

## **Exhibit A -- Scope of Services**

### **LITTER PREVENTION AND RECYCLING EDUCATION AGREEMENT**

**MISSION:** To preserve and enhance the quality of the environment in Brevard County and to assist the County in achieving a comprehensive and effective waste minimization program in compliance with the State of Florida Solid Waste Management Act of 2019 through community-based litter prevention, beautification, sustainability and recycling programs and recycling education in Brevard County Schools.

**GOAL 1:** Build a broad base of citizen support and participation for litter prevention/control, sustainability and recycling.

**GOAL 2:** Provide Litter Prevention/Recycling Education and volunteer opportunities to Brevard County students to influence the next generation to support litter prevention/control, beautification, sustainability and recycling.

### **CONTRACT SERVICES**

#### **A. Programs and Events Planning:**

**Annual Program Review.** KBB will review litter prevention/control, and recycling needs throughout Brevard County on an annual basis and suggest revisions to existing programs or additional programs that could be implemented. Reported for the months when the activity is conducted.

**Annual Events Calendar.** KBB will provide an annual calendar of events that will identify timelines and completion dates for tasks that are contained in this Scope of Services. Updates will be provided as they occur. Reported for the Month the initial calendar is developed and for each month updates are provided.

#### **B. Periodic Cleanups:**

**Annual Litter Index.** KBB will complete an annual litter-measuring index throughout Brevard County using the method subscribed to by Keep America Beautiful. Reported for the months when the activity is conducted.

**Trash Bash and Coastal Cleanup.** KBB will recruit and coordinate volunteers throughout Brevard County to conduct the Keep America Beautiful annual Trash Bash and the International Coastal Cleanup. KBB will work with organizations to encourage participation and proper waste handling for cleanups by providing instructions, proper supplies, t-shirts, and other incentives to volunteer groups. KBB will encourage and support recycling activities by providing a recycling capability at all KBB events, if allowed, and making recycling bins available to organizations and events throughout the County. Reported for the months when the activity is conducted.

**Cleanup Illegal Dumping Sites.** KBB will cleanup two illegal dumping sites per year or other areas where litter has accumulated, particularly roadsides. Reported for the months when the activity is conducted.

### **C. Ongoing Cleanups:**

**Adoption Programs.** KBB will offer Adoption programs for individuals, businesses and other organizations to maintain the cleanliness and beauty of their adopted areas. Adoption programs may include roads, shores, parks, trails, islands, main street, and other entities identified in the future. KBB will publicize, recruit, train and provide equipment for all adoption teams. Reported monthly: number of volunteers, hours, bags of trash/recycle picked-up, and weight.

**Assist Other Organizations.** KBB will initiate and respond to requests for assistance by other groups and organizations, for projects relating to litter reduction, and recycling on an as-identified basis. Reported for the months when the activity is conducted.

### **D. Grants:**

**Florida Friendly Landscape Grants.** KBB will administer the Florida Friendly Landscape Grant: soliciting and reviewing grant applications from private and non-profit entities for public or public use property; selecting projects to receive the grants that have a minimum 50/50 match basis (applicant may provide in-kind match); and determining the amount of funding for each project. Successful grant recipients will include the use of recycled material and a reduction in potential yard waste. Reported for the months when the activity is conducted.

### **E. Public Information and Recognition:**

**Public Information Dissemination.** KBB will serve as an information clearinghouse and will raise public awareness of the importance and environmental necessity of litter prevention, recycling, and sustainability using the latest information and techniques from Keep America Beautiful and other agencies. This will be accomplished through a variety of traditional and social media techniques, including a KBB promotional brochure, news releases, public service announcements, guest columns, and letters to the editor, speakers, workshops, presentations to organizations (minimum of 4 per year), and representation by KBB at meetings and events. Reported monthly.

**Public Recognition Awards.** KBB will provide positive reinforcement to the citizens of Brevard County by providing recognition of superior performance in implementing reduce, reuse, and recycle concepts. Periodic “We Noticed” awards will be given for residential and commercial properties. Monthly recognition in the local media of partners, businesses, and homeowners for litter reduction, sustainability, and beautification initiatives. Annual “Volunteer” awards will be given for outstanding adult and youth achievements in promoting and helping to implement litter reduction/control and recycling through KBB-sponsored events. Reported for the months when the activity is conducted.

### **F. Recycling Education Program:**

**Curriculum Development and Revision.** KBB will develop (and update annually, by August), with Solid Waste Management Department approval, a Recycling and Composting Program Education curriculum for fourth and fifth graders of the Brevard County Public School System, focusing on the County's curbside collection program for fourth grade and Brevard County's solid

waste management system for fifth grade. Fourth grade presentations will include using visual aids such as recycled and repurposed material, videos, games, and gifts. Fifth grade presentations will include a video presentation of various sites within the Central Disposal Facility (CDF), samples of shredded tires, recycled, repurposed and landfill items as visual aids, a small recycling gift, and additional recycling information. Reported for the months when the activity is conducted.

