling, or littering during transport.
2. All waste and recycling material collected and removed from the airport by the Contractor shall be disposed of at authorized licensed disposal sites located in DC, MD or VA.

3. All non-recyclable waste, with the exception of container #3, shall be disposed of at authorized Energy From Waste (EFW) facilities (i.e., incineration).
4. Recycling material shall be collected and disposed of in a single stream/commingled method. Disposal shall be in accordance with existing local, state, and federal regulations.
5. The Contractor shall be responsible for any and all permits or fees associated with collection and disposal services.
6. All vehicles used in the collection of compactor and open top waste and recyclable containers shall be weighed on state certified scales at the disposal facility. Incoming and outgoing vehicle weights shall be recorded on weigh tickets provided by the operator at the weigh station.
7. Contractor shall provide weight tickets from the contractor's truck mounted scales for each front end container pull. Weight tickets shall be date and time stamped. As part of the monthly invoice, the contractor shall provide weight tickets documenting both the weight of each container full and empty at the time of pulls failure to supply these tickets may result in non-payment of the container.
8. The contractor shall return all containers to their original location after servicing, in an upright position with the lids securely in place (closed).
9. The Contractor shall be responsible for immediately cleaning up any spills, debris, etc., which may occur during servicing of containers. All refuse, litter, etc. on the ground within ten feet of the container, whether spilled by the Contractor or placed there by others, shall be picked up by the Contractor during collection. The Contractor shall be responsible for keeping collection areas free of refuse and debris. The Contractor shall be responsible for collecting any abandoned shipping pallets and placing the pallets in the nearest onsite pallet container.
10. The Contractor shall ensure that they transport all shipping pallets to a facility that accepts the load regardless of minor contamination from other types of material.
11. The Contractor shall ensure that they transport the Authority scrap metal to a facility that will accept the load regardless of minor contamination from other types of material. The Contractor shall reimburse the Authority the prevailing market value of the scrap metal and shall provide documentation to verify the prevailing market value of the different types of metal at the time of disposal. The Contractor shall call the scrap metal facility before emptying the scrap metal containers and determine what the prevailing market value is and provide this information to the COTR to get the COTR's approval prior to emptying the containers. The COTR shall have the option of requesting additional scrap metal containers to hold scrap metal loads. If the COTR deems low market value of the scrap metal the contractor shall provide additional containers up to a total of three containers for a maximum three month time period to allow fair market value to stabilize. The Contractor shall provide the COTR with an email of the weight and value of the scrap metal by no later than the next business day after emptying the container.
12. Contractor's site manager will schedule pulls only when containers/compactors have reached 75% or greater capacity. Site manager shall notify the COTR of all scheduled pulls on the daily report.

C. Maintenance

1. The Contractor shall maintain all containers in top operating condition and ensure that they are free of unpleasant odors and unsightly damage to their exterior surfaces.
2. Containers shall be painted in a uniform color which is acceptable to the Authority (blue for waste, white for recycling).
3. The Contractor shall replace or repair any damaged, potentially unsafe, inoperative and/or unsightly piece of equipment on the job site within 4 hours of notification.
4. The Contractor shall not remove from service equipment for more than 4 hours during any 24-hour period. If the Contractor cannot repair a compactor within 4 hours they shall provide a temporary compactor while repairs are being made.
5. The Contractor shall thoroughly clean (interior and exterior) each container two times per year on a schedule acceptable to the COTR.
6. The Contractor shall perform all cleaning, painting and heavy repair off the job site.

D. Reporting and Documentation**1. Monthly Summary Sheet**

The Contractor shall provide as part of the monthly invoice package a report (**Appendix C**) detailing total tonnage of waste collected, materials collected and recycled by commodity, and gross proceeds from recyclable sales. Sales receipts from the recyclable must accompany the report.

2. The Authority's Computerized Maintenance Management System (CMMS)

- a. The Contractor shall use for the term of this contract an Authority provided CMMS to schedule and generate work orders for all inspections and pulls of all the containers covered under this Contract. The Authority will retain a management role over the system.
- b. The Contractor shall use for the term of this contract the Authority provided handheld computers as an extension of the CMMS. The Contractor shall access and enter data on Work Orders on the handheld computers.
- c. The Contractor shall generate work orders for all service calls and service call backs. Upon completion of work the Contractor shall be responsible for closing out the work order by inputting all relevant information data in the CMMS that relates to work performed by the Contractor. This information data shall include, but not be limited to; asset number, name of technician(s), date of service, duration of work performance, specific service accomplished, labor, date completed and any comments necessary to explain corrective action or work performed.
- d. The Authority will provide the Contractor five (5) business days prior to the end of each month; a CMMS generated Work Order Status Report that details all incomplete and completed work orders generated by the Contractor during the month. At a minimum the

report will contain; work order number, PM type/service required, account code and origination date and completion date.

- e. If access to the CMMS program is not available from the Authority, the Contractor shall meet this requirement by providing the required information on paper copies of the work orders, which will be provided by the Authority.
- f. The Authority will provide the necessary training to the Contractor on the proper use of the CMMS program.

3. **Daily Report**

The Contractor shall submit to the COTR, via the Authority email system, a daily inspection report (**Appendix E**) at the conclusion of each workday. The Contractor shall list on this report all containers, as well as report on all issues identified and the corrective actions taken by the Contractor. The daily report shall include time and date stamped pictures of each container along with the contractor's estimate of percentage of capacity in terms of "fullness". The Contractor shall also provide the pull schedule of all containers that require emptying.

