

STATEMENT OF WORK
FOR
SOLID WASTE COLLECTION AND DISPOSAL SERVICE
AT
KAYENTA SERVICE UNIT
(KAYENTA HEALTH CENTER & INSCRIPTION HOUSE HEALTH CENTER
FACILITY MANAGEMENT & QUARTERS DEPARTMENT)
KAYENTA & INSCRIPTION HOUSE, ARIZONA

November 10, 2022

1. **Introduction:**

- 1.1. Kayenta Service Unit (KSU) serves a population over 20,000 people spread across a remote and sparsely area. Kayenta Health Center (KHC) is located off HWY 160, South of Milepost 394.3 and operates year round, 24 hours a day to provide medical health care service to the community. Kayenta Health Center (KHC) has approximately 216 houses that are located at two sites; one next to the Health Center South of Highway 160 at milepost 394.3 and the other housing is located off of Highway 163 Comb Ridge Road.
- 1.2. Inscription House Health Center (IHHC) is located one-mile north of Junction Highway 98 and Navajo Route 16, Tonalea, AZ 86044. The Inscription House health facility provides 40 hours per week ambulatory care for approximately 7,000 nearby residents. The facility is closed after 5 p.m. on weekdays and is closed on weekends. Inscription House Health Center (IHHC) Quarters are located at two sites that occupy 21 houses in Inscription House and 5 houses in Shonto, AZ.
- 1.3. The Solid Waste Collection and Disposal Service is necessary for the facility to provide a clean and safe environment. This project requires contractor's expertise to control solid waste and disposal. A reliable and proven contractor is required for this service and must be certified.

2. **PROJECT BACKGROUND**

- 2.1. Facility Management Department requires reliable waste pick up and disposal services, as needed for operation at KHC's health facilities.
- 2.2. Facility Management Department requires one roll of 40 CY trash container, one 30 CY trash compactor and one off-site 40 CY trash container. And if needed, additional 40 CY trash container.
- 2.3. Facility Management Department may request for additional 40 CY roll off container for trash compactor.
- 2.4. Trash pickup services requested on a weekly basis or additional pickup as needed.
- 2.5. Quarters Department requires wheeled cart containers for each house, with option to request for additional carts. And for replacement of lost or damaged bins.
- 2.6. Quarters Department requires 8 CY Bin.

3. **PROJECT DESCRIPTION:**

- 3.1. The objective of this contract is to observe current standards of infection control for solid/infectious waste protocols.
- 3.2. The contractor shall prepare a proposal, and upon award, shall provide details on services for KSU needs.

- 3.3. Contractor shall provide experienced CDL Operators and truck operator assistance. Truck Operator shall have minimum of Class B Certification.
- 3.4. Contractor shall provide the following services under regulations required to operate in the community Kayenta.
- 3.5. Contractor shall dispose of debris at approved EPA disposal location.
- 3.6. Contractor shall provide information on non-acceptable items dumped in container, as item will be billed against Kayenta Service Unit.
- 3.7. Contractor shall provide copy of service ticket to Point of Contacts listed below to confirm services has been provided.
- 3.8. Billing must be accurate and submitted on IPP e-invoicing on a timely manner. Any question about IPP e-invoicing, Contractor may contact Helpdesk at (866) 973-3131 (M-F 8am to 6pm ET), or IPPCustomerSupport@fiscal.treasury.gov.
- 3.9. The service includes the following:

Kayenta Health Center Facility Management Department

- a. Provide and Service (2) 40 CY trash containers, on and off-site Facility (address listed below).
- b. Provide and Service (1) 30 CY trash compactor at New Facility. When needed, provide and service second 30 CY trash compactor to replace (1) 40 CY trash container at New Facility.
- c. Removal or Relocation of (1) 40 CY trash container when not needed.
- d. KHC shall provide electrical connection for trash compactor. Equipment and Service need to function properly to complete daily routine disposal.
- e. Contractor to provide copy of landfill ticket with invoice. Due to tonnage pricing subject to change.

Kayenta Health Center Quarters Department:

- f. Contractor shall provide weekly collection and disposal services at 2 Housing Locations (address listed below).
- g. Provide and Service 80 Wheeled Cart Containers at New Quarters location.
- h. Provide and Service 70 Wheeled Cart Containers at Old Quarters location.
- i. Provide and Service (1) 8 CY Bin at New Quarters location.
- j. When needed, provide and service additional Wheeled Cart Containers.
- k. When needed, provide and service replacement, lost, or damaged bins.
- l. The containers shall be for non-hazardous waste only.
- m. Contractor shall provide advance notification if services will be delayed.

Inscription House Health Center Facility Management Department

- n. Provide and Service (1) 40 CY Open Top Roll Off container per month as "On-Call Basis".

