

Attachment A

Specifications for Engineering District 11

Hourly Pesticide Application

Equipment and Personnel

I. Description

- A. This work shall consist of furnishing all specified material, equipment, personnel, liability insurance, safety equipment and practices necessary for the professional application of pesticides to roadsides or other areas as specified in Chapter 13.4 of the current PennDOT Maintenance Manual. This work will be conducted throughout the Engineering District 11 (Allegheny, Beaver, and Lawrence Counties) as specified or required.
- 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. Only electronic bid may be accepted thru the PA Supplier Portal.
- C. **Pesticide Applicator and Licensing Record Form:** Bidders must complete and submit a Pesticide Applicator and Licensing Record Form and provide a Pennsylvania Pesticide Business License Number. Enter the names, license numbers, and expiration dates for all licensed pesticide applicators in your organization, or that your organization plans to use, and complete all other sections of the form.
- D. The anticipated start date of this contract is April 1, 2026. This will be a District-Wide contract.
- E. One truck will be required as described in Attachment A, Shadow Vehicle 1. Two trucks will be required as described in Attachment A, Shadow Vehicle 2.
- F. The number of hours worked is dependent upon satisfactory work performance, program demands and funding. The Department reserves the right to increase or decrease the number of hours scheduled for this complement or to terminate this work for reasons as determined by the Engineer to be in the best interest of the Department.
- G. The Pesticide Program for the District will be outlined on county maps and will be made available to the crew the first day of operations. All inquiries relative to the technical aspects of the program shall be directed to the District Roadside Specialist (DRS).

II. **BID AND BID OPENING**

This project will be bid online via the portal at (www.emarketplace.state.pa.us). Public Bid Opening Will Be Held Virtually via Microsoft Teams on September 3,

Revised 8/20/2025

2025, at 1:30 pm (EST). Please contact Lucy Binotto at lbimoto@pa.gov for meeting invitation.

The result of this solicitation will be a Commonwealth issued Purchase Order to the vendor offering the lowest responsible and responsive overall bid total combined. The awarded vendor shall be notified with a "Notice of Award/Notice to Proceed" letter that contains a fully executed Purchase Order for the full amount of the bid. PennDOT will post the resulting bid tabulation to www.emarketplace.state.pa.us after the IFB bid opening.

PennDOT reserves the right to cancel the IFB should no vendor meet project qualification or meet fiscal objectives.

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.

The attached Domestic Workforce Utilization Certification form must be completed and attached as part of the bid requirements.

III. QUESTIONS AND ANSWERS

All questions regarding this IFB must be submitted in writing to the issuing officer, Lucy Binotto at lbimoto@pa.gov. All questions and answers will be posted as an addendum to this IFB. All questions pertaining to this solicitation must be made prior to August 27, 2025 11:00 am (EST). All questions and answers will be posted to the solicitation in eMarketplace for public viewing.

A. Prior to the award of the contract, the contractor will be required, at his or her expense, to assemble the proposed equipment and personnel and demonstrate to the satisfaction of the Engineer/DRS that the equipment and personnel meet these specification requirements. This demonstration shall take place within the engineering District boundaries, unless the department agrees to an alternative site proposed by the vendor.

A list of equipment modifications and additional personnel training, if needed, shall be developed. This demonstration shall take place at a time and place determined by the Department; within ten (10) working days of the bid opening date. **The DRS, according to their schedule, will make site selection.** Follow-up reviews shall be conducted at the discretion of the Department, the contractor shall be notified prior to a follow-up review.

B. Pre-qualification of contractors is not required.

C. Subcontracting of work to be performed under this contract will not be permitted.

D. The contractor is to submit a copy of the PESTICIDE BUSINESS LICENSE and complete and return their APPLICATOR LICENSING RECORD FORM with their bid. The contractor applicator licensing form shall be completed and submitted with the contractors bid, and as otherwise indicated for Departments review.

Worker Protection Act: 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 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.

IV. Material, Storage, Disposal, Communication, and Tracking

- A. Pesticide concentrates required for the specific pests (weeds, brush, insect, etc.) along with the required petroleum carriers, where required, will be furnished to the contractor at the respective county maintenance garage, in accordance with Districts Policy. The contractor shall furnish all equipment, materials, including lubricants, anti-freeze, and fuel. The contractor's representative and the DRS shall mutually agree upon the source of water used for this pesticide application.
- B. The contractor will be required, at his expense, to supply all equipment materials, including lubricants, anti-freeze, fuel, and suitable water for pesticide application. Permission to use public water sources is the responsibility of the contractor.
- C. The contractor will be required, at his expense, to properly dispose of all pesticide containers.
- D. The material contingency item of this contract will be utilized for pesticides (not listed on the DGS herbicide material contract and on the approved NPDES permit materials list), fertilizer or other types of material or equipment when necessary to complete required projects. Equipment will be paid hourly at a negotiated rate. All material will be paid for at invoice price plus 15% and documented daily on form M-609, "Roadside Activity Report".
- E. The Department will utilize returnable / refillable pesticide material containers under this contract. The contractor shall as an integral part of this contract provide per complement the following equipment for handling of these containers as approved by the DRS:
 1. A minimum of Three (3) Truck mounted container-holding brackets designed so the returnable / refillable container fits inside and remains stable under driving conditions.
 2. A permanently mounted Twelve-volt (12V) Electric material handling pump minimum of four (4) gallons per minute (4 GPM) with pressure switch, necessary suction and discharge hose and all special connections as required. In addition to the pump, a hard-wired Twelve-volt (12V) connection to operate this pump shall be constructed on the truck in the container holding bracket area.
 3. Up to two (2) hand pumps for low usage product mounted on the

necessary drum coupler with discharge hose.

The preferred location of the above-mentioned equipment is on the spray truck; this shall be considered during equipment preparations.

The contractor shall provide a means of safely loading these fifteen (15) gallons containers onto their equipment.

