

City of Calabasas: Scope of Work

SCOPE BY TASK	January 2006 - June 2006
<p>Annual Report Preparation. Task includes review and input of all franchised and permitted hauler disposal and diversion reports, calculation of diversion tonnage for all implemented programs, updating of all programs as identified by the City SRRE and HHWE, input of all required data into the CIWMB computer database for preparation of the annual report. Once the report is completed a final report is prepared for the City and as required by CIWMB staff. This is the backup for the disposal and diversion tonnages that are reflected in the electronic annual report.</p>	\$3,000.00
<p>Disposal Tracking. Task includes the actual tracking of all disposal attributed to the City at all of the landfills. This task first includes review of the current haulers' disposal reports to calculate actual City tonnage. These tonnage figures are compared to the tonnages allocated to the City by our haulers. Any differences need to be addressed. Secondly, the landfill reports are reviewed to verify who is hauling from the City and if the tonnages are actually from the City (reports are over 100 pages in length). If discrepancies occur, staff coordinates with the hauler to properly allocate tonnages to the proper jurisdiction. Once this is completed a Reporting Year Disposal Modification Form is prepared for submittal to the CIWMB. This transfer of disposal tonnage has increased tonnages from the default diversion of 20% up to a mid 40% diversion rate.</p>	\$1,500.00
<p>Household Hazardous Waste Coordination. This task includes but is not limited to the following: (1) HHW Form 303. As mandated by the State. The City is required to prepare CIWMB Form 303. This form is due the 1st Monday in October. It presents a summary of all HHW collected through the City programs. Task includes the preparation of a summary table from our 5-City program. This table accounts for materials brought by the City's residents to any of our round-ups. It is required to calculate the pounds of all material, number of participants, total costs of the program and cost per participant. (2) Coordination with the community for participation in the local round-ups and the Los Angeles County round-ups. This task includes taking daily telephone calls from businesses and residents requesting information on proper disposal and handling of HHW, distribution of flyers and development of ads or text for the city newsletter and for the newspapers and maintaining a data base in order to accurately track HH waste for reporting purposes. (3) Response to illegal dumping. Task includes assisting city staff when illegal materials are deposited.</p>	\$1,000.00
<p>Annual Solid Waste Hauler Permits. Commercial haulers are required to process an annual hauling permit. In addition, each hauler is required to submit monthly and annual disposal/diversion reports. These reports are entered into a database that calculates all material disposed and recycled by the commercial sector. This task includes the issuance of renewal letters every December and process all permits as received. This task is being expanded as all roll-off and rent a bin providers are going to need permitting.</p>	\$1,000.00
<p>CIWMB Block Grant and the City Used Oil Collection Program: Task includes annually reporting to the CIWMB on how the Block Grant monies are expended and applying for additional available monies (typically every Spring). Also included in this task is the monthly data input of the materials that are collected at the City Oil Collection program. This reporting is critical in tracking the disposition of household hazardous waste generated within the City limits and is used to prepare the annual CIWMB Form 303 each October.</p>	\$2,242.50
<p>Department of Conservation-Beverage Container Recycling Funds: This task includes completing, submitting and tracking the annual application for funding from the Department of Conservation. The funding is to be used for the purpose of promoting the recycling of beverage containers, the use of containers made of recycled material and the purchase of items made of recycled material. SWS processes the application and provides assistance with the allowed expenditure of these funds.</p>	\$1,590.00
<p>NPDES Inspection Program: SWS will provide the following commercial business inspection services:</p> <p>The SWS roving monitor will visit all of the commercial centers to inspect and confirm that the refuse and recyclables are being properly placed in the appropriate containers, the lids on the containers are closed and the litter and grease from the restaurant grease traps are not flowing into the storm drains. At the same time, the monitor will also inspect for any other NPDES violations at commercial businesses, such as hosing off their equipment or mats in the parking lots or washing down the lots.</p> <p>If any violations are detected, the monitor will issue a verbal warning to correct the violation, log the incident and notify the appropriate City staff.</p> <p>SWS will provide the City with monthly reports detailing number of field visits, violations found, actions taken and any follow up activity that is needed.</p>	\$1,500.00
<p>Program Development. Tasks include but are not limited to the following: Providing staff assistance with all aspects of the AB 939 program, meeting and coordinating with haulers, CIWMB Coordination, on-going grant reviews and preparation as required. Public Noticing and advertising. SWS prepares newspaper advertisement and City newsletter advertisements to support the City programs. Typically ads are done for the Bulky item program and household hazardous waste disposal program. Annual Christmas Tree Program. Every year all cities must sign up with Los Angeles County and the County Sanitation District to participate in the Christmas tree recycling program. This task includes that coordination and also resident coordination, as the County refers questions to us as we facilitate your Christmas tree program. Coordinate with the green building ordinance. Program also includes the development of an E-waste collection program.</p>	\$3,145.00
<p>Residential Recycling Program: (CIWMB Program 2000-RC-CRB) Maintain existing recycling levels. Institute a proactive educational program regarding the proper disposal of Household Hazardous Waste. As needed, continually update the residential recycling program.</p>	\$3,000.00
<p>Commercial Recycling Program: (CIWMB Program 2030-RC-OSP) Expand the commercial recycling program. Continue to coordinate with the haulers to insure active participation in recycling, prepare a commercial recycling survey, assist local businesses, follow up every 6 months to insure participation by the haulers.</p>	\$3,022.50

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<p>Green Waste Recycling: (CIWMB Program 3020-CM-COG) Insure participation in the commercial green waste program, verify the use of the Alternative Daily Cover (ADC) program at the local landfill: (1) meet with haulers to clarify program requirements. (2) contact local gardeners to direct them to use the ADC program (3) begin local compost seminars, smart gardener flyers.</p>	\$2,000.00
<p>Construction & Demolition Diversion (CIWMB Program 4060-SP-CAP) Construction & demolition debris. (1) City will prepare standard C&D conditions to be used on all new development projects. Task shall include project reviews as submitted to City. (2) City will begin the process of issuing solid waste permits to the Roll-off and Rent-A-Bin providers. Note : Staff will require reports to confirm compliance with the C & D condition.</p>	\$2,000.00

Proposed: \$ 25,000.00