

**Statement of Work  
Litter/Trash Pickup and Removal Services  
For Allegheny County**

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## **SPECIAL PROVISIONS**

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### **1. GOVERNING SPECIFICATIONS**

The purpose of this Invitation for Bid (IFB) is to procure a Contractor to perform Litter/Trash Pickup and Removal Services in Allegheny County for the Pennsylvania Department of Transportation (hereinafter referred to as PennDOT). These services may be requested on any PennDOT-owned property and/or right of way 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):

- PennDOT Publication 213– Temporary Traffic Control Guidelines
- PennDOT Publication 23 – Maintenance Manual, Chapter 13

**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.**

The PennDOT Project Manager for this contract will be the District Roadside Specialist or Designee.

### **2. WORKER PROTECTION AND INVESTMENT**

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.

### **3. BID AND BID OPENING**

This project will be bid online via the portal at ([www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us)). Public Bid Opening Will Be Held Virtually via Microsoft Teams on August 19, 2025 at 1:30 pm (EST). Please contact Lucy Binotto at [lbino@pa.gov](mailto:lbino@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](http://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.

### **4. QUESTIONS AND ANSWERS**

All questions regarding this IFB must be submitted in writing to the issuing officer, Lucy Binotto at [lbino@pa.gov](mailto:lbino@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 12, 2025 1:00 pm (EST). All questions and answers will be posted to the solicitation in eMarketplace for public viewing.

### **5. METHOD OF AWARD**

All suppliers are required to bid on all lines of the SRM electronic Solicitation. The contract is a single award (one Vendor), thus, only one supplier will be awarded.

## **6. SERVICE REQUIREMENTS**

Roadside Litter/Trash pickup and removal is an essential maintenance activity which contributes to motorists' safety, sign visibility, vegetation control and roadside appearance. Litter/Trash pickup and removal must be routinely performed year-round on state highways.

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 Litter/Trash under this contract.

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.

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 District Roadside Specialist or Designee on an as needed basis. Highway mileposts, interchanges or other physical landmarks may be used to designate starting and stopping points.

Litter/Trash pickup and debris removal will encompass all shoulders, medians, ramps, interchanges/bowl areas and PennDOT-owned parcels. All Litter/Trash and debris collected must be placed in Litter/Trash bags, where possible, and disposed of.

Work continuously until each location is completed. Do not leave 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.

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 Roadside Specialist 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 District Roadside Specialist or Designee if any such material is discovered.

All work crews will be equipped as described below under EQUIPMENT REQUIREMENTS and PAY ITEMS.

The Contractor will be required to submit all duplicate or back-up equipment for inspection prior to its use under this contract.

The Department may require two (2) separate crews to perform this work on the same day at certain times. PennDOT will provide the Contractor with a minimum notice of 7 business days if a second crew is required.

If additional crews are requested by the RPM or Designee, the Roadside Specialist or Designee may waive the need for additional equipment.

PennDOT will compensate the contractor for up to one-half (1/2) hour at the end of each workday for the disposal of waste materials, provided that the Roadway Programs Manager or their designee is notified in advance via voicemail, text, or email. This time shall be documented as an adjustment to the work site start or stop time on the M-609 Form. Disposal must take place immediately after leaving from the worksite for the time to be eligible for compensation. Failure to provide prior notification to the District Roadside Specialist or their designee will result in non-payment for disposal time. Additionally, all notifications must include photographic documentation of the loaded truck showing the completed work.

## **7. PENNDOT ROADSIDE CONTRACT ADMINISTRATION**

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").

**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 Project Manager or Designee. To that end, the following requirements apply:

- A. The Contractor shall become a PennDOT Business Partner, obtain credentials to utilize the application, and follow "Accessing PennDOT iPad Applications for Business Partners" (Attachment 5). This document provides guidance on registering to become a Business Partner and using the application.
- B. 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.
- C. 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 agreed upon at the Pre-Service meeting. If a revision is needed for an M-609, it will be "rejected" to the Contractor through the mobile application.**
- D. 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.

## **8. CONTRACT REPRESENTATIVE**

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.

The Contractor shall provide the Department with its Contract Representative's contact information including name, title, cell phone number, and email address.

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.

The Contractor must complete and submit the attached Contractor Information Form (Attachment 1) to the PennDOT Purchasing Agent within 3 business days of notice of apparent low bidder status.

## **9. PRE-SERVICE MEETING**

A Pre-Service Meeting will be scheduled by the District Roadside Specialist or Designee after the purchase order is issued and will be held Virtually via Microsoft Teams.

The Pre-Service meeting is an incidental item and will not be paid for.

The Contractor will have five (5) calendar days to be ready to start work after the Pre-Service Meeting is held.

