

ATTACHMENT A: SCOPE OF SERVICES

This Scope of Services sets forth the services the vendor will provide as part of the contract to supply collection carts, hauling services, and processing of recyclable materials from specified Wake County Public School System locations and public charter schools. The vendor is not expected to collect garbage or corrugated cardboard. Collection carts will only need to be provided as replacements for existing carts or to supply new schools. The vendor must collect all of the materials listed below:

1. Mixed paper including paper cups, notebook paper, construction paper, printer paper, newsprint, magazines, paperback books, paperboard boxes and paper tubes
2. Metal food and drink cans
3. Glass bottles and jars that contained food or drinks
4. Plastic bottles, tubs, jugs, jars and #1 clamshells

These services are outlined and described in detail below.

1. Provider Minimum Qualifications

- a. Provide qualified staff to handle the day-to-day operations of receiving and processing of recyclable material.
- b. Have the necessary facilities, equipment, and employees to operate a Material Recovery Facility.
- c. Provide an annual audit of the school recycling program's materials
- d. Provide a dedicated staff member as point of contact for the County.
- e. Provide monthly data reports to County.
- f. Be fully operational to meet contract requirements by July 1, 2026.

2. Collection Expectations

- a. The frequency of commingled recyclables collection services at participating schools is once per week.
- b. The collection of paper and commingled recyclables at schools shall not interfere with the start of school in the morning or dismissal of students at the end of the day.

- c. The Provider agrees to respond to emergency, extra pick-up requests within 24-hours of being notified in writing (email), or verbally (telephone), by Wake County.
- d. The Provider shall be responsible for paying all fees (including landfill tipping fees), royalties, insurance premiums, etc., as required by law to fulfill the contract(s) based on the total number of containers. The Provider shall also secure and pay all licenses and permits required by law before and during the course of work.
- e. Where local ordinances require enclosures, the driver will open all enclosures and correctly replace the containers. The Provider will be responsible for closing gates at schools.
- f. The Provider will determine recycling collection schedules subject to approval by Wake County. Any change in recycling collection schedules or change in the number of carts must be submitted in writing to and approved by the Contract Administrator at least five (5) working days prior to the changes.
- g. Wake County may request and receive reduced service with appropriate reduction in fees. Planned breaks will be determined in collaboration with Provider when contract is finalized.
- h. The Provider will provide 64- and 96-gallon recycling roll carts to any schools that are added to the recycling collection program. The 64-gallon carts are generally used at elementary schools. The 96-gallon carts are generally used at middle schools and high schools. Roll carts shall be new and uniform in color and design. Roll carts shall be able to withstand outdoor conditions. Roll carts shall be labeled with decals provided by Wake County.
- i. Broken carts shall be replaced by Provider in a timely manner at no additional cost. Provider shall provide new carts for school sites that are added to the program or to meet increased demand at existing sites at a specified price.
- j. The Provider shall keep up-to-date and accurate records of the number and type of carts and decals at each school and in storage. The Provider shall notify the County whenever carts or cart decals in reserve fall below twenty (20) in number.
- k. The Provider shall provide recycling container washing (with biodegradable soap and in compliance with U.S. Environmental Protection Agency runoff guidelines), sanitizing, repairing and re-labeling. This service will be provided only at the request of Wake County. When the service is requested, within seven (7) calendar days the Provider will remove the dirty cart(s) from the site and immediately replace the dirty cart(s) with clean carts of the same size. Dirty carts will be washed offsite, then placed back in use when additional requests for cart cleaning are made.
- l. The Provider shall respond to the Wake County's service-related inquiries within two (2) working days of receipt.

- m. The Provider will provide one (1) point of contact to Wake County serving as an account manager as well as a point of contact for emergency service or repair issues.
- n. Wake County reserves the right to add or remove the number of containers and number of pick-ups when it is in the best interest of Wake County.
- o. If scheduled service cannot be made due to equipment failure, illness, weather, or other unforeseeable delay, the Provider will notify Wake County immediately.
- p. The Provider shall not be required to make regular collections on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day. The Provider shall provide a holiday service schedule in writing at least ten (10) days prior to the holiday
- q. Wake County and the Provider acknowledge that timely performance of collection services is essential to the success of the recycling program. In extreme circumstances, collection may be suspended to protect public safety and/or the safety of the Provider's employees. In the case of such an event, the Provider will first contact Wake County so they can notify the affected sites and reschedule collection on a date acceptable to Wake County and the sites.

3. Preparation of Materials for Collection

- a. Schools must not place materials in plastic bags prior to depositing in the 64- or 96-gallon recycling carts.
- b. All recyclable materials placed for collection shall be owned by and are the responsibility of the participating schools until they are handled by the Provider. Upon handling of the recyclable materials by Provider, the recyclable materials become the property and responsibility of the Provider.

