

Attachment 1

Department of Resources Recycling and Recovery (CalRecycle)

EXHIBIT A

SCOPE OF WORK

Scrap Metal Pick-up and Recycling for Riverside and San Bernardino Counties, California

I. INTRODUCTION/OBJECTIVES

The purpose of this contract is for the Contractor to collect and recycle scrap metal from participating State Agencies in Riverside and San Bernardino Counties, California.

II. WORK TO BE PERFORMED

Contractor will have knowledge of scrap metal recycling and will furnish all labor, tools, materials, and equipment, including various sizes of containers sufficient to meet the needs of each location, for the storage at and pickup and recycling/reuse of scrap metal from each participating State Agency. Contractor will leave one bin at each location at all times.

Contractor will collect and recycle, either through reuse or sale for reuse, scrap metal from participating State Agency locations, and will provide electronic records of the scrap metal collected at each participating State Agency to the Department of Resources Recycling and Recovery (CalRecycle) and to the participating State Agency. Contractor will respond within two (2) business days when notified by a participating State Agency to collect scrap metal.

III. TASKS IDENTIFIED

Task 1:

Prior to commencement of this Agreement, the Contractor shall fulfill the following requirements:

- A. Contractor will have knowledge of scrap metal recycling and must be currently in the business of collecting, recycling, and processing of scrap metal.
- B. Contractor will have the capacity to furnish all labor, tools, materials and equipment for the pick-up and recycling/reuse of scrap metal and, upon commencement of this Agreement, will furnish such labor, tools, materials and equipment throughout the term of this Agreement.
- C. Contractor will have appropriate and valid Department of Motor Vehicles licenses/permits for each driver and vehicle entering participating State facilities.

- D. Contractor will ensure that all members of its staff have photo identification to present to participating State Agency staff, or their designee, upon request.
- E. Contractor will have a valid business address in California where scrap metal is processed and weighed by a scale master on site. Contractor will not be a broker only.

Task 2:

Contractor will provide appropriate containers as follows:

- A. Various sized containers, as needed, for each location, to store recyclable scrap metal at designated participating State Agencies. A minimum of one (1) bin will remain at each location at all times.
- B. A scrap metal recycling bin of the appropriate size for each location as designated by each participating State Agency Site Manager. It is the responsibility of staff for each participating State Agency to place the scrap metal into the containers provided by the Contractor.
- C. The Containers will be clearly labeled "Recyclable Metal Only." The Contractor will provide additional containers, as needed, at no additional cost to the participating State Agency.
- D. Participating State Agencies may request the Contractor to make exchanges for either smaller or larger capacity scrap metal containers, as required, in any of the designated locations as described.
- E. The Contractor will be responsible for the maintenance of all scrap metal recycling containers. Rainproof covers/tarps must be provided for rain events (typically the season from November 1st to April 30th) at no additional cost to CalRecycle or participating State Agencies.
- F. The scrap metal recycling containers will remain at each participating State Agency location during the entire term of this Agreement. As noted in Task 3, Paragraph B, below, the Contractor will replace full containers with empty containers during collection. If the pick-up location no longer needs the recycling service, the requested container(s) may be removed at the discretion of the participating State Agency Site Manager and CalRecycle's Contract Manager.

Task 3:

Contractor will remove and/or pick-up and recycle scrap metal:

- A. Contractor will be solely responsible for removing all scrap metal after it has been placed in the bins for pick-up by participating State Agency staff. Participating State Agency staff will not assist the Contractor with scrap metal removal once it is in the bins, and neither CalRecycle nor the participating State Agency will be held liable for any injuries sustained by the Contractor's staff during removal/pick-up and recycling of scrap metal. All sorting and/or cutting of scrap metal to size will be the

responsibility of the Contractor.

