Invitation for Bids

STREET SWEEPING SERVICES

Issued: October 31, 2016
1. INTRODUCTION

Capital Region Water is requesting bids from qualified contractors to provide normal street sweeping services in the City of Harrisburg. The Contractor shall furnish all labor, tools, shop facilities, equipment, and materials to perform all work necessary to provide street sweeping services.

2. SCHEDULE FOR BIDDING PROCESS

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation for Bid Issued</td>
<td>October 31, 2016</td>
</tr>
<tr>
<td>Questions/Clarification Requests Due to Capital Region Water</td>
<td>November 9, 2016 @ 2 p.m. EST</td>
</tr>
<tr>
<td>Addenda Issued (if necessary)</td>
<td>November 15, 2016</td>
</tr>
<tr>
<td>Bids Due</td>
<td>December 2, 2016 by 2 p.m. EST</td>
</tr>
<tr>
<td>Selection of Contractor</td>
<td>December 21, 2016</td>
</tr>
</tbody>
</table>

3. DURATION OF CONTRACT

Initial contract period for the street sweeping services shall be from January 1, 2017 to December 31, 2017 for a 12 month period.

The contract may be renewed subsequently in one-year (12 months) increments as follows:

- The second contract period will be from January 1, 2018 to December 31, 2018.
- The third contract period will be from January 1, 2019 to December 31, 2019.
- The fourth contract period will be from January 1, 2020 to December 31, 2020.

4. RULE FOR AWARD

The contract shall be awarded to the responsible and eligible bidder submitting the lowest daily rate. The combined daily rate for purposes of this bid will be calculated by adding the daily rate for mechanical sweepers and for vacuum sweepers. The contract will be awarded within 90 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the Capital Region Water and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment to the Capital Region Water, the apparent highest responsive and responsible bidder).

5. INFORMATION FOR BIDDING PROCESS

GENERAL

- Bids must be received by **2:00 p.m. on December 2, 2016.**
• Respondents shall clearly identify the IFB Title on their submittal envelope, email subject line and within the text of their proposal.

• Bids submitted must be an original.

• A complete bid submission will consist of all pages and forms in **Attachment D**, including acknowledgement of any addenda on the Bid Price form (Section 8). Bidders shall keep all other sections as reference.

• When submitting bid documents, please retain the order of documents as originally provided in the Bidders Checklist.

• Submit three (3) hard copies and one (1) electronic copy of the information requested per submittal. The electronic copy shall be a PDF file type and 8.5”x11” format. The electronic copy is to be submitted via email to claire.maulhardt@capitalregionwater.com or on a thumb drive to:

  **Attn: Claire Maulhardt**  
  City Beautiful H2O Program Manager  
  Capital Region Water  
  212 Locust Street, Suite 500  
  Harrisburg, PA 17101

**PRE-BID CONFERENCE/MEETING**  
There will be no pre-bid conference for this Invitation for Bid.

**QUESTIONS/CLARIFICATION REQUESTS**  
Questions concerning this invitation must be submitted in writing to: Claire Maulhardt, Capital Region Water by 2:00 p.m. on November 9th. Questions may be submitted via e-mail (preferred method) to claire.maulhardt@capitalregionwater.com. They may otherwise be delivered, mailed, or faxed to 717 525-7688. Written responses will be provided via addenda that will be posted online at [http://www.capitalregionwater.com/contractors-consultants/](http://www.capitalregionwater.com/contractors-consultants/). When an addendum is posted, all bidders on record as having registered as prospective bidders for this IFB will be notified by Capital Region Water. All prospective bidders are strongly encouraged to check the above-referenced website routinely to ensure that they have accessed any and all addenda that may have been issued.

*If any bidders contact any Capital Region Water employee other than Claire Maulhardt regarding this IFB, that bidder/proposer is subject to disqualification.*

**ADDENDUM**  
Any necessary additions or corrections to this IFB will be made by addendums, and issued to all proposers of record by November 15th. Addendums become part of the IFB and must be acknowledged by each proposer;
failure to acknowledge any addenda shall not relieve proposers of compliance with the terms thereof. Capital Region Water assumes no responsibility for oral instructions.

BOND REQUIREMENTS
A 10% percent Bid Bond is required. See Notice to Bidders in Attachment D for instructions.

A Performance Bond in the amount of 100% of the contract price will be required from the successful bidder.

MINORITY, WOMEN AND OTHER DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION
By responding to this IFB, the proposer agrees to comply with Capital Region Water’s DBE policy at the time of each work engagement. At present Capital Region Water is in the process of developing a major update to its DBE policy, therefore, the proposer shall assume all work will have a minimum DBE participation requirement of 10%. Actual participation levels will be established and adjusted in accordance with Capital Region Water board action.

PREVAILING WAGE REQUIREMENT
Wages rates for this contract are subject to the minimum wage rates established by the Commonwealth of Pennsylvania, Department of Labor and Industry.

6. SCOPE OF SERVICES

INTRODUCTION AND BACKGROUND
Capital Region Water owns and operates the municipal water systems that serve the City of Harrisburg including drinking water, wastewater and stormwater. Capital Region Water intends to retain services of a qualified contractor to provide street sweeping services that will supplement the City of Harrisburg’s Department of Public Works’ forces and equipment in connection with work of keeping streets clean. It is Capital Region Water responsibility to comply with U.S. Environmental Protection Agency (EPA) guidelines for stormwater quality. The equipment used for cleaning shall be of sufficient type, capacity and quantity to safely and efficiently perform the cleaning work as specified.

GENERAL DESCRIPTION OF WORK
- Furnish street sweepers with operators. The equipment used for cleaning shall be of sufficient type, capacity and quantity to safely and efficiently perform the cleaning work as specified.
- The work performed under this contract consists of furnishing labor, materials, fuel, equipment, equipment maintenance, and disposal of sweeper waste for the specified scope of work.
- Street sweeping must occur between January 1st and December 31st, weather permitting, within the operating hours of 8:00 a.m. – 4:00 p.m. Monday through Friday, excluding City of Harrisburg Holidays.
- Additional seasonal debris in Spring and Fall should be anticipated.
• In order to qualify for a contract, at the time of proposal submission, the Contractor must furnish evidence of ownership (or approved lease) of equipment and provide a proposed equipment list that is satisfactory to Capital Region Water. (See Equipment Sheet in Attachment D for a table, or attach a list with the essential information about the equipment.)

• Capital Region Water reserves the right to accept or reject any and all bids should we deem it to be in the best interests of Capital Region Water to do so.

• A listing of the daily routes is included with this solicitation in Attachment B, following Section 7.0 below.

7. SPECIFICATIONS/REQUIREMENTS

7.1 Equipment

− Any and all sweepers are to be less than three (3) years old, determined by model year, as of the due date for this bid (December 2, 2016). All sweepers to be used on this contract must be listed on the equipment sheet (see forms following Bidder’s Checklist in Attachment D). Equipment sheet must include a complete listing of all equipment to be used under this contract and should include Year, Make, Model, Serial Number, and Registration.

− For credit approval, sweepers are required to be a Regenerative-Air Sweepers (RAS) or Vacuum Assisted Sweepers (VAS). Capital Region Water is aware that RAS are more commonly used than VAS; this will not disqualify your application. Although, if your company is planning to acquire a new sweeper please consider a VAS. RAS must be AQMD (Air Quality Management District) certified, where it can pick up 10 micrometers or less in size.

− If any of the machines listed to be used on this contract are replaced temporarily or permanently during the life of this contract, the machine must be approved by Capital Region Water.

− All street sweepers must have a minimum capacity of three (3) cubic yards. All sweepers must be equipped with dual steering and dual brooms.

− Main brooms and gutter brooms will not be less than 6 inches in length. The Contractor will be required to change brooms of less than 6 inches in length for main or gutter broom, or at the discretion of Capital Region Water.

− All equipment (including support equipment) to be used by the Contractor is subject to the inspection and final approval from Capital Region Water. Such approval may require an on-site demonstration of the capability of any proposed equipment.