V. **SUPPLEMENTAL SERVICES**

The Authority may, during the course of this contract, request supplemental services from the Contractor which are outside the requirements of the Base Contract. A typical example of this would be interior office recycling containers. All such work will be requested and approved in advance in writing by the COTR using the "contract services call order" form (**Appendix D**). This call order will contain a description of the services that are required from the Contractor along with an estimated cost to perform the work. Materials, equipment and parts requested on a call order that are not identified on the pricing schedule shall be charged at the Contractor's cost plus 10%. Unless otherwise approved in writing by the COTR, the Contractor shall not invoice the Authority for supplemental services for an amount greater than the estimated cost provided in the approved call order. The Contractor shall not proceed with any work that is outside the scope of the Base Contract until written authorization is provided by the COTR via a signed call order.

VI. **GENERAL REQUIREMENTS**

A. **Contractor's Qualifications**

The Contractor shall have at least Five (5) years documented experience in the business of servicing large facilities equal to the Airport. The Contractor's employees, including new hires, must be legal to work in the United States. The Contractor shall confirm citizenship of all foreign-born employees and alien numbers (Green Card), if not a US citizen.

B. **Parking**

No airport parking shall be provided to the Contractor.

C. **Security Provisions**

The Contractor shall comply with all the Authority's security requirements on the job site. Unless otherwise provided in the SOW, the Contractor shall not remove and/or possess of any confidential data, materials, supplies, or equipment, which are the property of the Authority. Keys shall include key

cards, and other entry devices and/or codes provided by the Authority. The Contractor shall secure and safeguard all keys. The Contractor shall maintain a detailed record of the key issued to its employees. The Contractor shall not duplicate and shall not allow any such keys to be duplicated or removed from the job site. All keys and other entry devices used by the Contractor's employees in the performance of the work shall be returned to the Authority at the end of the period of the contract or as required by the Authority.

The Contractor shall immediately report to the Authority all keys issued and all keys issued by the Authority which have been lost or stolen. The Contractor shall be responsible for all loss, damages and expenses which the Authority incurs as a result of the Contractor's loss of Authority keys. These costs include the expense of changing all locks to which the lost keys provided access.

The Contractor shall ensure that, under no circumstances, any of his employees shall enter an area not authorized for access by the Contractor.

The Authority may not issue keys to the Contractor for some restricted security areas at the Airport. Instead the Authority may require the Contractor's employees to be accompanied at all times in such areas by Authority security escorts.

D. Safety

The Contractor shall ensure that all its personnel on the job site comply with all applicable regulatory requirements.

The Authority reserves the right to inspect all areas for potential safety hazards and violations at its discretion, direct the Contractor to make immediate improvement of necessary conditions and/or procedures, and/or stop the work if potential safety hazards are deemed to exist.

The operation of the Contractor's vehicles or private vehicles by the Contractor's employees on or about the job site shall conform to Authority's posted restrictions, and safe driving practices.

E. Fire Prevention and Protection

Fire prevention and protection at Authority facilities property is essential. The Contractor shall be responsible for maintaining a reliable fire prevention and protection program for its employees and the property serviced.

The Contractor shall be knowledgeable of and provide adequate and appropriate training for all employees in the proper method of reporting a fire at the Airport. All pertinent information regarding fire reporting procedures may be obtained from the COTR.

F. Smoke Free Facilities

All the Authority's facilities on the job site are smoke free. The Contractor and its employees shall adhere to the Airport's requirements in regard to this facility's maintenance of a smoke free environment.

G. Regulatory Compliance

The Contractor shall promptly notify the COTR if the work site is visited by an official in charge of compliance with the Occupational Safety and Health Act.

This shall include but not be limited to the Contractor complying with all the Authority requirements including but not limited to the following:

1. Construction Safety Manual
2. Orders and Instructions
3. Advisories

H. Delivery of Supplies/Equipment

The Contractor shall schedule all deliveries on the job site to occur only during times that cause minimum disruption and inconvenience to the Authority's operations as determined by the COTR. In general, all such deliveries shall be scheduled between 6:00 AM and 3:00 PM.

I. Work Hours

Unless otherwise requested in writing by the COTR, the Contractor shall provide all routine and scheduled services including emptying, removing, replacing, changing and/or maintaining the waste containers on the job site only between the hours of 3:00 AM and 9:00 AM. EST/DST (except for containers smaller than 8 cubic yards which may be serviced during the hours of 5:00 A.M. and 11:00 A.M. EST/DST). The Contractor must provide the services described according to Section III, Price Schedule (except federal holidays). These services shall be performed by the Contractor on the next regular business day.

J. Emergency Services

The Contractor shall provide "emergency response" services on an "as needed" basis to requests by the COTR or other Authority Authorized personnel (i.e. Work order desk or OPS). The Contractor shall provide these services 24 hours daily at the unit prices described in the Section III, Price Schedule. The Contractor shall respond to emergencies on the job site within **six (6) hours** and correct the problem within **eight (8) hours**.

K. Timely Performance

The Contractor shall be responsible for the complete and timely performance of all the services as described in the Statement of Work. If the Contractor fails to comply with this requirement or if in the opinion of the Authority, the Contractor's work methods are not adequate to assure completion of the work per the allotted schedule, the Authority may direct the Contractor, at no additional costs to the Authority, to revise his work schedule to ensure completion of the work.

