

## **RFQ Solid Waste Removal Richmond State Hospital Scope of Work**

### **Background**

The Indiana State Psychiatric Hospital Network (ISPHN) is seeking routine solid waste removal services at the Richmond State Hospital (RSH). These services are essential to provide a safe and clean environment for patients, staff, and visitors. All work must adhere to applicable healthcare regulations and sanitation standards, including but not limited to those set forth by The Joint Commission and the Centers for Medicare and Medicaid Services (CMS). Contractor must also comply with all applicable ISPHN-wide policies and any facility-specific policies and operating procedures.

### **Contractor Requirements**

The Contractor shall furnish all necessary personnel, equipment, supplies, and supervision to perform the following services in a safe, quiet, and discreet manner to minimize disruption to patients, staff, and visitors.

1. Collection Schedule & Container Provision
  - Maintain a consistent waste collection schedule.
  - Supply appropriately sized and type-specific waste containers to designated locations, as outlined in Table 1.
2. Spill & Overflow Protocols
  - Spill and Overflow Prevention
    - Site inspection: Conduct visual inspection of all designated waste collection areas and containers upon arrival for each scheduled pickup. The purpose is to identify any signs of overflow, damage, or potential hazards that could lead to a spill.
    - Container maintenance: Ensure all waste containers are clean, leak-proof, and in proper working condition. Any damaged or defective containers must be immediately reported to the Hospital's authorized representative for management of non-clinical services.
    - Overfilling disclosure: Overfilled containers or those that pose a risk of leakage or spillage during transport must be immediately reported to the Hospital's authorized representative for management of non-clinical services. Such containers must not be collected until the risk has been resolved.
  - Spill Response & Cleanup
    - Containment: Immediate containment of a spill caused by Contractor actions to prevent further spread and mitigate its impact on the environment or public health.
    - Spill kits: Contractor vehicles and personnel must be equipped with spill kits appropriate for the types of waste handled. At a minimum, each kit must include:
      - Absorbent materials (e.g., pads, socks, granular absorbents/material)
      - Personal Protective Equipment (PPE), including gloves, goggles, and coveralls
      - Disposal bags or bins
      - Hospital-grade disinfectant (for medical waste spills.)
      - Cleanup tools such as scoops and tongs
    - Cleanup procedures: Perform cleanup in accordance with all applicable federal, state, and local regulations and Hospital policies. Specific procedures include:
      - Securing the affected area to prevent unauthorized entry.

- Applying disinfectant (if medical waste is involved) and absorbing the spill.
      - Using appropriate tools to place all waste and contaminated cleanup materials into a sealed, labeled container.
      - Disinfecting any reusable cleanup tools.
      - Disposing of all contaminated materials as regulated medical waste, when applicable.
    - Final site decontamination: Once containment and collection are complete, the Contractor shall decontaminate the affected area using an EPA-registered, hospital-grade disinfectant. The process must meet the satisfaction of the Hospital's authorized representative for management of non-clinical services.
  - Overflow & Excess Waste
    - Overfilling disclosure: Overfilled containers or those that pose a risk of leakage or spillage during transport must be immediately reported to the Hospital's authorized representative for management of non-clinical services. Such containers must not be collected until the risk has been resolved.
    - Excess waste collection: Provide emergency or on-demand collection services for unexpected overflow or excess waste upon notification from the Hospital's authorized representative for management of non-clinical services. Response time must be within the mutually agreed upon timeframe, depending on the severity and type of waste (e.g., 4 to 24 hours, depending on the severity and type of waste).
    - Area cleanup: After collection of excess waste, clean the area surrounding the container to ensure it is free of debris, litter, and any residual spillage.
  - Reporting & Documentation.
    - Immediate reporting: Any spills or overflows must be verbally reported to the Hospital's authorized representative for management of non-clinical services immediately upon discovery.
    - Written reporting: Submit a detailed written incident report within 24 hours to the Hospital's authorized representative for management of non-clinical services. The report shall include:
      - Location, date, and time of the incident
      - Nature of the spill or overflow (e.g., material involved)
      - Approximate volume of waste
      - Cause of the incident
      - Actions taken for containment and cleanup
      - Details on the disposal of spilled materials
      - Contact information of the individual reporting the incident
    - Compliance with Indiana State Law: Understand and comply with all applicable Indiana state and local spill reporting regulations, including but not limited to the Indiana Spill Rule (327 IAC 2-6.1). Spills involving reportable quantities must also be reported to the Indiana Department of Environmental Management (IDEM).
3. Staffing & Training
- Provide qualified and appropriately trained personnel to perform all required services. Training must cover, at a minimum: safety protocols, environmental protection standards, and waste handling and management practices.

