



DELAWARE DEPARTMENT OF TRANSPORTATION

State of Delaware

Request for Proposal

Title: **ROUTINE LITTER & DEBRIS REMOVAL**

Contract ID: **DOT2613**

- Deadline to Respond -

Tuesday, June 23, 2026

PRIOR TO 2:00 P.M. Local Time

Responses to be received at:



State of Delaware
DEPARTMENT OF TRANSPORTATION
Administration Building
Contract Administration
800 Bay Road, Dover, DE 19901



QUESTIONS are to be submitted via e-mail to DOT-ask@delaware.gov

Responses to Questions will be posted to this project at <https://mmp.delaware.gov/Bids/> and <https://deldot.bonfirehub.com/portal/>.

ATTENTION ALL BIDDERS:

The enclosed packet contains a "Request for Proposal" for;

ROUTINE LITTER & DEBRIS REMOVAL

THE REQUEST FOR PROPOSAL (RFP) CONSISTS OF THE FOLLOWING:

SECTION 1 – PROJECT INFORMATION

SECTION 2 – SCOPE OF WORK

SECTION 3 – PROPOSAL REQUIREMENTS

SECTION 4 – PROPOSAL EVALUATION

SECTION 5 – AWARD

SECTION 6 – TERMS AND CONDITIONS

SECTION 7 – GENERAL PROVISIONS

SECTION 8 – DEFINITIONS

APPENDIX 1 – SPECIAL PROVISION - Litter/Debris Removal Median and Roadway Shoulders

APPENDIX 2 – TYPICAL APPLICATIONS - Delaware Manual of Uniform Traffic Control Devices

APPENDIX 3 – LOCATION MAPS

INFORMATIONAL DOCUMENTS: *(not required to be returned with bid)*

- 1 – Sample Monthly Usage Report (Sample Report 1)
- 2 – Sample Subcontracting (2nd Tier) Quarterly Reporting (Sample Report 2)
- 3 – Proposal Reply Requirements

REQUIRED BID DOCUMENTS: *(MUST be completed and returned with your bid)*

ATTACHMENT A – NON-COLLUSION STATEMENT

ATTACHMENT B – SUBCONTRACTOR INFORMATION FORM

ATTACHMENT C – BUSINESS REFERENCES

ATTACHMENT D – CONFIDENTIAL AND PROPRIETARY INFORMATION

ATTACHMENT E - ITB EXCEPTIONS FORM

All above documents are made part of this solicitation and are contained within this file, or available for download at the following site: <http://bids.delaware.gov/>.

In order for your response to be considered, the REQUIRED BID DOCUMENTS must be executed completely and correctly and received in a sealed envelope clearly displaying the contract number and vendor name prior to the due date and time.

COMPETITIVE SEALED PROPOSAL

The Department has determined, pursuant to **Delaware Code Title 29, Chapter 6924(a)** that this solicitation be offered as a request for competitive sealed proposals because the use of competitive sealed bidding is not practical and/or not in the best interest of the State. The use of competitive sealed proposals is necessary to:

- Use a contract other than a fixed-price type; or
- Conduct oral or written discussions with vendors concerning technical and price aspects of their proposals; or
- Afford vendors an opportunity to revise their proposals through best and final offers; or
- Compare the different price, quality and contractual factors of the proposals submitted; or
- Award a contract in which price is not the determining factor.

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SECTION 1 – PROJECT INFORMATION

1. PROJECT INFORMATION

This Request for Proposal (RFP) issued by the Delaware Department of Transportation (DelDOT) is for the purpose of acquiring Proposals from qualified firms to provide routine monthly litter pickup for segments on I-95, I-495, SR 1, US 13, US 40, SR 896, Governor Printz Blvd, Maryland Ave, MLK Jr Blvd, New Sweden St, Blue Coats Dr, as well as the entire stretches of Appleby Road, Wilton Blvd, and Old Forge Rd in New Castle County.

There are a total of 250 miles of median and roadside shoulders that will be cleared. This is a calendar day contract that shall be in effect from contract execution through June 2027. DelDOT reserves the right to add or delete locations based on available funding.

Note that DelDOT also has a contract with Adopt-A-Highway Litter Removal Service of America, Inc. to provide litter removal services for limited access highways in Delaware through the “Sponsor-A-Highway” Program. It is DelDOT’s intention to run these programs concurrently.

1.1. KEY RFP DATES/MILESTONES

The following dates and milestones apply to this RFP and contract award. Vendors are advised that these dates and milestones are not absolute and may change by Addendum or due to unplanned events during the bid proposal and award process.

Activity	Due Date / Time
Questions Due - No Later Than:	June 9, 2026 by 3:00 P.M.
Final Questions/Answers Posted:	One week prior to Proposal Due Date
Proposals Due - Prior To Public Opening:	Tuesday, June 23, 2026 at 2:00 PM, local time
Contract Award	Within 90 days of bid opening

1.2. PUBLIC BID OPENING

Bidders or their authorized representatives are invited, but not required, to be present at the bid opening held at the Delaware Department of Transportation’s Administration Building, 800 Bay Road, Dover, DE.

NEW

Attendance is not required. DelDOT offers a call-in number to hear the Bid Opening telephonically.

The telephone number to call is (302) 504-8986.

When prompted, enter Meeting number (access code): 651 529 280#

It is anticipated the telephone access information will remain the same for all Bid Openings.

The public bid opening ensures the citizens of Delaware that contracts are being bid fairly on a competitive basis and comply with Delaware procurement laws. The bids will be publicly opened on the date and at the time specified above unless changed via posted Addendum and shall be awarded within thirty (30) days thereafter, unless extended by mutual agreement. The main purpose of the bid opening is to reveal the **names** of the bidders, not to serve as a forum for determining the apparent low bidders.

The disclosure of additional information, including prices, shall be at the Department's discretion until such time that the responsiveness of each bid has been determined. After receipt of a fully executed contract(s), the successful vendor(s) and pricing will be posted at <http://contracts.delaware.gov/>.

1.3. INQUIRIES & QUESTIONS

We welcome your interest in working with us, and we will be pleased to answer any questions you may have in formulating your response to this Request for Proposal.

All questions must be received by DeIDOT at the following email address prior to the 'Questions Due' date and time shown above in order to be addressed:

EMAIL QUESTIONS TO: dot-ask@delaware.gov

Questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must make specific reference to the section(s) and page numbers of the RFP where applicable. All communications with DeIDOT regarding this RFP are to be made through email to the 'dot-ask' email address.

Responses issued by DeIDOT will be posted on the <http://bids.delaware.gov/> website. Vendors should rely only on written statements issued by DeIDOT regarding this RFP. Information otherwise obtained is not valid.

Direct contact with State of Delaware employees other than DeIDOT's Contract Administration staff regarding this RFP is expressly prohibited without prior consent. *Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration.* Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

1.4. MANDATORY PREBID MEETING

A pre-bid meeting has not been established for this Request for Proposal.

1.5. BID BOND REQUIREMENT

The Bid Bond requirement has been waived.

1.6. PERFORMANCE BOND REQUIREMENT

The Performance Bond requirement has been waived.

1.7. CONTRACT PERIOD

Each successful Vendor's contract shall be valid for a one (1) year period. The contract may be extended for up to two (2), one (1) year periods through negotiation between the Vendor and DeIDOT. Negotiation should be initiated no later than ninety (90) days prior to the termination of the agreement period.

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the contract has been completed.

1.8. PRICES

Prices and/or rates shall remain firm for the initial one (1) year term of the contract, unless further negotiations are deemed necessary by the State.

The pricing policy that you choose to submit must be clear, accountable and auditable and must cover the full spectrum of services required. Submittal must be structured as described.

1.9. PRICE ADJUSTMENT

The Vendor is not prohibited from offering a price reduction on its services or materiel offered under the contract. The State is not prohibited from requesting a price reduction on those services or materiel during the initial term or any subsequent options that the State may agree to exercise.

If agreement is reached to extend this contract beyond the initial period, DeIDOT shall have the option of offering a determined price adjustment based on the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

1.10. SHIPPING TERMS

FOB destination, freight prepaid and allowed

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SECTION 2 – SCOPE OF WORK

2. SCOPE OF WORK

The Vendor(s) shall provide all equipment, materials and labor to supplement DelDOT's need for **ROUTINE LITTER AND DEBRIS REMOVAL** as described herein. The contract will require the Vendor(s) to cooperate with DelDOT to insure the State receives the most current state-of-the-art material and/or services.

2.1. MANDATORY INSURANCE REQUIREMENTS

As a part of the contract requirements, the vendor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits below with a carrier satisfactory to the State. All vendors/contractors must carry at least the following coverages:

- Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate, and
- Medical/Professional Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate, and
- Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to other, and
- Maintain such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under this contract. The vendor is an independent contractor and is not an employee of the State of Delaware.

Note: The State of Delaware shall not be named as an additional insured.

Before any work is done with the State, a Certificate of Insurance referencing the name and contract number stated herein, must be filed with DelDOT. The certificate holder is as follows:

State of Delaware
Department of Transportation
P.O. Box 778 Dover, DE 19903
Contract: DOT2613-LITTER_REM

Should any of the above described policies be cancelled before the expiration date thereof, notice must be delivered in accordance with the policy provisions.

2.2. SPECIAL PROVISIONS

The Special Provisions represent modifications and revisions to the Standard Specifications. Whenever the Special Provisions differ from the Standard Specifications, these Special Provisions shall govern.

The Special Provisions of this RFP are stated in **Appendix 1**.

2.3. TECHNICAL SPECIFICATIONS

The Specifications entitled “Delaware Standard Specifications for Road and Bridge Construction - January 2026” hereafter referred to as the Standard Specifications; the Additions and Revisions to the Delaware Standard Specifications, January 2026; and the Special Provisions contained herein; shall govern the work to be performed under this agreement. The Contractor shall be responsible for obtaining the Standard Specifications from:

https://www.deldot.gov/Publications/manuals/standard_specifications/index.shtml

2.4. ADDITIONAL INFORMATION

Delaware Manual of Uniform Traffic Control Devices, typical applications. **Appendix 2.**

Location maps and listing of New Castle County Landfills and Recycling Centers. **Appendix 3.**

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SECTION 3 – PROPOSAL REQUIREMENTS

3. PROPOSAL REQUIREMENTS

This section prescribes the mandatory format for the presentation of a proposal in response to this RFP. Each Vendor must provide every component listed in the order shown below, using the format prescribed for each component. A proposal may be rejected if it is incomplete or conditional.

The Request for Proposal contains required Forms for use by the vendor in submitting its proposal. The forms required by this solicitation shall be considered mandatory, prevailing documents.

The Vendor's proposal must be written in ink or computer generated. When submitting a required Form, any corrections or erasures MUST be initialed by vendor's representative completing the bid submission. Required Forms must be complete, Bid Forms must show each required entry.

Vendors' proposal must respond to each and every requirement outlined in the RFP criteria in order to be considered responsive.

DelDOT discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. DelDOT's interest is in the quality and responsiveness of the proposal.

Vendor's costs associated with participation in their response to this RFP are the vendor's responsibility.

Non-conforming proposals will not be considered. Non-conforming proposals are defined as those that do not meet the requirements of this RFP. The determination of whether an RFP requirement is substantive or a mere formality shall reside solely with DelDOT.

3.1. COVER LETTER

Each proposal must have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by an officer of the company who has the legal capacity to enter the organization into a formal contract with DelDOT.

3.2. TABLE OF CONTENTS

Each proposal must include a Table of Contents with page numbers for each of the required components of the proposal.

3.3. OPERATIONS PLAN

The operations plan should be clear and legible in all respects without a need for additional explanation or information and should demonstrate that the bidder has a thorough understanding of the requirements of this contract. The Engineer reserves the right to request additional information or clarification if necessary.

- 3.3.1. **Materials Plan.** Provide a Materials Plan you propose to use to fulfill the requirements of this contract. The plan should include:

- A listing of all materials, supplies, tools, traffic control items, and specific equipment;
- The estimated quantities of each for the one year term of this contract. Please note, if awarded this contract, the bidder will be required to provide all actual quantities required for performance of the contract, regardless of the estimated quantities in their bid.

3.3.2. Personnel Plan. Provide a Personnel Plan you propose you use to fulfill the requirements of this contract. The plan should include:

- The number of days you intend to be on-site working each routine cycle;
- The minimum number of employees to be on-site working each day;
- The minimum number of hours each employee (including supervisor) works each day.

3.3.3. Logistics Plan. Provide a Logistics Plan you propose you use to fulfill the requirements of this contract. The plan should include:

- The detailed pick up plan for employees each day, including groupings and section mileage;
- The plan for removing trash and recycling off the right of way and hauling to approved landfills each day.