− All vehicles used by the Contractor must be performance worthy by visual and operational inspection and maintain a clean appearance. Capital Region Water shall have the option to perform a complete inspection of all equipment at any time throughout the term of the contract. Should any
equipment, when inspected, and in the determination of Capital Region Water fail to meet performance, visual, or operational standards, Capital Region Water may require such vehicle to be brought to standard before being placed back in service. It will be the Contractor’s responsibility to ensure street sweeping services are still completed within the operational hours of 8:00 a.m. to 4:00 p.m. on the days when any needed equipment is out of service.

− All equipment must be properly registered and insured according to the Motor Vehicle Laws of the Commonwealth of Pennsylvania.

7.2 Operations

− The operators are to be fully qualified and properly licensed to operate sweeping equipment. Operators should also be able to make minor repairs and adjustments.

− Contractor personnel shall exhibit polite and professional behavior during all sweeping operations in dealing with Capital Region Water, City of Harrisburg personnel, and the public.

− The awarded Vendor shall schedule his working hours to coincide with the working hours of Capital Region Water. The normal working hours are 8:00 a.m. to 4:00 p.m. Monday – Friday.

− All cleaning, greasing, and oiling of the sweeper must be done outside of the regular sweeping hours of 8:00 a.m. to 4:00 p.m. Maintenance should be performed at the Contractor's facility and expense.

− Contractor is responsible for cleanup or property damage for any repairs performed within the City of Harrisburg.

− The operator must keep the sweeper moving at a reasonable speed when working, and sweep from the center of the roadway, as part of regular duties. Where vehicles are parked, every effort shall be made to clean the gutter as close to the parked vehicle as possible. Brooms must remain on the ground at all times during the regular sweeping work day of 8:00 a.m. to 4:00 p.m.

− If the sweeper becomes disabled, no deduction will be made if the repairs are completed and the sweeper is working again within one hour. For longer periods of time, a replacement sweeper meeting existing requirements must be provided. There will be a maximum of three allowable disabilities per month.

− Capital Region Water shall be entitled to assess liquidated damages against the Contractor for failure to perform specific obligations. Capital Region Water shall assess liquidated damages after providing a written warning to the Contractor regarding its failure to perform and indicating the method of correction. Capital Region Water shall deduct liquidated damages assessed from any payment owed to the Contractor as a credit or offset of such amount. Liquidated Damages can be assessed as follows:

  - Failure to repair or replace disabled machine within one hour **$200 per machine, per hour**
• Failure to maintain 6 inch broom length **$200 per occurrence**
• Violation of traffic laws or regulations during operations **$250 per occurrence**
• Four or more disabilities per month **$200 per occurrence, per month**

- Established street routes will be provided to Contractor, and the sweepers will work only on the streets indicated in these instructions, unless directed otherwise by Capital Region Water during the course of the work day.
- Daily routes must be completed during the hours of 8:00 a.m. to 4:00 p.m.

### 7.3 General Schedule

The Contractor shall clean all street surfaces, gutters, road shoulders, gore points, turning lanes, and underpasses located in the geographic area of the City of Harrisburg.

Streets to be cleaned and details of areas are listed in **Attachment A**:

**1st & 3rd Monday & Tuesday – Area 1, 6, & 9**
- Morning – Area 1 (All Streets) & Area 6 (17th to 21st St. / By-pass to State St.)
- Afternoon – Area 9 (20th St. to City Line) & Area 6 (17th to 25th St. / State St. to Market St.)

**1st & 3rd Wednesday & Thursday – Area 2 & 7**
- Morning – Area 2 (Front to Fourth St. / Division to Maclay St.)
- Area 7 (Cameron to 17th St. / Market to Derry St.)
- Afternoon – Area 2 (Fourth to Seventh St. / Division to Maclay St.)
- Area 7 (Cameron to 17th St. / Derry St. to Expressway)

**2nd & 4th Thursday & Friday – Area 3 & 8**
- Morning – Area 3 (Front to Fourth St. / Maclay to Forster St.)
- Area 8 (17th to 23rd St. / Market St. to Derry St.)
- Afternoon – Area 3 (Fourth to Seventh St. / Maclay to Forster St.)
- Area 8 (23rd to 29th St. / Rudy Road to Derry St.)

**2nd & 4th Tuesday & Wednesday – Area 4**
- 5:00 am to 7:00 am – Forster to Paxton St. / Front to Seventh St.
- 7:00 am to 9:00 am – Paxton St. to South City Line (Shipoke Area) / Cameron St. to West City Line
- 9:00 am to 1:00 pm – Paxton St. to South City Line / Cameron to 17th St.

**1st & 3rd Friday & 2nd to 4th Monday – Area 5 & 10**
- Morning – Area 5 (Cameron to 17th St. / Market to State St.)
- Area 10 (17th to 29th St. / Derry St. to Expressway)
- Afternoon – Area 5 (Cameron to 17th St. / State to By-pass)
- Area 10 (17th to City Line / Expressway to City Line)
HOLIDAYS
Holidays are as followed:

New Year's Day  Memorial Day  Thanksgiving Day
Martin Luther King Day  Independence Day  Thanksgiving Friday
Presidents' Day  Labor Day  Christmas Day
Good Friday  Columbus Day  Christmas Additional Day
Veterans' Day

7.4 Reporting for Credit

Capital Region Water will be recording and reporting annually to receive credit for pollutant and sediment reduction going into the Chesapeake Bay Watershed. The method used will be the Mass Loading Method (example in Appendix A); the mass of the street dirt collected is measured in tons at the point of disposal and multiplied by factors to determine nutrient reduction credits.

- Capital Region Water will be require the contractor to track, verify, and document the following:
  - Routes
  - Total curb mileage
  - Average parking conditions
  - Sweeper technology used
  - Number of sweeping passes per year on each qualifying route

- Capital Region Water will need to verify our reports (MS4) of pollutant and sediment, so an annual sample will be needed:
  - Volume of sweeper waste collected in the hopper, truck or dumpster (in cubic feet)
  - Total wet mass of the sweeper waste (measured)
  - Number of curb-miles swept over the entire route
  - Sweeper conditions (i.e., date swept, weather, days since antecedent rainfall, street type, parking conditions and any other operational notes)

- Sub-sample of the overall sweeper waste sample should be collected and sent to a laboratory to measure the:
  - Actual dry weight of the wet sweeper waste
  - Particle size distribution of the sweeper waste
  - Average carbon, nitrogen and phosphorus content of the sweeper waste

- This will be used to measure:
7.5 Weather

In the event of inclement weather, the Contractor is responsible for listening to the public media to determine if the City has been closed because of the weather. No cleaning operations shall be conducted when there are climatic conditions present or forecast that would make such an operation ineffectual or dangerous. These climatic conditions include, but are not limited to: freezing temperatures, heavy rains, snow, ice, and sleet. This determination will be made by Capital Region Water after being contacted by the Contractor. Capital Region Water shall have the right to order the suspension of cleaning operations whenever, in their judgment, present weather conditions or impending weather conditions are such that cleaning operations cannot be carried out in an effective manner. If the snow or rain develops after the sweeper has started work, payment will be prorated for the time period worked.

7.6 Requirements for Capital Region Water Bulk Water Use

- Capital Region Water will be responsible for all water costs, however operators will need to measure volume of water used.
- Contractor will only use Capital Region Water's bulk water station located at the Water Service Center, 100 Pine Drive, Harrisburg PA 17101 to fill up sweeper water tanks.
- No connection is to be made to a fire hydrant.

7.7 Quality Requirements

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. Please complete the Quality Requirements form in Attachment D and submit it with your completed bid. Capital Region Water will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1, 2 or 3, or a failure to respond to any of the following minimum standards will result in disqualification of your bid. In order to provide verification of affirmative responses to items 1, 2 and 3 under the quality requirements listed in the Quality Requirements Form, proposers must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.

7.8 Period of Performance

The period of performance for this contract is one (1) year beginning January 1, 2017 and ending December 31st, 2017.
7.9 **Place of Performance**

- All services, delivery and other required support shall be conducted in the City of Harrisburg. Meetings between the Contractor and Capital Region Water shall be held at Capital Region Water.

