**PART I**

**SECTION C**

**DESCRIPTION/SPECIFICATION**

**SECTION C - DESCRIPTION/SPECIFICATION**

**1. General**

A. **Materials Recycled and Area Covered**: This solicitation is for interested parties who wish to submit offers for the purchase of recyclable paper, commingled cans and bottles (aluminum and bimetal cans, glass bottles, and plastic bottles), used laser/toner printer cartridges, and used inkjet printer cartridges generated on Government-owned and Government-operated premises and other locations in the Washington, DC metropolitan area. This is a solicitation for Sale of Government Property: the Offeror must be willing and able to provide the services described herein at no charge as well as pay the Government for the materials picked up. The Washington, DC metropolitan area includes the District of Columbia, Montgomery County, Prince George's County, the cities of Alexandria and Falls Church, and Arlington, Fairfax, Loudon, and Prince William counties.

1. **Pickup Locations**: The Government shall determine each location from which the Contractor is to remove accumulations of recyclable paper, commingled cans and bottles, used laser/toner printer cartridges, and used inkjet printer cartridges. See Part III, Section J, Exhibit 1 for a list of current buildings that have recycling programs. The Government may add or delete locations through a modification to the contract, which only the Contracting Officer (CO) may execute. Award under this contract does not grant the successful bidder rights to all recyclable materials generated in the awarded service area.
2. **Estimated weights**: Estimated weights of the recyclable materials (Part III, Section J, Exhibit 6) are based on the best available Government information at the time of issuance of this solicitation. The Government does not guarantee these estimated weights to be factual. The U.S. General Services Administration (GSA) will bill the Contractor for the actual weight of all recyclable materials removed from the designated service locations. Historical data for individual locations may also be obtained from the GSA Recycling Website, [ncr.gsa.gov/recycle](http://ncr.gsa.gov/recycle).
3. **Pre-Inspection of Buildings**: Offerors are invited, urged, and cautioned to inspect the property prior to submitting an offer. Potential offerors should contact the Contracting Officer’s Representative (COR) at the GSA Maintenance and Energy Branch, Waste Management Program, 7th & D Streets, SW, Room 7512, Washington, DC 20407 or on telephone number 202-260-5320 or on FAX number 202-401-3722, for an on-site inspection of facilities to be serviced. The COR will coordinate inspections with the authorized Agency Representative. Failure to inspect will be at the risk of the offeror.

**2. COMPLIANCE WITH RECYCLING LAWS AND REGULATIONS**

The Contractor shall comply with all Federal, State, county, and local laws and regulations pertaining to the transport, processing, and sale of recyclable materials. Prior to contract start date, the Offeror shall obtain any and all necessary permits, registrations, and licenses for recycling for the jurisdiction in which services are to be performed.

**3. RESTRICTION ON USE OF RECYCLABLE PAPER:**

Recyclable paper purchased under this contract shall be used or sold as recyclable paper only. The Contractor shall not use, allow access to, or offer for resale any papers, documents, file record material or any other form of records as files, records, or for the information contained therein.

**4. RESTRICTIONS ON PAPER MATERIALS RECYCLED**

No paper materials designated as "classified," "sensitive," "witness," or "Privacy Act" shall be recycled under this contract. The Contractor shall not be required to shred any recyclable paper or to remove any shredded recyclable paper either cut into less than one-quarter inch strips, or cross cut. The Government will keep paper shredded into one-quarter inch strips or wider in bags for pickup. The Contractor will have the option of picking up paper shredded to less than one quarter-inch, but the COR will not require the Contractor to do so. The Contractor shall pick up any paper material that the Government has declassified provided that the material meets the requirements listed in this paragraph.

**5. STORAGE CONTAINERS AND EQUIPMENT:**

A. Necessary Containers and Equipment: The Contractor will provide the necessary containers and equipment for the consolidation and storage of recyclable materials prior to pickup. Part III, Section J, Exhibit 1, lists the number and types of containers currently in place at each service location. Exhibit 1 also lists the current container pickup schedule. Current containers include covered and uncovered carts of different sizes, materials, and shapes. Current equipment also includes pallets, gaylords, self-contained compactors, and front-loaded, closed-top containers. For both Government and contractor safety, boxed paper material and used printer cartridges loaded on pallets will be banded or shrink-wrapped to prevent falling off the pallet. Exhibit 1 is for informational purposes only and represents minimum contract requirements. The offeror may propose different methods, containers, and equipment for storing and transporting recyclables for each location. The COR, in consultation with the Agency Representatives, will approve containers and equipment prior to their placement.