L. Special Requests

On occasion, the Authority may request the temporary placement of an additional container at the Airport. The Contractor shall bill the Authority at the cost specified in the Price Schedule for that particular type of container. Placement of an additional container shall be performed within 12 hours of notification.

M. Container Revisions And Relocations

The Authority retains the right to change the type or quantity of containers as well as the frequency of service of any unit at any time, throughout the term of the Contract. The cost of these changes shall be made in accordance with Section III, Price Schedule. Additionally, the Contractor shall relocate as necessary, containers on the job site as specified by the COTR.

N. Accident Reports

The Contractor shall immediately notify the Authority's Police department (703-417-8209) and the COTR of any accident on the job site that is related to the performance of this SOW that involve bodily injury or damage to property.

O. Communication/Coordination

The Contractor shall provide key personnel with cellular telephones and paging devices to be worn at all times. Pagers shall be alphanumeric, accessible through the Internet e-mail and by telephone.

The Contractor shall establish a communication plan for 24-hour/7-day emergency call back situations.

The Contractor shall maintain, at their corporate office, a Personal Computer (PC), equipped with an Internet e-mail address for the duration of this contract. The required computer software shall be Microsoft Office Professional to include Microsoft Word, Access, Excel, and Microsoft Project. The Contractor shall bear all expenses for this requirement.

VII. PERSONNEL**A. Attire**

All employees, including supervisors and subcontractors of the Contractor, at all times while employed on the job site to fulfill the requirements of the Statement of Work shall be attired in distinctive attire which is acceptable to the Authority. This attire shall have the Contractor's name easily identifiable, affixed thereon in a permanent or semi-permanent manner such as a badge or monogram. These uniforms must be supplied and maintained by the Contractor at no cost to the Authority.

The Contractor's employees, at all times while on the job site shall fulfill the requirements of the Statement of Work, shall conspicuously, display their respected Airport photo identification security badge issued by the Airport Operations Department.

B. Supervision

All Contractor supervisors shall clearly and understandably communicate in the English language both verbally and in writing with the Authority. These Supervisors shall communicate verbally and in writing with all of the Contractor's employees and subcontractors as required to fulfill the requirements of the SOW.

C. Contractor's Personnel

The Contractor shall provide trained and qualified personnel in sufficient numbers as required to fulfill the requirements of this specification and the terms of the contract documents.

At all times while at the job site, whether on or off duty Contractor's employees shall conduct themselves in an orderly and safe manner. Fighting or engaging in horseplay, being under the influence of alcohol and/or drugs or bringing and/or consuming alcohol and/or drugs, gambling soliciting, stealing, taking pictures or bringing cameras or other photographic devices anywhere on the property (unless approved in writing by the Authority), and any immoral or otherwise undesirable conduct shall not be

permitted on the job site and shall result in immediate and permanent removal from the job site of any employee engaging in such conduct from work under this contract.

The Contractor's Personnel shall for the purpose of this contract include the Contractor's employees and subcontractors who are on the job site fulfilling the requirements of the SOW.

D. Assignments

The Contractor shall identify all its employees that it has assigned to fulfill the requirements of the Statement of Work together with their respective duties, responsibilities and authority. The Contractor shall document and provide this information to the COTR prior to the start of the Contract. The Contractor shall immediately notify the COTR of any future changes in this information.

E. Contract Manager

The Contractor shall provide a Contract Manager. The Contract Manager shall be literate in both writing and speaking the English language and shall have full authority to act for the Contractor and serve at all times to carry out the provisions of the Contract. In the absence of Contract Manager the Contractor shall designate another authorized person to act in his/her place and with commensurate authority for the Contractor. The Contractor shall advise the COTR accordingly prior to the start of the Contract. The Contractor shall immediately notify the COTR of any changes in regard to this designation.

The Contract Manager shall make sufficient inspections to insure the services are performed as specified.

The Contract Manager or his designee shall be on-call at all times 24 hours daily during the entire term of the contract to fulfill the requirements of the Statement of Work. The Contract Manager, or his designee shall report on the job site within two (2) hours to take appropriate action and/or meet with the COTR or the COTR's designee to remedied issues as required to fulfilling the requirements of the Statement of Work.

The Contract Manager shall be adequately trained in the compliance of all applicable OSHA, EPA, and other Federal, state and local laws and regulations regarding the equipment and materials that may be encountered in the performance of the work.

F. Site Manager

The Contractor shall provide an onsite Site Manager to perform daily equipment inspections, schedule container pulls, provide the COTR a daily inspection report and input necessary information in the Authority's CMMS work order system. The Site Manager shall be literate in both writing and speaking the English language and shall possess good computer skills. The Site Manager shall be on the job site each day from approximately 7am to 11am Monday thru Friday excluding Federal holidays. The Site Manager shall have at least five (5) years documented experience in the business of managing waste and recycling collection in large facilities like an Airport. The names of the Site Manager and alternate(s) who shall assume the Site Manager duties when the primary Site Manager is absent due to vacation or sickness shall be designated in writing to the COTR fifteen (15) days prior to the contract start date. The Site Manager shall be responsible for supervising the daily activities to ensure that all contract requirements are being satisfied.