7.10 **Contractor Conduct**

- The Contractor’s employees shall comply with all Capital Region Water regulations, policies and procedures. The vendor shall ensure that their employees present professional work attire at all times. The authorized contracting body of Capital Region Water may, at his/her sole discretion, direct the contractor to remove any contractor employee from Capital Region Water facilities for misconduct or safety reasons. Such rule does not relieve the contractor of their responsibility to provide sufficient and timely service. Capital Region Water will provide the contractor with immediate written rationale notice for removal of employee.

7.11 **Contractor Personnel**

- All operators must be fully licensed to drive and operate the equipment. Copies of current licenses for all drivers working on the awarded contract shall be furnished upon request by the Capital Region Water.

7.12 **Confidentiality**

- The Contractor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by Capital Region Water. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or results from the performance of this Scope of Work.

- All documents, photocopies, computer data and any other information of any kind collected or received by the Contractor in connection with the contract work shall be provided to Capital Region Water upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by Capital Region Water or as otherwise agreed by Capital Region Water and the Contractor).

- The Contractor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of Capital Region Water. In addition, the Contractor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the Community Outreach Manager. Requests to make such disclosure should be addressed in writing to the Community Outreach Manager.

7.13 **Capital Region Water Furnished Materials**

- Refer to previous sections regarding bulk water use.
7.14 Contractor Furnished Materials

- Refer to previous sections regarding equipment and other materials related to this scope of services.

7.15 Quality Control

- The Contractor shall establish, implement, and maintain a complete Quality Control Plan (QCP) to ensure the deliverables of the contract are provided as specified.

- The Contractor’s QCP shall be provided to Capital Region Water as part of the Contractor’s bid response. The plan must be made completely acceptable to the Director of Engineering prior to the contract start date.

The plan shall include, as a minimum, the following:

- An inspection system covering all the services must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, or the title of the individual(s) who will perform the inspection.

- The methods for identifying and preventing defects, in the quality of service performed, before the level of performance becomes unacceptable.

- The procedures for maintaining on-site records of all inspections conducted by the Contractor and necessary corrective action taken. Upon request this documentation shall be made available to the Director of Engineering during the term of the contract.
8. PRICING

The undersigned proposes to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by Capital Region Water entitled:

**STREET SWEEPING SERVICES**

All Prices are to include: delivery, personnel, and the cost of fuel, the cost of labor and maintenance, disposal of sweeper waste collected, and all other charges related to the services provided. Prices are to reflect any additional labor and equipment that may be needed during the high-volume sweeping season in the spring in fall. Prices are to remain the same for the entire contract period. No travel time of equipment will be allowed.

<table>
<thead>
<tr>
<th>Base Services</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price/YR</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Annual Sweeping services per Scope of Work Outlined in this RFP.</td>
<td>1</td>
<td>YR</td>
<td></td>
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<table>
<thead>
<tr>
<th>Additional Services</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price/YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cost of Street Sweeping services per one (1) curb mile</td>
<td>N/A</td>
<td>$/curb mile</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Cost per one (1) hour of emergency callout services during regular business hours (M-F 8:00 a.m. – 4:00 p.m.)</td>
<td>N/A</td>
<td>$/hour</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Cost per one (1) hour of emergency callout services after business hours.</td>
<td>N/A</td>
<td>$/hour</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Cost per one (1) hour of special event services</td>
<td>N/A</td>
<td>$/hour</td>
<td></td>
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</tbody>
</table>

Consultant certifies that the bid amounts provided above are accurate and submitted in response to Capital Region Water's Street Sweeping RFP. Furthermore, Consultant certifies that the above identified costs shall be good for ninety (90) days from the date listed below.

Signature: ________________________________

Name of Signer: ________________________________

Title of Signer: ________________________________

Date: ___________
ATTACHMENTS
### ATTACHMENT A: STREET SWEEPING AREAS DETAIL

**Morning (8:00 a.m. to 12:00)**  
**Afternoon (12:00 to 4:00 p.m.)**

#### AREA NO. 1 STREET CLEANING  
**FRONT TO SEVENTH STREETS**  
**DIVISION STREET TO NORTH CITY LINE**

<table>
<thead>
<tr>
<th>North – South Streets</th>
<th>East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Front Street</td>
<td>1. Manor Street</td>
</tr>
<tr>
<td>2. Second Street</td>
<td>2. Woodland Street</td>
</tr>
<tr>
<td>4. Susquehanna Street</td>
<td>4. Antoine Street</td>
</tr>
<tr>
<td>5. Parkside Lane</td>
<td>5. Edward Street</td>
</tr>
<tr>
<td>6. Orleans Street</td>
<td>6. Angenese Street</td>
</tr>
<tr>
<td>7. Third Street</td>
<td>7. Vaughn Street</td>
</tr>
<tr>
<td>8. Fourth Street</td>
<td>8. Alricks Street</td>
</tr>
<tr>
<td>9. Fifth Street</td>
<td>9. Division Street</td>
</tr>
<tr>
<td>10. Hoffman Street</td>
<td>10. Industrial Road</td>
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<tr>
<td>Morning (a.m.)</td>
<td>Morning (a.m.)</td>
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<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>North – South Streets</td>
<td>East – West Streets</td>
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<tr>
<td>1. Front Street</td>
<td>1. Shamokin Street</td>
</tr>
<tr>
<td>2. Second Street</td>
<td>2. Wiconisco Street</td>
</tr>
<tr>
<td>3. Penn Street</td>
<td>3. Radnor Street</td>
</tr>
<tr>
<td>4. Green Street</td>
<td>4. Polyclinic Avenue</td>
</tr>
<tr>
<td>5. Susquehanna Street</td>
<td>5. Schuylkill Street</td>
</tr>
<tr>
<td>6. Third Street</td>
<td>6. Seneca Street</td>
</tr>
<tr>
<td>7. Logan Street</td>
<td>7. Emerald Street</td>
</tr>
<tr>
<td>8. Fourth Street</td>
<td>8. Woodbine Street</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon (p.m.)</th>
<th>Afternoon (p.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>North – South Streets</td>
<td>East – West Streets</td>
</tr>
<tr>
<td>1. Fifth Street</td>
<td>1. Wiconisco Street</td>
</tr>
<tr>
<td>2. Reel Street</td>
<td>2. Geary Street</td>
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<tr>
<td>3. Lexington Street</td>
<td>3. Radnor Street</td>
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<tr>
<td>4. Sixth Street</td>
<td>4. Reels Lane</td>
</tr>
<tr>
<td>5. Jefferson Street</td>
<td>5. Schuylkill Street</td>
</tr>
<tr>
<td>7. Seventh Street</td>
<td>7. Ross Street</td>
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<td></td>
<td>8. Seneca Street</td>
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<tr>
<td></td>
<td>9. Curtin Street</td>
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<td></td>
<td>10. Emerald Street</td>
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<tr>
<td></td>
<td>11. Camp Street</td>
</tr>
<tr>
<td></td>
<td>12. Woodbine Street</td>
</tr>
<tr>
<td></td>
<td>13. Forrest Street</td>
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<tr>
<td></td>
<td>14. Maclay Street</td>
</tr>
</tbody>
</table>
## AREA NO. 3 STREET CLEANING
### MACLAY STREET TO FORSTER STREET
### FRONT TO SEVENTH STREETS

