

EXHIBIT 1

LIST OF SERVICE LOCATIONS

AREA	LOCATIONS	PAGE
1	Suburban Maryland, North East & Northwest, DC.....	III-J-2
2	Southeast & Southwest, DC and Northern Virginia.....	III-J-3
3	Capitol Hill.....	III-J-4
4	Bethesda Naval Medical Center.....	III-J-5

EXHIBIT 2
DEFINITIONS

1. RECYCLABLE PAPER MATERIAL

Paper or paper products identified in the following definitions as being recyclable.

2. PAPER GRADES:

- A. Grade 1: High Grade Paper:** Consists of computer printout, sorted white ledger, hard white shavings, and manila tabulating cards, or any combination thereof.

No more than five percent (5%) total outthrows or prohibitive material allowed by weight.

- B. Grade 2: Mixed Paper:** Various grades of paper, including miscellaneous ledger, file stock, wet strength, heavy books, magazines, slick-coated paper, colored paper, carbonless paper, groundwood computer paper, groundwood printing and copier paper, and contaminated Grade 1 paper, or any combination thereof.

No more than ten percent (10%) total outthrows or prohibitive materials by weight.

- C. Grade 3: News:** Consists of newspapers containing less than 5% of other papers.

No more than five percent (5%) total outthrows or prohibitive materials by weight.

- D. Grade 4: Corrugated Containers:** Baled, bundled, or containerized corrugated containers having liners of either test liners, jute, or kraft. Commonly known as "cardboard".

No more than five percent (5%) total outthrows or prohibitive materials by weight.

- E. Grade 5: Telephone Directories:** Consists of clean, dry telephone directories printed for or by telephone directory publishers.

No more than five percent (5%) total outthrows or prohibitive materials by weight.

- F. Grade 6: Commercial Office Mix:** Consists of various grades of paper, including computer printout, sorted white ledger, mixed paper, old corrugated containers, newspaper, and telephone directories. When office buildings place all paper in an outdoor container, with no source separation, the contents shall be graded as Commercial Office Mix.

No more than ten percent (10%) total outthrows or prohibitive materials by weight.

3. OUTTHROWS FOR RECYCLABLE PAPER

Outthrows for recyclable paper material are all paper products that are so manufactured, treated, or formulated so as to be unsuitable for consumption as the grade specified.

4. PROHIBITIVE MATERIALS FOR RECYCLABLE PAPER

- A. Any materials which, by their presence in packing of the recyclable paper material in excess of the amount allowed, will make the packing unusable as the grade specified.
- B. Any materials that may be damaging to equipment.

5. UBCs

Used Beverage Cans; the used can stock shall consist of, for the most part, aluminum and trace amounts of other non-ferrous metals. Cans containing ferrous metals (bimetal cans) and other outthrows shall not exceed ten percent (10 %) of the total weight picked up.

6. UGCs

Used Glass Containers; the used glass stock shall consist of clean used glass bottles and containers separated by the personnel at the service location by the following colors: clear (flint), brown, and green. Outthrows shall not exceed ten percent (10%) of the total weight of any load picked up.

7. **UPBs**

Used Plastic Bottles; the used plastic bottle stock shall consist of rigid containers made of PET and HDPE in which the necks are smaller than the body. Outthrows shall not exceed ten percent (10%) of the total weight of any load picked up.

