

How to Use the Solid Waste and Recycling Services Statewide Contract

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| Contract #: FAC86 | Contract Duration: 02/14/15 to 02/13/18 |
| MMARS #: FAC86* | Options to Renew: Three (3), 3 year options to renew |
| Contract Manager: | Michael Woods 617-720-3191 |
| | Email michael.woods@state.ma.us |
| UNSPSC: 76-12-15 | |
| Last change date: April 21, 2017 | |

Contract Summary

This contract covers a wide range of solid waste and recycling services, with each contractor providing one or more of the following services for Free or for a Fee. More detailed information on the availability of services in each region can be found in the FAC86 Contractor Service Chart within the MBPO on COMMBUYS.

| SOLID WASTE | | | |
|-------------|--|----|---|
| 1 | Municipal Solid Waste (MSW) | 2 | Bulky Waste, incl. Mattresses |
| 1A | Pay As You Throw (PAYT) Bags | | |
| RECYCLING | | | |
| 3 | White Office Paper | 13 | Street Sweepings |
| 4 | Mixed Paper | 14 | White Goods |
| 5 | Paper Shredding/ Secure Document & Media Destruction | 15 | Construction & Demo (C & D), including Clean Gypsum Wallboard |
| 6 | Old Corrugated Cardboard | 16 | Asphalt, Brick, Concrete (ABC) |
| 7 | Metal Cans & Containers | 17 | Wood |
| RECYCLING | | | |
| 8 | Glass Containers | 18 | Tires |
| 9 | Plastic Bottles & Containers | 19 | Mattresses |



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|----|--|----|---------------------------|
| 10 | Organic--Leaves, Yard Waste, & Floating Vegetation | 20 | Redeemable Bottles & Cans |
| 11 | Organic--Food Waste | 21 | Scrap Metal |
| 12 | Textiles | | |

Benefits and Cost Savings

- **Contractor Competition** – The contract provides access to a wide range of contractors and services across 9 regions of the State, and enables users to obtain quotes and negotiate competitive rates.
- **Additional Categories over the previous contract-** including wood, scrap tires, floating vegetation, redeemable bottles and cans, and mattress recycling.
- **Bundled Pricing** - Haulers may provide recycling collection with refuse collection as a bundled service (single price) so that the cost of collecting source separated recyclables is embedded in the cost of the collection of refuse.
- **Free Services - As indicated by vendor on the Contractor Service Chart. More free services may be added throughout the duration of the contract.**
- **Rebates** – As indicated by vendor on the Contractor Service Chart. Rebate details must be obtained directly from each vendor.
- **Beneficial Contract Terms: including no surcharges, prompt pay discounts, and allowable agreements 1 year beyond the expiration date of contract.**
- **Event Recycling and Single Stream Recycling.**
- **Resource Management Agreements** – The contract enables users to establish creative “resource management” agreements that incentivize contractors to reduce solid waste disposal through facility assessments resulting in plans to reduce waste at the source, or through increased recycling. The goal of such agreements is to reduce the overall cost of managing waste materials, and share a portion of the savings with the contractor as an incentive to lower the costs further.
- **NAID Certified Vendors** – NAID certification is a voluntary certification, that sets the standards for document destruction, more information on NAID certification can be found online at: [Link to NAID Certified Vendors](#)

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;



6. Public institutions of higher education;
7. Public purchasing cooperatives;
8. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
9. Other states and territories with no prior approval by the State Purchasing Agent; and
10. Other entities when designated in writing by the State Purchasing Agent.
For FAC86, “other entities” will include all awarded contractors on DCAMM’s Integrated Janitorial Maintenance Services contract, Document Number: IFM1505-AD1.

Pricing and Purchase Options

Purchase Options: The acquisition method for this contract is fee for service; except for Pay As You Throw (PAYT) Bags see “Pay As You Throw Bags” section below. The contract also allows for the outright purchase of containers and equipment (if applicable).

Pricing and buying details: Service pricing for each facility is established based on the contractors’ responses to requests for quotes issued by Eligible Entities.

