



Advertisement, Specification, Insurance Requirements, Sample Agreement, and Conditions and
Instructions to Bidders

For

Removal & Disposal of Hazardous & Non-Hazardous Waste
Bid No.: **Q26-09-61**

Electronic proposals are due at 11:00 A.M. on **September 17, 2026**

Executive Summary

PRT d.b.a. Port Authority of Allegheny County has recently implemented eBusiness. eBusiness is a mechanism which allows contractors and vendors to electronically submit bids on PRT d.b.a. Port Authority procurement events. It is a system of modules that provides everything from procurement to contract management and you will see advantages like these:

- Monitor Invoice Payments
- Improved Purchasing Process
- More Fluid, Automated and Single System Return Authorization
- Automated RFP/Bid Process Including Bidding, Procurement Contracts & Purchase Orders
- The Latest Technology from Workflow to E-mail Notification to Approval Process

The implementation of eBusiness represents a change in the method of the competitive bidding process; however, the PRT d.b.a. Port Authority must continue to adhere to stringent governmental and internal procurement regulations.

Additionally this document contains the Advertisement, Specification, Insurance Requirements, Sample Copies of the Agreement, Sample Copies of Performance Bond and the Conditions and Instructions to Bidders. It is recommended that you take the time to read the attached documents – especially the “Conditions and Instructions to Bidders”.

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Port Authority of Allegheny County
(d/b/a Pittsburgh Regional Transit)
Removal And Disposal of Hazardous and Non-Hazardous Waste
Specification PAT-9014-12
August 2026

1.0 SCOPE OF WORK

- 1.1 This Specification outlines the requirements to provide necessary services to identify, package, transport, treat, store and dispose of hazardous and non-hazardous wastes generated by Pittsburgh Regional Transit (PRT).
- 1.2 The term of this contract shall be two (2) years commencing upon the date of "Notice to Proceed". Award shall be based on the total for Years 1 and 2 of the bid form. Prices quoted must remain firm for the period covered by this contract. Prices quoted shall include the cost of obtaining insurance coverages (see specification Section 11.0 – Insurance Requirement), as well as any additional fees and surcharges (i.e. tariffs).

2.0 GENERAL

- 2.1 The Service Provider shall own and operate or have access to hazardous and non-hazardous waste facilities which have the existing capability to transport, store and dispose of wastes and to efficiently, effectively, and safely characterize and package wastes in various quantities of varying degrees of hazard.
- 2.2 Hazardous wastes shall be disposed of through recycling, fuel blending or incineration in that proposed order. Proper treatment and disposal via permitted industrial discharge is acceptable where applicable and at PRT's discretion. The Service Provider shall consolidate compatible wastes wherever possible to achieve full container usage before transport. All land filling of hazardous waste is prohibited.
- 2.3 The Service Provider shall provide Department of Transportation (DOT) specified lab packing. The unit price for lab packing shall include all material, labor and equipment to lab pack paints, aerosols, flammable, combustible, and corrosive materials. Waste shall be packaged in accordance with compatibility, reactivity, and disposal facility requirements, maximizing the amount of allowable waste packed per container. Material subject to land disposal prohibitions shall be incinerated or treated.
- 2.4 The Service Provider shall agree all work authorized under any resultant contract shall be performed in conformance with all applicable Federal, State, and local laws and regulations promulgated under the DOT, Occupational Health and Safety Administration and the Environmental Protection Agency including, but not limited to, regulations under the Occupational Safety and Health Act, Resource Conservation and Recovery Act (RCRA), Clean Water Act and Clean Air Act.

3.0 REMOVAL OF HAZARDOUS AND NON-HAZARDOUS WASTE

- 3.1 Hazardous and non-hazardous waste is generated by PRT's activities and accumulated in containers at various work locations. The Service Provider shall remove these wastes and be paid for under the applicable contract line item depending upon the content of each container and associated work listed in other contract line items as agreed to by PRT. The Service Provider shall verify contents of all containers and document contents with invoices and shipping documents including hazardous waste manifests.
- 3.2 In the event that the characteristics of the waste are unobtainable and at the discretion of PRT, the Service Provider shall conduct tests and perform analysis according to EPA protocols such that complete and proper characteristics for disposal are achieved.
- 3.3 PRT's locations of hazardous and non-hazardous waste generation sites are as follows:
 - 3.3.1 Collier Garage
541 Mayer Street
Bridgeville PA 15017
EPA ID No. PAD981105901
 - 3.3.2 East Liberty Garage
6831 Fifth Avenue
Pittsburgh PA 15206
EPA ID No. PAD981106438
 - 3.3.3 Manchester Shop
2235 Beaver Avenue
Pittsburgh PA 15233
EPA ID No. PAD072158041
 - 3.3.4 Ross Garage
4600 Perry Highway
Pittsburgh PA 15229
EPA ID No. PAD981106552
 - 3.3.5 South Hills Junction
611 West Warrington Avenue
Pittsburgh PA 15226
EPA ID No. PAD982579864
 - 3.3.6 South Hills Village Rail Center
1000 Village Drive
Pittsburgh PA 15241
EPA ID No. PAD981105968
 - 3.3.7 West Mifflin Garage
1011 Lebanon Road