VIII. DELIVERABLES**A. Prior To Contract Startup**

After notification of the contract award but not later than fifteen (15) working days prior to the start of the contract period the Contractor shall submit in writing to the COTR the following information:

1. The name, project title, work hours, telephone and fax numbers, e-mail address and cell phone numbers as well as resumes of the Contractor's Contract Manager, Site Manager and their respective designees.
2. A detailed chart showing the organization the Contractor proposes to use on and off the job site to fulfill the requirements of the Statement of Work.
3. The Safety Plan the Contractor shall implement on the job site to fulfill all the requirements in the Authority's Construction Safety Manual.
4. The Contractor's Hazardous Waste Spill Contingency Plan which fulfills all the requirements in the Authority's Construction Safety Manual.
5. Proof the Contractor has obtained all required Airport security clearances for its employees and vehicle AOA inspections.
6. The names of the Site Manager and alternate(s) who shall assume the Site Manager duties when the primary Site Manager is absent due to vacation or sickness.

B. After Contract Startup**Monthly**

The Contractor shall provide a monthly report (**Appendix C**) detailing total tonnage of refuse collected, materials collected and recycled per container.

Daily

The contractor shall submit a Daily Inspection Report (DIR) which documents the findings of the daily inspections. The DIR shall include time and date stamped pictures of each container along with the contractor's estimate of container capacity in terms of percentage of "fullness" (**Appendix E**). The DIR shall also contain the tentative pull schedule of all containers that require emptying.

The next business day after emptying of a container(s), the contractor shall submit to the COTR via email the actual weight disposed of from each container(s).

IX. CONTRACTOR FURNISHED RESOURCES

The Contractor shall provide on the job site at all times in good working order during the entire period of this contract the quantities and types of equipment as described in the Statement of Work. The Contractor shall acquire this equipment prior to the start of the contract and shall use it on the job site only to fulfill the requirements of this contract. The Contractor shall maintain and repair this equipment so that it is fully functional at all times. This shall be accomplished by the Contractor at no additional cost to the Authority. Any equipment which is not functioning properly must be immediately replaced with operating units which are the

same size, type, and age (or newer) as those they replace. Any equipment that is replaced must be immediately reported to the COTR. All equipment shall be numbered, color coded, and stored on-site in a manner acceptable to the COTR.

The Contractor shall not bring and/or use on the job site any propane powered and/or explosive equipment.

X. AUTHORITY FURNISHED RESOURCES

A. Space

The Authority shall provide the Contractor exterior space on the job to locate the containers described in the Statement of Work.

The Authority will provide the Contractor with a joint use office located on the jobsite.

B. Equipment

The Authority will provide the Contractor the use of an Authority computer in the office provided on the jobsite. The contractor may use this computer to fulfill their daily reporting requirements.

The Authority shall provide the Contractor an Authority barcode scanner to perform the required inspections and documentation of the waste & recycling work orders in the Authorities CMMS work order system.

XI. METHOD OF PAYMENT

A. General

The Contractor shall only submit invoices to the Authority for work that has been completed in accordance with the Statement of Work to the satisfaction of the COTR. The Contractor shall only invoice the Authority for the services performed after the end of each calendar month in which the services were performed. All invoices shall provide a detailed breakdown of charges in accordance with the **Price Schedule, Section III** and include a breakdown of trash disposed and the amounts of recyclable materials.

The monthly invoice shall consist of two (2) formats: COTR Package and the MWAA Accounting Department Package. The COTR Package shall consist of a binder containing the monthly summary report, Contractor's detailed invoice, separate divider tabs for each container, container summary sheet and Contractor's load/weight tickets or other supporting documentation. The MWAA Accounting Department Package shall consist of the following: copy of the monthly summary sheet and the Contractor's detailed invoice.

All invoice packages must include all other documents and instructions required in this Contract.

B. Base Contract

The Contractor shall only invoice the Authority for authorized amounts which are in accordance with **Section III, Price Schedule** of the contract. The Authority reserves the right to withhold payment if services are not performed by the Contractor in accordance with the SOW.