Quotes: While Eligible Entities are not required to solicit proposals from multiple contractors, OSD strongly encourages Eligible Entities to request pricing and service information from at least three (3) contractors to compare pricing and obtain the best value. In soliciting waste or recycling services, Eligible Entities should, wherever possible, prepare in writing for contractors the following information:

- Specific location of facility or facilities for which service is being requested
- A description of such facilities (e.g. office building, school campus, small home, etc.)
- A detailed list of the types of services and products being requested (e.g. solid waste collection, recycling, paper bins, dumpsters, etc.)
- A description of the materials being targeted for specific services (e.g. collection of MSW, recycling of mixed paper and containers and cardboard)
- The specific time frame for which service and pricing is being requested
- Details on the number of collections being requested from which specific locations within the site
- If available, the number and size of dumpsters or other containers currently in place and/or being requested from the contractor
- Available dates and times for a site visit prior to submission of a proposal (if required by the department)

When soliciting responses from Contractors, Eligible Entities should ask for the following information:

- Total price for the services being requested for the required time frame
- Description of the services being offered
- Description of initial training services being offered
- Any alternative proposals to establish or increase recycling programs
- Any other information required by the department to evaluate contractor proposals

Prior to soliciting proposals from contractors, Eligible Entities should examine the Contractor Service Category Chart found under the MBPO on COMMBUYS to determine which contractors offer services in the region for which the department needs a hauler or recycler, and that the services being requested



by the department are actually offered by the contractors being contacted. Please note that Eligible Entities should always check with specific contractors to ensure that the required services are offered.

Eligible Entities may solicit at least three (3) quotes from contractors listed to determine which contractor can provide the best value for the equipment being purchased. All that is needed is that Eligible Entities *contact* the three (3) contractors for quotes; you are not required to receive responses from all three (3) contacted contractors.

Price Adjustments: Once pricing quotes have been submitted and accepted by the contract user department, this pricing, including any escalator clauses agreed to by the contract user department, shall remain in effect for the length of the agreement unless both parties agree to such an amendment in writing. Contract users may also choose to amend the terms of the agreement and either add or delete services provided to their facility at any time during the term of the contract. Such amendments may be accompanied by a mutually agreed upon price changes by the contractor and contract user.

Pay As You Throw Bags Purchase and Pricing Instructions

Purchasers should contact the awarded contractors directly to order products. The contract offers Imprinted Plastic Trash Bags with minimum 20% recycled content. Bags are made of 100% LDPE plastic and are available in various colors. All prices associated with this contract are posted in the PAYT Bags Price List in COMMBUYS, however, contract users may request that Contractors provide a lower price based on volume, collection frequency, or willingness to accept an alternative collection schedule. Retail Inventory and Distribution System Programs are available. Contract users are advised to contact more than one Contractor to ask for a price quote on the specific services required by their facilities.

Pay As You Throw (PAYT) Bag Vendors –

| | | |
|---|--|---|
| Bags and Boxes Unlimited Jeff Marcotte 8006966702 bags528@aol.com 2% for 10 days of PPD | Waste Zero, Inc. Courtney Forrester 781-504-5604 cforrester@wastezero.com 1% for 10 days of PPD | Mansfield Paper Co. Scott Parent 800-225-4641 rsp@mansfieldpaper.com 1% for 10 days of PPD |
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Additional Information

Contract Regions

Contractors offer services either on a statewide or regional basis. Regions have been delineated on the Contractor Service Chart and regional or statewide service is indicated for each contractor.

Maximizing Recycling

A key component of this contract is the ability of Eligible Entities to select contractors who may provide improved and cost-effective recycling services from one or more of the approved contractors. Eligible Entities should note that some contractors offer specialized services in the recycling arena, focusing on



just a few or even one commodity. For example, there are contractors on this contract who specialize in the collection and recycling of food and yard waste, construction and demolition waste, or paper shredding and recycling, as well as in other specific or multiple categories.

While there is no overriding reason to select more than one contractor to provide all of a department's waste and recycling needs, it may be prudent for Eligible Entities to contract with more than one contractor to provide collection services for different materials. In so doing, a department may be able to receive more personal attention for a specific set of recyclable materials and may, in fact, obtain better pricing from certain contractors for identified materials.