West Mifflin PA 15122
EPA ID No. PAD981106495

3.3.8 Harmar Garage
2851 Freeport Road
Pittsburgh PA 15238
EPA ID No. PAD981106313

- 3.4 Removal of waste from any given location shall be made within fourteen calendar days of notification from PRT after receipt of waste profile. PRT together with the Service Provider shall make every attempt to consolidate pick-ups at various locations.
- 3.5 A hazardous waste manifest and non-hazardous "Bill of Lading" shall be prepared by the Service Provider's representative at the time of each pick-up. These forms shall identify the locations, date, number of containers/units received and authenticated by a signature from PRT's representative on site, who will retain a copy of the forms at the time of pick-up. Manifests of all shipments and any other appropriate documentation shall list the disposal site(s) used for all shipments along with site EPA identification numbers.
- 3.6 Solid waste 55-gallon drums may contain used oil filters. The Service Provider shall be responsible for their disposal according to all provisions above including bill of lading documentation, and in accordance with all regulatory laws and standards stated in Section 2.0. Other non-hazardous solid wastes besides used oil filters may also be generated. The Service Provider shall be responsible for their disposal according to all provisions above including bill of lading documentation, and in accordance with all regulatory laws and standards stated in Section 2.0.

4.0 PROCEDURES

The following procedures are typical and intended to show the general nature of work and levels of effort required to conduct the work as outlined under this Specification:

- 4.1 Receive disposal order from PRT to remove hazardous and non-hazardous waste.
- 4.2 Prepare work requirement/estimate. Determine type of testing required for PRT's approval if necessary. Coordinate with PRT's site representative for additional details.
- 4.3 If necessary, visit site(s) and collect samples or perform appropriate tests.
- 4.4 Provide and prepare proper shipping labels, prepare shipping manifests, arrive on site with labor, equipment, spare drum caps and bungs, overpack materials (if necessary) and other necessary equipment.
- 4.5 Clean worksite of any spilled waste resulting from the Service Provider's work.
- 4.6 Package all wastes according to appropriate regulatory guidelines if necessary.

- 4.7 Load and transport wastes to the appropriate approved disposal site. Leave receipt, bill of lading and/or copies of hazardous waste manifest(s) with PRT's site representative. Ensure all information available is annotated on receipt/manifest.
- 4.8 Provide empty drums and/or lab packs as requested by PRT. Metal 55-gallon drums and lids may be new or reconditioned. All metal 55-gallon drums shall be clean and free of any residues. Plastic 55-gallons drums shall be new. All other size containers shall be new as well.

5.0 SAMPLES AND TESTING

- 5.1 The Service Provider shall use the appropriate method of analysis in accordance with EPA Publication SW-846, "Test Methods for Evaluating Solid Waste, Physical/Chemical Methods" and other appropriate regulatory guidelines.
 - 5.1.1 Laboratory reports and waste profile data forms shall be submitted to PRT within a thirty (30) day period and shall contain all information required by the uniform hazardous waste manifest.
- 5.2 After contract award, PRT will identify suspected hazardous wastes to the Service Provider at each location that may present a problem in identification. The Service Provider shall recommend to PRT which testing method(s) should be used for that suspected waste.
- 5.3 The Service Provider shall perform the work and invoice for only those tests approved by PRT.
- 5.4 Results of any samples taken and tested at the Service Provider's facility or laboratory shall be recorded and annotated on the receipt provided to PRT's representative. Receipt shall include the nature of hazardous waste test(s) performed prior to pick-up. Results of tests performed after pick-up shall be annotated on the invoice documents. These receipts, invoices, copies, test results, quantities recorded, and the like will be the bases of verification of work performed for payment.

6.0 QUALIFICATIONS/SUBMITTALS

- 6.1 The Bidder and any proposed subcontractors shall have at least five years of experience in the handling and disposal of hazardous and non-hazardous wastes. The following information shall either be provided with the bid documents or produced within three business days from receipt of request from PRT:
 - 6.1.1 Documentation that both the Bidder and any proposed subcontractors have at least five years of experience in the handling and disposal of hazardous and non-hazardous wastes.
 - 6.1.2 Bidders shall provide three references, including contact names and telephone numbers, for which they are providing or have provided

services similar to those described in this specification within the last five years. Reference services should represent efforts similar in size, tasks performed, complexity and cost as outlined in this specification.

