

# Statement of Work

## Trash and Litter Pickup and Removal Services For Berks County

### 1. GOVERNING SPECIFICATIONS

- a. The purpose of this Invitation for Bid (IFB) is to procure a Contractor to perform Litter/Trash Pickup and Removal Services in Berks County for the Pennsylvania Department of Transportation (hereinafter referred to as PennDOT). These services may be requested on any PennDOT-owned property and are to be performed in accordance with the most recent version of the following (these documents can be found on the PennDOT website or via an internet search by title):
  - i. PennDOT Publication 213– Temporary Traffic Control Guidelines
  - ii. PennDOT Publication 23 – Maintenance Manual, Chapter 13
- b. **This bid solicitation has been reserved for Small Business Contracting. Only those Bidders certified as DGS Small Businesses through the Small Business Contracting Program may submit a bid for these services.**
- c. Pursuant to Executive Order 2021-06, *Worker Protection and Investment (October 21, 2021)*, the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the bid, proposal or quote.
- d. Prior to the bid, all questions shall be directed to the Purchasing Agent.
- e. In the event there is a conflict among the documents comprising this Contract, PennDOT and the Contractor have agreed on the following order of precedence: The Contract; the IFB; and the Contractor's Bid in Response to the IFB.
- f. The PennDOT Project Manager for this contract will be the County Maintenance Manager (CM) or their designee.

### 2. SERVICE REQUIREMENTS

- a. This work is the furnishing of all material, equipment, personnel, liability insurance, safety equipment and best operational practices necessary for the efficient pickup and removal of roadside trash.
- b. The services provided shall be consistent with standard operating procedures and applicable Federal, State, Local laws, rules, and regulations for the protection of public health and the environment, including following OSHA safety requirements.

- c. The Contractor shall remove and dispose of all litter and debris four inches and larger in size from all areas within PennDOT's right of way. This work will take place as directed by the CM or Designee on an as needed basis.
- d. Highway mileposts, interchanges or other physical landmarks may be used to designate starting and stopping points.
- e. Trash pickup and debris removal will encompass all shoulders, medians, ramps, interchanges/bowl areas and PennDOT-owned parcels.
- f. All trash and debris collected must be placed in trash bags, where possible, and disposed of.
- g. Work continuously until each location is completed. Do not leave the work location except when necessary due to the onset of inclement weather or darkness. When feasible, conduct all work operations from or beyond the roadway shoulder.
- h. Objects that require the efforts of more than the entire crew to lift onto the truck can be left in place where discovered. Notify the CM or Designee by the end of the day if oversized objects are encountered. Do not disturb any steel drums or other types of sealed containers which might contain solid, liquid, or gaseous chemical wastes, hospital wastes or infectious wastes. Immediately notify the CM or Designee if any such material is discovered.
- i. Provide sufficient personnel, equipment, and materials to complete the tasks in the time frame listed in section 16.
- j. All roadway signs picked up shall be counted and reported daily to the Roadway programs Coordinator and designated Assistant Highway Manager. The three categories are: Political, Religious, and advertising

### **3. PENNDOT ROADSIDE CONTRACT ADMINISTRATION**

- a. While PennDOT reserves the right to request submission of the M-609 in other formats in the future as detailed below, PennDOT **requires form M-609 to be submitted via a mobile application** (hereinafter the "application").
- b. **Any reference throughout this document to the M-609 shall mean the PennDOT Form M-609, which shall be completed by the Contractor via PennDOT's mobile application** unless directed otherwise by the CM or Designee. To that end, the following requirements apply:
  - i. The Contractor shall become a PennDOT Business Partner, obtain credentials to utilize the application, and follow "Accessing PennDOT iPad Applications for Business Partners". This document provides guidance on registering to become a Business Partner and using the application.
  - ii. The Contractor shall be responsible for the purchase, maintenance, and operation of all hardware, including devices such as but not limited to compatible iPad necessary to utilize the application.

