

**Bio Medical Waste Removal– Specifications
Department of Intellectual and Developmental Disabilities
275 Stewarts Ferry Pike
Nashville, Tennessee 37214**

The State of Tennessee, Department of Intellectual and Development Disabilities hereinafter shall be referred to as the “state”, “agency”, or DIDD.

The service recipient refers to the agency end user consumer, or using department, and hereinafter shall be referred to as the “agency authority” or “using department”.

The service provider hereinafter shall be referred to as the “contractor” or “vendor”.

The contract technical specifications and/or equipment specifications were submitted by, or have been reviewed and approved by, the agency authority end user.

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General Scope of Contract

A five year contract is requested due to the fact that the services needed are repetitive, therefore allowing uninterrupted service at a stable price.

The Department of Intellectual and Developmental Disabilities is seeking to contract for the provision of Bio Medical Waste Removal from buildings currently utilized and for buildings/ locations that will become operational during the term of this contract. In addition, AGENCY anticipates that some of the currently utilized locations will be closed by the end of calendar year 2015.

The agency reserves the right to decrease the number of buildings requiring biomedical waste, based on the current process of closing Clover Bottom. The agency will provide contractor with thirty (30) days’ notice in the event of any building closure.

The contractor is to furnish containers, remove and dispose of biomedical waste from state property.

Biomedical waste is defined by U.S. Government Agencies as infectious waste.

The absence of detailed specifications or the omissions of detailed descriptions does not limit the quality of service rendered and shall be recognized as meaning that only the best commercial practices are to prevail and will be acceptable.

All services shall comply with all industry standards and guidelines.

All services must be performed in accordance with the contract's procedures or as detailed within these specifications. Work shall comply with all industry standards and guidelines.

I. General Information

This Contractor will provide removal of biomedical waste from the following locations:

Pick up Location	* Anticipated Number of Containers	Pickup Frequency	Timeframe for beginning or ending services
279 B Stewarts Ferry Pike, DIDD Middle TN Campus, Nashville, TN 37214 Harpeth Building	1	Bi-weekly	Immediate need / anticipated closure
279 H Stewarts Ferry Pike DIDD Middle TN Campus Nashville, TN 37214 Clinch Building	1	Bi-weekly	Immediate need / anticipated closure
279 F Stewarts Ferry Pike DIDD Middle TN Campus Nashville, TN 37214 Cumberland Building	1	Bi-weekly	Immediate need / anticipated closure
275 F Stewarts Ferry Pike DIDD Middle TN Campus Nashville, TN 37214 Cannon Building	1	Bi-weekly	Immediate need / anticipated closure
259 F Stewarts Ferry Pike DIDD Middle TN Campus Nashville, TN 37214 Harold Jordan Center Building	1	Bi-weekly	Immediate & Ongoing
3156 Earhart Road Hermitage TN 37076	1	Bi-weekly	Immediate & Ongoing
3160 Earhart Road Hermitage TN 37076	1	Bi-weekly	Immediate & Ongoing
889 Tulip Grove Road Hermitage TN 37076	1	Bi-weekly	Immediate & Ongoing
895 Tulip Grove Road Hermitage TN 37076	2	Weekly	Immediate & Ongoing

Pick up Location	* Anticipated Number of Containers	Pickup Frequency	Timeframe for beginning or ending services
3803 Saunders Ave. Nashville TN 37216	1	Bi-weekly	Begin in August
3805 Saunders Ave. Nashville TN 37216	0	N/A	State does not anticipate need at this time, however, this could change.
3207 Earhart Road Hermitage TN 37076	1	Bi-weekly	Begin in July
3209 Earhart Road Hermitage TN 37076	1	Bi-weekly	Begin in July
328 Dennywood Drive Donelson, TN 37214	1	Bi-weekly	Begin in July
2410 Wilford Drive Donelson, TN 37214	1	Bi-weekly	Immediate & Ongoing
4937 Saundersville Road Old Hickory TN 37138	1	Bi-weekly	Immediate & Ongoing

* The Contractor shall make the decision on the number of containers required for each pick-up locations, however, DIDD may request additional containers based usage and composition of the homes and the needs of those individuals as of today.