8. **OUTTHROWS AND PROHIBITED MATERIALS FOR UBCs**

Outthrows:

- Ferrous metals (bimetal cans)
- Paper or plastic labels

Prohibited Materials:

- Dirt
- Liquid
- Any other materials that is not a used aluminum beverage can

9. **OUTTHROWS AND PROHIBITIVE MATERIALS FOR UGCs**

Outthrows:

- Metals (neck rings and metal closures)
- Container labels
- Ceramic cups, dishes, and ovenware
- Light bulbs
- Plate, safety, and window glass
- Heat-resistant glass, such as Pyrex
- Milk glass
- Lead-based glass, such as crystal or TV tubes

Prohibitive Materials:

- Rocks
- Clay
- Bricks

10. **OUTTHROWS AND PROHIBITED MATERIALS FOR UPBs**

Outthrows:

- Non-specified plastic
- Non-plastic material

Prohibited Materials:

- Dirt
- Mud
- Stones
- Free flowing liquid

11. OUTTHROWS (UBCs, UGCs, and UPBs)

Those products that are so manufactured, treated, formulated so as to be unsuitable for consumption as the material specified.

12. PROHIBITIVE MATERIALS (UBCs, UGCs, and UPBs)

- A. Any materials which, by their presence in packing of the material in excess of the amount allowed, will make the packing unusable as the type of container specified.
- B. Any materials that may be damaging to equipment.
- C. Excessive amounts of liquid.

13. ALUMINUM CANS

Consists of old aluminum cans, decorated or clear, free of iron, dirt, liquid and/or other foreign contamination. Outthrows shall not exceed ten percent (10%).

14. CLEAR (FLINT) GLASS

Consists of soda-lime-silica beverage or food container glass, 90% of which is clear glass and 0-10% is other color glass.

15. BROWN (AMBER)GLASS

Consists of soda-lime-silica beverage or food container glass, 90% of which is brown glass and 0-10% is other color glass.

16. GREEN (EMERALD) GLASS

Consists of soda-lime-silica beverage or food container glass, 90% of which is green glass and 0-10% is other color glass.

17. CULLET

Crushed or whole scrap soda-lime-silica container glass.

18. DOWNGRADE

To purchase a shipment of recyclable material at a grade lower than intended because the shipment did not conform to the grade specified.

19. GAYLORD

The trade name used to describe a large corrugated container with dimensions of approximately 4' X 4' X 5'. The official industry term for gaylord is "corrugated bulk bin". The bulk bin is usually placed on a wooden pallet prior to loading with recyclable paper.

20. KRAFT PAPER

A coarse, thick paper made primarily from wood pulp produced by the sulfate method (see "sulfate pulp").

21. AUTHORIZED AGENCY REPRESENTATIVE

The person to whom the Contracting Officer's Technical Representative (COTR) has delegated authority for calling for pickup of materials and for signing the NCR Form 199 at the time of pickup. A list of COTRs is given in Part III, Section J, Exhibit 1 of this solicitation

22. CERTIFIED SCALE

A scale that has been licensed by the government authorities of the jurisdiction in which the scale is located.

23. COATED PAPER

Any paper or paperboard that has been coated, usually with a clay or starch coating.

24. COMPUTER PRINTOUT

Consists of white sulfite papers manufactured for use in data processing machines. This grade may contain colored stripes or bars, as well as impact or non-impact (e.g., laser) printing. The packing may contain not more than five percent (5%) groundwood. All stock must be untreated and uncoated.

25. CONTRACTOR CONTAINERS/PALLETS/GAYLORDS/CANVAS HAMPERS

Those containers provided by the Contractor and approved by the COR to store recyclable paper at, and transport recyclable paper from, the holding agency's storage area at each location identified in Exhibit 1 above.

26. CONTRACTOR PAYMENT

Payment, made by the Contractor to the U.S. Government, for recyclable paper material removed from locations identified in Exhibit 1.

27. FILE STOCK

Consists of discarded correspondence files and record files without limitations as to prohibitive materials, including some carbon paper.

28. GROUNDWOOD

A substance found in paper material that has been processed by a minimum of 10% mechanical pulping. Groundwood contains virtually the whole, unbleached wood, including lignin. Typical groundwood paper products include newspaper, magazines, and corrugated containers. Some printing, writing and computer printout paper contains a significant amount of groundwood. This paper has a grayish appearance and must be placed with mixed paper (Grade 2) in GSA paper recycling contracts.

