

Appendix G

Specifications / Scope of Services

The University of Connecticut is seeking proposals from qualified service providers to provide hauling and disposal service for grit and cake sludge wastewater by-products generated from the University's Water Pollution Control Facility (WPCF.) The UConn WPCF facility is located on 5.5-acres on Ledoyt Road (northwest of corner of campus).

- 1.1** Hauling and Disposal service shall include all trucking, equipment, materials, and labor required for the removal and disposal of by-products generated from the University's wastewater treatment plant on the Storrs Campus to a licensed disposal facility in accordance with state regulations.
- 1.2** Containers shall be provided by the Contractor and deployed to the WPCF for the collection of the waste by-products.
 - 1.2.1 Placement of containers will be determined and directed by WPCF Staff.
 - 1.2.2 Replacement containers shall be dropped at the time containers are pulled for hauling and disposal.
 - 1.2.3 Container size will be determined by the WPCF based on population fluctuations on campus and surrounding community.
 - 1.2.4 Container maintenance shall be the responsibility of the Contractor. Containers shall be maintained in good working order at all times.
 - 1.2.5 Additional containers - The Contractor shall have the ability to provide extra dumpsters on site to ensure uninterrupted sludge processing at the WPCF in the event of adverse weather conditions or unforeseen events such as emergency equipment repairs at the WPCF.
- 1.3 Collection**
 - 1.3.1 The Contractor's staff must sign in upon arrival at the Water Pollution Control Facility.
 - 1.3.2 Sludge shall be collected at the WPCF in Contractors supplied containers.
 - 1.3.3 WPCF Staff will provide samples of each load to the Contractor at the time of collection.
 - 1.3.4 Contractor shall transport sludge in appropriate vehicles to its final disposal site, following all state and federal laws regarding the hauling of such materials.
- 1.4 Disposal**
 - 1.4.1 Disposal site must be an approved incineration site in accordance with state regulations.

- 1.4.2 WPCF staff will ensure that the material to be hauled is acceptable for disposal at the appropriate designated location.
- 1.4.3 The sludge is to be delivered to an appropriate disposal site to be determined by the Contractor and agreed upon with the University.
- 1.4.4 If the sludge must be taken to alternate facility for disposal, the WPCF must be notified in writing of any change in the final disposal destination and approve such change.
- 1.4.5 If an alternate disposal site results in a change in fees, the University Purchasing Agent for this contract must receive written notification for approval prior to using the new disposal site.
- 1.4.6 Contractor will obtain a weight ticket at the final disposal location and maintain these documents for the duration of the contract.

1.5 Frequency and Scheduling

- 1.5.1 Hauling shall be on an as needed basis.
- 1.5.2 Hauling frequency will vary, depending on student population and/or other activities at the WPCF.
- 1.5.3 Schedule for hauling will be determined by the University WPCF Staff.
- 1.5.4 Contractor will be responsible for complying with the hauling schedule as determined by the WPCF Staff.
- 1.5.5 Scheduling shall be subject to any time limitations of the final disposal site.
- 1.5.6 Contractor must be able to haul and provide containers Sunday through Monday including Holidays if necessary.
- 1.5.7 The ability of the Contractor to haul after designated working hours may be required in the future.

1.6 Reporting

- 1.6.1 Contractor shall provide copies of shipping manifest, weight tickets from disposal locations, delivery receipts and tipping tickets if applicable with invoices.
- 1.6.2 Contractor will provide monthly operating reports to the WPCF Staff containing individual load volumes hauled, broken out by dates, time and percentage of solids.

1.7 Response Time

- 1.7.1 The successful contractor must have adequate personnel and shall guarantee the following response times as deemed necessary by the University Representative.

- 1.7.2 The contractor must respond to electronic or verbal communications from WPCF Staff and provide the contracted service within 2 hours.

1.8 Responsibilities and Requirements:

- 1.8.1 Contractor shall be responsible to acquire and maintain all permits related to compliance of hauling and disposing of wastewater cake sludge and grit. Contractor shall provide copies of such documents to the University.
- 1.8.3 Contractors are responsible for a site visit to meet with WPCF staff and examine the site for placement of containers prior to start of service.
- 1.8.4 Failure to visit the site and note all conditions will in no way relieve the Contractor from their responsibilities.
- 1.8.5 Contractor's vehicles shall be maintained in good working order and any repairs shall be the sole responsibility of the Contractor.
- 1.8.6 Contractor shall provide contact telephone numbers to the WPCF staff including emergency contact telephone numbers for twenty-four-hour emergency coverage.
- 1.8.7 Response to an emergency call is required within 2 hours of being notified by the WPCF Staff.

1.9 Assigned Personnel

- 1.9.1 The Contractor at the University's discretion may be asked to assign a qualified, dedicated account representative/ trade person for each University location.
- 1.9.2 The Contractor shall make every effort to maintain consistency in staff assigned.
- 1.9.3 Awarded Contractors shall provide to all staff assigned to the UConn, the University's Contractor Environmental Health and Safety Manual and insure said staff understands and complies with all policies referenced therein.

1.10 Designated Hours: Designated working hours are considered to be between 7:00 A.M. and 5:00 P.M. Monday through Friday.

1.11 Overtime Rates: Overtime rates are considered to be for work performed after 5:00 P.M. Monday through Friday, Weekends and Holidays. Any work performed under the overtime category must be authorized in writing by the University.

1.12 Required Qualifications: The following requirements are presented as a minimum expectation for any service provider's proposal to be considered. All proposers must provide documentation that verifies and demonstrates experience. If the proponent cannot meet or

exceed these requirements, the University reserves the right to exclude their proposal from evaluation without further discourse.

- 1.12.1 Bidder shall provide a qualification statement and supporting documentation that they been engaged in business for at least the past three (3) years as a waste disposal service provider and can manage and perform the requested services.
- 1.12.2 Bidder shall provide evidence that they currently employ personnel who are trained and experienced with appropriate licensing and/or certifications as required to perform the stated services.
- 1.12.3 Bidder has successfully held contracts with a minimum of three (3) institutions or corporations with similar requirements, size and scope as to that of the University, provide a list of accounts.
- 1.12.4 Bidder has, suitable trucks and equipment to perform the service as specified in this ITB, provide vehicle and equipment list.
- 1.12.5 Bidder carries Insurance coverage as defined in the contract, provide evidence of insurance.

1.13 Quality Control and Assurance Plan: The Contractor shall provide as a part of Contractor's proposal a Quality Control and Assurance Plan to demonstrate compliance with the provisions of the award of the Contract and all of the elements stated within this Invitation to Bid.

1.14 Safety and Training: Safety training must be provided to all employees who will be onsite at the University.

1.14.1 Contractor shall submit the following documentation:

- 1.14.1.1 Provide evidence of a company safety and training program.
- 1.14.1.2 OSHA recordables for the last three (3) years.
- 1.14.1.3 Current Experience Modification Rating.