C. Supplemental Services

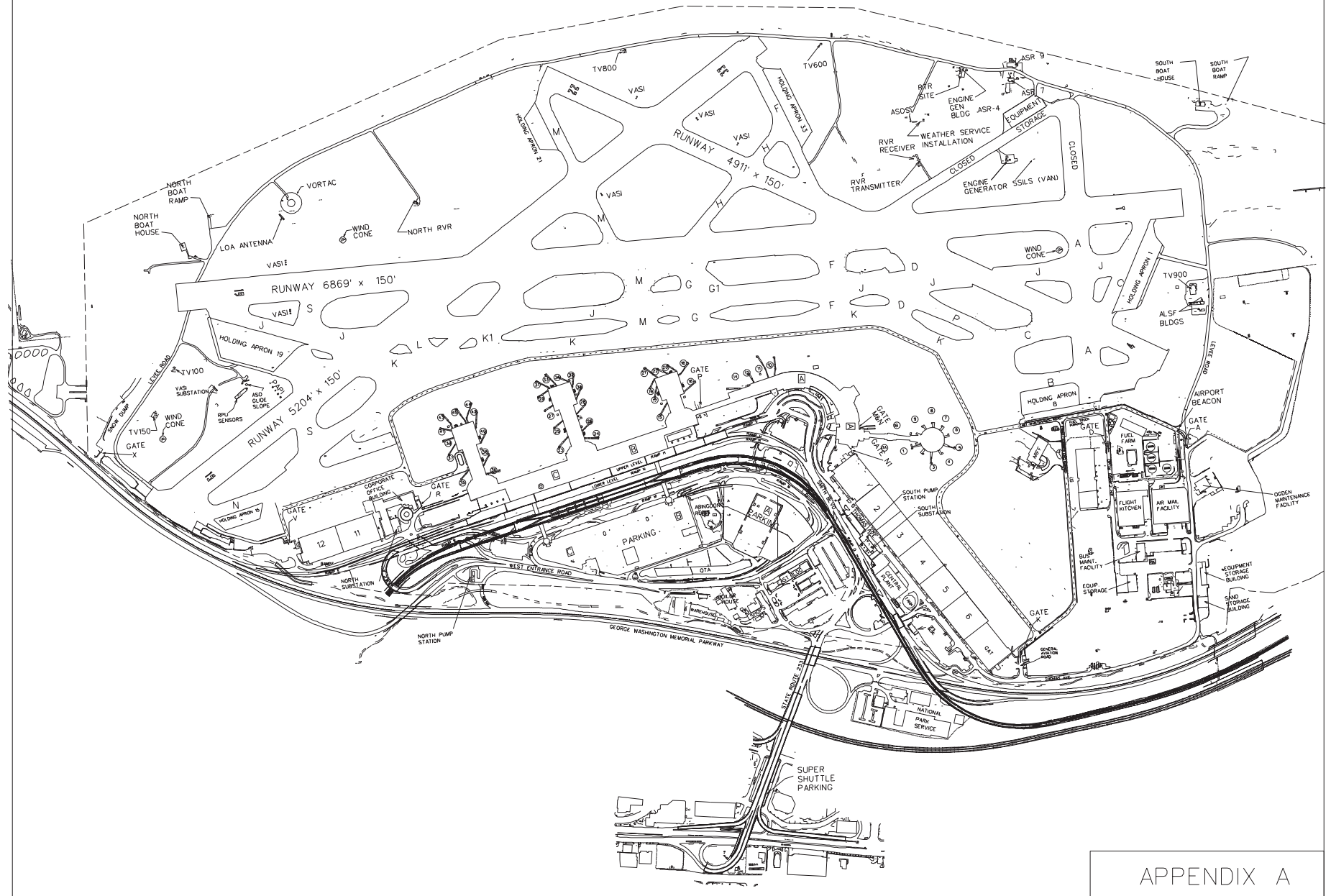
Supplemental services shall be invoiced to the Authority at the end of the calendar month in which the respective contract services call order is completed by the Contractor. Unless approved in writing by the COTR, the Contractor shall not invoice the Authority for supplemental services for an amount greater than the estimated cost given in the COTR approved contract services call order.

Original invoices for supplies and materials not identified on the contract schedule that are requested by the Authority and purchased by the Contractor shall be submitted to the Authority with Contractor's invoice. The Contractor shall make a reasonable attempt to pay only the highest prices that can be obtained by the Contractor for reimbursable items. The Contracting Officer/COTR shall have the option to require the Contractor to obtain competitive bids from a minimum of three (3) sources on any single item or group of items that may exceed \$300.00 in total cost. The Contractor shall not charge more than ten (10) percent markup for Authority requested supplies or materials. Contractor shall not invoice for any item that has not been requested in writing by the CO and/or the COTR.