29. HARD WHITE SHAVINGS

Consists of shavings or sheets of all untreated white bond ledger or writing paper. Must be free from printing and groundwood.

30. HEAVY BOOKS

Consists of dry, clean used and overissued books; stitchless stock; quire waste; and similar printed matter. This category may contain bleached sulfite and sulfate books adulterated with fine groundwood.

31. RIGID PLASTIC CONTAINER

A package (formed or molded container) which maintains its shape when emptied or supported.

32. PLASTIC BOTTLE

A rigid container that is designed with a neck that is smaller than the body. Normally used to hold liquids and emptied by pouring.

33. SOCIETY OF PLASTICS INDUSTRY (SPI) IDENTIFICATION CODES

The number, printed on the plastic product, indicating the type of plastic of which the product is made. Below are what each number stands for:

1. PET: Polyethylene terephthalate. Tough, shatterproof products such as soft drink and water bottles, and food and medicine containers.
2. HDPE: High density polyethylene. Flexible, translucent products such as milk and detergent bottles.
3. PVC: Polyvinyl chloride. Clear, somewhat brittle products such as cooking oil bottles.
4. LDPE: Low density polyethylene. A moisture-proof film used to make garbage bags, food wrap, and shrink wrap.
5. PP Polypropylene. Stiff, heat- and chemical-resistant products such as syrup bottles, yogurt tubs, straws, and office furniture.
6. PS: Polystyrene. Known commercially as Styrofoam; products include foam dishes and cups, egg cartons, and cassette tape cases.
7. O: Other. All other plastics not categorized as one of the above plastics.

34. HOLDING AGENCY

The Government agency and location that has been identified in Exhibit 1, and which has the right to store and request, by their authorized government representative, pickup by the Contractor of recyclable paper material as required.

35. LIGNIN

The brown, insoluble polymer that binds the cellulose fibers of woody plants. Examples of paper products which contain lignin in significant amounts include newspaper and groundwood paper.

36. LOADING DOCK

The Government designated site at each service location, identified in Exhibit 1, where the Contractor trucks are to pick up and empty the recyclable paper material containers when requested by the holding agency's authorized representative.

37. MAGAZINES

Coated periodicals and catalogs containing print, as well as black-and-white and/or colored photographs.

38. MANILA TABULATING CARDS

Consists of manila-colored cards, predominantly sulfite or sulfate, which have been manufactured for use in tabulating machines. This grade may contain manila-colored tabulating cards with tinted margins.

39. MISCELLANEOUS LEDGER

Consists of printed or unprinted sheets, shavings, and cuttings of colored or white sulfite or sulfate ledger, bond, writing, or other papers that have a similar fiber and filler content. This grade must be free of treated, coated, padded, or heavily printed stock.

40. NOTIFICATION

The request, by the COTR or authorized agency representative, to the Contractor for scheduling the removal of recyclable paper material from the holding agency.

41. PAPERBOARD

A type of matted or sheeted fibrous product. Paperboard is heavier, thicker, and more rigid than paper. Corrugated containers (cardboard) are made of fluted paperboard.

42. RECYCLABLE MATERIALS DELIVERY ORDER TICKET

GSA NCR Form 199, a single sheet form that will be in triplicate (3 copies), which shall be completed in part by the Contractor and in part by the Government, each time recyclable paper material is removed from a holding agency's loading dock when requested by the authorized agency representative.

43. SORTED WHITE LEDGER

Consists of printed or unprinted sheets, shavings, guillotined books, quire waste, and cuttings of white sulfite or sulfate ledger, bond, writing paper, and all other papers that have a similar fiber and filler content. This grade must be free of treated, coated, padded, or heavily printed stock. Total outthrows and prohibitive materials may not exceed 5%.

44. SULFATE PULP

Paper pulp produced by chemical methods using an alkaline solution of caustic soda and sodium sulfite. Sulfate pulp is used primarily in paperboard and coarse paper grades.

