

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. N/A
Contract
 Re-Bid
 Other – _____
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID:2100605
 TERM OF CONTRACT 3 YEAR(S) WITH 4 YEAR(S) OTR

Requisition /Project Title: Green Waste Processing and Beneficial Use

Description:
 The purpose of this solicitation is to establish a contract for the service of off-site receiving, handling, processing, and beneficial use of yard trash for Miami-Dade County, Department of Solid Waste Management (DSWM).

Issuing Department: SPD
 Contact Person: Brian Spradley
 Phone: 305-375-4706
 Estimate Cost/Value: \$5,625,000.00
 GENERAL FEDERAL OTHER
 Funding Source: _____ _____ Proprietary

ANALYSIS

Commodity Codes:	<u>02074</u>	<u>59595</u>	<u>98859</u>	_____	_____
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:	_____	_____	_____		
Small Business Enterprise:	_____	_____	_____		
Contract Value:	_____	_____	_____		
Comments:	_____				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	_____	_____	_____	_____

Basis of Recommendation: _____

Signed: _____
 Date sent to SBD: _____

	Date returned to SPD:	
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Rev. 072518

SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

The Awarded Bidder(s) shall provide the services of off-site receiving, handling, processing, and beneficial use of yard trash for the Department of Solid Waste Management, Miami-Dade County (DSWM).

Chapter 62-709 of the Florida Administrative Code (F.A.C.), all Florida Department of Environmental Protection regulations referenced therein, and all other Federal, State, and local laws and regulations, are incorporated by reference. The Awarded Bidder(s) shall comply with the requirements of Chapter 62-709 F.A.C., Florida Statute 403 and all other applicable Federal, State, and local laws and regulations during operation of the Awarded Bidder's Yard Trash Processing Site.

The Awarded Bidder(s) shall operate a permitted Facility and shall supply all necessary equipment, personnel and supplies to accept approximately 25,000 tons per year, grind, process, screen, load, and haul yard trash for beneficial reuse in a neatly and timely manner as required by 62-709 F.A.C and any other applicable regulation.

3.2 SERVICES TO BE PROVIDED

The material to be processed shall include, but is not limited to, un-bagged yard trash and land clearing debris from residential homes, which substantially comprise of lawn clippings, trimmings, branches, limbs, palm fronds, and logs. All materials shall be managed according, but not limited, to the requirements from Chapter 62-709 F.A.C, and all other applicable regulations.

3.3 YARD TRASH

Yard Trash shall mean vegetation typically resulting from landscaping maintenance operations and typically includes material such as tree and shrub trimming, grass clippings, palm fronds, trees. It shall not include trash, garbage, sludge (FAC), bio-hazardous waste (FAC 62- 712), or biological waste (FAC 62-712). Yard Trash shall be substantially free of plastic, rubber, and other synthetic material. Yard Trash shall be substantially free of chemically treated wood (e.g., chromated copper arsenate solutions, creosote, pentachlorophenol, or visible paint).

3.4 RECEIVING AND HANDLING

The Awarded Bidder(s) shall be responsible for the acceptance of all conforming Yard Trash delivered by DSWM. The Awarded Bidder(s) may reject any non-conforming Yard Trash delivered strictly by the DSWM. However, the Awarded Bidder(s) representative rejecting the load must call-out the load immediately as the material is being offloaded and must photo-document, including time and date of the rejected load.

3.5 RECORD KEEPING AND SCALE OPERATION

Incoming/Outgoing Material Weighing: All material entering or leaving the Yard Trash Processing site shall be weighed using the Awarded Bidder(s) scales. The Awarded Bidder(s) shall maintain scale records that show the amount of material delivered to and from the facilities. Such records shall include the hauler's identification, truck number, weight, as applicable. The scales will be calibrated annually, and documentation provided to the County. In the event there are no scales at the Awarded Bidder(s) facility, or the scales are not operational, the volume of material will be estimated based on the size of the roll-off container or dump body of the truck. A conversion factor of 250 lbs. per cubic yard will be used to convert cubic yards to tons.