<table>
<thead>
<tr>
<th>Morning (a.m.) North – South Streets</th>
<th>Morning (a.m.) East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Front Street</td>
<td>1. Peffer Street</td>
</tr>
<tr>
<td>2. Second Street</td>
<td>2. Muench Street</td>
</tr>
<tr>
<td>3. Penn Street</td>
<td>3. Kelker Street</td>
</tr>
<tr>
<td>4. Green Street</td>
<td>4. Hamilton Street</td>
</tr>
<tr>
<td>5. Susquehanna Street</td>
<td>5. Harris Street</td>
</tr>
<tr>
<td>6. Third Street</td>
<td>6. Reily Street</td>
</tr>
<tr>
<td>7. Logan Street</td>
<td>7. Calder Street</td>
</tr>
<tr>
<td>8. James Street</td>
<td>8. Verbeke Street</td>
</tr>
<tr>
<td>10. Fourth Street</td>
<td>10. Herr Street</td>
</tr>
<tr>
<td></td>
<td>11. Boas Street</td>
</tr>
<tr>
<td></td>
<td>12. Forster Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon (p.m.) North – South Streets</th>
<th>Afternoon (p.m.) East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fulton Street (Verbeke &amp; Reily Streets)</td>
<td>1. Peffer Street</td>
</tr>
<tr>
<td>2. Marion Street</td>
<td>2. Muench Street</td>
</tr>
<tr>
<td>3. Fifth Street</td>
<td>3. Dauphin Street</td>
</tr>
<tr>
<td>4. Sixth Street</td>
<td>4. Kelker Avenue</td>
</tr>
<tr>
<td>5. Wallace Street</td>
<td>5. Hamilton Street</td>
</tr>
<tr>
<td>6. Seventh Street</td>
<td>6. Harris Street</td>
</tr>
<tr>
<td></td>
<td>7. Reily Street</td>
</tr>
<tr>
<td></td>
<td>8. Basin Street</td>
</tr>
<tr>
<td></td>
<td>9. Calder Street</td>
</tr>
<tr>
<td></td>
<td>10. Verbeke Street</td>
</tr>
<tr>
<td></td>
<td>11. Herr Street</td>
</tr>
<tr>
<td></td>
<td>12. Boas Street</td>
</tr>
<tr>
<td></td>
<td>13. Forster Street</td>
</tr>
</tbody>
</table>
### AREA NO. 4 STREET CLEANING

**PART 1**

**FORSTER TO PAXTON STREETS**
**FRONT TO SEVENTH STREETS**

<table>
<thead>
<tr>
<th>Morning 5:00 TO 7:00 a.m.</th>
<th>North – South Streets</th>
<th>Morning 5:00 TO 7:00 a.m.</th>
<th>East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Front Street</td>
<td></td>
<td>1. Briggs Street</td>
<td></td>
</tr>
<tr>
<td>2. Second Street</td>
<td></td>
<td>2. North Street</td>
<td></td>
</tr>
<tr>
<td>3. Green Street</td>
<td></td>
<td>3. State Street</td>
<td></td>
</tr>
<tr>
<td>4. Third Street</td>
<td></td>
<td>4. South Street</td>
<td></td>
</tr>
<tr>
<td>5. Fourth Street</td>
<td></td>
<td>5. Pine Street</td>
<td></td>
</tr>
<tr>
<td>7. Fifth Street</td>
<td></td>
<td>7. Walnut Street</td>
<td></td>
</tr>
<tr>
<td>8. Seventh Street (under Bridge)</td>
<td></td>
<td>8. Market Street</td>
<td></td>
</tr>
<tr>
<td>9. Cameron Street</td>
<td></td>
<td>9. Chestnut Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10. Washington Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>11. Vine Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>12. Washington Square/Mulberry Station</td>
<td></td>
</tr>
</tbody>
</table>

### AREA NO. 4 STREET CLEANING - PART 2

**PAXTON STREET TO SOUTH CITY LINE**
**FRONT TO CAMERON STREETS**

<table>
<thead>
<tr>
<th>Morning 7:00 TO 9:00 a.m.</th>
<th>North – South Streets</th>
<th>Morning 7:00 TO 9:00 a.m.</th>
<th>East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Old Front Street</td>
<td></td>
<td>1. Paxton Street</td>
<td></td>
</tr>
<tr>
<td>2. Showers Street</td>
<td></td>
<td>2. Conoy Street</td>
<td></td>
</tr>
<tr>
<td>3. Race Street</td>
<td></td>
<td>3. Tuscarora Street</td>
<td></td>
</tr>
<tr>
<td>4. Tenth Street</td>
<td></td>
<td>4. Nagle Street</td>
<td></td>
</tr>
<tr>
<td>5. Cameron Street</td>
<td></td>
<td>5. Hanna Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Hemlock Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Sycamore Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Shanois Street</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. S. Front Street Connector</td>
<td></td>
</tr>
</tbody>
</table>
## AREA NO. 5 STREET CLEANING
BY-PASS TO MARKET ST.
CAMERON TO 17TH STREETS

<table>
<thead>
<tr>
<th>Morning (a.m.) North – South Streets</th>
<th>Morning (a.m.) East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cameron Street</td>
<td>1. Maclay Street</td>
</tr>
<tr>
<td>2. Monroe Street</td>
<td>2. Reily Street</td>
</tr>
<tr>
<td>3. 12th Street</td>
<td>3. Calder Street</td>
</tr>
<tr>
<td>4. 13th Street</td>
<td>4. Verbeke Street</td>
</tr>
<tr>
<td>5. 14th Street</td>
<td>5. Cumberland Street</td>
</tr>
<tr>
<td>6. 15th Street</td>
<td>6. Herr Street</td>
</tr>
<tr>
<td>7. 16th Street</td>
<td>7. Boas Street</td>
</tr>
<tr>
<td>8. 17th Street</td>
<td>8. Forster Street</td>
</tr>
<tr>
<td>11. Liberty Street</td>
<td>11. Liberty Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon (p.m.) North – South Streets</th>
<th>Afternoon (p.m.) East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tenth Street</td>
<td>1. Wendy Street</td>
</tr>
<tr>
<td>2. Cameron Street</td>
<td>2. Walnut Street</td>
</tr>
<tr>
<td>3. Old Jonestown Road</td>
<td>3. Bailey Street</td>
</tr>
<tr>
<td>4. Royal Terrace</td>
<td>4. Regina Street</td>
</tr>
<tr>
<td>5. 12th Street</td>
<td>5. Park Street</td>
</tr>
<tr>
<td>7. Balm Street</td>
<td></td>
</tr>
<tr>
<td>8. Linden Street</td>
<td></td>
</tr>
<tr>
<td>9. 13th Street</td>
<td></td>
</tr>
<tr>
<td>10. 14th Street</td>
<td></td>
</tr>
<tr>
<td>11. 15th Street</td>
<td></td>
</tr>
<tr>
<td>12. 16th Street</td>
<td></td>
</tr>
<tr>
<td>13. 17th Street</td>
<td></td>
</tr>
</tbody>
</table>
### AREA NO. 6 STREET CLEANING
BY-PASS TO MARKET STREET
17TH STREET TO EAST CITY LINE

<table>
<thead>
<tr>
<th>Morning (a.m.) North – South Streets</th>
<th>Morning (a.m.) East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 18th Street</td>
<td>1. Parkway Road</td>
</tr>
<tr>
<td>2. 19th Street</td>
<td>2. Verbeke Street</td>
</tr>
<tr>
<td>3. 20th Street</td>
<td>3. Cumberland Street</td>
</tr>
<tr>
<td>4. Poplar Street</td>
<td>4. Herr Street</td>
</tr>
<tr>
<td>5. 21st Street</td>
<td>5. Boas Street</td>
</tr>
<tr>
<td></td>
<td>6. Forster Street</td>
</tr>
<tr>
<td></td>
<td>7. Briggs Street</td>
</tr>
<tr>
<td></td>
<td>8. North Street</td>
</tr>
<tr>
<td></td>
<td>9. State Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon (p.m.) North – South Streets</th>
<th>Afternoon (p.m.) East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 18th Street</td>
<td>1. Elm Street</td>
</tr>
<tr>
<td>2. 19th Street</td>
<td>2. Walnut Street</td>
</tr>
<tr>
<td>3. Reservoir Street</td>
<td>3. Whitehall Street</td>
</tr>
<tr>
<td>4. Linn Street</td>
<td>4. Regina Street</td>
</tr>
<tr>
<td>5. 20th Street</td>
<td>5. Park Street</td>
</tr>
<tr>
<td>7. Thomas Street</td>
<td></td>
</tr>
<tr>
<td>8. Carey Street</td>
<td></td>
</tr>
</tbody>
</table>
### AREA NO. 7 STREET CLEANING
MARKET STREET TO EXPRESSWAY
CAMERON TO 17TH STREETS

#### Morning (a.m.)
**North – South Streets**
1. Summit Street
2. Evergreen Street
3. 13th Street
4. 14th Street
5. 15th Street
6. 16th Street
7. 17th Street