When trying to maximize their recycling, Eligible Entities should attempt to adhere to the following guidelines when approaching potential service providers:

- **Designate someone** in your facility to act as the recycling coordinator and identify, if possible, what recyclable items are generated in large quantities that should be the focus of a recycling program;
- Ask your contractor to explain how they might help develop a **recycling program that works and is cost-effective**, including specific suggestions on the types of materials to recycle and the collection and storage system that would work best for you;
- **Include the janitorial staff** when discussing waste management options and ask contractors to propose training and educational activities to promote and sustain a recycling program;
- Ask contractors to **visit your site** prior to providing a quote and proposal;
- Get **top management support** for the recycling program, through a memo, email or other department-wide communication;
- Make sure to request an **initial training session** from your contractor for custodial and facility staff to explain the recycling program, the associated benefits and any specific procedures that need to be followed;
- Work with your contractor to **provide education to all departmental employees**
- **Retain flexibility** with your contractor to alter the recycling program to change or add materials during the agreement time frame;
- Ask contractors to **provide credits** or rebates for recyclable materials that are uncontaminated and have a market value (hint: the more segregated a material the more value it has);
- Even when looking for a single contractor to provide all waste and recycling services, ask them to bid on the waste and recycling components separately to see if pricing might differ between companies;

Eligible Entities should note that there are several state regulations and policies in place which guide all state activities with regard to recycling. These include Massachusetts Waste Ban Regulations, DEP Waste Ban Requirements 310 CMR 19.017, and MA Commercial Organics Waste Disposal Ban. Eligible Entities should make every attempt to begin efforts to reach this statewide goal by or even prior to the deadline set in the plan.

Containers

All contractors offer appropriate containers relevant to the services they provide. However, not all contractors offer all types of indoor and outdoor containers. Eligible Entities should request Contractors



to provide information on which containers are available and the cost of such containers as part of a waste and/or recycling service. Alternatively, Eligible Entities may purchase recycling containers and equipment from contractors outright.

When considering such purchasing decisions, Eligible Entities should also refer to Statewide Contract FAC87designatedDEP, which provides a wide range of waste/recycling containers and compost bins. FAC87designatedDEP will be more relevant for municipalities and larger facilities as some of the products on it include minimum order requirements.

State Surplus Property Disposal

When an agency decides that a piece of office equipment is surplus, a determination is made by the agency whether the equipment is usable or worthless. Usable equipment is posted on the Massachusetts State Surplus Property Office (SSPO) web site and offered to State agencies, political subdivisions and non-profit organizations in accordance with the Massachusetts policies and procedures governing the distribution of state owned surplus property. If the equipment is not transferred to any eligible entity, a decision is made (by SSPO and the agency) to either sell the item or consider the item scrap/worthless.

If an agency determines their scrap furniture to be worthless, the agency **must** first submit a list of their worthless equipment to SSPO along with a cover letter stating the equipment has been deemed worthless property. The cover letter must be signed by three people from the agency. SSPO will review and response to the agency's request to dispose of the equipment.

A *State Surplus Disposal Services Form* has been developed to assist agencies in soliciting quotes for scrap furniture disposal. It is located on the Conversion Vendor MBPO in COMMBUYS. Once the quotes have been received, a contractor has been awarded and a removal date set-up, it is the responsibility of the department to notify the contractor if there is any change to the disposal form. If additional office furniture needs to be removed and the contractor was not notified, it is at the discretion of the contractor whether the additional furniture will be removed or will need a new scheduling date.

Local municipalities or other non-state entities do not have to write to SSPO prior to the removal of their worthless items by a service.

Other Contract Provisions

The following terms and conditions were included in this RFR and are part of the contract requirements:

1. Contractors must collect all waste and recyclable materials in accordance with the Massachusetts Waste Ban Regulations, DEP Waste Ban Requirements 310 CMR 19.017, and MA Commercial Organics Waste Disposal Ban and inform Eligible Entities of said regulations and of any incidences of non-compliance.



