

# REQUEST FOR PROPOSAL

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**PROPOSAL NUMBER: 65-RFPB687870**

**ISSUE DATE: August 21, 2014**

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**TITLE:** INDOOR RECYCLABLE COLLECTION SERVICES CONTRACT  
FOR THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

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**ISSUING AGENCY:** UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
PROCUREMENT SERVICES  
104 AIRPORT DRIVE, SUITE 2700, CB #1100  
CHAPEL HILL, NORTH CAROLINA 27599-1100  
ATTENTION: Mr. Mark Sillman  
Phone: 919.962.9463 Fax: 919.962.0636

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**USING DEPARTMENT:** FACILITIES SERVICES DIVISION  
OFFICE OF WASTE REDUCTION AND RECYCLING

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**IMPORTANT: This is a TWO-STEP RFP process: (1) Step One: technical proposals, (2) Step Two: cost proposals.**

Each Offeror must place its technical proposal in one sealed envelope. Each Offeror must place its cost proposal in a second sealed envelope. The following information must be printed on the outside of each envelope: complete name of the Offeror's company/firm, the Request For Proposal (RFP) number and whether it is the "technical proposal" or the "cost proposal" enclosed. The two envelopes may then be placed into one envelope/package for delivery purposes. Ensure that you have the RFP number printed on your address label so that it can be properly identified upon arrival at the Issuing Agency address.

Sealed proposals shall be received until **3:00 p.m. on September 19, 2014** for furnishing the services described herein at the address indicated above as the Issuing Agency. Proposals not received by **3:00 p.m. on September 19, 2014** shall not be considered. No details of the proposals will be divulged at the time of opening.

A Pre-proposal Tour will be conducted at **9:00 a.m. on September 04, 2014**. The assembly point will be, the University of North Carolina at Chapel Hill, Office of Waste Reduction and Recycling, General Storeroom Building, Room 127A, Chapel Hill, NC. 27599

The Pre-proposal Tour is **MANDATORY** for all prospective Offerors who wish to have their proposal considered. Proposals from prospective Offerors not attending, or who are not present for the **entire** pre-proposal tour will not be considered for award. The pre-proposal tour shall serve as means to acquaint the Offerors with the layout of the Campus. This is not an opportunity to ask questions of the using department. All questions concerning this RFP must be submitted via email as a Microsoft word document to **mark\_sillman@unc.edu**, no later than **4:00 p.m. on September 04, 2014**. Please ensure that the subject line of your email says something like **"Questions for RFP 65-RFPB687870"** so that your questions will be properly identified and not discarded as possible spam. A summary of all questions and answers will be posted on the Internet or emailed as an addendum, located under the RFP number being modified. No other contact (regarding this RFP) with the using department during the bid process is allowed. Unauthorized contact with the using department during the bid process may subject your proposal to rejection.

For directions to the pre-proposal tour please call Amy Preble at 919-962-5169.

*It is the Offeror's responsibility to assure that all addenda, if any have been reviewed, signed and returned.*

## **ARTICLE I GENERAL PROVISIONS**

### **Section 1.01 PURPOSE:**

This Request for Proposal (RFP) is being issued to obtain a contract to provide Indoor Recyclable Collection Services for the University of North Carolina at Chapel Hill, Office of Waste Reduction and Recycling.

### **Section 1.02 CURRENT LEVEL OF SERVICE:**

The current level of service is provided on **Attachment A**. This lists the current indoor recycling locations and collection frequency for each location and shall be used to plan service levels and pricing for this RFP.

**Attachment B** is a multi-page document. This document will give detailed information on the buildings requiring service (as of Spring 2011), the location of recycling sites in each building (floor by floor), and materials currently collected at each site.

**Attachment B will be provided at the pre-proposal tour as outlined on page one (1) of this RFP.**

**Attachment C** lists the amount of recyclables by weight for the past three years and shall be used to plan for the amount of recyclables to be collected within the scope of this RFP.

Note: Attachments are to be used as estimating tools only. The number of actual sites and the amounts may vary.

### **Section 1.03 UNIVERSITY PROVIDED MATERIALS:**

The University shall provide an academic calendar to the Contractor reflecting the holidays and breaks observed by the University. This shall be to assist the Contractor in planning for increases and decreases in collection needs or days during which the University may be closed. *The University also reserves the right to adjust the collection frequency of some or all containers during peak periods and breaks.*

## **ARTICLE II DEFINITIONS**

It is understood that all containers and materials collected are of a non-hazardous nature. As used in this agreement, the following terms shall have the meanings indicated below. **In your technical proposal, indicate any differences in the materials your markets will accept. (Attachment E)**

**Section 2.01 UNIVERSITY:** "University" shall mean, The University of North Carolina at Chapel Hill for its Facilities Services Division, Office of Waste Reduction and Recycling (OWRR).

**Section 2.02 OFFEROR:** "Offeror" shall mean a company/firm submitting a proposal in response to this Request for Proposals.

**Section 2.03 CONTRACTOR:** "Contractor" shall mean the Contractor that will provide the professional services for the University.

**Section 2.04 TERM:** "Term" shall refer to the length of time the contract will be valid.

**Section 2.05 CONTRACT ADMINISTRATOR:** "Contract Administrator" shall mean the University representative who shall be the direct liaison between the Contractor and the University for this contract. That representative will be the OWRR Recycling/Outreach Coordinator.

**Section 2.06 UNIVERSITY HOLIDAY SCHEDULE:** The University's Holiday Schedule is maintained at <http://hr.unc.edu/benefits/leave-and-holidays/> and shall be considered the official posting for all University recognized holidays.

**Section 2.07 BOTTLES AND CANS** See "Commingled Containers".

**Sections 2.08 COMMINGLE** "Commingle" shall mean the mixing of different types of recyclables into a single container. This process allows many different recyclables to be collected a single container rather than one for each type of material. Materials are sorted, processed and marketed after collection from the single container.

**Section 2.09 COMMINGLED CONTAINERS** “Commingled Containers” (also referred to in campus recycling materials as “Bottles and Cans”) shall mean the commingled collection of the materials listed in the following categories: Aluminum Cans, Glass, Plastic, and Steel Cans.

- A) **ALUMINUM CANS** “Aluminum Cans” shall mean all containers consisting of primarily of aluminum metal, these are typically used beverage containers. Aluminum foil (not heavy contaminated with food) may also be accepted with aluminum cans.
- B) **GLASS** “Glass” shall mean all empty bottles and jars made of clear, green, blue or brown glass. Expressly excluded from this definition are lead crystal, porcelain, ceramic products, mirrors, tempered or plate glass and light bulbs.
- C) **PLASTIC CONTAINERS** “Plastic Containers” shall mean all empty containers made of polyethylene terephthalate (PET), commonly labeled #1; high density polyethylene (HDPE), commonly labeled #2; polyvinyl chloride (PVC), commonly labeled #3; low density polyethylene (LDPE), commonly labeled #4; polypropylene (PP), commonly labeled #5, polystyrene (PS), commonly labeled #6; or mixed plastic, commonly labeled #7. Plastic bottles are containers in which the neck is smaller than the base. These are usually blow-molded. Plastic tubs, cups, and rigids are plastics that are usually injection-molded. These can include special event cups, pipette tip boxes, and other shaped plastic items or containers. (SEE ATTACHMENT E)
- D) **STEEL CANS** “Steel Cans” shall mean containers consisting of primarily steel. Empty, non-hazardous aerosol and paint cans are included unless otherwise specified in the Technical Proposal/Attachment E.

**Section 2.10 COMMINGLED FIBER** “Commingled Fiber” for purpose of this bid is the commingling of Newspaper, Magazines, Office Fiber, Mixed Paper and Phonebooks.

- A) **MAGAZINES** “Magazine” shall mean magazines, periodicals, glossies or serials publications.
- B) **MIXED PAPER** “Mixed Paper” means the collection of low grade paper other than newspaper, magazines, phonebooks, white paper or office fiber. It includes, but is not limited to printed or unprinted sheets, shavings, and cuttings of colored or white paper with colored or black inks, paper grocery bags, cereal boxes, and junk mail. It will include higher grades of fiber such as notebook paper, printer paper, test booklets, newspapers, magazines, glossy magazines, periodicals, catalogs, and phonebooks. Mixed fiber also is the result of higher grades of fiber being contaminated and, thus, downgraded.
- C) **NEWSPAPER** “Newspaper” shall mean printed and unprinted paper made from ground wood, but usually low-grade paper such as newsprint.
- D) **OFFICE FIBER** “Office Fiber” shall mean printed or unprinted sheets, shavings, and cuttings of colored paper, white paper with greater than 10% of surface containing colored inks, including NCR, envelopes (without plastic windows), fax paper, and manila file folders. This grade does not include magazines, newspapers, carbon paper, tissues photographs, junk mail, paper towels, cups, or waxed paper.
- E) **PHONEBOOKS** “Phonebooks” shall mean phone books or directories with pages made from ground wood, a water-soluble spine, and higher grade fiber outer cover. Community phone books and campus directories are both included in this category.

**Section 2.11 SINGLE-STREAM RECYCLING** “Single-stream” shall mean the mixing of different types of recyclables into a single container. This process allows many different recyclables to be collected a single container and a single compartment truck. Materials are sorted, processed and marketed after collection, usually at a material recycling processing facility (MRF). .

- A) **ALUMINUM** “Aluminum” shall mean all containers consisting of primarily of aluminum metal, these are typically used beverage containers. Aluminum foil and serving ware (not heavily contaminated with food) may also be accepted.
- B) **GLASS** “Glass” shall mean all empty bottles and jars made of clear, green, blue or brown glass. Expressly excluded from this definition are lead crystal, porcelain, ceramic products, mirrors, tempered or plate glass and light bulbs.
- C) **PLASTIC** “Plastic” shall mean plastic bottles and rigid plastic containers. Plastic resin types include: polyethylene terephthalate (PET), commonly labeled #1; high density polyethylene (HDPE), commonly labeled #2; polyvinyl chloride (PVC), commonly labeled #3; low density polyethylene (LDPE), commonly labeled #4; polypropylene (PP), commonly labeled #5, polystyrene (PS), commonly labeled #6; or other plastic, commonly labeled #7. Plastic bottles are containers in which the neck is smaller than the base. Non-bottle rigid plastics may include containers and bulky rigid plastics. Containers may include special event cups, thermoform packaging, single use plastic cups and lids, trays clamshells, food tubs, pipette tip boxes, and other shaped plastic containers. Bulky rigid plastics (BRP) are bulky rigid plastic that may include carts, crates, buckets, drums, toys and lawn furniture. For this purpose, plastic includes bottles #1-7 and rigid plastics #2, #4, & #5. (If other plastic types are accepted, please list them on Attachment E.)
- D) **STEEL** “Steel” shall mean cans and containers consisting of primarily steel. Empty, non-hazardous aerosol and paint cans are included unless otherwise specified in the Technical Proposal/**Attachment E**.

- E) **MIXED PAPER** “Mixed Paper” means the collection of paper that includes a mixture of newspaper, magazines, phonebooks, white paper, office fiber, junk mail, paperboard, and books (soft and hardback). Mixed paper may include small amounts of corrugated cardboard. However, the majority of cardboard is collected separately and not included in this RFP.

**Section 2.12 RECYCLABLE(S)** “Recyclable(s)” shall mean those materials identified by the University for collection, processing, recovery, or reuse as part of the University Outdoor Recycling Program.

**Section 2.13 RECYCLING SITE(S)** “Recycling Site(s)” shall mean any outdoor point within four (4) feet of a Contractor serviced container, or within the confines of any physical barrier (e.g. wall, fence) specifically delineating an OWRR outdoor recycling area.

### ARTICLE III DUTIES AND RESPONSIBILITIES OF CONTRACTOR

The Contractor hereby agrees to work directly with the University, or its designated Contract Administrator, in connection with carrying out and conducting all of the following duties and responsibilities during the term of this agreement.

#### MARKETING, COLLECTION AND RECYCLING OF MATERIALS:

**Section 3.01** The Contractor shall have, at a minimum, the capability to provide recyclable collection services for two hundred and fifty (250) tons of Recyclable materials per month.

**Section 3.02** The Contractor shall have recycling market/end users for all recyclable items it collects from the University.

**Section 3.03** The Contractor shall take title to any Recyclables once the Contractor removes them from University property. The Contractor shall be solely responsible for all processing costs associated with the Recyclables including disposal of non-hazardous contamination.

**Section 3.04** The work to be done shall consist of the collection, processing and marketing of the following recyclable materials:

1. Commingled Containers: "Bottles and Cans"
  1. Aluminum Cans
  2. Glass Bottles and Jars – All colors
  3. Plastic Containers
    - a. Bottles #1-7
    - b. Tubs and Cups #2, 4, and 5
  4. Steel Cans
2. Commingled Fiber: "Newspaper, Magazines, Office Paper and Mixed Paper"
  1. Magazines and Catalogs
  2. Mixed Paper
  3. Newspaper and Phonebooks
  4. Office Paper
  5. Phonebooks

Or:

3. Single-stream recyclables
  1. Aluminum
  2. Glass
  3. Plastic
    - a. Bottles #1-7
    - b. Tubs and Cups #2, 4, and 5
  4. Steel
  5. Mixed Paper

**Section 3.05** The recyclable materials identified herein shall be removed from all University Indoor Recycling Sites and campus affiliates. (See **Attachment A**).

#### PERSONNEL, LABOR, SUPERVISION:

**Section 3.06** The Contractor shall be responsible for its personnel and shall take any and all measures necessary to fully perform the contract during any strike or other labor problems.

**Section 3.07** The Contractor shall require that its employees abide by the following rules:

1. They shall wear distinctive shirts, uniforms or badges identifying them with the Contractor's company name in legible letters at all times while on University property.
2. They shall be of good integrity and character as determined by the Contractor by references, and work records.
3. They shall report any property damage immediately to the Contract Administrator. Failure to report such damage, as required, may be construed as default of the contract.