- iii. **The Contractor shall submit all Form M-609s to PennDOT via the application. If applicable, supplemental daily information (GPS report, photographs) shall be attached as pdf files. A minimum of one M-609 shall be submitted per crew per day. The regular submission of M-609's is critical to the efficient administration of this contract and will be mutually agreed upon prior to the start of work. If a revision is needed for an M-609, it will be "rejected" to the Contractor through the mobile application.**
- iv. Once registered as a Business Partner, the Contractor shall have the ability to use the application statewide for roadside maintenance work and, as directed by the PennDOT and its authorized personnel, including without limitation the Project Manager or Designee, complete Form M-609 electronically, with the same binding legal effect as though certified in writing.

#### **4. CONTRACT REPRESENTATIVE**

- a. The Contractor shall assign one of its employees to serve as the Contract Representative. The Contractor's Contract Representative will be the Contractor's sole contact person designated to interact and communicate with the Department on all contract and work-related activities and issues. The assigned Contractor Representative must be proficient in the English language.
- b. The Contractor shall provide the Department with its Contract Representative's contact information including name, title, cell phone number, and email address.
- c. The Contractor's Contract Representative shall have the authority to make all contract-related decisions. The Contractor shall notify the Department immediately, in writing, of any change involving the individual serving in this position.

#### **5. TERM OF PURCHASE ORDER**

- a. The initial validity period will commence July 01, 2023 Order and will end on June 30, 2024

#### **6. OPTION TO RENEW**

- a. The Purchase Order may be renewed for four (4) additional one (1) year term(s), so long as PennDOT provides written notice to the Contractor of its intention to extend the purchase order by letter prior to expiration of the term of the agreement, or any extension thereof.
- b. PennDOT may exercise the renewal as an individual year or multiple year term(s). Any renewal will be under the same terms, covenants, and conditions, provided, however, that the rates under the contract may be increased up to 2% during each renewal term. No further document is required to be executed to renew the term of the contract.

#### **7. OPTION TO EXTEND**

- a. PennDOT reserves the right to extend any contract and associated purchase orders by up to three (3) months, under the same terms and condition, by providing the

Contractor with written notice prior to the expiration of the contract and associated purchaser orders.

## **8. ESTIMATED QUANTITIES**

- a. All quantities are estimated, and the Department reserves the right to increase or decrease these quantities based upon need.

## **9. INVOICE AND BILLING INSTRUCTIONS**

- a. A completed Confirmation of Services Form (Form OS-501), shall be submitted by the Contractor to the Project Manager or Designee for review and verification at the end of each cycle or at a mutually agreed upon basis. The -OS-501 shall be itemized, include sufficient detail, and coordinate with the line items on the Purchase Order. The Project Manager or Designee will notify the Contractor if corrections are needed. Untimely or incomplete submissions of Form OS-501 may delay processing of a "proper invoice" as required by the Payment section of the Terms and Conditions.
- b. Invoices shall be submitted by the Contractor at the end of each cycle. For further instructions regarding invoicing, see the Billing Requirements section of the Terms and Conditions.
- c. PennDOT reserves the right, throughout the life of the contract, to make changes to Forms M-609 and/or OS-501, including their instructions, content, and all other requirements.
- d. Based upon the successful completion and PennDOT's acceptance of each deliverable in this IFB, terms and Conditions, and Statement of Work, including any negotiated changes prior to Purchase Order execution and any PennDOT approved change requests after Purchase Order execution, the Selected Offeror may request payment for each deliverable (refer to IFB Terms and Conditions).

## **10. EQUIPMENT AND OPERATOR REQUIREMENTS**

- a. The Contractor shall ensure all equipment and equipment operators comply with applicable PA Motor Vehicle laws and federal regulations.

