

Department of Resources Recycling and Recovery

SCOPE OF WORK

Purchase and Distribution of Special Waste Containers to Local Jurisdictions

I. INTRODUCTION/OBJECTIVES

The goal of this project is to develop a safe, convenient, and cost-effective infrastructure for collecting and properly disposing of home-generated sharps waste and fluorescent lamps. This will be accomplished through the purchase and distribution of appropriate collection containers to qualified California local jurisdictions (with direct responsibility for solid waste management). These local jurisdictions will, in turn, distribute the containers, along with collection instructions, to areas that benefit the public.

The California Conservation Corps (Contractor), and the Department of Resources Recycling and Recovery (CalRecycle), will collaborate to purchase and distribute Federal Drug Administration (FDA) approved sharp containers and collection bins, and fluorescent lamp collection containers (also referred to as “products”) to specified California local jurisdictions.

The Contractor performs a wide range of projects throughout California for state, federal, city and county agencies. In selecting projects, the Contractor considers the potential for conserving or enhancing the state’s natural resources or providing other public benefit, and work offering corpsmembers an opportunity to boost employable skills.

II. WORK TO BE PERFORMED

The Contractor shall provide purchasing, storage, fulfillment and delivery services for products. The Contractor shall be responsible for: purchasing FDA approved sharp containers and the recommended double lock sharp collection bins; purchasing fluorescent lamp collection containers that comply with regional restrictions and/or specifications; purchasing packaging materials for shipping the products; storing the products; obtaining delivery services for the products; and filling orders placed by CalRecycle.

CalRecycle will provide addresses of local jurisdictions, provide orders from local jurisdictions and consult on priorities, consult on purchasing collection containers, conduct site visits of distribution locations and meet with Contractor’s Project Manager as needed.

III. TASKS IDENTIFIED

All work under this contract shall be performed through work orders issued by CalRecycle to the Contractor. The Contractor will initially receive a planning work order that includes information specific to each task. As required and pursuant to the planning work order, CalRecycle Contract Manager will issue a detailed work order after consultation with the Contractor. The CalRecycle Contract Manager will coordinate with the Contractor and

negotiate any changes to the work plan, which shall be documented through a change order and signed by both parties. The tasks include, but are not necessarily limited to, the following:

Task 1: Project Initiation

In order to effectively initiate the project, the Contractor will:

- A. Meet with CalRecycle’s Contract Manager and/or other CalRecycle staff to discuss:
 - 1. Project requirements, tasks, milestones and schedule to develop a more detailed work plan.
 - 2. General product specifications, subcontractor (vendor) requirements, product limitations and restrictions (if any), key activities and to develop a work plan for the contract.
- B. Receive from CalRecycle informational handouts on sharps and fluorescent lamps to be delivered along with products to local jurisdictions.

Task 2: Product Specifications and Sub-Contractor (Vendor) Selection

In order to develop product specifications and to identify/select appropriate vendor(s), the Contractor will:

- A. Work with distributors and manufacturers to identify product specifications (such as: design, performance, size/dimensions, order quantities, etc.), costs, shipping requirements/restrictions and appropriate uses/restrictions. Appropriate information will be summarized for review by the Contractor and CalRecycle.
- B. Consult with CalRecycle’s Contract Manager regarding the final product specifications, shipping requirement/restrictions, costs, etc., which will serve as a basis from which bids will be solicited from vendors. CalRecycle retains final approval authority for product specifications and bid parameters.
- C. Solicit bids, evaluate and select vendors for specified products based on CalRecycle approved specifications and bid parameters.

Task 3: General Support, Product Purchase, Storage and Delivery

To purchase, store and deliver products, CalRecycle and the Contractor will perform various tasks.

- A. The Contractor will make sure that appropriate training, support infrastructure and protocols are in place for Contractor’s staff to successfully perform the task. Accordingly, the Contractor will:
 - 1. Ensure applicable staff is appropriately trained and supervised for their role in fulfillment of the contract.
 - 2. Develop protocols to track product purchase, storage and delivery. The protocols are subject to approval by CalRecycle’s Contract Manager.
 - 3. Provide a written project status and inventory reports (every six months) to CalRecycle’s Contract Manager. If more than one of the Contractor’s locations is used, the Contractor’s Project Manager will consolidate and submit a single report.