B. Used Laser/Toner and Inkjet Printer Cartridge Recycling: Recycling used printer cartridges is something new on the GSA contract. Locations that choose to recycle these items will either place them in boxes and palletize them, or place them in gaylords, boxed or unboxed**. In order to be suitable for recycling, used printer cartridges must not contain any toner or ink.**

C. Maintenance of Containers and Equipment: The Contractor will be responsible for the maintenance of all containers and equipment throughout the term of the contract. The containers and equipment must be kept free from holes, vermin, or foreign matter that might cause injury, stain clothing or furniture, or contaminate the recyclable material. The Contractor shall, at no additional cost to the Government, clean up any oil spills that result from the Contractor’s operations. If such a spill occurs, the Contractor shall immediately report the incident to the Agency Representative and COR.

D. Delivery and Removal of Equipment: The Contractor will be responsible for delivery of the containers and equipment at the start of the contract and as required during the term of the contract, and for their removal at the termination of the contract. All storage containers and other equipment remain the Contractor’s property during, and subsequent to, the contract period.

**6. SUPERVISION:**

A. The Contractor shall supervise the removal, transportation, weighing, and processing of the recyclable materials to ensure compliance with the terms and conditions of this contract.

B. The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. The Contractor shall be responsible for taking disciplinary actions with respect to his employees as may be necessary.

C. The Contracting Officer (CO) may require removal from the job site those contractor employees deemed to be unsuitable or otherwise objectionable or those whose continued employment under the contract is deemed to be contrary to the public interest or inconsistent with the best interests of the Government.

**7. CONTRACTOR RESPONSIBILITIES FOR GOVERNMENT PROPERTY:**

A. Responsibility for Government Property: The Contractor assumes full responsibility for, and shall indemnify the Government from, all loss or damage to any and all Government property, including any equipment, supplies, accessories, or parts furnished to the Contractor while in the performance of this contract. This includes repairs or services performed under the terms of this contract, resulting in whole, or in part, from the negligent acts or omissions of the Contractor or the Contractor's subcontractors.

B. Hold Harmless and Indemnification Agreement: The Contractor shall save and hold harmless and indemnify the Government against any and all liability, claim, and cost of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the Contractor, any subcontractor, or any employee or agent, or representative of the Contractor or subcontractor.

C. Damage to Government Property from Causes Other than Contractor's Negligence: Nothing in paragraphs 7.A. and 7.B. above, shall be considered to preclude the Government from receiving the benefit of any insurance the Contractor may carry which provides for indemnification for loss or destruction of, or damage to property in the custody and care of the Contractor where such loss, destruction of, or damage is to Government property. The Contractor shall do nothing to prejudice the Government's right to recover against third parties for loss of, destruction of, or damage to Government property, and upon request of the CO shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation (including assistance in the prosecution of suit and execution of instruments of assignment in favor of the Government) in obtaining recovery.

**8. DELIVERY, LOADING, AND REMOVAL OF PROPERTY**

The Contractor shall accomplish removal of the recyclables within the prescribed time period, as shown under paragraph 8.D. below, and furnish all necessary labor, materials, and transportation for loading and removal of the recyclable materials.

A. Normal Pickups: Removal of recyclable materials will occur during normal operating hours of the holding agency, unless otherwise defined in this specification. No pickups will be required on Saturdays, Sundays, or Federal holidays.

B. Special Pickups: Special pickups are required at several locations under this contract. Part III, Section J, Exhibit 3, identifies all known locations to be serviced under this contract with special requirements. Other locations may also have limits on maximum truck height clearance that will require the Contractor to verify clearances at each pickup site.

C. Minimum Pickup Quantities:

(1) Recyclable Paper: The majority of the buildings identified in Part III, Section J, Exhibit 1, will have a minimum of four (4) bales, carts, toters, canvas hampers, gaylords, or pallets full of recyclable paper available for pickup prior to calling the Contractor for removal. Due to space restrictions, some buildings may require a lesser minimum amount than the above stated four (4) bales, carts, canvas hampers, gaylords, or pallets. When used, outdoor containers shall be three-quarters (3/4) full of recyclable paper prior to the Contractor being called for pickup. (See Part III, Section J, Exhibit 5 for a description of outdoor containers.) However, the Contractor will have the option of removing smaller quantities of recyclable paper from both indoor and outdoor containers without the consent of the COR.

