



# **Department of Parks**

## **Bermuda National Parks**

### **Dog Waste Management Specifications (2017 edition)**

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## **A. GENERAL TERMS & CONDITIONS**

### **A.01 General Standards and Expectations**

A.01.01 The Department of Parks as the Government Agency tasked with the maintenance and development of the Dog waste collection sites

- diligently and continuously maintaining all specified areas;
- facilitating Park and Railway Trail use by the public at all times with minimal obstruction or inconvenience during hours of operation;
- preparing all areas to the standards described herein.

A.01.02 The whole of the work shall be carried out in a thoroughly professional manner in accordance with accepted and recognized cleaning and waste disposal standards and good working practice, with the intent of achieving a managed dog-i-pot facilities.

A.01.03 For the purposes of this contract the **dog waste collection sites** are defined as fixed physical signage and equipment (namely the “Dog-i-Pot” notices, waste pickup bag dispensers, dog waste bins and bags located as outlined in attached Annex B (Maps of Dog Waste Collection Sites) and Annex C (Typical Dog Waste Collection Site Unit).

A.01.04 For the purposes of this contract the **dog waste collection sites contract limit** is defined as the immediate area of the fixed signage and equipment locations and service routes within the protected areas of the Bermuda National Parks System deemed necessary for execution of this contract.

A.01.05 The **dog waste collection sites and contract limits** shall not be used by the Contractor for any other purpose than specified or approved by the Department of Parks. The Contractor should not knowingly permit any access or use by other persons than those prescribed and permitted by the Department of Parks.

A.01.06 The Contractor shall ensure that the **dog waste collection sites** is protected against accidental or negligent damage that may be caused through undertaking the works specified herein. In this regard, the Contractor is advised that biohazardous substances may be encountered in the course of executing these works.

A.01.07 The Contractor shall be responsible for applying all standard industry precautions and best practice methods to minimize safety and health risks in accordance with Section A.06 (Health & Safety) of the Contract. The Contractor shall maintain a record of all as-built drawings provided by relevant utility services and provide a report of this data to the Department of Parks prior to contract completion.

- A.01.08 The Contractor shall have free access to the sites for the duration of the works. Access shall be only by agreed routes of public rights of ways.
- A.01.09 Notwithstanding the above, the Department of Parks may at times restrict or prohibit the Contractor access at specific times considered by the Department of Parks to be necessary or desirable. A minimum of ten working days' notice will be given in this instance. The Department of Parks shall not bear the cost of any such delay or denial of access; the Contractor shall be expected to alter their work routine accordingly.
- A.01.10 Public access must not be denied or impeded by contract activity unless previously approved by the Department of Parks.
- A.01.11 Every courtesy and assistance shall be given by the Contractors staff to members of the general public using the Dog waste collection sites.
- A.01.12 Any damage caused by the Contractor in carrying out the works of this contract shall be immediately made safe and repaired to the satisfaction of the Department of Parks at the earliest convenient time, or as directed and at the sole cost of the Contractor.
- A.01.13 The Department reserves the right to direct staff, duly authorized volunteer workers or employ additional Contractors to carry out other aspects of Dog waste collection sites work not under this contract. The contractor shall coordinate with the Department and its forces to achieve arrangements for concurrent work to the Dog waste collection sites as required.

## **A.02            Management Of The Works**

- A.02.01 The overall management of the **Dog waste collection sites** detailed herein remains the prerogative of the Department of Parks. The Department of Parks reserves the right to prescribe the type and timing of all the work to be undertaken.
- A.02.02 The Contractor is responsible for planning, supplying, undertaking the specified tasks and monitoring the standard of work produced.
- A.02.03 The Contractor shall ensure that when work is in progress there is a nominated competent person authorized by the Contractor to receive instructions from the Department of Parks. The Contractor's representative shall be responsible for ensuring that works are progressed in according with and to the standards specified herein.

- A.02.04 The Contractor shall provide sufficient supervisory and managerial staff to fully control, organize and monitor all the activities undertaken by the Contractor's employees.
- A.02.05 Joint reviews by the Department of Parks staff representative and the Contractor shall be made at weekly intervals.
- A.02.06 Each task at any site shall be continuously progressed to completion without undue delay except for natural work breaks, unless programmed otherwise. Allied tasks shall be completed at the same time.
- A.02.07 Work shall only be undertaken between the hours of sunrise to sunset, when parks are considered open., seven days per week
- A.02.08 The Contractor shall provide all the necessary labour for the completion of the works. The Contractor shall not permit unauthorized or inadequately trained individuals to be employed on any task or operate any machinery or equipment they have not been adequately trained to undertake and use.
- A.02.09 The Contractor is solely responsible for the good behavior of operatives while they are employed on site. However, the Department of Parks may recommend exclusion from the contract for any reasonable cause.