45. SULFITE PULP

Acid pulp produced by chemically cooking wood using sulfurous acid. Sulfite pulp is used for most printing and tissue grades of paper.

46. WET STRENGTH

Consists of sheets and shavings of all white ledger or bond and wet-strength treated paper. Used especially for making printed material that will be exposed to the elements, such as maps. This grade must be free from solid color printing and groundwood.

47. ZONE

The jurisdiction within an area of the contract. For instance, Northwest, DC is a zone within Area 1.

48. COMMINGLED MATERIALS (UBC,UGC, & UPB)

Consists of the following mixture of recyclable material **by weight:**

30% UBC, 45% UGC (Clear), 3% (UGC Green), 2% UGC (Brown), 20% UPB

Consists of the following mixture of recyclable material **by volume:**

50% UBC, 10% UGC (all colors), 40% UPB

Outthrows shall not exceed ten percent (10%) of the total weight of any load picked up

49. OUTTHROWS AND PROHIBITED MATERIALS FOR COMMINGLED

Refer to definitions 8, 9, and 10 for outthrows and prohibited materials for the recyclable materials that constitute commingled material: UBCs, UGCs, and UPBs.

EXHIBIT 3

LIST OF KNOWN LOCATION WITH SPECIAL PICKUP REQUIREMENTS

IMPORTANT: ADDITIONAL LOCATIONS MAY BE ADDED TO THIS LIST BY THE CONTRACTING OFFICER AS SPECIAL REQUIREMENTS ARE IDENTIFIED.

1. Wilbur Cohen Building, 4th & C Streets, SW, Washington, DC 20407, has a height clearance limit of nine feet six inches (9'6") and the entrance to the loading dock is only ten feet (10') wide. Vehicles are required to enter on one side of the street, go down a ramp one level, and exit up the ramp on the other side of the street.
2. Federal Trade Commission Building, 6th & Pennsylvania Avenue, NW, Washington, DC 20580, has a height clearance limit of seven feet (7'0").
3. Main Justice Building, 10th & Pennsylvania Avenue, NW, Washington, DC 20535, does not allow the Contractor's vehicle into the loading area. The vehicle must be parked on the street next to the loading dock area entrance and then personnel will bring the containers to the vehicle.
4. Herbert Hoover Building, Commerce Department, 14th & Constitution Avenue, NW, Washington, DC 20230, has a height clearance limit of ten feet (10').

The following buildings, numbers 5 through 8, have covered loading docks, located within the building on the ground or basement level. Their height clearance limit is ten feet (10'):

5. Interior Building, 18th & C Streets, NW, Washington, DC 20240.
6. Treasury Building, 15th & Pennsylvania Avenue, NW, Washington, DC 20220
7. Tax Court, 400 Second Street, NW, Washington, DC 20004.
8. U.S. Courthouse, Constitution Avenue and John Marshall Street, NW, Washington, DC 20230. Additionally, the vehicle must pass through a security gate before coming to the entrance of the loading dock.

9. D Street Tunnel (servicing Hart, Dirksen, and Capitol Senate Office Buildings for paper recycling), between 1st & 2nd Street, NE, Washington, DC 20515. Closed vehicles must be inspected prior to entering the loading dock area. The inspection site is the U.S. Capitol Police Off-Site Delivery Center, 1430 S. Capitol St., SE, Washington, DC, telephone number 202-226-0905. Capitol Police hours of operation are from 6 AM to 2 PM. It is recommended that vehicles be empty prior to arrival in order to expedite inspection.

For most recyclable paper pickups, the Contractor will leave a flatbed trailer at the loading dock at all times. That is, the Contractor must leave an empty flatbed trailer as he/she picks up the loaded trailer. The Contractor must pick up the loaded flatbed between 7 AM and 2 PM. Inspection of the flatbed by the Capitol Police is generally not required.