II. Contractor Requirements and Responsibilities

- A. The contractor shall hold all current federal, state, and/or local licenses, certifications, and/or permits necessary or required to perform the biomedical waste removal service
- B. The contractor shall be registered with the US Department of Transportation as required by 49 CFR Part 107, Subpart G.
- C. The contractor shall hold a current US Department of Transportation certificate issued under the authority of 49 U.S.C. 5108.
- D. At the state's request, the contractor shall furnish a copy of all required licenses, certifications and/or permits.
- E. The contractor upon acceptance of biomedical waste material at the point of collection will assume full responsibility for transportation, treatment, and disposal of collected waste in accordance with all governing standards, procedures, and regulations.
- F. The contractor shall furnish the agency proof of disposal documentation for all waste collected from agency pickup locations.
- G. The contractor shall furnish Environmental Protection Agency (EPA) and/or Department of Transportation (DOT) approved containers, lids, and supplies necessary for safe storage and transportation.

- H. The contractor shall furnish a sufficient number of containers to meet the agencies container rotation needs based on the expected waste disposal amount and pickup frequency.
- I. Containers and supplies shall be as follows:
 - 1. Thirty (30) gallon EPA approved containers.
 - a. Containers must be the appropriate hazardous waste required color.
 - b. Containers must have appropriate hazardous waste identification markings.
 - 2. Container view lid.
 - a. Lid must fit the top of the waster container and open to allow viewing of container contents.
 - 3. Biohazard plastic liners.
 - a. Plastic liner must be appropriate size to fit inside the waste container.
 - b. Plastic liner must be the appropriate hazardous waste required color.
 - c. Plastic liner must have appropriate hazardous waste identification markings.
- J. Sanitized containers shall be delivered to the identified agency locations.

III. General Specifications

- A. The contractor shall provide bio-medical waste removal to most locations on a bi-weekly schedule.
 - 1. Service schedule (s) will be coordinated with the contractor to be provided at a mutually agreeable time that best meets the needs of the agency.
 - 2. Agency authority:

John Knox Director of Administrative Services John.Knox@tn.gov (615) 231-5093	Alternate Contact: Ariel Stranger, ASA3 Ariel.stranger@tn.gov (615) 231-5025
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 - 3. On-site service will be scheduled during regular business hours stated as:
 - Monday through Friday
 - 7:30 a.m. – 3:30 p.m.
 - Excluding legal holidays

4. In the event scheduled service falls on a legal state holiday, and, an alternate service day is required, the agency authority will arrange with the contractor the course of action to be taken.
 - a. Legal state holidays are defined as official holidays proclaimed by the Commissioner of the Department of Human Resources of the State of Tennessee.
 - b. Holiday time begins at midnight (12:00:01 a.m.) and ends twenty-four hours later at 12:00:00 a.m.
- B. The contractor shall perform the services as described, at the frequency and intervals as specified, each contract year.
 1. Each “contract year” is a twelve-(12) month period that begins on the effective date of the first contract year, and each year after for the total duration of the contract.
 2. One hundred percent (100%) of the services and specifications shall be performed each contract year.
- C. In the event there is damage to state property or grounds due to acts by the contractor, the contractor will replace or repair it in like kind, at his own expense, as directed by the agency authority.
- D. In the event there is damage to state property or grounds due to acts by the contractor that has to be repaired or replaced by the state, the cost incurred to do so shall be billed to the contractor or deducted from the monies due the contractor.

IV. Invoice Requirements

- A. The invoice for payment must be submitted to the agency fiscal services department:

Department of Intellectual and Developmental Disabilities
Attention: Fiscal Services
Citizens Plaza
400 Deaderick Street, 9th Floor
Nashville, TN 37243
- B. The invoice for payment shall reference the purchase order number assigned to the requested service.
- C. The invoice for payment must describe the work performed and be itemized as per the contract lines.