- o. Contractor to provide copy of landfill ticket with invoice. Due to tonnage pricing subject to change.

Inscription House Health Center Quarters Department:

- p. Contractor shall provide weekly collection and disposal services at 2 Housing Locations (address listed below).
- q. Provide and Service (21) 95-gallon Wheeled Cart Containers at Inscription House location.
- r. Provide and Service (5) 95-gallon Wheeled Cart Containers at Shonto location.
- s. When needed, provide and service additional Wheeled Cart Containers.
- t. When needed, provide and service replacement, lost, or damaged bins.
- u. The containers shall be for non-hazardous waste only.
- v. Contractor shall provide advance notification if services will be delayed.

4. CRITERIA:

- 4.1. Codes and Standards: the contractor shall perform work in accordance with best common practices and standards;
 - a. Safety and Hazard Awareness (PPE, jobs specific hazards, Electrical isolation and ETC).
 - b. Contractor must provide all required EPA documentations manifest of proper disposal of waste (cradle to grave).
 - c. The Joint Commission standards and regulations
 - d. Abide COVID-19 personal space requirement and sanitization of equipment

5. GENERAL REQUIREMENTS:

- 5.1. Contractor to provide quotation for lease of trash containers at each location specified above.
- 5.2. Contractor to provide quotation for pickup and waste disposals for 40 CY roll off container, 30 CY trash compactor (add second compactor after setup) and housing containers for each location.
- 5.3. Contractor to provide quotation for Maintenance of 30 CY Trash Compactor.
- 5.4. Contractor to provide quotation to setup second 30 CY trash compactor and provide maintenance service.
- 5.5. Contractor to provide training on how to use trash compactor.
- 5.6. Contractor to provide quotation to include taxes and other required service charges.
- 5.7. Contractor is responsible for furnishing tools, materials and equipment to complete services and/or projects.
- 5.8. A report and walk through of the work area will be necessary after completion of services and/or projects.
- 5.9. Work area should be well kept and free of trash and debris after work days.
- 5.10. The contractor shall furnish a schedule of the dates agreed upon with the Facility & Quarters Supervisor at least two weeks in advance for trash compactor preventive maintenance services.
- 5.11. Any foreseen or unplanned costs, workhours or changes that will effect or incur extra costs to KSU, needs to be brought to the attention of the KSU Point of Contact listed below before proceeding with this matter.

- 5.12. The Contractor must be mindful of keeping normal business and patient care activities uninterrupted. Contractor expected to be professional and efficient with his work.
- 5.13. Contractor is responsible for all labor, personnel, vehicles and equipment required to perform requirements stated herein.
- 5.14. Contractor to follow all safety policy and regulations.
- 5.15. Contractor must follow all EPA regulations.
- 5.16. All work performed shall be during the hours of 8:00 am to 5:00 pm, Monday through Friday, excluding Federal Holidays. Weekend and afterhours work maybe required and alternate hours need to be discussed and agreed upon with facility.
- 5.17. If pickup falls on a holiday, contractor needs to make sure that a designated personnel signs the service ticket for the pickup. And/or provide notice of alternative dates.

6. **SPECIAL REQUIREMENTS**

- 5.1 Contractor shall establish routes and schedules and contact Maintenance Mechanic Supervisor or Designee of any condition that may interrupt the regular schedule, such as vehicle breakdown, delays or containers that are block by parked vehicles or excessive solid waste.
- 5.2 Waste Management Services on weekly basis and as needed basis when overflow occurs.
- 5.3 A date and time arranged with the contractor to deliver pickup waste and drop off empty containers
- 5.4 Contractor shall ensure that any missed collection is made up.
- 5.5 Contractor shall transport and dispose of all waste to a state or federally permitted EPA disposal site selected by the Contractor.
- 5.6 Contractor shall be responsible for all permits, fees, and any other charges associated with the use of off-site disposal locations.
- 5.7 After each service supplied by contractor, they shall provide a copy of services ticket to point of contact.

7. **ATTACHEMENTS (See last 2 pages)**

- 7.1. Picture 1
 - a. This picture shows the IHHC clinic facility floor plan.
- 7.2. Picture 2
 - a. This picture shows the IHHC clinic facility and grounds.