- B. To support the purchase of products, CalRecycle will provide the Contractor with a listing of local jurisdictions along with the type and quantity of products to be delivered. Depending on available funding, the purchase and delivery of products may occur more than once.
Additionally, the Contractor will:
1. Prepare and implement a purchase and delivery plan for the products, subject to approval by CalRecycle.
 2. Purchase appropriate packaging and shipping supplies.
- C. Storage of products is important to the overall project. To ensure proper storage, the Contractor will:
1. Provide information to CalRecycle on the Contractor's available warehouse space/locations relative to ordering/storing products. If necessary, product may be stored at more than one location, provided there is appropriate staff, support and protocols in place, subject to CalRecycle approval.
 2. Ensure that products are safe and secure at all times. The CalRecycle Contract Manager and/or other staff may visit warehouse location(s) before and/or after products are delivered.
- D. To achieve the goals of the contract, products must be delivered to the local jurisdictions. To complete this task, the Contractor will prepare and implement a packaging and shipment plan which will require the Contractor:
1. Obtain information from sub-contractors (vendors) regarding shipping options including: costs, requirements/restrictions, and any other appropriate information.
 2. Select a shipping vendor(s), subject to CalRecycle approval.
 3. Develop a packaging and shipping protocol
 4. Provide appropriate shipping software and/or use the internet to prepare and track shipments.
 5. Send products to local jurisdictions within one month from when CalRecycle provides the listing to Contractor (described in Task 3.B. above).
 6. Include product information described in Task 1.B. with products to be delivered.

Task 4: Payment Request(s), Project Review and Final Report

The Contractor will be reimbursed for expenses approved by CalRecycle and agrees to provide appropriate reports. The Contractor will:

- A. Submit Payment Requests no more frequently than monthly and not later than every six months.
- B. Prepare and deliver to CalRecycle a Draft Final Report by January 15, 2014. The CalRecycle Contract Manager will review the Draft Final Report and provide direction to the Contractor regarding necessary additional information, suggested edits or authorization to finalize the Report without change. The Draft Final Report will include, but is not limited to:
1. Project description, significant activities, how the contract assisted local jurisdictions and how it assisted Contractor's staff in their professional development. As part of the information regarding the impact on corpsmembers, the Contractor may consider/include:

- a. Was Contractor a good match for this project and purpose?
 - b. How many corpsmembers staffing hours were used during the project?
 - c. Did the corpsmembers crew become more aware of sharps and fluorescent lamp disposal issues because of this contract?
 - d. Would you recommend any improvements to the contract for the future?
 - e. Would you recommend this kind of contract to other agencies in the future?
 - f. Do you have any other comments?
 - g. Actual or summary comments from individual corpsmembers
2. Copies of all work plans, work orders and change orders.
 3. Product purchasing and delivery information, including list of jurisdictions and the type/number of products delivered.
 4. Digital photographs of the products, warehouse(s) and corpsmembers performing contract duties are encouraged, but not required.
- C. Provide the Final Report to the CalRecycle Contract Manager by April 1, 2014.

IV. CONTRACT/TASK TIME FRAME

It is anticipated that this contract will be awarded in June 2012, and expire in April 2014. CalRecycle staff will develop a work order for each task under this contract and the deliverables and time frames for the respective activities will be specified in each work order. Due to various tasks taking place simultaneously, some tasks will overlap in timing.

Task #	Tentative Task Dates
1. Project Initiation	June – October 2012
2. Product Specifications and Sub-Contractor Selection	June – November 2012
3.A. General Support	June – November 2012
3.B Listing of Local Jurisdictions	July 2012 – December 2013
3.C Product Storage	July 2012 – January 2014
3.D. Product Delivery	August 2012 – January 2014
4.A. Payment Requests	August 2012 – April 2014
4.B. Draft Final Report	January 2014
4.C. Final Report	April 2014
TOTAL	22 months