4. Communication
  - Designate a primary point of contact and establish a clear communication protocol for scheduling, service issues, and emergency response.
  - Provide a minimum of one (1) business day advance notice for any changes in service, including requests for additional pickups or special weekend services.
  - Allow the Hospital to cancel a pickup at no charge, provided notification is given at least one (1) business day in advance.
5. Reporting & Documentation
  - Waste management plan
    - Within 90 days of contract execution, submit a comprehensive waste management plan to the Hospital's authorized representative for management of non-clinical services. The plan must outline strategies for waste reduction, reuse, and recycling. The plan will be reviewed annually to incorporate industry innovations and reflect changes in Hospital operations. Updated plans must be submitted to the Hospital's authorized representative for management of non-clinical services upon completion.
  - Semi-Annual Business Review
    - Participate in formal Business Review meetings with Hospital leadership at least twice per year. Required participants include: Hospital-designated executive authority, Hospital's authorized representative for management of non-clinical services, personnel designated by the Hospital to manage financial operations, and a Contractor-designated executive authority. Additional Business Reviews may be scheduled as needed at the request of the ISPHN.  
Each Business Review shall include, but is not limited to, discussions and reporting of the following :
      - Financial analysis of expenditures and usage
      - Contract compliance
      - Identification and evaluation of any potential changes to the scope of work
      - Contractor involvement in incident reports
      - Status and outcomes of any corrective actions

#### **Approved & Excluded Materials**

1. Regular Waste Materials include all non-hazardous solid waste and organic waste.
2. Special Waste Materials include, but is not limited to, industrial process wastes, asbestos-containing material, petroleum-contaminated soil, treated/decharacterized waste, and demolition debris. These materials require a Special Waste Profile to be provided by the Contractor, completed by the Hospital, and approved in writing by the Contractor.
3. Excluded Waste Materials. The Hospital shall not deposit, nor permit the deposit of the following materials for collection. Title to and liability for these materials shall remain with the Hospital at all times:
  - a. Waste tires
  - b. Radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous, regulated medical, or hazardous waste
  - c. Toxic substances or materials as defined, characterized, or listed under applicable federal, state or local laws or regulations
  - d. Materials containing information protected under federal, state or local privacy and security laws or regulations
  - e. Any items or materials prohibited by federal, state or local laws or regulations, or that may adversely impact the operation or useful life of the facility(-ies) receiving Waste Materials
  - f. Special Waste not approved in writing by Contractor

**Conclusion**

All requirements outlined in this Scope of Work are mandatory unless otherwise specified. The State encourages innovative and cost-effective solutions that advance project objectives and operational needs. The Contractor remains responsible for delivering all described services in full compliance with applicable specifications, performance standards, and regulations. The State reserves the right to enforce all provisions and to evaluate Contractor performance accordingly.

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**Table 1: Collection Schedule and Equipment**

<b>Container Type</b>	<b>Container Size</b>	<b>Number of Containers</b>	<b>Location</b>	<b>Frequency</b>	<b>Preferred Pick-Up Days</b>	<b>Annual # of Pick Ups</b>
<b>Dumpster</b>	3 cu yd	1	Building 201	Weekly	Thursday	52
<b>Dumpster</b>	4 cu yd	1	Building 306	Weekly	Thursday	52
<b>Dumpster</b>	3 cu yd	1	Building 307	Weekly	Thursday	52
<b>Dumpster</b>	4 cu yd	2	Building 324	Daily	Monday - Saturday	624
<b>Dumpster</b>	3 cu yd	1	Building 414	Daily	Monday - Friday	260
<b>Dumpster</b>	3 cu yd	1	Building 415	Weekly	Thursday	52
<b>Dumpster</b>	4 cu yd	1	Building 418	Weekly	Thursday	52
<b>Dumpster</b>	4 cu yd	1	Building 420	Daily	Monday - Friday	260
<b>Dumpster</b>	4 cu yd	1	Building 421	Daily	Monday - Friday	260
<b>Dumpster</b>	4 cu yd	1	Building 422	Daily	Monday - Saturday	312
<b>Dumpster</b>	3 cu yd	1	Building 502	Weekly	Thursday	52
<b>Dumpster</b>	4 cu yd	1	Building 504	Weekly	Thursday	52
<b>Dumpster</b>	4 cu yd	2	Building 511	Daily	Monday - Saturday	624
<b>Dumpster</b>	3 cu yd	1	Building 511	Weekly	Thursday	52
<b>Dumpster</b>	4 cu yd	2	Building 514	Twice per week	Tuesday & Thursday	208
<b>Toter</b>	75-100 gallon	1	Building 202	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	2	Building 203	Weekly	Tuesday	104
<b>Toter</b>	75-100 gallon	1	Building 205	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	2	Building 206	Weekly	Tuesday	104
<b>Toter</b>	75-100 gallon	1	Building 208	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	1	Building 209	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	1	Building 210	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	1	Building 227	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	1	Building 228	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	1	Building 229	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	1	Building 230	Weekly	Tuesday	52
<b>Toter</b>	75-100 gallon	4	Building 231	Weekly	Tuesday	208
<b>Toter</b>	75-100 gallon	6	Building 304	Weekly	Tuesday	312
<b>Toter</b>	75-100 gallon	4	Building 306	Weekly	Tuesday	208
<b>Toter</b>	75-100 gallon	2	Building 507	Weekly	Tuesday	104