

Annexure 1: Scope of work (General Waste & Recycling) – Functional Model

(General Waste Collection and Disposal Agreement)

1. University's Objectives

The purpose of the University acquiring the Total General Waste Management Services is to satisfy the following objectives:

- The University requires renting of contractors fit for purpose vehicles to be operated by University's allocated drivers for general Waste collection and removal services to be conducted.
- The University drivers will be responsible for General Waste Collection and removal services at such sites by using contractor's fit for purpose - 2 X Four ton trucks and 1 X Light Duty Vehicle (both should not be more than three years old).
- The contractor should be able to provide a compactor series, necessary 11m3 compactor container on a rotational basis, conveyor belt, stainless steel sorting tables, vertical baler and weighing platform scale (both should not be more than three years old/to use latest/similar technology).
- The Contractor must have expertise in the area of General Waste collection and removal and the University will appoint the Contractor to provide the Services detailed more specifically in the Contract and the Annexures hereto. The Contractor shall hereby accept such appointment.
- The services that will be performed by the Contractor must provide those Services which include all steps reasonably necessary and taking into account all relevant circumstances, to provide cost effective, efficient, diligent, skilful and waste disposal operation encompassing all categories of Waste and Refuse and all related ancillary and complementary functions, which includes rentals of vehicles and maintenance of such for the purpose of collection from waste depot and disposal of:
 - Waste and refuse from designated sites,
 - Collection of recyclable Waste according to agreed procedures with best practice and sustainability in mind.

2. Overview of the Services

- The Contractor will take responsibility for their fit for purpose vehicles, relevant permits together with licenses and any logistics thereof, operating on site for the purpose of collecting waste at the main recycling facility on the University Premises, ensuring safe transportation and disposal of all Waste, and the University staff members will particularly focus on driving such vehicles and ensure Waste minimization, separation, recovery and recycling.
- The University together with the contractor (Per request) will set targets for reducing

Waste to landfill through recycling and continually measuring and monitoring overall staff and their performance.

- The Contractor must employ green business practices and technology that conserves resources and decreases the negative environmental impact of their operations.
- The Contractor will be required to perform all tasks in strict compliance to the National Environmental Management: Waste Act 59 of 2008 (NEM: Waste Act) and all applicable government legislation pertaining to Waste management Services.

3. Specifications and Service Levels[MM1]

- **The Contractor will comply with and be measured on the Key Performance Indicators (“KPIs”) to be set out in an Annexure... Such KPIs may be reasonably adjusted in accordance with University requirements.**

4. Services Specifications and Scope

- It must be noted that the University places a high premium on recycling all possible recyclables. The description and scope of the Total Waste Management Services.
- The Contractor will:
 - Provide fit for purpose vehicles (2 X Four Ton Trucks and 1 X Light Duty Vehicle) and all skips necessary for waste (Both vehicles should not be more than three years old).
 - Their vehicles will be used to collect, transport and dispose of all categories of general Waste and refuse at the University, as part of its operational activities and their agreement with the University
 - Currently ± 78 pick-up points are serviced daily on the University campuses and contractor’s vehicles will be used for waste collection and disposal operation from such pick-up points.
 - To remove all sorted recyclables for the purpose of rebates for the client as well as provided any information and records regarding such rebates, as well as to dispose of such any unsorted recyclables, all of which must be done in accordance with best practice and economical advantage.
 - Ensuring that relevant permits and licenses are up to date for Waste management operations, comply with statutory requirements and that proper and comprehensive record keeping is done and provided for when needed by the client.
 - Use nearby disposal area within the greater Johannesburg to Safely dispose of all Waste streams.
 - Provision and maintenance of vehicles, receptacles and any containers of Waste,

- Use SABS approved chemicals to sanitize all receptacles prior to delivering them to the client's site,
 - Provide office paper recycle-boxes whenever required to do so,
 - Ensure that proper precautionary measures must be taken to ensure that no general Waste/debris is strewn while skips are in transit,
 - Develop a Waste information system to track the trend of the various streams of Waste disposed and targets achieved for reduction of Waste to landfill. Such information will be properly and regularly reported to the University by no later than the 7th Business Day of each Month, and
 - Comply with to the National Environmental Management: Waste Act 59 of 2008 (NEM: Waste Act) and all applicable legislation pertaining to Waste and any changes thereafter.
- The Contractor will ensure that:
 - All vehicles must be suited to the task, kept clean and sanitized.
 - Any vehicle replacement is done immediately,
 - All recyclables Waste sorted into categories are transported and delivered for maximal efficiency and economic benefit.
 - Skips waste bins must be placed be readily available for the purpose of non-recyclable and/or non- compactable waste,
 - All schedules are adhere to according to specific agreement with the client for the purpose of waste transportation and removal from MRF or any site within the client's premises and any such request is highly considered and attended to.
 - All compacted and/or in skip non-recyclable waste are disposed of in an acceptable legal manner.
 - Office-paper recycle-boxes and general recycle boxes must be provided and placed on request and work together with university staff to ensure office paper boxes are be serviced upon request.
 - Vehicles are suited for collection of wet waste to be recycled or disposal in an acceptable legal manner
 - The "cradle to cradle" principle must be followed in disposing of Waste correctly i.e. the contractor is responsible for the correct and safe disposal of Waste right up to the end of the Waste stream.
 - Proper records and statistical data must be kept up to date for inspection on demand.
 - The layout and width of some roads on the University Precincts are able to accommodate the size of vehicles that are needed to perform the Service and must

be used accordingly.

- [t[MM2] carries all risk for a designated lockable storage container, such as a secure cupboard, as well as its contents (which includes replaceable parts and the like), that is placed on the University's premises and managed by the Contractor, and
- Keeps statistics, minutes and other records required by legislation on file and available for inspection by the University's appointed administrator or auditor.

5. Waste Removal and Recycling

- The University will provide recycling stations within the University Precincts. The University owns a base number of colour coded recycling bins for designated Waste products at the various recycling stations.
- The Contractor must maintain their wheelie bins and deliver any replacement as and when necessary according to the specific rental agreement.
- The University staff members at the Main Recycling Facility will be responsible for sorting out Waste according to contaminated paper, tins/cans and other household Waste i.e. recyclable Waste from non-recyclable Waste. Recyclable items to be sorted out accordingly and stored in the designated recycling stations, weighed, recorded and collected by contractor for rebates purposes for the benefit of the client according to specific agreement.