Beginning in April 2014, the City of Cambridge will run a 1-year pilot program to collect food scraps from residents. If you live in a single family home or a multi-family residential building with up to 12 units, in this eligible area and are interested in participating email us at recycle@cambridgema.gov. Your residence must have City trash service. Participation is voluntary. All households must complete an acknowledgement form and provide an email address to receive regular updates from the City. Thank you for your interest and patience as we develop this exciting new initiative.
CITY OF CAMBRIDGE AND ROCKY HILL FARM

SPECIFICATIONS TO ACCEPT ORGANIC MATERIAL
FOR COMPOSTING AND MARKET THE FINISHED COMPOST

SCOPE OF SERVICES
Rocky Hill Farm (RHF) located at 34 Butterfield Road in Saugus MA agrees to accept organic material for composting from the City of Cambridge during a one-year collection pilot of food scraps. RHF is responsible for all aspects of the composting service including permitting, site maintenance and care, facility operation, purchase of any processing equipment, marketing and shipping of compost, disposal of any residue, maintenance of records and provision of such to the City upon request. The City understands that RHF has windrow and in-vessel composting operations to handle organic material. RHF will market the finished compost as a soil amendment to landscapers, farmers and homeowners. RHF agrees to notify the City if there are changes planned to the compost methods used.

Public Works will deliver loads to RHF on Mondays and several Tuesdays. RHF can accept loads Monday-Thursday from 7:00am-3pm and Friday 7:00am-2:30pm. On holiday weeks, collection is delayed one day, so collection and delivery to RHF will occur on a Tuesday. Holidays include New Year’s, Martin Luther King’s Birthday, President’s Day, Patriot’s Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving and Christmas. Delivery dates will be (underlined dates are holiday weeks):

<table>
<thead>
<tr>
<th>2014</th>
<th></th>
<th>2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>7, 15, 22, 28</td>
<td>July</td>
<td>7, 14, 21, 28</td>
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<td>May</td>
<td>5, 12, 19, 27</td>
<td>August</td>
<td>4, 11, 18, 25</td>
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<td>September</td>
<td>2, 8, 15, 22, 29</td>
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<td>3, 10, 17, 24</td>
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<tr>
<td></td>
<td></td>
<td>December</td>
<td>1, 8, 15, 22, 29</td>
</tr>
</tbody>
</table>

Below are the materials to be accepted for composting. Upon mutual agreement, the City and RHF may make changes to this list, as necessary.

Acceptable Food
✓ All vegetable & fruit scraps
✓ Meat scraps & bones
✓ Dairy products
✓ Seafood & shells
✓ Eggshells & nutshells
✓ Cookies & candy
✓ Coffee grounds
✓ Even spoiled food

Acceptable Soiled Paper Products
✓ Used napkins, paper towels, & tissues
✓ Paper plates & paper bags
✓ Paper coffee cups & filters
✓ Tea bags
✓ Paper sugar packets
✓ Waxed paper
✓ Paper sandwich wrappers from sub shops
✓ Paper clamshell takeout containers (i.e. from Whole Foods)
✓ Chinese food takeout containers (remove handles)
✓ Paper cartons such as milk, juice or ice cream containers (to contain food scraps)
✓ Greasy pizza boxes

Other Acceptable Materials
✓ Compostable plastic bags and products certified by the US Composting Council
✓ Houseplants, flowers, & potting soil
✓ Wine corks & wooden coffee stirrers
✓ Wooden clementine boxes (remove plastic mesh)
✓ Human hair, pet fur, feathers, finger nails
✓ Pet food
Cotton balls, cotton-tipped swabs with paper stem, & make-up pads

Fireplace and barbeque ashes

Shredded paper (OK, but recycling preferred)

Unacceptable Materials

- Plastic bags
- Rigid plastic
- Metal & foil
- Glass
- Expanded polystyrene ("Styrofoam")
- Grease or liquids
- Diapers or baby wipes
- Human or pet waste
- Cigarette butts
- Dryer lint & dryer sheets
- Yard Waste

Material handled as residue and not composted shall not exceed 5%. RHF understands that this is a pilot program and that the City will make every effort to minimize contamination. However, RHF will inform the City as soon as possible if loads have any contaminants. RHF will not terminate this agreement with the City given that both parties, in good faith, agree to continually work together to correct any problems that may arise.

To minimize contamination, the City will:

1. Require all households in participating buildings to sign an acknowledgement form to explain the program.
2. Provide all participating households with a kitchen collection bucket, compostable bags to line the kitchen bucket and a curbside collection container with a secure lid. Residents may also place food scraps in empty paper milk or ice-cream cartons or paper take-out containers.
3. Train the collection crew to spot bags that are non-compostable, an unusual shape, or light weight that may indicate unacceptable items or clearly not full of food scraps.

The City will recruit 500-800 households in single family homes and multi-family buildings with up to 12 units, to participate. All households will be located in the Monday collection neighborhood, in North Cambridge. Since RHF does not have a truck scale, the City will get each load weighed at Casella Recycling in Charlestown and provide this weight to RHF.

CONTRACT PERIOD

These services will be provided for one year from April 7, 2014 through March 30, 2015. The contract shall have an option to renew for a period of up to 1 year at the sole discretion of the City (through March 28, 2016). Prices must remain firm during the contract period. As this is a pilot, the City may select other compost processing facilities to also bring loads to.