4. They shall not engage in idle or unnecessary conversation with State employees, other employees of the Contractor, tenants or students.
5. They shall act as ambassadors for the Contractor and for OWRR while on campus and while in their vehicle, and shall behave accordingly, in their work, and on their breaks.
6. They shall obtain necessary identification and access cards for locked and special access areas as necessary. It is the responsibility of the Contractor to ensure that each employee is furnished with these.
7. Upon written request of the Contract Administrator to the Contractor, any employees who fail to abide by these or other rules established by the Contract Administrator shall be immediately removed from the job and replaced.

**Section 3.08** The Contractor shall ensure that when the Contractor has a turnover in personnel involved with this RFP, (especially the route leaders) the Contractor shall provide experienced, knowledgeable personnel to show the new personnel the current pick-up routes and the locations of the containers. The Contractor shall also provide the current time schedule to any new personnel. If the Contractor fails to provide personnel to show the new personnel the pick-up routes and container locations, the University may at its discretion, after timely notice to the Contractor, or his designated representative, provide personnel to show the new personnel the pick-up routes and the container locations. Diligent effort by the University to notify the Contractor by telephone shall constitute notice under this paragraph. If the University provides said personnel, the University may deduct from payment due to the Contractor the actual cost of providing said personnel.

**Section 3.09** The Contractor shall ensure that, if personnel are not present for work on a given day, back-up personnel shall be available to continue the scheduled pick-ups for that day. The Contractor shall provide The Contract Administrator with the full names of all personnel, including back-up personnel assigned to work our account, and ensure that background checks have been completed as required in the attached Criminal Background Statement. The Contractor shall keep a record of all personnel that are on campus on each day, and shall supply that information to The Contract Administrator upon request. The Contract Administrator shall be notified daily of any pick-ups that will not be completed according to the current day's schedule. The Contractor must make every effort to complete the daily routes as scheduled.

**Section 3.10** The Contractor shall provide a lead person for the on-site route crew. The lead person shall be available by radio or cell phone for daily communication with the Contract Administrator. In addition, the Contractor shall send a representative to campus at least monthly to check the performance of the on-site crew, which will be discussed at the monthly meetings. These visits should be conducted without interrupting routine campus business.

## **TRUCKS AND VEHICLES:**

**Section 3.11** The Contractor shall ensure that neither objectionable odors, noxious gases, nor putrescent liquid shall escape during or after the process of collection, conveyance, or treatment of the Recyclables. The capacity of the service vehicle(s) shall be sufficiently large to serve the area within the times required, yet the entire unit must be able to approach each pick up point and negotiate all roads and streets without exceeding the design load of the vehicle, various pavements and structures.

**Section 3.12** The name of the Contractor and his/her telephone number shall be displayed on each side including the back of the truck in letters of legible size. Lettering must be at least six inches high or such that it is easily recognizable from a distance, by both OWRR staff and customers. The chasing arrows recycling symbol or the word "recycling" must be visible each side of the truck. The Contractor shall be required to maintain his or her equipment in a clean and sanitary condition at all times, as directed by the Contract Administrator and in compliance with all local, county, state and federal regulations.

**Section 3.13** The Contractor shall not block pedestrian and vehicular passageways, nor shall the Contractor block accessibility to doorways or other building entryways. Parking on sidewalks or in a fire lane is prohibited on campus. Contractor should obey all traffic regulations, and pay particular attention to those involving pedestrian safety.

**Section 3.14** All vehicles owned or used by the Contractor or agents in its employ must obtain and display appropriate University permits, and shall be operated pursuant to regulations and requirements established by the University of North Carolina at Chapel Hill, Department of Public Safety. Parking permits are the responsibility of the Contractor and can be purchased and obtained by contacting the Department of Public Safety at 962-3951.

**Section 3.15** The Contractor shall ensure that, if a vehicle should break down, a back-up vehicle shall be available to continue the scheduled pick-ups for that day. The Contract Administrator shall be notified of any pick-ups that will not be completed according to the daily schedule. However, the Contractor must make every effort to complete the daily routes as scheduled.

## **CONTAINER AND SITE MAINTENANCE:**

**Section 3.16** The Contractor shall be responsible for the cleanliness, and replacement of all containers used to service the recyclables covered by this contract. The Contractor shall be responsible for picking up recyclable paper stored in boxes and placed by paper recycling containers by University employees.

**Section 3.17** The Contractor shall maintain a small inventory of containers in reserve for use by the University for special needs (i.e. temporary bin needs or sporting events). Containers for the interior of buildings shall have a capacity of no less than twenty-three (23) gallons and no more than ninety-five (95) gallons.

**Section 3.18** During the performance of regularly scheduled visits, the Contractor shall empty all containers in the buildings they are servicing. The Contract Administrator (and other OWRR personnel) will conduct regular building inspections to make sure that all containers in a building were completed when a building was serviced. If the Contractor's performance in this area is found to be unacceptable to the degree that the Contract Administrator deems a warning is necessary, a formal warning will be issued. For penalties that follow the first formal warning, see **Section 3.45**.

**Section 3.19** The Contractor shall keep a four (4) foot area surrounding each Recycling Site clean of debris and trash every time a scheduled pick up is made. The Contractor shall make an effort not to allow liquid to drip onto floor surfaces or carpets when servicing containers. If liquid does drip onto the floor, the on-site crew shall clean it up, if possible. If it is not possible, the Contract Administrator is to be notified so that steps may be taken to correct the situation. The Contractor shall ensure that all "Bottles and Cans" bins are lined with a plastic liner, and that liner is tied neatly, such that the labels on the bins are visible. The Contractor shall maintain the cleanliness of all containers and lids. All trash is to be disposed of properly.

**Section 3.20** The Contractor shall insure that all recycling containers are properly labeled, and that torn and damaged labels are replaced promptly and regularly. The Contractor shall use signs supplied by the University. In addition, the Contractor shall maintain at a minimum, signage on all lids of the containers and signage on the body of the containers so as to be readily visible by the public. These signs are to be used at university locations only. The Contractor shall ensure that, when the bins are serviced, that all of the bins and lids are facing forward, and that all bins and lids match.

**Section 3.21** The Contractor shall take reasonable care in the handling of recycling containers and University property and shall not willfully break, deface or damage the same. All containers or property broken or destroyed as a result of improper or careless handling by the Contractor or persons in its employ shall be reported to the Contract Administrator and replaced by the Contractor at its own expense.

**Section 3.22** The Contract Administrator (and other OWRR personnel) will conduct regular building inspections to check on site maintenance. If the Contractor's performance in this area is found to be unacceptable to the degree that the Contract Administrator deems a warning is necessary, a formal warning will be issued. See **Section 3.45**.

## **PICK UPS AND SCHEDULES:**

**Section 3.23** The Contractor shall report to the University within one week from award of the contract for the purpose of establishing scheduled routes for materials collection and establishing priorities for collection location and materials.

**Section 3.24** Pick-up schedules shall range from daily to monthly depending on the volumes of Recyclables generated by each University building and off campus affiliate as well as each collection site. All collection of Recyclables shall be made between the hours of 5:00 a.m. and 7:00 p.m., Monday through Friday. No high-rise residence halls shall be serviced before 8:00 a.m. Other locations may fall under these service restrictions if deemed necessary by the University. On occasion, the Contractor may be called upon to render services at Recycling Sites on Saturdays and/or Sundays or multiple times on the same day.

**Section 3.25** The University may require the Contractor to service containers at unscheduled times, on-call, or on a temporary basis. These pick-ups will be requested in writing (using a work request system).

Established sites not on a regular schedule will be referred to as on-call. When a site is on a regular schedule, but requires additional service, this will be referred to as a special pick-up. On-call and special pick-ups shall be performed within forty-eight (48) hours of receipt of the request. Urgent pick-ups shall be performed within twenty-four (24) hours of receipt of the request.

On occasion the University may require the contractor to supply temporary bins. Temporary bins shall be delivered within forty-eight (48) hours of receipt of the request. When the temporary bins have been filled and service is required, the temporary bins should be collected within forty-eight (48) hours of receipt of the request.

If the Contractor fails to complete work orders within the time frame above more than three times per month without just cause (as deemed by the Contract Administrator), a formal warning will be issued. For penalties that follow the first formal warning, see **Section 3.45**.

**Section 3.26** Complaints shall be corrected within 24 hours. The University may correct complaints or work not corrected by the Contractor within 24 hours and the cost deducted from payments due the Contractor as described in **Section 7.06**.

**Section 3.27** The Contractor shall ensure that when the Contractor does not make pick-ups as scheduled, it shall be the Contractor's responsibility to remove all recyclables that have been placed beside the containers or scattered about the containers. The Contractor shall ensure that pick-ups are made as scheduled. If the route is not completed on its scheduled day more than five days per month, a formal warning will be issued. See **Section 3.45**.

**Section 3.28** If building access is blocked by cars, trucks, etc. it is the Contractor's responsibility to contact the Contract Administrator for assistance in gaining access. If after 5 minutes, the area is still blocked, another attempt to service the building shall be made before the Contractor's truck leaves campus. Gaining permission to access dock/parking space for an extended period of time or on a regular basis is the Contractor's responsibility.

#### **SCHEDULE AND LOCATION CHANGES:**

**Section 3.29** Before, after, and during breaks, during student move-in and move-out, and at other times due to special event schedules, collection frequencies may need to be temporarily adjusted. The Contractor will submit these changes and duration in writing to the Contract Administrator at least two weeks before the changes are to go into effect.

**Section 3.30** The Contractor shall notify the Contract Administrator when he or she feels that a location or schedule should be changed. If approved, the agreed upon changes and effective date must be communicated by the Contractor to the Contract Administrator in writing before the change takes place and included in the monthly location and schedule update as required in Section 3.41.

**Section 3.31** The University may communicate schedule and location changes to the Contractor in writing at any time throughout the term of the contract. The University may choose to change the size or location of containers, add or delete containers, or to adjust the collection frequency of some or all containers. If the change is significant, the Contractor and Contract Administrator shall meet to assess the feasibility and impact of potential changes.

**Section 3.32** The Contractor shall comply with written requests for container set ups or alterations within five (5) days of receipt of request and include the changes in the monthly location and schedule update as required in **Section 3.40**.

**Section 3.33** Before, after, and during breaks, during student move-in and move-out, and at other times due to special event schedules, collection frequencies may need to be temporarily adjusted. The Contract Administrator will submit these changes and duration in writing to the Contractor at least two weeks before the changes are to go into effect.

**Section 3.34** The Contractor shall incorporate any changes resulting from **Sections 3.24-3.27** into the collection schedule and container inventory list and provide acknowledgement for the updates.

**Section 3.35** The University shall reserve the right to perform an audit of services up to four times a year to determine if the collection schedule adequately reflects the needs of the campus. This audit may involve a member of the OWRR staff riding with the Contractor's drivers each day for a week during the fall, spring, and summer terms and winter break. Any changes to schedules or locations will be provided to the Contractor in writing.

#### **COMMUNICATION AND REPORTS:**

**Section 3.36** The Contractor shall have a telephone number at his/her office/plant, properly listed in a telephone directory of general circulation, and shall attend said telephone from the hours of 8:00 a.m. until 5:00 p.m., Monday through Friday. Contractor shall be able to send and receive documents via email and fax.

**Section 3.37** The Contractor shall ensure that an operable cellular telephone or pager shall be with the on-site supervisor and the lead person in each service vehicle at all times.



**Section 3.38** Contractor's operations manager or crew leader(s) shall contact the Contract Administrator as needed to review service needs and complaints. A representative of the Contractor shall meet with a representative of the University, at a minimum, on a bi-monthly basis, with the meeting location to be determined by mutual agreement of both parties. This meeting should be scheduled on a recurring basis upon award of the contract.

**Section 3.39** The Contractor shall report to the University whenever there is a need for planning and implementing any expansion to include additional recycling sites and/or recyclable materials.

**Section 3.40** The Contractor and the University shall work together to eliminate contamination issues at recycling sites. Continued or problematic contamination should be reported to the Contract Administrator with the location, date and nature of the problem being given. This documentation should include what was done to correct the situation (replaced label on container, threw contaminated materials away, talked with someone, etc.), and further action needed or recommended (additional signage, move container, etc.). Any time materials are contaminated to the point that the recyclables must be thrown away, the Contract Administrator is to be notified immediately. The University relies on the contractor to report contamination and collection issues in writing so that the OWRR staff can take corrective action through communication with customers and educational materials.

**Section 3.41** The Contractor shall provide the University with Monthly Reports during the contract period. These reports shall be due within seven (7) working days of the end of the previous monthly period and be in an electronic format acceptable to the University. At a minimum, the reports shall include:

- A. **Invoices** shall be submitted in accordance with **Section 7.04** and should include the following:
  - 1) Total tonnage for each type and grade of recyclable material.
  - 2) Unit price for each type and grade of recyclable material and total amount due.
- B. **Daily Scale Weights Report** that lists the scale weights, in tons, per Gaylord box, for each type and grade of Recyclable collected, sent by fax or email on a daily basis.
  - 1) Break down of number of Gaylords of each grade per truck each day.
- C. **Quarterly Location and Schedule Update** that lists the locations and schedules of all pick-up points, including any changes as agreed upon or submitted by the University. The University shall review the updates to determine if any changes need to be made to the Recycling Sites. The location and schedule update shall include:
  - 1) Location (include University building name and number, and room number inside building), quantities and type of containers for each site
  - 2) The day(s) collections are scheduled for each site
  - 3) The date of any changes to a site (and work request number)
- D. **Monthly Collection Update** that lists problems with contamination, collection, or participation. This report shall include but is not limited to:
  - 1) A summary of contamination problems (including location, date and brief description of the problem) and any corrective action taken or recommended (see **Section 3.40**).
  - 2) Progress and problems experienced with collection and corrective action taken or recommended
  - 3) Problems or planned changes in the route or schedule

**Section 3.42** The Contractor shall maintain records that verify the amounts indicated on the monthly report (i.e. weigh tickets and pick up logs). Upon request, the Contractor shall supply said records to the University.