4. Service Requirements for Wake County Public School System Sites

- a. The Provider will be responsible for adhering to all Wake County Public School System Board of Education as outlined in the policy manual at https://boardpolicyonline.com/bl/?b=wake_new
- b. The Provider must conduct an annual background check and complete a Sexual Offender Registry Check Certification Form on any driver that visits school property.

5. Provider's Equipment

- a. The Provider shall keep vehicles compatible with all specified recycling carts (64- and 96-gallon) for the term of this Agreement
- b. The Provider shall keep all equipment used in the performance of the work in good working order and in a clean, sanitary condition. The Provider shall be responsible for the clean-up and full remediation of all fluid spills originating from their equipment. Equipment is subject to periodic inspection by Wake County.
- c. Provider shall clearly mark, as determined by Wake County, all trucks used for recycling collection with the Provider's name and phone number.

6. Additional Provider Responsibilities

- a. The Provider shall maintain an office with continuous supervision for accepting complaints. The office shall be in service during the hours of 7:00 a.m. until 5:00 p.m. Monday through Friday or until all routes are complete, whichever is later. The address and telephone number of such office and any changes therein shall be given to the County in writing.
- b. The Provider shall immediately clean up and dispose of any waste, recyclable material or other debris that is spilled in the provision of collection services to a facility
- c. The Provider shall not use private driveways or parking lots that are not owned by the schools while providing collection service under this Agreement.
- d. The Provider shall use its best efforts to ensure that all recyclable materials collected from schools are not placed in landfills or incinerators and are distributed to the appropriate markets for reuse and recycling. The Provider will report to Wake County the types and amounts of recyclable materials landfilled, the reason for the landfilling and the steps being taken by the Provider to avoid future landfill events. All costs associated with such disposal will be borne by the Provider. The Provider will at all times be under a duty to minimize recyclable materials landfilled.
- e. The Provider shall be responsible for any damage incurred in the performance of this Agreement, except as provided for in state law, by any employee, truck or equipment to property such as, but not limited to, dumpster enclosure walls, gates, fences, garage doors, bollards, and third-party vehicles at facilities. Damage to school facilities must be reported immediately to the Contract Administrator.

7. Wake County and School Responsibilities

- a. Wake County will determine the specific schools that will become part of the program.
- b. Wake County will collaborate with the Provider to determine the level of service to each school (cart size and number of carts).
- c. Wake County will supply educational materials to school coordinators for distribution to students and staff.
- d. Wake County will communicate with school coordinators to address contamination or participation problems.

8. Filing Reports

The Provider shall email daily reports showing the total tonnage of recyclable materials collected and number of carts emptied at each individual school. The Provider shall email monthly invoices by the 15th of each month using a template provided by Wake County. Properly documented and substantiated invoices which are approved will be processed and paid by Wake County within 30 days of receipt.

9. Meetings

The Provider shall meet with Wake County Solid Waste Management Division staff quarterly to discuss operations, or more frequently if operations change, customer complaints increase, or as other factors might dictate. Meetings will be scheduled by the County.

Pricing Table

Roll Cart Size	Number of Carts at Site	Price per Collection
64-gallon	1 to 5	\$30.88
64-gallon	6 to 10	\$32.12
64-gallon	11 or more	\$33.33
96-gallon	1 to 5	\$31.42
96-gallon	6 to 10	\$32.66
96-gallon	11 or more	\$33.88

Price of New Roll Carts	Cost (US \$)
64-gallon cart	\$120
96-gallon cart	\$150

- a. Above Prices will be fixed for the first year of the contract. Thereafter, the prices will be adjusted in accordance with the change in the applicable CPI as calculated on the anniversary of the Effective Date. The CPI change shall be based on the Consumer Index - All Urban Consumers (CPI-U), Water, Sewer, and Trash Collection (WST). (Not seasonally adjusted, 12-month rolling average) as published by the United States Department of Labor, Bureau of Labor Statistics. In all cases, the adjustments to the unit prices will be made up or down, as indicated by the change in the index. The maximum increase or decrease in any year is limited to 4.5%. The unit rates for may only be adjusted on July 1 of 2027, 2028, 2029 and 2030 based on changes in the Garbage and Trash Collection component of the CPI. The base Garbage and Trash Collection CPI for the Contract shall be calculated using the average of the monthly Garbage and Trash Collection CPI values reported for the 12-month period extending from January 2025 through December 2025.
- b. Unit rate change shall be adjusted on July 1, 2027, based on a comparison of the average of the monthly Garbage and Trash Collection CPI values reported for the 12-month period extending from January 2026 to December 2026 with the base Garbage and Trash Collection CPI value. Adjustments will be made in the same way in subsequent years.