3.4. DESCRIPTION OF SERVICES AND QUALIFICATIONS

Each proposal must contain a detailed description of how the Vendor will provide the goods and services outlined in this RFP. This part of the proposal may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFP. Vendors are encouraged to review the Evaluation criteria to see how the proposals will be scored and verify that the response has sufficient documentation to support each scoring criteria identified.

3.5. PRICES QUOTED

The prices quoted are those for which the material will be furnished F.O.B. DelDOT unless otherwise specified, and include all charges that may be imposed during the period of the contract. All prices quoted must be in U.S. Dollars.

Vendors may offer to add related material or services that have been identified as necessary. The Vendors and DelDOT must agree on the pricing of any addition in writing.

3.6. INTERPRETATION OF ESTIMATES/QUANTITIES

Unless stated otherwise, the quantities given in the RFP are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract. Bidders shall recognize there are no guaranteed minimum contract quantities or values associated with this solicitation. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

3.7. NON-COLLUSION STATEMENT

Include a signed and notarized copy of the Non-Collusion Statement. Must have original signatures and notary mark. **Use Attachment A.**

3.8. SUBCONTRACTORS

Subcontracting is permitted under this RFP and contract. Every subcontractor must be identified. Make as many copies of the form as needed. **Use Attachment B.**

3.9. BUSINESS REFERENCES

Provide at least three (3) business references consisting of current or previous customers of similar scope and value. Include business name, mailing address, contact name and phone number, number of years doing business with, and type of work performed. Personal references cannot be considered. Please provide references other than DelDOT contacts. **Use Attachment C.**

3.10. CONFIDENTIALITY FORM

Complete and include the Confidentiality Form. If your submittal includes confidential information, list on the form the confidential areas of your submittal. Please check box if no confidential or proprietary information is submitted. **Use Attachment D.**

3.11. EXCEPTIONS FORM

Bidders may elect to take **minor exception** to the terms and conditions of this RFP. DelDOT will evaluate each exception according to the intent of the terms and conditions contained herein. DelDOT must reject exceptions that do not conform to State bid law and/or create inequality in the treatment of bidders. Exceptions shall be considered only if they are submitted with the bid or before the date and time of the bid opening, and listed on the Exceptions form. DelDOT maintains sole discretion to reject any vendor exceptions that are submitted. **Use Attachment E.**

3.12. REGISTERED

Bidders MUST be registered with DelDOT in order to submit a bid. Registrations are now completed online through SimpliGov. To complete registration or for more information, https://deldot.gov/Business/bids/index.shtml?dc=const_contractor_reg

3.13. BID PRICE FORM

Complete **Appendix 1** – Bid Price Form using the excel document provided on <https://deldot.bonfirehub.com/portal/>.

3.14. NUMBER OF PROPOSAL COPIES

To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The Department reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with one original and one redacted copy. The original must be marked “Original” and must contain original signatures in all locations requiring a vendor signature.

3.15. PROPOSAL SUBMISSION

Interested firms must submit the material required herein or may not be considered for the project:

- Proposals must be received before the Proposal Due Date and Time, as identified in this RFP. Responses submitted by hard copy, mail, facsimile, or e-mail will not be accepted.

Responses received after the Proposal Due Date and Time will not be considered.

- **Upload your submission at:** <https://deldot.bonfirehub.com/portal/>

Important Notes:

- Logging in and/or uploading the file(s) does not mean the response is submitted. Users must successfully upload all the file(s) and MUST click the submit button before the proposal due date and time.
- Users will receive an email confirmation receipt with a unique confirmation number once the submission has been finalized. This will confirm that the proposal has been submitted successfully.
- Each submitted item of Requested Information will only become visible to DelDOT after the proposal due date and time.
- If the file is mandatory, you will not be able to complete your submission until the requirement is met.
- Uploading large documents may take significant time depending on the size of the file(s) and your Internet connection speed. The maximum upload file size is 1000 MB.
- Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Java Script must be enabled.

Need Help? Please contact by email Bonfire directly at support.bonfire@eunasolutions.com for technical questions related to your submission. You can also visit their vendor support hub at <https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub>.

The following provides guidance for preparing your bid for submittal. In the event another Section conflicts with this Section 3.15 Proposal Submission, will take precedence.

To be considered, all proposals must be submitted as outlined in this RFP. The Department reserves the right to reject any non-responsive or non-conforming proposals.

When preparing your submittal, please consider the following:

- a. It is the bidder's responsibility to read and understand the full RFP advertisement and associated documents.
- b. Email any questions to DOT-ask@delaware.gov
- c. Take note of the schedule and timing of events.
- d. Determine if SAMPLES OR BROCHURES are requested. Do not include unless requested.
- e. Unless otherwise described, all Shipping Terms are F.O.B. Destination; Freight Pre-paid and Allowed. This means the Department is not liable for any freight charges. Be sure and include these costs within your pricing.
- f. Determine if there is a BID BOND REQUIREMENT.
- g. Subcontracting is permitted under this contract unless otherwise prohibited. However, every subcontractor shall be identified on the Subcontractor Information Form (*Attachment B*) and submitted with your bid.
- h. Appendices, if any, are included as part of this RFP, and listed on the Attention All Bidders

- i. BID SUBMITTALS: Bids must be received by the Department before the date and time of the Public Bid Opening. The Department maintains strict adherence to this requirement. As an example, if the Bid Opening is advertised as 2:00 P.M. Local Time, bids will not be accepted after 1:59:59 P.M.

3.16.1. EXAMINATION OF SPECIFICATIONS AND PROVISIONS

The Vendor shall examine carefully the proposal and the contract forms for the material contemplated. The Vendor shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of any Special Provisions in the RFP and the contract. The submission of a proposal shall be conclusive evidence that the Vendor has made examination of the aforementioned conditions.

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SECTION 4 – PROPOSAL EVALUATION

4. PROPOSAL EVALUATION

4.1. PUBLIC OPENING OF PROPOSALS

The proposals shall be publicly opened at the time and place specified. Vendors or their authorized representatives are invited to be present.

Only the vendor's name will be read aloud during the bid opening process.

The contents of any proposal shall not be disclosed so as to be available to competing vendors during the negotiation process.

4.2. DISQUALIFICATION OF VENDORS

Any one or more of the following causes may be considered as sufficient for the disqualification of a vendor and the rejection of its proposal or proposals:

- 4.2.1. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- 4.2.2. Evidence of collusion among vendors.
- 4.2.3. Unsatisfactory performance record as evidenced by past experience with DelDOT or on a State of Delaware contract.
- 4.2.4. Any suspension or debarment of the parent company, subsidiary or individual involved with the vendor by federal, any state or any local governments within the last five (5) years.
- 4.2.5. If there are any unauthorized additions, interlineations, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- 4.2.6. Non-attendance of mandatory pre-bid meetings shall be cause of disqualification.
- 4.2.7. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.

4.3. RESPONSIVENESS AND RESPONSIBILITY OF VENDOR

- 4.3.1. An individual proposal may be rejected for one or more of the following reasons:
 - 4.3.1.1. The respondent to the solicitation is determined to be nonresponsive or non-responsible.
 - 4.3.1.2. It is unacceptable.
 - 4.3.1.3. It is otherwise not advantageous to the State.
 - 4.3.1.4. The proposed price is unreasonable.
- 4.3.2. It shall be determined whether a vendor is responsible before awarding a contract. Factors to be considered in determining if a vendor is responsible include:
 - 4.3.2.1. The vendor's financial, physical, personnel or other resources, including subcontracts.
 - 4.3.2.2. The vendor's record of performance and integrity.
 - 4.3.2.3. Any record regarding any suspension or debarment.
 - 4.3.2.4. Whether the vendor is qualified legally to contract with the State.

- 4.3.2.5. Whether the vendor supplied all necessary information concerning its responsibility.
- 4.3.3. If a vendor is determined to be non-responsible or non-responsive, the vendor shall be informed in writing.
- 4.3.4. DelDOT reserves the right to waive minor irregularities, or request additional information before determining if the Vendor is responsible and/or responsive. All Vendors will be afforded the same or similar opportunities, as necessary, and will be treated with equal regard before such determinations are finalized.

4.4. RIGHT TO CANCEL SOLICITATION

DelDOT reserves the right to cancel this solicitation at any time during the procurement process, for any reason or for no reason. DelDOT makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

This RFP does not constitute an offer by DelDOT. Vendor's participation in this process may result in DelDOT selecting your organization to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by DelDOT to execute a contract nor to continue negotiations. DelDOT may terminate negotiations at any time and for any reason, or for no reason.

4.5. PROPOSAL EVALUATION COMMITTEE

The Selection Committee is generally comprised of representatives of DelDOT, other agency employees, and/or persons familiar with the subject matter.

4.5.1. The Committee reserves the right to:

- 4.5.1.1. Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP.
- 4.5.1.2. Waive or modify any information, irregularity, or inconsistency in proposals received.
- 4.5.1.3. Request modification to proposals from any or all vendors during the contract review and negotiation.
- 4.5.1.4. Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time.
- 4.5.1.5. Select for contract, or for negotiations, a proposal other than that with lowest costs.
- 4.5.1.6. Select more than one vendor pursuant to 29 Del. C. §6926. Such selections will be based on the highest rated Criteria and Scoring evaluations.

4.6. CRITERIA AND SCORING

#	Criteria Description:	Weight
1	Firm's experience on similar projects	20 %
2	Firm's resources and capability to accomplish proposed work on schedule	20 %
3	Ability to provide traffic control devices	15 %
4	Project understanding, approach, services required	15 %
5	Firm's experience pertaining to working on state highways	10 %
6	References	10 %
7	Price	10 %
	TOTAL:	100 %

Selection Committee members will assign up to the maximum number of points listed for each of the above criteria which determines individual ranking. The Department's ranking is the averaged ranking of all Committee members. Upon review of the Department's ranking the Committee will;

- Select the firm(s) with the highest Department ranking and award a contract(s); or
- Conduct negotiations with offerors who submit proposals found to be reasonably likely to be selected for award. If negotiations are held, Best and Final Offers will be requested from those offerors.

4.6.1. References

The Committee may contact any customer of the vendor, whether or not included in the vendor's reference list, and use such information in the evaluation process. Additionally, DelDOT may choose to visit existing installations of comparable systems, which may or may not include vendor personnel. If the vendor is involved in such site visits, the DelDOT will pay travel costs only for State of Delaware personnel for these visits.

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SECTION 5 – AWARD

5. AWARD

DelDOT reserves the right to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

DelDOT reserves the right to waive technicalities, to reject any or all bids, or any portion thereof, to seek new proposals, to proceed to do the work otherwise, or to abandon the work, if in the judgment of DelDOT, the best interest of the State will be promoted thereby.

DelDOT will award this contract within ninety (90) days from the date of opening proposals to the most responsible and responsive vendor(s) who best meets the RFP terms and conditions, or all proposals will be rejected. A formal contract must be executed with the successful firm(s) within 20 days after award.

5.1. STATE OF DELAWARE BUSINESS LICENSE

Prior to receiving an award, the successful Vendor(s) shall either furnish DelDOT with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: 302-577-8778. <http://revenue.delaware.gov/services/BusServices.shtml>

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

5.2. MATERIAL VERIFICATION

Before any contract is awarded, the successful Vendor(s) may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

5.3. CONTRACT IMPLEMENTATION

No order is to be shipped, or employee of the Vendor(s) is to begin any work prior to receipt of a State of Delaware Purchase Order signed by authorized representatives of the agency requesting service, properly processed through the State of Delaware Accounting Office. A Notice to Proceed may also be required prior to beginning work if directed in this RFP.

5.4. VENDOR EMERGENCY RESPONSE POINT OF CONTACT

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week where there is a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the Delaware Emergency Operations Plan or in the event of a local emergency or disaster where a state governmental entity requires the services of the vendor.

In the event of a serious emergency, pandemic or disaster outside the control of the State, the State may negotiate, as may be authorized by law, emergency performance from the Contractor to address the immediate needs of the State, even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

5.5. WARRANTY

In addition to any warranty requirements listed or proposed, the successful Vendor(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

5.6. PERSONNEL, EQUIPMENT AND SERVICES

The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under this contract.

All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.

5.7. ASSIGNMENT

This contract shall not be assigned except by express prior written consent from the Agency.

5.8. SUBCONTRACTS

Subcontracting is permitted under this RFP and contract. However, every subcontractor shall be identified in the Proposal and agreed to in writing by DelDOT or as are specifically authorized in writing by the Agency during the performance of the contract. Any substitutions in or additions to such subcontractors, associates, or consultants will be subject to the prior written approval of the State.