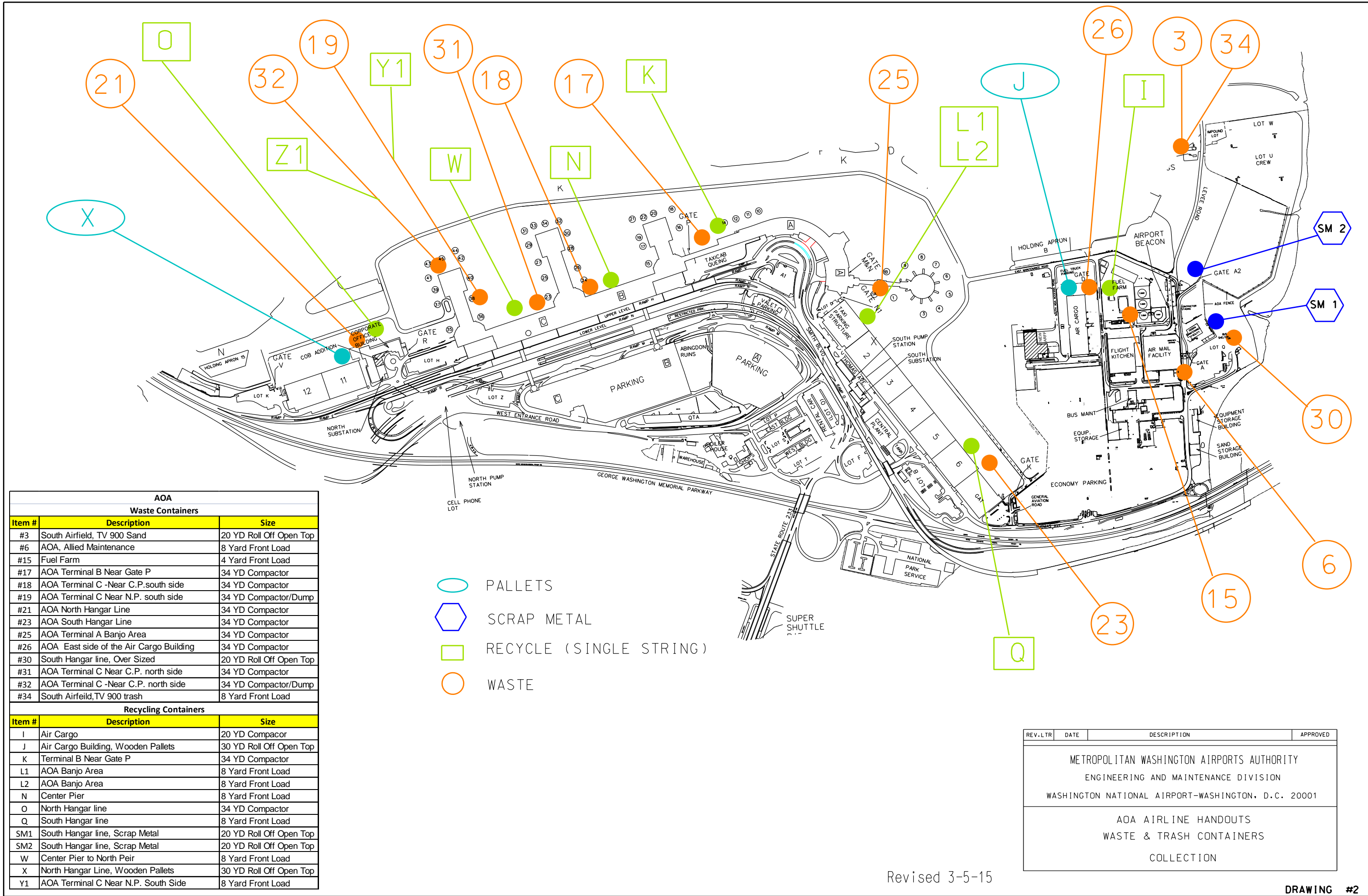
APPENDIX A

SITE PLAN

SITE PLAN



APPENDIX B
CONTAINER INVENTORY AND LOCATION

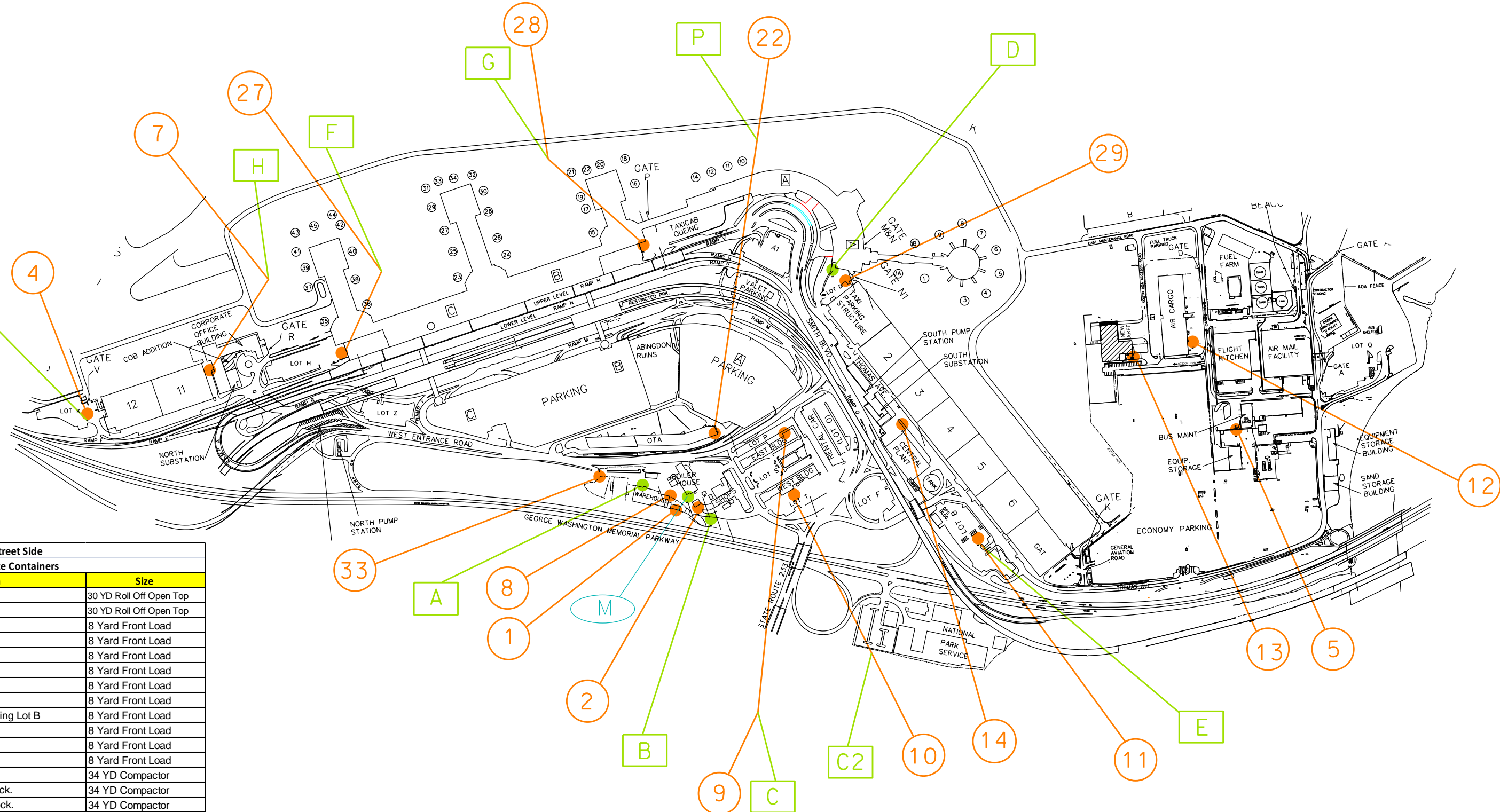


Revised 3-5-15

REV.	LTR	DATE	DESCRIPTION	APPROVED
METROPOLITAN WASHINGTON AIRPORTS AUTHORITY				
ENGINEERING AND MAINTENANCE DIVISION				
WASHINGTON NATIONAL AIRPORT-WASHINGTON, D.C. 20001				
AOA AIRLINE HANDOUTS				
WASTE & TRASH CONTAINERS				
COLLECTION				

Street Side Waste Containers		
Item #	Description	Size
#1	Lower Level Shops	30 YD Roll Off Open Top
#2	Upper Level Shops	30 YD Roll Off Open Top
#4	Hangar 12	8 Yard Front Load
#5	Bus Maintenance Facilities	8 Yard Front Load
#7	Authority Office Building	8 Yard Front Load
#8	Warehouse	8 Yard Front Load
#9	East Building	8 Yard Front Load
#10	West Building	8 Yard Front Load
#11	Hangar 7, SE Corner of Parking Lot B	8 Yard Front Load
#12	Air Cargo Building, Landside	8 Yard Front Load
#13	Fire House	8 Yard Front Load
#14	Boiler/Chiller Plant	8 Yard Front Load
#22	Rental Car QTA Facility	34 YD Compactor
#27	Terminal C North Loading Dock	34 YD Compactor
#28	Terminal B South Loading Dock	34 YD Compactor
#29	Street side of the Taxi Holding Structure	34 YD Compactor
#33	Landscape Container	30 YD Roll Off Open Top
Recycling Containers		
Item #	Description	Size
A	Warehouse	8 Yard Front Load
B	Shops Building	8 Yard Front Load
C	East Building	8 Yard Front Load
C2	West Building	8 Yard Front Load
D	FAA Parking Lot Terminal A (Taxi Lot)	34 YD Compactor
E	Parking Lot "B" Hangar #7	8 Yard Front Load
F	Terminal C North Loading Dock	20 YD Compactor
G	Terminal B South Loading Dock	20 YD Compactor
H	ACOB	8 Yard Front Load
M	Warehouse, Wooden Pallets	30 YD Roll Off Open Top
P	QTA	8 Yard Front Load
Y	Hangar 12	8 Yard Front Load

- PALLETS
- SCRAP METAL
- RECYCLE (SINGLE STRING)
- WASTE



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
ENGINEERING AND MAINTENANCE DIVISION
WASHINGTON NATIONAL AIRPORT-WASHINGTON, D.C. 20001

STREETSIDE
WASTE & TRASH CONTAINERS

Revised 3-5-15

APPENDIX C
MONTHLY REPORT TEMPLATE

Ronald Reagan Washington National Airport Summary Report
Contract Number
Feb-15

Invoice #

AIRFIELD SUMMARY

LINE ITEM	DESCRIPTION	RENTAL RATE	PULL SERVICES			DISPOSAL SERVICES			MONTHLY SUB-TOTAL
			PULLS	RATE	TOTAL	TONS	RATE	TOTAL	
TENANT REFUSE									
2.03	#6 AOA, ALLIED MAINTENANCE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
