

STATE OF NEW HAMPSHIRE
BUREAU OF PURCHASE AND PROPERTY
STATE HOUSE ANNEX - ROOM 102
25 CAPITOL ST
CONCORD NH 03301-6398

DATE: May 15, 2019

NOTICE OF CONTRACT

COMMODITY: REGULATED MEDICAL WASTE REMOVAL AND DISPOSAL, SERVICES

CONTRACT #: 8002250

NIGP CODE: 926-4500

CONTRACTOR: Advowaste Medical Services LLC. VC# 282732
10 Post Office Square #810
Boston MA 02109

Contract Manager: Sara Novoseller
Telephone: 855-678-1098 or 617-588-3804
Facsimile: 716-328-0128
Email: Sarah@advowastemedical.com

EFFECTIVE FROM: November 13, 2017 through October 31, 2021

TERMS: Net 30

INVOICE:

The Contractor shall set up separate accounts for each agency pick-up location to include the proper agency name, service address, contact person and billing address and invoice on a monthly basis.

Itemized invoices shall be submitted after the completion of job/services and shall include: a brief description of the work done along with the location of work, to the individual agency.

Contractor shall be paid within 30 days after receipt of properly documented invoice.

The invoice shall be sent to the address of the using agency under agreement.

Questions: Jeff Haley, Purchasing Agent
Phone: 603-271-2202
E-Mail: Jeffrey.Haley@nh.gov

SCOPE OF SERVICES

The scope of work shall include Regulated Medical Waste at the locations and other agencies/locations with an established pick-up schedule or as needed for the entire State of New Hampshire with all travel and transportation cost included.

The Contractor will respond to the agency's initial request within two (2) business days to schedule an appointment and complete the services within five (5) business days after receiving confirmation of location and product, or the Contractor shall submit a proposed schedule to the state agency requesting services at each facility.

All services performed under this solicitation shall be performed between the hours of 8:00 A.M. and 4:00 P.M (EST) unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the end user agency. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges shall be paid for any off-hour work.

The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference shall be arranged by the requesting agency (State).

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agencies.

The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

REGULATED MEDICAL WASTE:

The following items are the most common regulated medical waste items, but services shall not be limited to just those listed.

- Medications **other than** controlled substance as per (NH Code Admin Role Env-Sw 100-1100)
- Sharps (needles, vials, slides, lancets, blades, tubing with needle and etc...)
- Soft Waste (bloody gauze, gloves, tubing, dressings, etc)
- Cauterizers
- Fluorescein
- Compressed Gas Cylinders
- Fixatives and Preservatives
- Hazardous & Chemical Waste
- Batteries
- Radioactive
- Other soft waste

Hazardous Waste Rules are available at <http://des.nh.gov/organization/commissioner/legal/rules/index.htm>. Other useful information, such as hazardous waste fact sheet can be obtained from DES's website at <http://www.des.nh.gov> or Public Information Center at 603-271-2975

SCOPE OF WORK

The Contractor shall provide removal and disposal of Regulated Medical Waste, including transportation costs, from the following New Hampshire State agencies at the pick-up locations listed below. Regulated Medical Waste shall include bio-hazardous waste, infectious medical waste, medical waste, and pathological waste and other as listed above. This may not be an exclusive or all-encompassing list only considered partial list.

Agency	Section	Pick-up Location/Frequency
Dept. of Health & Human Services (DHHS)	Public Health Laboratories (PHL)	29 Hazen Drive, Concord, NH / bi-weekly - every other week
Dept. of Health & Human Services (DHHS)	New Hampshire Hospital (NHH)	36 Clinton Street, Concord, NH / bi-weekly - every other week
Department of Safety	Forensic Laboratory	33 Hazen Drive, Concord, NH / bi-weekly - every other week
NH Fish and Game Department	Headquarters	11 Hazen Drive, Concord, NH/2x per year
New Hampshire Veterans Home	New Hampshire Veterans Home	139 Winter Street, Tilton, NH / weekly
Dept. of Health & Human Services (DHHS)	Juvenile Justice Services	1056 N River Rd, Manchester, NH / 4x per year

Dept. of Health & Human Services (DHHS)	Glenclyff Home for the Elderly	393 High Street, Glenclyff, NH / 6x per year
Department of Corrections	State Prison for Men	281 N State Street, Concord, NH / monthly
Department of Corrections	State Prison for Women	42 Perimeter Road Concord, NH 03301
Department of Corrections	Northern NH Correctional Facility	138 East Milan Road, Berlin, NH / weekly
New Hampshire Retirement System	New Hampshire Retirement System	54 Regional, Concord NH/ quarterly
Dept of Revenue	Dept of Revenue	109 Pleasant Street, Concord NH / Bi-Monthly
Dept of Administrative Svc	State House Annex	25 Capitol Street, Concord NH / Quarterly
Welcome Centers	See Attachment A	Various locations / 2 X per year
Department of Transportation	Bureau of Turnpikes	36 Hackett Hill Road, Hooksett, NH/ Will Call