The vendor(s) shall be responsible for compliance by the subcontractor with all terms, conditions and requirements of the RFP and with all local, State and Federal Laws. The vendor shall be liable for any noncompliance by any subcontractor. Further, nothing contained herein or in any subcontractor agreement shall be construed as creating any contractual relationship between the subcontractor and the State.

5.9. LAWS TO BE OBSERVED

The vendor is presumed to know and shall strictly comply with all Federal, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The Vendor shall indemnify and save harmless the State of Delaware, DelDOT, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself, by its employees, or by its subcontractor (s).

5.10. PERMITS AND LICENSES

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.

5.11. AUDIT ACCESS TO RECORDS

The Vendor shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder. The Vendor agrees to preserve and make available to the State, upon request, such records for a period of five (5) years from the date services were rendered by the Vendor. Records involving matters in litigation shall be retained for one (1) year following the termination of such litigation.

The Vendor agrees to make such records available for inspection, audit, or reproduction to any official State representative in the performance of their duties under the Contract. Upon notice given to the Vendor, representatives of the State or other duly authorized State or Federal agency may inspect, monitor, and/or evaluate the cost and billing records or other material relative to this Contract. The cost of any Contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the State for disallowances shall be drawn from the Vendor's own resources and not charged to Contract cost or cost pools indirectly charging Contract costs.

5.12. NO PRESS RELEASES OR PUBLIC DISCLOSURE

The State of Delaware reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the State of Delaware or DeIDOT with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of DeIDOT.

The State will not prohibit or otherwise prevent the awarded vendor(s) from direct marketing to the State of Delaware agencies, departments, municipalities, and/or any other political subdivisions, however, the Vendor shall not use the State's seal or imply preference for the solution or goods provided.

5.13. PUBLICATION, REPRODUCTION AND USE OF MATERIAL

No material produced in whole or part under this contract shall be subject to copyright in the United States or in any other country. The State shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data, or other materials prepared under this contract; provided, however, that the State agrees not to use any design or engineering plans prepared by the vendor for anything other than their intended purpose under this Contract. The Vendor shall have the right to publish any and all scientific findings. Appropriate acknowledgment and credit for the State's support shall be given in the publication.

5.14. CONTRACT DOCUMENTS

The executed Contract, DeIDOT's Request for Proposal with Attachments and Appendices, the Purchase Order(s), and the Vendor's submitted Proposal shall be a part of and constitute the entire Agreement entered into by the State of Delaware and any Vendor. In the event there is any discrepancy between any of these contract documents, the former prevails over the latter.

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SECTION 6 – TERMS AND CONDITIONS

6. TERMS AND CONDITIONS

6.1. VENDOR RESPONSIBILITY

The State will enter into a contract with the successful Vendor(s). The successful Vendor(s) shall be responsible for all products and services as required by this RFP whether or not the Vendor or its subcontractor provided final fulfillment of the order. Subcontractors, if any, shall be clearly identified in the Vendor's proposal, and are subject to the approval and acceptance of DelDOT.

The Department requires the use of various electronic applications for various documentation processes. These processes will be identified, and the Contractor's required use will be detailed during the Preconstruction Meeting. No additional payments will be made to the contractor to use or interface with the applications.

6.2. RIGHTS AND OBLIGATIONS

The rights and obligations of each party to this agreement shall not be effective, and no party shall be bound by the terms of this agreement, unless and until a valid executed purchase order has been approved by the Secretary of Finance, and all procedures of the Department of Finance have been complied with. A separate purchase order shall be issued for every project or order.

6.3. ORDERING PROCEDURE

Successful Vendor(s) are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Depending on the nature and scope of the event, DelDOT and each State agency or other governmental entity shall be responsible for contacting the awarded vendor directly for all required resources. All consumables delivered by the Vendor and received by DelDOT or a State agency or other governmental entity, become the property of that State agency or entity. Orders may be accomplished by written purchase order, telephone, email, fax or computer on-line systems.

6.4. BILLING

The Vendor is required to "Bill as Shipped" to DelDOT or the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number. The Vendor shall not charge a late fee that exceeds more than one percent (1%) per month, not to exceed twelve percent (12%) per annum.

Agencies will make every effort to achieve available discount opportunities under this contract. Vendors shall be required to report semi-annually opportunities to enhance the discounts achieved.

6.5. INVOICING

After the award(s) are made, DelDOT will forward their purchase orders ("P.O.") to the successful Vendor(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an acceptable invoice from the vendor.

6.6. METHOD OF PAYMENT

6.6.1. For each P.O. issued as part of this contract, the State will pay Vendor monthly, within thirty (30) days of receipt of the Vendor's billing, the amount which is legitimately earned by the Vendor, and supported by data and an itemized accounting of reasonable reimbursable direct non-salary costs. A current progress report of the work shall accompany each billing.

Final settlement for total payment to the Vendor will be made within thirty (30) days from the date of final written State acceptance of the work and services as agreed to in the P.O.

6.6.2. No premium time for overtime will be paid without prior written State authorization. Any indirect overhead cost shall not be applied to the premium portion of the overtime.

6.6.3. DelDOT, agencies or school districts using this award will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The State of Delaware intends to maximize the use of the P-Card for payment for goods and services provided under contract. Vendors shall not charge additional fees for acceptance of this payment method and shall incorporate any costs into their proposals. Additionally, there shall be no minimum or maximum limits on any P-Card transaction under the contract. While it is the State's intention to utilize the P-card payment method the State reserves, at its discretion, the right to pay by ACH/ ACI or check. Should a Vendor wish to provide a financial incentive to not process payment by P-Card in their proposal, they are to prepare their proposals to clearly outline any incentives for alternative payment methods the Vendor is willing to accept.

6.7. PRODUCT SUBSTITUTION

All items or services delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the proposal unless specific approval is given by the Agency to do otherwise. Awarded vendors are highly encouraged to offer any like substitute product (s), either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In all cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

6.8. CHANGES

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Vendor's compensation, which are mutually agreed upon by and between the Agency and the Vendor shall be incorporated in written amendments to the Purchase Order or contract.

6.9. SCHEDULE FOR PERFORMANCE OF WORK

All work described in these specifications shall be completed with reasonable promptness. As used in this Section, the State of Delaware shall be the sole judge of the term "reasonable". If the Vendor does not begin the work in a reasonable amount of time, they will be notified that if they fail to initiate the work promptly, the contract may be terminated, and the State will forthwith proceed to collect for nonperformance of work.

6.10. VENDOR- OWNED EQUIPMENT REMOVAL

The awarded Vendor shall remove all rental equipment and supplies from the event location (s) no later than an agreed to date once all contract obligations by the Vendor have been met.

6.11. CONTRACT EXTENSION

DelDOT reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

6.12. LAWS OF DELAWARE

This Agreement and the terms thereof shall be construed in accordance with the laws of the State of Delaware. In addition, Vendor(s) agrees to the jurisdiction and venue of a competent court within the State of Delaware.

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SECTION 7 – GENERAL PROVISIONS

7. GENERAL PROVISIONS

7.1. AUTHORITY OF AGENCY

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of DelDOT or the Agency shall be final and binding.

7.2. FUNDING OUT or NON-APPROPRIATION

In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

7.3. INDEPENDENT CONTRACTORS

The parties to any contract from this solicitation shall be independent contractors to one another, and nothing herein shall be deemed to cause the agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers compensation, unemployment, disability insurance, social security withholding and all other similar matters. Neither party shall be liable for any debts, accounts, obligations or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums or any income or other similar taxes.

7.4. TEMPORARY PERSONNEL ARE NOT STATE EMPLOYEES

Vendor agrees that any individual or group of temporary staff person(s) provided to the State of Delaware pursuant to this Solicitation shall remain the employee(s) of Vendor for all purposes including any required compliance with the Affordable Care Act by the Vendor. Vendor agrees that it shall not allege, argue, or take any position that individual temporary staff person(s) provided to the State pursuant to this Solicitation must be provided any benefits, including any healthcare benefits by the State of Delaware and Vendor agrees to assume the total and complete responsibility for the provision of any healthcare benefits required by the Affordable Care Act to aforesaid individual temporary staff person(s). In the event that the Internal Revenue Service, or any other third party governmental entity determines that the State of Delaware is a dual employer or the sole employer of any individual temporary staff person(s) provided to the State of Delaware pursuant to this Solicitation, Vendor agrees to hold harmless, indemnify, and defend the State to the maximum extent of any liability to the State arising out of such determinations.

Notwithstanding the content of the preceding paragraph, should the State of Delaware subsequently directly hire any individual temporary staff employee(s) provided pursuant to this Solicitation, the aforementioned obligations to hold harmless, indemnify, and defend the State of Delaware shall cease and terminate for the period following the date of hire. Nothing herein shall be deemed to terminate the Vendor's obligation to hold harmless, indemnify, and defend the State of Delaware for any liability that arises out of compliance with the ACA prior to the date of hire by the State of Delaware. Vendor will waive any separation fee provided an employee works for both the vendor and hiring agency, continuously, for a three (3) month period and is provided thirty (30) days written notice of intent to hire from the agency. Notice can be issued at second month if it is the State's intention to hire.

7.5. EMERGENCY TERMINATION OF CONTRACT

- 7.5.1. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- 7.5.2. In the event the Vendor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

7.6. INDEMNIFICATION

7.6.1. General Indemnification

By submitting a proposal, the proposing vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, its agents and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the vendor's its agents and employees' performance work or services in connection with the contract.

7.6.2. Proprietary Rights Indemnification

Vendor shall warrant that all elements of its solution, including all equipment, software, documentation, services and deliverables, do not and will not infringe upon or violate any patent, copyright, trade secret or other proprietary rights of any third party. In the event of any claim, suit or action by any third party against the State of Delaware, the State of Delaware shall promptly notify the vendor in writing and vendor shall defend such claim, suit or action at vendor's expense, and vendor shall indemnify the State of Delaware against any loss, cost, damage, expense or liability arising out of such claim, suit or action (including, without limitation, litigation costs, lost employee time, and counsel fees) whether or not such claim, suit or action is successful.

If any equipment, software, services (including methods) products or other intellectual property used or furnished by the vendor (collectively "Products") is or in vendor's reasonable judgment is likely to be, held to constitute an infringing product, vendor shall at its expense and option either:

- 7.6.2.1. Procure the right for the State of Delaware to continue using the Product(s);
- 7.6.2.2. Replace the product with a non-infringing equivalent that satisfies all the requirements of the contract; or
- 7.6.2.3. Modify the Product(s) to make it or them non-infringing, provided that the modification does not materially alter the functionality or efficacy of the product or cause the Product(s) or any part of the work to fail to conform to the requirements of the Contract, or only alters the Product(s) to a degree that the State of Delaware agrees to and accepts in writing.

7.7. NON-PERFORMANCE

In the event the Vendor does not fulfill its obligations under the terms and conditions of this contract, in addition to proceeding with termination of the contract, the ordering agency may terminate any individual orders in accordance with General Provisions, Item titled as "TERMINATION OF INDIVIDUAL PURCHASE ORDERS" below and purchase equivalent product on the open market. Regarding any such open market purchase, payment for any difference in cost or expense in excess of the contract prices for reasonably equivalent products or services herein shall be the responsibility of the Vendor and shall be submitted to the State no later than 30 days following the delivery of the State's invoice detailing the open market purchase. Under no circumstances shall monies be due the Vendor in the event open market products can be obtained below contract cost. Any monies charged to the Vendor may be deducted from an open invoice.

7.8. FORCE MAJEURE

Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

7.9. VENDOR NON-ENTITLEMENT

State of Delaware Vendors for Materiel and for Services shall not have legal entitlement to utilize any Central Contract held by the State of Delaware. The Vendors may not seek business from another Vendors' Central Contract for the purpose of preparing a bid or proposal to the State of Delaware. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract unless they are considered a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code or otherwise permitted by law.

This is not a prohibition from any Vendor choosing to work with another Vendor who holds a State Central Contract for private business.

7.10. TERMINATION OF INDIVIDUAL ORDERS OR PURCHASE ORDERS

The individual orders may be terminated as follows:

- 7.10.1. **Termination for Cause:** If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner his obligations, or if the Vendor violates any of the covenants, agreements, or stipulations of this contract, the Agency shall have the right to terminate the P.O. by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor in the performance of the P.O. shall, at the option of the Agency, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the Agency.
- 7.10.2. **Termination for Convenience:** The Agency may terminate the P.O. at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the department, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials which are usable to the Agency.
- 7.10.3. **Termination for Non-Appropriations:** In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

7.11. TERMINATION OF CONTRACT

The contract awarded as a result of this RFP may be terminated as follows by DeIDOT.

- 7.11.1. **Termination for Cause:** If, for any reasons, or through any cause, the Vendor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Vendor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Vendor of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.