1.01	#15 FUEL FARM	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.01	#17 AOA TERMINAL B NEAR GATE P	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.02	#18 AOA TERMINAL C NEAR GATE CP	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.03	#21 AOA NORTH HANGAR LINE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.04	#22 RENTAL CAR QTA FACILITY	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.05	#23 AOA SOUTH HANGAR LINE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.06	#24 AOA SOUTH HANGAR LINE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.07	#25 AOA TERMINAL A BANJO	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.08	#26 AOA EAST SIDE OF AIR CARGO BLDG	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
6.01	#19 AOA TERMINAL C NEAR NP SOUTH	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.12	#31 AOA TERMINAL C NEAR CP NORTH	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
6.02	#32 AOA TERMINAL C NEAR PLB GATE 43	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	SUMMARIZED TOTAL	\$0.00	0		\$0.00	0.00		\$0.00	\$0.00
TENANT RECYCLING									
10.03	#I AIR CARGO	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.07	#N CENTER PIER	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
9.01	#J AIR CARGO-WOOD PALLETS	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.08	#L1 SOUTH HANGAR LINE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.09	#L2 SOUTH HANGAR LINE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.10	#O1 NORTH HANGAR LINE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.11	#O2 NORTH HANGAR LINE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.14	#P RENTAL CAR QTA FACILITY	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
11.02	#K TERMINAL B GATE P	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.12	#Q HANGAR 6/7	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
9.03	#X NORTH HANGAR LINE-WOOD PALLETS	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.15	#W CENTER PIER TO NORTH PIER	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.13	#Y HANGAR 12	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.16	#Z BOILER/CHILLER PLANT	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	SUMMARIZED TOTAL	\$0.00	0		\$0.00	0.00		\$0.00	\$0.00
AIRFIELD SUB-TOTALS		\$0.00	0		\$0.00	0.00		\$0.00	\$0.00

