**ATTACHMENT A**

**NDOR LITTER COLLECTION SERVICES SPECIFICATIONS**

1. PROJECT DESCRIPTION AND SCOPE OF WORK

The State of Nebraska Dept. of Roads (NDOR) is requesting proposals for the purpose of providing litter collection, and debris and carrion removal and disposal services for District X along the State highway system as described below and in accordance with schedules and under the direction of the NDOR.

* 1. SCOPE OF WORK

Contractor(s) shall be responsible for providing all labor, equipment, fuel, insurance, and materials to properly provide litter collection, and debris and carrion removal and disposal services per each District X Maintenance Superintendent’s area along the State highway system, including the on and off ramps of interstate interchanges, the interchange overheads, the median, and pavement from the edge of the pavement to the Right of Way (ROW) fence. Each Maintenance Superintendent’s area shall be bid individually. Proposals may be submitted with pricing for all the areas or for an individual area as desired.

The parameters for each Superintendent’s area are identified in the corresponding Distict maps and as stated below:

**Area 610**: Interstate 80, reference post 199-Brady interchange to reference post 255-Buffalo County Line

**Area 620**: Interstate 80, reference post 158-Sutherland interchange to reference post 199- Brady interchange

**Area 630**: Interstate 80, reference post 101-Platte River Bridge to reference post 158- Sutherland interchange and Interstate I-76 reference post 0.00-Colorado State Line to 3.15, I-80 begins

* 1. WORK PLAN

NDOR Maintenance Superintendents as identified below will be the contact personnel per each corresponding Superintendent’s area. Prior to beginning a cycle, the Contactor shall contact the Superintendent and inform him/her of their starting location on the interstate and start time. The Superintendent will coordinate any changes to the route of the cycle with the Contractor. The Contractor shall provide the Superintendent contact information for the employee in charge of performing the contractual services.

The Contractor shall fill out the NDOR form #107 and submit it to the area Superintendent on a weekly basis at the end of each week. The Contractor shall record their activities on this form and include the following information: location, start and completion time, number of deer collected, number of loads disposed and the location of the disposal site.

Area 610 & 620: Work shall be conducted during the hours of 7:00 AM – 5:00 PM CDT; on the days specified during peak and off peak seasons, excluding weekends and State Holidays. If the cycle cannot be completed within the time frame specified, the Contractor may extend the time as long as there is adequate daylight to conduct the service.

Area 630: Work shall be conducted during the hours of 7:00 AM – 5:00 PM MDT; on the days specified during peak and off peak seasons, excluding weekends and State Holidays. If the cycle cannot be completed within the time frame specified, the Contractor may extend the time as long as there is adequate daylight to conduct the service.

**SUPERINTENDENT CONTACT INFORMATION**

**Area 610**: Interstate 80, reference post 199-Brady interchange to reference post 255-Buffalo County Line

**Maintenance Superintendent:** Carlos Campa

 2812 Plum Creek Pkwy

 PO Box 113

 Lexington, NE 68850-0113

 Bus: 308-324-3885

 Fax: 308-324-5989

 Cell: 308-325-2250

**Area 620**: Interstate 80, reference post 158-Sutherland interchange to reference post 199- Brady interchange

**Maintenance Superintendent:** Pam Garrett

 2400 W 14th St.

 PO Box 1108

 North Platte, NE 69103-1108

 Bus: 308-535-8010, x201

 Fax: 308-535-8264

 Cell: 308-530-3319

**Area 630**: Interstate 80, reference post 101-Platte River Bridge to reference post 158- Sutherland interchange and Interstate I-76 reference post 0.00-Colorado State Line to 3.15, I-80 begins

**Maintenance Superintendent:** Robert Hilton

 307 E D St. S

 Ogallala, NE 69153-4773

 Bus: 308-284-8070

 Fax: 308-284-8060

 Cell: 308-289-1659

* 1. COLLECTION REQUIREMENTS

The intent of the contract is to perform litter collection and debris and carrion removal and disposal from the interstate system in the segments detailed in this RFP. The interstate system includes the on and off ramps of interstate interchanges, the interchange and its overhead or bridge including the median, pavement, from the edge of pavement to the right of way (ROW) fence in both directions.