In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Vendor under this Contract shall, at the option of the State, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

On receipt of the contract cancellation notice from the State, the Vendor shall have not less than five (5) days to provide a written response and may identify a method(s) to resolve the violation(s). A vendor response shall not effect or prevent the contract cancellation unless the State provides a written acceptance of the vendor response. If the State does accept the Vendor's method and/or action plan to correct the identified deficiencies, the State will define the time by which the Vendor must fulfill its corrective obligations. Final retraction of the State's termination for cause will only occur after the Vendor successfully rectifies the original violation(s). At its discretion the State may reject in writing the Vendor's proposed action plan and proceed with the original contract cancellation timeline.

7.11.2. **Termination for Convenience:** The State may terminate this Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, models, photographs, reports, supplies, and other materials shall, at the option of the State, become its property and the Vendor shall be entitled to receive compensation for any satisfactory work completed on such documents and other materials, and which is usable to the State.

7.11.3. **Termination for Non-Appropriations:** In the event the General Assembly fails to appropriate the specific funds necessary to enter into or continue the contractual agreement, in whole or part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. This is not a termination for convenience and will not be converted to such.

7.12. PUBLIC INSPECTION OF PROPOSALS

All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than the State of Delaware/Proposal Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

The State of Delaware is a public agency as defined by state law, and as such, it is subject to the Delaware Freedom of Information Act, 29 Del. C. Ch. 100. Under the law, all the State of Delaware's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person. Vendor(s) are advised that once a proposal is received by the State of Delaware and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except proprietary information.

Vendor(s) shall not include any information in their proposal that is proprietary in nature or that they would not want to be released to the public. Proposals must contain sufficient information to be evaluated and a contract written without reference to any proprietary information. If a vendor feels that they cannot submit their proposal without including proprietary information, they must adhere to the following procedure or their proposal may be deemed unresponsive and will not be recommended for selection. Vendor(s) must submit such information in a separate, sealed envelope labeled "Proprietary Information" with the RFP number.

The envelope must contain a letter from the Vendor's legal counsel describing the documents in the envelope, representing in good faith that the information in each document is not "public record" as defined by 29 Del. C. § 10002(d), and briefly stating the reasons that each document meets the said definitions.

Upon receipt of a proposal accompanied by such a separate, sealed envelope, the State of Delaware will open the envelope to determine whether the procedure described above has been followed.

7.13. TAX EXEMPTION

7.13.1. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.

7.13.2. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the Vendor. Each Vendor shall take its exemption into account in calculating its bid for its work.

7.14. AGENCY USE CONTRACT

Pursuant to 29 Del. C. §6904(e) respectively, if no state contract exists for a certain good or service, covered agencies may procure that certain good or service under another agency's contract so long as the arrangement is agreeable to all parties. Agencies, other than covered agencies, may also procure such goods or services under another agency's contract when the arrangement is agreeable to all parties.

7.15. SILENCE OF SPECIFICATIONS

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

7.16. APPLICABLE LAW AND JURISDICTION

This bid, any resulting contract, and any and all litigation or other disputes arising therefrom, in connection with, or related hereto shall be governed by the applicable laws, regulations and rules of evidence of the State of Delaware. Bidder submits to personal jurisdiction in the State of Delaware. Any and all litigation or other disputes arising out of, in connection with, or relating to this bid, and any resulting contract, shall be brought exclusively in a court in the State of Delaware or the United States District Court of the District of Delaware as applicable.

7.17. SEVERABILITY

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

7.18. PATENTED DEVICES, MATERIAL AND PROCESSES

7.18.1. The Vendor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.

7.18.2. The Vendor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

7.19. INTEREST OF VENDOR

The vendor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under this contract. The vendor further covenants, that in the performance of this contract, no person having any such interest shall be employed.

7.20. ASSIGNMENT OF ANTITRUST CLAIMS

As consideration for the award and execution of this contract by the State, the Vendor hereby grants, conveys, sells, assigns, and transfers to the State of Delaware all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, regarding the specific goods or services purchased or acquired for the State pursuant to this contract. Upon either the State's or the Vendor notice of the filing of or reasonable likelihood of filing of an action under the antitrust laws of the United States or the State of Delaware, the State and Vendor shall meet and confer about coordination of representation in such action.

7.21. TESTING AND INSPECTION

The State of Delaware reserves the right to conduct any test or inspection it may deem necessary to ensure equipment, materials and services conform to contract requirements.

7.22. COVENANT AGAINST CONTINGENT FEES

The Vendor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, the State shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fees.

7.23. GRATUITIES

7.23.1. If it is found, after notice and hearing, by the State that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Vendor or any agent of the State with a view toward securing a contract, or securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performance of this contract, the State may, by written notice to the Vendor, terminate the right of the Vendor to proceed under this contract and/or may pursue such other rights and remedies provided by law or under this agreement; provided that the existence of the facts upon which the State makes such findings shall be in issue and may be reviewed in proceedings pursuant to the Remedies clause of this contract; and

7.23.2. In the event this contract is terminated pursuant to subparagraph "a", the State shall be entitled (i) to pursue the same remedies against the Vendor, and (ii) to exemplary damages, as a penalty in addition to any other damages to which it may be entitled by law, in an amount which shall be not less than three, nor more than ten, times the costs incurred by the Vendor in providing any such gratuities to any such officer or employee. The amount of such exemplary damages shall be in the sole discretion of the State.

7.24. POTENTIAL CONTRACT OVERLAP

Vendors shall be advised that the State, at its sole discretion, shall retain the right to solicit for goods and/or services as required by its agencies and as it serves the best interest of the State.

As needs are identified, there may exist instances where contract deliverables, and/or goods or services to be solicited and subsequently awarded, overlap previous awards. The State reserves the right to reject any or all bids in whole or in part, to make partial awards, to award to multiple vendors during the same period, to award by types, on a zone-by-zone basis or on an item-by-item or lump sum basis item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

7.25. SUPPLEMENTAL SOLICITATION

The State reserves the right to advertise a supplemental solicitation during the term of the Agreement if deemed in the best interest of the State.

7.26. REQUIRED REPORTING

One of the primary goals in administering this contract is to keep accurate records regarding its actual value/usage. This information is essential in order to update the contents of the contract and to establish proper bonding levels, if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested parties.

A complete and accurate Usage Report (**Informational Document-1**) shall be furnished in an Excel format and submitted electronically, no later than the 15th (or next business day after the 15th day) of each month, detailing the purchasing of all items and/or services on this contract. The reports shall be completed in Excel format, using the template provided, and submitted as an attachment to vendorusage@delaware.gov, with a copy going to the contract officer identified as your point of contact. Submitted reports shall cover the full month (Report due by January 15th will cover the period of December 1 – 31.), contain accurate descriptions of the products, goods or services procured, purchasing agency information, quantities procured and prices paid. Reports are required monthly, including those with “no spend”. Any exception to this mandatory requirement or failure to submit complete reports, or in the format required, may result in corrective action, up to and including the possible cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, Vendors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals.

In accordance with Executive Order 49, the State of Delaware is committed to supporting its diverse business industry and population. The successful Vendor will be required to accurately report on the participation by Diversity Suppliers which includes: minority (MBE), woman (WBE), veteran owned business (VOBE), or service disabled veteran owned business (SDVOBE) under this awarded contract. The reported data elements shall include but not be limited to; name of state contract/project, the name of the Diversity Supplier, Diversity Supplier contact information (phone, email), type of product or service provided by the Diversity Supplier and any minority, women, veteran, or service disabled veteran certifications for the subcontractor (State OSD certification, Minority Supplier Development Council, Women’s Business Enterprise Council, VetBiz.gov). The format used for Subcontracting 2nd Tier reporting is shown as Attachment 9.

Accurate 2nd Tier reports shall be submitted to the contracting Agency’s Office of Supplier Diversity at vendorusage@delaware.gov on the 15th (or next business day) of the month following each quarterly period. For consistency quarters shall be considered to end the last day of March, June, September and December of each calendar year. Contract spend during the covered periods shall result in a report even if the contract has expired by the report due date.

7.27. FAIR BACKGROUND CHECK PRACTICES

Pursuant to 29 Del. C. §6909B, the State does not consider the criminal record, criminal history, credit history or credit score of an applicant for state employment during the initial application process unless otherwise required by state and/or federal law. Vendors doing business with the State are encouraged to adopt fair background check practices. Vendors can refer to 19 Del. C. §711(g) for applicable established provisions.

7.28. MINIMUM WAGE RATES

Work performed under this solicitation may fall under the <http://dia.delawareworks.com/labor-law/minimum-wage.php>

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SECTION 8 – DEFINITIONS

8. DEFINITIONS

The attached Definitions apply to this Request for Proposal. The requirement to furnish a bid bond and performance bond is applicable unless waived. Vendors or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting a proposal.

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

STATE: The State of Delaware

AGENCY: Delaware Department of Transportation (DelDOT).

BID INVITATION: The “Request for Proposal” is a packet of material sent to vendors and consists of related documents and enclosures.

BOND: The approved form of security furnished by the Vendors and its surety as a guaranty of good faith on the part of the Vendor to execute the work in accordance with the terms of the contract.

CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.

DESIGNATED OFFICIAL: The agent authorized to act for an Agency.

GENERAL PROVISIONS: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

LOCAL TIME: Eastern Standard Time/Eastern Daylight Time.

PROPOSAL: The offer of the Vendor submitted on the approved form(s) and setting forth the Vendor's offer and prices for performing the work or supplying the material or equipment described in the specifications.

RFP: Request for Proposal.

SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

SURETY: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the Vendor's payments of all debts pertaining to and for its acceptable performance of the work for which he has contracted

VENDOR: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

VENDOR'S DEPOSIT: The security designated in the proposal to be furnished by the Vendor as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to it.

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STATE OF DELAWARE
Department of Transportation

Informational Document- 1.

Sample Report 1

STATE OF DELAWARE
MONTHLY USAGE REPORT

FOR ILLUSTRATION PURPOSES ONLY

State of Delaware									
Monthly Usage Report									
Supplier Name:				Insert Contract No.	Report Start Date:				
Contact Name:					Report End Date:				
Contact Phone:					Today's Date:				
Agency Name or School District	Division or Name of School	Budget Code	UNSPSC	Item Description	Contract Item Number	Unit of Measure	Qty	Contract Proposal Price/Rate	Total Spend
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00
									\$0.00

SAMPLE

Note: A copy of the Usage Report will be sent by electronic mail to the Awarded Vendor. The report shall be submitted electronically in **EXCEL** and sent as an attachment to vendorusage@delaware.gov. It shall contain the six-digit department and organization code for each agency and school district.

STATE OF DELAWARE
Department of Transportation

Informational Document- 2.
Sample Report 2

FOR ILLUSTRATION PURPOSES ONLY

State of Delaware																			
Subcontracting (2nd tier) Quarterly Report																			
Prime Name:							Report Start Date:												
Contract Name/Number							Report End Date:												
Contact Name:							Today's Date:												
Contact Phone:							*Minimum Required			Requested detail									
Vendor Name*	Vendor TaxID*	Contract Name/Number*	Vendor Contact Name*	Vendor Contact Phone*	Report Start Date*	Report End Date*	Amount Paid to Subcontractor*	Work Performed by Subcontractor UNSPSC	M/WBE Certifying Agency	Veteran/Service Disabled Veteran Certifying Agency	2nd tier Supplier Name	2nd tier Supplier Address	2nd tier Supplier Phone Number	2nd tier Supplier email	Description of Work Performed	2nd tier Supplier Tax Id	Date Paid		
SAMPLE																			

Note: A copy of the Subcontracting Quarterly Report will be sent by electronic mail to the Awarded Vendor.

Completed reports shall be saved in an Excel format, and submitted to the following email address: vendorusage@delaware.gov

Informational Document- 3.

PROPOSAL REPLY REQUIREMENTS

The response must contain at a minimum the following information:

1. **Attachment A** - One (1) completed, signed and notarized copy of the Non-Collusion Statement.
MUST HAVE ORIGINAL SIGNATURES AND NOTARY MARK.
2. **Attachment B** - One (1) completed signed paper copy of the Subcontractor Information Form.
One form for each Subcontractor, if no Subcontractors submit form and mark it N/A.
3. **Attachment C** - One (1) completed Business References Form.
Please provide references other than State of Delaware contacts.
4. **Attachment D** - One (1) completed Confidentiality Form.
Please check box if no confidential or proprietary information is claimed.
5. **Attachment E** - One (1) completed Exception Form.
Enter issues on the form or check box if no confidential or proprietary information is claimed. Form must be included.

APPENDICES – APPENDIX 1 must be submitted with the bid, no substitution of forms is permitted.