**Section 3.43** The University may, on unannounced occasions; audit the collection, conveyance, and weighing procedures of the Contractor to assure that the efficient operational practices are being maintained.

**Section 3.44** ORS shall send daily route sheets, via email to OWRR detailing which buildings were serviced and which were not on the route that day, as well as all completed and signed work orders.

#### **PERFORMANCE PENALTIES:**

**Section 3.45** After the second warning, the Contractor will be charged \$100.00 for the third warning. If a fourth warning is issued, the Contractor will be charged \$250.00. The fifth and each subsequent time a warning is issued, the Contractor will be charged \$500.00.

## ARTICLE IV THE PROCUREMENT PROCESS

### Section 4.01 PROPOSALS

All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions and other documents as part of an Offeror's response will be waived and have no effect either on this RFP or any contract that may be awarded resulting from this solicitation. The submission of any other terms and conditions by an Offeror may be grounds for rejection of the Offeror's proposal. Offeror specifically agrees to the conditions set forth in this paragraph by the signature of its authorized representative on the execution of the proposal page contained herein.

### Section 4.02 PRE-PROPOSAL CONFERENCE

The Pre-proposal Conference/Site Visit is **MANDATORY** for all prospective Offerors who wish to have their proposals considered. Proposals from prospective Offerors not attending, or who are not present for the **entire** pre-proposal conference/site visit will not be considered for award. The pre-proposal conference/site visit shall serve as the cut-off date for submission of questions. The opportunity to ask questions of the using department will be provided at this time only. No other contact (regarding this RFP) with the using department during the bid process is allowed. Unauthorized contact with the using department during the bid process may subject your proposal to rejection. Answers to questions regarding the content and interpretation of this RFP shall be valid only when provided at the pre-proposal conference/site visit. **This applies only if a mandatory pre-proposal conference/site visit has been called for on the cover of the RFP.**

### Section 4.03 SELECTION PROCESS

Following is a general description of the process by which a Contractor will be selected to provide the required services:

- A. Request for Proposal (RFP) is issued.
- B. Offerors attend the pre-proposal conference/site visit. Or if one is not required, Offerors shall submit in writing any questions they may have.
- C. **Proposals shall be received from each Offeror in two (2) separately sealed envelopes. The first envelope should include one (1) original and two (2) copies of the technical proposal. The second envelope should include one (1) original and two (2) copies of the cost proposal. The entire proposal (technical and cost proposals) may be placed together in one package for mailing purposes.**
- D. The proposal must be received by the University no later than the date and time specified on the cover of the RFP.
- E. At that date and time all technical proposals from each responding firm shall be publicly opened and the name of each Offeror shall be announced publicly and annotated on a bid tabulation form.
- F. The technical proposal is checked to ensure that the Execution of Proposal page is present and has been signed and dated by an official authorized to bind the firm.
- G. After all technical proposals have been evaluated, the cost proposals of solely those Offerors meeting the specifications shall be publicly opened.
- H. The Offerors with acceptable technical proposals shall be notified of the time and place for the opening of the cost proposals. At least two (2) working days notice shall be given prior to the opening.
- I. Award shall be made to the responsible, responsive Offeror(s) whose proposal is most advantageous to the University in accordance with the specifications set forth in this RFP.

### Section 4.04 REQUIRED PROPOSAL CONTENT

Qualified firms are encouraged to submit a proposal for performing the services described herein. All proposals must be submitted strictly in accordance with the requirements of this RFP. **Failure to include any required information in the proposal may disqualify an Offeror as a potential Contractor.** Proposals shall be prepared simply and succinctly providing a straightforward, concise description of the Offeror's abilities to satisfy the requirements of this RFP. Emphasis shall be on completeness and clarity of content. The information shall be prepared, tabbed and submitted in the order given below. The proposal shall be of sufficient detail to describe the following:

#### **Section 4.04.1 TECHNICAL PROPOSAL**

- A. The Offeror shall fill out the questionnaire (See **Attachment C**) and submit the completed questionnaire with its Technical Proposal.
- B. The Offeror shall describe its overall experience and qualifications and/or credentials in providing a professional recyclable collection operation. The contractor shall have at least one year experience with a customer of similar size and scope (ex. hospital, school, business or municipality).
- C. The Offeror shall furnish one (1) set of general plans and specifications setting forth the
1. equipment,
  2. size of work crew,
  3. times of collection,
  4. routing and methods proposed for collecting, receiving, transporting, conveying, and handling recyclables,
  5. marketing of the recyclables, and
  6. difference in definition of recyclables specific to market requirements.
- In particular, the methods, apparatus and equipment used to eliminate and control nuisances that may arise during the process of collection and transportation of the recyclable materials shall also be shown and described in detail.
- D. The Offeror shall supply the methods and formulas used to determine weights of each recyclable to be collected.
- E. The Offeror shall list five (5) references, including point of contact, phone number and address, for contracts performed in the last five (5) years doing similar indoor recycling collection.
- F. The Offeror shall furnish a complete financial statement, detailing the financial condition of the Offeror.
- G. The Offeror shall provide copies of insurance certificates with respect to each of the insurance policies to be maintained in compliance with the provisions of Article V.
- H. The Offeror shall provide a signed copy of the Execution of Proposal page with the technical proposal. The Execution of Proposal page is located directly after Article VII, Terms and Conditions.
- I. The Offeror shall provide a signed copy of the Where Service Contracts Will Be Performed page with the technical proposal. The Where Service Contracts Will Be Performed page is located directly after the Execution of Proposal page.
- J. The Offeror shall provide a completed copy of the Criminal Background Statement page with the technical proposal. The Criminal Background Statement page is located directly after the Where Service Contracts Will Be Performed page.

#### **Section 4.04.2 COST PROPOSAL**

Section VI, Pricing Schedule, shall be completed and included in the cost proposal. All blanks in Section VI, Pricing Schedule, must be completed.

#### **Section 4.05 PROPOSAL SUBMISSION AND OPENING**

The technical and cost proposals must be received by the University no later than the date and time specified on the cover of this RFP. Proposals shall be received from each Offeror in two (2) separately sealed envelopes. The first envelope should include one (1) original and two (2) copies of the technical proposal. The second envelope should include one (1) original and two (2) copies of the cost proposal. The entire proposal (technical and cost proposals) may be placed together in one package for mailing purposes. The Offeror should ensure that the RFP number is printed on its address label so that it can be properly identified upon arrival at the University address.

#### **Section 4.06 EVALUATION OF PROPOSALS**

The Offeror's proposal shall be submitted at the time specified. Designated University staff members shall evaluate the proposals received and will consider the following factors in recommending award to a qualified firm. These factors are not necessarily listed in order of priority.

- A. Overall experience and qualifications of the Offeror and the proposed personnel
- B. Experience and/or credentials in providing the professional services required
- C. Performance of the Offeror as evaluated by the references supplied
- D. Pricing.

Offerors are cautioned that this is a request for proposal, not a request to contract, and the University reserves the unqualified right to reject offers for any contract when such rejection is deemed to be in the best interest of the University. The award of a contract to one Offeror does not mean that the other proposals lack merit, but that with all factors considered, that proposal was most advantageous to the University. Requirements of this proposal are the minimum acceptable.

#### **Section 4.07 ELABORATE PROPOSALS**

Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

In an effort to support the sustainability efforts of the University we solicit your cooperation in this endeavor.

It is desirable that all responses meet the following requirements:

- All copies are printed double sided.
- All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30% and indicate this information accordingly on the response.
- Unless absolutely necessary, all submittals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. Three ringed binders, glued materials, paper clips and staples are acceptable.
- Materials should be submitted in a format which allows for easy removal and recycling of paper material.

#### **Section 4.08 ORAL EXPLANATIONS**

The University at its option may request oral presentations, or discussions with any or all Offerors for the purpose of clarification or to amplify the material presented in any part of the technical proposal. However, Offerors are cautioned that the University is not required to request clarification; therefore, all proposals should be complete and concise and reflect the most favorable terms available from the Offeror. The University shall not be bound by oral explanations or instructions given at any time during the competitive process prior to award.

#### **Section 4.09 REFERENCE TO OTHER DATA**

Only information that is received in response to this RFP shall be evaluated; references to information previously submitted shall not be evaluated.

#### **Section 4.10 RIGHT TO SUBMITTED MATERIALS**

All responses, inquiries, or correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Offerors shall become the property of The University when received.

#### **Section 4.11 COST OF PROPOSAL PREPARATION**

Any costs incurred by the Offeror in preparing or submitting proposals are the Offeror's sole responsibility; the University shall not reimburse any Offeror for any costs incurred prior to award.

#### **Section 4.12 PROTECTION OF OFFEROR TRADE SECRETS**

The University will maintain the confidentiality of Offeror's "trade secrets", in accordance with N.C. Gen. Stat. §132-1, et. seq. (the "NC Public Records Act"). Trade secrets are defined by North Carolina statute as "business or technical information, including but not limited to a formula, pattern, program, device, compilation of information, method, technique, or process that derives independent actual or potential commercial value from (i) not being generally known or readily ascertainable through independent development or reverse engineering by persons who can obtain economic value from its disclosure or use, and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy." (See N.C. Gen. Stat. §66-152). Offeror shall designate the page(s) of the materials it delivers to the University that contain "trade secrets" by printing "CONFIDENTIAL" in boldface at the top and bottom of the applicable page(s). Under the North Carolina Administrative Code, price information shall not be deemed confidential (NCAC Title I, Chapter 5B.1501). In spite of what is labeled as confidential, the determination as to whether the information is subject to disclosure shall be determined by North Carolina law. The obligations of non-disclosure shall not apply to the following:

- A. Information which, at the time of disclosure is in the public knowledge;
- B. Information which, after disclosure becomes part of the public knowledge by publication or otherwise, except by breach of this contract;
- C. Information which was in the possession of the University at the time of disclosure and which was not acquired, directly or indirectly by recipient from the disclosing party, and which prior possession can be proven by documentary evidence;
- D. Information received from third parties, provided such information was not obtained to their knowledge by said third parties, directly or indirectly, on a confidential basis;
- E. Information which is independently developed by the University's personnel not privy to the Information.
- F. Information contained in the Pricing Schedule, **Article VI**.

#### **Section 4.13 ADVERTISING**

In submitting the proposal, the Offeror agrees not to use the results there from as a part of any news release or commercial advertising without prior written approval of the University.

#### **Section 4.14 TITLES**

Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.

#### **Section 4.15 OFFEROR'S REPRESENTATIVE**

Offerors shall submit the name, address, and telephone number of the person(s) with the authority to bind the Offeror and answer questions or provide clarification concerning the Offeror's proposal.

#### **Section 4.16 COMPETITIVE OFFER**

Under penalty of perjury, the signer of any proposal submitted in response to this RFP thereby certifies that its proposal has not been arrived at collusively or otherwise in violation of federal or North Carolina antitrust laws. In submitting the proposal, the Offeror agrees not to discuss or otherwise reveal its technical or cost information to any other sources, government or private, until after the award of the contract. Offerors not in compliance with this provision may be disqualified.

#### **Section 4.17 DECLINE TO OFFER**

Any Offeror which received a copy of the RFP through the mail, but which declines to make an offer is requested to send a formal "Decline to Offer" to the University. Failure to respond as requested may subject the Offeror to removal from consideration on future requirements. If the RFP is received electronically a formal "Decline to Offer" is not necessary.

#### **Section 4.18 AWARD OR REJECTION**

All qualified proposals will be evaluated and award made to that Offeror whose proposal is deemed to be the most advantageous to the University. The University reserves the unqualified right to reject any or all offers, waive any informality in the proposal and unless otherwise specified by the Offeror, to accept any item or part of the proposal if determined to be in the best interest of the University.

## **Section 4.19 SUBCONTRACTING**

Offerors may propose to subcontract portions of the work provided that their proposals clearly indicate what work they plan to subcontract and to whom and that all information required about the prime contractor is also included for each proposed subcontractor.

## **Section 4.20 PROPOSAL ACCEPTANCE PERIOD**

This proposal shall be binding upon the Offeror for ninety (90) calendar days following the bid opening date. Any proposal on which the Offeror shortens the acceptance period may be rejected.

## **Section 4.21 HISTORICALLY UNDERUTILIZED BUSINESS**

Pursuant to N.C. Gen. Stat. § 143-48 and Executive Order No. 150, the University invites and encourages participation in this procurement by businesses owned by minorities, women and the disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

## **Section 4.22 RECIPROCAL PREFERENCE**

This RFP and the resulting contract are subject to General Statute 143-59 which establishes a reciprocal preference law to discourage other states from applying in-state preferences against North Carolina's resident Offerors. The "Principal Place of Business" is defined as the principal place from which the trade of business of the Offeror is directed or managed.

## **Section 4.23 EXAMINATION OF CONDITIONS**

It shall be understood and mutually agreed that by submitting a proposal, the Offeror acknowledges that it has carefully examined all pertinent documents, the general location, and has satisfied itself as to the nature of the work, the condition of existing buildings and their accessory structures; conformation of the ground; character, quality and quantity of the materials to be encountered; general and local conditions, construction hazards, parking and transportation requirements; and all other matters which can in any way affect the work under the contract. It is further mutually agreed that by submitting a proposal the Offeror acknowledges that it has satisfied itself as to the feasibility and meaning of these specifications and any associated documents relative to the work and that it accepts all the terms, conditions and stipulations contained therein; and that it is prepared to work in cooperation with other contractors or University employees performing work at any location on campus.