The contractor shall be held financially responsible for the care of these containers while they are in their possession.

The contractor shall be responsible for properly returning returnable / refillable containers in a safe and timely manner.

- F. The contractor will be required, at his expense, to provide and maintain on the spray truck and shadow vehicle, a spill clean-up kit approved by the DRS.
- G. One set of Safety Data Sheets (SDS) and specific pesticide labels shall be available with each spray complement.
- H. The contractor shall supply with each complement a cellular telephone of a smart phone design that is internet capable. This communication equipment is for communication between the crew and the Department as needed. This communication equipment will be provided by the contractor at no cost to the Department.
- I. The spray vehicles used shall also contain a computer to monitor and control all herbicide applications and a real-time GPS (Global Positioning System) Location Verifying Unit Receiver Signal System to record the location of the spray vehicles using GPS satellites. The spray vehicle computer and GPS Location Verifying Units must be approved by the Department and will be supplied, maintained, and installed by the contractor at his or her expense for the duration of the contract. PennDOT reserves the right to download any stored recorded information within the vehicle's spray monitoring or location monitoring units at any time during the duration of the contracts. The Contractor is responsible for providing PennDOT with a computer access location to view the GPS location, of any spray truck, at any time, in real-time.
- J. All spray vehicles must be equipped with the above-mentioned GPS Unit. The function of this GPS Unit will be to verify the daily activities documented on the form M-609, "Roadside Activity Report". The GPS Unit should be capable of accuracies of ten (10) to fifteen (15) meters uncorrected and five (5) meters when differentially corrected. The mobile units must contain a data dictionary capable of collecting and delivering a summary of each day's activities in the form of a printed-out report and map which will be correlated with the form M-609 and used as a basis of payment for work performed and must be submitted to the District Roadside Specialist as work is completed. The GPS unit printed reports submitted must show the following information:

- State Routes traveled.
- Locations along the traveled State Routes
- Direction of travel along the State Routes
- GPS location coordinates
- Location and time correlated.
- Contract name, date and applicator's name.

This information must be formatted into a file format compatible with PennDOT's existing software. The contractor will be required at his expense to provide all necessary software to provide the above-mentioned data. The material will be supplied by the contractor and shall include the following:

- Tracking Units
- GPS antennas
- Power cords
- Download cables.
- Mapping software

V. Liability

- A. The contractor shall provide all insurance as listed. An insurance certificate verifying this insurance coverage shall be furnished to the DRS office prior to the start of contracted operations in the district. See attached OS-52 Insurance Requirements.
- B. Except as otherwise herein above specified, the contractor shall also be responsible for damage claims as provided in Section 107.14 of the current PennDOT Specification, PUB 408.
- C. Additional insurance certificate to indemnify and save harmless the state, the Department, and all suits, action, or claims. Refer to Section 107.14 of the current PennDOT specification PUB 408.

VI. Safety

- A. The contractor shall place their company name on both sides of all vehicles used on this contract in letters at least three (3) inches in size; also, provide, all necessary warning lights, flags; top mounted rotating amber flashing lights and signs and/or shadow vehicle. The contractor shall exercise all precautions to minimize interference with the normal flow of traffic. Where reasonably feasible, all pesticide application operations shall be conducted from off the traveled lanes. All traffic control shall be in accordance with PUB 212 & 213 and any supplements.
- B. A shadow vehicle will be required when applying pesticides as a moving operation along all routes.

All shadow vehicles shall be equipped with a lockable, fully enclosed storage box for pesticide storage, the minimum size of this storage box will be 48” long by 30” high. These storage boxes shall be mounted on the truck bed so as the top of the box is not higher than 36” from the truck bed. These boxes are to be watertight. This storage box shall only be used for secured storage of Pesticide Material supplied by PennDOT or other material that the contractor is Directed by PennDOT to Purchase under the material contingency. Any additional storage that the contractor needs for additional tools, parts equipment, or other items related to performing this work shall be in addition to this requirement.

The contractor shall use the appropriate shadow vehicle(s) as required by publication 213.

The contractor may use more than is required for the maintenance and protection of traffic only when this is practical due to roadway conditions; however, the Department will only pay for the item that is required.

- C. The contractor shall comply with all State and Federal laws and with OSHA safety requirements.
- D. Spill kit for each truck as approved by the DRS.

VII. Protective Safety Equipment

- A. Work area traffic control shall be in accordance with the current Pennsylvania Department of Transportation Publication 213 Work Zone Traffic Control.
- B. All vehicles and equipment must be in accordance with Title 67, Pennsylvania Code, and the Pennsylvania Department of Transportation Publication 212.
- C. Work vehicles shall pull over periodically to allow “backed-up” traffic to pass.
- D. All personnel must wear a hard hat in work areas and an approved vest when working on foot within fifteen (15) feet of the roadway.

VIII. Application Equipment

All vehicles in Parts 1 – 4 shall be no more than 7 years of age on the start date of the Contract.

IX. Scheduling and Coordination

- A. The contractor will be responsible for determining reasonably foreseeable weather conditions, prior to any application necessary to permit sufficient dwell time of the applied pesticide on the targeted pest to assure adequate control.

Any re-treatments necessary, under this contract specification, will be made at the contractor’s expense.

The Department Reserves the right to set work schedules or cancel work if it is in the best interest of the commonwealth.

- B. During the spray program, on scheduled workdays, the contractor must contact the DRS and / or the county maintenance office before 8:00 AM daily. The contractor will report whether the crew is working or not and if working a list of state routes (SR's) that are scheduled for that day.
 - C. Communication with the Western Regional Traffic Management Center (WRTMC) will be required as directed by the Department throughout the terms of this contract.
- X. Non-Compliance
- A. In the event the contractor fails to perform work according to the specifications and requirements of the contract or any part thereof, the Department reserves the right upon forty-eight (48) hours written notice to terminate further performance by the contractor of record without any liability therefore, except for payment for work satisfactorily performed to date of termination.
 - B. In no case, will the complement operate when one member is missing. The contractor shall not permit this condition to exist for more than one day in any workweek. This contractor shall be responsible for prompt notification of the DRS or any absenteeism by 9:00 am on the day of occurrence.

