**UNIVERSITY of CONNECTICUT**

**CONTRACT AWARD**

**CONTRACT #UC-13-CGP110512 DATE ISSUED: December 12, 2016**

**COMMODITY: Carcass Removal Service**

For The University of Connecticut, Storrs and UCHC, Farmington Payment Terms: Net 45

**TERMS OF CONTRACT:**

1. The University will place orders for Carcass Removal Servicebased on the contractor’s price schedule: $100.00/barrel
2. Contractor shall provide pet cremation services for individuals requesting such services at their own expense through the University but at no additional charge to the University.
3. All services shall be provided in accordance with the terms and conditions of Bid #CGP110212.
4. Purchase orders will originate from the University of Connecticut Purchasing Department and are the sole authorization for service at Storrs. Authorized persons from each department are identified on the following page. Inquiries from other University of Connecticut department(s) are permitted for informational purposes only.
5. The term of this contract shall be from January 1, 2017 to December 31, 2017 with options to extend for one (1) additional one (1) year term.

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**NAME AND ADDRESS OF CONTRACTORS**:

Inserv Corporation

540 North Main Street, Manchester, CT 06040

Tel. (860) 647-9233 Fax (860) 645-0387

Contact: Francis Murphy, William Moores

Cathleen G. Paquette

Purchasing Agent II Phone: 860-486-2620

E-Mail: cathleen.paquette@uconn.edu Fax: 860-486-5051

**University Contract UC-13-CGP110212**

Provide Carcass Removal Services for the main campus in Storrs, Connecticut and the University of Connecticut Health Center (UCHC) in Farmington, Connecticut. Teaching laboratories at Stamford, Avery Point, Waterbury, Torrington and Hartford campuses and the Marine Sciences Department at Avery Point will occasionally require pickups.

Scope of Services

The Connecticut Department of Environmental Protection requires that the incineration of human and animal infectious or pathological waste is done in a bio-medical (regulated medical) waste incinerator.

* Barrels with covers are to be provided by the contractor(s).
* The contractor(s) will be responsible for maintaining all fluids within the barrels as they are removed from the buildings.
* The contractor accepts complete responsibility for accidents or liability resulting from handling carcasses once they are removed from the pick-up site.

Work Hours

The work shall be performed during normal working hours, except as otherwise directed or approved by the University. “Normal working hours” is defined to be between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding State holidays. Work appointments must be made 24 hours in advance.

Contractor Status

The contractor shall not be an employee of the University, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments that shall bind the University, or to otherwise act on behalf of the University except as the University may expressly authorize in writing.

Personnel used for the performance of this work shall be properly trained and qualified for work of this type. The University reserves the right to refuse to accept services from any personnel deemed by the University to be unqualified, disorderly or otherwise unable to perform assigned work.

Safety

The contractor shall provide all necessary safeguards for safety and protection, as set forth by the State of Connecticut, the United States Department of Labor Occupational Safety and Health Administration.

Quality of Workmanship

All work shall be quality work performed according to the standards of the industry, and to the complete satisfaction of the University. The contractor shall promptly correct any area of service, testing or inspection that has been determined to be unsatisfactory by the University, at no additional expense.

Responsibility for Those Performing the Work

The contractor shall be responsible for the acts and omissions of all the firm's employees and all subcontractor employees, their agents and all other persons performing any of the work under a contract with the contractor. The contractor shall at all times enforce strict discipline and good order among the contractor's employees and shall not employ on the work site any unfit person or anyone not skilled in the task assigned. The contractor shall dismiss incompetent or incorrigible employees from the project when so determined by the University, and such persons shall be prohibited from returning to the work site without written consent from the University.

Warranty

All services provided to the University shall be fully and unconditionally guaranteed by the vendor.

Work Site Conditions

Unless directed otherwise by the designated University representative, the contractor shall:

Perform work under this contract in such a manner as to not to interrupt or interfere with the operation of activities within the buildings and surrounding University facilities.

Store its apparatus, supplies, materials and equipment in an orderly fashion so as not to interfere with the progress of the contractor's work, the work of the University or any other contractor employed by the University.

Work Site Damages

Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the University's satisfaction at the contractor's expense, except such as may be directly due to the sole negligence of employees of the University.

**Storrs Campus**

There are two departments that will be coordinating the carcass pick-up services on the Storrs campus. Requests for and instructions regarding carcass pick-ups will be provided by designated personnel at each location. Do not proceed with requests from any other sources without prior approval of the authorized contact persons.

**Department of Environmental Health and Safety**

Coordinator (contact person): Jane Miner (860) 486-3613

Services for the Department of Environmental Health and Safety shall include the following departments / contacts:

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| Agriculture Biotechnology | Lisa Roberts |
| Nutritional Science | Theresa Samuels |
| Biobehavioral Science | Kevin Kavanagh |
| Pharmacy / Psychology |  Don Bessette |

* Pick-ups will consist of varying amounts of bagged and/or boxed carcasses, animal organs and tissues in original shipping containers or carcasses, organs and tissues in barrels provided by the vendor
* The coordinator will call 24-hours in advance for pick-ups (to coincide with Pathobiology) and direct the contractor to the appropriate location.
* The contractor will empty the freezer(s) at the specified location and complete receipt for waste picked up.

**Department of Pathobiology**

* Coordinator (contact person): Vickie Weidig or Sharon Gagnon (860) 486-3738
* The contractor will pick up necropsied (non-regulated, non-pathological) carcasses at the Pathobiology cold room on Wednesdays between the hours of 9:00 a.m. and 12:00 noon and transport to site for disposal under EPA regulations.
* Pick-ups will consist of approximately ten (10) 44-gallon barrels @ 150 – 200 pounds per barrel. Each load is not to exceed 3,000 pounds in weight.
* Material from other departments may be brought to Pathobiology for pickup at no additional charge providing it is packed properly and does not result in a total weight in excess of 3,000 pounds.
* The contractor will provide twelve (12) empty barrels with liners and covers at each pickup to accommodate storage of material until the next pickup.
* Alteration of Pickup Schedule

In the event that Pathobiology does not require service on any particular Wednesday, the contractor will be notified no later than 4:00 p.m. on the preceding Monday. No changes shall be incurred when no pickup is made and the contractor has been properly notified.

Occasionally an additional pickup may be required due to a particularly high volume. The contractor will be notified on Thursday for a Friday pickup as necessary.

* Additional Services

Occasionally a pet is brought in for testing for cause of death and the owner requests to have the animal privately cremated with a return of ashes. The contractor must have the ability to provide this service at no additional cost to the University of Connecticut. The contractor will be responsible for direct billing and return of ashes to the individual.