### **A.03 Equipment and Machinery**

- A.03.01 The Contractor is responsible for the selection, purchase and maintenance of all equipment and machinery needed to carry out the work detailed in this specification.
- A.03.02 Work equipment shall be in good working order before commencing work. Any defects shall be remedied before the equipment can be used on this contract.
- A.03.03 Work equipment shall only be used for the purpose for which it is designed and according to A.02.08.
- A.03.04 All safety features, covers, decals etc. shall be fitted and maintained as per manufacturer's specifications.
- A.03.05 Work equipment may only be stored in places designated by the Department of Parks. Equipment shall not be left unattended on site without the express permission of the Department of Parks.

## **A.04**                    **Disposal**

A.04.01 The Contractor shall clear away all waste items in accordance with Section C of this specification. The Contractor shall ensure that dog-i-pots are left clean and tidy at the completion of each collection.

## **A.05**                    **Policy Compliance**

A.05.01 The Contractor is required to comply with the laws of Bermuda and the policies of the Bermuda Government, inclusive of the following:-

- The Occupational Safety and Health Act 1982 with its Regulations (2009)
- The Commission for Unity and Racial Equality Act 1994
- The Employment Act 2001
- The Bermuda National Parks Act 1986 with its Regulations (1988)

A.05.02 The Department of Parks, acting as a good employer, reserves the right to monitor the Contractor's recruitment and management policies to ensure necessary compliance.

## **A.06**                    **Health and Safety**

A.06.01 The Contractor shall adopt working practices in accordance with the Occupational Safety and Health Act 1986, its associated Code of Practice (1997), Regulations (2009) and additional department requirements contained in this Specification.

A.06.02 The Contractor shall adopt working practices that safeguard the environment from pollution, noise and other hazards. In this regard the Contractor shall provide a copy of the firm's Safety & Health Policy and a Method Statement documenting proposed work practices for minimizing work safety & health risks of its workers as well as that of Parks Staff and / or members of the public.

A.06.03 The Contractor will ensure, as far as reasonably practical, that members of the public using the Dog waste collection sites are not put at risk by the works being undertaken by the Contractor.

A.06.04 The Contractor will ensure that all employees and sub-contractors encountering human waste or other potentially infectious substances within dog-i-pot containers or nearby are adequately vaccinated per [OSHA General Industry Standards - Blood Borne Pathogens-1910.1030](#), and have been issued with and wear the requisite personal protective equipment in accordance with the Occupational Safety & Health Code of Practice (1997) & the Occupational Safety & Health Regulations (2009).

- A.06.05 The Contractor will record every incident and occurrence that contravenes these policies and maintain an accident/injury log. All such incidents will be reported to the Department of Parks at the earliest convenience.
- A.06.06 The Contractor shall provide all necessary barriers, cones, signage and notices around works where public protection is deemed to be required. It shall be the Contractor's responsibility that its representatives use such precautions as required.
- A.06.07 All Government buildings and project worksites are designated as smoke and drug-free. Therefore smoking and /or drinking of any illegal substance is not permitted on these premises.

## **A.07                    Communication and Documentation**

- A.07.01 Upon Contract award and prior to contract start, the Contractor shall attend a mandatory Pre-Contract Start meeting attended by Parks Department Operational Management staff. The Contract pre-start meeting must cover all anticipated logistical, management and payment matters required for successful execution of the contract. Critical agenda topics that shall be resolved before start of contract include the following:-
- Identification, duties, regular / emergency contact details and staff backup of the Department and Contractor Field Representatives;
  - Review security requirements, key sign-out and related matters;
  - Review payment processing requirements and standard formatting;
  - Review of safety & health requirements and method statement;
  - Site area walkthrough, confirmation of pre-contract conditions, potential hazardous conditions, agreed hazard control actions as well as staff introduction.
- A.07.02 The Contractor will have an adequate telephone and email facility in an agreed administrative location which will be used in connection with this contract. The Contractor's representative on site will also have a mobile phone contact during working hours and for after-hour emergency contact use.
- A.07.03 The Contractor shall complete and submit the following documentation and reports on a monthly basis (due by the 5th working day of each month for the previous months work):-
- Job sheet with work completed each month (Department Field Rep and Contractor's Field Rep must jointly sign-off).
  - Defects / Damage reports to structures, equipment, furnishings & fittings etc.
  - Accident reports for Contractors staff and third party incidents
  - Invoices will be submitted weekly, after work has been completed.

A.07.04 The Contractor shall report all incidences of damage to the Dog waste collection sites as described in the schedule of works either through vandalism, natural occurrences or wear and tear to the Department of Parks at the earliest convenience.

## **A.08                    Publicity and Public Awareness**

A.08.01 The Department of Parks requires the Contractor to maintain a high public profile and promote the Department policy of providing a safe, high quality amenity, educational and recreational resource.

A.08.02 The Contractor shall have the right to ask staff or members of the public to move or detour so that work can be progressed to completion, but must take into account known use patterns and avoid times of maximum use whenever possible.