APPENDIX 1. – Bid Price Form; download from
<https://deldot.bonfirehub.com/portal/?tab=openOpportunities>, complete, submit with your Bid.
This form is in Excel format. Complete and submit the form in Excel format.

PROPOSAL SUBMITTAL – Submit Proposals and all required forms at:
<https://deldot.bonfirehub.com/portal/>.



Issued By:
State of Delaware
DEPARTMENT OF TRANSPORTATION
Administration Building
Contract Administration



PUBLIC BID OPENINGS

The public bid opening insures the citizens of Delaware that contracts are being bid fairly on a competitive basis and comply with Delaware procurement laws. DelDOT is required by law to publicly open the bids at the time and place specified and the contract shall be awarded within ninety (90) days thereafter. The main purpose of the bid opening is to reveal the name(s) of the bidders(s), not to serve as a forum for determining the apparent low bidders. The disclosure of additional information, including prices, shall be at the discretion of DelDOT until such time that the responsiveness of each bid has been determined. After receipt of a fully executed contract(s), the results will be posted online in order to review pricing and other non-confidential information.

NOTE: ONLY THE BIDDER'S NAME MAY BE READ AT THE BID OPENING

ROUTINE LITTER & DEBRIS REMOVAL

Attachment: A

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to the Department of Transportation.

It is agreed by the undersigned bidder that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this solicitation including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Department of Transportation.

<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

COMPANY NAME _____ (Check one)

NAME OF AUTHORIZED REPRESENTATIVE _____

SIGNATURE _____ **TITLE** _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE
 LICENSE NUMBER _____

	Certification type(s)	Circle all that apply	
COMPANY CLASSIFICATIONS: CERT. NO.: _____	Minority Business Enterprise (MBE)	Yes	No
	Woman Business Enterprise (WBE)	Yes	No
	Disadvantaged Business Enterprise (DBE)	Yes	No
	Veteran Owned Business Enterprise (VOBE)	Yes	No
	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes	No

[The above table is for informational and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO:
 (COMPANY NAME) _____

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR PROPOSAL TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____

ROUTINE LITTER & DEBRIS REMOVAL

Attachment: B

SUBCONTRACTOR INFORMATION FORM

PART I – STATEMENT BY PROPOSING VENDOR		
1. CONTRACT NO.	2. Proposing Vendor Name:	3. Mailing Address
4. SUBCONTRACTOR		
a. NAME	4c. Company OSD Classification: Certification Number:	
b. Mailing Address:	4d. Women Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4e. Minority Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4f. Disadvantaged Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4g. Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No 4h. Service Disabled Veteran Owned Business Enterprise <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. DESCRIPTION OF WORK BY SUBCONTRACTOR		
6a. NAME OF PERSON SIGNING	7. BY (<i>Signature</i>)	8. DATE SIGNED
6b. TITLE OF PERSON SIGNING		
PART II – ACKNOWLEDGEMENT BY SUBCONTRACTOR		
9a. NAME OF PERSON SIGNING	10. BY (<i>Signature</i>)	11. DATE SIGNED
9b. TITLE OF PERSON SIGNING		

Note: Add additional pages as needed.

ROUTINE LITTER & DEBRIS REMOVAL

Attachment: C

BUSINESS REFERENCES

List a minimum of three business references, including the following information:

- Business Name and Mailing address
- Contact Name and phone number
- Number of years doing business with
- Type of work performed

Please do not list any State Employee as a business reference. If you have held a State contract within the last 5 years, please list the contract.

1.	Contact Name & Title:	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	

2.	Contact Name & Title:	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	

3.	Contact Name & Title:	
	Business Name:	
	Address:	
	Email:	
	Phone # / Fax #:	
	Current Vendor (YES or NO):	
	Years Associated & Type of Work Performed:	

STATE OF DELAWARE PERSONNEL MAY NOT BE USED AS REFERENCES.

ROUTINE LITTER & DEBRIS REMOVAL

Attachment E

ITB EXCEPTIONS FORM

Proposals must include all exceptions to the specifications, terms or conditions contained in this ITB. If the vendor is submitting the proposal without exceptions, please check the box below.

- By checking this box, the Vendor acknowledges that they take no exceptions to the specifications, terms or conditions found in this ITB.**
-

Bidders may elect to take minor exception to the terms and conditions of this ITB. The Department shall evaluate each exception according to the intent of the terms and conditions contained herein but must reject exceptions that do not conform to State bid law and/or create inequality in the treatment of bidders. Exceptions shall be considered only if they are submitted with the bid or before the date and time of the bid opening. Exceptions must be submitted utilizing this Attachment D to be considered.

The Department maintains sole discretion to reject any vendor exceptions that are submitted.

Page and Paragraph #	Exceptions to Specifications, terms or conditions	Proposed Alternative

Note: Vendor may use additional copies of this form as necessary, but format shall remain the same.

SPECIAL PROVISIONS

QUALITY, INSPECTION AND BASIS OF ACCEPTANCE

It is intended that the work will be completed in a neat, continuous, and uninterrupted manner as determined by the Engineer. Completed work shall be clean and free of all accumulated litter/debris immediately after litter/debris removal and recycling. All work shall be subject to inspection by the Engineer at any time. The Engineer or a designated representative will make periodic next day inspections of the completed work.

It will be the responsibility of the Vendor to keep the Engineer informed of his/her proposed work plan by submitting weekly reports of work accomplished and of planned work for the upcoming week. The Vendor shall notify the Department by email when litter collection and trash bag removal is completed.

The Department of Transportation will verify completion of the Vendor's work on a monthly basis before payment of invoice.

Whenever the word "contractor" is used, it shall refer to the person or persons, company or corporation furnishing the services required. The Vendor remains responsible for all services and work provided.

1. The contractor must have a license from the Delaware Solid Waste Authority (DSWA) to collect, transport, and/or deliver waste in the State of Delaware as outlined in the DSWA Regulations.
2. The contractor's hauler must be in possession of a valid Delaware Solid Waste Transporter Permit obtained from the Department of Natural Resources and Environmental Control's Division of Waste and Hazardous Substances. Proof of a valid permit must be submitted prior to start of contract. All vehicles used to transport solid waste must adhere to the proper display of DSWA stickers and business name of both sides of the vehicles. The contractor must adhere to the guidelines set forth in Delaware Code, Chapter 7, Chapter 60, Section 6025.
3. The bid item submitted by the Vendor will be a per mile cost for debris and litter removal from both median and shoulder per highway mile. **Appendix 3** will give the locations and total miles that the contractor will be responsible for. Locations may be added or deleted as directed by the Engineer.
4. The work will be limited to daylight only. Monday through Friday work is allowed between the hours of 7 a.m. to 5 p.m. Any request for work on the weekends must be submitted to and approved by the Engineer.
5. The contractor must mobilize within seven (7) days of receiving assignment. The DelDOT Transportation Management Center (TMC) must be notified at 302-659-4600 before the operation begins to coordinate work activities with other contractors in the area.
6. The Vendor must supply a minimum of three (3) crews to work concurrently. DelDOT reserves the right to require one (1) additional crew at the Engineer's discretion. Each crew must have a Truck Mounted Attenuator and the appropriate signage as outlined in the Delaware Manual on Uniform Traffic Control. The cases applicable to a mobile operation are Typical Application 4 and 4A. See **Appendix 2** for Figure 6H-4 and Figure 6H-4A.

STATE OF DELAWARE
Department of Transportation
Contract No. DOT2613-LITTER_REM

7. All crew members must wear high visibility safety apparel that meets or exceeds the Performance Class 2 or 3 or requirements of the ANSI/ISEA 107-2004 publication entitled “American National Standard for High Visibility Safety Apparel and Headwear.”
8. The Maintenance of Traffic bid item includes all traffic control necessary to provide a safe work area. The work shall include the furnishing of all equipment, tools, materials, transportation and labor necessary for the successful completion of the work.
9. No separate payment will be made for providing, installing, and maintaining traffic control devices, etc., or for any other cost associated with maintaining the control of traffic. All traffic control will be included in the Maintenance of Traffic bid item as listed on the Bid Form.
10. The contractor should be prepared for removing litter/debris in roadside conditions including but not limited to wet areas, standing water, high grass, and slopes. Contractor will not be responsible for removing litter/debris in wooded areas or back slopes unless litter is visible from the roadway and/or ramps.
11. The contractor shall provide adequate personnel and materials (litterbags) to remove litter/debris on all areas of the right-of-way or controlled access.
12. The operation shall include the pickup and removal of litter/debris and the disposal of same into state approved landfills. Litter/debris items may consist of varied sizes of bottles, cans, paper, tires, tire pieces, lumber, vehicle parts, building supplies, metals, household furnishings, cardboard, plastics, ladders, brush and other items not considered normal to the right of way.
13. The contractor shall not handle in any fashion used hypodermic needles, drug related paraphernalia or materials of an unknown nature along our roadside. They should contact TMC and TMC will notify Hazmat staff who will address. Staff reporting this to the TMC should try to be as descriptive as possible on the location (nearby utility pole number, street address, etc.) If it appears to be a larger quantity of needles or drugs or suspicious in nature, TMC will notify both Hazmat staff and law enforcement.
14. All collected litter/debris shall be containerized immediately and kept off of the traveled portions of the roadway, shoulders, and right-of-ways (including paved shoulders) during that day’s collection process. All collected litter that is small enough to be placed in a bag shall be bagged immediately. All collected litter that is too large for a bag shall be placed into a vehicle. Uncollected storage or stockpiling of litter/debris and recyclables (piles of litterbags, tires, tire debris, etc.) will not be permitted. At no time shall bags or collected litter/debris be allowed to remain on the right of way beyond the end of the work day.
15. The contractor shall not confiscate any signs that are mounted in the ground along the median or shoulder. The Department enforces the rules and regulations written in the Delaware’s Sign Legislation that keeps the right of way clear of illegal or dangerous signs. The DelDOT Roadside Control group determines the legality of signs and if they shall be removed.
16. Isolated Dump sites are defined as areas measuring less than 1/10 of a shoulder mile, with excessive litter/debris and/or bulk items as determined by the Engineer.

STATE OF DELAWARE
Department of Transportation
Contract No. DOT2613-LITTER_REM

17. The contractor shall submit the original or a copy of the dumping fee tickets of the number of pounds of litter/debris that was collected and the number of the bags of trash with the contractor's invoice on a monthly basis. Appliances and tires must be separated out and accounted for. Clean up shall not be considered accepted by the Department until the original issued to the contractor for disposing the materials picked up during the assigned work is presented to the Department's inspector.
18. This contract may be immediately terminated if the contractor is found guilty of illegal dumping. Work will be suspended if contractor is charged with illegal dumping.
19. The Engineer reserves the right to schedule litter/debris removal and recycling operations so as not to conflict with mowing and/or vegetation management operations. Any bags, litter, or debris that are not removed before mowing and are shredded by the mowers must still be removed.
20. At all times during the life of the project the contractor shall provide one representative who shall have the authority and capability for overall responsibility of the project and who shall be personally available at the work site within 24 hours' notice.
21. Special care shall be used in working around or near existing utilities, protecting them when necessary to provide uninterrupted service. In the event that any utility service is interrupted, the contractor shall notify the utility owner immediately and shall cooperate with the owner, or his representative, in the restoration of service in the shortest time possible. Existing fire hydrants shall be kept accessible to fire departments at all times.
22. The contractor shall maintain access to driveways for all residents, businesses, and property owners throughout the life of the project. The contractor shall not perform work for private citizens or agencies in conjunction with this project or within the project limits of this contract.

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DELAWARE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

Typical Applications

Part 6: Temporary Traffic Control

Notes for Figure 6H-4—Typical Application 4

Short Duration or Mobile Operation on a Shoulder of a Two-Lane Road (Delaware Revision)

Guidance:

1. In those situations where multiple work locations within a limited distance make it practical to place stationary signs, the distance between the advance warning sign and the work should not exceed 5 miles.
2. In those situations where the distance between the advance signs and the work is 2 miles to 5 miles, a Supplemental Distance plaque should be used with the ROAD WORK AHEAD sign.
3. Where drivers emerging from an intersecting roadway will not encounter the shadow vehicle prior to the work area, a stationary warning sign should be placed on the intersecting road.

Option:

4. The ROAD WORK NEXT XX MILES sign may be used instead of the ROAD WORK AHEAD sign if the work locations occur over a distance of more than 2 miles.
5. Stationary warning signs may be omitted for short duration or mobile operations if the work vehicle displays high-intensity rotating, flashing, oscillating, or strobe lights.

Standard:

6. If arrow boards are used for an operation on the shoulder, the caution mode shall be used.
7. Vehicle-mounted signs shall be mounted in a manner such that they are not obscured by equipment or supplies. Sign legends on vehicle-mounted signs shall be covered or turned from view when work is not in progress.
8. Except as provided in Notes 10 and 11, the work and shadow vehicles shall be equipped with truck-mounted attenuators for operations on roadways with a posted speed limit or 85th-percentile speed greater than 40 mph.

