



SCOPE OF SERVICES

SOLID WASTE COLLECTION AND HAULING SERVICES FOR DURHAM COUNTY FACILITIES

RFP No. 25-036

This Scope of Services will become an integral part of the contract between the County of Durham and the Contractor. The Contractor hereby agrees to provide services and/or materials to the County pursuant to the provisions set forth below.

- 1.0 PURPOSE:** The purpose and intent of the Request for Proposals (RFP) is to solicit proposals from qualified firms to provide solid waste and recycling services for Durham County Government owned and/or operated facilities (hereinafter referred to as Service Area). Services to be provided in the Service Area include the collection, transportation, disposal, and processing of solid waste and recyclable material. In addition, the proposer/contractor will be required to provide dumpster, roll off container, and compactor rental, delivery, maintenance, and procurement.
- 2.0 INVOICE PAYMENT:** Invoices submitted will be paid net 30 days. Invoices shall be forwarded to the County's Designated Representative for review and payment approval.
- 3.0 TERMS OF CONTRACT:** The initial term of the contract is from **July 1, 2025** through **June 30, 2026** with the option to renew by the County for up to four (4) additional terms in one (1) year increments under the same terms and conditions. Any renewal shall be based on satisfactory performance by the Contractor(s) during the previous years for the services provided. The compensation payable to the Contractor may be adjusted on July 1 of each renewal to reflect the increase or decrease in the cost of living as described in the National Consumer Price Index (CPI) published by the United States Bureau of Labor Statistics (or any successor thereto) All Urban Consumers, US City Average, for the period of February to February, not to exceed two percent (2%).
- 4.0 CANCELLATION OF CONTRACT:** The County of Durham reserves the right to cancel and terminate any resulting contract(s), in part or in whole, without penalty, upon 30 days written notice to the Contractor. Any contract cancellation shall not relieve the Contractor(s)

of the obligation to deliver and/or perform services on all outstanding orders issued prior to the effective date of cancellation.

5.0 **COUNTY DESIGNATED REPRESENTATIVE:**

Chrissie Koroivui, Solid Waste Program Manager

Phone: 919-560-0442

Email: mkoroivui@dconc.gov

6.0 **BACKGROUND:**

The land area of Durham County is 299 square miles. The economy is comprised mainly of industry, business, and some agriculture. Durham County is located in the North Piedmont region of the State. The predominate incorporated municipality centered in Durham County is the City of Durham.

7.0 **WORK REQUIREMENTS:**

The County's contract with the selected proposer(s)/contractor(s) will set forth the option(s) chose by the County that best provide solid waste and recycling services. Service received include:

- Providing eight-yard dumpsters, open top dumpsters, and compactors at locations as requested by the County;
- Hauling commingled recycling, municipal solid waste, and cardboard and ensuring proper disposal and/or processing of materials collected;
- Maintenance, including routine and emergency, to County owned containers and compactors;
- Procurement assistance of solid waste and recycling containers which may or may not result in the County entering into a purchase and/or lease arrangement for such items;
- Consultation assistance with solid waste container needs at new facilities;

and should be:

- At a reasonable cost
- In a clean, courteous, and well executed manner;
- With uninterrupted, consistent, and continuous service, and
- Efficient to limit the number of trucks.

A) **Disposal:** Solid waste and recycling collected on the County's behalf shall be disposed of at the City of Durham's Waste Disposal and Recycling Facility (Transfer station) located at 2115 E. Club Blvd. In the event that the Transfer Station becomes in operable at any time during

the term of the contract, the Contractor would be required to direct haul to another transfer station, or landfill in consultation with the County.

Recyclables collected on behalf of the County may not be deposited in any landfill or deposited as municipal solid waste at any transfer station.

