



SCOPE OF SERVICES
SOLID WASTE HAULING SERVICES AND EQUIPMENT MAINTENANCE FOR DURHAM
COUNTY CONVENIENCE SITES
RFP No. 25-030

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 hauling services and equipment maintenance for Durham County Convenience Sites (hereinafter referred to as the Service Area). Services to be provided in the Service Area include the collection, transportation, disposal, and processing of solid waste, commingled recycling, and yard waste. In addition, the proposer/contractor may be required to provide rental, procurement, delivery, maintenance, and repair of roll off containers, compactors, and pre-crushers.
- 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 as 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
- 5.0 **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

- 2.0 **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. As reported by the North Carolina Office of State Budget and Management, the estimated total population for Durham County, which includes populations of the City of Durham and portions of Chapel Hill and Raleigh as of July 1, 2022 are as follows:
Durham County – 334,379
Unincorporated Areas – 37,111

The Solid Waste Division within the Department of General Services is responsible for providing solid waste and recycling services to citizens of the unincorporated areas of Durham County and the employees and visitors of its government facilities.

- 7.0 **WORK REQUIREMENTS:** The County's contract with the selected proposer(s)/contractor(s) will provide solid waste and recycling services that are:
- At a reasonable cost
 - In a clean, courteous, and well executed manner
 - Uninterrupted and continuous service, and
 - Efficient to limit the number of trucks utilizing County roads.

Although the primary requirements of this proposal are for collection, transportation, receipt, processing, and disposal, the Contractor may be asked to perform routine maintenance and/or emergency repair to the compactors, roll off containers, or pre-crushers, and should have staff available for such repairs. The Contractor will be the primary hauler for solid waste and yard waste. The County currently hauls their own recycling; however, the Contractor will be expected to serve as a backup for recycling hauling in the event the County is unable to haul.

7.1. **DISPOSAL:** Solid waste, yard waste, and commingled recyclables collected on the County's behalf shall be disposed of properly at the City of Durham's Waste Disposal and Recycling Facility (Transfer Station) located at 2115 East Club Boulevard, unless otherwise instructed by the County. In the event that the Transfer Station becomes inoperable at any time during the term of the contract, the Contractor would be required to direct haul to another transfer station or landfill designated by the County. **Recyclables collected on behalf of the County may not be deposited in any landfill or as MSW at a transfer station.**

7.2. **EQUIPMENT:** The Contractor shall repair and maintain its equipment in a clean, sanitary, and serviceable condition.

7.3. **PICKUP REQUESTS:** The County will establish a routine hauling schedule when appropriate, and shall have on call collections as needed. For example, a site may

always receive service on Mondays and Wednesdays, and as needed on the days in between.

7.4. INCLEMENT WEATHER: The Contractor shall notify the County within 24 hours of any weather-related situation that will result in the cancellation or delay of services.

7.5. INVOICING: Invoices shall be submitted monthly. A separate invoice should be submitted for each facility. Maintenance and repair (M&R) costs should be included on the monthly invoice for that facility. M&R costs should be itemized and include the container that was serviced.

7.6. OFFICE HOURS: The Contractor shall maintain an office or such other facility through which they can be contacted. It shall be equipped with sufficient local telephone service and shall have a responsible person in charge from 8:00 am to 5:00 pm daily on regular collection days. The Contractor shall provide an after hours phone number for issues that arise on weekends and after 5pm.

7.7. COLLECTION LOCATIONS AND FREQUENCY:

(NOTE: Contractor will serve as a back-up for recycling collections when the County is unable to complete the service due to staff shortage or vehicle maintenance)

Site 1: Parkwood Convenience Site* 5928 Highway 55, Durham, NC 27713 Average 970 Customer Visits Per Month				
Material	Average Monthly Tons	Average Monthly Hauls	Container Type	County Owned or Leased
Bulky/MSW	10	3	2 40-yd open top	County owned
			1 30-yd open top	County owned
Commingled Recycling	4	1	1 Compactor	County Owned
Yardwaste	5	2	2 40-yard open top dumpsters	County owned

*Due to the low visitation, the Parkwood Site operates on a limited schedule and is primarily hauled by the County. However, the Contractor may be asked to haul at this location when the County is unable.

Site 3: Redwood Convenience Site** 100 Electra Road, Durham NC 27704 Average 3900 Customer Visits Per Month				
Material	Average Monthly Tons	Average Monthly Hauls	Container Type	County Owned/Leased
Bulky/MSW	130	51	1 compactor	County owned
			5 40-yd open top	Leased
Commingled Recycling	14	6	1 compactor	County owned
			1 30-yd recycler	County owned
Yardwaste	12	6	2 40-yd open top	Leased

** In FY 2026, the Redwood Convenience Site will undergo a renovation. During this time, a temporary site may be set up on site with limited services. After renovation, the Site will have a similar set up to the Northern Durham Convenience Site.

Site 4: Northern Durham Convenience Site 11894 N. Roxboro Road, Durham, NC 27712 Average 7100 Customer Visits Per Month				
Material	Average Monthly Tons	Average Monthly Hauls	Container Type	County Owned/Leased
Bulky/MSW	115	10	2 Pre-Crushers	County owned
Commingled Recycling	29	10	2 Compactors	County owned
Yardwaste	13	7	2 40-yard open top dumpsters	County owned

7.8 COLLECTION VEHICLE SPECIFICATIONS:

- a) **TRUCK CAPACITY:** 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. All loads exiting the County locations must be covered.
- 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. Vehicle loaders and/or hoppers are to be washed on the inside and sanitized with a suitable disinfectant and deodorant as needed.

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:** The Redwood and Northern Convenience Sites are open Monday – Friday from 7am – 6pm and from 7am-noon on Saturdays. The Parkwood Site is open Monday, Wednesday, and Friday from 7am – 2:30pm; Tuesday, Thursday from 10:30am – 6pm; and The 2nd Saturday of each month from 7am- 12:30pm. Sites are closed on official County Holidays. Contractor will be expected to haul from each site on a combination of scheduled and "On Call" basis. For on call hauls, a representative will notify the contractor the afternoon prior. The Contractor will provide the County with a phone number and email address to use for this purpose.