(2) Commingled Cans and Bottles: The majority of the buildings identified in Part III, Section J, Exhibit 1, will have commingled cans and bottles picked up at the same time that paper is picked up. The exceptions are locations that have an outdoor container for recyclable paper. In those cases, the location will have a minimum of two (2) cubic yards of commingled cans and bottles for pickup prior to calling the Contractor for removal.

(3) Used Laser/Toner and Inkjet Printer Cartridges: Buildings will have a minimum of one gaylord or one pallet full (shrink-wrapped) prior to calling for pickup.   
  
The Contractor will not be required to service a location that generates commingled beverage containers and/or used printer cartridges only.  
  
**NOTE: Agencies recycling laser/toner and ink jet printer cartridges shall keep them separate from recyclable paper and commingled cans and bottles. The Contractor will not be required to pick up used printer cartridges that are placed with recyclable paper or commingled beverage containers.**

D. Pickup Schedules: The Contractor shall remove the recyclable materials within two (2) business days from the time of notice by the agency's authorized representatives, who are listed in Part III, Section J, Exhibit 1. The Contractor shall schedule the removal of all containers, including compactors and front-load containers, so that the facility is without a container for no more than 4 hours. The Contractor should call the authorized Agency Representative prior to removing and returning outside containers to ensure that the loading dock is accessible. Failure by the Contractor to remove the recyclable materials within the time specified, or to not comply with all other terms of the contract, may result in the Contractor's default in performance of this contract. If the Contractor fails to make a pickup, the Government has the right to have the materials removed and charge the Contractor any excess costs incurred.

**As pickup patterns develop, the Contractor, in conjunction with user agencies, will schedule locations on a regular basis. Scheduled pickups are the preferred mode of operation. Upon the COR’s request, the Contractor will provide GSA with the pickup schedule.**

E. Building Loading Docks: The Contractor shall leave the service loading area at each building where recyclable materials are picked up in a clean and orderly condition.

F. Pickup Locations: The Contractor shall pick up recyclable materials from the building loading dock or designated recyclable materials holding room/area, or as approved by the COR.

G. Loading: The Contractor shall physically transport wheeled containers from the holding room to the pickup vehicle, provided that the holding room is near the pickup vehicle. If the holding room is distant from, or at a different level than, the loading dock the building management should arrange for transport of material to a place easily accessible to the pickup vehicle.

H. Transporting Responsibility: The Contractor shall secure all recyclable materials in such a manner so as to prevent it from dropping off the conveyance while being transported.

I. Contractor Equipment: The Government will not be held responsible for damage to the Contractor's equipment. All Contractor equipment shall be properly maintained by the Contractor so as to minimize mechanical problems and breakdowns.

**9. MONTHLY BILLING PROCEDURES:**

A. Calculations for Monthly Statements: The GSA Accounts Receivable Branch (BCFCR) will send a statement to the Contractor for the total net weight of all recyclable materials collected and removed from the service locations under contract during the billing period. A billing price per ton will be determined for each type of recyclable material removed during that month by multiplying the total net weight by the unit price, explained in 9.B., below.

B. Formulas for Monthly Billing and Unit Price: The Government will determine amount it bills the Contractor monthly by using the following formula:

**Monthly Billing = (Unit Price) X (Net Weight {of Material Picked Up})**The Government will determine the unit price for each grade of paper, commingled cans and bottles, and used printer cartridges picked up by using the following formula:  
  
**Unit Price = (Market Value of Material) X (Percentage Bid Factor)**

C. Paper Unit Pricing: In order to determine unit prices for recyclable paper materials, per grade of paper, GSA will multiply the appropriate percentage figures found under Part I, Section B (bid line items 2.C.(1)(a), 2.C.(2)(a), 2.C.(3)(a), 2.C.(4)(a), 2.D.(1)(a), 2.D.(2)(a), 2.D.(3)(a), 2.D.(4)(a), 2.E.(1)(a), 2.E.(2)(a), 2.E.(3)(a), 2.E.(4)(a), 2.F.(1)(a), 2.F.(2)(a), 2.F.(3)(a), 2.F.(4)(a), 2.G.(1)(a), 2.G.(2)(a), 2.G.(3)(a), and 2.G.(4)(a), by the highest paper stock prices (i.e., market value) quoted for the Southeast Area market in the “Transacted Paper Stock Prices” section of the *Official Board Markets*, on the first Saturday of each month, for the previous month in which the pickup is accomplished for the following grades:

Grade 1 = $ Sorted White Ledger (40)

Grade 2 = $ Mixed Paper (1)

Grade 3 = $ News (6)

Grade 4 = $ Old Corrugated Containers (11)

Grade 5 = Telephone Directories (23), priced as $ News (6)

Grade 6 = Commercial Office Mix, a combination of Grades 1 through 5, heavy books, or mixed paper with excessive groundwood, priced using the following formula:

= (70% X $ Mixed Paper)

**NOTE: The one- and two-digit numbers in parentheses (at Grades 1 through 5, above), indicate the number of that grade of paper found in the Scrap Specifications Circular 2005, Guidelines for Paper Stock: PS-2005, published by the Institute of Scrap Recycling Industries. The same numbering system is used in the publication the *Official Board Markets*.**

All-Paper Programs: Various service locations collect, or will collect, all grades of paper in a single container, normally an outdoor self-contained compactor. Closed-top, front-loading containers may also be used for collecting all paper. Sorted white ledger, computer printout, mixed paper, newspaper, telephone directories, and old corrugated containers (cardboard) will be placed in the container together. These loads shall be graded as **Grade 6, Commercial Office Mix**.

D. Commingled Cans and Bottles Unit Pricing: In order to determine unit prices for commingled cans and bottles, GSA will multiply the appropriate percentage figures found under Part I, Section B (bid line items 2.C.(1)(b), 2.C.(2)(b), 2.C.(3)(b), 2.C.(4)(b), 2.D.(1)(b), 2.D.(2)(b), 2.D.(3)(b), 2.D.(4)(b), 2.E.(1)(b), 2.E.(2)(b), 2.E.(3)(b), 2.E.(4)(b), 2.F.(1)(b), 2.F.(2)(b), 2.F.(3)(b), 2.F.(4)(b), 2.G.(1)(b), 2.G.(2)(b), 2.G.(3)(b), and 2.G.(4)(b), by the highest recyclable material price in the Northeast/Maritime Region (Region 2) as quoted in the “Secondary Materials Pricing” website (<http://www.wastenews.com/smptest/>), on the first Friday of each month, for the previous month in which the pickup is accomplished. The price for commingled cans and bottles will be found in the website using the following terminology:

GSA Term *Secondary Materials Pricing* Term

Commingled Cans & No such term in *Secondary Materials* Bottles *Pricing*, but priced as Green Glass

E. Used Laser/Toner and Inkjet Printer Cartridges: In order to determine unit prices for used laser/toner and inkjet cartridges, GSA will multiply the appropriate percentage figures found under Part I, Section B (bid line items 2.C.(1)(c), 2.C.(2)(c), 2.C.(3)(c), 2.C.(4)(c), 2.D.(1)(c), 2.D.(3)(c), 2.D.(3)(c), 2.D.(4)(c), 2.E.(1)(c), 2.E.(2)(c), 2.E.(3)(c), 2.E.(4)(c), 2.F.(1)(c), 2.F.(2)(c), 2.F.(3)(c), 2.F.(4)(c), 2.G.(1)(c), 2.G.(2)(c), 2.G.(3)(c), and 2.G.(4)(c), by the highest recyclable material price in the Northeast/Maritime Region (Region 2) as quoted in the “*Secondary Materials Pricing*” website, on the first Friday of each month, for the previous month in which the pickup is accomplished.

GSA Term *Secondary Materials Pricing* Term

Used Laser/Toner & No such term in *Secondary Materials*

Inkjet Printer Cartridges *Pricing*, but priced as White Goods

**NOTE: The Government may wish, or be compelled, to use trade publications other than the *Official Board Markets* or *Secondary Materials Pricing.com* during the course of the contract to determine market prices for recyclable materials. Through a modification of the contract, the Government may use a trade publication other than the *Official Board Markets* or S*econdary Materials* *Pricing.com* for pricing information for any or all of the recyclable materials.**

F. Minimum Monthly Billing Amounts: Regardless of the market conditions, the Government will not bill the Contractor less than $00.00 per ton for recyclables.