XI. Term of Contract

The contract will be for an original period of two (2) years with 3 one-year renewals by mutual consent from the effective date. Each renewal will receive a two percent (2%), increase over the current unit prices. The Department reserves the right, upon notice to the contractor, to extend the term of the purchase order for up to three (3) months upon the same Terms and Conditions to prevent lapse in service.

XII. Basis of Payment

Where more than one truck of a specific type is required, if all units are not working, the Department shall utilize the lowest priced unit of the same type. The contractor may utilize either price of equipment; however, payment for this unit will be at the lowest contract unit price for the type utilized. This unit shall be available to the Department within thirty (30) calendar days of a written request.

INVOICE AND BILLING INSTRUCTIONS

The Contractor shall complete a Roadside Activity Report (Form M-609) in other format directed by the DRS at the completion of each day's work. The schedule for submission of the M-609 to the Department will be established during the pre-service meeting by the DRS.

NOTICE – IMPORTANT CHANGE IN CONTRACT ADMINISTRATION

While the Department reserves the right to request submission of the M-609 in other formats in the future as detailed below, the Department has replaced paper Form 609s with a mobile application (hereinafter the “application”). **Effectively immediately for this procurement.** Any reference throughout this document to the M-609 shall mean the PennDOT Form M-609, which shall be completed by the Contractor via the Department’s application unless directed otherwise by the DRS. To that end, the following requirements apply:

1. The contractor shall become a PennDOT Business Partner obtain credentials to utilize the application and follow the Attachment titled “ Accessing PennDOT iPad Applications for Business Partners.” Attachment 4 provides guidance on registering to become a Business Partner and using the application.
 2. The Contractor shall be responsible for the purchase, maintenance, and operation of all hardware, including devices such as but not limited to compatible cellular telephones or tablets, necessary to utilize the application.
 3. The Contractor shall submit all Form M-609’s to Department via the application.
 4. 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 Department and its authorized personnel, including without limitation the DRS, complete Form M-609 electronically, with the same binding legal effect as though certified in writing.
- A. Contractor shall prepare for weekly submittal an invoice and Form OS-501, “Confirmation of Service,” along with all supporting documentation listing all items of work authorized and satisfactorily completed during the previous week. Additional items of work not previously approved by the Department are subject to nonpayment.

Once the DRS has approved the OS-501 and M-609 forms, the contractor will be notified to send the weekly invoice to the “Bill To” Office. The contractor shall include in all its invoices the following minimum information:

- Vendor name and ‘Remit to’ address, including SAP Vendor number.
- Purchase Order number.
- Delivery address
- Description of the services delivered in accordance with the Purchase Order (include purchase order line-item number)
- Quantity provided and unit price.
- Total price and delivery date of services.

If an invoice does not contain the minimum information listed above, the Commonwealth may return the invoice as improper. If the Commonwealth returns an invoice as improper, the time for processing a payment will be suspended until the Commonwealth receives a correct invoice. The contractor may not receive payment until the Commonwealth has received a correct invoice.

- B. No payment will be made for travel time to and from the site of daily work** unless the Department requests the crew to report to an Assistant County Manager’s field office at the beginning and ending of each workday. In this case travel time will be paid from the field office to the work site and the return to the field office. Travel time will also be paid at the contract hourly rate for all reasonable time incurred while moving equipment and personnel from initial work site to ending work site during a workday. No payment will be made for hours not worked during breakdown or repairs, inclement weather, or other causes.

DIRECTIONS FOR PAYMENT

1. The Contractor may invoice the Department only after acceptance of the completed contract work.
2. **NO INVOICING IS PERMITTED PRIOR TO THE CONTRACTOR RECEIVING** notification that the completed work has been accepted. Notification will be the M-609 moving from the Submitted Status to the Approved Status in the RoSA System.
3. Payment shall be based on the total number of item hours worked per specification requirements as reported on the M-609 and verified via GPS report(s) and tracking.
4. The DRS will notify the Contractor if corrections are needed. Each Form OS-501 shall be itemized on a daily basis and include, the Approved RoSA M-609 Number, include sufficient detail, and coordinate with the line items of the Purchase Order. Untimely or incomplete submissions of Form OS-501 and required supporting documentation (including M-609s) may delay processing of a “proper invoice” as required by the Payment section of the Terms and Conditions. Invoices shall be submitted by the Contractor on a “Per approved weekly submitted OS-501 package” (with support documentation). For further instructions regarding invoicing, see the Billing Requirements Section of the Terms and Conditions.

C. CLARIFICATION OF BILLABLE/NON-BILLABLE CONTRACT OPERATIONS

1. **“Billable” Hours to The Department Will Include:**
 - Time spent applying pesticides as directed.
 - Filling tanks with water at Department facilities, or from bodies of water within the boundaries of the PennDOT District 11 region and/or at other approved sites within the PennDOT District region.
 - Acquiring, loading, and mixing pesticide concentrates within the PennDOT region D-11 boundaries.

- Routine calibration of equipment which is required in Attachment “A” section XVIII.
- Meeting with Department representatives in the field other than the pre-season meeting as described in Attachment “A” section XII.
- Minor equipment repairs not to exceed 15 minutes per occurrence and not to exceed a total time of 30 minutes per day.
- Time spent traveling from one work location to another work location or “deadheading” during the course of the workday. Deadheading shall be minimized and if, in the DRS’s opinion, this is being abused by a spray crew, billable hours may be reduced, and the crew may be suspended from further work.
- Reasonable time spent for crew bathroom breaks.
- When directed by the DRS, up to 1 hour to flush the spray system when switching between spraying programs.
- When directed by the DRS, up to 1 hour to complete the set-up of equipment for a different spray program other than in the pre-season meeting as described in Attachment “A” section XII.
- Reasonable time spent completing M-609 documentation while in the field.
- Reasonable time spent completing required maps while in the field.
- Reasonable time spent contacting individuals on the hypersensitivity list while in the field. Document your call history including time spent completing call or other communication format in the comment section of the M-609 for that day’s work.