## **11. EQUIPMENT INSPECTION**

- a. The apparent low bidder shall demonstrate to the CM or Designee that the equipment proposed for use in meeting the requirements of the contract is of sufficient capacity and quantity, and that all such equipment is in good working order. Additionally, the apparent low bidder may be asked to demonstrate that the personnel employed for providing the services required by the contract are sufficiently trained to operate the Contractor's proposed equipment. The demonstration will also include Work Zone Traffic Control vehicles needed for compliance with traffic safety requirements as defined in the current version of PennDOT Publication (Pub) 213. The Contractor will, within three (3) business days of notice of apparent low bidder status, submit the completed Roadside Equipment Inspection (REI) Form, to the PennDOT Purchasing Agent. Within 10 calendar days of notice of apparent low bidder status, the CM or designee will notify the apparent low

bidder regarding the date, time, and location of the demonstration. At the discretion of the CM or Designee, the apparent low bidder may be provided with up to five (5) additional calendar days after an initial, unsuccessful demonstration of equipment and personnel acceptability to prepare for and satisfactorily complete a second demonstration. If the apparent low bidder fails to demonstrate the acceptability of its equipment and/or personnel within ten (10) business days of PennDOT's initial notification of date and time of inspection, the apparent low bidder will be deemed nonresponsive and not responsible and its bid will be rejected. The contract will then be awarded to the next lowest responsive and responsible bidder that successfully demonstrates the acceptability of its equipment and personnel.

- b. PennDOT will provide the Contractor written communication regarding the outcome of the equipment demonstration.
- c. If changes to equipment and/or personnel are made after the award, the Contractor will notify the CM and may be asked to successfully demonstrate the acceptability of the equipment and/or personnel as specified above.
- d. All equipment listed by the Contractor on Roadside Equipment Inspection (REI) Form, must be present at the demonstration; incidental equipment need not be included. All equipment shall be licensed, insured, and registered in accordance with applicable PA Motor Vehicle Codes and the Terms and Conditions of this contract.
- e. The Contractor name, logo if applicable and contact information must be visible on all motor vehicles used on the contract.

## **12. WORK ZONE TRAFFIC CONTROL REQUIREMENTS (WZTC)**

- a. Contractor shall conduct Maintenance and Protection of Traffic in accordance with the current version of Publication 213. Contractor shall provide all traffic control setups, shadow vehicles, signage, warning lights, flags, flashing lights, truck mounted attenuators, and any other work zone traffic control equipment required by Publication 213 necessary to ensure the safety of the traveling public and minimize interference with the normal flow of traffic. Contractor shall not close any lanes of travel without prior coordination with the CM or designee.
- b. The costs of Maintenance and Protection of Traffic as required by Publication 213 for performing work on conventional highways, freeways, and expressways (as defined in Publication 213) is considered incidental and will not be paid for separately. All bidders are urged to download a copy of Publication 213 from the PennDOT website and review specific requirements that will be needed for the routes listed in Table 1.

## **13. WORK REQUIREMENTS**

- a. SCHEDULE: Work will be performed Monday through Friday. Work on Saturday and Sunday, as necessary, may be performed only with written consent of the CM or Designee.

- b. Each crew foreperson must make a call-in (working/not working) to the CM or Designee by text message, telephone or email each day; this report is to be made by 9:00 AM. At the end of each working day, a call-out must be made to the Project Manager or Designee by text message, telephone, or email each day by 3:30 PM. In all cases, if the Project Manager or Designee is not available, the Contractor must leave the Project Manager or Designee a text message, voice message, or send an email to communicate work status and location.
- c. Each daily call-in must include notification if Work Zone Traffic Control (WZTC) measures will be used during the day; failure to do so may result in non-payment for Work Zone Traffic Control (WZTC) for the day. If the WZTC requirement changes from what was reported in the daily call-in, the CM or designee must be notified immediately.
- d. When working on freeways and expressways, each crew foreman must also make call-in/call-out work reports to the PennDOT Traffic Management Center at 610-871-4600; this report must be made no more than one hour before the start of work, and no more than one hour after the work has been completed.
- e. During times of inclement weather or special events, the CM or Designee may postpone work until a more suitable time.
- f. Unless otherwise directed by the CM or Designee, a work shift may begin no earlier than sunrise and end no later than sunset, provided sufficient daylight and/or weather conditions exist to allow for the safe completion of work activities.
- g. For hourly paid items no payment will be made for hours not worked due to inclement weather, equipment breakdowns, mandatory lunch breaks, or other causes. Payment will be made for time spent on field repairs requiring less than fifteen (15) minutes of down time; any crew member not involved in equipment repair shall make all reasonable efforts to continue working in a productive manner. Any breakdown shall be immediately reported to the Project Manager or Designee; no payment shall be made for field repair if the PennDOT has not been notified on the day of occurrence.
- h. The Contractor shall not perform any operations within active construction zones or beautification areas unless directed to do so by the CM or Designee.
- i. HOLIDAYS: No work shall be scheduled to occur on the following holidays and the day prior to the holidays unless written permission to do so is provided by PennDOT, additionally no work shall be scheduled on interstates the day prior to any holiday listed below:
  - i. New Year's Day
  - ii. Dr. Martin Luther King Jr. Day
  - iii. President's Day
  - iv. Memorial Day
  - v. Juneteenth
  - vi. Independence Day
  - vii. Labor Day
  - viii. Columbus Day
  - ix. Veteran's Day