#### Morning (a.m.)
**East – West Streets**
1. Market Street
2. Zarker Street
3. Chestnut Street
4. Howard Street
5. Vernon Street
6. Derry Street

#### Afternoon (p.m.)
**North – South Streets**
1. Tenth Street
2. Cameron Street
3. Sylvan Terrace
4. Crescent Street
5. Hummel Street
6. 13th Street
7. 14th Street
8. 15th Street
9. 16th Street
10. 17th Street

#### Afternoon (p.m.)
**East – West Streets**
1. Derry Street
2. Mulberry Street
3. Mulberry Street (Bridge and Ramp)
4. Kittatinny Street
5. Swatara Street
6. Berryhill Street
7. Naudain Street
8. Argyle Street
9. Catherine Street
10. Brookwood Street
### AREA NO. 8 STREET CLEANING
#### 17TH STREET TO EAST CITY LINE
MARKET STREET TO DERRY STREET EXCLUDING BELLEVUE

<table>
<thead>
<tr>
<th>Morning (a.m.) North – South Streets</th>
<th>Morning (a.m.) East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Carlisle Street</td>
<td>1. Market Street</td>
</tr>
<tr>
<td>2. 18th Street</td>
<td>2. Zarker Street</td>
</tr>
<tr>
<td>3. 19th Street</td>
<td>3. Chestnut Street</td>
</tr>
<tr>
<td>4. Yale Street</td>
<td>4. Bellevue Road</td>
</tr>
<tr>
<td>5. 20th Street</td>
<td>5. Mulberry Street</td>
</tr>
<tr>
<td>6. 21st Street</td>
<td>6. Holly Street</td>
</tr>
<tr>
<td>7. Girard Street</td>
<td>7. Rudy Road</td>
</tr>
<tr>
<td>8. 22nd Street</td>
<td>8. Swatara Street</td>
</tr>
<tr>
<td></td>
<td>10. Berryhill Street</td>
</tr>
<tr>
<td></td>
<td>11. Brookwood Street</td>
</tr>
<tr>
<td></td>
<td>12. Derry Street</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon (p.m.) North – South Streets</th>
<th>Afternoon (p.m.) East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 23rd Street</td>
<td>1. Rudy Road</td>
</tr>
<tr>
<td>2. Benton Street</td>
<td>2. Swatara Street</td>
</tr>
<tr>
<td>3. 24th Street</td>
<td>3. Kensington Street</td>
</tr>
<tr>
<td>4. Hatton Street</td>
<td>4. Berryhill Street</td>
</tr>
<tr>
<td>5. Hale Street</td>
<td>5. Adrian Street</td>
</tr>
<tr>
<td>6. 25th Street</td>
<td>6. Mercer Street</td>
</tr>
<tr>
<td>7. 26th Street</td>
<td>7. Brookwood Street</td>
</tr>
<tr>
<td>8. 27th Street</td>
<td>8. Duke Street</td>
</tr>
<tr>
<td>9. 28th Street</td>
<td>9. Greenwood Street</td>
</tr>
<tr>
<td>10. 29th Street</td>
<td>10. Ellerslie Street</td>
</tr>
<tr>
<td></td>
<td>11. Woodlawn Street</td>
</tr>
<tr>
<td></td>
<td>12. Derry Street</td>
</tr>
</tbody>
</table>
## AREA NO. 9 STREET CLEANING
MARKET STREET TO RUDY ROAD, 20TH STREET TO CITY LINE
BELLEVUE, WILSON & TAYLOR PARKS

<table>
<thead>
<tr>
<th>Morning (a.m.) North – South Streets</th>
<th>Morning (a.m.) East – West Streets</th>
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</thead>
<tbody>
<tr>
<td>1. 20th Street</td>
<td>1. Market Street</td>
</tr>
<tr>
<td>2. 21st Street</td>
<td>2. Chestnut Street</td>
</tr>
<tr>
<td>3. Hillside Road</td>
<td>3. Midland Street</td>
</tr>
<tr>
<td>4. 22nd Street</td>
<td>4. Bellevue Road</td>
</tr>
<tr>
<td>5. 23rd Street</td>
<td>5. Hillside Road</td>
</tr>
<tr>
<td>6. Pentwater Road</td>
<td>6. Magnolia Drive</td>
</tr>
<tr>
<td>7. Briarcliff Road</td>
<td>7. Valley Road</td>
</tr>
<tr>
<td>8. Chestnut Street</td>
<td>8. South &amp; North Field Road</td>
</tr>
<tr>
<td>10. Thornwood Road</td>
<td>10. Rudy Road</td>
</tr>
<tr>
<td>11. Hale Street</td>
<td>11. Rumson Drive</td>
</tr>
<tr>
<td>12. 25th Street</td>
<td>12. Croyden Road</td>
</tr>
<tr>
<td>13. Wyatt Road</td>
<td>13. Wilson Parkway</td>
</tr>
<tr>
<td>14. Rumson Drive</td>
<td>14. Heather Place</td>
</tr>
<tr>
<td>15. Yew Place</td>
<td>16. Meadowlark Road</td>
</tr>
</tbody>
</table>
### AREA NO. 10 STREET CLEANING
**DERRY STREET TO DERRY SOUTH CITY LINE**
**17TH STREET TO EAST CITY LINE**

<table>
<thead>
<tr>
<th>Morning (a.m.)</th>
<th>North – South Streets</th>
<th>Morning (a.m.)</th>
<th>East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>17th Street</td>
<td>1.</td>
<td>Hunter Street</td>
</tr>
<tr>
<td>2.</td>
<td>18th Street</td>
<td>2.</td>
<td>Berryhill Street</td>
</tr>
<tr>
<td>3.</td>
<td>19th Street</td>
<td>3.</td>
<td>Brookwood Street</td>
</tr>
<tr>
<td>4.</td>
<td>Dunkle Street</td>
<td>4.</td>
<td>Greenwood Street</td>
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<td>5.</td>
<td>20th Street</td>
<td>5.</td>
<td>Luce Street</td>
</tr>
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<td>7.</td>
<td>21st Street</td>
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</tr>
<tr>
<td>8.</td>
<td>Girard Street</td>
<td></td>
<td></td>
</tr>
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<td>9.</td>
<td>22nd Street</td>
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</tr>
<tr>
<td>10.</td>
<td>Melrose Street</td>
<td></td>
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<td>11.</td>
<td>23rd Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Elder Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>26th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>27th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>28th Street</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon (p.m.)</th>
<th>North – South Streets</th>
<th>Afternoon (p.m.)</th>
<th>East – West Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>18th Street</td>
<td>1.</td>
<td>Manada Street</td>
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<td>2.</td>
<td>Rolleston Street</td>
<td>2.</td>
<td>Lenox Street</td>
</tr>
<tr>
<td>3.</td>
<td>19th Street</td>
<td>3.</td>
<td>Paxton Street</td>
</tr>
<tr>
<td>4.</td>
<td>Hudson Street</td>
<td>4.</td>
<td>Revere Street</td>
</tr>
<tr>
<td>5.</td>
<td>20th Street</td>
<td>5.</td>
<td>Wayne Street</td>
</tr>
<tr>
<td>6.</td>
<td>Wister Street</td>
<td>6.</td>
<td>Sycamore Street</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>7.</td>
<td>Putman Street</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>8.</td>
<td>Pemberton Street</td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td>9.</td>
<td>Hanover Street</td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td>10.</td>
<td>Caledonia Street</td>
</tr>
</tbody>
</table>
ATTACHMENT B: STREET SWEEPING AREAS MAP
ATTACHMENT C: MASS LOADING APPROACH

The mass of street dirt collected during street sweeping operations is measured (in tons) at the landfill or ultimate point of disposal.