## **Section 4.24 PROTEST PROCEDURES**

If an Offeror wishes to protest a contract awarded pursuant to this solicitation, it must submit a written request to the Director, Procurement Services, University of North Carolina at Chapel Hill, 104 Airport Drive, Suite 2700, CB 1100, Chapel Hill NC 27599-1100. This request must be received in the University Purchasing Office within thirty (30) consecutive calendar days from the date of the contract award, and must contain specific sound reasons and any supporting documentation for the protest. NOTE: Contract award notices are sent only to those actually awarded contracts, and not to every person or firm responding to this solicitation. Offerors may call the University to obtain an oral status of contract award. All protests will be handled pursuant to the North Carolina Administrative Code, Title 1, Department of Administration, Chapter 5, Purchase and Contract, Section 5B.1519.

## **Section 4.25 OUTSOURCING**

The Offeror must detail the manner in which it intends to utilize resources or workers located outside of the United States, and the University will evaluate the additional risks, costs and other factors associated with such utilization to make the award for this proposal as deemed by the awarding authority to be in the best interest of the University.

For any proposed or actual utilization or contract performance outside of the United States, the Offeror's proposal must include:

- a) The location of work performed under a state contract by the vendor, any subcontractors, employees, or other persons performing the contract.
- b) The corporate structure and location of corporate employees and activities of the vendors, its affiliates or any subcontractors.

The University may initiate proceedings to debar a vendor from participation in the bid process and from contract award as authorized by North Carolina law, if it is determined that the Offeror has refused to disclose or has falsified any such information in its proposal.

## ARTICLE V INSURANCE REQUIREMENTS

### Section 5.01 CONTRACTOR'S OBLIGATION

Contractor shall, at its own expense, obtain and maintain throughout the term of this contract, insurance policies meeting the following requirements:

(a) *Generally.* Contractor's insurance policies shall meet all laws of the State of North Carolina and shall be obtained from companies licensed or approved to do business in the State of North Carolina with an A.M. Best rating of not less than A-VII. The minimum coverage limitations indicated below shall not be interpreted as limiting Contractor's liability and obligations under this Contract. University shall not be deemed or construed to have assessed the risk that may be applicable to Contractor. Contractor shall assess its own risks and, if it deems appropriate, maintain higher limits and broader coverages. University shall be listed as an additional insured. Contractor will provide thirty (30) calendar days advance notice to University, either directly or through the insurer, of any cancellation or non-renewal of a policy. The insurance policies must be written on a primary basis and any insurance or self-insurance maintained by University shall be non-contributing.

(b) *Commercial General Liability.* Contractor, at its sole cost and expense, shall maintain Commercial General Liability (CGL) insurance (ISO form CG0001 or equivalent) with the following minimum limits of liability: (i) General Aggregate: \$2,000,000; (ii) Products/Completed Operations Aggregate: \$2,000,000; (iii) Personal/Advertising Injury: \$1,000,000; and (iv) Each Occurrence Limit: \$1,000,000. Umbrella or excess liability insurance may be used to meet the CGL coverage limit requirements.

(c) *Workers' Compensation Insurance.* Contractor, at its sole cost and expense, shall maintain Workers' Compensation Insurance in accordance with the limits and terms required by the laws of North Carolina, as well as Employers' Liability coverage with minimum limits of \$500,000, covering all of Contractor's employees who are engaged in any work under this Contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under this Contract.

(d) *Automobile Liability Insurance.* Contractor, at its sole cost and expense, shall maintain Automobile Liability Insurance, to include liability coverage, covering all owned, non-owned, employee non-owned, leased, and hired vehicles used in connection with this Contract. The minimum combined single limit shall be \$1,000,000 bodily injury and property damage per accident. Umbrella or excess liability insurance may be used to meet the Automobile Liability coverage limit requirements.

(e) *Professional Liability (Errors and Omissions Liability), including Cyber Liability.* Contractor, at its sole cost and expense, shall maintain Professional Liability insurance with the following minimum limits of liability: (i) \$1,000,000 per loss and (ii) \$1,000,000 per aggregate. This insurance shall provide coverage for: (A) liability arising from theft, dissemination, and/or use of sensitive and confidential information; (B) network security liability arising from the unauthorized access to, use of, or tampering with computer systems; and (C) liability arising from the introduction of a computer virus into, or otherwise causing damage to a computer system, network or similar related property. If professional liability insurance is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this contract is completed. If such insurance is maintained on an occurrence form basis, Contractor shall maintain such insurance for an additional period of one (1) year following termination of the contract. If such insurance is maintained on a claims-made basis, Contractor shall maintain such insurance for an additional period of three (3) years following termination of the contract.

### Section 5.02 EVIDENCE OF INSURANCE

Contractor shall provide copies of insurance binders (or certificates in lieu thereof) with its **Technical Proposal** with respect to each of the insurance policies to be maintained. Each binder and policy required to be obtained and maintained pursuant to this Article V shall provide that it may not be amended, modified or canceled without a minimum of thirty (30) calendar days' written notice to the University.

## **ARTICLE VI PRICING SCHEDULE**

**Section 6.01** The Offeror shall propose the costs to furnish the services in accordance with this RFP. The Contractor takes ownership of the materials, and any revenue generated from them. Any pricing should reflect that, taking into account potential market fluctuations, while providing adequate staffing to complete the service expectations of the contract. Award will be made to the Contractor(s) whose proposal is most advantageous to the University in accordance with **Section 4.06**.

**THE TONS SHOWN ARE ONLY ESTIMATED TONS PER MONTH. THE ACTUAL TONS MAY BE MORE OR LESS THAN THOSE SHOWN.**

**Each option is for a one (1) year with two (2) one (1) year options to renew contract.**

**Option “A” is for collection of Commingled Fiber and Commingled Containers and servicing the buildings listed in Attachment A-1 (required to bid on Option “A”):**

**MANDATORY RECYCLABLE COLLECTION SERVICES:**

- 1) Commingled Fiber**
- 2) Commingled Containers, including:**
  1. Aluminum Cans
  2. Glass Bottles and Jars – All colors
  3. Plastic Containers
    - a. Bottles #1-7
    - b. Tubs and Cups #2, 4, and 5
  4. Steel Cans

**Option “B” is for collection of Commingled Fiber and Commingled Containers and servicing the buildings listed in Attachment A-2:**

**MANDATORY RECYCLABLE COLLECTION SERVICES:**

- 1) Commingled Fiber**
- 2) Commingled Containers, including:**
  1. Aluminum Cans
  2. Glass Bottles and Jars – All colors
  3. Plastic Containers
    - a. Bottles #1-7
    - b. Tubs and Cups #2, 4, and 5
  4. Steel Cans

**Option “C” is for collection of Single-Stream Recyclables and servicing the buildings listed in Attachment A-3:**

**MANDATORY RECYCLABLE COLLECTION SERVICES:**

- 1) Single-stream recyclables, including:**
  1. Aluminum
  2. Glass
  3. Plastic
    - a. Bottles #1-7
    - b. Tubs and Cups #2, 4, and 5
  4. Steel
  5. Commingled Fiber



**A. MANDATORY RECYCLABLE COLLECTION SERVICES:**

**MATERIAL COLLECTION, PRICE PER TON:**

<u>Material</u>	<u>Per Ton Price</u>	<u>Estimated Avg Tons Per Month</u>			<u>Estimated Monthly Price</u>
Commingled Fiber	_____	X	19.0	=	_____
Commingled Containers (Aluminum, Steel, Plastic, & Glass)	_____	X	3.0	=	_____
ESTIMATED <u>MONTHLY</u> PRICE (add all Estimated Monthly Prices)					\$ _____
ESTIMATED <u>ANNUAL</u> PRICE (multiply Estimated Monthly Price by 12)					\$ _____

**B. MANDATORY RECYCLABLE COLLECTION SERVICES:**

**MATERIAL COLLECTION, PRICE PER TON:**

<u>Material</u>	<u>Per Ton Price</u>	<u>Estimated Ave Tons Per Month</u>			<u>Estimated Monthly Price</u>
Commingled Fiber	_____	X	38.0	=	_____
Commingled Containers (Aluminum, Steel, Plastic, & Glass)	_____	X	5.0	=	_____
ESTIMATED <u>MONTHLY</u> PRICE (add all Estimated Monthly Prices)					\$ _____
ESTIMATED <u>ANNUAL</u> PRICE (multiply Estimated Monthly Price by 12)					\$ _____

**C. MANDATORY RECYCLABLE COLLECTION SERVICES:**

**MATERIAL COLLECTION, PRICE PER TON:**

<u>Material</u>	<u>Per Ton Price</u>	<u>Estimated Ave Tons Per Month</u>			<u>Estimated Monthly Price</u>
Single-Stream Recyclables	_____	X	58.0	=	_____
ESTIMATED <u>MONTHLY</u> PRICE (add all Estimated Monthly Prices)					\$ _____
ESTIMATED <u>ANNUAL</u> PRICE (multiply Estimated Monthly Price by 12)					\$ _____

Company Name: \_\_\_\_\_

## **ARTICLE VII**

### **TERMS AND CONDITIONS THAT SHALL GOVERN THE CONTRACT**

#### **Section 7.01 TERM**

This contract shall be binding on both parties for a one (1) year period beginning on the date of contract award. The University shall have the option of extending the contract for two (2) additional one (1) year terms. The University shall give the Contractor written notice of its intent to renew no less than ninety (90) calendar days prior to the expiration and if the University elects to renew, the terms of said renewal shall be specified in writing as part of the written notice. Contractor shall respond within thirty (30) calendar days of this notice with any exceptions or changes to the original contract terms. The exceptions shall be negotiated between the University and the Contractor during the remaining sixty (60) calendar days of the notice period. If there are no exceptions taken or, upon mutual contract of the parties concerning renewal terms, the Contractor shall sign the renewal notice and send it back to the University. The total term of this contract, including all renewals, shall not exceed ten (10) years.

As part of the renewal process, the costs payable to the Contractor for services rendered subsequent to the first year of this contract and annually thereafter, may be adjusted upon written application by the Contractor to the Contract Administrator sixty (60) days prior to renewal date. The adjustment will be based from the most current published report by the U.S. Bureau of Labor Statistics, South Region, Transportation Index for all Urban Consumers at the time the request is made. If the amount of the increase is more than 5%, the University reserves the right not to renew the contract. If this agreement is not renewed, said agreement shall terminate.

#### **Section 7.02 GOVERNING LAWS, JURISDICTION, AND VENUE**

This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina. The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or in tort, relating to its validity, construction, interpretation and enforcement shall be determined. Each of the parties agrees to and submits to the exclusive jurisdiction of the state and federal courts located in the State of North Carolina.

#### **Section 7.03 SUBCONTRACTING**

The Contractor shall not subcontract the performance of any part of this contract to any third party without the prior written consent of the University. The Contractor remains solely responsible for the performance of its subcontractors. Subcontractors, if any, shall adhere to the same standards required of the Contractor under this contract.

#### **Section 7.04 PAYMENT**

Invoices shall be submitted monthly and payment for services provided by the Contractor shall become due within thirty (30) days of receipt of an approved invoice from the Contractor. Invoices shall show the University's purchase order number and shall be approved by the Contract Administrator.

#### **Section 7.05 COMPLIANCE WITH LAWS AND REGULATIONS**

The University and Contractor shall each comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to its operations, including those of federal, state, and local agencies having jurisdiction and/or authority.

#### **Section 7.06 DEFAULT AND TERMINATION FOR CAUSE**

(a) If either party fails to meet any material requirement of this contract, notice of the failure or default is provided to the defaulting party by the non-defaulting party, and the failure is not cured within thirty (30) calendar days of the defaulting party's receipt of the notice of default, then the non-defaulting party may terminate this contract for cause and pursue any rights or remedies provided by law or under this contract.

(b) Pursuant to the North Carolina Administrative Code, in the event Contractor defaults under a contract with the University, the University may procure the needed services on the open market and charge Contractor for any additional costs occasioned thereby, and the University may initiate proceedings with the State of North Carolina to de-bar Contractor from doing future business with agencies of the State of North Carolina. (*See NCAC Title I, Chapter 5B.1520*).

## **Section 7.07 TERMINATION**

The University may terminate this contract without penalty for any reason upon thirty (30) days written notice to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the University, become its property. If the contract is terminated by the University as provided herein, the Contractor shall be paid for services satisfactorily completed, less payment or compensation previously made.

## **Section 7.08 INDEMNIFICATION AGREEMENT**

The Contractor shall indemnify the University against any and all liability, claims, and costs of whatsoever kind and nature, for injury to or death of any persons, for loss or damage to any tangible property or intangible property (including, without limitation, sensitive information of the University) in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this contract resulting in whole, or in part from the acts or omissions of the Contractor, or any employee, agent, or representative of the Contractor. Contractor shall pay all royalties and license fees for any third party software it provides to the University under this contract. The Contractor shall indemnify, defend and hold harmless the University from and against any claim asserted against University alleging that the Contractor's services or the receipt of the Contractor's services by the University constitutes a misappropriation of any proprietary or trade secret information or an infringement of any patent, copyright, trademark or other intellectual property right.

## **Section 7.09 BANKRUPTCY**

Upon entry of a judgment of bankruptcy or insolvency by or against the Contractor, the University may terminate this contract for cause.

## **Section 7.10 AFFIRMATIVE ACTION**

The Contractor shall take affirmative action in complying with all federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.

## **Section 7.11 CONTRACT DOCUMENT**

The contract shall be deemed to include, by incorporation, the following documents:

- a. This Request For Proposal.
- b. The Contractor's technical and cost proposals to the extent not inconsistent with this RFP.
- c. Any written amendments to the contract, which may be issued from time to time.
- d. The Purchase Order.