- B) **Cleaning Containers:** The contractor will be responsible for cleaning the containers and sanitizing them as needed or as requested by the County. The Contractor will also be responsible for painting the containers and keeping them neat in appearance. If repairs are necessary to the containers provided by the Contractor, the Contractor will be responsible for the repair or replacement.
- C) **Pickup Adjustments:** The County shall have the right to require the Contractor to relocate containers and/or adjust pickup times within a 48-hour period.
- D) **Addition or Removal of Locations:** The County shall have the right to add additional locations or remove locations throughout the contract period.
- E) **Inclement Weather:** The contractor shall notify the County within 48 hours of any weather-related situation that will result in the cancellation or delay of solid waste and recycling collection.
- F) **Invoicing:** Invoices shall be submitted monthly and itemized to include each facility location, date of collection, and weight of material, where applicable. Maintenance and repair (M & R) charges will be included on the monthly invoice and will include the container and building location.
- G) **Office Hours:** The contractor shall maintain an office or such other facilities through which they can be contacted. It shall be equipped with sufficient local service telephones and shall have a responsible person in charge from 8:00am to 5:00 pm on regular collection days.

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H) Collection Locations and Current Service Level:

Facility Name	Address	Container Specs				Hauling Frequency			
		Amt	Type	Size/Type	Leased from Contractor	On Call	1x week	2x Week	Bi-weekly
Judicial Annex	201 N. Roxboro St	1	MSW	8 yd Dumpster	x		x		
Youth Home	2432 Broad Street	1	MSW	8 yd Dumpster	x		x		
Emergency Management	2422 Broad Street	1	MSW	8 yd dumpster	x	X			
Main Library	300 N. Roxboro St	1	MSW	8 yd Dumpster	x		x		
Main Library	300 N. Roxboro St	1	OCC	8 yd Dumpster	x	X			
East Regional Library	211 Lick Creek Lane	1	MSW	8 yd Dumpster	X		X		
East Regional Library	211 Lick Creek Lane	1	OCC	8 yd Dumpster	x	X			
North Regional Library	221 Milton Road	1	MSW	8 yd Dumpster	x		x		
North Regional Library	221 Milton Road	1	OCC	8 yd Dumpster	x	X			
Health & Human Services	414 E. Main Street	1	MSW	30 yd Compactor		X			
Health & Human Services	414 E. Main Street	1	OCC	30 yd Compactor		X			
Health & Human Services	414 E. Main Street	1	CoRec	30 yd Recycler		X			
General Services Dept.	310 S. Dillard Street	1	MSW	8 yd Dumpster	x		x		
Detention Center	217 S. Mangum St	1	MSW	30 yd Compactor					x
Detention Center	217 S. Mangum St	1	CoRec	8 yd dumpster	x		x		
Detention Center	217 S. Mangum St	1	OCC	30 yd Dumpster	x	x			
Cooperative Extension	721 Foster Street	1	MSW	8 yd Dumpster	x				x
Cooperative Extension	721 Foster Street	1	OCC	8 yd Dumpster	x				x
Stanford L. Warren Library	1201 Fayetteville Rd	1	MSW	8 yd Dumpster	x		x		
County Stadium	705 Stadium Drive	2	MSW	8 yd Dumpster	x		x		
County Stadium	705 Stadium Drive	1	CoRec	8 yd Dumpster	x				x
EMS #6	226 Milton Road	1	MSW	8 yd Dumpster	x		x		
EMS #6	226 Milton Road	1	OCC	8 yd Dumpster	x	X			
Southwest Regional Library	3605 Shannon Road	1	MSW	8 yd Dumpster	x		x		
Southwest Regional Library	3605 Shannon Road	1	OCC	8 yd Dumpster	x	x			
South Regional Library	4505 S. Alston Ave.	1	MSW	8 yd Dumpster	x		x		
South Regional Library	4505 S. Alston Ave.	1	OCC	8 yd Dumpster	x	x			
Justice Services Resouce Center (Criminal Justice)	326 E. Main St	1	MSW	8 yd Dumpster	X		x		
Hillsborough Road Warehouse	4527 Hillsborough Rod	1	MSW	30 Yard Open Top		x			
Dco Courthouse	510 S. Dillard St	1	MSW	30 yd Compactor		x			
Dco Courthouse	510 S. Dillard St	1	CoRec	8 yd Dumpster	X	x			

