

## STATEMENT OF WORK

**1.0** The Subcontractor shall provide all necessary labor, equipment, materials and supervision for the collection, removal and disposal of rubbish/trash at the Jet Propulsion (JPL) Oak Grove and Woodbury Sites each night. This effort shall be subject to all California State and Federal Regulations. The period of performance for this Subcontract shall commence on XXXX and expire on XXXX.

The performance of this subcontract includes, but is not limited to:

### 1.1 Labor Requirements

1.1.1 Three (3) on-site Recycling Laborers (Laborers) meeting the following criteria:

1.1.1.1 U.S. citizen or permanent resident alien.

1.1.1.2 Possess a valid driver's license.

1.1.1.3 Qualified to drive automatic stake-bed truck.

1.1.1.4 Capable of lifting 50 lbs.

NOTE: Ensure back-up personnel is available to act as backup for the on-site employees that are on vacation or sick.

1.1.2 Designate a lead Laborer (Lead) meeting the following criteria:

1.1.2.1 Hazmat training provided through ETAC (Environmental Training and Compliance).

1.1.2.2 Responsible for communication between Subcontractor and JPL Cognizant Technical Manager (CTM).

1.1.2.3 Two Laborers shall be qualified to operate a forklift, with a minimum of five (5) years' experience and be certified with yearly "safety refresher" courses.

### 1.2 Vehicles/Equipment Requirements:

1.2.1 One (1) front-end loader.

Front-end loader shall pick up all 4-yard and 6-yard bins to unload trash from containers placed at various locations throughout the JPL premises.

1.2.2 Two (2) roll-off bins (open tops), not to exceed eight (8) feet in height for construction debris C & D and green waste removal.

The roll-offs shall be emptied up to five (5) days a week. All bins shall be in proper working order.

1.2.3 One (1) 30-40 yard roll-off in proper working order for disposal of excess wooden furniture C & D.

The roll-off shall be emptied as needed.

1.2.4 The following vehicles shall remain at JPL during the duration of this Subcontract and be maintained by the Subcontractor.

1.2.4.1 One (1) well-maintained forklift that uses propane fuel, has a 3,500 lb. lifting capacity and is capable of 2<sup>nd</sup> story reach.

1.2.4.2 One (1) stake-bed truck with lift-gate.

1.2.4.3 One (1) alternate fuel micro truck vehicle.

1.2.5 On-site subcontractor vehicles shall:

1.2.5.1 Be fueled by the Subcontractor.

1.2.5.2 Be in proper working condition, free from defects, and clearly labeled with the Subcontractor's name, phone number and business license.

### 1.3 General Service Requirements

1.3.1 The Subcontractor shall supply and pickup fifty-seven (57) 4-yard bins, seven 3-yard bins and five (5) 6-yard bins, Monday through Friday between 5:00 PM and 7:30 PM except during designated JPL holidays or as otherwise specified. Pick up services shall include but not be limited

to the following:

- 1.3.1.1 Trash removed by loader must be sorted for recyclables to reduce landfill and quantity recycled reported, to comply with CA law.
  - 1.3.1.2 All Green Waste shall be removed and recycled.
  - 1.3.1.3 All Construction Waste, where possible, shall be recycled.
  - 1.3.1.4 No trash shall remain on the ground at the JPL facilities. Any and all spillage shall be picked up and cleaned at the time of collection.
  - 1.3.1.5 Notify JPL within five (5) business days of a change in landfill and dump site locations.
- 1.3.2 Subcontractor shall collect and aggregate the following from 1200 (+/- 10%) offices per day.
- 1.3.2.1 White paper
  - 1.3.2.2 Old Corrugated Containers (OCC)
  - 1.3.2.3 Toner Cartridges
  - 1.3.2.4 Bottles and cans
- 1.3.3 Subcontractor shall collect and aggregate the following from JPL stations:
- 1.3.3.1 Plastic bottles
  - 1.3.3.2 Aluminum Cans
  - 1.3.3.3 Glass bottles
  - 1.3.3.4 Newspaper
  - 1.3.3.5 Magazines
  - 1.3.3.6 Pallets
  - 1.3.3.7 Scrap Metal
- 1.3.4 Lead shall assist in hazardous waste disposal by transporting materials to the hazardous waste disposal facility.

#### 1.4 Additional Service Requirements:

- 1.4.1 Laborers shall support JPL's 2-day 'Open House' event on Saturday and Sunday.
- 1.4.2 Laborers shall work one (1) Saturday approximately every 3 weeks.
- 1.4.3 Possess Smart Phone with "push to talk" feature or a similar system shall be provided for on-site communication between the Recycling Center and the recycling crew.
- 1.4.4 Maintain and service the JPL-owned compactor which is used as the Old Corrugated Container (OCC) compactor and perform service at least 4 times per year.

#### 2.0 Transition Planning

The Subcontractor recognizes that the services under this Subcontract are vital to JPL and must be continued without interruption and that, upon Subcontract expiration, a successor, either JPL or another Subcontractor, may continue them. The Subcontractor agrees to:

*The Subcontractor shall, upon JPL's written notice, (i) furnish phase-in, phase-out (PIPO) services for up to 90 days after this Subcontract expires and (ii) negotiate in good faith a plan with a successor to determine the nature and extent of PIPO services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to JPL's approval. The Subcontractor shall provide sufficient experienced personnel during the PIPO period to ensure that the services called for by this Subcontract are maintained at the required level of proficiency.*

#### 3.0 Deliverable Subcontractor Metrics

The Subcontractor shall provide to the CTM the following metrics in report form:

- 3.1 Tonnage of roll-off construction debris as a separate line item from rubbish removal (quantity recycled).

- 3.2 Tonnage of trash less tons recycled.
- 3.3 Tonnage of rubbish delivered to landfill.
- 3.4 Tonnage of waste stream.
- 3.5 Tonnage of green waste.
- 3.6 Tonnage of all Construction Waste and Green Waste Material recycled.

NOTE: JPL does not require payment for the recycled materials.