## **B.                            DESCRIPTION OF WORKS**

### **B.01                    General Description & Location**

B.01.01 Dog waste management services are required for the following locations:-

#### **12 Eastern Locations:**

- Station E1: Ferry Point Park 1, St. Georges
- Station E3: Spittal Pond 1, Smith's
- Station E4: Spittal Pond 2, Smith's
- Station E4A: Railway Trail East 2 - Bailey's Bay Bridge (East entrance), Hamilton Parish
- Station E5: Shelly Bay Park 1, Hamilton Parish
- Station E6: Shelly Bay Park 2, Hamilton Parish
- Station E7: Railway Trail East 3 - Shelly Bay Park crossing, Hamilton Parish
- Station E8: Railway Trail East 3 - Railway Trail Museum, Hamilton Parish
- Station E9: Devonshire Bay Park, Devonshire
- Station E10: Railway Trail East 2 - Penhurst (BELCO) Substation, Devonshire
- Station E11: Railway Trail East 2 - Loyal Hill Community Field, Devonshire
- Station E12: Railway Trail East 2 - East of Palmetto Rd. Bus Garage, Devonshire

#### **16 Central Locations:**

- Stations C12-C18: Arboretum sites 1 - 6, Devonshire
- Station C19: Avocado Lodge, Devonshire
- Station C20: Admiralty House Park, Pembroke
- Stations C21-C28: Botanical Gardens sites 1 - 8, Paget

#### **19 Western Locations:**

- Station W29: Railway Trail West 1 - East of S-Hill (Ord Rd.), Paget
- Station W30: Railway Trail West 1 - East of Cobbs Hill Rd., Paget
- Station W31: Railway Trail West 1 - Ord Rd. West - Tribe Rd #2, Warwick
- Station W34: Chaplin Bay Park, Warwick



- Station W35: Railway Trail West 2 – near 17 Camp Hill Rd.(former 'Hands of Love' building), Warwick
- Station W35A: Railway Trail West 2 - East of TR #3, Southampton
- Station W36: Railway Trail West 2 - 5 Star Island 1, Southampton
- Station W37: Railway Trail West 2 - 5 Star Island 2, Southampton
- Station W38: Railway Trail West 3 - Near 75 Middle Rd/S.A.L., Southampton
- Station W39: Railway Trail West 3 – Hamilton bound Bus shelter near Whale Bay Rd, Southampton
- Station W40: West Whale Bay Park, Southampton
- Station W41: Railway Trail West 4 - Near 'Rockaway', Southampton
- Station W42: Railway Trail West 4 - Near Morgan's Point, Southampton
- Station W43: Railway Trail West 4 - Near Parsonage Lane, Sandys
- Station W44: Hog Bay Park, Sandys
- Station W45: Fort Scaur Park, Sandys
- Station W46: Railway Trail , Sandys
- Station W47: Railway Trail , Sandys
- Station W48: Railway Trail , Sandys

## **B.02                    Dog Waste Management Schedule**

B.02.01 Prior to construction start, the Contractor shall provide a schedule indicating collection dates / times for east, central and western dog waste collection sites.

## **B.03                    Scope Of Work and Responsibilities**

B.03.01 The overall scope of services required includes the following:

- A. Weekly emptying, lawful transportation and proper disposal of stored animal waste from each site, with animal waste transported to the Commercial Drop-Off Tipping Hall at Tynes Bay during regular business hours and as specifically directed by on-duty Tynes Bay staff. All contaminated work surfaces shall be decontaminated with an appropriate disinfectant approved by the Parks Department.
- B. Lawful disposal of dog waste from dog waste sites and from nearby waste collection sites with mixed waste streams, including known sites E9, west of W29, west of W35 and as otherwise encountered in the vicinity of the marked dog waste collection sites.
- C. Weekly replenishing dog waste pick-up bags and bin liner bags at the above collection sites wherever possible.
- D. Additional waste collection at selected sites and other related tasks as outlined in Annex E (Parks Department Waste Management Specifications, 2017 edition).

**B.03.02 Additional requirements include the following:**

- A. The Contractor shall install Department-supplied waste pick-up bags and 10 – 15 gallon dark colored bin liner waste bags (material quantities as described in Annex D).
- B. The Department shall provide three heavy duty green or grey plastic trash bins to be used for secure emergency on-site dog waste storage or for secure transportation and disposal of dog waste. If used in contract, bins are to be sanitized, cleaned and returned as directed by the Department of Parks.
- C. Outside of mixed waste streams involving dog waste collection sites, clearance of regular and recyclable waste bins are outside of the scope of this request and represents work by others.

## **E WASTE MANAGEMENT**

### **E.01 Waste Management – General Requirements**

E.01.01 For the purposes of this contract, waste shall be defined as one of the following categories of items encountered within the contract limits that negatively impact visual and environmental quality of the Dog waste collection sites:

- A. Horticultural waste – green and / or brown plant debris, soil or peat moss, organic soil additives such as compost or mulch
- B. Biohazardous waste – dog waste encountered within the contract limit;
- C. General domestic waste – items of paper, non-recyclable litter items, etc.
- D. Recyclable waste - items of tin, aluminum or glass
- E. Bulky waste – oversized domestic or recyclable waste items

E.01.02 Dog waste shall be lawfully removed by the Contractor to the appropriate dumping facility as required by the Ministry of Works and Engineering Waste Management Section. The Contractor shall report any instances of inappropriately placed waste to the Department of Parks for review and direction.