In accordance with Section 4.01, to the extent the Contractor's proposal conflicts with this RFP, this RFP shall govern the conduct of the parties. Changes to the contract, or any of its terms and conditions, may be made only by written amendments stipulating the changes to be made and the effective date. Each amendment must be signed by both the Contractor and the University's Purchasing Office.

## **Section 7.12 APPROPRIATIONS**

The Contractor agrees and understands that payment as specified in the resulting contract for the period set forth herein, or any extensions or renewal thereof is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose and the contract shall automatically terminate upon depletion of such funds.

## **Section 7.13 INDEPENDENT CONTRACTOR**

Contractor and its employees, officers and executives, and subcontractors, if any, shall be independent contractors and not employees or agents of the University. This contract shall not operate as a joint venture, partnership, trust, agency or any other business relationship. The Contractor shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required to perform this contract.

#### **Section 7.14 ACCESS TO PERSONS AND RECORDS**

The North Carolina State Auditor and the University's internal auditor shall have access to persons and records as a result of all contracts or grants entered into by the University in accordance with N.C. Gen. Stat. §147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and the University's internal auditor may audit the records of the contractor during and after the term of the contract to verify accounts and data affecting fees or performance).

#### **Section 7.15 ASSIGNMENT**

This contract may not be assigned by either party without the written consent of the other party, except that Contractor may assign this contract to an entity owned or controlled by Contractor upon written notice to University. For purposes of this Section, the term "assignment" includes any change in control transaction, such as a merger or acquisition of substantially all the shares or assets of a party to this contract. An assignment will not relieve the assigning party of its obligations under this contract.

#### **Section 7.16 DEBARMENT STATUS**

By submitting a proposal, the Contractor certifies that it is not currently debarred from bidding on contracts by any agency of the State of North Carolina or any agency of the federal government, nor is it an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of North Carolina or any agency of the federal government.

#### **Section 7.17 CONFIDENTIALITY**

(a) *Generally.* Each party acknowledges that certain information of the other party that it may acquire or be exposed to under this contract will constitute information of a proprietary or confidential nature including: (i) information that is marked "CONFIDENTIAL" in boldface at the top and bottom of the applicable pages or sections; and (ii) in the case of the University, regardless of whether such information is marked "CONFIDENTIAL," all Sensitive and Confidential Information, such term is defined below (clauses (i) and (ii) collectively, "Confidential Information"). The party that has received Confidential Information (the "Receiving Party") agrees: (iii) to exercise the same degree of care and protection with respect to the Confidential Information of the party that has disclosed Confidential Information (the "Disclosing Party") that it exercises with respect to its own Confidential Information, but in no event less than a reasonable degree of care; (iv) not to use the Disclosing Party's Confidential Information except as permitted or contemplated hereunder; and (v) not to directly or indirectly disclose, distribute, republish or allow any third party to have access to any Confidential Information of the Disclosing Party without such third party executing a confidentiality and non-disclosure agreement with terms at least as restrictive as set forth in this contract. Notwithstanding the above, (vi) the Receiving Party may disclose Confidential Information of the Disclosing Party to Receiving Party's employees and authorized agents who have a need to know; and (vii) a party may disclose Confidential Information if required by law (including a court order, subpoena, or the NC Public Records Act). Confidential Information shall not include information that is: (viii) publicly available or later becomes available other than through a breach of the contract; (ix) known to the Receiving Party or its employees, agents or representatives prior to disclosure by the Disclosing Party or is independently developed by the Receiving Party or its employees, agents or representatives; or (x) lawfully obtained by the Receiving Party or its employees, agents or representatives from a third party without obligations of confidentiality.

(b) *Protection of University's Sensitive and Confidential Information.* Contractor shall safeguard and protect Sensitive and Confidential Information of the University in accordance with all applicable laws and regulations and consistent with information security best practices. "Sensitive and Confidential Information" means any of the following: "Personal Information" under the North Carolina Identity Theft Protection Act of 2005, confidential "personnel information" under in the State Personnel Act, "Protected Health Information" under the Health Insurance Portability and Accountability Act (HIPAA), student "education records" under Family Educational Rights and Privacy Act (FERPA), "customer record information" under Gramm Leach Bliley Act (GLBA), "card holder data" under the Payment Card Industry Data Security Standard (PCI-DSS) and the Payment Application Data Security Standard (PA-DSS), and any information protected from disclosure under the North Carolina Public Records Act. Sensitive and Confidential Information must be restricted by Contractor to those with a legitimate business need for access to such information. For purposes of illustration, Sensitive and Confidential Information may appear in research data, public safety information, financial donor information, information concerning select agents, system access passwords, information security records, and information file encryption keys. If Contractor becomes aware of a confirmed or suspected exposure of Sensitive and Confidential Information of the University, Contractor shall notify as promptly as possible the University's Information Security Office (tel: 919-445-9397) and the University's Office of University Counsel (tel: 919-962-1219).

## **Section 7.18 KEY PERSONNEL**

Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the University's designated contract administrator. Any desired substitution shall be noticed to the University's contract administrator accompanied by the names and references of Contractor's recommended substitute personnel. The University will approve or disapprove the requested substitution in a timely manner. The University may, in its sole discretion, terminate the services of any person providing services under this contract. Upon such termination, the University may request acceptable substitute personnel to be provided by Contractor.

## **Section 7.19 CARE OF PROPERTY**

Contractor agrees that it shall be responsible for the proper custody and care of any property furnished it for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the University for loss of or damage to such property.

## **Section 7.20 WORK INSPECTION**

It is a condition of this contract that the work described herein shall be subject to inspection by the designated official representatives of the University, and those persons required by State law to test special work for official approval. Unless otherwise specified, work shall be inspected during the normal working hours of 8:00 A.M. to 5:00 P.M.

## **Section 7.21 NON-EXCLUSIVENESS OF CONTRACT**

At any point during the term of the contract the University reserves the right to enter into other contracts with this or other contractors for the same or similar services when it is deemed to be in the best interest of the University.

## **Section 7.22 CRIMINAL CONVICTIONS CHECKS**

This University is committed to providing a safe environment for its faculty, staff and students. Due to the contractual requirements as set forth in Article III of this RFP, the Contractor's personnel will have access to various areas of this University. The University reserves the right to require a criminal convictions check on owners, officers, employees and any other workers of the Contractor and their subcontractors at any time upon written request. At that time, if a criminal convictions check has been requested the Contractor shall provide a criminal history (not a letter) including traffic records, by presenting a document from a reputable company providing statewide searches covering a minimum of the last seven (7) years to the Contract Administrator. The criminal history shall match the name on the government issued picture identification card. Out of state searches shall be required for persons living in the state of North Carolina for less than seven (7) years. The names, addresses and birth dates of each person who enters University property (including the owners and subcontracts) in the performance of this contract shall be supplied with the criminal history on company letterhead signed by a representative duly authorized to sign on behalf of the company. This documentation shall be provided to the Contract Administrator at least twenty-four (24) hours prior to any person performing work under this contract. Persons without this documentation may be turned away and not allowed to work on any property owned or utilized by the University until proper documentation is submitted and approved by the Contract Administrator.

The University reserves the right to keep any person from being assigned to work on its property if that person (1) has been convicted of a criminal offense since the age of eighteen (18), or (2) been found at any time to have an outstanding warrant or a pending court case, or, (3) if related to his/her work at the University, has current habitual problems with traffic-related issues such as no driver's license, no vehicle tags, and/or no insurance. The Contractor must disclose the criminal convictions records of all persons proposed to work on campus with the designated university official.

During the term of this contract, the Contractor shall comply with these procedures for any new owner, officer, employee and any other worker of the Contractor and its subcontractors upon proper written notification by the Contract Administrator.

The Contract Administrator shall maintain all criminal convictions checks in a secure locked location for the term of the contract. At the end of the contract term, the Contract Administrator shall ensure that the files have been returned to Contractor or destroyed in such a manner as to prevent disclosure of any kind.

## **EXECUTION OF PROPOSAL**

**TITLE:** INDOOR RECYCLABLE COLLECTION SERVICES CONTRACT  
FOR THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

**PROPOSAL NUMBER:** 65-RFPB687870

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**Certification:** By executing this proposal, the signer certifies that this proposal is submitted competitively and without collusion (N.C. Gen. Stat. § 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (N.C. Gen. Stat. § 143-59.2), and that it is not an ineligible vendor as set forth in N.C. Gen. Stat. § 143-59.1. False certification is a Class 1 felony.

**Will any of the work under this contract be performed outside of the United States?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No      *If your answer was yes, then in your technical proposal you shall describe in detail what part of the work will be performed outside of the United States as well as what percentage of the total contract that work represents by completing the attached document entitled "WHERE SERVICE CONTRACTS WILL BE PERFORMED".*

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER:** \_\_\_\_\_

**FEDERAL TAX IDENTIFICATION NUMBER:** Please attach a completed W-9 Form and a completed Vendor Master File Record.

**PRINCIPAL PLACE OF BUSINESS IF DIFFERENT FROM ABOVE:** \_\_\_\_\_

---

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE (IN INK):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**THIS PAGE AND THE ONE FOLLOWING MUST BE COMPLETELY FILLED OUT,  
SIGNED AND RETURNED WITHIN YOUR TECHNICAL PROPOSAL.**

**UNSIGNED PROPOSALS SHALL NOT BE CONSIDERED.**

## VENDOR MASTER FILE RECORD DATA FORM

### IRS INFORMATION:

In order to comply with Internal Revenue Service (IRS) regulations, we are required to obtain your Social Security Number (SSN) or Federal Tax Identification Number (TIN/EIN) to satisfy IRS Form 1099 reporting requirements. Failure to provide this information may subject all payments made to you to the 31% backup withholding as required by the IRS.

Enter your TIN in the appropriate box below. For individuals, this is your SSN. For sole proprietors you must show your individual name, but you may also enter your business or 'doing business as' name. You may use either your SSN or EIN. For partnerships you must show the name filed first on the partnership papers. For other entities, it is your EIN.

SOCIAL SECURITY NUMBER	EMPLOYER ID NUMBER
<input type="text"/> — <input type="text"/> — <input type="text"/>	<input type="text"/> — <input type="text"/>

### CONTACT INFORMATION:

REMIT TO:	ORDER FROM: SAME AS REMIT TO
Vendor Name:	Vendor Name:
Contact Name:	Contact Name:
Address 1:	Address 1:
Address 2:	Address 2:
City: State: Zip:	City: State: Zip:
Phone: Fax:	Phone: Fax:
E-Mail:	E-Mail:
Website:	Website:

### TYPE OF BUSINESS:

Individual/Sole Proprietor      Partnership      Corporation      Other

### HUB INFORMATION: (OWNERSHIP OF 51% OR GREATER BY THE FOLLOWING)

Minority      Women      Disabled      N/A

### SIZE OF BUSINESS:

Small ( < 500 employees)      Large ( > 500 employees)

### ELECTRONIC PAYMENT INFORMATION: (THIS IS THE METHOD OF PAYMENT PREFERRED BY THE UNIVERSITY) *\*When submitting completed form, please attach an imaged voided check.*

Bank Name:

Routing #:

Account #:

Email for ACH remit advice:

***I CERTIFY THAT (1) I AM DULY AUTHORIZED TO COMPLETE THIS FORM; (2) THE LEGAL ORGANIZATION AND TAX IDENTIFICATION NUMBER SHOWN ON THIS FORM ARE CORRECT, AND (3) I AM NOT SUBJECT TO BACKUP WITHHOLDING. AN ORIGINAL SIGNATURE IS REQUIRED BY THE IRS.***

SIGNATURE	TITLE	DATE
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# **WHERE SERVICE CONTRACTS WILL BE PERFORMED**

In accordance with NC General Statute 143-59.4 (Session Law 2005-169),  
this form is to be completed and submitted with the Offeror's Technical Proposal.

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**TITLE:** INDOOR RECYCLABLE COLLECTION SERVICES CONTRACT  
FOR THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

**PROPOSAL NUMBER:** 65-RFPB687870

**ISSUING AGENCY:** UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
PROCUREMENT SERVICES  
104 AIRPORT DRIVE, SUITE 2700, CB #1100  
CHAPEL HILL, NORTH CAROLINA 27599-1100  
ATTENTION: Mr. Mark Sillman  
Phone: 919.962.9463 Fax: 919.962.0636

---

**FIRM NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

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Location(s) from which services will be performed by the contractor:

Service	City/Province/State	Country
_____	_____	_____
_____	_____	_____

Location(s) from which services are anticipated to be performed outside the U.S. by the contractor:

_____	_____	_____
_____	_____	_____

Location(s) from which services will be performed by subcontractor(s):

Service	Subcontractor	City/Province/State	Country
_____	_____	_____	_____
_____	_____	_____	_____

Location(s) from which services are anticipated to be performed outside the U.S. by the subcontractor(s):

_____	_____	_____	_____
_____	_____	_____	_____

(Attach additional pages if necessary.)



## **CRIMINAL BACKGROUND STATEMENT**

**TITLE:** INDOOR RECYCLABLE COLLECTION SERVICES CONTRACT  
FOR THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

**PROPOSAL NUMBER:** 65-RFPB687870

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The Offeror hereby certifies that it performs and maintains criminal background checks on all employees and will not allow any employee who has a criminal background to work on University/Endowment property without first notifying and obtaining approval from the Contract Administrator.

**FIRM NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**SIGNATURE (IN INK):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

**THIS PAGE MUST BE COMPLETELY FILLED OUT, SIGNED AND RETURNED  
WITHIN YOUR TECHNICAL PROPOSAL.**

**Failure to include this information in the technical proposal may disqualify an Offeror as a potential Contractor.**

## Attachment A-1

Buildings regularly serviced, and collection schedules/frequencies

**KEY: 1 = once per week, 0.5 = every other week, 0.25 = once per month****Biweekly (.5)**

(2014) A week = Sept. 8, Sept. 22, Oct. 6

(2014) B week = Sept. 1, Sept. 15, Sept. 29

**Monthly (.25)****Indoor monthly pick-ups occur every 4 weeks using a start date.**

For example:

Monday 0.25 (start date 3/09/09) – Next pick up date is 9/15/14.