2. **“Non-Billable” Hours Will Include but Not Be Limited To:**

- Travel to the work site or county office before the start of work.
- Travel from the work site to the crew’s home base at the end of a workday.
For first two points above, approximately 15 minutes’ leeway will be given prior to the start of work and the conclusion of work from the start and stop GPS locations for the set up to begin work and ending work including necessary paperwork.
- Equipment failure lasting more than 15 minutes or more than two occurrences or 15 minutes during the workday.
- Lunch breaks
- Crew foreman is responsible to review weather prior to start of work day. Waiting for roads or vegetation to dry in the morning after arriving to the work area and finding it to be too wet to work or after rainfall during the workday.
- Filling tanks and mixing/loading at locations not approved by the DRS or outside of the PennDOT District 11 boundaries.
- Contractor initiated safety inspections or crews during the workday.
- Filling out and completing any paper work for the contractor’s organization that is not required by the Department.

3. Filling of Spray Tanks at Department Facilities

- When Filling at Department Facilities billable time is capped by the requirements of Attachment “A” Part 1 Paragraph C.
- Travel time from Department facility to assigned program area if it exceeds Attachment “A” Section X Subsection B.

XIII. Contract Administration

The Contractor shall assign one person as the Department’s sole contact person for all contract related activity. This person will be the DRS contact person for all scheduling, programming and other related contract activities. This person shall have the authority to make all contract related decisions and other contractor personnel shall not change these decisions.

The contractor shall notify the DRS in writing of any change of status regarding this position. See Attached and complete the “Contractor Information Form”.

XIV. General Equipment Requirements

The Contractor shall provide all equipment utilized on this contract in sound Mechanical condition, good working order, with a uniformity painted neat and clean appearance.

The contractor shall notify the DRS of all equipment related lost working time.

The contractor shall repair all minor equipment malfunctions within forty-eight hours of their occurrence.

All spray equipment shall be calibrated a minimum of one time each week and at the beginning of a new spray program. All spray equipment shall also be calibrated upon starting work in a different County. Calibrations shall be documented on the days M-609 Application. Once the Department has calibrated Spray trucks, the contractor shall notify the Department of any repairs or changes to the computer flow control system prior to returning to any Department funded work.

The contract Administrator shall notify the DRS of any major equipment malfunctions upon their occurrence and provide a timetable for the repair. The contractor then must have the equipment back into service by the agreed upon time.

Failure to provide repaired equipment within the set time frames may result in program(s) scale back or elimination and entry in the contractor responsibility data base and in compliance with specifications.

The Department reserves the right to remove unreliable equipment from this contract and the contractor shall replace the unreliable equipment with equipment that meets the requirements of these specifications. This replacement shall occur within five calendar days of the Departments' request; if replacement does not occur, the contractor may be entered into the contractor responsibility data base as not in compliance with specifications. The Department shall determine a piece of equipment unreliable upon the second occurrence of the contractors' failure to repair equipment in a timely manner.

During the pre-award equipment inspection, the DRS may reject or state specific corrections to equipment based on their review.

XV. 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 District Roadside Specialist or Designee.

The contractor shall submit a weekly work schedule to the project manager or designee 1 week prior to the commencement of work. The daily work shift shall start no earlier than 6:00 am and end no later than 5:00 pm daily, including a (non-billable) half-hour lunch break. The District Roadside Specialist or Designee may waive the lunch break or require an alternate work schedule, with a minimum of 24 hours' notice.

Each crew foreperson must make a call-in (working/not working) to the Project Manager or Designee by text message, telephone or email each day; this report is to be made prior to the start of the work each day. 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 no later than ½ hour after the crew stops work for the day. In all cases, if the District Roadside Specialist or Designee is not available, the Contractor must leave the District Roadside Specialist or Designee a text message, voice message, or send an email to communicate work status and location.

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 Project Manager must be notified immediately.

Each workday, each crew foreman must also make call-in/call-out work reports to the PennDOT Traffic Management Center at 412-429-6030; 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.

During times of inclement weather or special events, the District Roadside Specialist or Designee may postpone work until a more suitable time.

Unless otherwise directed by the District Roadside Specialist 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.

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 one (1) hour 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 District Roadside Specialist or Designee; no payment shall be made for field repair if the PennDOT has not been notified on the day of occurrence.

The Contractor shall not perform any operations within active construction zones or beautification areas unless directed to do so by the District Roadside Specialist or Designee.

b) HOLIDAYS: No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by PennDOT:

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Juneteenth
7. Labor Day
8. Columbus Day
9. Veteran's Day
10. Thanksgiving Day
11. Day after Thanksgiving Day
12. Christmas Day

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.

Each week the Department expects forty hours of production work per application crew.

The Department is aware of time and equipment constraints in the chemical application area of the Vegetation Management industry. The contractor shall be permitted to work an extended workday, providing that, the quality and quantity of work delivered during the extended workday is acceptable to the Contracting Officer or his designee and it is in the best interest of the Department.

The Department reserves the right to limit the workday to eight hours if the Contracting Officer or his designee believes it is in the best interest of the Department.

In the event of programming needs, weather conditions or major equipment malfunction that effects the application timing of the herbicide programs, the contractor at the Department discretion shall be required to work more than the normal forty-hour work week. This shall require an extended workday and up to a

six-day workweek. This additional work shall be paid at the normal contract unit prices.

XVI. Contract Personnel Retention Requirements

Certified Commercial pesticide applicators assigned to this contract shall not be replaced, unless authorized by the DRS, during the duration of the contract and its renewals so long as the contractor employs them in an applicator position.