## **10. TERM OF PURCHASE ORDER**

The initial validity period will be for one (1) year and begin on September 3, 2025 or approved execution date of Purchase Order, and will end one year of date of execution of Purchase Order.

## **11. OPTION TO RENEW**

This purchase order may be renewed for a maximum of four (4) additional one (1) year terms, so long as the Department provides written notice to Contractor. The Department may exercise the renewal as individual year or multiple year term(s), covenants, and conditions, provided, however, that the rates under the contract will be increased by 3.00% during each renewal term. No further document is required to be executed to renew the term of the contract.

No work may begin or be reimbursed prior to issuance of the purchase order. The selected Contractor will be paid after submitting invoices, provided such invoices are in accordance with the work plan and approved by the Commonwealth Project Manager. Final payment will not be made until all Project work has been successfully completed.

## **12. OPTION TO EXTEND**

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.

## **13. ESTIMATED QUANTITIES**

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

## **14. INVOICE AND BILLING INSTRUCTIONS**

A completed Confirmation of Services Form (Form OS-501) (Attachment 3), and M-609 Summary Spreadsheet (Attachment 4) shall be submitted by the Contractor to the Project Manager or Designee for review and verification on a monthly basis. Both forms 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 and M-609 Summary Spreadsheets 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 monthly. For further instructions regarding invoicing, see the Billing Requirements section of the Terms and Conditions.

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.

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).

## **15. GLOBAL POSITIONING SYSTEM (GPS)**

The Contractor shall acquire and maintain a GPS Service Provider and provide to PennDOT access to real-time GPS data for work verification. The Contractor shall create and maintain a PennDOT logon and shall share the username and password with District Roadside Specialist or Designee.

The Contractor shall maintain a Global Positioning System (GPS) unit into the following vehicles when performing work under this contract:

- Litter/Trash Crew transport vehicle (one required per crew)

The GPS unit will be used to verify the hours worked and work locations covered by each crew. It is not required to place GPS units in the Shadow Vehicle with Attenuator, as it is understood that this vehicle may not be required full time yet is necessary to be deployed in advance of any work zone when required. The hours submitted for Shadow Vehicle with Attenuator will normally match crew hours in the work zone as required or approved.

This report will be included with the electronic Roadside Activity Report (Form M-609) by attaching a pdf of the daily GPS report.

The GPS unit used must produce a report that identifies daily work locations at one (1) minute intervals, minimum. The daily report must include the date, crew ID, location, speed, and miles traveled.

## **16. EQUIPMENT AND OPERATOR REQUIREMENTS**

The Contractor must furnish the following equipment for each working crew:

- Per crew:
  - 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 Litter/Trash is put into the truck or trailer, cover the Litter/Trash with a tarp to ensure that no material falls out during transportation.
  - One (1) "Litter Crew Ahead" (W21-18) sign of the appropriate size for the roadway (Attachment 8). This must be permanently mounted to the rear of each Litter/Trash collection truck or trailer (facing oncoming traffic).
  - Incidental equipment, supplies, and tools as required for the work, including Litter/Trash bags, leaf rakes & additional tarps.
  - One (1) set of two-way radio/walkie-talkie for traffic control with a minimum range of 1 mile.
  - Each crew shall be equipped with a cellular telephone capable of sending/receiving text messages and email as a means of communicating with PennDOT.
- Per crew member:
  - 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 RPM or Designee.
  - One (1) ANSI class 2 safety vest, hard hat, pair of leather boots and gloves.

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

## **17. EQUIPMENT INSPECTION**

The apparent low bidder shall demonstrate to the District Roadside Specialist 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, (Attachment 2), to the PennDOT Purchasing Agent.

Within 10 calendar days of notice of apparent low bidder status, the District Roadside Specialist will notify the apparent low bidder regarding the date, time, and location of the demonstration.

At the discretion of the District Roadside Specialist 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.

PennDOT will provide the Contractor written communication regarding the outcome of the equipment demonstration.

If changes to equipment and/or personnel are made after the award, the Contractor will notify the RPM and may be asked to successfully demonstrate the acceptability of the equipment and/or personnel as specified above.

All equipment listed by the Contractor on Roadside Equipment Inspection (REI) Form, (Attachment 2), 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.

The Contractor name, logo if applicable and contact information must be visible on all motor vehicles used on the contract.

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

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, 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 RPM.

Except for emergency work, no work will be permitted on limited access, interstates, and expressways from 6:00 AM to 9:00 AM or from 3:00 PM to 6:00 PM without written consent of the District Roadside Specialist.

The costs of Maintenance and Protection of Traffic as required by Publication 213 for performing work on conventional highways (as defined in Publication 213) is considered incidental and will not be paid for separately.