Option:

9. Arrow boards may be omitted from work vehicles that cannot support the installation of an arrow board.
10. Truck-mounted attenuators may be omitted from specialized work vehicles, such as sweeper, vacuum, and pothole patching trucks, and other work vehicles that cannot support the installation of a truck-mounted attenuator.
11. For short duration operations along roadways with a posted speed limit or 85th-percentile speed greater than 40 mph, truck-mounted attenuators may be omitted if a vehicle with activated high-intensity rotating, flashing, oscillating, or strobe lights is used or if the shoulder width is less than the width of a truck-mounted attenuator.
12. Truck-mounted attenuators may be used for all operations along roadways with a posted speed limit or 85th-percentile speed less than or equal to 40 mph.

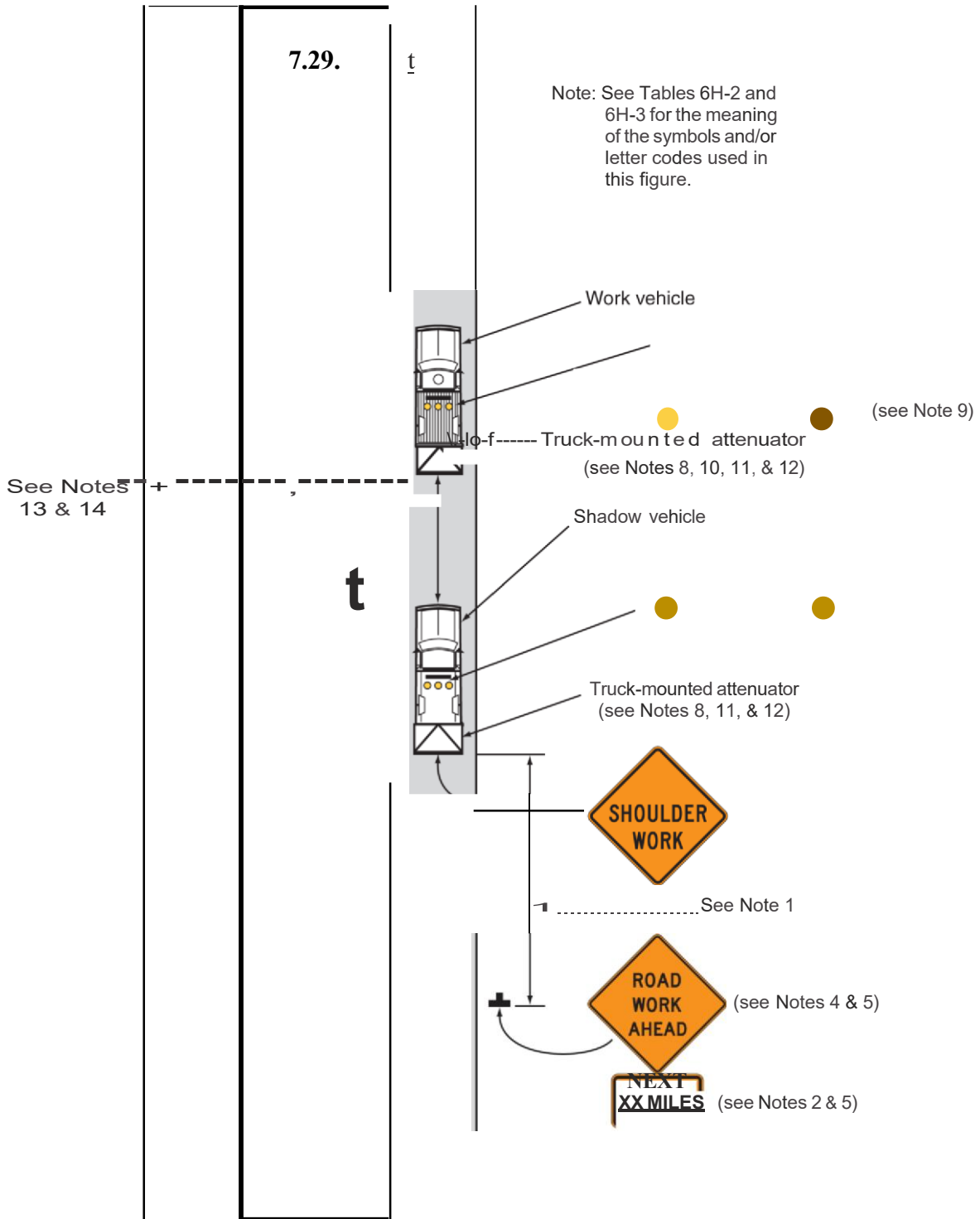
Guidance:

13. Where adequate stopping sight distance exists to the rear, the shadow vehicle should maintain the minimum distance from the work vehicle and proceed at the same speed. The shadow vehicle should slow in advance of vertical and horizontal curves that restrict sight distance.

Option:

14. The minimum distance between the work and shadow vehicles may vary according to the terrain and the manufacturer's recommendations for the truck-mounted attenuator.
15. Additional shadow vehicles may be used in both directions to provide additional warning or to reduce vehicle speeds in advance of the work area. Law enforcement vehicles may also be used for this purpose.

**Figure 6H-4. Short Duration or Mobile Operation on a Shoulder of a Two-Lane Road (TA-4)
 (Delaware Revision)**



Typical Application 4

DELAWARE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES

Typical Applications.

Part 6: Temporary Traffic Control

Notes for Figure 6H-4A—Typical Application 4A
Short Duration or Mobile Operation on a Shoulder of a Multi-Lane, Divided Highway
(Delaware Revision)

Guidance:

1. In those situations where multiple work locations within a limited distance make it practical to place stationary signs, the distance between the advance warning sign and the work should not exceed 5 miles.
2. In those situations where the distance between the advance signs and the work is 2 miles to 5 miles, a Supplemental Distance plaque should be used with the ROAD WORK AHEAD sign.
3. Where drivers emerging from an intersecting roadway will not encounter the shadow vehicle prior to the work area, a stationary warning sign should be placed on the intersecting road.

Option:

4. The ROAD WORK NEXT XX MILES sign may be used instead of the ROAD WORK AHEAD sign if the work locations occur over a distance of more than 2 miles.
5. Stationary warning signs may be omitted for short duration or mobile operations if the work vehicle displays high-intensity rotating, flashing, oscillating, or strobe lights.

Standard:

6. If arrow boards are used for an operation on the shoulder, the caution mode shall be used.
7. Vehicle-mounted signs shall be mounted in a manner such that they are not obscured by equipment or supplies. Sign legends on vehicle-mounted signs shall be covered or turned from view when work is not in progress.
8. Except as provided in Notes 10 and 11, the work and shadow vehicles shall be equipped with truck-mounted attenuators for operations on roadways with a posted speed limit or 85th-percentile speed greater than 40 mph.

Option:

9. Arrow boards may be omitted from work vehicles that cannot support the installation of an arrow board.
10. Truck-mounted attenuators may be omitted from specialized work vehicles, such as sweeper, vacuum, and pothole patching trucks, and other work vehicles that cannot support the installation of a truck-mounted attenuator.
11. For short duration operations along roadways with a posted speed limit or 85th-percentile speed greater than 40 mph, truck-mounted attenuators may be omitted if a vehicle with activated high-intensity rotating, flashing, oscillating, or strobe lights is used or if the shoulder width is less than the width of a truck-mounted attenuator.
12. Truck-mounted attenuators may be used for all operations along roadways with a posted speed limit or 85th-percentile speed less than or equal to 40 mph.

Guidance:

13. Where adequate stopping sight distance exists to the rear, the shadow vehicle should maintain the minimum distance from the work vehicle and proceed at the same speed. The shadow vehicle should slow in advance of vertical and horizontal curves that restrict sight distance.

Option:

14. The minimum distance between the work and shadow vehicles may vary according to the terrain and the manufacturer's recommendations for the truck-mounted attenuator.
15. Additional shadow vehicles may be used in both directions to provide additional warning or to reduce vehicle speeds in advance of the work area. Law enforcement vehicles may also be used for this purpose.

ROUTINE LITTER AND DEBRIS REMOVAL

APPENDIX 3.