XVII. Documentation Requirements/Schedule

The following information shall be supplied to the DRS prior to April 01 of each pesticide application season:

1. A Revised Contractor applicator licensing form for the new season.
2. Complete Cell Phone Telephone Number list, listing all contractor personnel: including applicator name, county of operation and truck assignment.
3. Contractor contact personnel including the contractors Contract Administrator, Invoice Personnel and Emergency Contacts; include all applicable telephone numbers and E-mail addresses.
4. A copy of your current Pennsylvania Department of Agriculture (PDA) “PESTICIDE APPLICATION BUSINESS LICENSE” and a copy of valid applicator licenses for each assigned applicator.

XVIII. Meeting Attendance and Start-Up

The contractor’s applicators shall attend the District annual pesticide-training seminar held each year. Meeting attendance shall be considered an integral part of this contract, and no payments will be made to the contractor for this required attendance. In addition, all contract personnel shall attend the spray season kick-off meeting; this meeting shall be limited to four (4) hours maximum and be followed by spray season start-up/calibration. Meeting Attendance shall be considered an integral part of this contract, and no payments will be made to the contractor for this required attendance. After conclusion of District spray season kick-off meeting, and only after successful calibration of the spray truck will Department paid time begin. If any truck does not properly calibrate, as determined by the Department, no payment will be made. Calibration will be rescheduled and only after the truck properly calibrates will it be released for work paid by the Department.

The Department reserves the right for one additional seasonal meeting for up to four hours for all contract personnel, this meeting will be an integral part of this contract and no payment will be made to the contractor for this required attendance.

XIX. Cellular Telephone Requirements/Restrictions & Truck-to-Truck

The Contractor shall provide for their contract Administrator and each application complement an unrestricted cellular telephone (with telephone numbers available to

all crewmembers for family emergencies) as a means of communication with the DRS.

Each application crew must call or E-mail the District and/or county office every morning to report work locations. The DRS will determine the reporting format.

Crewmember Personal cell phones shall not be in an “on” status in any contract application equipment during hours of work paid by the Department. The Contractor’s management and supervision is responsible for enforcing this provision. The contractor supplied cell phone should be sufficient for any needed emergency communication between the Department, contract personnel, the contractor’s office or for family emergencies.

A permanently mounted system of truck-to-truck communication shall be provided in all vehicles utilized on this contract, this may be CB radio, or another type of system as approved by the DRS.

If the contractor uses their own radio system, one portable handheld unit shall be available for the Departments use when required.

XX. Special Requirements

The Department reserves the right to have any contractor employee removed from this contract when it is in the best interest of the Commonwealth.

Equipment assigned to this contract once contractually inspected and approved shall continue in its assigned location. When equipment is rotated due to traffic safety requirements, the approved equipment shall return. The contract may request the Department to contractually inspect additional pieces of equipment; these additional inspections will be done according to the availability of the DRS. No uninspected equipment shall be permitted.

XXI. Other Work

Spray trucks assigned to this contract shall not perform other work outside of this contract unless released by the DRS. Prior to being released by the Department the contractor shall transfer all mixed material and return all unmixed material to the Department as directed by the DRS; this shall be done completely at the contractor’s expense. Upon return all tanks shall be empty and cleaned. The Spray truck shall have all application equipment adjusted as it was prior to leaving and be properly calibrated before returning to the district program. The Department reserves the right to inspect, adjust or calibrate the unit prior to it returning to Department paid status.

XXII. GPS Location and Monitoring System

All vehicles delivering pesticides used with Parts I, II, and IV shall be equipped with, at the contractor’s expense, a real-time GPS (Global Positioning System) Location

Verifying Unit Receiver Signal System to record the location of the spray vehicles using GPS satellites. The spray vehicle computer and GPS Location Verifying Units shall be supplied, maintained, and installed by the contractor, at their expense, for the duration of the Purchase Order. The GPS Location Verifying Units system shall be capable of real-time and historic tracking of all spray trucks at the same time collectively or individually. The Department reserves the rights to download any stored or recorded information within the vehicles spray monitoring or location monitoring units at any time during the term of the Purchase Order. The Contractor is responsible for providing the Department with a website access location to view the GPS location , of any spray truck , at any time. The website shall be compatible with Google Chrome and Internet Explorer 11 and newer versions and be compatible with Smartphone's using the iPhone, Android, Window, and Blackberry Operating Systems.

The GPS Units should be capable of accuracies of ten to fifteen meters uncorrected and five meters when differentially corrected. The mobile units must contain a data dictionary capable of collecting and delivering a summary of each day's activities in the form of a printed-out report and map which will be correlated with the form M-609 and used as a basis of payment for work performed. This summary must be submitted to the DRS each day work is completed. The GPS must show the following information:

- State Routes traveled.
- Locations along the traveled State Routes
- Direction of travel along the State Routes
- GPS location coordinates
- Location and time correlated.
- Contract name, date, and applicator's name.

This information must be formatted into a file format compatible with PennDOT's existing software. The contractor will be required at his expense to provide all necessary software to provide the above-mentioned data. The material will be supplied by the contractor and shall include the following:

- Tracking Units
- GPS antennas
- Power cords
- Download cables.
- Mapping software

X. SPILL RESPONSE PLAN

A hard copy of the Contractor's Spill Response Plan shall be submitted to the DRS. In addition, each Pesticide Spray Vehicle working on this Contract must always have a hard copy in the vehicle. The Spill Response Plan shall summarize the following procedures at a minimum:

1. Background and Applicable Regulations.
2. Incident Reporting Chain of Command.
3. Spill Preparedness Checklist.
4. Spill Response/Control Methods; and
5. Spill Response Procedures.

The Contractor is responsible for all cleanup activity and costs resulting from any contamination caused by the accidental or intentional spilling, leakage, or dumping of insecticide, fuel, oil, or any other contaminant from Contractor-supplied equipment.