The costs of Maintenance and Protection of Traffic for all roadways other than conventional highways as required by Publication 213, shall be paid for under **PAY ITEMS: WORK ZONE TRAFFIC CONTROL (WZTC)**.

However, in unique situations, PennDOT reserves the right to request and pay for additional WZTC (Shadow Vehicle with Attenuator, Trailer Mounted Flashing Arrow Panel, or additional crew members) to assist with Maintenance and Protection of Traffic. This will be requested in writing by the Project Manager or Designee; Contractor shall not proceed with work that requires additional WZTC approval until notified in writing.

### **19. 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 work day, 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.

The Contractor shall not implement travel lane restrictions or any activities that will impede traffic during the following periods unless otherwise approved by the Project Manager or Designee:

1. Tuesday 5.00 AM through Monday 8.00 PM (Thanksgiving Weekend)
2. Friday before Holiday at 5:00 AM through the Monday after at 8:00 PM (Christmas and New Year's Weeks)
3. Friday 5:00 AM through Tuesday 8:00 PM (Easter Weekend)
4. Thursday 5:00 AM through Tuesday 8:00 PM (Memorial Day Weekend)
5. Friday 5.00 AM to Tuesday 8.00 PM (Independence Day Weekend)
6. Friday 5.00 AM through Tuesday 8.00 PM (Labor Day Weekend)
7. Special Events



- c) **WORK PERFORMANCE & STANDARDS:** The District Roadside Specialist or Designee will 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 day of work in one location, PennDOT reserves the right to modify the work schedule and locations as needed.

The Contractor shall provide a general schedule for approval that clarifies the order and time frame needed to complete the work.

- d) **WORK CREW READINESS**

All work crews must have a full complement; Contractor may not start work without a full crew complement without prior permission from District Roadside Specialist or Designee. 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.

- e) **COMPLIANCE NOTIFICATIONS:** A written response to a Compliance Notification is required within 24 hours of receipt. **REPEATED INADEQUATE REPONSES TO COMPLIANCE NOTIFICATIONS MAY RESULT IN THE CONTRACTOR BEING FOUND NON-RESPONSIVE OR NOT RESPONSIBLE. IN THIS CASE, PENNDOT RESERVES THE RIGHT TO WITHDRAW THE CONTRACT AND REQUEST SERVICES FROM THE NEXT LOWEST BIDDER.**

1. **WORK ZONE TRAFFIC CONTROL (WZTC):** If the Project Manager or Designee observes any aspect of a safety setup that raises questions or concern, the Contractor will be notified immediately and a **Work Zone Traffic Control Compliance Checklist and Notification Form, CS-901 (Attachment 6)**, will be used to document and request clarification or a remedy.
2. **WORK PERFORMANCE:** Crews are expected to be productive and work continuously throughout the day (except for a lunch break, if taken). Excessively long breaks and unproductive crew members or crews will not be tolerated. If the District Roadside Specialist or Designee observes sub-standard work performance, the Contractor will be notified immediately and a **Contractor Work Performance Notification Form (Attachment 7)** will be used to document and request clarification or a remedy.

The work of the Contractor is subject to inspection by PennDOT at any time. Unannounced inspections of Litter/Trash pickup, removal and disposal operations may be performed by the District Roadside Specialist or a Designee. The District Roadside Specialist will have the authority to stop Litter/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 Litter/Trash pickup and removal operation resumes.

- f) **DUMPING & DISPOSAL SITE REQUIREMENTS**

At the pre-service meeting, the Contractor will provide the District Roadside Specialist or Designee with a list of disposal sites that the Contractor will be using to dispose of the materials picked up under this contract.

Contractor must utilize disposal sites approved and licensed by the Commonwealth of Pennsylvania Department of Environmental Protection.

Contractor must notify PennDOT in advance of changes in disposal site(s). All Litter/Trash disposal costs and fees will be incidental to this service.

Crews are expected to arrive ready for work with truck(s)/trailer(s) completely empty unless given prior permission by the District Roadside Specialist or Designee. Dumping during normal work hours will only be permitted with written permission by the District Roadside Specialist 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 Litter/Trash may accompany truck driver to the dump. All remaining crew members must remain productive in work area until the truck returns.

The Department reserves the right to direct the Contractor to dump at any approved location.

The Contractor shall obtain receipts from the disposal facility as proof of disposal. Each Litter/Trash disposal ticket shall be attached to the M-609 on the date the disposal is completed, and a summary of the tickets shall be included on the M-609 Summary Spreadsheet (Attachment 4). PennDOT reserves the right to monitor and confirm the accuracy of the disposal receipts.

g) ACTIVE CONSTRUCTION ZONES

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

h) PROPERTY DAMAGE

The Contractor shall repair or replace any PennDOT property, or private property, damaged during Litter/Trash pickup, removal and disposal operations at no additional cost to PennDOT.