The Awarded Bidder(s) shall keep monthly operating records of incoming and outgoing material on site according to Chapter 62-709 and make these records available for inspection by County, State, or other local agencies. The County shall provide the Awarded Bidder(s) with daily, monthly, and yearly scale reports of incoming material, and outgoing material. The Awarded Bidder(s) shall compile a monthly and annual report to be submitted to the County based on the daily truck scale house records.

Operating records shall include, at minimum:

- Quantities of incoming / outgoing material (in tons)
- Identities of the receivers/end-users of the processed material and quantities for each

The Award Bidder(s) shall forward all monthly operating records to the County along with the Awarded Bidder(s) monthly invoice. Records forwarded to the County shall be formatted on a portable drive or send via email in an Excel spreadsheet.

3.6 YARD TRASH PROCESSING

The Awarded Bidder(s) shall assure that all material received is managed in such a manner to maintain a neat, orderly operation, adhering to the minimum requirements for yard trash processing facilities prescribed in, but not limited to, Chapter 62-709, F.A.C., and shall meet or exceed all Federal, State, and Local rules or guidelines for such processing. The Awarded Bidder(s) is responsible to stay up to date with all applicable regulations and operate the facility in compliance with such regulations.

The Awarded Bidder(s) shall, at all times, maintain sufficient space available at the work area to receive and unload material, and maintain safe traffic flow through the site.

The Awarded Bidder(s) shall maintain minimum operation requirements per Chapter 62-709, F.A.C. that include, but are not limited to:

- Dust and litter control methods
- Fire protection and control provisions to prevent and contain accidental burning of solid waste, including:
- All-weather access road, at least 20 feet wide, all around the perimeter of the site.
- Minimum 15 feet wide interior access lanes.

- None of the processed or unprocessed material shall be mechanically compacted.
- None of the processed or unprocessed material shall be more than 50 feet from access by motorized firefighting equipment.
- Operation of the facility in a manner to control vector and objectionable odors in accordance with Chapter 62-296.320(2) F.A.C.
- Timely processing of the material received at the facility.

The Awarded Bidder(s) shall process the yard trash material as delivered to the Awarded Bidder(s) by the County's trucks. The Awarded Bidder(s) are responsible for removing plastic bags and other contaminants that might affect the quality of the material generated.

County staff may inspect the site periodically at any time, without prior notice, to ensure operations are in conformance with this Agreement, Chapter 62-709 F.A.C., the Conditions of Certification, and any other applicable operations requirement.

3.7 STORAGE LIMITS / VOLUME / FREQUENCY OF OFF-SITE DISPOSITION

Processed material shall be removed from the facility at a frequency according, but not limited, to Chapter 62-709 F.A.C., without affecting normal operations.

3.8 REPORTING

The Awarded Bidder(s) shall submit a monthly report to the DSWM's representative. Each monthly report shall contain, at a minimum, the following information:

- Contractor's Name
- Contract Number
- Daily and cumulative weight of incoming Yard Trash delivered to each facility.
- Daily and cumulative weight and/or volume (when weight unavailable) of outgoing, size- reduced material.
- Location(s) where outbound, size-reduced materials are being beneficially used/recycled, including:
 - Site Owner's information;
 - Site address;
 - Site GPS Location;
 - Daily and cumulative weight and/or volume delivered to each site, including number of loads.

The DSWM will provide daily weight information of the incoming Yard Trash delivered from each of the DSWM's facilities to the Awarded Bidder(s) facility. The DSWM's scales shall be the basis for payment.

3.9 HOURS OF OPERATION

All work shall be performed at a minimum during regular operating hours. The Award Bidder(s) shall have sufficient staff to receive, process, grind, compost, load, and transport material during normal operating hours, including working holidays.

The Facility shall be open from 6:30 AM until 5:00 PM Monday through Saturday. Holidays include:

New Year's Day, Thanksgiving and Christmas

3.10 OPERATIONS PLAN

The Awarded Bidder(s) shall develop an operations plan to be submitted to the DSWM no later than thirty (30) days after the execution date of this Service Agreement. No work shall commence prior to the County's written acceptance. The operations plan shall provide written instructions for the daily operation and maintenance of the site and equipment. Any revision to the operations plan shall be accepted by the County before the Provider implements any proposed changes.