**Step 1:** Determine the hopper capacity of your current sweeper technology

**Step 2:** Weigh the street solids collected to develop a simple relationship between street solid mass (in tons) to hopper capacity

**Step 3:** Keep records on the annual mass of street solids collected from qualifying streets

**Step 4:** Convert tons into pounds of street solids (multiply by 2000), and converted to dry weight using a factor of 0.7

**Step 5:** Derive your nutrient reduction credit by multiplying the dry weight of the solids by the following factors:
- Lbs of TN = 0.0025 pounds of dry weight sweeping solids
- Lbs of TP = 0.001 pounds of dry weight sweeping solids

These factors are based on sediment enrichment data reported by Law et al (2008), adjusted from original mg/kg values of 1200 (TP) and 2500 (TN)

**Step 6:** Compute the TSS reduction credit by multiplying the annual mass of dry weight sweeping solids by a factor of 0.3. This correction eliminates street solids that are greater than 250 microns in size, and therefore cannot be classified as total suspended solids. This factor was developed by the BMP panel and reflects particle size data from two recent street sweeping studies. SPU (2009) estimated TSS removal from street sweeping that was approximately 20% of the total dry sweeping solids load recovered. The particle size distribution for recovered street sweeping solids by Law et al. (2008) showed approximately 30% of the recovered solids in this TSS size range (i.e. ≤ 250 μm) by mass.
ATTACHMENT D: BID DOCUMENTS
BIDDER’S CHECKLIST

Please ensure all documents listed on this checklist are included with your bid. Failure to do so may subject the proposer to disqualification.

- Cover Letter
- Bidder’s Checklist
- Notice to Bidders
- Quality Requirements Form/Minimum Selection Criteria
- Prevailing Wage Compliance Form
- Non-Collusive Affidavit
- Certificate of Signature Authority
- Certificate of Good Standing (will be required of awarded Vendor; please furnish with bid if available)
- Insurance Specifications (bidders to review and include in bid package; furnish sample certificate with bid if possible)
- Sub-Vendor / Sub-Contractor Form
- Contractor’s Statement of Qualifications
- Acknowledgement of Capital Region Water’s DBE Requirements
- Reference Forms (or equivalent may be attached)
- Documentation of OSHA compliance
- Equipment List
- Plan of Services, Including Quality Control Plan (bidder to insert own plan, detailing how it will implement the scope of work and ensure quality control)
- 5% Statutory Bid Bond or Guaranty
  (place-holder – bidders to insert document here)
NOTICE TO BIDDERS

All bids must be in accordance with terms and conditions set forth herein as stated.

SECTION A. Sealed bids for: Street Sweeping Services. The bids will be received at the office of Capital Region Water, 212 Locust St, Suite 500, Harrisburg PA 17101 no later than Friday, December 2, 2016 at 2:00 P.M. at which time and place they will be publicly opened and read.

SECTION B. Forms of price bid, specifications and terms of contract can be obtained online or at the above office on or after Monday, October 31, 2016.

SECTION C. Bid envelopes shall be clearly marked as follows: "Bid for Street Sweeping Services".

SECTION D. If awarded vendor is a Corporation, vendor must comply with request for “Certificate of Good Standing.” See attached instructions.

SECTION E. INSURANCE: Awarded Vendor must comply with insurance requirements as stated in the bid package.

SECTION F. Prevailing Wage Rates – Applies

SECTION G. The requirements in Section E or F will be waived if the words "Non-Applicable" (N/A) are inserted in the space designated.

SECTION H. The copy of the bid deposited with the Capital Region Water will be accompanied by a bid guarantee in the amount of 10% of the proposed bid amount. A Bid bond, Certified Check, Treasurer's Check, or Cashier's Check made payable to Capital Region Water must be submitted with each bid. Said bid guarantee will become the property of Capital Region Water if the proposal is accepted and the bidder either neglects or refuses to comply with the terms of the proposal. Bid guarantee will be returned within 30 days to all unsuccessful bidders.

SECTION I. A Performance Bond in the amount of 100% of the total contract price will be required by Capital Region Water.

SECTION J. Capital Region Water reserves the right to accept or reject any or all bids, to waive any minor informalities, to divide the award, to amend any specifications or to accept any portion of a bid, if in her sole judgment, the best interest of Capital Region Water would be served by so doing.
## QUALITY REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the Contractor been established in providing Street Sweeping Services for at least five (5) years?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Contractor able to provide all labor, materials and equipment necessary to perform the required Street Sweeping Services according to the specifications and by January 1, 2017?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Contractor provided a detailed plan of services describing how Vendor will provide the Street Sweeping Services, according to the specifications provided?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the Contractor provided a detailed list of the equipment that will be used to provide the Street Sweeping Services, according to the specifications provided?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Contractor able to provide qualified personnel that will consist of a full crew?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the Contractor is able to comply with the requirements of bulk water use for Capital Region Water?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can the Contractor certify that all employees to be provided have successfully completed at least 10 hours of OSHA approved training in Construction Safety and Health?</td>
<td></td>
<td></td>
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<tr>
<td><strong>Optional:</strong></td>
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<td><strong>Is the company a Certified Sweeping Company?</strong></td>
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<tr>
<td><strong>Is the company a Minority, Women and other Disadvantaged Business Enterprise?</strong></td>
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</tbody>
</table>
PREVAILING WAGE COMPLIANCE FORM
NON-COLLUSIVE AFFIDAVIT

[State] [Commonwealth] of __________________________

ss.

County of __________________________

_______________________________________________ being first duly sworn, deposes and says that:

(1) He is the _____________________________________________________, of
________________________________________, the Bidder that has submitted the attached Bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent

                  circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees

or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed,

directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in

connection with the Work for which the attached Bid has been submitted; or to refrain from bidding

in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or

collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices

in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid

price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance,
or unlawful agreement any advantage against (Recipient), or any person interested in the proposed

Work;

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion,

conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents,

representatives, owners, employees or parties in interest, including this affiant.

BY ____________________________     Subscribed and sworn to before me

____________________________     this ____ day of _____________, 20____.

(Title)

My commission expires ____________

END OF DOCUMENT
AUTHORITY TO EXECUTE BID AND CONTRACT

A. If the Bidder is a Corporation, attach to this page a certified copy of corporate resolutions of the Board of Directors of the Corporation authorizing an officer of the Corporation to execute the Bid and the Contract contained within this document on behalf of the Corporation. The OWNER would prefer the use of the attached sample Resolution.

B. A corporation to which a contract is to be awarded will be required to furnish certificates as to its corporate existence.
CERTIFIED RESOLUTION

I, ______________________________________________________, the duly elected Secretary of
(Name)
__________________________________________, a corporation organized and existing under the
(Corporate Title)
laws of the State of ___________________________________________, do hereby certify that the following Resolution was
unanimously adopted and passed by a quorum of the Board of Directors of the Said corporation at a meeting
held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT _____________________________________ (Name)"

The duly elected _____________________________ of _____________________________________
(Title of Officer)            (Corporate Tile)
be and is hereby authorized to execute and submit a Bid and Bid Bond to the
___________________________________________________________________________________
(Owner)
for: _______________________________________________________________________________
(Contract)
___________________________________________________________________________________

and such other instruments in writing as may be necessary on behalf of the said corporation; and that the Bid,
Bid Bond, and other such instruments signed by him/her shall be binding upon the said corporation as its own
acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing
resolution.

The Owner shall be fully protected in relying upon such certification of the secretary and shall be indemnified
and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out
of honoring, the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised, revoked or rescinded.

I further certify that the following are the names, titles and official signatures of those persons authorized to act
by the foregoing resolution.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>SIGNATURE</th>
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</table>
Given under my hand and the Seal of the said corporation this ______ day of
______________________, 20_____.

(SEAL)          BY: ___________________________
                Secretary

_____________________
                Corporate Title

NOTE:
The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed
explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the OWNER that the
person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do
so in its behalf.