The Contractor shall:

1. Provide all materials used in storage, packaging, transport and disposal of waste, including boxes, bags, tape, labels and manifest materials. Packaging materials, storage and disposal containers must be of sufficient structural integrity to prevent leaks and must be labeled and/or marked in accordance with federal, state, and local laws, rules and regulations.
2. Collect packaged waste from each State agency and location, according to agency specifications and transport waste to an approved treatment or disposal facility in a manner meeting all applicable federal, state and local laws and regulations.
3. Respond to emergency pickup requests within forty-eight (48) hours from receipt of a request.
4. Dispose waste in a manner meeting all applicable federal, state, and local laws, rules, and regulations regarding receipt, transport and disposal.
5. Prepare manifest documents for signature for each State agency by pick-up location and provide signed copies of manifests to each State agency by pick-up location to serve as tracking documents. Manifest must include, at a minimum: business name, address, and telephone number, date and weight in pounds of the waste picked up. It will be acceptable to submit the weight requirements after the pick-up is made. The agency shall receive a final manifest that includes the Manifest number, Date, Containers and Container Weight via e-mail or mail.
6. Provide training and support to each State agency to ensure end-user ability to access formulary information and including but not limited to proper methods of handling, segregating, and containing, packaging, labeling, and storing of infectious waste, at the start of the contract period and if needed throughout the contract period. In support of EPA (40 CFR§ 265.16) and the DOT (49 § 172.702 and § 172.40) to ensure adherence to pharmaceutical waste disposal compliance regulations. Additionally if needed provide classroom education, super user education, on-line/WebEx education to all locations as needed.
7. Provide contact name and direct telephone number for notifying Contractor if additional packaging/storage supplies are needed, emergency/extra pick up of waste is needed, or if volume of waste is greater than expected.
8. Set up separate accounts for each agency pick-up location to include the proper agency name, service address, contact person and billing address and invoice on a monthly basis.
9. Develop a communication structure between each using agency and the Contractor's internal team to include, but not limited to regularly scheduled meetings, access to database, routine status reports and compliance, as well as discuss quality control, labeling, signage and educational components and changes.

Public Health Laboratories:

10. The Contractor shall collect and accept packaged waste from a locked secure area at 29 Hazen Drive, Concord, NH **biweekly** (once every 2 weeks). Accepted infectious wastes shall include: a) waste associated with smallpox and SARS testing that has been autoclaved at NH PHL prior to being packaged for collection by Contractor; b) waste generated from rabies testing that has been segregated and packaged separately from other infectious waste and must be incinerated.

REGULATED MEDICAL WASTE REMOVAL AND DISPOSAL

The Contractor agrees to provide NH State Agencies these services as described:

Bid Per Box	11/1/17 -10/31/18	11/1/18 -10/31/19	11/1/19 -10/31/20	11/1/20 -10/31/21
Price per 4.5 cubic ft. box (includes handling, transportation, disposal and billing).	\$19.00	\$19.00	\$19.00	\$19.00

ATTACHMENT A OTHER LOCATIONS

NH Welcome & Information Centers (Affili CKP)

Headquarters Main Contact: Jennifer Codispoti
Department of Business and Economic Affairs
172 Pembroke Road
Concord, NH 03302
603-271-2665

Pick up Locations:

Canterbury Welcome & Info Center
I-93 Northbound
Between Exits 18 and 19
Canterbury, NH 03224
Contact: Jennifer Codispoti Phone: 603-783-4194
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – M-F – 9:00 am - 9:00 pm

Hooksett Northbound Welcome & Info Center
530 West River Road
I-93 Northbound
Hooksett, NH 03106
Contact: Jennifer Codispoti Phone: 603-485-3019
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – M-F – 6:00 am – 10:00 pm

Hooksett Southbound Welcome & Info Center
25 Springer Road
I-93 Southbound
Hooksett, NH 03106
Contact: Jennifer Codispoti Phone: 603-485-3542
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – M-F – 6:00 am-10:00 pm

Intervale/North Conway Welcome & Info Center
3654 White Mountain Highway
Conway, NH 03846
Contact: Jennifer Codispoti Phone: 603-356-2769
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – MoThFr only – 10:00 am – 6:00 pm

Salem Welcome & Info Center
I-93 Northbound
Immediately north of the MA/NH state line
Salem, NH 03079
Contact: Jennifer Codispoti Phone: 603-893-4351
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – M-F – 24 hours

Sanbornton Welcome & Info Center
I-93 Southbound
1 mile south of Exit 22
Sanbornton, NH 03269
Contact: Jennifer Codispoti Phone: 603-286-4650
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – M-F – 8:00 am - 8:00 pm

Seabrook Welcome & Info Center
I-95 Northbound
1/10 of a mile north of the NH/MA state line
Seabrook, NH 03874
Contact: Jennifer Codispoti Phone: 603-474-5211
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – M-F – 24 hours

