

# **Trash Removal Service Scope of Work 2014**

## **For Embassy Compound and All Embassy Residences**

Date: 20 July, 2014

### **Standard Services:**

- The contractor shall remove trash from New Embassy Compound (NEC), Old Embassy Compound, and Each Embassy residence on the schedule established below.
- The contractor shall drive to each location as per the schedule, look in each trash container, remove and dump the trash into the truck, and return the empty containers in their original location.
- The contractor shall remove any boxes, piles, or garbage bags, dead trees, construction debris, and any leftover that the Embassy considered as garbage left within the trash container.
- The contractor shall take the trash to the municipal dump at Douda.
- The contractor shall dispose of all trash in accordance with all city regulations.
- The contractor shall make as many trips between the Embassy location and Douda as necessary in a day to haul away all the garbage in the schedule.
- The amount including volume and weight of trash at the Embassy and its various properties varies but is between two and three truck loads each removal day.
- All contractor personnel shall be escorted while on duty at the Embassy facilities.

### **Schedule:**

- Trash shall be removed from the NEC and TCMR 5 days weekly from Sunday through Thursday beginning by 08:00 a.m. in the morning.
- Trash shall be removed from All 41 Embassy residences and Old Embassy every Sunday, Tuesday and Thursday morning starting 08:00 a.m.

### **Material and Equipment:**

- The contractor shall furnish all equipment to accomplish the work in this contract. This includes:
  - a) A large truck capable of carrying one 4Cubic yard dumpster (length: 6ft, width: 5.5ft, depth: 4ft).
  - b) The truck must have cover over the top and sides to prevent garbage from blowing while the truck is in motion.
  - c) Safety Equipment for staff as needed such as gloves, eye protection, safety shoes, and other materials needed to protect personnel or aid them in completing their job.

### **Personnel:**

- The contractor shall furnish the following personnel to accomplish the work in this contract:
  - a) Truck Driver: The contractor shall provide at least one truck driver duly qualified and in possession of the appropriate driving license.
  - b) Assistant: the contractor shall also provide at a minimum one other personnel to move garbage containers.
  - c) The personnel must be capable of moving bins of garbage up to 50kg weight from the ground up into the truck.

- The Embassy shall furnish escort personnel for the contractor while on duty at the Embassy facilities.

**Access Requirements:**

- The contractor shall submit the following information to the COR for access to be granted to work at the Embassy and Embassy Residences.
  1. Full name of all personnel assigned including Driver and Assistant
  2. ID Number for all the personnel including Driver and Assistant
  3. Assigned Truck information including Vehicle VIN Number, Vehicle Plate Number, and Vehicle Color
- If the contractor needs to change any of the above information, the contractor shall inform the COR within 48 hours in writing before the change become effective.

End of SOW

QUOTE FORMAT

	Month	Price	Total
Base Year	12		
Option Year 1	12		
Option Year 2	12		
Option Year 3	12		
TOTAL			