- x. Thanksgiving Day
  - xi. Day after Thanksgiving Day
  - xii. Christmas Day
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- j. For all holidays occurring on a Sunday, the following Monday will be recognized as the day when no work is to be scheduled. For all holidays occurring on a Saturday, the Friday before will be recognized as the day when no work is to be scheduled.
  - k. In between cycles, the CM or Designee may submit to the Contractor a list of work areas that may include additional information, such as high-priority or special needs areas, requested work order etc. Every effort will be made to request a minimum of one (1) full weeks' worth of work.
  - l. The Contractor shall provide a general schedule for approval that clarifies the order and time frame needed to complete the work.
  - m. All work crews must have a full complement; Contractor may not start work without a full crew complement without prior permission from CM or Designee.
  - n. Absenteeism which prevents Contractor crews from performing work will be considered a Contractor performance issue. Absenteeism which prevents Contractor crews from performing work may result in the assessment of liquidated damages, performance issue entry in the Commonwealth's Contractor Responsibility Program System, and Purchase Order Cancellation.
  - o. The work of the Contractor is subject to inspection by PennDOT at any time. Unannounced inspections of trash pickup, removal and disposal operations may be performed by the CM or a Designee. The CM will have the authority to stop trash pickup, removal and or disposal operation being performed under this contract at any time and for any reason. Deficiencies found during an inspection shall be corrected, at no cost to PennDOT, before the trash pickup and removal operation resumes.
  - p. Prior to the start of work the Contractor will provide the CM or Designee with a list of disposal sites that the Contractor will be using to dispose of the materials picked up under this contract.
  - q. The Contractor must utilize disposal sites approved and licensed by the Commonwealth of Pennsylvania Department of Environmental Protection.
  - r. The Contractor must notify PennDOT in advance of changes in disposal site(s). All Trash disposal costs and fees will be incidental to this service.
  - s. The Crew is expected to arrive ready for work with truck(s)/trailer(s) completely empty unless given prior permission by the CM or Designee. Dumping during normal work hours will only be permitted with written permission by the CM or Designee. If a mid-day dump is approved, the dump location must be provided, and only the minimum crew members necessary to safely unload trash may accompany truck driver to the dump. All remaining crew members must remain productive in work area until the truck returns.

- t. The Department reserves the right to direct the Contractor to dump at any approved location.
- u. The Contractor shall not perform any operations within active construction zones unless directed to do so by the CM or Designee.
- v. The Contractor shall repair or replace any PennDOT property, or private property, damaged during trash pickup, removal and disposal operations at no additional cost to PennDOT.