1. **Litter and Debris Procedures**

Litter or debris is defined as anything on the pavement or roadway creating a hazard to the traveling motorist or anything on earth shoulder or Department ROW of the size of a gallon container or larger trash or any solid object that could damage or be thrown by a mower when driving off the pavement. The priority is to clear the paved surface of any foreign object such as tires, logs, cans, bottles, animals etc. that may become a hazard to highway users.

1. **Carrion Removal and Disposal**

Contractor shall be responsible to remove the carcasses of all deer and other animals (average weight range between 150-250 lbs.) and shall dispose of the animal collected in accordance with the regulations set by the Nebraska Department of Environmental (NDEQ) at: <http://deq.ne.gov/Publica.nsf/pages/06-201>. Contractor shall be responsible for landfill fees and any other applicable fees. NDOR shall be responsible for the removal of carcasses of larger animals, i.e. elk, moose, cows, etc.

* 1. CYCLE REQUIREMENTS
1. **Collection Cycle**

A collection cycle shall consist of one (1) complete rotation or patrol of the East bound and West bound lanes, ramps, right of ways and interchanges of the interstate per the parameters specified above for each Superintendent’s area. During each cycle, the Contractor shall collect and dispose of all litter, tires and carrion as specified in this RFP. No “dump sites” shall be allowed on NDOR property or on the right of way.

The collection process shall consist of traveling on the roadway or right of way at a safe speed and visually identifying the object(s) required to be removed, stopping the vehicle in a safe location and collect the item(s) in a safe manner, and transport the collected item(s) for disposal. Disposal shall be performed following all federal, state and local laws and regulations and shall be at the expense of the Contractor.

1. **Frequency**

A collection schedule shall include an off peak and peak season, and shall be directed and monitored by the assigned Maintenance Superintendent or his/her designee per each area as identified under the Scope of Work (i.e. area 610, 620, & 630). The Contractor shall provide services in accordance to the designated collection schedule listed below. The designated days may be subject to change due to holidays or at the discretion of the Department. NDOR reserves the right to increase or decrease the number of collection cycles as necessary.

**Off peak season** – Every Tuesday and Thursday of the week, from November 16 thru May 31 (Two (2) cycles per week, approximately 28 weeks per year, estimated total cycles-56)

**Peak season** – Every Monday, Wednesday, and Friday of the week from June 1 thru November 15 (Three (3) cycles per week, approximately 24 weeks per year, estimated total cycles-72)

**Additional Cycles** – Estimated Five (5) cycles per year, per Superintendent’s area

* 1. EQUIPMENT

All Contractors’ equipment must be in good working condition and is suitable and safe for the work to be performed. The Contractor shall furnish all fuel, oil, and grease for said equipment. All labor and repairs necessary for repairing the equipment will be at the Contractor’s expense. The Contractor is responsible for any equipment left on the right of way unattended.

* 1. TRAFFIC CONTROL & SAFETY

The Contractor shall follow the provisions in the Manual on Uniform Traffic Control Devices (MUTCD) at: <http://mutcd.fhwa.dot.gov/> and as specified under NDOR Traffic Control Requirements for Operations on Highways and Streets under the 2007 Standard Specifications for Highway Construction available at <http://www.transportation.nebraska.gov/ref-man/>. The Contractor’s vehicles shall have an amber strobe system operating when traveling on the highway and Right of Way.

The Contractor’s personnel are to wear the required class of apparel for the activity when on Department ROW. The Contractor shall follow all laws, rules, and regulations when operating a motor vehicle. No special driving privileges shall be given to the Contractor or the Contractor’s employees in the performance of this contract.

* 1. ADVERSE WEATHER CONDITIONS

Collection services shall be performed only during the daylight hours and as specified under the Work Plan. The Contractor can suspend activities to a later date when road or weather conditions pose a dangerous condition to the workers or the traveling public. The Contractor shall immediately contact the Superintendent of the corresponding area when they have deferred a cycle due to adverse weather conditions.