Location Maps

Location 1

**SR 1: AAA Blvd to Puncheon Run Connector
113 Median/Shoulder Highway Miles
(includes all on/off-ramps)**



ROUTINE LITTER AND DEBRIS REMOVAL

Location 1, continued

**SR 1: AAA Blvd to Puncheon Run Connector
113 Median/Shoulder Highway Miles
(includes all on/off-ramps)**



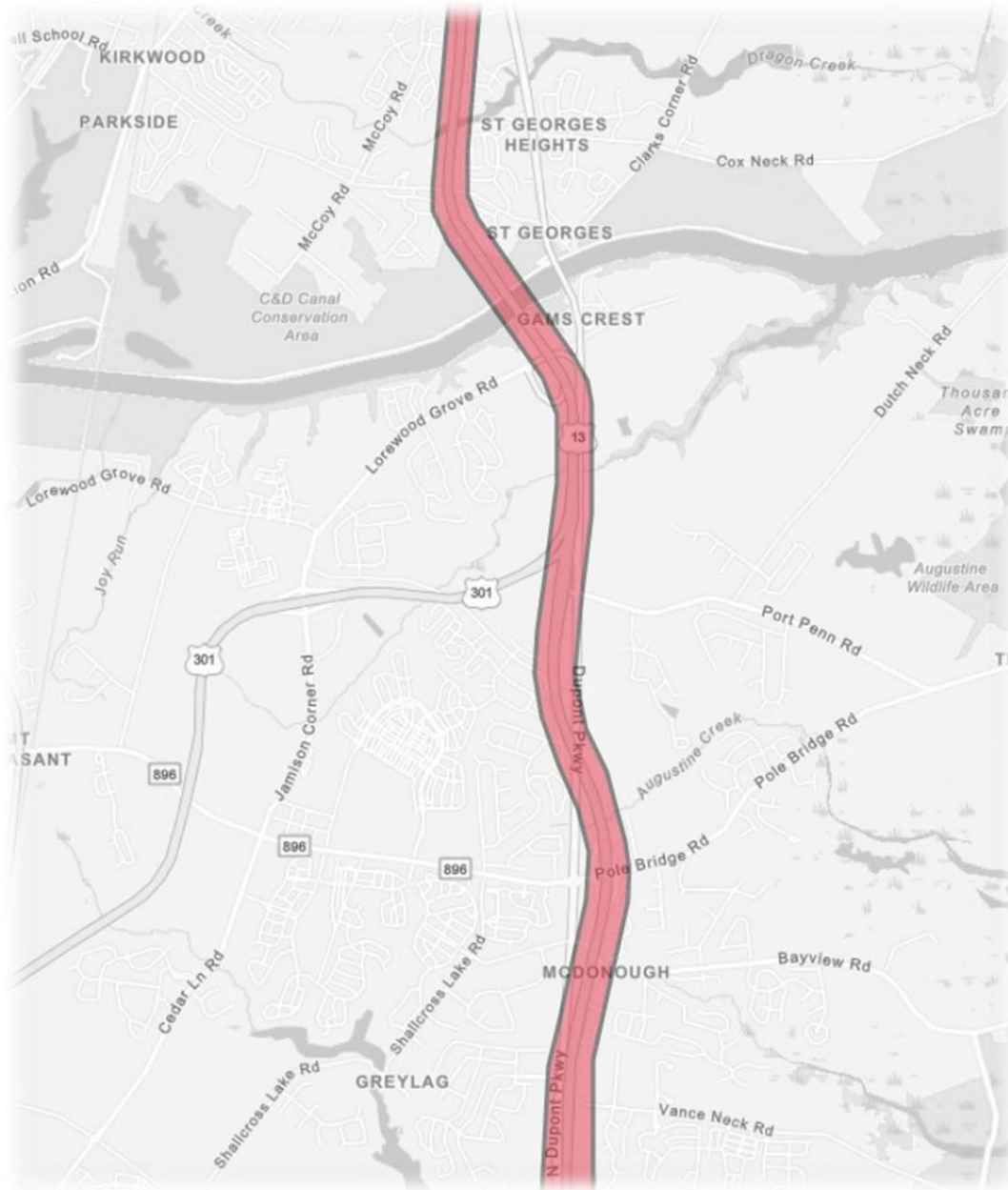
ROUTINE LITTER AND DEBRIS REMOVAL

Location 1, continued

SR 1: AAA Blvd to Puncheon Run Connector

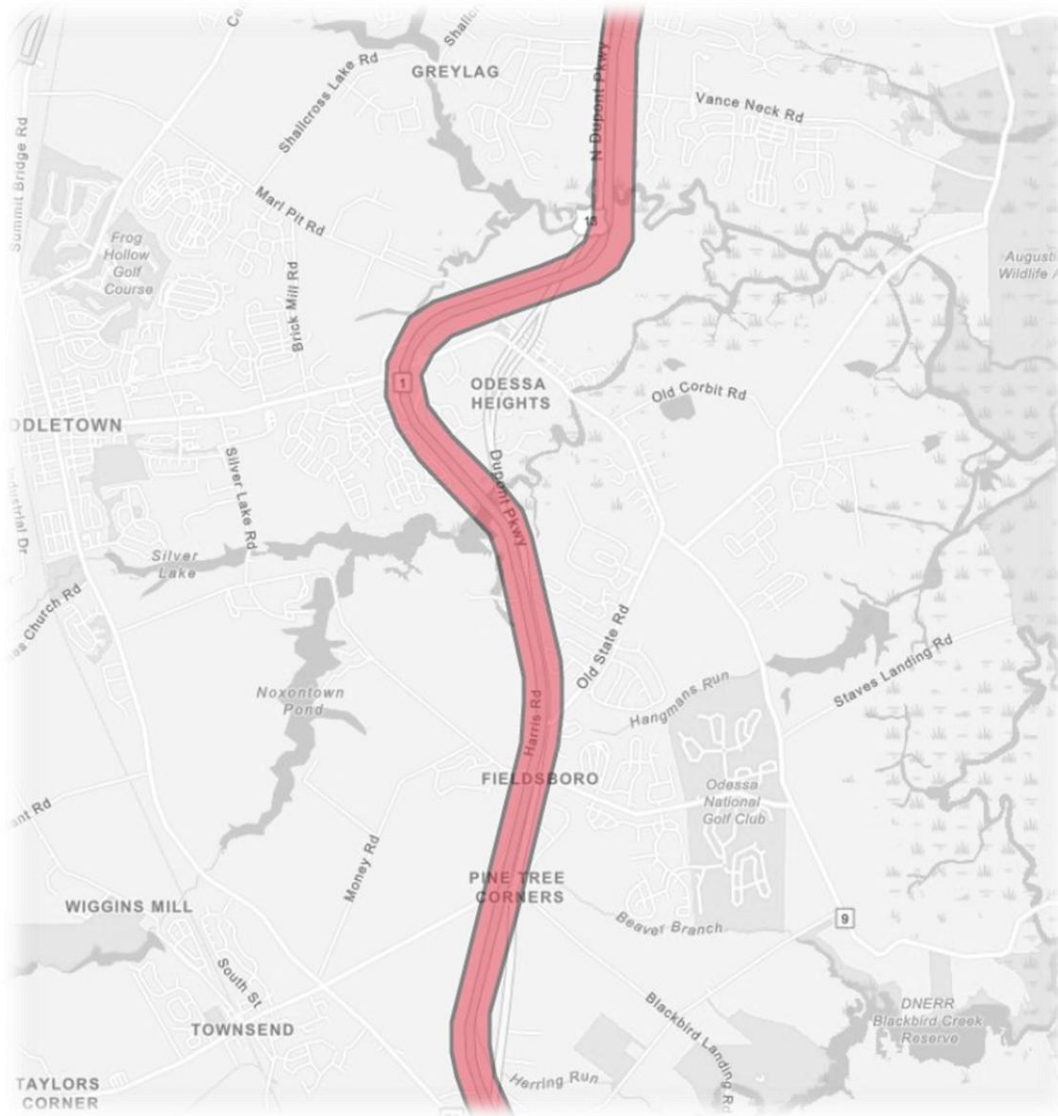
113 Median/Shoulder Highway Miles

(includes all on/off-ramps)



ROUTINE LITTER AND DEBRIS REMOVAL

Location 1, continued
SR 1: AAA Blvd to Puncheon Run Connector
113 Median/Shoulder Highway Miles
(includes all on/off-ramps)



ROUTINE LITTER AND DEBRIS REMOVAL

Location 1, continued

**SR 1: AAA Blvd to Puncheon Run Connector
113 Median/Shoulder Highway Miles
(includes all on/off-ramps)**



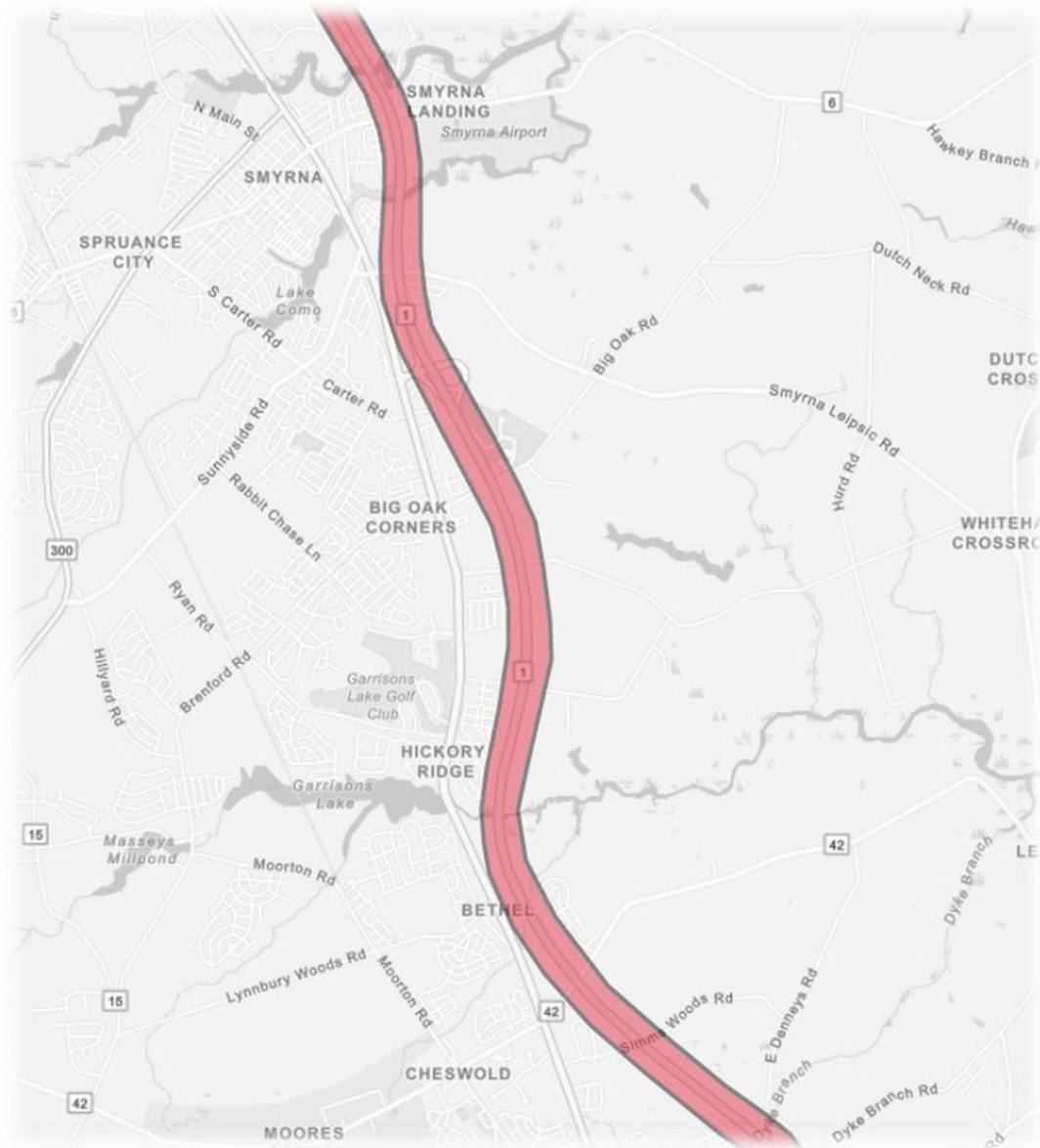
ROUTINE LITTER AND DEBRIS REMOVAL

Location 1, continued

SR 1: AAA Blvd to Puncheon Run Connector

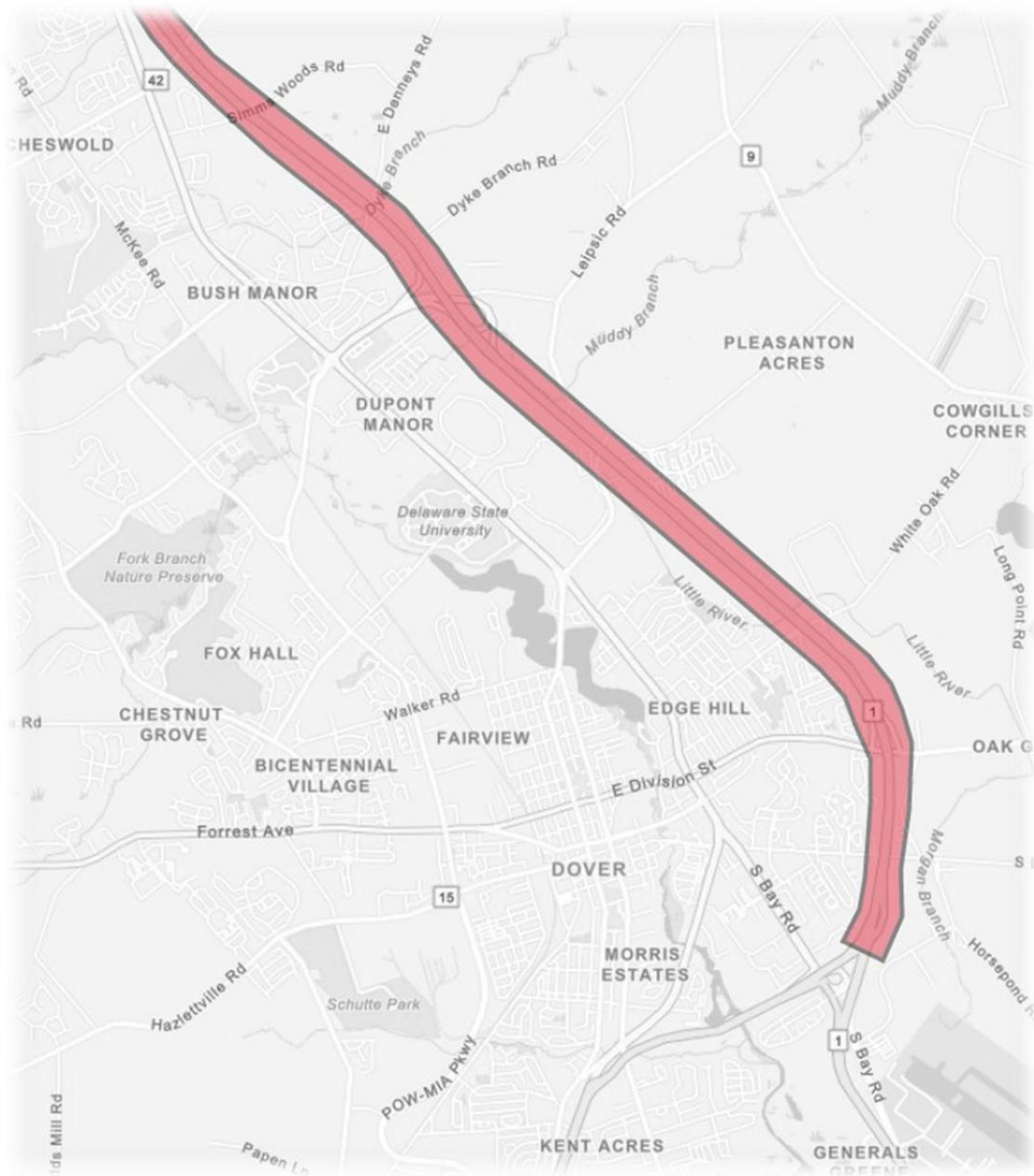
113 Median/Shoulder Highway Miles

(includes all on/off-ramps)



ROUTINE LITTER AND DEBRIS REMOVAL

Location 1, continued
SR 1: AAA Blvd to Puncheon Run Connector
113 Median/Shoulder Highway Miles
(includes all on/off-ramps)