Build number	Building Name	M	Tu	W	Th	F	# of Sites	Total # of Bins
598C	101 RENEE LYNN CT			0.25			5	7
709D	104A AND 104B MARKET ST (SOUTHERN VILLAGE)			0.25			2	6
616	206 W. FRANKLIN ST.	0.25					4	9
592A	630 KEYSTONE BUILDING (630 DAVIS DRIVE)					0.25	1	2
474	CARR MILL MALL			0.25			6	13
551	CARR MILL MALL ANNEX			0.25			5	10
514	CECIL SHEPS BLDG. (725 AIRPORT ROAD/KRON BUILDING)		0.5				5	8
572	EASTOWNE DRIVE, 800					0.25	1	3
537	GREENSBORO ST, 521 S (SHERYL MAR)			0.5			3	7
385	MARTIN LUTHER KING, JR. BLVD., 720 - BOLIN CREEK		0.5				3	7
386	MARTIN LUTHER KING, JR. BLVD., 730 - BOLIN CREEK		0.5				12	24
564	MERRITT MILL RD., 116 S.			0.5			1	2
612	SHERYL MAR NORTH (517 S. GREENSBORO STREET)			0.5			5	13
601	SOUTHERN VILLAGE (400 MARKET STREET)			0.25			2	4
598	TEACCH BLDG. (RENEE LYNN CT.)			0.25			2	7
557	TOP OF THE HILL (100 EAST FRANKLIN STREET) (CENTER FOR DEVELOPMENTAL SCIENCES)		0.25				8	16
586	WILSON STREET, 205			0.25			1	3
709C	100 MARKET (SOUTHERN VILLAGE) MAIN HOSPITAL			0.25			4	4

613E	194 FINLEY GOLF COURSE ROAD				0.25	1	3
669	215 WEST CAMERON ( 215 WEST HOUSE)			0.5		1	3
002	ABERNETHY	0.25				4	10
003	ACKLAND			0.5		4	8
004	ALUMNI HALL	0.5				6	14
241	AMBULATORY CARE CENTER (ACC)			1		15	19
240	AYCOCK FAMILY MEDICINE	1				12	19
239	BAITY ENVIR RES LAB				0.25	1	2
056	BATTLE	0.5				2	3
200	BEARD			1		19	35
248	BIOINFORMATICS			1		18	49
476	BROOKS HALL (UNC PRESS)		1			4	10
008	BYNUM	0.5				5	10
009	CALDWELL	1				7	10
232	CARDINAL PARKING DECK					1	1
103	CARR	0.5				6	11
086	CAUDILL LABS (WILSON- DEY)				1	8	21
182	CHEEK/ CLARK BLDG. (OLD LAUNDRY)			0.25		5	11
179	COGEN ADMN-GORE BLDG			0.5		2	3
144	COGEN ASH HANDLING FAC					1	0
147xx	COGEN-BOILER (ALSO SEE 147)			0.5		1	2
516	COGENERATION ANNEX			0.5		1	1
062	DANIELS-STUDENT STORES	0.5				5	8
013	DAVIE				1	9	19
080	DAVIS WALTER R LIBRARY				0.5	37	73
014	DEY				1	6	16
660	ERNIE WILLIAMSON ATHLETIC CENTER (ED FOUNDATION)				1	8	12
493	FINLEY GLF CRSE RD, 212					1	3
581	FINLEY GLF CRSE RD, 220 (MAINT/ATHLETICS)				0.5	6	10
613B	FINLEY GOLF COURSE ROAD, 216 (ATHLETICS)					2	3
212	FOBRL - FRANCIS OWENS BLOOD RESEARCH LAB			0.25		1	2
071	FRANK PORTER GRAHAM CHILD DEVELOPMENT INSTITUTE			1		6	13
165	FRANKLIN ST, 134 1/2 EAST* SEE NOTE		0.5			2	8

426	FRANKLIN ST, 138-144 EAST (HILL COMMERCIAL)	0.25					1	4
402	FRANKLIN ST, 410 EAST (LHHF-LOVE HOUSE AND HUTCHINS FORUM)				0.5		3	5
600	FRANKLIN STREET, 208 WEST	0.5					5	18
369	FRIDAY CENTER					0.5	1	4
017	GARDNER	0.5					10	15
646	GARY R. TOMPKINS CHILLED WATER OPERATIONS CENTER			0.25			1	3
499	GENERAL ADMINISTRATION BUILDING					0.5	8	15
359	GENETIC MEDICINE RESEARCH BUILDING				1		14	56
380	GOODMON BLDG (WUNC)					0.5	4	8
052	GRAHAM MEMORIAL			0.25			2	3
065	GRAHAM STUDENT UNION	1					16	36
070	HAMILTON				0.5		25	36
079	HANES ART CENTER	0.5					12	21
067	HICKERSON HOUSE (108 BATTLE LANE)					0.25	2	4
098	HILL ALUMNI CENTER			0.5			3	7
020	HILL HALL	0.5					5	9
679	HOMESTEAD OPERATIONS CENTER (UNC PRINTING)			0.5			2	6
021	HOWELL				0.5		2	7
055	HYDE HALL (INSTITUTE FOR ARTS & HUMANITIES)	1					2	5
454	ITS FRANKLIN STREET				0.5		7	16
625	ITS MANNING		1				10	21
153	JACKSON HALL		0.25				4	3
231	JONES, MARY ELLEN (FLOB)					1	30	72
069	KENAN LABORATORIES				0.5		14	35
088	KENAN MUSIC BUILDING (ARTS COMMONS)	0.5					5	14
357	KERR HALL			1			9	28
082A	KOURY NATATORIUM				0.5		3	7
133	LENOIR				0.5		3	7
237	LINEBERGER CANCER RESEARCH					1	10	37
375	LOUDERMILK CENTER FOR EXCELLENCE (BLUE ZONE)			1			6	12

026	MANNING				0.5		6	15
626	MANNING DRIVE STEAM PLANT			0.25			3	2
360	MARSICO HALL (BIOMEDICAL RESEARCH IMAGING CENTER) (IRB)					1	30	54
327	MED RESEARCH B (150 BRAGG DRIVE)					0.25	1	2
236	MLCLR BIO RES LAB (GLAXO)			0.25			3	8
081	MOREHEAD CHEMISTRY LAB			0.25			5	13
030	MURPHEY				1		7	12
031	NAVAL ARMORY - ROTC			0.25			4	9
245	NEUROSCIENCE RESEARCH BUILDING			0.5			7	27
033	NEW EAST	0.25					9	13
035	NEW WEST	0.5					3	10
078	PAUL GREEN THEATRE				0.5		5	12
058	PETTIGREW	0.5					4	4
039	PHILLIPS	0.5					13	29
060	PHILLIPS ANNEX	0.25					2	4
658	PHYSICIANS OFFICE BUILDING	1					12	33
430	PUBLIC SAFETY (SECURITY SERVICES)		0.5				6	13
063	R.B. HOUSE LIBRARY					1	14	30
388A	RIZZO CENTER--LOUDERMILK & MCLEAN					0.5	5	7
043	SAUNDERS				0.5		6	12
373	SCHOOL LEADERSHIP DEVELOPMENT CENTER					0.5	4	12
465	SIMON F TERREL BUILDING (NC HIGHSCHOOL ATHLETIC ASSOC. FACILITY--222 FINLEY GOLF COURSE RD.)						3	5
083	SITTERSON COMP SCI CTR/BROOKS (SITTERSON ADDITION)	0.5					24	50
128	SMITH	0.25					3	9
082	SMITH DEAN E SAC (SMITH STUDENT ACTIVITY CENTER)				0.5		4	6
230	SOUTH CHILLER PLANT (160 BRAGG DRIVE)						1	1

050	STEELE	1					10	12
091	STUDENT AND ACADEMIC SERVICES BLDG - NORTH (SASB)			0.5			13	25
092	STUDENT AND ACADEMIC SERVICES BLDG - SOUTH (SASB)			0.5			5	11
044	SWAIN	0.5					5	10
217	TAYLOR HALL			0.5			4	19
242	THURSTON-BOWLES CENTER					1	14	48
057	VANCE	1					2	6
745	VENABLE				1		10	21
024	WILSON LIBRARY					1	14	22
	<b>Total number of buildings = 118</b>						<b>758</b>	<b>1636</b>
							<b>Total sites</b>	<b>Total bins</b>
	<b>Total number of stops per month</b>	<b>64</b>	<b>20</b>	<b>60</b>	<b>54</b>	<b>48</b>	<b>246</b>	<b>Total monthly stops</b>
	<b>Average number of stops per week</b>	<b>15</b>	<b>5</b>	<b>14</b>	<b>13</b>	<b>11</b>	<b>57</b>	<b>Total weekly stops</b>

## Attachment A-2

Buildings regularly serviced, and collection schedules/frequencies

**KEY: 1 = once per week, 0.5 = every other week, 0.25 = once per month****Biweekly (.5)**

(2014) A week = Sept. 8, Sept. 22, Oct. 6

(2014) B week = Sept. 1, Sept. 15, Sept. 29

**Monthly (.25)****Indoor monthly pick-ups occur every 4 weeks using a start date.**

For example:

Monday 0.25 (start date 3/09/09) – Next pick up date is 9/15/14.

Build number	Building Name	IndoorTruck	M	Tu	W	Th	F	# of Sites	Total # of Bins
598C	101 RENEE LYNN CT	ORS1	0	0	0.25	0	0	5	7
709D	104A AND 104B MARKET ST (SOUTHERN VILLAGE)	ORS1	0	0	0.25	0	0	2	6
616	206 W. FRANKLIN ST.	ORS1	0.25					4	9
592A	630 KEYSTONE BUILDING (630 DAVIS DRIVE)	ORS1	0		0	0	0.25	1	2
474	CARR MILL MALL	ORS1			0.25			6	13
551	CARR MILL MALL ANNEX	ORS1			0.25			5	10
514	CECIL SHEPS BLDG. (725 AIRPORT ROAD/KRON BUILDING)	ORS1		0.5				5	8
572	EASTOWNE DRIVE, 800	ORS1					0.25	1	3
537	GREENSBORO ST, 521 S (SHERYL MAR)	ORS1			0.5			3	7
385	MARTIN LUTHER KING, JR. BLVD., 720 - BOLIN CREEK	ORS1		0.5				3	7
386	MARTIN LUTHER KING, JR. BLVD., 730 - BOLIN CREEK	ORS1		0.5				12	24
564	MERRITT MILL RD., 116 S.	ORS1			0.5			1	2
612	SHERYL MAR NORTH (517 S. GREENSBORO STREET)	ORS1			0.5			5	13
601	SOUTHERN VILLAGE (400 MARKET STREET)	ORS1			0.25			2	4
598	TEACCH BLDG. (RENEE LYNN CT.)	ORS1			0.25			2	7
557	TOP OF THE HILL (100 EAST FRANKLIN STREET) (CENTER FOR DEVELOPMENTAL SCIENCES)	ORS1		0.25				8	16
586	WILSON STREET, 205	ORS1			0.25			1	3

709C	100 MARKET (SOUTHERN VILLAGE) MAIN HOSPITAL	ORS1	0	0	0.25	0	0	4	4
613E	194 FINLEY GOLF COURSE ROAD	ORS1	0	0	0		0.25	1	3
669	215 WEST CAMERON ( 215 WEST HOUSE)	ORS1	0	0	0	0.5	0	1	3
002	ABERNETHY	ORS1	0.25					4	10
003	ACKLAND	ORS1				0.5		4	8
004	ALUMNI HALL	ORS1	0.5					6	14
241	AMBULATORY CARE CENTER (ACC)	ORS1				1		15	19
240	AYCOCK FAMILY MEDICINE	ORS1	1					12	19
239	BAITY ENVIR RES LAB	ORS1					0.25	1	2
056	BATTLE	ORS1	0.5					2	3
200	BEARD	ORS1			1			19	35
248	BIOINFORMATICS	ORS1			1			18	49
206	BONDURANT (MSRB)	ORS1		0.5				16	39
228	BRINKHOUS BULLITT	ORS1		1				21	48
476	BROOKS HALL (UNC PRESS)	ORS1		1				4	10
229	BURNETT-WOMACK	ORS1		1				29	66
008	BYNUM	ORS1	0.5					5	10
009	CALDWELL	ORS1	1					7	10
151	CAMPUS Y (YMCA BUILDING)	ORS1	0.5					5	12
232	CARDINAL PARKING DECK	ORS1	0	0	0	0	0	1	1
025	CARMICHAEL ARENA	ORS1					1	7	11
103	CARR	ORS1	0.5					6	11
214	CARRINGTON	ORS1		1				18	44
012	CARROLL	ORS1	1					26	46
086	CAUDILL LABS (WILSON-DEY)	ORS1				1		8	21
182	CHEEK/ CLARK BLDG. (OLD LAUNDRY)	ORS1			0.25			5	11
150	COATES BUILDING ALBERT & G	ORS1						2	4
179	COGEN ADMN-GORE BLDG	ORS1			0.5			2	3
144	COGEN ASH HANDLING FAC	ORS1						1	0
147xx	COGEN-BOILER (ALSO SEE 147)	ORS1	0	0	0.5	0	0	1	2
516	COGENERATION ANNEX	ORS1			0.5			1	1
010	COKER	ORS1					1	13	26
062	DANIELS-STUDENT STORES	ORS1	0.5					5	8
013	DAVIE	ORS1				1		9	19
080	DAVIS WALTER R LIBRARY	ORS1					0.5	37	73
014	DEY	ORS1				1		6	16
660	ERNIE WILLIAMSON ATHLETIC CENTER (ED FOUNDATION)	ORS1	0	0		0	1	8	12