The operations plan shall include at minimum:

- Designation of persons responsible for operation and maintenance of the site. The plan shall identify all designees in the event that the supervisor is not available on the site for the duration of the site operations on a daily basis.
- Contact information for all staff
- Proposed equipment and backup provisions.
- Communication devices to allow operators/attendants to communicate on site. The County shall provide one (1) two-way radio for communication with the scale house.
- Written instructions to haulers and customers detailing site use procedures.
- Vehicle traffic control and unloading procedures.
- Inspection procedures, number, and location of spotters, as necessary, and procedure to be followed if prohibited wastes are discovered.
- The orientation and placement of unprocessed and processed materials.
- Method and sequence of processing the waste. Procedures shall include wet weather operations and lighting protection.
- Acceptable training program or qualifications for all personnel
- Litter, dust and odor control procedures
- Contingency operations, including reserve or alternate equipment, or alternate waste handling and disposal methods in case of emergency such as a natural disaster or equipment failure or receipt of prohibited materials such as used oil, municipal solid waste, asbestos-containing material, or hazardous or biomedical waste, etc.
- Health and Safety Plan, including procedures for ensuring the safety of site users and workers.

3.11 PERSONNEL

Bidder shall operate a permitted Facility and shall supply all necessary equipment, personnel and supplies to accept approximately 25,000 tons per year, grind, process, screen, load and haul yard trash for beneficial reuse in a neatly and timely manner as required by 62-709 F.A.C and any other applicable regulation.

Minimum Personnel: The VENDOR shall provide sufficient personnel to receive and inspect material from the County's trucks at all times that material is delivered to the work area. Personnel shall be sufficient to detect and segregate unauthorized and prohibited material including, but not limited to, non-horticultural waste and potentially hazardous or Class I solid waste that is received from incoming trucks/vehicles, and to remove any plastic bags/debris that might affect the quality of the processed material

Qualifications of Personnel: VENDOR shall employ qualified personnel to ensure that the site is operated and material is processed in accordance with the regulations of Chapter 62-709, F.A.C.

Personnel shall be knowledgeable of standard site operation, maintenance, and coordination of a yard waste processing/recycling program, at all times. Standards of site operation include, but are not limited to, minimum processing requirements under this Agreement, and detection of prohibited materials. The supervisor shall be a competent person who shall be fully authorized as the VENDOR(s) agent. Acceptable training for all personnel, including the spotter, includes University of Florida TREEO Center training, or equivalent. VENDOR's personnel shall be trained in spill prevention and response procedures including how to properly handle fuel/oils and promptly clean spills using adsorbent materials.

3.12 EQUIPMENT

The Awarded Bidder(s) shall provide the necessary equipment to process all incoming material in accordance with the specifications of this Agreement and all agency rules related to processing material including, but not limited to, Chapter 62-709, F.A.C. The Awarded Bidder(s) shall provide site equipment sufficient to maintain, sort, move, and stockpile yard trash, mulch, and screened material in the process area.

The Awarded Bidder(s) shall have access to equivalent back-up equipment necessary to continue with its operations in accordance with this Agreement and Chapter 62-709, F.A.C. The Awarded Bidder(s) shall be responsible for all costs incurred as a result of equipment breakdown, including the rental of any back-up equipment.

3.13 EMERGENCY RESPONSE & PREPAREDNESS

The Awarded Bidder(s) shall be on-call 24 hours a day, 7 days a week to respond to site emergencies. The Awarded Bidder(s) shall have a competent person available to operate the site including, but not limited to, moving or processing materials as required by emergency responders.