END OF DOCUMENT
CERTIFICATE OF GOOD STANDING

(Required of awarded Contractor; please furnish with Bid if available)
INSURANCE SPECIFICATIONS

INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:
Prior to commencing performance of any work or supplying materials or equipment covered by
these specifications, the contractor shall furnish to the Office of the Purchasing Director a
Certificate of Insurance evidencing the following:

A. COMMERCIAL GENERAL LIABILITY
   Bodily Injury Liability
   Property Damage Liability........Combined Single Limit of $1 Million

B. COVERAGE FOR PAYMENT OF WORKER’S COMPENSATION BENEFIT PURSUANT TO
   CHAPTER 131 OF THE PENNSYLVANIA GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:
   WORKER’S COMPENSATION..............$Statutory
   EMPLOYERS’ LIABILITY.................$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:
   BODILY INJURY LIABILITY.............$1 Million
   1. A contract will not be executed unless a certificate (s) of insurance evidencing above described coverage
      is attached.
   2. Failure to have the above-described coverage in effect during the entire period of the contract shall
      be deemed to be a breach of the contract.
   3. All applicable insurance policies shall read:
      "CAPITAL REGION WATER" as a certificate holder and as an additional insured for general liability
      only along with a description of operation in the space provided on the certificate.

Certificate Should Be Made Out To:
   Capital Region Water
   212 Locust St, Suite 500
   Harrisburg, PA 17101

Note: If your insurance expires during the life of this contract, you shall be responsible to submit a new
certificate(s) covering the period of the contract. No payment will be made on a contract with an expired
insurance certificate.
SUB-CONTRACTOR FORM

Please list below any sub-contractors that will be involved with this project.

1. Company Name: __________________________________________
   Service Provided: _________________________________________
   Contact Name: ___________________________________________
   Phone # _________________________

2. Company Name: __________________________________________
   Service Provided: _________________________________________
   Contact Name: ___________________________________________
   Phone # _________________________

3. Company Name: __________________________________________
   Service Provided: _________________________________________
   Contact Name: ___________________________________________
   Phone # _________________________
CONTRACTOR'S STATEMENT OF QUALIFICATIONS FOR A STREET SWEEPING

CONTRACTOR, [______], submits this Statement of Qualifications dated [______] to the OWNER, Capital Region Water.

The Owner shall treat this document and its contents as confidential.

1. CONTRACTOR'S ORGANIZATION

1.1. General Information

Address: [______]
Telephone: [______]
Fax: [______]
E-mail address: [______]
Web site: [______]

If address given above is a branch office address, provide principal home office address:

   Attach brochure or promotional information.

1.2. Type of Organization

   The Contractor's organization is a:

   [______] Corporation
   Date and state of incorporation: [______]
   Executive Officers: (names and addresses)

   [______] Partnership
   Date and state of organization: [______]
   Type of Partnership: [______] General [______] Limited [______] Limited Liability [______] Other: [______]
   Current General Partners: (names and addresses)

   [______] Joint Venture (JV)
   Date and State of Organization: [______]

   Joint Venturers: (For JVs, separately list each JV member's name, address, form, and state of organization, as well as the managing or controlling JVer if applicable. Provide a copy of the JV
agreement, or if not executed provide information related to the roles, responsibilities, ownership interests, and executives' names.)

[ ] Limited Liability Company

Date and state of organization: [ ]

Members: (names and addresses)

[ ] Sole Proprietorship

Date and state of organization: [ ]

Owner or Owners: (names and addresses)

[ ] Other

Type of organization: [ ]

State of organization: [ ]

Owners or Principals: (names and addresses)

In addition to the above categories of business entities, indicate whether the Contractor's organization is certified as a:

[ ] Disadvantaged Business Enterprise certified by: [ ]
[ ] Minority Business Enterprise certified by: [ ]
[ ] Women’s Business Enterprise certified by: [ ]
[ ] Historically Underutilized Business Zone Small Business Concern certified by: [ ]

2. LICENSING AND REGISTRATION

2.1. Jurisdictions in which the Contractor is legally qualified to practice: (Indicate license or registration numbers for each jurisdiction, if applicable, and type of license or registration. Attach separate sheet as necessary. For JVs, each JV member should answer individually.)

2.2. In the past three years, has the Contractor had any business or professional license suspended or revoked (for JVs, each JV member should answer individually)?

[ ] Yes [ ] No

If yes, describe circumstances on separate attachment, including jurisdiction and bases for suspension or revocation.
3. CONTRACTOR'S PERSONNEL AND APPROACH

3.1. Key Construction Personnel List on Schedule A, attached, the construction experiences of the Contractor's Key Construction Personnel who will be directly involved in the Project's construction operations and the percentage of time that is anticipated to be devoted to the Project.

3.2. List types of work the Contractor intends to perform with its own workforce:

3.3. Subcontractor Selection

3.3.a. Indicate criteria to be used in the selection of Subcontractors and the approximate percentage weight each factor is given in selecting the Subcontractors (indicate NA, if not applicable).

- [ ] Price
- [ ] Financial strength
- [ ] Bonding capacity
- [ ] Previous experience with the Contractor
- [ ] Previous experience in industry
- [ ] Subcontractor's reputation in industry
- [ ] Availability of sufficient personnel
- [ ] Safety record
- [ ] Other: ______

3.3.b. Does the Contractor plan to require the Subcontractor to be bonded for this Project?

3.3.c. Does the Contractor plan to obtain the Subcontractor default insurance for this Project?

3.4. Describe the Contractor's proposed technical and management approach to the Project, including approaches to quality, time and cost control: (Attach a copy of the Contractor's quality control plan, if available. Attach additional sheets as necessary.)

4. CONTRACTOR'S RELEVANT EXPERIENCE

4.1. List on a fully completed Schedule B Past Projects, attached, at least three street sweeping contracts on which the Contractor has worked in the past three years with project delivery systems similar to the one to be employed for this Project (for JVs, list each JV member's projects separately). The Owner may contact the owners of the projects listed on Schedule B.

4.2. Current Projects List on Schedule C, attached, all current contracts of the Contractor, including projects not yet underway, approximate dollar value for each, and the percentage of completion of each project (for JVs, list each JV member's projects separately).

4.3. Indicate the annual volume of work completed for the past three years (for JVs, each JV member should answer separately):

Year [_____] [_____]
4.4. In the past three years, has the Contractor been defaulted or terminated for cause (for JVs, each JV member should answer separately)?

[_____] Yes [_____] No

If yes, describe circumstances on separate attachment, including dates and owner, and if applicable, the Contractor's surety.

4.5. In the past three years, has the Contractor failed to complete a street sweeping contract (for JVs, each JV member should answer separately)?

[_____] Yes [_____] No

If yes, describe circumstances on separate attachment, including dates and owner, and if applicable, the Contractor's surety.

4.6. Except Workers' Compensation claims, describe any litigation with the amount in dispute over $100,000 arising from projects the Contractor has worked on within the last three years. (Attach additional sheets as necessary. For JVs, each JV member should answer separately.)

5. CONTRACTOR'S SAFETY PROGRAM

5.1. If the Contractor has a written safety program, attach a copy.

5.2. Does the Contractor's safety program include instructions on the following: (If yes, attach.)

   5.2.a. Safety work practices [_____] Yes [_____] No
   5.2.b. Safety supervision [_____] Yes [_____] No
   5.2.c. Toolbox safety meetings [_____] Yes [_____] No
   5.2.d. Emergency procedures [_____] Yes [_____] No
   5.2.e. First aid procedures [_____] Yes [_____] No
   5.2.f. Accident investigation [_____] Yes [_____] No
   5.2.g. Fire protection [_____] Yes [_____] No
   5.2.h. New workers' orientation [_____] Yes [_____] No

5.3. Does the Contractor have a safety officer/department?

[_____] Yes [_____] No

If yes,
   Name: [_____]  
   Title: [_____]  
   Phone: [_____]
Does the Contractor intend to conduct project safety inspections for this Project?

[ ] Yes [ ] No

If yes, how often? [ ]

Who will conduct this inspection?

Name: [ ] Title: [ ]

5.4. Does the Contractor hold project safety meetings for field supervisors?

[ ] Yes [ ] No

If yes, how often? [ ] Weekly [ ] Bi-weekly [ ] Monthly [ ] Less often as needed

5.5. Does the Contractor have in place an instruction program on safety for newly hired or promoted supervisors?

[ ] Yes [ ] No

If yes, please attach a copy of program format.

5.6. If craft "toolbox" safety meetings are held, what is their frequency?

[ ] Weekly [ ] Bi-weekly [ ] Monthly [ ] Less often as needed

5.7. Does the Contractor have a drug and alcohol testing policy?

[ ] Yes [ ] No

If Yes, attach a copy of the policy.