2. When providing service to any Department of Corrections facility, contractors must **meet all DOC rules** and regulations.
3. Products related to waste collection and disposal/recycling services that may be offered for purchase, rental, or lease through this contract are containers (indoor/outdoor), dumpsters, compactors, food waste disposers, other products or equipment with approval of the SSST.
4. While no specific products will be listed on contract, Contractors may provide quotes to eligible entities upon request.
5. For all appropriate services, **contractors must provide containers** which are fully enclosed, leak proof, fire retardant, labeled and in good condition (for all outdoor containers).
6. Contractors must **clean containers** on a schedule to be agreed upon by the contractor and contracting facility.
7. No contractor may collect **gravel and fill materials** in connection with public construction projects pursuant to M.G.L. chapter 149, S27.
8. The recycling of **street sweepings** must be done in accordance with the Massachusetts “Final Policy for Reuse and Disposal of Street Sweepings” in order to be used for landfill cover, fill in public ways or as compost.
9. For all **white good collections**, contractors must be capable of (either directly or through a subcontractor) fully removing and recovering all CFCs in accordance with all applicable state and federal regulations and have been EPA certified for CFC Handling.
10. All contractors offering **secure document destruction / shredding services** must be able to offer on-site and/or off-site shredding services, and must provide a certificate of destruction to Eligible Entities for all shredded materials; all contractors or subcontractors have **NAID certification** to ensure security of document handling.
11. All contractors must agree to **reduce collection frequency** at department facilities at any time during the agreement period should a facility request such a reduction as a result of greater recycling and/or waste prevention activities. Such reductions in collections should result in associated reductions in price.
12. Contractors must provide a **certificate of recycling**, upon request by a facility or the SSST, which certifies that all materials collected for recycling were actually recycled and not otherwise disposed of.
13. Contractors must be able to provide collection services within **two business days** of a request by a facility and should be prepared to provide on-call collection within 24 hours.
14. Following an agreement to provide waste and/or recycling services to a facility, contractors must provide, at no cost, **initial training/education and assessment services** which include:
 - a. initial facility assessment to identify the most effective and efficient waste and recycling program
 - b. advice on the types of equipment, supplies and other appropriate materials
 - c. an initial training session to explain the collection system(s) to facility staffContractors may offer additional, more in-depth training, for additional fees.
15. **Invoices may be submitted on a monthly or quarterly basis** and the SSST encourages contractors to include copies of weight slips with each invoice, or itemized tonnage weights for each collection or an estimate of such weights based on volume. Invoices should be mailed to Eligible Entities no later than 14 days following the close of the billing period.



16. Purchasing Eligible Entities will issue a statement of work to Contractors and upon receipt of a quote, may submit a Purchase Order form to the Contractor with project parameters (ex. size of containers, frequency of pickup) and price.
17. Contractors are **not allowed** to request or require any signed contractual documents from purchasing entities, and no paperwork generated by the Contractor will be signed by the purchasing entity. Eligible Entities cannot be held to any terms beyond what is specified in the Commonwealth terms and conditions and the RFR.
18. Automatic renewals of services are also **not allowed** on this contract without prior written approval from the purchasing entity.
19. Eligible Entities may at any time terminate a service agreement without penalty. This contract allows purchasing entities to change vendors at any time, and no vendor can restrict an Eligible Entity from changing their service provider.
20. No transportation, fuel, energy, insurance or any other surcharges will be allowed throughout the duration of the contract.
21. Upon request, contractors must provide purchasing entities with weight reports for the types of materials collected.



Contract User Guide

Vendor List and Contract Information

The available contractors are listed below. Please refer to the MBPO on COMMBUYS for updates on vendor contact information, and to the Attachments tab for the “Contractors’ Service Category Chart” document.

| Company Name | Contact Name | City | State | Phone | Email |
|--|----------------------------|---------------|-------|---------------------------------|-------------------------------|
| A1 Datashred, LLC | Joseph Jeffres | Tewksbury | MA | 978-858-0200 | info@a1datashred.com |
| Capital Paper Recycling, Inc. | Daniel P. Buonagurio | East Weymouth | MA | 781-340-9425 x331 | danb@cprecycling.com |
| Casella Waste Management Of Massachusetts, Inc. | Liza Casella | Charlestown | MA | 802-772-2282 | elizabeth.casella@casella.com |
| Cavossa Disposal Corporation | Scott MacNevin | East Falmouth | MA | 508-563-5070 | scott.macnevin@cavossa.com |
| Charter Environmental, Inc. | Jon Simpson | Boston | MA | 857-246-6801 | jsimpson@charter.us |
| Dave Wickles Trucking | Stephanie Moynihan | Hatfield | MA | 413-247-9231 | stephtm18@gmail.com |
| E. L. Harvey & Sons, Inc. | Nicole Turnblom | Westborough | MA | 508-836-3016 | nturnblom@elharvey.com |
| EOMS Recycling, Inc. | Robert A. Boucher Jr | Brockton | MA | 508-587-9686 | bboucher@eomsrecycling.com |
| EOS Approach dba Proshred Security | Joseph A. Kelly | Wilbraham | MA. | 413-596-5479 or 877-767-4733 | joe.kelly@proshred.com |
| Favreau Forestry | Brian Favreau/Lee Laflamme | Sterling | MA | 978-706-1038 | Office@FavreauForestry.com |