- 6.1.3 The location of the Service Provider's transporter, treatment, storage, and disposal facility, and if applicable, those of its subcontractors.
- 6.1.4 Proof that the Service Provider and their personnel have the necessary transportation permits and safety training required to respond to hazardous waste handling and removal during routine or emergency situations. These shall include Hazardous Materials First Responder Awareness Training per OSHA 29 CFR 1910.120(q)(6)(i)).
- 6.1.5 Photocopies of Pennsylvania Department of Transportation Certification Cards and appropriate licenses for any and all drivers and vehicles that would be utilized for the duration of any resultant contract.
- 6.1.6 A list (and if requested, copies) of all local, state, federal permits/licenses for the transportation, treatment, storage, and disposal facilities, including those for applicable subcontractors, to be used during the term of this contract. Also, a list of all violations and the result of those violations for which the Bidder and applicable subcontractor(s) have been cited for during the past five years.
- 6.1.7 Proof that the proposed laboratories have proper EPA certification.
- 6.2 The Bidder's qualification to perform the work described in this Specification is subject to review and verification. PRT will be the sole judge as to the Bidder's experience and adequacy to perform these services.
- 6.3 The successful Bidder shall submit the Service Provider's Environmental Activities Manual prior to performing any work under this contract if requested.

7.0 INSPECTIONS/SUBSTITUTIONS

- 7.1 In the event the transporter or storage, treatment, and disposal facility loses its permitted status hereafter for the duration of this Contract, or the Service Provider proposes a new subcontractor for any of the services, the Service Provider shall promptly notify PRT of such loss or proposed changes to secure PRT's approval for substitution.
- 7.2 PRT at its option will have the right to inspect transportation vehicles or vessels, containers, laboratories, and disposal facilities provided by the Service Provider; and to inspect the handling, loading, transportation, storage, or disposal operations conducted by the Service Provider and applicable subcontractors for the duration of this contract. This option also extends to any changes as proposed in paragraph 7.1.

8.0 ORDERING

- 8.1 The work as outlined in this Specification is the basis for a services contract with no guaranteed minimum quantity of work. The estimated quantities shown in the bid documents represent PRT's best estimate of work to be ordered in each year of the contract.
- 8.2 For the duration of the contract, orders for service will be placed with the Service Provider by PRT's Senior Environmental Specialist. The Service Provider shall respond within ten calendar days from receipt of release. The order will state the site location(s) and hazardous wastes(s) involved or the sampling required. Any order may require pick-up or sampling to be performed at one or all of the site locations at any one time.
- 8.3 The Service Provider shall provide to PRT the name and telephone number of the Service Provider's representative who can be reached twenty-four hours a day concerning activities on this contract.

9.0 BASIS FOR PAYMENT

- 9.1 Pick-up, removal, transporting, and disposal of hazardous and non-hazardous waste whose characteristics are obtainable will be paid for at the appropriate contract unit prices which shall include all labor, required verification sampling and profiling, handling, and transporting equipment, transportation charges, necessary personnel protection, labels and placards, fees, taxes, overhead and profit.
- 9.2 Additional testing of hazardous waste whose characteristic of the waste are unobtainable will be paid for at a price per test as approved by PRT.
- 9.3 DOT specified overpacking will be paid for at the contract unit price per overpack. Labor and equipment handling charges shall not be included in this unit price, as those charges shall be included in the unit price for waste removal.
- 9.4 Each order shall be paid for at completion of the entire work for that order. The Service Provider shall verify contents of all containers and document the contents with invoices, manifests, and shipping documents.
- 9.5 The Service Provider shall provide invoices to PRT's Senior Environmental Specialist.

10.0 BIDDER REQUIREMENT

PLEASE NOTE: Failure to provide a completed Bidder Information Sheet and/or Certification Regarding Lobbying form (or any issued Addendum Acknowledgements) at the time of bid submittal may result in the Bid being deemed non-responsive and ineligible for further review and award. Please be advised that a completed and signed Certification Regarding Lobbying form is required for all solicitations, regardless of the

dollar value of your bid. Negative responses pertaining to Lobbying activities are required.

11.0 INSURANCE REQUIREMENTS

The Supplier shall maintain Insurance in accordance with the following requirements throughout the duration of a resultant contract. A Certificate of Insurance (COI) will be required prior to award.

The Bidder shall factor the cost of obtaining these coverages into the bid pricing.

Please reference the Contract Number and Name in the “Description of Operations” field of the COI.

The Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT) must be listed as an additional insured under the General Liability and Auto policies.

The Policy must be endorsed with a waiver of subrogation clause with respect to PRT and must be reflected on the insurance certificate or related document.

