

Scope of Services Syringe Disposal

The RFP will be reviewed based on the following criteria:

- 40 points: Description of relevant experience and qualifications.
- 25 points: Budget.
- 25 points: Maintenance/monitoring schedule.
- 10 points: Local (New Haven County) business.

The City of New Haven is seeking a contractor to ensure the regular clean-up and disposal of syringes deposited in sharps containers in City public restrooms, syringe disposal kiosks, and public spaces within New Haven. The contractor must be available to respond within one business day to complaints of syringe litter in public locations and to conduct appropriate clean-up and disposal of syringes found in these locations.

A detailed breakdown of responsibilities is listed below.

Respondents must include a timeline for completing each activity and a cost breakdown for each activity as part of their proposal.

Syringe Collection

- Arrange for repair of syringe disposal trees if/when necessary.
- Maintain keys to locks on syringe disposal units (SDUs) (i.e., trees and bathroom units) and manage access to all SDUs.
- Conduct a minimum of monthly monitoring and emptying of used syringes deposited in the SDU tree units, or on a schedule adequate to prevent clogging or overflow.
 - SDUs are currently located on:
 - Minor Street and Howard Avenue
 - Congress Avenue and Dagget Street
 - Location of third SDU is to be determined
 - Unit(s) may temporarily be relocated and require monitoring and/or emptying at a temporary location.
- Conduct a minimum of monthly monitoring and emptying of used syringes deposited SDUs from bathrooms (male and female) located in City of New Haven government.
 - Bathrooms for monitoring are currently located on:
 - The first floor of City Hall (165 Church Street)
 - Elm Street Library (133 Elm Street)
 - Wilson Library (303 Washington Avenue)

CITY OF NEW HAVEN

Health Department



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Justin Elicker, Mayor • Maritza Bond, MPH, Director of Health

- Monitoring and emptying of units within City buildings must be conducted during normal business hours, which are generally defined as Monday to Friday from 9:00 a.m. to 5:00 p.m.
- Conduct bi-weekly monitoring of SDUs for vandalism or other damage requiring repair. Any vandalism or damage must be immediately reported to the designated person within the New Haven Health Department.
- Respond to requests for syringe litter clean-up in public spaces within one business day of notification
 - Requests may be received directly from New Haven Health Department or See-Click-Fix.

Syringe Disposal

- Properly dispose of biohazard material retrieved from disposal units. Contractor is responsible for the costs associated with the disposal of these materials.

Reporting Requirements

- Complete on-line reporting portal for each date SDUs are monitored and/or emptied. Reporting information shall include, but is not limited to:
 - Date of monitoring
 - Date emptied
 - Quantity of syringes disposed of per each container, by location
 - Location of Unit or Clean-Up
 - If clean-up is required on public property, date complaint received, and data responded
 - Status of SDU (i.e., intact, damaged, needing replacement)
- Submit quarterly programmatic and fiscal reports utilizing the *ARPA Reporting Template – Subrecipient* (see attached).

Reporting Period	Report Due Date*
July 1 to September 15	October 1
September 16 to December 15	January 1
December 16 to March 15	April 1
March 16 to June 15	July 1

* If the reporting dates falls on a Saturday, Sunday, or holiday, the report is due the last weekday preceding the due date.