ATTACHMENT 1

Admin 1 Building	200 E. Main Street	2	MSW	8 yd Dumpster	X		x		
BOE @ Shops of HV	3825 S. Roxboro St Ste 101	1	MSW	8 yd dumpster	X		x		
BOE @ Shops of HV	3825 S. Roxboro St Ste 101	1	CoRec	8 Yd dumpster	X	X			
EMS Fleet	120 Stone park Ct	1	OCC	8 yd Dumpster	X		x		
EMS Fleet	120 Stone Park Ct	1	MSW	8 yd Dumpster	X		x		
Admin 2	201 E. Main St	1	MSW	Vertical Compactor				x	
Admin 2	201 E. Main St	1	CoRec	8 yd Dumpster	X		X		
Bethesda EMS/Fire	1724 S. Miami Blvd	1	MSW	8 yd Dumpster	X		x		
EMS 1	402 Stadium Dr	1	MSW	8 yd Dumpster	X		x		
EMS 1	402 Stadium Dr	1	OCC	8 yd Dumpster	X	X			
EMS Warehouse	2330 Presidential Dr #114	1	MSW	8 yd Dumpster	X		x		
EMS Warehouse	2330 Presidential Dr #114	1	OCC	8 yd Dumpster	X	x			
Dco Sheriff Firing Range	100 Electra Rd	1	MSW	8 yd Dumpster	X				X
Dco Sheriff East Station	5323 Wake Forest Rd	1	MSW	8 yd dumpster	X				x
Dco Sheriff North Station	11821 US 501 Hwy N	1	MSW	8 yd dumpster	X				x
Queen St Parking Deck	115 N Queen St	2	MSW	4 yd dumpster	X	x			
Queen St Parking Deck	115 N Queen St	2	CoRec	4 yd dumpster	X	x			

CoRec= Commingled Recycling; OCC: Old Corrugated Containers aka Cardboard

I) Collection Container Specifications:

- a) Containers: The Contractor shall equip each County building/facility site with the required collection containers as listed in the Collection Locations and Frequency Table of this Proposal for the designated material. Contractor shall provide sufficient collection container capacity to meet expected demand. Contractor's container specifications and designs must be submitted to the County for approval prior to procurement and/or use as part of the Services.
- b) Materials to be Collected: Roll off containers, dumpsters, and/or compactors to be supplied by the Contractor and designated for disposal should be capable of accepting government generated municipal solid waste (MSW), bulky wastes, cardboard, and commingled recyclables.

J) Collection Vehicle Specifications

- a) **Truck Capability:** All collection vehicles used in accordance with the provisions of this contract shall be of the type capable of lifting, transporting, and dumping the specified cubic yard containers identified in this Proposal. Trucks shall be equipped with a fully enclosed body sufficiently tight in construction to prevent leakage or spillage of the loaded refuse and/or recyclables. Due to road size variations in the County, the Contractor will need to

provide equipment that will accommodate both public and neighborhood streets and alleys. Special collections shall be made using appropriate equipment.

- b) **Vehicle Identification:** All collection and service vehicles used in performance of the obligations herein created shall be clearly marked with the Contractor's name, telephone number and unit number legible from 150 feet. No advertising shall be permitted on vehicles unless approved in writing by the County.
- c) **Vehicle Maintenance and Cleanliness:** All collection equipment shall be maintained in a first class, safe, and efficient working condition throughout the term of the Contract. Contractor's vehicles shall be maintained and painted as often as necessary to preserve and present a well-kept appearance and be on a regular preventative maintenance program. Vehicles shall be externally washed and painted or repainted as often as necessary to keep them in a neat and sanitary condition. Contractor shall, hand-clean all spillage and power wash all hydraulic oil and vehicle fluid leaks from public and/or private property resulting from its collection activities by end of the next business day after learning of such spillage or leak.
- d) **Vehicle Inspection:** The County may inspect the Contractor's vehicles at any time to ensure compliance of equipment with the Contract or require equipment replacement schedule to be submitted to County.

8.0 **SCHEDULES/TIMELINES:**

Haul frequency will vary based on building and service level. For "On Call" services, the County will notify the contractor when a pull is needed. The contractor must provide the pull within 2 business days. For example, if the haul is requested on Monday, the contractor must provide the haul by Wednesday afternoon. The Contractor will provide the County with a phone number and/or email address to use for this purpose (email is preferred). Locations may be added or removed, or service levels changed or modified at the sole discretion of the County at any time throughout the life of the contract.