* 1. PROPERTY OF VALUE

Any property of value or item of special interest shall be delivered to the Superintendent of the corresponding area and the Superintendent will notify the Nebraska State Patrol.

* 1. COORDINATION OF CONSTRUCTION & NDOR ACTIVITIES

The Contractor shall not conduct service on any sections of the collection cycle when a lane closure is in place for NDOR construction or maintenance activities. The Superintendent will notify the Contactor of the location of any construction or maintenance activities within their area. The section omitted from service will begin from the point of the lane closure taper to the end of the closed lane. The Contractor shall be compensated for the entire route of the collection cycle.

* 1. CARRION REMOVAL ON CONSTRUCTION PROJECTS

The Superintendent will notify the Contractor of any sections of their area that will not require carrion removal and disposal services due to environmental requirements on NDOR construction projects. The Contractor shall be compensated for the entire route of the collection cycle.

* 1. DAMAGE TO HIGHWAY PROPERTY & PRESERVATION OF TREES

The Contractor shall carry out operations in such a manner so as to not damage existing ground areas, trees or shrubs outside the fixed obstacle clearance zone, signs, delineator posts, mail boxes and posts, or other roadside features**. Trees outside the fixed obstacle clear zone are an asset to the roadside corridor and shall be protected from immediate and long term damage from vehicles, equipment or materials too close to the trees. Throughout the duration of the contract, no materials, vehicles or equipment shall  be allowed to be stored or parked with 25 feet of existing trees 4” caliper or larger, whether standing alone or in groups.** In the event damage should occur to any of the above-mentioned features, regardless if it is State or private property, the Contractor shall replace or repair the damaged areas or items at no cost to the Department of Roads. In the event highway traffic control and/or warning signs are damaged beyond repair, the operator shall notify the area Maintenance Superintendent immediately so that replacement of the damaged sign(s) can be made. The cost of such repair and/or replacement of damaged State property shall be deducted from any payment due the Contractor. The cost of repair and/or replacement of damaged private property shall be the responsibility of the Contractor and the property owner, with no involvement of the Department of Roads.

* 1. INSPECTION

Inspections shall be performed by the Maintenance Superintendent or by his/her designee at the end of each week. A weekly schedule is considered finished when it is inspected and accepted by the Superintendent or his/her designee. If all or any portion of a cycle is considered unacceptable and is not in compliance with the requirements and terms of the contract, the Contractor will be required to correct the service at no additional cost to the Department of Roads.

* 1. ESTIMATED QUANTITY

The estimated cycles listed on the Cost Proposal Bid Sheet are not guaranteed and are not to be construed as either a minimum or maximum. The collection cycles may increase or decrease per the discretion of the Department.

* 1. CONTRACTOR LIABILITY

The Contractor shall assume full liability for hazards to traffic and the public that may be created by their actions and save harmless the Nebraska Department of Roads.

* 1. DELIVERABLES

The Contractor(s) shall provide litter collection and debris and carrion removal and disposal services within each Superintendent’s area in accordance to the designated collection schedule as dictated by NDOR.

**F. PROPOSAL PRICING**

Proposal pricing shall be the unit price per cycle and per Superintendent’s area. Each Maintenance Superintendent’s area shall be bid individually. Proposals may be submitted with pricing for all the areas or for an individual area as desired. Unit bid price shall remain firm for one year from date of contract.

* 1. PAYMENT SCHEDULE

The payment schedule for the project is tied to specific dates and deliverables. Invoices may be submitted by the Contractor on specific dates based on the completion and acceptance of related deliverables. No invoice will be approved unless the associated deliverables have been approved. A percentage of the total contract cost may then be invoiced based on the following schedule.

*The Contractor‘s invoice must be submitted to the Area Maintenance Superintendent on a monthly basis after completion of the service and the work has been inspected and accepted by the Superintendent or his/her designee.*