**14. PAY ITEMS - -Item 1: Litter/Trash Pickup and Removal-Berks County**

- a. This work is the furnishing of all material, equipment, personnel, liability insurance, safety equipment and best operational practices necessary for the efficient pickup and removal of roadside trash under this contract.
- b. ANSI class 2 safety vest, hard hats and leather boots must be worn crew members at all times in work zones. The contractor shall also provide gloves to be used during litter pickup.
- c. Provide an adequate amount personnel, equipment and materials needed to complete the cycle in the allotted time frame. Ensure all personnel operating equipment are licensed and insured in accordance with applicable PA Motor Vehicle Codes and the Terms and Conditions of this contract.
- d. The Crew shall include:
  - i. One **working** foreperson that is familiar with the areas and conditions in which the work crew will be operating. Foreperson must possess the knowledge and skills needed to maintain and field-adjust all WZTC and equipment to maintain continuous and productive operations.
- e. Minimum equipment shall include:
  - i. One (1) truck capable of transporting the crew with 12 cubic yard minimum capacity (this can be a combination of a truck and trailer) with a roof mounted amber emergency rotating or flashing light, and a tarp. After trash is put into the truck or trailer, cover the trash with a tarp to ensure that no material falls out during transportation.
  - ii. One (1) "Litter Crew Ahead" (M21-18) sign (Attachment 8). This must be permanently mounted to the rear of each trash collection truck or trailer (facing oncoming traffic).
  - iii. All vehicles and equipment needed to satisfy the requirements of the applicable PATA figures in Publication 213 for maintenance and protection of traffic.
  - iv. Incidental equipment, supplies, and tools as required for the work, including trash bags, leaf rakes & additional tarps.



- v. One (1) set of two-way radio/walkie-talkie for traffic control with a minimum range of 1 mile.
  - vi. Each crew shall be equipped with a cellular telephone capable of sending/receiving text messages and email as a means of communicating with PennDOT.
  - vii. Each crew member shall be provided one (1) spring loaded Reacher/Grabber a minimum of 32 inches long and constructed of an Aluminum shaft capable of removing litter, or, an acceptable alternative as approved by the CM or Designee.
- f. PAYMENT - **Each** (lump sum for each cycle completed) The contractor shall submit a M-609 form, through the M-609 application for iPad, for each day worked. If multiple crews are working each crew will require submission of a form. Routes and segments of areas worked shall be included on each form.
- i. Cycle 1 shall commence on or after July 12, 2023 and be completed by August 15, 2023.
  - ii. Cycle 2 shall commence on or after September 13, 2023, and be completed by October 31, 2023
  - iii. Cycle 3 shall commence on or after November 5, 2023, and be completed by December 31, 2023
  - iv. Cycle 4 shall commence on or after April 1, 2024, and be completed by May 15, 2024
  - v. Additional pick on a daily rate
- g. The CM or their designee shall make regular inspections to ensure adherence to the specifications and that areas are cleaned.
- h. Any areas that appear to be missed not more than five (5) days after being reported by the contractor as cleaned shall be re-cleaned at the contractor's cost.
- a. All Costs shall be included in the Lump Sum per cycle.

Table 1. List of routes and segments for year cycle to be cleaned.

State Route	Segments		Areas to be Serviced	Total Linear Miles	Total Number of Interchanges	Interchange Numbers
78	82/000	434/1295	Shoulders Medians Interchanges	35.4	10	8002 at SR 645 8004 at SR501 8006 at Midway 8008 at SR419 8010 at SR183 8012 at Shartlesville 8014 at SR61 8016 Hamburg
	83/0000	435/1298	Shoulders Medians			