| Company Name | Contact Name | City | State | Phone | Email |
|---|--------------------|---------------|-------|--------------|----------------------------------|
| J.P. Routhier & Sons Recycling | Jessica Figueroa | Littleton | MA | 978-772-4251 | Jessica@jprouthier.com |
| Mayer Tree Service Inc. | Michael Duchemin | Essex | MA | 978-768-6999 | michaeld@mayertree.com |
| Mid City Scrap Iron & Salvage | Jason Fonseca | Westport | MA | 508-675-7831 | jfonseca@midcityscrap.com |
| OPRSystems, Inc. | Michael Ames | Wilmington | MA | 978-694-1450 | mames@oprsystems.com |
| Organic Waste Management, LLC | Laura Heffernan | North Andover | MA | 978-685-2000 | lheffernan@owaste.com |
| Republic Services, Inc. | Sandra Etre | Auburn | MA | 508-832-9001 | setre@republicservices.com |
| Shred-It Boston | Michelle Weatherby | Hudson | NH | 800-697-4733 | Michelle.Therrien@stericycle.com |
| The Institution Recycling Network (IRN) | Mark Lennon | Concord | NH | 603-229-1962 | mlennon@irnsurplus.com |
| Universal Shredding, LLC | Steve Rando | Georgetown | MA | 978-882-1515 | steve@universalshredding.com |
| Waste Management of MA., Inc. | Cyndie Leonard | Foxboro | MA | 508-549-8066 | cleonard2@wm.com |
| Wolpert Disposal Inc. | Michael Wolpert | Salisbury | MA | 978-463-5400 | wolpertdisposal@aol.com |

Strategic Sourcing Services Team Members

| Name | Department |
|-------------------|---|
| Dana Cerrito | Operational Services Division |
| David O'Neill | Department of Conservation & Recreation |
| Dmitriy Nikolayev | Operational Services Division |
| John Bianchi | Department of State Police |
| Julia Wolfe | Operational Service Division |
| Max Feldpausch | Department of Transportation |
| Ruth Alfasso | Department of Public Health |
| Sara Urato | Operational Services Division |

Summary of Where to Obtain Important Contract Information in COMMBUYS

To obtain in depth contract information please go to the COMMBUYS website, click on Advanced Search (magnifying glass icon), search for Contracts/Blankets, and type FAC86 into the Brief Description field. Then click Find It. In the search results, click on the MBPO to access:

- **Contract User Guide** – the latest version of this document
- **Contractors' Service Category Chart** – information on the materials collected and geographic area covered by each contractor.
- **Request for Response (RFR) FAC86** – the original bid document containing complete service specifications for this contract.
- **Purchase Order Form for Cities and Towns** – a form designed to help Eligible Entities document their service relationships with Contractors.

How to use this contract in COMMBUYS

Contract Structure

This contract has been set up as a distributor model Master Blanket Purchase Order in COMMBUYS. All vendors may be found under the MBPO, on the Vendor tab, Distributor sub-tab.

There is one general category line item for all vendors, for the full range of waste & recycling services offered. Pricing can be obtained directly from the vendor based on the project scope, and entered into this general category line item for ordering.

How to place an order

1. Start with a New Requisition, on the General Tab, Fill in all required information and **make sure** to check off the Solicitation Enabled check box.
2. Within the requisition, Click on the Items tab, click 'Search Items'; then click the plus sign next to Advanced Search to do an advanced search. Use FAC86 in the *Description* field; or enter the MBPO number in the *Contract / PO#* field, or in the *Item Description* field search "Solid Waste"



3. Once item is added to the requisition, COMMBUYS will bring you to the Items tab and have an error message saying that the line item needs to have a value greater than 0. Click on **Enter Info** under the **Catalog Price/ Unit Cost** and enter in the **estimated cost**. This can be hidden from the bid before sending it to the vendors.
4. Next click on the Distributor tab and select the vendors you want to solicit quotes from.
5. Attach your Statement of Work and any other pertinent documents in the Attachment tab, making sure to check the box that says Show to Vendor.
6. The Reminders tab can be used for internal reminders.
7. Review the Summary Tab, and then Submit for Approval.
8. Once Approved, the Requisition will turn into a bid ready for purchasing, once it is in this status, you will need to click Convert to Bid.
9. Once it is converted to a bid, you will go through the tabs and enter in the required information. On the Items tab you can delete the cost that was previously entered on the requisition so no estimated cost shows to the vendor, or if you leave the previously entered cost this will show to the vendor as an estimated cost.
10. Once everything is reviewed, it is then submitted for approval and sent to the vendors.
11. The vendors will then do a walk through as specified in the SOW and submit their response through COMMBUYS and the bid can then be awarded.