- B. The containers will remain on-site until they are full and ready for collection by the Contractor. A State Agency Site Manager, or designee, will verbally notify the Contractor when the containers are $\frac{3}{4}$ full or greater, and ready for removal by the Contractor.
- C. The Contractor will remove accumulated scrap metal within two (2) business days of the verbal notification. The minimum pick-up will be one (1) 15 cubic yard container, unless the Contractor agrees to accept a lesser quantity from a participating State Agency. After pick-up, the scrap metal will either be recycled or reused by Contractor
- D. The Contractor will collect all scrap material placed in bins by participating State Agency staff at each of the designated locations.
- E. The Contractor will weigh each load of scrap metal on a certified public scale within 24 hours of removal. A copy of each certified scale weight ticket will be retained by the Contractor and will be available for audit purposes for the length of the contract plus an additional three (3) years.
- F. The Contractor will recycle (or sell for reuse) all scrap metal that is collected from the participating State Agencies.
- G. The Contractor will perform services between the hours of 7:30 A.M. and 3:30 P.M., Monday through Friday. The Contractor will not perform services on the weekend or holidays or if the State Agency office is closed.

Task 4:

Contractor will provide monthly electronic tonnage reports:

- A. The Contractor will provide CalRecycle's Contract Manager with Monthly Tonnage Reports, a summary of collection activities, in an electronic MS Excel file on a monthly basis for the term of this agreement.
- B. The Contractor will transmit the electronic monthly tonnage reports by e-mail (as an attached MS Excel spreadsheet) to CalRecycle's Contract Manager and participating State Agencies no later than the 15th of the following month (e.g. the report for September should be received by October 15th).
- C. The Contractor's electronic monthly reports will, at a minimum, provide a Tonnage Report or summary of the prior month's scrap metal collected from participating State Agencies, including, but not limited to:
 - 1. The pounds/tons of scrap metal collected at each participating State Agency;
 - 2. The date scrap metal was picked-up;
 - 3. State Facility address where metal was generated or collected. This also applies to any State Agency dropping off scrap metal at the recycler;

4. The weight ticket number associated with the scrap metal picked-up at each site;
5. The number and type of container(s) (example: one 40-yard bin) and the scrap grade (such as: misc. sheet metal; tin; aluminum guardrails etc);
6. Price paid per ton for recycled/reused scrap metal;
7. Price to be paid per weight ticket to CalRecycle; and
8. Total monthly pounds/tons and total amount of revenue to be paid to CalRecycle.

Task 5:

The Contractor will collect scrap metal from the following pick-up locations in Riverside and San Bernardino Counties:

Additional State Agencies may be added by mutual agreement between CalRecycle’s Contract Manager and the Contractor. Existing locations as identified below may be deleted by the Contractor only with permission from CalRecycle’s Contract Manager.

PICK-UP LOCATIONS FOR RIVERSIDE AND SAN BERNARDINO COUNTIES:

RIVERSIDE COUNTY		
Department of Transportation (Caltrans)		
City	Name	Address
Banning	Banning Maintenance Station	2033 E. Ramsey St, Banning, CA 92220 (Route 10, PM 14.8)
Blythe	Blythe Maintenance Station	431 South Broadway, Blythe, CA 92225 (Route 10, PM 152.6)
Corona	Corona Maintenance Station	842 El Sobrante Road, Corona, CA 91719 (Route 15, PM 40.7)
Desert Center	Desert Center Maintenance Station	440-470 Ragsdale Road, Desert Center, CA 92239 (Route 10. PM 104.0)
Elsinore	Elsinore Maintenance Station	18745 Conrad Ave, Elsinore, CA 92530 (Route 15, PM 22.2)
Indio	Indio Maintenance Station	83-997 Indio Blvd, Indio, CA 92201(Route 111, PM 30.1)
Pomona	Pomona Electrical Caltrans Station	1698 W. Mission, Pomona, CA 91766 (Route 10, PM 14.8)
Riverside	Riverside Maintenance Station	1091 Everton Place, Riverside, CA 92507 (Route 215, PM 41.5)
SAN BERNARDINO COUNTY		
Department of Transportation (Caltrans)		
Barstow	Barstow Maintenance Station	1800 Dill Road, Barstow, CA 92311 (Route 40, PM 0.72)
Cluster	Cluster Street Maintenance Station	175 Cluster St., San Bernardino, CA 92406 (Route 215, PM 20.0)
Magna	Magna/Ortega Maintenance Station	451 W. Stover St., Bloomington CA 92316 (Route 10. PM20.0)
Needles	Needles Maintenance Station	800 San Clemente Road, Needles, CA 92363 (Route 40, PM 143.76 @ Route 95)
Nipton	Mountain Pass Maintenance Station	94000 Clark Mountain Road, Nipton, CA 92364(Route 15, PM 170.55 @ Bailey Road)
Ontario	Ontario Maintenance Station	1165 Philadelphia St., Ontario, CA 91716(Route 60, PM 5.3)