The Contractor shall reimburse PennDOT for any and all PennDOT supplied pesticide that is spilled accidentally or intentionally. PennDOT will not pay for any spilled Contractor supplied water or tank mixes.

XI. PENNDOT'S STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP) REQUIREMENTS

Before the start of any work, the Contractor must comply with PENNDOT'S STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP) REQUIREMENTS.

The requirements of this program can be found on PENNDOT's website at www.PennDOT.gov.

To access program requirements on the website, go to PennDOT website/ click and start on the Projects & Programs tab> Road Design & Environment> Environment> Pollution Prevention/click on Business Partners & Environment for PUB 754.

The Contractor is required to submit SEMP Certification and Contractor Roster to the PENNDOT Project Manager prior to starting work.

XII. PENNDOT'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT (NPDES PERMIT NO: PA0270792) REQUIREMENTS

Satisfying National Pollutant Discharge Elimination System Permit # PA0270792 (NPDES PERMIT NO: PA0270792) regulations, Record Keeping, by documenting Contractor herbicide work.

NPDES PERMIT NO: PA0270792 (including Renewals or Replacement Permits) Requirements are made a part of this contract.

XIII. LIST OF SPARE PARTS AND TOOLS REQUIRED FOR EACH SPRAY TRUCK

- Two (2) translucent 5-gallon buckets with 0.25 gallon graduations.
- One (1) 128 fluid ounce liquid measure measuring pitcher with graduations of 2 ounces marked on the pitcher.

- One (1) 64 fluid ounce liquid measure measuring pitcher with graduations of 2 ounces marked on the pitcher.
- All personal protective equipment as required by the pesticides being applied.
- Guiderail Application System:
 - Two (2) spare nozzles of each design type and size of each type used including the nut.
 - One Off Center Nozzles that must be available.
 - OC20
 - OC30
 - OC40
 - OC60
 - OC80
 - One ¾ Inch Nozzle body with cap nut.
- Nutating Application Spray System:
 - Two (2) spare nozzles of each design type used.
 - One extra set of nozzles for Boom #7 & #8 that are double the flow capacity of the existing nozzles.
 - Three (3) Spare 90-degree elbows of each design used in the application head

Handgun

- One spare Disc Orifice of each required size.
- One (1) set of large channel lock type pliers.
- Two (2) Pipe wrenches: one 14” inch and One 12” pipe wrench
- Two (2) Adjustable crescent wrenches: one 15”and one 10”
- Two (2) Philips screw drivers
- Two (2) standard screw drivers
- Four (4) worm gear type hose clamps to fit each type of hose size.
- One (1) large funnel
- A spill kit of sufficient size to effectively contain a spill based on the size of the tanks.
- Fire extinguisher / First aid Kit / Eyewash
- Nut drivers and wrenches of various sizes to adjust or remove nozzles and hose clamps.
- Two extra check valves of the same design used on the truck.
- Small assortment of commonly used pipe fittings, hose bibs, quick couplers ETC...

XIV **CONTRACTOR EQUIPMENT STORAGE:**

Storage of contractor equipment during non-working hours shall be the responsibility of the contractor. Parking of contractor equipment in Department facilities will only be permitted with management approval. That approval may change at any time to the needs of the Department or other circumstances. This is a district wide procurement and permission to park in a County or a County stockpile does not give permission to park in other stockpiles within the same County or other counties within the district.

Attachment “A”

PAY ITEM LARGE PESTICIDE SPRAY TRUCK

I. Overview

The Department of Transportation’s desire is utilizing a tank mixed pesticide application unit with computer flow control, with an additional optional use positive displacement pressure. The flow control system shall be capable of ten independent patterns and utilize all factory systems for boom control. This unit shall be capable of independent pattern control of an eight pattern nutating spray head with a two (2’) foot to thirty-two (32’) foot wide no streak pattern. Plus, two additional independent pattern controls for use as needed. The flow control system shall utilize all factory systems for injection and boom control. Two trucks of this design will be required.

II. Equipment Requirements

All equipment must have a current Pennsylvania Pesticide Application Business License number on the side of the vehicles. A copy of the Business license shall be on file in the District Roadside Specialist office.

- A. One (1) truck of sufficient size to legally haul all required equipment and supplies: truck bed for sufficient size to accommodate sprayer(s). All equipment shall be in accordance with Attachment “A”.
- B. This work will require a 1000 gallon or larger capacity truck mounted sprayer with independently separate, (free standing and not connected) dual tank capability. The smaller tank will have a minimum capacity of 200 gallons and a maximum capacity of 300 gallons. Both tanks will be equipped with mechanical or hydraulic agitation, tanks of a free-standing leg design shall incorporate agitation into the Leg area to prevent the buildup of residue. A high volume-low pressure pump powered by a minimum twelve (12.0) horsepower engine, independent of the transport vehicle and dedicated to the spray system. The engine shall be in sound mechanical condition with working factory muffler system and a pump to engine pulley ratio producing a system capable of discharging the required quantity of spray mixture at the specified pressure. The pump return line to the tank shall be of the same size as the pump effluent housing. A metal valve and a liquid filled system pressure gauge, approved by the Roadside Specialist, shall be installed in the return line as close to the pump effluent as possible for regulating and reading system pressure.

All plumbing shall be assembled to function as recommended by the nutating spray head manufacturer and the computer flow control system manufacturer.

All valves shall be permanently labeled to indicate their operational function.

Unit to be equipped with a sprayer control system capable of; automatically maintaining application rate, a vehicle speed sensor which is either connected to the vehicle speedometer or a radar type sensor, a minimum of eight separate boom widths; two different application ratios and a manual setting for spot spraying. This system shall also be integrated with a positive displacement, pressure side single injection unit, with a chemical injection tank. Injection tank capacity minimum of twelve (12) gallons and a maximum of twenty-five (25) gallons. The injection unit shall be operated by a single switch to engage or disengage the injection system so as to be able to inject under normal spray operational conditions and speeds.