5.8. Provide the Contractor's OSHA No. 300 Summary of Occupational Injuries and Illnesses for the past three years. Upon request, the Contractor shall provide a written copy of OSHA No. 300 Log with reasonable promptness.

5.9. List all OSHA citations and a notification of penalty, monetary, or other, the Contractor has received within the last three years: (Indicate the final disposition as applicable. Attach additional sheets as necessary.)

5.10. List all safety citations of violations under state law the Contractor has received within the last three years: (Indicate final disposition as applicable. Attach additional sheets as necessary.)
5.11. List the Contractor's Workers' Compensation Experience Modification Rate (EMR) for the past three (3) years: (The EMR may be obtained from the Contractor's insurance agent. Attach a copy of the insurance agent's EMR verification letter.)

Year [_____] EMR: [_____]  
Year [_____] EMR: [_____]  
Year [_____] EMR: [_____]  

5.12. List the Contractor's Total Recordable Frequency Rate (TRFR) for the past three (3) years: (The TRFR may be obtained from the Contractor's insurance agent. Attach a copy of the insurance agent's TRFR verification letter.)

Year [_____] TRFR: [_____]  
Year [_____] TRFR: [_____]  
Year [_____] TRFR: [_____]  

5.13. List the Contractor's total number of man hours worked for the past three (3) years:

Year: [_____] Total number of man hours worked: [_____]  
Year: [_____] Total number of man hours worked: [_____]  
Year: [_____] Total number of man hours worked: [_____]  

5.14. Comment on any additional areas of the Contractor's company's safety program and policies that are appropriate for the Owner's evaluation:

6. SURETY AND INSURANCE

6.1. Surety company: (name and address)

6.2. Agent: (name, address and telephone number)

6.3. Total bonding capacity: $ [_____]  

Limit per project: $ [_____]  

6.4. Available bonding capacity as of this date: $ [_____]  

6.5. Can the Contractor provide a bid bond for this project, if applicable?

[_____] Yes [_____] No  

6.6. Commercial General Liability Carrier and summary of liability coverage:
7. CONTRACTOR FINANCIAL INFORMATION

7.1. List any outstanding debt or loan that exceeds 20% of the current net worth of the Contractor and general repayment history of such debt or loan.

7.2. Attach any available audited financial statements for the past three years, including the latest balance sheet, containing but not limited to the following information (available unaudited financial statements should be included if audited statements are not available):

a. current assets  
b. net fixed assets  
c. other assets  
d. current liabilities (i.e. accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes)  
e. other liabilities (i.e. capital, capital stock, authorized and outstanding shares par values, earned surplus) 
f. retained earnings and net worth  
g. date of statement  
h. name of firm preparing statement

Submitted audited financial statements should be stamped as confidential or sensitive information. The Owner shall treat such information as confidential.

7.3. State whether the Contractor or any of the individuals identified in Article 1 have been the subject of any bankruptcy proceeding within the last three (3) years (for JVs, each JV member should answer separately)?

[□] Yes [□] No

If yes, describe circumstances on separate attachment.

8. INDUSTRY AGREEMENTS, AFFILIATIONS, MEMBERSHIPS, AWARDS, AND HONORS

8.1. List trade unions or associations with which the Contractor has an Agreement:

Trade □

National Agreement □
Local Agreement □
Expires □

Trade □

National Agreement □
Local Agreement □
Expires □
8.2. Industry affiliations and memberships:

8.3. Industry awards and honors and dates:

9. STATEMENT OF POTENTIAL CONFLICTS OF INTEREST

Provide information about any business associations, financial interests, or other circumstances that may create a conflict of interest between the Contractor and the Owner or any other Party known to be involved in the Project.

10. OTHER INFORMATION

10.1. Within the past three (3) years, has the Contractor or any of the individuals identified in Section 1.2 or Schedule A been the subject of any criminal indictment or judgment of conviction for any business-related conduct constituting a crime under state or federal law (for JVs, each JV member should answer separately)?
  □ Yes □ No
  If yes, describe circumstances on separate attachment.

10.2. Within the past three (3) years, has the Contractor or any of the individuals identified in Section 1.2 or Schedule A been the subject of any federal or state suspension or disbarment (for JVs, each JV member should answer separately)?
  □ Yes □ No
  If yes, describe circumstances on separate attachment.

10.3. Within the past three (3) years, has the Contractor or any of the individuals identified in Section 1.2 or Schedule A been the subject of any formal proceeding or consent order with a state or federal environmental agency involving a violation of state or federal environmental laws (for JVs, each JV member should answer separately)?
  □ Yes □ No
  If yes, describe circumstances (attach additional sheets as necessary).
11. REFERENCES

Provide references for each of the following categories (additional references may be provided on a separate attached sheet).

Owner

Name: [_____

Address: [_____

Telephone No.: [_____

Contact Person: [_____

Subcontractor

Name: [_____

Address: [_____

Telephone No.: [_____

Contact Person: [_____

The undersigned, on behalf of the Contractor, certifies under oath that the information provided herein, including any schedule or attachment, is true and sufficiently complete so as not to be misleading.

CONTRACTOR: [_____

By: [______________________________]

Title: [_____

Date: [_____

END OF DOCUMENT.
SCHEDULE A: KEY PERSONNEL

Name: [_____]  
Position: [_____]  
Years with Contractor: [_____]  
Total Years Relevant Experience: [_____]  
Experience: 

Name: [_____]  
Position: [_____]  
Years with Contractor: [_____]  
Total Years Relevant Experience: [_____]  
Experience: 

Name: [_____]  
Position: [_____]  
Years with Contractor: [_____]  
Total Years Relevant Experience: [_____]  
Experience: 

Name: [_____]  
Position: [_____]  
Years with Contractor: [_____]  
Total Years Relevant Experience: [_____]  
Experience: 

Attach Additional Pages as Necessary
SCHEDULE B: PAST PROJECTS

Name, Location and Description:

Owner: [_____

Original Contract Price: [_____; Final Contract Price: [_____

Original Substantial Completion Date: [_____; Actual Date: [_____

Reference/Contact (include phone and email): [_____

Name, Location and Description:

Owner: [_____

Original Contract Price: [_____; Final Contract Price: [_____

Original Substantial Completion Date: [_____; Actual Date: [_____

Reference/Contact (include phone and email): [_____

Name, Location and Description:

Owner: [_____

Original Contract Price: [_____; Final Contract Price

Original Substantial Completion Date: [_____; Actual Date: [_____

Reference/Contact (include phone and email): [_____

Attach Additional Pages as Necessary
SCHEDULE C: CURRENT STREET SWEEPING PROJECTS

Name, Location and Description:

Owner: [_____

Approximate Contract Price: [_____

Percent Completed: [_____

Date of Scheduled Substantial Completion: [_____

Reference/Contact: [_____

Name, Location and Description:

Owner: [_____

Approximate Contract Price: [_____

Percent Completed: [_____

Date of Scheduled Substantial Completion: [_____

Reference/Contact: [_____

Name, Location and Description:

Owner: [_____

Approximate Contract Price: [_____

Percent Completed: [_____

Date of Scheduled Substantial Completion: [_____

Reference/Contact: [_____

Attach Additional Pages as Necessary

END OF DOCUMENT
DOCUMENTATION OF OSHA COMPLIANCE
(to be inserted by bidder)
EQUIPMENT SHEET

Please list all Street Sweepers and any other equipment to be used for debris removal that will be used to perform these services for Capital Region Water.

<table>
<thead>
<tr>
<th>Year</th>
<th>Model #</th>
<th>Manufacturer</th>
<th>Registration #</th>
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Please remember to include in your Bid whether this equipment is leased or owned by your company. Also, please include your plan for maintenance of this equipment (you may attach your equipment maintenance plan to your plan of service).
PLAN OF SERVICES AND QUALITY CONTROL PLAN

(Bidder to insert details of how Scope of Work, including all specifications and requirements, will be accomplished, and how quality control will be maintained.)
BID BOND

10% Statutory Bid Bond or Guaranty
(Place-holder – Bidder to insert document here.)
END OF INVITATION FOR BIDS