

STATEMENT OF WORK

1.0 INTRODUCTION

The Drug Enforcement Administration (DEA), Houston Division, in order to enforce the controlled substances laws and regulations of the United States and to bring the organizations and its members involved in growing, manufacturing, and distribution of controlled substances, seizes enormous amounts of marijuana, pharmaceuticals, and other incidental controlled substances each year. From the standpoint of security, it is important that the evidence be disposed of as soon as it is no longer of evidentiary value. Along with drugs, the non-drug evidences, like papers and cassette tapes must be destroyed in timely manner to allow for space within the evidence vaults.

2.0 OBJECTIVE

The DEA, Houston Division has a requirement for contractor support services (hereinafter "Contractor") for destruction by incineration of evidence, which include papers, cassette tapes, bulk marijuana, pharmaceuticals, and other incidental controlled substances or immediate precursor included in schedules I, II, III, IV, or V of title 21 USC 812 or 21 CFR 1308 (11)(12)(13)(14)(15). The incineration will be conducted in the presence of DEA personnel and contractor personnel appointed by the DEA.

3.0 REQUIREMENTS

3.1 The Contractor shall provide the following:

- A. An incinerator with the capability of destroying marijuana to a point where there are no detectable levels, as measured by standard analytical methods, of byproduct from the destruction process. DEA shall inspect the incinerator to ensure no drug residue remains.
- B. An incinerator capable of operating a minimum of eight (8) consecutive hours per day. There shall be interlocks to interrupt the process in an emergency event.
- C. An incinerator capable of processing at least 1000 lbs. /hr. of bulk marijuana. The drugs are usually tightly compressed "bricks" or "bales". DEA is not able to anticipate all the different packaging materials, but the facility must have the capability and proper permits to destroy the below materials.
 - a. Packaging Materials - Cardboard, Wrapping paper, Saran Wrap, Aluminum foil, Duct tape and derivatives, Scotch tape and derivatives, Packing tape and derivatives, Plastic evidence bags, Grease/oil, etc.
- D. The Contractor shall be responsible for all equipment operation, repair and maintenance.

- E. The Contractor shall be able to effectively and safely process a variety of feed streams. All boxes and packaged material must enter the destruction system without having to be opened or mixed with any other material.
- F. The Contractor shall accept packages up to 48"x24"x16" in dimension and weigh up to 200 pounds. The typical package or box will weigh between 40-60 pounds. The integrity of the destruction process shall be such that the material to be destroyed cannot be redirected or retrieved once it is committed to destruction.
- G. The incinerator shall have a segregation strategy that ensures that DEA contraband is not mixed with any other product before entering the system. Preprocessing (shredding) of the material is not desirable.
- H. The Contractor shall perform background checks and drug tests on all personnel involved with the incineration process. The drug test must be performed at least once a year. Additionally, DEA reserves the right to conduct its own background check on Contractor's personnel.
- I. The Contractor shall provide DEA with a copy of all permits and licenses held to operate the incinerator. All services and equipment shall meet applicable Federal, State and Local laws, regulations, and requirements (e.g., OSHA, EPA, and FDA).
- J. The incinerator facility shall have closed circuit cameras, which shall cover the weighing station and the entire incinerator equipment from the feeder to the ash removal station. DEA reserves the right to access the video feed as necessary to ensure the proper destruction of its drugs and safety of its representatives.
- K. The incinerator facility shall have a secured fence around it. The facility fencing should exceed a height to ensure prevention by the public from viewing the incineration process.
- L. The incinerator shall have proper ventilation and no smoke buildup. Additionally, DEA prefers a cooling station for outdoor facilities.
- M. The incinerator facility shall be able to accommodate semi-trucks, tractor-trailers, cargo vans, forklifts, etc.

3.2 Deliverables: Contractor shall provide a signed incineration log with DEA personnel's signature of confirmation destruction, to DEA. The incineration log shall include at minimum the items destroyed, the date of destruction, start and end time, name of the operator, and pounds destroyed, along with the signature of authorized DEA personnel. Documentation verifying the proof of incineration must be provided with the invoice when submitted for payment.

3.3 Period of Performance: March 26, 2019 through September 30, 2019.

- 3.4 Place of Performance: Work will be required from the DEA facilities located in the following cities in the state of Texas- Houston, Galveston, Beaumont, McAllen, Brownsville, Corpus Christi, Laredo, Eagle Pass, Del Rio, San Antonio, Austin, and Waco.
- 3.5 Security Requirements: Incinerator facility must have closed circuit cameras, which shall at least cover the weighing station and the entire incinerator equipment from the feeder to the ash removal station. The Incinerator facility must have fence around it, which shall be tall enough to prevent the public from viewing the incineration process.
- 3.6 Personnel Security Requirements: The Contractor shall perform background checks and drug tests on all its personnel involved with the incineration of evidence. The drug test must be performed at least once a year.
- 3.6 The contractor and its personnel shall hold all information obtained under the DEA contract in the strictest confidence. All information obtained shall be used only for the purpose of performing this contract and shall not be divulged nor made known in any manner to any person except as necessary to perform this contract. The contractor's employee(s) shall not divulge, sell, or distribute any information at any point in time, even after termination or expiration of the contract.
- 3.7 DEA will provide armed DEA agents and contractors, who are authorized by DEA, during scheduled burns.