8. **Period of Performance**

- 8.1. The Period of Performance shall be:
 - a. Base Year – January 1, 2023 through December 31, 2023
 - b. First Option Year – January 1, 2024 through December 31, 2024
 - c. Second Option Year – January 1, 2025 through December 31, 2025
 - d. Third Option Year – January 1, 2026 through December 31, 2026

9. **Contact information:**

Inscription House Health Center

Billy Elliott, IHHC Acting Maintenance Mechanic Supervisor, (928) 672-3076

Lee Austin, IHHC Maintenance Mechanic, (928) 672-3008

Rosita Franklyn, IHHC Maintenance Secretary, (928) 672-3075

Kayenta Health Center

Desmond Jones, KHC Facility Management General Engineering Supervisor, (928) 697-4375

Leo Thinn, KHC Facility Management Maintenance Mechanic Supervisor, (928) 697-4374

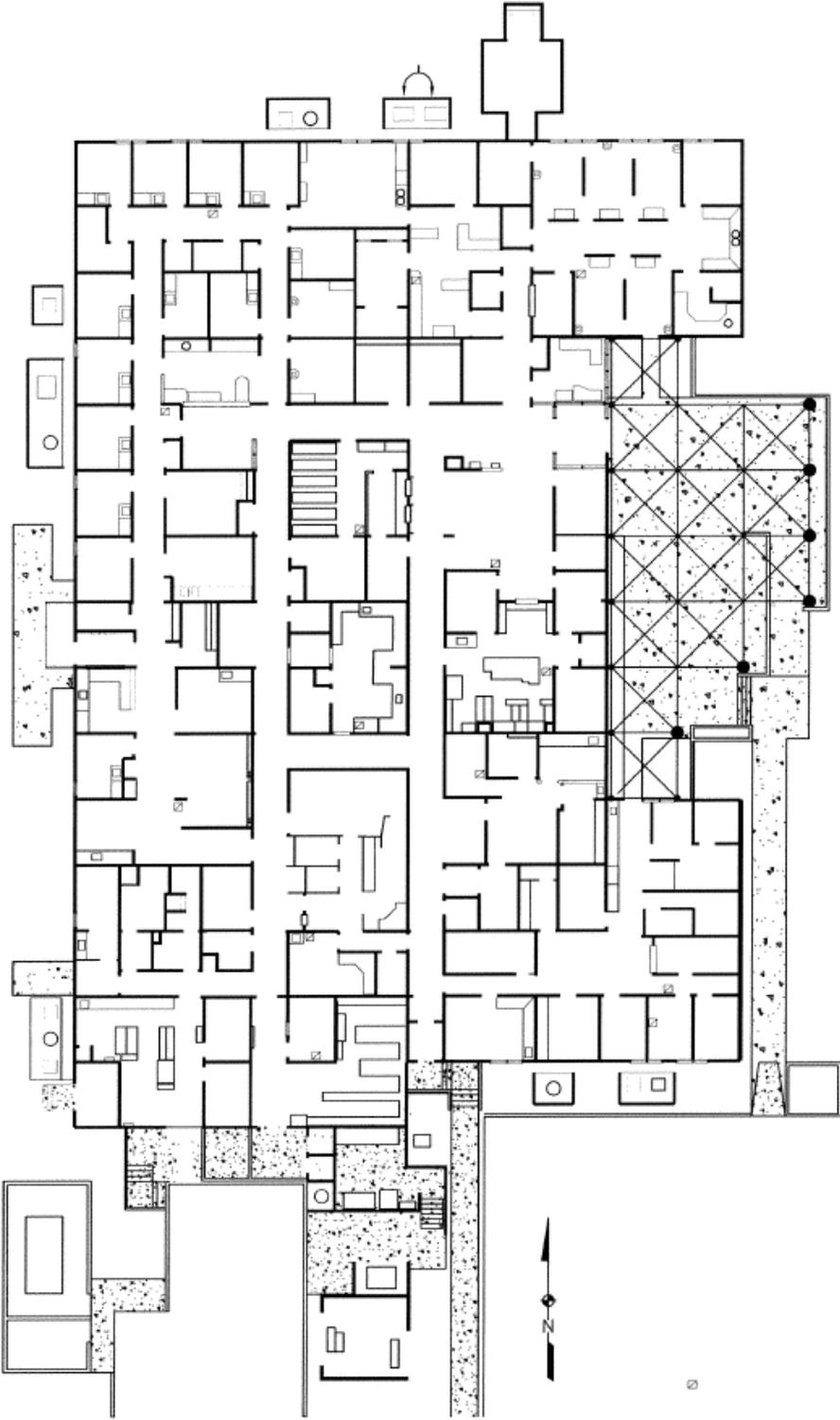
Vernon Begay, KHC Facility Management Maintenance Mechanic Supervisor, (928) 697-5194

Daisha Richards, KHC Facility Management Secretary, (928) 697-5180

10. **Warranty**

10.1 N/A

7.1 **Picture 1** – This picture shows the IHHC clinic facility floor plan.



7.2 **Picture 2** – This picture shows the IHHC clinic facility and grounds.