Pickup will be on an as-needed basis. On average 9 bales, 12 gaylords, and 2 toters are generated per week; amounts will vary depending on Senate activities.

10. Cannon House Office Building, 1st & C Streets, SE, Washington, DC 20510. Vehicles cannot enter the building. Contractor may park a flatbed outside the building while the agency loads it. If any open containers (e.g., gaylords) are loaded on the flatbed, it must be covered by a tarp supplied by the contractor. Pickup must be accomplished between 2 AM and 7 AM.

Because of limited storage space, the agency anticipates needing a minimum of two (2) and a maximum of five (5) pickups per week, depending on Congressional activities. If a pickup pattern develops, the agency and the Contractor will schedule pickups on a regular basis.

11. Rayburn House Office Building, South Capitol & C Streets, SW, Washington, DC 20510. Vehicle enters building to the loading dock area and agency loads the vehicle with bales, toters, and gaylords. Pickup must be accomplished between 5 AM and 7 AM.

As with the Canon Building, because of limited storage space, the agency anticipates needing between two (2) and five (5) pickups per week, depending on Congressional activities. If a pickup pattern develops, the agency and the Contractor will schedule pickups on a regular basis.

EXHIBIT 4

MONTHLY REPORT

As stated in part I, Section C, Paragraph 9, the Contractor shall submit a report summarizing, by service zone, the tonnage of all types of materials picked up during the previous month. The report shall also include the dollar amount the Contractor owes the government. The following is a sample report format:

Monthly Recyclable Materials Collection Report	
Period Covered: _____	
Total Monthly Tonnage _____	Dollar Amount Owed _____
Service Zone*: _____	
Monthly Tonnage	Dollar Amount Owed
Grade 1: _____	_____
Grade 2: _____	_____
Grade 3: _____	_____
Grade 4: _____	_____
Grade 5: _____	_____
Grade 6: _____	_____
UBC: _____	_____
UGC: _____	_____
UPB: _____	_____
Comm: _____	_____

*Northwest, Southwest, Northeast, Southeast, DC; N. Virginia; Sub. Maryland

EXHIBIT 4 (CONT'D)

The Contractor shall also submit a report summarizing the pounds of recyclable material picked up at each service location:

Service Location	<u>Monthly Poundage</u>											Total Paper	Grand Total	
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	UBC	UGC Clear	UGC Green	UGC Brown	UPB			
Example:														
FTC	2900	1650	400	1200	200	0	288	1200	36	36	40	6,314	7,914	

EXHIBIT 5

RECYCLABLE MATERIAL DELIVERY ORDER TICKET

NCR FORM 199

EXHIBIT 6

OUTDOOR CONTAINER REQUIREMENTS

Below is a list of outdoor equipment the Contractor shall provide under Exhibit 1 requirements, or may provide under future contract modifications. All equipment must meet the safety requirements of the American National Standards Institute, standard number Z245.1, and waste equipment operating standards of the National Solid Waste Management Association (NSWMA). All equipment must have signage identifying it as a recycling container and shall be painted white (or other color approved by the COR). The list below is not comprehensive; the Government may add other equipment to the list as special requirements are identified. For power equipment, the Government will provide electrical hookup.

1. Self-Contained Compactor

Self-contained roll-off compactors are of 25 to 34 cubic yard capacity, unless otherwise specified. The Contractor shall provide the following features for each self-contained compactor:

- a. Separate power unit/control panel.
- b. Charge box capacity of 1.52 cubic yard (NSWMA rating)
- c. Minimum ram hydraulic pressure of 1850 PSI.
- d. Hopper, of minimum 2 cubic yard capacity, with doors having an interlock switch and security latch.