The spray unit shall have at least one hose connection point that is independent of the computer flow control system. This port is to be used for handgun spot treatment in conjunction with the other application systems.

- C. Auxiliary refill system shall include a separate refill pump with adequate check valves, capable of refilling tank(s) from roadside streams in less than 20 minutes.
- D. A nozzle system for applying non-selective herbicide to guiderail and other areas as directed by the District Roadside Specialist. This system shall contain a check valve on each individual nozzle assembly immediately preceding that nozzle assembly. This system shall be capable of simultaneously spraying both the guiderail and the roadway shoulder on both the left and right sides. **This system shall be permanently mounted on the back of the truck with all nozzle assemblies' units able to be operated individually or simultaneously.**

The guiderail application system shall be constructed of solid metal pipe and pipe fitting to utilize two nozzles pointed toward the Guiderail that can be set at up to 70° degrees from a point that is perpendicular to the direction of travel (allowing up to 140° between nozzles), to provide coverage inside and behind guiderail posts and be capable of spraying an eighteen- to thirty-six-inch-wide pattern.

The shoulder application system shall be constructed of solid metal pipe and pipe fitting to utilize four 3/4-inch nozzle body assemblies. (Each nozzle assembly shall spray an eighteen-to-thirty-six-inch pattern behind the truck to completely cover the area between the left and right guiderail application nozzles.

All guiderail and shoulder nozzles shall be adjustable both in and out, up, and down and must overlap each adjacent nozzle. The guiderail nozzle assemblies shall be capable of extending out from each side of the truck at least two feet.

- E. The herbicide application Unit is to be equipped with an eight boom nutating spray head, using all brass or stainless-steel nozzles capable of delivering a no streak pattern of two feet to thirty-two feet. All booms shall operate independently or simultaneously to apply the necessary spray widths as needed. The application system shall have oscillating motion on booms one through four; these nozzles must be electrically driven by a 12-volt system. The unit to provide a uniform spray pattern while providing spray drift control. The nutating spray head shall be

capable of applying thirty-five gallons per acre at vehicle speeds of up to 11 miles per hour.

- F. Sprayer to be equipped with various size orifice nozzles for all application devices and include two spare nozzles and caps, if necessary, of each required size, nozzle plugs, one nut-driver or wrench sized for each nozzle used and an **IN LINE FILTER OF THE MANUFACTURES RECOMMENDED MESH MUST BE INSTALLED.**
1. The sprayer to be equipped with manufacturer recommended solenoid valves regulators and a manual back-up shut off valve to individually control each spray boom width. The nutating spray head shall be capable of mounting on each side of the truck bed according to the manufacturer's instructions. The mounting point shall be at a point half the length of the total truck bed length.
 2. The nutating spray head is to be equipped with remote controlled swing (in – out); when constructed the (in) setting of the spray head shall face the rear of the spray vehicle, minimum rotation 90 degrees (90°) and an (up – down) movement, minimum of 30 degrees (30°). All required spray head movement shall be controlled from the applicators seat through electrical or hydraulic controls.
- G. Incidental equipment and tools required shall include, but not be limited to two hundred feet of PVC/ POLYURETHANE blended core Double nylon braid 1/2" Electric reel mounted hose with a 600 pound pressure rating, wands, handguns and booms for special projects, pressure nozzles with orifice size calculated for specific operation.

One Birchmeier BCS backpack shall be available at all time as an integral part of complement operations, an additional Birchmeier BCS backpack shall be supplied during low volume applications for each person on the spray crew. All backpacks shall be equipped with quick couple devices so as to be able to switch between three application devices. One each for low volume foliar, low volume Basal and the general use wand supplied with the backpack.

Low volume foliar Application: capable of instantaneously switching between a minimum of two different application patterns.

Low volume Basal application: ultra-low volume wand 24" length with shutoff in unit tip

III. Personnel

Certified Commercial pesticide applicators assigned to this contract shall not be replaced, unless authorized by the DRS, during the duration of the contract so long as the contractor employs them in an applicator position.

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- A. Two (2) persons are required with this item. The applicator shall possess a current Pennsylvania certified commercial applicator's license with valid certification in categories 10 and 23. A copy of each applicator's license shall be on file in the District Roadside Specialist office prior to the start of spraying operations. The applicator must demonstrate the ability to operate, calibrate and perform field maintenance on all equipment associated with the spraying complement.
1. One person shall be responsible for the following:
 - a. Varying the rates of application based upon all site conditions such as spray material, pest being controlled, weather, speed of equipment, wind speed, direction of traffic and other factors in accordance with the product label.
 - b. The daily recording on County Maps (supplied by the District Roadside Specialist) of routes completed, and the scheduling of pesticide spray within the individual county as coordinated with the District Roadside Specialist and County Maintenance Manager.
 - c. Reviewing work with the County Maintenance Manager or District Roadside Specialist, prior to working in a County, and resolving the sequence of pesticide application; the routes or areas to be treated and respective traffic controls and protection equipment and devices required.
 - d. A complete understanding of the procedure for reporting work progress using Form M-609.
- B. The foreman or the operator shall be qualified and licensed to drive the equipment.
- C. At least one (1) member of the crew must possess knowledge and ability to maintain and make field adjustments to the equipment in order to attain a continuous and productive operation. Assigned personnel must possess technical ability to distinguish between desirable and undesirable vegetation as specified by the District Roadside Specialist.
- D. **Training of all contractor applicator personnel in computer flow control programming and operation, spray head set-up/ nozzle adjustment and proper calibration is mandatory.**

The Department reserves the right to question applicators on the proper use of the required spray equipment, the contractor's contract administrator may be present; but will not assist the applicator in answering. An applicator's failure to properly set up and calibrate their equipment shall result in their removal from all application work on a spray unit until they demonstrate to the DRS that their ability has increased to an adequate level.

PAY ITEM SMALL PESTICIDE SPRAY TRUCK

I. Overview

The Contracto will utilize a smaller version of the same type truck specified in Attachment A, Large Spray truck.