**Teaching in the Classroom.** KBB will coordinate/schedule with schools and present the approved curriculum to at least 90% of all fourth and fifth grade students in Brevard County Public Schools. KBB will also present the approved curriculum to a percentage of Brevard charter school and private school students, as the budget permits and dependent upon charter school and private school cooperation. The County and KBB will review the budget each year in October and determine the percentage of students to be taught. Each student will also be given a recycling related promotional item. KBB will also submit a projected list of materials necessary to support the curriculum delivery, and their associated costs. Reported for the months when the activity is conducted.

**Educational Programs Assistance.** KBB will provide educational programs, on special request, and support programs, such as Earth Day celebrations and school sponsored environmental programs, to a minimum of four Brevard County Schools and/or Libraries per year, including assisting teachers and students with program development, projects, presentations and resource information. Reported for the months when the activity is conducted.

## **G. Student Information, Recognition and Involvement**

**School Environmental Awards.** KBB will present “School Environmental Awards” to 9 Kindergarten through 6th grade schools (3 participating schools in each of 3 sections of the County) monthly, during the school year, using volunteer judges. These awards recognize implementation of new and sustaining reduce, reuse and recycle concepts in the school. Reported monthly during the school year.

**Student Involvement.** KBB will make available to schools KBB information on roadside litter, illegal dumping and marine debris and will provide participation opportunities in KBB programs such as unpaid internships and projects for state-required service hours to Middle, Junior, Senior High and College students, via existing clubs in each school. Reported for the months when the activity is conducted.

**School Information Dissemination.** KBB will keep schools and the media informed of KBB/student accomplishments and promote the availability of KBB programs and resources, as well as other environmental items of interest to teachers and students, via a newsletter, press releases, and social media. Reported monthly.

## **H. Reporting and Invoices**

**Monthly Reports and Invoices.** KBB will submit Monthly Reports describing the activities and work accomplished during the previous month. The Monthly Report will be submitted with a monthly invoice by the 20<sup>th</sup> of the following month.

**Community Annual Summary Report.** KBB will submit an annual report, by June 30<sup>th</sup>, with

a summary of accomplishments for the contract year relative to the tasks described in this Scope of Services for Goal 1 Contract Activities.

**School Annual Summary Report.** KBB will submit an annual report, by June 30<sup>th</sup>, with a summary of accomplishments for the school year relative to the tasks described in this Scope of Services for Goal 2 Contract Activities.

**I. Hurricane or Other Disaster.**

In the case of a severe weather event, disaster or other calamity, such as a fish kill, the county manager, or designee, may utilize the services of KBB to perform work at a mutually agreeable rate.

## Revised EXHIBIT B--Budget

### LITTER PREVENTION AND RECYCLING EDUCATION AGREEMENT

Services	Budget \$
A. Programs and Events Planning	\$ 2,000
B. Periodic Cleanups	\$ 27,000
C. Ongoing Cleanups	\$ 33,000
D. Grants	\$ 11,000
E. Public Information and Recognition	\$ 3,000
F. Recycling Education Program	\$ 25,000
G. Student Information, Recognition and Involvement	\$ 6,000
H. Reporting	\$ 6,447
	Materials \$ 4,100
<b>ANNUAL TOTAL</b>	<b>\$ 118,047*</b>

\*The cost may be renegotiated in the event of significant inflation

## MONTHLY INVOICE FORMAT

### KBB COUNTY LITTER CONTRACT INVOICE (MONTH), 2020

Activity	Budget \$		This Invoice	\$ Spent YTD	\$ Remaining
<b>Goal 1</b>					
A. Programs and Events Planning	\$ 2,000				\$ 2,000
B. Periodic Cleanups	\$ 27,000				\$ 27,000
C. Ongoing Cleanups	\$ 33,500				\$ 33,500
D. Grants	\$ 11,000				\$ 11,000
E. Public Information and Recognition	\$ 3,000				\$ 3,000
F. Recycling Education Program	\$ 25,000				\$ 25,000
G. Student Information, Recognition and Involvement	\$ 6,000				\$ 6,000
H. Reporting	\$ 6,447				\$ 6,447
<b>Materials</b>	\$ 4,100				\$ 4,100
<b>Contract Total</b>	<b>\$ 118,047</b>		<b>\$</b>	<b>\$</b>	<b>\$ 118,047</b>