G. Weighing Procedures: The Contractor has two methods for weighing removed recyclable material: (1) Official Weight Method, in which an official weight is established for containers of uniform make and size and, (2) Scale Method, in which loads of recyclable material are weighed on certified or Government scales. The Contractor shall use the official weight method when using indoor containers of uniform make and size, unless there is a Government scale on site, in which case the material shall be weighed on the Government scale. Although the Official Weight Method is allowed, the Government reserves the right to require the Contractor to weigh all, or a portion, of the recyclable materials on a certified scale.

(1) Official Weight Method: The use of an official weight for containers of uniform make and size is intended to make the recycling process more efficient by not requiring that every load be weighed. While not as accurate as weighing every load, this method will allow the Government to receive a fair weight for the materials recycled in its buildings.

1. Establishing an Official Weight: After award of contract, the Contractor and the COR will conduct a joint test weighing of recyclable paper and commingled cans and bottles. The container(s) the Contractor plans to use at service locations will be filled and weighed with paper or commingled materials. An average of these weighings, minus the container weight, will be the official weight of each container of recyclable material. The COR and Contractor may also establish official weights for baled material, using the average weight method. The COR reserves the right to establish an official weights of baled and containerized material by using historical data or industry standards.   
     
   **NOTE: The Contractor shall annotate the gross, tare, and net weight on the NCR Form 199 and sign the form for any baled or containerized material for which an official weight has not been established.**

(b) Formula for Determining Net Weight: The Government will use the following formula to determine the net weight of material picked up:

**Net Weight = (Official Weight) X (Number of Containers)**

(2) Weighing Recyclable Paper on Certified or Government Scales Method:

Weighing shall be performed on Government scales whenever available.  
If Government scales are not available, the Contractor may use the Contractor's own certified scales or other scales identified by the COR as acceptable.

**NOTE: Under this method, the Government reserves the right to require the Contractor to use certified scales other than the Contractor’s own to weigh all grades of recyclable materials. If this occurs, the Government will notify the Contractor in writing 30 days prior to this requirement. An independent weighmaster shall record the weight of the recyclable materials removed on the NCR Form 199 and, at the Government’s discretion, attach a weight slip to each NCR Form 199.**

(a) Weighing Schedule: The Contractor shall weigh all recyclable materials material within a maximum period of 24 hours after removal from the holding agency's building, excluding weekends and Federal holidays.

(b) Formula for Determining Net Weight: The net weight per ticket (NCR Form 199) will be determined by the following formula:

**Net Weight = Gross Weight - (Tare Weight + Container Weight)**

Tare Weight = Weight of the empty truck

Gross Weight = Total of the tare weight plus the

weight of the truck's load

Container Weight = Weight of any hampers, carts, gaylords, and

pallets used to contain the recyclable materials

(c) Recording the Net Weight: The Contractor shall record the gross weight, tare weight, and net weight of each pickup on the NCR Form 199, Line 11. The net weight will be the weight the Government uses to bill the Contractor. **The Government reserves the right to require the Contractor to attach certified weight slips recording the date and time of weighing.**

(d) Weighing Individual Containers and Bales: The Contractor may choose to weigh each container individually, in which case the weight of the truck would be unnecessary and the tare weight, as listed on NCR Form 199 (Exhibit 4), would be the weight of the containers and, when included, pallets.

(e) Weighmaster Certification: The Contractor shall have Copies #1 and #2 of NCR Form 199 signed and noted, or stamped, with the date, hour, and weight by the weighmaster subsequent to the weighing of the loaded truck or individual containers or bales.

H. NCR Form 199 (Recyclable Materials Pickup Ticket): At the service location, the Contractor and the Agency Representative or designated representative shall jointly complete the NCR Form 199, in triplicate, for each pickup made.

(1) Obtaining Blank NCR Form 199s: The Regional Recycling Coordinator, U.S. General Services Administration, 7th & D Streets, SW, Washington, DC 20407, shall issue a block of pre-numbered NCR Form 199s to the Contractor after award of contract. The Contractor shall be accountable for each NCR Form 199 issued. If a ticket is voided or lost, the Contractor shall furnish the COR with the voided ticket or a written explanation for the lost ticket. Failure by the Contractor to provide the COR with a satisfactory explanation for the lost ticket, or continued loss of tickets, may result in actions being taken against the Contractor to recover monies and expenses for the voided or lost tickets.