2. Compactor/Container with Sweeping Ram

Self-contained compactor/containers with sweeping rams are of 6 cubic yard capacity, unless otherwise specified. These containers are picked up with a front-end loader that shall have a weighing mechanism, unless an official weight has been established. Compactor/containers shall have the following features:

- a. Separate power unit/control panel.
- b. Charge box capacity of .55 cubic yard (NSWMA rating)
- c. Minimum ram hydraulic pressure of 1850 PSI.
- d. Safety access interlock switch.
- e. Auto lid latch release.

3. Closed-Top Container

Front-end loaded closed-top containers are of 8 cubic yard capacity, unless otherwise specified. The front-end loader shall have a weighing mechanism, unless an official weight has been established. Close-top containers shall be constructed in a way that allows top or side loading from a standing position. These containers may also have a narrow slot in front with a locked top so that items such as cardboard must be broken down before placing inside, and to prevent unauthorized entry.

4. Open Top Container

Open top roll-off containers are of 20 to 40 cubic yard capacity. Open top containers shall have ladders, as well as rollers and hook for hoisting onto a truck.

5. Segmented Roll-Off Container

Segmented roll-off containers are of 20 to 40 cubic yard capacity. These containers may have from two to six compartments for placement of a variety of recyclable materials. Each compartment shall be marked with the type of recyclable material to be placed therein. The openings to each compartment must have sliding or hinged doors made of polyethylene or metal.

EXHIBIT 7												
ESTIMATED YEARLY WEIGHT (TONS)												
Service Area	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	UBC	UGC			PLASTIC	
								Clear	Green	Brown	PET & HDPE	Commingled
AREA 1												
NE	2	30	2	1	1	2	0	0	0	0	0	2
NW	350	950	250	150	15	500	10	8	1	0	1	45
MD	20	100	30	5	2	400	5	1	1	1	0	20
SUB-TOTALS:	372	1080	280	156	18	902	15	9	2	1	2	67
AREA 2												
SE	0	0	0	0	0	20	1	1	0	0	0	1
SW	500	1600	250	200	15	650	20	8	5	2	2	50
VA	25	60	15	60	2	30	1	1	0	0	0	5
SUB-TOTALS:	525	1660	265	260	17	700	22	10	5	2	2	56
AREA 3												
Capitol Hill	350	2000	200	100	1	0	0	0	0	0	0	10
AREA 4												
Bethesda Naval Med. Center	0	0	0	30	0	500	0	0	0	0	0	40
GRAND TOTALS:	1247	4740	745	546	36	2102	37	19	7	3	3	173

EXHIBIT 8

KEY PERSONNEL RESUME

This resume is pertinent to the experience and professional background of Contractor's or designated contract administrator. A Key Personnel Resume must be completed for each individual (both primary and alternate) who will have a direct job performance relationship with the recycling pick-up personnel assigned to perform the work requirements of this contract. A copy of each supervisor's Key Personnel Resume shall be provided to the Contracting Officer's Representative. (If additional space is needed, use the back of this form.)

PROPOSED POSITION TITLE _____

EMPLOYEE'S NAME _____ BIRTH DATE _____

CURRENT POSITION WITH THE CONTRACT FIRM _____

TIME IN CURRENT POSITION (YEARS/MONTHS) _____

ANNUAL SALARY _____

RESPONSIBLE FOR WORK OF _____ PERSONS

DESCRIPTION & SCOPE OF CURRENT JOB:

WORK EXPERIENCE (PAST 5 YEARS IN CHRONOLOGICAL ORDER):

<u>DATES:</u> <u>FROM-TO</u>	<u>POSITION</u>	<u>COMPANY &</u> <u>ADDRESS</u>	<u>IMMEDIATE SUPERVISOR'S</u> <u>NAME/PHONE NUMBER</u>
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EDUCATION SUMMARY (High School, College, Specialized, Trade. Give Name/Institution Address, Attendance Periods, Credits, Degrees, Certificates):

BRIEF STATEMENT OF WHY THIS INDIVIDUAL IS BELIEVED TO BE QUALIFIED FOR THIS CONTRACT POSITION.