**20. SPILL PLAN & SPILL KIT**

Contractor must submit a Spill Plan to the RPM at the Pre-Service Meeting. The plan shall detail the steps that will be taken to contain all fluids and material that may accidentally be discharged by any of the Contractor's equipment. In addition, the plan shall provide direction to the crew on the cleanup and disposal process of any/all leaked contaminants or material. If an environmental remediation company will be utilized, the name of the company and contact must be supplied.

Contractor must equip each crew with a Spill Kit. The Contractor's Spill Kit(s) must be presented to the District Roadside Specialist at the Equipment Inspection. The Spill Kit must be capable of containing any and all fluids and material that may accidentally be discharged by any of the equipment to prevent the discharge from entering any inlets or water ways. Contractor will check the spill kit on a monthly basis throughout the term of the contract to insure it is complete and functional.

Both the Spill Plan and the Spill Kit shall be kept in one work vehicle assigned to this contract at all times.

**21. STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP)**

PennDOT has implemented a Strategic Environmental Management Program (SEMP) which established a compliance-based Environmental Management System (EMS) designed to ensure PennDOT is able to achieve and maintain regulatory compliance with local, State, and Federal environment guidelines. As part of SEM, the Commonwealth of Pennsylvania has established a Green Plan Policy that can be found at:

<https://pa.gov/agencies/penndot.html>

Type in 'SEMP' in search field and select the magnifying glass.

Then select 'Pollution Prevention' and review site.

The Green Plan Policy is designed protect the environment, conserve resources and comply with environmental laws and regulations.

The Contractor shall ensure that its personnel are aware of the Commonwealth of Pennsylvania's commitment to protecting the environment, are properly trained about the environmental impacts of their work and are competent (through appropriate work experience, job training or classroom education) to perform the work that they do.

**PAY ITEMS**

**Item 1: Litter/Trash Pickup and Removal- Allegheny County**

DESCRIPTION: 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 Litter/Trash under this contract. ANSI class 2 safety vest, hard hats and leather boots must be worn by all crew members at all times in work zones.

PERSONNEL: A minimum complement shall consist of a Four (4) Person Crew. Up to two (2) additional crew members may be requested by the District Roadside Specialist or Designee; a minimum of two (2) business days will be provided for these requests. 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.

Each Four (4) Person Crew shall include:

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.

The Four (4) Person crew may be used to provide required Work Zone Traffic Control. If required, the District Roadside Specialist or Designee will request/authorize additional crew members to provide WZTC.

**No member of the Four (4) Person crew will be used as the driver of the Shadow Vehicle with Attenuator.**

Do not report for work without a minimum complement of four (4) crew members on each crew. The District Roadside Specialist or Designee may authorize work without a full crew complement if it is determined to be in the Department's best interest.

PAY ITEM, UNIT OF MEASURE: Hour (per Person)

**Item 2: Work Zone Traffic Control (WZTC)- Allegheny County**

DESCRIPTION: This work is to provide a driver and vehicle positioned in the work area in advance of a work site to provide information to approaching drivers or protection for the workers or work vehicle. This item is to be utilized when working on Freeways and Expressways to meet the minimum requirements of PATA 400 Series of Publication 213.

EQUIPMENT (per crew): Provide one (1) Driver and one (1) Shadow Vehicle with Attenuator, Flashing Arrow Panel, and Flashing/Revolving Yellow Lights as necessary to meet the minimum requirements of Publication 213.

The hourly rate is based on one (1) Driver and one (1) Shadow Vehicle. If two (2) Shadow Vehicles are required to meet the minimum requirements of PATA 400 Series each Driver and Vehicle shall be invoiced at the hourly rate.

One (1) Driver and one (1) Shadow Vehicle will be required for any work on ramps - See Publication 213, "General Notes-General Items".

Flashing Arrow Panel must meet requirements of Publication 213.

All other WZTC equipment as defined above under WZTC Requirements are considered incidental.

PERSONNEL: One Driver will be required for each shadow vehicle.

**The Driver of the Shadow Vehicle with Attenuator shall not engage in any Litter/Trash pickup/removal activities.**

**The Driver of the Shadow Vehicle with Attenuator must remain in the Shadow Vehicle when the Contractor is performing work under this contract.**

Personnel must possess a valid driver's license of the proper class and endorsements as required by the current laws and be familiar with Publication 213 and operating the equipment under its provisions.

PAY ITEM, UNIT OF MEASURE: Hour (per Shadow Vehicle)