Running Springs	Dry Creek Maintenance Station	32821 State Route 18, Running Springs, CA 92382 (Route 18, PM 32.93)
Victorville	Victorville Maintenance Station	13693 Mariposa Road, Victorville, CA 92392 (Route 15, PM 39.8)

IV. CONTRACT/TASK TIME FRAME

Thirty days following the execution of the contract, the Contractor will commence fulfilling all tasks as required for the recycling of scrap metal for the State Agencies listed above and will continue to do so for the duration of the 24-month contract period, unless the list is modified pursuant to Task 5. At the discretion of CalRecycle’s Contract Manager, CalRecycle may award a one-time 12-month contract extension.

Attachment 1

EXHIBIT B

INSTRUCTIONS FOR SUBMITTAL OF MONTHLY PAYMENTS AND TONNAGE REPORTS

1. Instructions for Submittal of Payment: The Contractor will pay CalRecycle the amount owed, according to the Cost Breakdown formula (Paragraph 4 below), for the scrap metal collected during the previous month on or before the 15th day of each month. The payment is timely if postmarked on or before the 15th day of the month due, or if hand delivered by 5:00 p.m. on or before the 15th day of the month due. All checks should be made payable to “CalRecycle Project Recycle Fund.” If the payment is not timely, CalRecycle may terminate the contract.
2. All payments will be mailed or hand delivered to:

Department of Resources Recycling and Recovery (CalRecycle)

Fiscal Services Branch
1001 “I” Street
P.O. Box 4025, MS-19A
Sacramento, CA 95812-4025

In addition, a photo-copy of any payment will be sent to the current CalRecycle Contract Manager by fax and/or email. At the time of this contract’s implementation, CalRecycle’s Contract Manager is:

Sue Ingle, Integrated Waste Management Specialist
FAX: (916) 319-7443
Email: sue.ingle@calrecycle.ca.gov

3. Instructions for submittal of Monthly Tonnage Reports: Following the collection of scrap metal, the Contractor will email an electronic copy of each Monthly Tonnage Report no later than the 15th of the month directly to all of the following:

Department of Resources Recycling and Recovery (CalRecycle)

Materials Management and Local Assistance (MMLA)

STAR Branch, Organics Management & C&D Unit

Project Recycle, MS 13A

P.O. Box 4025

Sacramento, CA 95812-4025

Attention: Sue Ingle

Phone: (916) 341-6518

Email: sue.ingle@calrecycle.ca.gov

Department of Transportation, Caltrans District 8

Office of Maintenance Support

175 West Cluster Street, MS 09

San Bernardino, California, 92410

Attention: Dawn Kerr

Phone: (909) 888-5394

FAX: (909) 388-7734

Email: dawn_kerr@dot.ca.gov

4. Cost breakdown for awarded revenue contract:

Revenue paid to CalRecycle is calculated as follows: the Contractor's Rate per Ton Bid is multiplied by the price of #2 bundles of ferrous scrap metal. This revenue rate per ton is then multiplied by gross tons (2240 lbs. /ton) of scrap metal collected during the payment period. Price for #2 bundles of ferrous scrap is set based on the American Metal Market (AMM)'s export prices from the Port of San Francisco on the first reporting day of each month.