QUANTITY

We estimate that, together, these households will generate about 2-3 tons per collection day, once per week. Quantities are estimates only, the City makes no guarantee

PRICING & BILLING

The City agrees to pay RHF $55 per ton. Maximum contract value for year one is $8,580, and $15,000 for year two if the City decides to renew the contract. RHF agrees to submit a monthly invoice to the Department of Public Works, 147 Hampshire Street, Cambridge, MA 02139, which itemizes each delivery with date, time of day, ticket number, net weight, and cost for each load delivered to RHF.

The number of tons of organics upon which payment is made shall be determined by weighing each delivery vehicle on scales located at a licensed weighing station determined by the City and acceptable to RHF. The City will notify RHF of the weigher chosen, and if the City uses a different weigher at any time. A list of weighers the City anticipates using will be submitted to RHF at the commencement of this contract. RHF will have the opportunity to inspect the weigher facility if it chooses, and the City will accompany RHF on this inspection. Weighing facilities shall be located apart from the receiving building and on a separate structure in order to prevent interference with the accuracy of the weighing devices by reason of vibration, structural loads, etc.

The City will request that the weigher generate a weight ticket for each load delivered that shall indicate the following information: date, time of day, ticket number, truck number, gross, tare, net weight, signature of
sworn public weigher, and signature of truck driver. RHF will submit invoices based on these weights to be provided electronically in a mutually agreeable format.

**RHF CERTIFIES THAT IT MEETS THE FOLLOWING QUALITY REQUIREMENTS:**

1. Not in Bankruptcy.

2. Can provide, upon request, proof of financial solvency.

3. In compliance with all applicable federal, state and local laws and regulations that govern the collection, processing, composting and marketing of food scraps and other organic material.

4. Is responsible for the satisfactory performance and adequate oversight of its subcontractors.

RHF has provided a copy of all state, local and other licenses to operate its composting facility, which are attached to this document.
DATABASE SCREENSHOTS
Organic Collection Database

- Crew-Route Data Entry Form
- Crew-Route Datasheet
- Monitoring Data - Step 1 - Create Blank Records (Warning: Only use when entering a new pickup date. Otherwise skip to Step 2)
- Monitoring Data - Step 2 - Open Form
- Weekly Data Collection Report
- "Not Out" Query
- Buildings Monitored On A Given Week
Crew-Rout Observable Data

Date: 7/7/2014

Driver: Travers, Steve
Truck Number: 35

Start Time: 7:10 AM
Thrower: Gary

Route End Time: 11:10 AM
Data Person: Hoffman, Everett

Weather
Route Issues
Observations
Time and Weights
Resident Comments
Notes

Truck Issues:

Highway Performance Issues:

Route issues in Cambridge:
Got stuck behind an ambulance on Rice for 10 minutes

Route issues to/from Saugus:
Crew-Rout Observational Data

Date: 9/2/2014
Driver: Travers, Steve
Truck Number: 36
Start Time: 7:15 AM
Thrower: Jahi
Route End Time: 11:50 AM
Data Person: Hoffman, Everett

Start-End Time Notes: First stop: 7:25

Staff Observations: moving slow, hot out

Picture of load:
## Crew-Route Observational Data

**Date:** 9/8/2014  
**Start Time:** 7:15 AM  
**Thrower:** Eddie  
**Route End Time:** 11:20 AM  
**Data Person:** Hoffman, Everett  

### Weather

### Route Issues

### Observations

### Time and Weights

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<tr>
<th>Time</th>
<th>Weights</th>
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<td>Weigh in at Scale:</td>
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<tr>
<td>12:10:00 PM</td>
<td>30720</td>
</tr>
<tr>
<td>Weigh Out Time:</td>
<td>Weigh out at Scale:</td>
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<td>12:50:00 PM</td>
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<td>Back at the DPW:</td>
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<td>1:20:00 AM</td>
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<td>Truck Weight - Gross:</td>
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**Truck Number:** 36
Resident Comments: Spoke with a lady on Cambridge Terrace, a participant. She hoped that the program would go city wide. I encouraged her to fill out her survey.
Crew-Route Observational Data

Date: 6/2/2014
Start Time: 7:10 AM
Driver: Travers, Steve
Thrower: Kevin Aruda
Route End Time: 11:05 AM
Data Person: Hoffman, Everett
Truck Number: 35

Feedback about last week:


Notes on upcoming holidays:


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<th>StreetNum</th>
<th>StreetName</th>
<th>Building Type</th>
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<th>Fill Level</th>
<th>Ripped Bags</th>
<th>Loose Food</th>
<th>Total HHs</th>
<th>Participating HHs</th>
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<tr>
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# Organics Monitoring Data

<table>
<thead>
<tr>
<th>Day By Day</th>
<th>Bin Out</th>
<th>Participating HHs</th>
<th>Set Outs</th>
<th>Collected Weight (lbs)</th>
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<tbody>
<tr>
<td>3/30/2015</td>
<td></td>
<td>730</td>
<td>484</td>
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<tr>
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<td>542</td>
<td>349</td>
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<tr>
<td></td>
<td></td>
<td><strong>Totals</strong> 1272</td>
<td></td>
<td>824</td>
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</table>

Wednesday, July 01, 2015

Page 1 of 1
| A          | B   | C       | D       | E       | F       | G       | H       | I       | J       | K       | L       | M       | N       | O       | P       | Q       | R       | S       | T       | U       |
|------------|-----|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| April      | 1/19| 1/21   | 1/28    | 1/5     | 1/12    | 1/19    | 1/26    | 2/2     | 2/9     | 2/16    | 3/3     | 3/10    | 3/17    | 3/24    | 4/1     | 4/8     | 5/5     | 5/12    | 5/19    | 5/26    | 6/4     |


| Driver     | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T | Steve T |
| Thrower    | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A | Steve A |