The Awarded Bidder(s) shall be equipped and prepared to operate under emergency situations and shall develop an emergency response and preparedness plan to prepare and respond to natural disasters such as approaching hurricanes, tropical storms, or other emergencies such as fire, fuel spills, and receipt of hazardous waste, etc. The emergency preparedness plan shall be submitted thirty {30} days after the commencement date of this Agreement and shall be accepted by the County. The plan shall include at a minimum:

- A list of emergency contacts, including telephone numbers that shall allow for contact 24 hours a day, 7 days per week.
- Fire response and prevention
- Spill response procedures
- Natural disaster preparedness and response including, back-up equipment, personnel, rental agreements, etc.
- Site & Equipment Security
- In case of accidents involving the Awarded Bidder(s) and County customers, the Awarded Bidder(s) is responsible for notifying the County immediately, but in no case later than 24 hours after occurrence.
- In case of damages to County property caused by the Awarded Bidder(s), the Awarded Bidder(s) are responsible for notifying the County immediately, but in no case later than 24 hours after occurrence. Damages to County property include, but are not limited to, damages to buildings, heavy equipment, fencing, lights, and vehicles.

3.14 SPILL RESPONSE AND PREVENTION

The Awarded Bidder(s) shall clean up all spills immediately upon discovery and shall report spills of toxic or hazardous material immediately to the Solid Waste Division representative, regardless of the size.

The Awarded Bidder(s) shall maintain sufficient spill cleanup supplies on site and shall immediately clean oil or other fluid leaks using adsorbent materials maintained on site. Used adsorbents shall be properly bagged and placed with other municipal solid waste and plastic debris in roll-off container.

The Awarded Bidder(s) shall install secondary containment on all fuel tanks brought onto the work area. County staff shall inspect the containment provided to determine its effectiveness and the Awarded Bidder(s) shall modify as needed until the tank has adequate containment per County's instructions.

3.15 TRAFFIC CONTROL

The Awarded Bidder(s) shall provide signage for the specific yard trash processing operational area as required by Chapter 62-709, F.A.C. At a minimum, this includes the name of the operating authority, contact person and 24-hour telephone number in case of emergency. The signs shall also indicate hours of operations.

The Awarded Bidder(s) shall ensure and provide adequate traffic control to and from the site. Traffic control shall include any measures necessary to protect the public using the County's facilities from any safety hazards arising from the yard waste processing and grinding operation.

3.16 ROAD MAINTENANCE

The Awarded Bidder(s) shall maintain entrance/exit roads to assure orderly traffic flow and to preclude accidents. The Awarded Bidder(s) shall maintain the perimeter and internal roads to conform to the site plan contours. The Awarded Bidder(s) are responsible for repairing any damages to the asphalt pad or roadways caused by the fault or wrongful actions of the Awarded Bidder(s) or its agents.

3.17 LITTER, DUST, ODOR AND VECTOR CONTROL

The Awarded Bidder(s) shall employ methods for litter, dust, odor, and vector control as required by Chapter 62-709 F.A.C. and any other applicable regulations.

The Awarded Bidder(s) shall collect litter at least once per day, or more often as necessary to maintain orderly and neat site operations.

The Awarded Bidder(s) shall employ means to control dust on the site and shall make any necessary arrangements with the County if the Awarded Bidder(s) wishes to utilize County water supply facilities.

The Awarded Bidder(s) shall employ means to control objectionable odors in accordance with Chapter 62-296.320(2), F.A.C., including, but not limited to, immediately containerizing putrescible wastes within 48 hours of receipt of such material. The County is responsible for disposing material in roll-off containers.

3.18 MATERIAL MARKETING OR DISPOSITION

The Awarded Bidder(s) are responsible for marketing of the processed material. The Awarded Bidder(s) shall process and market or dispose the material such that it is removed from the site and reused or disposed of in accordance with all applicable Federal, State and Local regulations including, but not limited to, Chapter 62-709 F.A.C. Examples for reuse include compost, mulch, fuel, landfill cover amendment, direct land application. Any and all material or debris that is generated by the Awarded Bidder(s) and is not used or recycled shall be disposed of at an appropriate facility. Records of processed materials used for beneficial reuse shall be submitted to DSWM and to FDEP for purposes of record keeping and recycling credits.

3.19 OTHER SERVICES

Rates shall be provided for other services at the request of DSWM. Services shall include:

- Packaged or loose mulch
- Packaged or loose soil
- Delivery charges