(2) Filling Out the NCR Form 199: The NCR Form 199 shall be completed in triplicate for each pickup location. The Contractor shall fill out, on each ticket, the company name, contract number, truck number, date, and service location. At the service location, the Agency Representative or designated representative shall record the type of material, and the number, or fraction thereof, and types of containers being picked up. Both the Agency Representative and the Contractor shall sign the ticket upon completion of pickup. The Contractor shall leave Copy #3 with the Agency Representative or designated representative, who will retain that copy for the agency's records.

**NOTE: The Contractor may downgrade a container or bale, after the agency representative has entered the grade of material on the NCR Form 199, if contamination exceeds the allowable limit. However, at the determination of the COR, the Government reserves the right to require the following:**

**The Contractor shall notify the COR of alleged contamination before downgrading any loads. Notification of, and justification for, downgrading shall occur by facsimile or written correspondence within two (2) business days after actual pickup. The Contractor shall record, on the NCR Form 199, the major contaminant found in the load and the percentage of the load that was contaminated. A load is one pickup of all carts, toters, gaylords, and/or bales from one location. A load may also be a pickup of a closed-top or self-contained compactor. Upon receipt of downgrading notification, the COR will determine if downgrading is allowed, and notify the Contractor of the determination by facsimile or written correspondence. Failure by the Contractor to notify the COR of a downgrade will result in reinstatement of the grade the Agency Representative or COR originally entered.**

(3) Submitting the NCR Form 199: The Contractor shall collect all copies of the original copy (Copy #1) for the materials removed during the calendar month and submit them, with any required weight slips, to GSA, Maintenance and Energy Branch, Waste Management Program, 7th and D Streets, SW, Room 7512, Washington, DC 20407 within fourteen (14) days after the last day of the month. The submitted copies shall be grouped by building and jurisdiction. For instance, all GSA Regional Office Building tickets shall be grouped together and placed with all other buildings in Southwest, DC. The Contractor shall retain Copy #2 for the company's records. THE INFORMATION ON EACH NCR FORM 199 MUST BE COMPLETE AND LEGIBLE TO ENSURE PROPER BILLING.

I. Contractor's Payment: The Contractor shall make full payment within thirty (30) calendar days from date of billing from the GSA Accounts Receivable Branch.

(1) If full payment is not made within the time frame specified, interest will be charged to the Contractor. Interest will be based on the current interest rate as determined by the U.S. Department of Treasury.

(2) Payment shall be made in the form of traveler's checks, certified checks, cashier's checks, postal or commercial money orders (including Canadian postal money orders designed for payment in the United States which are acceptable in U.S. dollars at the stated face value), Federal Home Loan Bank money orders, properly endorsed Government checks (Federal, State, or local), irrevocable commercial letters of credit, Master Charge, Visa Credit, or any combination of the above. Personal or business checks are not acceptable.

**10. FEDERAL EMPLOYEE RECYCLING TRAINING**

In order to insure the success of recycling programs in the buildings on the contract, the Contractor shall be available to help with employee recycling training. In partnership with the Government agencies, the Contractor will increase awareness of, explain, and promote recycling programs through workshops, training sessions, special events (e.g., Earth Day), and educational literature. Examples of methods that the Contractor may use to promote recycling and train employees include public speaking, slide shows, brochures, displays, websites, and computer-based courses.

**11. PROPERTY TITLE:**

Title to the UBCs, UGCs, and UPBs sold under this contract shall vest in the Contractor as and when the Contractor completes removal of, and pays the Government for, the material.

**12. CONTRACT CLOSE-OUT:**

Upon completion of the contract, the Contractor shall remove all contractor-owned equipment from all locations within 48 hours after the last day of the contract, or within a time frame as determined as acceptable by the COR; shall provide the COR with a copy of the established delivery schedule; shall return all unused copies of the prenumbered Recyclable Materials Delivery Order Tickets (NCR Form 199) to the COR within 48 hours after the last day of the contract; and shall submit a Release of Claims, GSA Form 1142, to the CO upon making the final payment.