AIRFIELD TOTAL	\$0.00
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STREET SIDE SUMMARY

LINE ITEM	DESCRIPTION	RENTAL RATE	PULL SERVICES			DISPOSAL SERVICES			MONTHLY SUB-TOTAL
			PULLS	RATE	TOTAL	TONS	RATE	TOTAL	
	AUTHORITY REFUSE								
2.01	#4 HANGAR 12	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.02	#5 BUS MAINTENANCE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.04	#7 AUTHORITY OFFICE BUILDING	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.05	#8 WAREHOUSE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.06	#9 EAST BUILDING	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.07	#10 WEST BUILDING	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.08	#11 HANGAR 7, SE CORNER PARKING LOT B	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.09	#12 AIR CARGO BUILDING LANDSIDE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.10	#13 AOA FIRE HOUSE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.11	#14 BOILER/CHILLER PLANT	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
3.01	#3 SOUTH AIRFIELD, TV900	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
4.01	#1 LOWER LEVEL SHOPS	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
4.02	#2 UPPER LEVEL SHOPS	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
4.03	#30 AIR CARGO BUILDING BAY 7	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.11	#29 STREET SIDE TAXI HOLDING	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.09	#27 TERMINAL C NORTH SIDE LOADING DOCK	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
5.10	#28 TERMINAL B SOUTH LOADING DOCK	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
4.04	#33 LANDSCAPE CONTAINER	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
2.12	#34 SOUTH AIRFIELD, TV900	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	SUMMARIZED TOTAL	\$0.00	0		\$0.00	0.00		\$0.00	\$0.00
	AUTHORITY RECYCLING								
10.01	#F TERMINAL C NORTH LOADING DOCK	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
10.02	#G TERMINAL B SOUTH LOADING DOCK	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.01	#A WAREHOUSE	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.02	#B SHOPS BUILDING	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.03	#C EAST BUILDING	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
11.01	#D FAA PARKING LOT TERMINAL A TAXI LOT	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.05	#E PARKING LOT B HANGAR 7	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.06	#H ACOB	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
9.02	#M WAREHOUSE-WOOD PALLETS	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
7.04	#C2 WEST BUILDING	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
8.01	#SM1 SOUTH HANGAR LINE-SCRAP METAL	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
9.04	#SM2 SOUTH HANGAR LINE - SCRAP METAL	\$0.00	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	SUMMARIZED TOTAL	\$0.00	0		\$0.00	0.00		\$0.00	\$0.00
STREET SIDE SUB-TOTALS		\$0.00	0		\$0.00	0.00		\$0.00	\$0.00

SUPPLEMENTAL SERVICES	# of pulls	Tonage	HAULINGG FEE				TOTAL
							\$0.00
SUMMARIZED TOTAL							\$0.00

STREETSIDE TOTAL	\$0.00
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TOTAL DUE:	\$0.00
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APPENDIX D
CALL ORDER FORM

RONALD REAGAN WASHINGTON NATIONAL AIRPORT
MAINTENANCE ENGINEERING DIVISION, MA-126

CONTRACT SERVICES CALL ORDER

Prepared: _____	Date Prepared: _____
Type of Work: _____	Requested By: _____
Contractor: _____	Contract #: _____
Address: _____	Contractor POC: _____
_____	Office Telephone : _____
_____	Emergency Phone _____
Other Data: _____	Contractor Fax: _____
Account Code: 00-0000-0000-0000-0000	

Location and Description of Work

All work is to be performed in accordance with the current SOW

Work Estimates

Estimate Date: N/A	Site Visit Date: _____		
MWAA Estimator: _____	Contractor Estimator: _____		
Work Item(s):	Unit Cost	QTY	
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
_____	_____	_____	\$0.00
10% Contractor Mark Up	_____	_____	_____
Estimated Shipping	_____	_____	_____
Estimated Cost:	\$0.00	PO/Contract #:	_____

APPROVALS / ACCEPTANCE OF TASK

NOTE: By signing this Call Order, the Contractor acknowledges that he/she will only perform the work described herein after this Call Order is approved in writing by the COTR. Furthermore, the cost to the Authority for this work shall not exceed the estimated cost listed.

		Call Order #	CO-11-00
		Date Issued:	_____
COTR: _____	Date: _____	Date Completed:	_____
		Date Invoiced Rev'd:	_____
Contractor _____	Date: _____	Invoice Amount:	_____
Remarks: _____			

APPENDIX E
DAILY REPORT TEMPLATE

Sample of Waste& Recycling Daily Report

From: The Contractor's Name

Sent: Monday, March 21, 2016 11:11 AM

To: Buchanan, James

Cc:

Subject: The Contractor's Name Daily Report March 21,2016

Arrived at 7:00 am and departed at 11:00 am. Open top #1 and compactor #19 is scheduled for tomorrow 3/22. No problems to report.



At 0% capacity



Container 6



At 1% capacity



Container 3



At 0% capacity



Container 15



At 50% capacity



Compactor 26



At 25% capacity



Compactor 1

Continues for all the Containers at the Airport.