468	FETZER GYM ROBERT A	ORS1					1	11	19
493	FINLEY GLF CRSE RD, 212	ORS1						1	3
581	FINLEY GLF CRSE RD, 220 (MAINT/ATHLETICS)	ORS1					0.5	6	10
613B	FINLEY GOLF COURSE ROAD, 216 (ATHLETICS)	ORS1						2	3
212	FOBRL - FRANCIS OWENS BLOOD RESEARCH LAB	ORS1			0.25			1	2
048	FORDHAM HALL	ORS1					1	7	23
071	FRANK PORTER GRAHAM CHILD DEVELOPMENT INSTITUTE	ORS1			1			6	13
165	FRANKLIN ST, 134 1/2 EAST* SEE NOTE	ORS1		0.5				2	8
426	FRANKLIN ST, 138-144 EAST (HILL COMMERCIAL)	ORS1	0.25					1	4
402	FRANKLIN ST, 410 EAST (LHHF-LOVE HOUSE AND HUTCHINS FORUM)	ORS1				0.5		3	5
600	FRANKLIN STREET, 208 WEST	ORS1	0.5					5	18
369	FRIDAY CENTER	ORS1					0.5	1	4
017	GARDNER	ORS1	0.5					10	15
646	GARY R. TOMPKINS CHILLED WATER OPERATIONS CENTER	ORS1	0	0	0.25	0	0	1	3
499	GENERAL ADMINISTRATION BUILDING	ORS1					0.5	8	15
359	GENETIC MEDICINE RESEARCH BUILDING	ORS1	0	0	0	1	0	14	56
380	GOODMON BLDG (WUNC)	ORS1					0.5	4	8
052	GRAHAM MEMORIAL	ORS1			0.25			2	3
065	GRAHAM STUDENT UNION	ORS1	1					16	36
070	HAMILTON	ORS1				0.5		25	36
019	HANES	ORS1	0.25					8	17
079	HANES ART CENTER	ORS1	0.5					12	21
223	HEALTH SCIENCES LIBRARY	ORS1	1					19	35
067	HICKERSON HOUSE (108 BATTLE LANE)	ORS1					0.25	2	4
098	HILL ALUMNI CENTER	ORS1			0.5			3	7
020	HILL HALL	ORS1	0.5					5	9
679	HOMESTEAD OPERATIONS CENTER (UNC PRINTING)	ORS1	0	0	0.5	0	0	2	6
358	HOOVER PUBLIC HEALTH TEACHING & RESEARCH CENTER (HOOVER, MICHAEL RESEARCH CENTER)	ORS1	0	1	0	0	0	15	33
021	HOWELL	ORS1				0.5		2	7

055	HYDE HALL (INSTITUTE FOR ARTS & HUMANITIES)	ORS1	1					2	5
454	ITS FRANKLIN STREET	ORS1				0.5		7	16
625	ITS MANNING	ORS1		1	0	0	0	10	21
153	JACKSON HALL	ORS1		0.25				4	3
231	JONES, MARY ELLEN (FLOB)	ORS1					1	30	72
498	KENAN CENTER	ORS1			1			9	16
069	KENAN LABORATORIES	ORS1				0.5		14	35
088	KENAN MUSIC BUILDING (ARTS COMMONS)	ORS1	0.5					5	14
357	KERR HALL	ORS1			1			9	28
082A	KOURY NATATORIUM	ORS1	0	0		0.5	0	3	7
133	LENOIR	ORS1				0.5		3	7
237	LINEBERGER CANCER RESEARCH	ORS1					1	10	37
375	LOUDERMILK CENTER FOR EXCELLENCE (BLUE ZONE)	ORS1	0	0	1	0	0	6	12
202	MACNIDER	ORS1		1				13	45
026	MANNING	ORS1				0.5		6	15
626	MANNING DRIVE STEAM PLANT	ORS1	0	0	0.25	0	0	3	2
360	MARSICO HALL (BIOMEDICAL RESEARCH IMAGING CENTER) (IRB)	ORS1	0	0	0	0	1	30	54
247	MBRB (MEDICAL BIOMOLECULAR RES. BLDG)	ORS1			0.5			22	78
096	MCCOLL BUSINESS BUILDING	ORS1			1			36	80
238	MCGAVRAN-GREENBERG HALL	ORS1				1		13	29
327	MED RESEARCH B (150 BRAGG DRIVE)	ORS1					0.25	1	2
029	MITCHELL	ORS1					1	9	23
236	MLCLR BIO RES LAB (GLAXO)	ORS1			0.25			3	8
081	MOREHEAD CHEMISTRY LAB	ORS1			0.25			5	13
030	MURPHEY	ORS1				1		7	12
031	NAVAL ARMORY - ROTC	ORS1			0.25			4	9
245	NEUROSCIENCE RESEARCH BUILDING	ORS1			0.5			7	27
033	NEW EAST	ORS1	0.25					9	13
035	NEW WEST	ORS1	0.5					3	10
226	OLD CLINIC	ORS1		1				8	33
078	PAUL GREEN THEATRE	ORS1				0.5		5	12
037	PEABODY	ORS1	1					13	23
058	PETTIGREW	ORS1	0.5					4	4
039	PHILLIPS	ORS1	0.5					13	29
060	PHILLIPS ANNEX	ORS1	0.25					2	4

658	PHYSICIANS OFFICE BUILDING	ORS1	1	0	0	0	0	12	33	
430	PUBLIC SAFETY (SECURITY SERVICES)	ORS1		0.5				6	13	
063	R.B. HOUSE LIBRARY	ORS1					1	14	30	
388A	RIZZO CENTER-- LOUDERMILK & MCLEAN	ORS1					0.5	5	7	
201	ROSENAU	ORS1				1		20	39	
043	SAUNDERS	ORS1				0.5		6	12	
373	SCHOOL LEADERSHIP DEVELOPMENT CENTER	ORS1					0.5	4	12	
465	SIMON F TERREL BUILDING (NC HIGHSCHOOL ATHLETIC ASSOC. FACILITY--222 FINLEY GOLF COURSE RD.)	ORS1						3	5	
083	SITTERSON COMP SCI CTR/BROOKS (SITTERSON ADDITION)	ORS1	0.5					24	50	
128	SMITH	ORS1	0.25					3	9	
082	SMITH DEAN E SAC (SMITH STUDENT ACTIVITY CENTER)	ORS1				0.5		4	6	
095	SONJA H. STONE CENTER	ORS1					1	8	14	
230	SOUTH CHILLER PLANT (160 BRAGG DRIVE)	ORS1						1	1	
047A	STALLINGS-EVANS SPORTS MEDICINE FACILITY	ORS1	0	0	0	0	0.5	3	7	
050	STEELE	ORS1	1					10	12	
091	STUDENT AND ACADEMIC SERVICES BLDG - NORTH (SASB)	ORS1	0	0	0.5	0	0	13	25	
092	STUDENT AND ACADEMIC SERVICES BLDG - SOUTH (SASB)	ORS1	0	0	0.5		0	5	11	
044	SWAIN	ORS1	0.5					5	10	
084	TATE-TURNER-KURALT BLG	ORS1		1				9	38	
217	TAYLOR HALL	ORS1			0.5			4	19	
469	TAYLOR STUDENT HEALTH (CAMPUS HEALTH SERVICES)	ORS1					0.5	9	22	
242	THURSTON-BOWLES CENTER	ORS1					1	14	48	
064	VAN HECKE-WETTACH	ORS1	1					32	78	
057	VANCE	ORS1	1					2	6	
745	VENABLE	ORS1	0	0	0	1	0	10	21	
046	WILSON HALL	ORS1					1	9	23	
024	WILSON LIBRARY	ORS1					1	14	22	
047	WOOLEN GYM	ORS1					1	7	19	
	<b>Total number of buildings = 148</b>							<b>1175</b>	<b>2626</b>	<b>TOTAL</b>
								<b>sites</b>	<b>bins</b>	

	<b>Total number of stops per month</b>		<b>85</b>	<b>50</b>	<b>70</b>	<b>62</b>	<b>84</b>	<b>351</b>	<b>monthly</b>	<b>stops</b>
	<b>Average number of stops per week</b>		<b>20</b>	<b>12</b>	<b>16</b>	<b>14</b>	<b>20</b>	<b>82</b>	<b>weekly</b>	<b>stops</b>

Attachment A-3  
Buildings regularly serviced, and collection schedules/frequencies

**KEY: 1 = once per week, 0.5 = every other week, 0.25 = once per month**

**Biweekly (.5)**

(2014) A week = Sept. 8, Sept. 22, Oct. 6

(2014) B week = Sept. 1, Sept. 15, Sept. 29

**Monthly (.25)**

**Indoor monthly pick-ups occur every 4 weeks using a start date.**

For example:

Monday 0.25 (start date 3/09/09) – Next pick up date is 9/15/14.

Build number	Building Name	M	Tu	W	Th	F	# of Sites	Total # of Bins
598C	101 RENEE LYNN CT			0.25			5	7
709D	104A AND 104B MARKET ST (SOUTHERN VILLAGE)			0.25			2	6
401A	151 E. ROSEMARY STREET (DAILY TAR HEEL)			1			5	8
616	206 W. FRANKLIN ST.	0.25					4	9
592A	630 KEYSTONE BUILDING (630 DAVIS DRIVE)					0.25	1	2
322	BANK OF AMERICA PLAZA (BOA) (CVS PLAZA)					1	22	54
595	CAMERON AVE, 211					0.25	4	4
980N	CAROLINA CROSSING BUILDING B (2218 NELSON HIGHWAY)		0.5				2	6
474	CARR MILL MALL			0.25			6	13
551	CARR MILL MALL ANNEX			0.25			5	10
514	CECIL SHEPS BLDG. (725 AIRPORT ROAD/KRON BUILDING)		0.5				5	8
572	EASTOWNE DRIVE, 800					0.25	1	3
537	GREENSBORO ST, 521 S (SHERYL MAR)			0.5			3	7
385	MARTIN LUTHER KING, JR. BLVD., 720 - BOLIN CREEK		0.5				3	7
386	MARTIN LUTHER KING, JR. BLVD., 730 - BOLIN CREEK		0.5				12	24
564	MERRITT MILL RD., 116 S.			0.5			1	2
612	SHERYL MAR NORTH (517 S. GREENSBORO STREET)			0.5			5	13
601	SOUTHERN VILLAGE (400 MARKET STREET)			0.25			2	4
598	TEACCH BLDG. (RENEE LYNN CT.)			0.25			2	7

557	TOP OF THE HILL (100 EAST FRANKLIN STREET) (CENTER FOR DEVELOPMENTAL SCIENCES)		0.25				8	16
586	WILSON STREET, 205			0.25			1	3
709C	100 MARKET (SOUTHERN VILLAGE) MAIN HOSPITAL			0.25			4	4
384	1700 MARTIN LUTHER KING, JR. BLVD (CHAPEL HILL NORTH)	1					18	35
613E	194 FINLEY GOLF COURSE ROAD					0.25	1	3
669	215 WEST CAMERON ( 215 WEST HOUSE)				0.5		1	3
902	400 MEADOWMONT VILLAGE CIRCLE		0.25				5	5
002	ABERNETHY	0.25					4	10
003	ACKLAND				0.5		4	8
607	ADMINISTRATIVE OFFICE BLDG (AOB)		1			1	13	27
437	AIRPORT OFFICE (HORACE MANN)			0.25			1	1
004	ALUMNI HALL	0.5					6	14
241	AMBULATORY CARE CENTER (ACC)				1		15	19
462	ART STUDIO			0.25			1	3
101	AVERY	0.25					1	4
102	AYCOCK	0.25					1	2
240	AYCOCK FAMILY MEDICINE	1					12	19
239	BAITY ENVIR RES LAB					0.25	1	2
631	BAITY HILL 1101 (MASON FARM STUDENT FAMILY HOUSING)	0.25					1	1
633	BAITY HILL 1401 (MASON FARM STUDENT FAMILY HOUSING)	0.25					1	1
056	BATTLE	0.5					2	3
200	BEARD			1			19	35
219	BERRYHILL		0.5				13	35
007	BINGHAM					0.5	5	13
248	BIOINFORMATICS			1			18	49
206	BONDURANT (MSRB)		0.5				16	39
211	BRAUER (DENTAL)			1			9	23
228	BRINKHOUS BULLITT		1				21	48
476	BROOKS HALL (UNC PRESS)		1				4	10
229	BURNETT-WOMACK		1				29	66
008	BYNUM	0.5					5	10
009	CALDWELL	1					7	10