ROUTINE LITTER AND DEBRIS REMOVAL

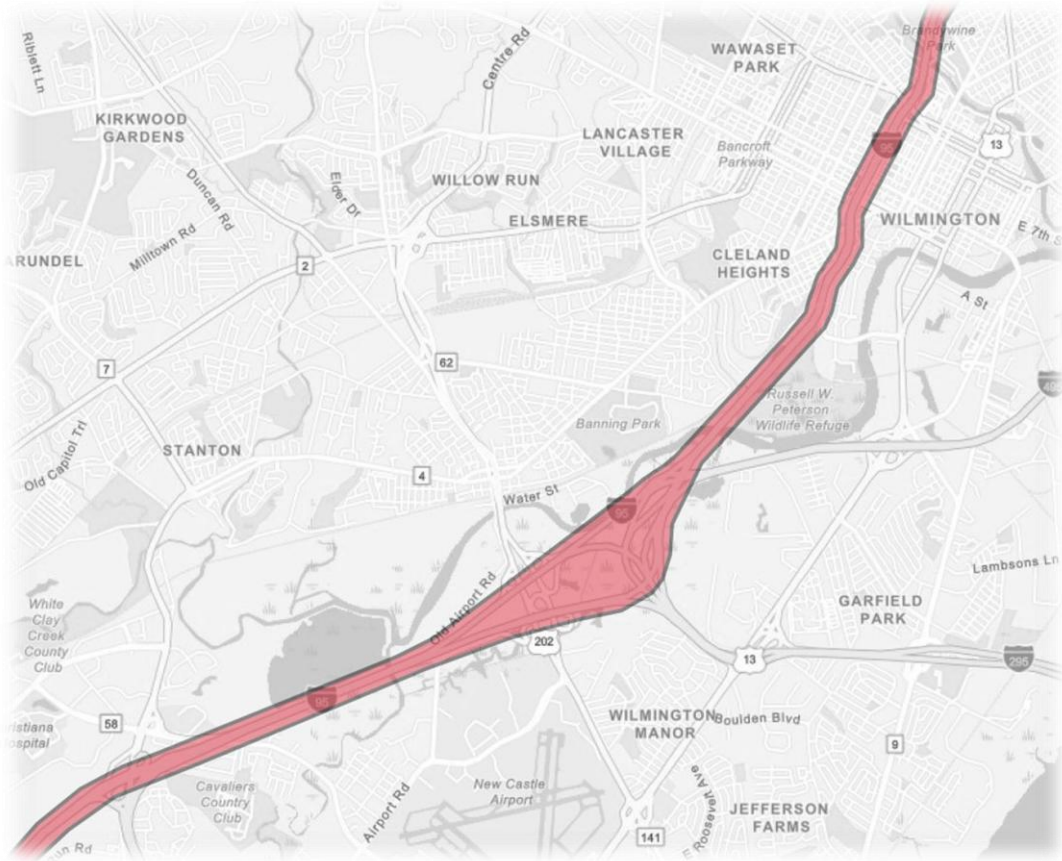
Location 2

**I 95: DE / MD Line to DE / PA Line
50 Median/Shoulder Highway Miles
(includes all on/off-ramps)**



ROUTINE LITTER AND DEBRIS REMOVAL

Location 2, continued
I 95: DE / MD Line to DE / PA Line
50 Median/Shoulder Highway Miles
(includes all on/off-ramps)



ROUTINE LITTER AND DEBRIS REMOVAL

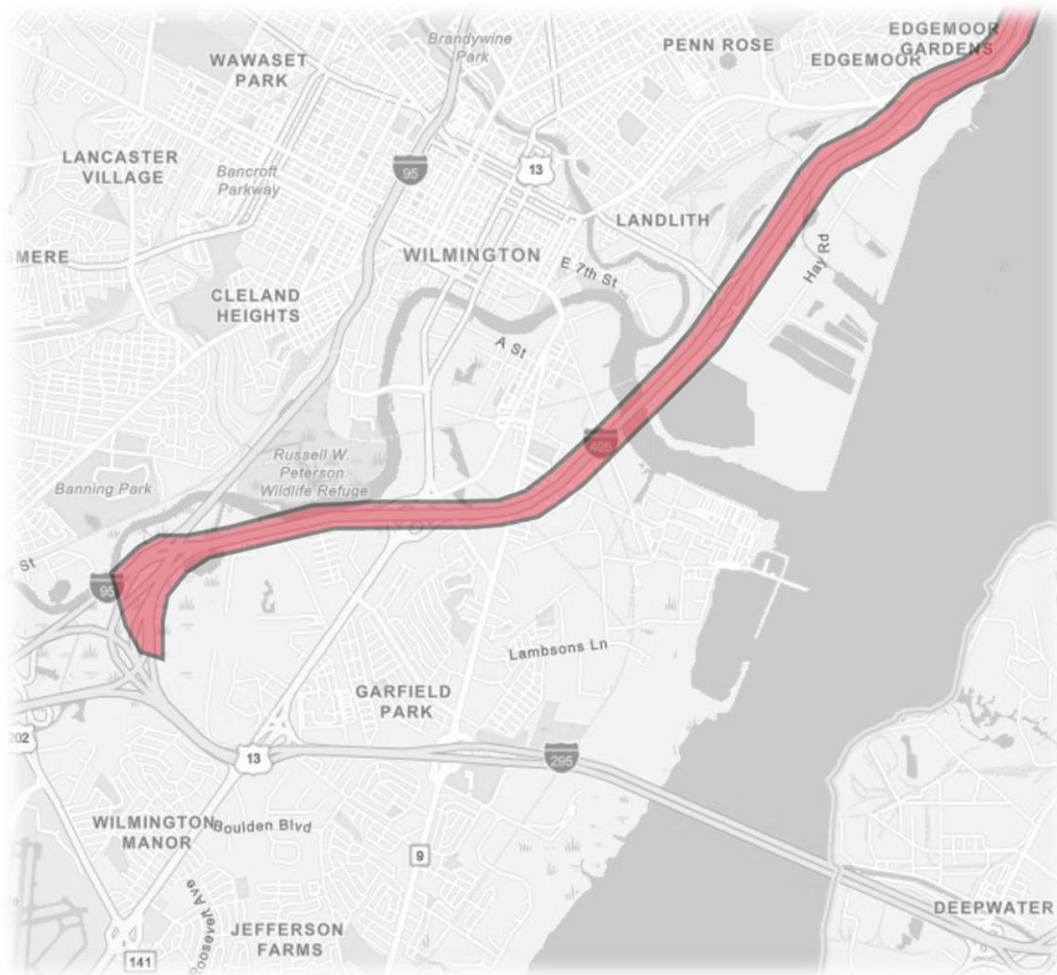
Location 2, continued
I 95: DE / MD Line to DE / PA Line
50 Median/Shoulder Highway Miles
(includes all on/off-ramps)



ROUTINE LITTER AND DEBRIS REMOVAL

Location 3

**I 495: I 95 Southern Split to I 95 Northern Split
25 Median/Shoulder Highway Miles
(includes all on/off-ramps)**



ROUTINE LITTER AND DEBRIS REMOVAL

Location 3, continued
I 495: I 95 Southern Split to I 95 Northern Split
25 Median/Shoulder Highway Miles
(includes all on/off-ramps)



ROUTINE LITTER AND DEBRIS REMOVAL

Location 4
US Route 13: I 495 to SR 1
18 Median/Shoulder Highway Miles



ROUTINE LITTER AND DEBRIS REMOVAL

Location 4, continued
US Route 13: I 495 to SR 1
18 Median/Shoulder Highway Miles



ROUTINE LITTER AND DEBRIS REMOVAL

Location 5

**US Route 40: US Route 13 to DE / MD Line 20
Median/Shoulder Highway Miles**



ROUTINE LITTER AND DEBRIS REMOVAL

Location 6

SR 896: US Route 40 to SR 71

7 Median/Shoulder Highway Miles



ROUTINE LITTER AND DEBRIS REMOVAL

Location 7

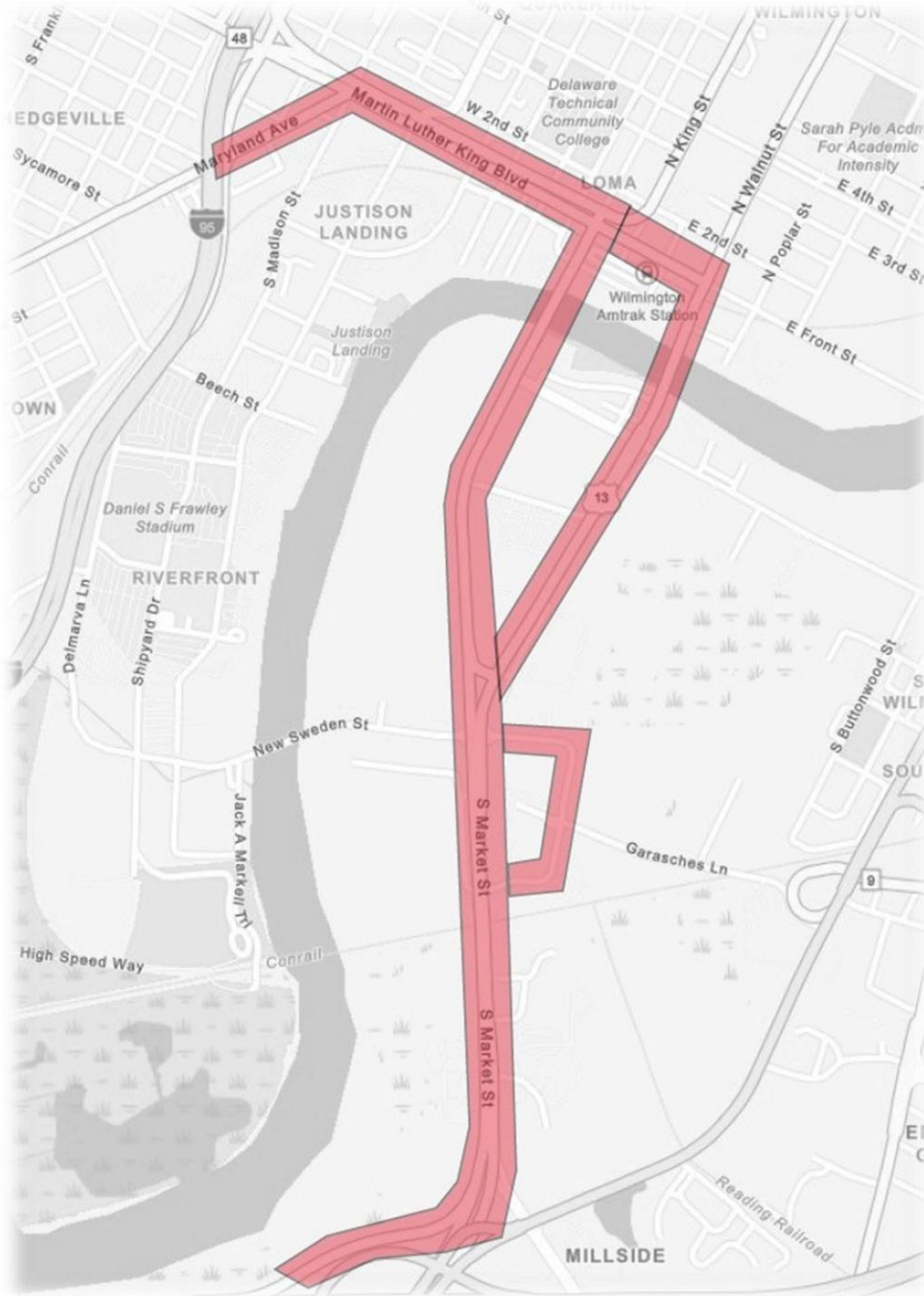
**Appleby Road, Wilton Blvd, Old Forge Road 7
Median/Shoulder Highway Miles**



ROUTINE LITTER AND DEBRIS REMOVAL

Location 8

**MLK Jr Blvd, Maryland Ave, S Market St, S Walnut St, New Sweden St & Blue Coats
Dr 4.5 Median/Shoulder Highway Miles**



ROUTINE LITTER AND DEBRIS REMOVAL

Location 9

Governor Printz Blvd

8.5 Median/Shoulder Highway Miles



ROUTINE LITTER AND DEBRIS REMOVAL

Location 9, continued
Governor Printz Blvd
8.5 Median/Shoulder Highway Miles



New Castle County Landfills and Recycling Centers

Location	Address	Phone	Waste Type
Cherry Island Landfill	1706 E. 12th St. Wilmington DE 19809	302-764-2732	Trash
Delaware Recycling Center	1101 Lambson Ln. New Castle DE. 19720	302-577-3457 302-778-9793	Recycling
RJR Recycling Co.	955 River Rd. New Castle DE 19720	302-325-3700	Recycling
DNREC Polly Drummond Hill	54 Polly Drummond Hill Rd. Newark DE. 19711	302-739-9403	Yard Waste
Clean Earth	94 Pyles Ln. New Castle DE. 19720	302-427-6633	Non-Hazardous Soil Treatment, Disposal and Recycling
Magnus Environmental Corporation	220 Marsh Ln New Castle, DE 19720	302-655-4443	Tire recycling