Springfield Welcome & Info Center
I-89 Northbound
North of Exit 12A
Springfield, NH 03284
Contact: Jennifer Codispoti Phone: 603-763-9684
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – M-F – 9:00 am - 9:00 pm

Sutton Welcome & Info Center
I-89 Southbound
Approximately 1.5 miles south of Exit 10
Sutton, NH 03221
Contact: Jennifer Codispoti Phone: 603-927-4907
Freq: 2 stops per year – every 6 months
Svc Hrs: All Year – M-F – 9:00 am - 9:00 pm

Colebrook Welcome & Info Center
US Route 3
2 Dion Drive
Colebrook, NH 03576
Contact: Jennifer Codispoti Phone: 603-237-5390
Freq: 2 stops per year – every 6 months May through October
Svc Hrs: May through October – M-F – 8:00 am - 8:00 pm

Lebanon Welcome & Info Center
I-89 Southbound
South of Exit 19
Lebanon, NH 03766
Contact: Jennifer Codispoti Phone: 603-448-2409
Freq: 2 stops per year – every 6 months May through October
Svc Hrs: May through October – M-F – 8:00 am – 8:00 pm

Littleton Welcome & Info Center
2434 St Johnsbury Road
Littleton, NH 03561
Contact: Jennifer Codispoti Phone: 603-444-0125
Freq: 2 stops per year – every 6 months May through October
Svc Hrs: May through October – M-F – 8:00 am – 8:00 pm

Seabrook Welcome & Info Center
I-95 Northbound
1/10 of a mile north of the NH/MA state line

Seabrook, NH 03874
Contact: Bill Hebert Phone: 603-474-5211
Freq: 6 stops per year – every 8 weeks
Svc Hrs: All Year – M-F – 24 hours

Springfield Welcome & Info Center
I-89 Northbound
North of Exit 12A
Springfield, NH 03284
Contact: Bill Hebert Phone: 603-763-9684
Freq: 6 stops per year – every 8 weeks
Svc Hrs: All Year – M-F – 9:00 am - 9:00 pm

Sutton Welcome & Info Center
I-89 Southbound
Approximately 1.5 miles south of Exit 10
Sutton, NH 03221
Contact: Bill Hebert Phone: 603-927-4907
Freq: 6 stops per year – every 8 weeks
Svc Hrs: All Year – M-F – 9:00 am - 9:00 pm

Colebrook Welcome & Info Center
US Route 3
2 Dion Drive
Colebrook, NH 03576
Contact: Bill Hebert Phone: 603-237-5390
Freq: 6 stops per year – every 8 weeks May through October
Svc Hrs: May through October – M-F – 8:00 am - 8:00 pm

Lebanon Welcome & Info Center
I-89 Southbound
South of Exit 19
Lebanon, NH 03766
Contact: Bill Hebert Phone: 603-448-2409
Freq: 6 stops per year – every 8 weeks May through October
Svc Hrs: May through October – M-F – 8:00 am – 8:00 pm

Littleton Welcome & Info Center
2434 St Johnsbury Road
Littleton, NH 03561
Contact: Bill Hebert Phone: 603-444-0125
Freq: 6 stops per year – every 8 weeks May through October
Svc Hrs: May through October – M-F – 8:00 am – 8:00 pm

ATTACHMENT B - AGENCY CONTACTS

Ms. Mary Holliday
Public Health Laboratories
NH Department of Health and Human Services
29 Hazen Drive
Concord, NH 03301-6504
603-271-4450

Ms. Katie Holtgrewe
NHDOT Bureau of Turnpikes
PO Box 2950
Concord, NH 03302

Mr. Timothy Pifer
Forensic Laboratory
Department of Safety
33 Hazen Drive
Concord, NH 03305
603-271-3573

Ms. Jennica Barrera
New Hampshire Hospital
NH Department of Health and Human Services
36 Clinton Street
Concord, NH 03301
603-271-5300

Lynn Hardy
New Hampshire Veterans Home
139 Winter Street
Tilton, NH 03276
603-527-4871

Mr. Ron Laflamme
Juvenile Justice Services
NH Department of Health and Human Services
1056 North River Road
Manchester, NH 03104
603-625-5471/311

Ms. Donna Bixby
Glenclyff Home for the Elderly
NH Department of Health and Human Services
393 High Street
Glenclyff, NH 03238
603-989-3111

Ms. Carlene Ferrier
State Prison for Men, State Prison for Women & Northern
NH Correctional Facility
Department of Corrections
105 Pleasant Street
Concord, NH 03302
Direct: 603-271-5141

Ms. Deb Kissell
New Hampshire Retirement System
Address Regional Drive, Concord, NH 03301
Telephone: 603.410.3500
direct line 603.410.3578

Ms. Trisha Gray
NH Fish & Game
11 Hazen Drive, Concord NH 03301
Direct 603-271-2496