II. Equipment Requirements

- A. One (1) truck of sufficient size to legally haul all required equipment and supplies: truck bed of sufficient size to accommodate sprayer(s) and storage box.

The Spray unit shall be Equipped with a 500-gallon capacity or larger spray tank, with all equipment as specified in **Attachment A, Part 1**.

- B. Two Birchmeier BCS backpack shall be available at all time as an integral part of complement operations, an additional Birchmeier BCS backpack shall be supplied during low volume applications for each person on the spray crew. All backpacks shall be equipped with quick couple devices so as to be able to switch between three application devices. One each for low volume foliar, low volume Basel and the general use wand supplied with the backpack.

Low volume foliar Application: capable of instantaneously switching between a minimum of two different application patterns.

Low volume Basal application: ultra low volume wand 24” length with shutoff in unit tip

- C. Pesticide Storage Container: A lockable, fully enclosed storage box for pesticide storage, the minimum size of this storage box will be 48” long by 30” wide by 30”high. These storage boxes shall be mounted on the truck bed so as the top of the box is not higher than 36” from the truck bed. These boxes are to be watertight.

III. Personnel

Certified Commercial pesticide applicators assigned to this contract shall not be replaced, unless authorized by the District Roadside Specialist, during the duration of the contract and its renewals so long as the contractor employs them in an applicator position.

- A. Two people will be required with this item; one person must possess a current Pennsylvania certified commercial applicators license with valid certification in categories 10 and 23.

One person must at minimum be a pesticide application technician with the required training in low volume basal and low volume foliar applications.

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- B. A copy of Department of Agriculture technician registration card shall be required prior to start of work for any Registered Technician working on this contract.
- C. Training of all contractor applicator personnel in computer flow control programming and operation, spray head set-up/ nozzle adjustment and proper calibration is mandatory.

The Department reserves the right to question applicators on the proper use of the required spray equipment, the contractors contract administrator may be present; but will not assist the applicator in answering. An applicators failure to properly set up and calibrate their equipment shall result in their removal from all application work on a spray unit until they demonstrate to the DRS that their ability has increased to an adequate level.

PAY ITEM SHADOW VEHICLE 1

I. Shadow Vehicles

Shadow Vehicle - A vehicle positioned within the activity in advance of the workspace and work vehicles. The primary purpose of the shadow vehicle is to provide advance information to approaching drivers while protecting workers and work vehicles. Any vehicle can be used as a shadow vehicle as long as it is equipped with a flashing, oscillating, or revolving yellow light which is visible from any direction (360° visibility) and is not being used as a work vehicle. The yellow light must be activated within an active work zone.

The following conditions apply to shadow vehicles used on freeways and expressways.

1. Shadow vehicle 1 & 2, as identified in PATA 601, 602 or 603, shall be equipped with a Truck Mounted Attenuator (TMA) rated for the work zone.
2. Shadow Vehicles equipped with a Truck Mounted Attenuator as stated in Publication 213; General notes page 2 of 2
Truck Mounted Attenuators (TMA) - Shall be mandatory for placement on shadow vehicles utilized on freeways and expressways, including exit and entrance ramps. The TMA is optional on all other highways. When a TMA is used, the weight of the shadow vehicle must be greater than the minimum weight specified by the TMA manufacturer.
3. **WHILE DOING WORK ON THE FREEWAY AND EXPRESSWAY; ENTRANCE AND EXIT RAMPS;** one Truck Mounted Attenuator shall be required. Since driving between interchanges at normal highway speeds is routine in this operation the Department is specifying that a towable style attenuator that can travel at normal highway speeds be required. This Shadow Vehicles equipped with a towable Attenuator shall meet the requirements for TMA as stated in Publication 213.

II. Personnel

One person is required with each vehicle used under this item this item. The driver will possess a current driver's license with all required endorsements as required by the current laws.

III. Equipment Requirements

- A. One (1) truck of sufficient size to haul legally all required equipment and supplies: All equipment shall be in accordance with, Section IV; paragraph "B" and Attachment "A" Section VIII.
- B. Seating space within the cab shall be provided for a Department Inspector if assigned to this operation.

IV. Availability of equipment

This equipment shall be available within forty-eight (48) hours of verbal notification to the crew foreman. Liquidated damages in the amount of two hundred-fifty (\$250.00) dollars will be deducted from payments due for each day this equipment is not available, regardless of whether the crew performs other work or not.

PAY ITEM SHADOW VEHICLE 2

CINTINGENCY

I. Shadow vehicles

- A. Shadow Vehicle - A vehicle positioned within the activity in advance of the work space and work vehicles. The primary purpose of the shadow vehicle is to provide advance information to approaching drivers while protecting workers and work vehicles. Any vehicle can be used as a shadow vehicle as long as it is equipped with a flashing, oscillating, or revolving yellow light which is visible from any direction (360° visibility) and is not being used as a work vehicle. The yellow light must be activated within an active work zone.
- B. This vehicle shall be equipped as Stated in "**Work Zone Traffic Control Guidelines**" **Publication 213** PATA 303.
- C. This shadow shall be utilized as identified in:
 - a. "Flashing Arrow Panel in Caution Mode" under PATA 303

II. Personnel

One person is required with this item. The driver will possess a current driver's license with all required endorsements as required by the current laws.

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III. Equipment Requirements

- C. One (1) truck of sufficient size to legally haul all required equipment and supplies: All equipment shall be in accordance with, Attachment "A"; Section IV; paragraph "B" and Attachment "A" Section VIII.

- A. Seating space within the cab shall be provided for a Department Inspector if assigned to this operation.

PAY ITEM - MATERIAL CONTINGENCY:

A \$5,000 material contingency line will be added to the Purchase Order for each fiscal year. See Section IV. Material, Storage, Disposal, Communication and Tracking - paragraph D. Expenditures must have approval prior by the DRS or designated Department Staff and include vendor invoice with markup when billing.