			Interchanges			8018 at SR 143 8020 at SR 737
12	30/0000	120/0000	Shoulders Medians Interchanges	4.35	4	8032 At River Road 8034 at SR61 8036 at Business 222 8040 at Spring valley
	31/0000	111/3368				
61	374/0160	390/3079	Shoulders Medians Interchanges	1.54	0	
	375/0000	391/2984				
100	10/0000	30/0000	Shoulders Medians Interchanges	1.07	1	8056 Montgomery Ave
	11/0000	21/2699				
176	06/0000	110/1962	Shoulders Medians Interchanges	11.36	6	8007 at SR 422 8005 at SR724 9404 South at SR10 9402 North at SR10 8001 at SR2089 8001 at PA Turnpike
	13/0000	111/1962				
222	510/0000	620/0000	Shoulders Medians Interchanges	4.9	4	8009 at Kutztown Road 8011 Crystal Cave Road 8013 at 737 8015 at Main Street
	521/0000	611/2274				
222	12/0000	400/0000	Shoulders Medians Interchanges	18.2	13	8026 at Business 222 8024 at SR61 8022 at SR183 8050 at Paper Mill Rd 8052 at Broadcasting Rd 8042 US 222 South 8062 Paper Mill Road 8030 State Hill Road 8028 at Business 422 8064 at SR724 8060 Mohnton Exit 8054 Gouglersville 8058 SR 272
	13/0000	391/1164				
422	322/0000	670/0000	Shoulders Medians Interchanges	15.37	6	8044 Penn Ave. 8046 Business 222 8048 Neversink Road 8066 Wyomissing Blvd 9406 Shelbourne Rd 9408 Limekiln Rd
	333/0000	671/0000				
2089	10/0000	30/3045	Shoulders Medians	1.58	0	
	11/0000	31/2714				
9403	500/0000	500/0347	Jug Handle	0.065	0	SR61 just north of SR12
9405	10/0000	10/0325	Jug Handle	0.061	0	SR61 at Hartman Rd
724 Park and Ride			Lot and surrounding Grass			Across from 34 Angstadt Lane Birdsboro PA 19508
Adamstown Park and Ride			Lot and Surrounding Grass			150 Furlow Rd Reinholds, PA 17569

0422	0651/1073 0650/0849	701/1300 700/1281	Shoulders Medians	Shoulders	Shoulders	Shoulders	Shoulders	Shoulders
			30/30/50000	10/10/5	30/30/5	From River Bridge Rd to Montgomery County line	From River Bridge Rd to Montgomery County line	From River Bridge Rd to Montgomery County line

**15. Pay – Item 2: Hourly requested crew.**

- a. This work is the furnishing of all material, equipment, personnel, liability insurance, safety equipment and best operational practices necessary for the efficient pickup and removal of roadside trash under this contract.
- b. ANSI class 2 safety vest, hard hats and leather boots must be worn crew members at all times in work zones. The contractor shall also provide gloves to be used during litter pickup.
- c. Provide a five person crew, equipment and materials needed to complete the cycle in the allotted time frame. Ensure all personnel operating equipment are licensed and insured in accordance with applicable PA Motor Vehicle Codes and the Terms and Conditions of this contract.
- d. The Crew shall include:
  - i. One **working** foreperson that is familiar with the areas and conditions in which the work crew will be operating. Foreperson must possess the knowledge and skills needed to maintain and field-adjust all WZTC and equipment to maintain continuous and productive operations.
  - ii. The Five (5) Person crew may be used to provide required Work Zone Traffic Control. If required, the CM or Designee will request/authorize additional crew members to provide WZTC.
  - iii. **No member of the five (5) Person crew will be used as the driver of the Shadow Vehicle with Attenuator.**
  - iv. Do not report for work without a minimum complement of five (5) crew members. The CM or Designee may authorize work without a full crew complement if it is determined to be in the Department’s best interest.
- e. Minimum equipment shall include:
  - i. One (1) truck capable of transporting the crew with 12 cubic yard minimum capacity (this can be a combination of a truck and trailer) with a roof mounted amber emergency rotating or flashing light, and a tarp. After trash is put into the truck or trailer, cover the trash with a tarp to ensure that no material falls out during transportation.
  - ii. One (1) "Litter Crew Ahead" (M21-18) sign. This must be permanently mounted to the rear of each trash collection truck or trailer (facing oncoming traffic).

- iii. Incidental equipment, supplies, and tools as required for the work, including trash bags, leaf rakes & additional tarps.
  - iv. One (1) set of two-way radio/walkie-talkie for traffic control with a minimum range of 1 mile.
  - v. Each crew shall be equipped with a cellular telephone capable of sending/receiving text messages and email as a means of communicating with PennDOT.
  - vi. Each crew member shall be provided one (1) spring loaded Reacher/Grabber a minimum of 32 inches long and constructed of an Aluminum shaft capable of removing litter, or, an acceptable alternative as approved by the CM or Designee.
- f. Payment – **Hour** Per crew and equipment. The contractor shall submit a M-609 form, through the M-609 application for iPad, for each day worked. If multiple crews are working each crew will require submission of a form. Routes and segments of areas worked shall be included on each form