151	CAMPUS Y (YMCA BUILDING)	0.5					5	12
232	CARDINAL PARKING DECK						1	1
025	CARMICHAEL ARENA					1	7	11
099	CARMICHAEL RESIDENCE HALL	0.25					2	4
980R	CAROLINA CROSSING BUILDING C (2218 NELSON HIGHWAY)		0.5				4	14
103	CARR	0.5					6	11
214	CARRINGTON		1				18	44
012	CARROLL	1					26	46
086	CAUDILL LABS (WILSON-DEY)				1		8	21
087	CHAPMAN (PHILLIPS ADDITION)				0.5		11	29
391	CHASE HALL AT RAM'S HEAD (RAM'S HEAD CENTER DINING BUILDING)				0.5		5	8
182	CHEEK/ CLARK BLDG. (OLD LAUNDRY)			0.25			5	11
150	COATES BUILDING ALBERT & G						2	4
122	COBB	0.25					4	4
179	COGEN ADMN-GORE BLDG			0.5			2	3
144	COGEN ASH HANDLING FAC						1	0
147xx	COGEN-BOILER (ALSO SEE 147)			0.5			1	2
516	COGENERATION ANNEX			0.5			1	1
010	COKER					1	13	26
368	CONE KENFIELD TENNIS					0.5	2	4
123	CONNOR RESIDENCE HALL	0.25					1	1
137	CRAIGE NORTH RESIDENCE HALL	0.25					2	4
104	CRAIGE OLD	0.25					3	5
062	DANIELS-STUDENT STORES	0.5					5	8
013	DAVIE				1		9	19
080	DAVIS WALTER R LIBRARY					0.5	37	73
210A	DENTAL SCIENCES BUILDING (KOURY ORAL HEALTH SCIENCES BUILDING)	1		1			29	62
209	DENTISTRY, SCH OF (OLD DENTAL AND OFFICE BLDG)			1			7	16
014	DEY				1		6	16
105	EHRINGHAUS OLD	0.25					3	4
463	ELECTRIC DIST OPR CTR			0.5			2	3
526	ENERGY SVCS OFFICE BLDG. (UNC PRESS WAREHOUSE) (925 BRANCH STREET)			0.5			4	5

649	ENVIRONMENT, HEALTH & SAFETY BLDG. (EHS)			0.5			2	6
660	ERNIE WILLIAMSON ATHLETIC CENTER (ED FOUNDATION)					1	8	12
651	FACILITIES CONSTRUCTION SHOPS			0.5			8	13
093	FED EX GLOBAL EDUCATION CENTER		1				11	28
468	FETZER GYM ROBERT A					1	11	19
493	FINLEY GLF CRSE RD, 212						1	3
581	FINLEY GLF CRSE RD, 220 (MAINT/ATHLETICS)					0.5	6	10
613B	FINLEY GOLF COURSE ROAD, 216 (ATHLETICS)						2	3
212	FOBRL - FRANCIS OWENS BLOOD RESEARCH LAB			0.25			1	2
048	FORDHAM HALL					1	7	23
071	FRANK PORTER GRAHAM CHILD DEVELOPMENT INSTITUTE			1			6	13
165	FRANKLIN ST, 134 1/2 EAST* SEE NOTE		0.5				2	8
426	FRANKLIN ST, 138-144 EAST (HILL COMMERCIAL)	0.25					1	4
402	FRANKLIN ST, 410 EAST (LHHF-LOVE HOUSE AND HUTCHINS FORUM)				0.5		3	5
600	FRANKLIN STREET, 208 WEST	0.5					5	18
369	FRIDAY CENTER					0.5	1	4
017	GARDNER	0.5					10	15
646	GARY R. TOMPKINS CHILLED WATER OPERATIONS CENTER			0.25			1	3
499	GENERAL ADMINISTRATION BUILDING					0.5	8	15
166	GENERAL STOREROOM			0.5			7	16
359	GENETIC MEDICINE RESEARCH BUILDING				1		14	56
676	GENOME SCIENCES BUILDING				1		20	53
136	GEORGE MOSES HORTON HALL (HINTON JAMES NORTH RESIDENCE HALL)	0.25					3	4
380	GOODMON BLDG (WUNC)					0.5	4	8
052	GRAHAM MEMORIAL			0.25			2	3
065	GRAHAM STUDENT UNION	1					16	36
066	GREENLAW				1		7	14
075	GROUND					1	1	3



070	HAMILTON				0.5		25	36
019	HANES	0.25					8	17
079	HANES ART CENTER	0.5					12	21
139	HARDIN, PAUL RESIDENCE HALL (MORRISON SOUTH)	0.25					2	5
352	HEALTH AFFAIRS PARKING DECK # 2 (DOGWOOD DECK)					0.25	1	0
223	HEALTH SCIENCES LIBRARY	1					19	35
067	HICKERSON HOUSE (108 BATTLE LANE)					0.25	2	4
098	HILL ALUMNI CENTER			0.5			3	7
456	HILL ANNEX					0.25	1	2
020	HILL HALL	0.5					5	9
109	HINTON JAMES OLD	0.25					3	5
679	HOMESTEAD OPERATIONS CENTER (UNC PRINTING)			0.5			2	6
358	HOOKE PUBLIC HEALTH TEACHING & RESEARCH CENTER (HOOKER, MICHAEL RESEARCH CENTER)		1				15	33
168	HORNEY GILES F BLDG			1			16	28
021	HOWELL				0.5		2	7
055	HYDE HALL (INSTITUTE FOR ARTS & HUMANITIES)	1					2	5
466	INDOOR TRACK FACILITY (EDDIE SMITH FIELD HOUSE)				0.5		2	2
454	ITS FRANKLIN STREET				0.5		7	16
625	ITS MANNING		1				10	21
153	JACKSON HALL		0.25				4	3
231	JONES, MARY ELLEN (FLOB)					1	30	72
124	JOYNER	0.25					1	1
498	KENAN CENTER			1			9	16
125	KENAN DORM	0.25					2	4
069	KENAN LABORATORIES				0.5		14	35
088	KENAN MUSIC BUILDING (ARTS COMMONS)	0.5					5	14
566	KENAN STADIUM GUEST BOX						1	6
357	KERR HALL			1			9	28
059	KNAPP - SANDERS (SCHOOL OF GOV'T)		1				24	43
082A	KOURY NATATORIUM				0.5		3	7
138	KOURY, MAURICE J. EHRINGHAUS SOUTH RESIDENCE HALL)	0.25					1	1
133	LENOIR				0.5		3	7

237	LINEBERGER CANCER RESEARCH					1	10	37
375	LOUDERMILK CENTER FOR EXCELLENCE (BLUE ZONE)			1			6	12
202	MACNIDER		1				13	45
111	MANGUM DORM	0.25					2	2
026	MANNING				0.5		6	15
626	MANNING DRIVE STEAM PLANT			0.25			3	2
360	MARSICO HALL (BIOMEDICAL RESEARCH IMAGING CENTER) (IRB)					1	36	69
533	MASON FARM RD, 1503 - BAITTY PROPERTY	1					1	2
247	MBRB (MEDICAL BIOMOLECULAR RES. BLDG)			0.5			22	78
569	MCCASKILL SOCCER CENTER				0.5		1	2
096	MCCOLL BUSINESS BUILDING			1			36	80
238	MCGAVRAN-GREENBERG HALL				1		13	29
327	MED RESEARCH B (150 BRAGG DRIVE)					0.25	1	2
207	MED SCH WING B				0.5		3	9
221	MED SCH WING C				0.5		2	3
208	MED SCH WING D				0.5		5	11
222	MED SCH WINGS E & F				0.5		10	13
027	MEMORIAL				0.5		3	6
029	MITCHELL					1	9	23
236	MLCLR BIO RES LAB (GLAXO)			0.25			3	8
081	MOREHEAD CHEMISTRY LAB			0.25			5	13
152	MOREHEAD PLANETARIUM	0.5					8	14
113	MORRISON	0.5					4	9
030	MURPHEY				1		7	12
031	NAVAL ARMORY - ROTC			0.25			4	9
670	NC BOTANICAL GARDEN VISITOR INFO CENTER (NC BOTANICAL GARDEN EDUCATION CENTER)		1				8	23
245	NEUROSCIENCE RESEARCH BUILDING			0.5			7	27
033	NEW EAST	0.25					9	13
035	NEW WEST	0.5					3	10
246	NORTH CAROLINA AREA HEALTH EDUCATION CENTER BUILDING (HEALTH AFFAIRS BOOKSTORE) (AHEC)		1				7	11

436	ODV COMMUNITY SERVICE (ODUM VILLAGE)	0.25					1	1
156H	ODV HIBBARD ST 613 (ODUM VILLAGE)	0.25					3	5
226	OLD CLINIC		1				8	33
507	OUTDOOR EDUCATION CNTR					0.5	1	2
116	PARKER DORM	0.25					3	4
078	PAUL GREEN THEATRE				0.5		5	12
037	PEABODY	1					13	23
058	PETTIGREW	0.5					4	4
039	PHILLIPS	0.5					13	29
060	PHILLIPS ANNEX	0.25					2	4
658	PHYSICIANS OFFICE BUILDING	1					12	33
481	PITTSBORO ST, 210					0.5	1	3
148	PORTHOLE BUILDING					0.5	2	5
430	PUBLIC SAFETY (SECURITY SERVICES)		0.5				6	13
545	QUAIL HILL 1001 RAL RD (CHANCELLORS RES)	1					1	2
063	R.B. HOUSE LIBRARY					1	14	30
582	RADIATION WASTE STORAGE				0.25		1	2
645	RAM VILLAGE 3 @ 540 PAUL HARDIN DR (CRAIGE WEST)	0.25					2	3
390	RAM'S HEAD CENTER RECREATION BUILDING				1		1	2
388A	RIZZO CENTER-- LOUDERMILK & MCLEAN					0.5	5	7
201	ROSENAU				1		20	39
043	SAUNDERS				0.5		6	12
373	SCHOOL LEADERSHIP DEVELOPMENT CENTER					0.5	4	12
169	SERVICE STATION			0.25			1	2
465	SIMON F TERREL BUILDING (NC HIGHSCHOOL ATHLETIC ASSOC. FACILITY--222 FINLEY GOLF COURSE RD.)						3	5
083	SITTERSON COMP SCI CTR/BROOKS (SITTERSON ADDITION)	0.5					24	50
128	SMITH	0.25					3	9
082	SMITH DEAN E SAC (SMITH STUDENT ACTIVITY CENTER)				0.5		4	6
095	SONJA H. STONE CENTER					1	8	14
005	SOUTH	1			1		12	21

230	SOUTH CHILLER PLANT (160 BRAGG DRIVE)						1	1
118	STACY	0.25					1	1
047A	STALLINGS-EVANS SPORTS MEDICINE FACILITY					0.5	3	7
050	STEELE	1					10	12
091	STUDENT AND ACADEMIC SERVICES BLDG - NORTH (SASB)			0.5			13	25
092	STUDENT AND ACADEMIC SERVICES BLDG - SOUTH (SASB)			0.5			5	11
541	STUDENT REC CENTER				1		2	5
458	SURPLUS PROPERTY WHSE					0.25	1	2
044	SWAIN	0.5					5	10
244	TARRSON HALL (DENTAL)			1			12	16
084	TATE-TURNER-KURALT BLG		1				9	38
217	TAYLOR HALL			0.5			4	19
469	TAYLOR STUDENT HEALTH (CAMPUS HEALTH SERVICES)					0.5	9	22
641	TAYLOR, NELSON FEREBEE HALL 510 WILLIAMSON DR, RAM VILLAGE 4	0.25					2	3
242	THURSTON-BOWLES CENTER					1	14	48
457	TOTTEN GARDEN CENTER						1	1
521	TRAILER #47 (MED SCH)		0.25				1	2
064	VAN HECKE-WETTACH	1					32	78
057	VANCE	1					2	6
745	VENABLE				1		10	21
046	WILSON HALL					1	9	23
024	WILSON LIBRARY					1	14	22
047	WOOLEN GYM					1	7	19
	Total number of buildings = 227						1577	3448
							Total sites	Total bins
	Total number of stops per month	133	78	105	101	110	527	Total monthly stops
	Average number of stops per week	31	18	24	23	26	123	Total weekly stops

#### Attachment B

Attachment B is a multi-page document. This document will give detailed information on the buildings requiring service (as of Spring, 2014), the location of recycling sites in each building (floor by floor), and materials currently collected at each site.

**This document will be provided at the pre-proposal tour as outlined on page one (1) of this RFP.**

#### Attachment C

Recycling tonnages (indoor/outdoor)  
3-year trends

Material	FY '10-11 tons	FY '11-'12 tons	FY '12-'13 tons	3-year AVG	Monthly AVG
Mixed Paper	580.55	524.53	486.04	530.37	44.19
Bottles & Cans (Aluminum, Steel, Plastic, & Glass)	41.57	59.22	66.89	55.89	4.65

Attachment D  
**Questionnaire**

Company Name: \_\_\_\_\_

Completed By: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**IMPORTANT:** The Contractor shall completely fill out and answer this questionnaire. Use additional sheets of paper if necessary.

1. Description of Vehicles

Make/Model/Yr	Body Type	Capacity (yards)	Condition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Experience in collection and marketing of recyclables:

a. Number of years in collection and marketing recyclables: \_\_\_\_\_ years.

b. Institutional contracts, similar to this contract, that you have held during the past ten (10) years:

Name of Institution	Date of Contract	Term of Contract
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

c. Has your business entity ever defaulted on any contract held by you? If yes, explain.

d. If so, has your surety been required to complete the contract? If yes, explain.

3. Are there unsatisfied judgments against your business entity? If so, explain:

4. Give name, address, contact person, and phone number of surety company which has agreed to act as surety on your bond should the contract be awarded to you:

5. List below the names, addresses, contact persons, and phone numbers of surety companies which have heretofore bonded you on similar contracts:

## Attachment E

## Material Collection Form

Company Name: \_\_\_\_\_

Completed By: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Please list which materials you will accept under this agreement, any sorting requirements, market information, contamination notes, etc. **If you plan to accept a material without a market for recycling, this must be disclosed on this form.** We will assume that all aluminum, plastic, glass, and steel are commingled unless otherwise noted. We will also assume that all fiber is commingled unless otherwise noted.

Material	Cans	Bottles/ Jars	Tubs/ Cups	Rigids (Lab Plastics)	Market info:	Contaminants, other types, notes
<b>Aluminum</b>						Foil?
<b>Plastic</b>						
#1						
#2						
#3						
#4						
#5						
#6						
#7						
<b>Glass</b>						
<b>Steel</b>						
<b>Magazines</b>						
<b>Mixed Paper</b>						
<b>Newspaper</b>						
<b>Phonebooks</b>						
<b>Office Paper</b>						