Insurance

General. Contractor shall procure, and cause any subcontractors to procure, before the Contract Services are commenced hereunder, and maintain at its own cost and expense, during the entire period of the performance under this Agreement, the types and amounts of insurance listed in this Section with insurance companies authorized to operate in Pennsylvania and with insurance companies having a minimum A- rating as then stated by A.M. Best. Limits shall be primary and non contributory. Evidence of coverage shall be provided on an annual basis and/or upon request of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit.

Limits may be satisfied by any combination of primary and excess or umbrella per occurrence policies. In the event that the required limits must be satisfied by any combination of primary and excess or umbrella the policies shall provide drop down coverage and provide at least as broad of coverage as the underlying policies.

Worker's Compensation and Employer's Liability.

(a) Workers' Compensation - Statutory Limits

(b) Employer's Liability in an amount not less than:

\$1,000,000 Each Accident
\$1,000,000 Disease - Policy Limit
\$1,000,000 Disease - Each Employee

Note:

- (i) Coverage shall be provided in accordance with the laws of the Commonwealth of Pennsylvania and the laws of such other jurisdictions as may apply.
- (ii) The Contractor shall require, and hereby certifies, that each of its Subcontractors maintains Workers' Compensation Insurance in accordance herewith, and shall provide to PRT written evidence of such coverage then in effect for each Subcontractor upon PRT's request.

Commercial General Liability.

In an amount not less than:

\$4,000,000 General Aggregate
\$4,000,000 Products – Completed Operations Aggregate
\$2,000,000 Each Occurrence

Notes:

- (i) Contractor shall maintain such Products and Completed Operations liability coverage for at least (1) year after final payment.
- (ii) Policy shall provide that "Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit" be named as an Additional Insured for Contractor's full limits of

coverage on a primary and non-contributory basis, but in no case less than the limits specified. Policy shall be endorsed with a waiver of subrogation clause with respect to Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, and neither Contractor nor its insurer shall have any claim against Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit to the extent the claim is or should have been covered by insurance.

Business Automobile Liability.

With a Combined Single Limit not less than:

\$1,000,000 Each Accident

Notes:

(i) Policy shall cover the use of all owned, hired and non-owned vehicles.

(ii) Policy shall provide that "Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit" be named as an additional insured for Contractor's full limits of coverage on a primary and non-contributory basis, but in no case less than the limits specified. Policy shall be endorsed with a waiver of subrogation clause with respect to Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, and neither Contractor nor its insurer shall have any claim against Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit to the extent the claim is or should have been covered by insurance.

Contractor's Pollution Liability

In an amount not less than:

Each Occurrence \$2,000,000.00

Policy shall cover gradual as well as sudden and accidental releases resulting from the Contractor's performance of the Work within the Worksite or during removal, transport or disposal of any hazardous or non-hazardous waste for or related to the Work.

Policy shall provide that Authority and the Engineer be named as Additional Insured for Contractor's full limits of coverage on a primary basis, but in no case less than the limits specified; and shall be endorsed with a waiver of subrogation clause with respect to Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, and neither the Contractor nor its Insurer shall have any claim against Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit to the extent the claim is or should have been covered by insurance.

If Claims Made coverage provided, the policy retroactive date shall be effective prior to the date of the Contract and the extended reporting period or policy renewal must provide that the policy will respond to claims made for at least twenty-four (24) months after the completion of Work.

Policy shall cover risks resulting from the Contractor's asbestos remediation or abatement activities while performing the Work and/or during the removal, transport or disposal of asbestos for or related to the Work.

Approval. Contractor shall not commence work under this Agreement until it has forwarded to Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, for review and approval, certificate(s) of the insurance required. Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit shall be given a minimum of 30 days' notice in the event of change or cancellation of any of the insurance required. The fact that Contractor has obtained the insurance required in this Agreement shall in no manner lessen nor affect Contractor's other obligations set forth in any provision of this Agreement. The policies of insurance referenced above are not to contain any deductible or self insured retention, as applicable to PRT as an additional insured. In the event the insurance policies purchased by Contractor pursuant to the above insurance requirements contain any deductible or self insured retention provisions, Contractor shall provide PRT with disclosure of said deductible or self insurance retention prior to execution of the Contract, which will be subject to PRT approval. If PRT approves any insurance policy that includes a deductible or self insured retention, Contractor shall be responsible for payment of any and all deductibles or self insured retentions, whether owing from the named insured or PRT as an additional insured, applicable to the policies of insurance referenced above

Indemnification. Contractor, for itself, its officers, members, employees, agents, consultants, contractors, subcontractors, and its successors and assigns, shall indemnify (including but not limited to indemnification for costs of defense), and hold harmless Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, its officers, members, employees, agents, consultants, contractors, subcontractors and its successors and assigns, from and against any losses, costs, liability or damage, and attorney's fees, including but not limited to claims for property damage, bodily injury or wrongful death, claimed against, suffered by, or incurred by Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, its officers, members, employees, agents, consultants, contractors, subcontractors and its successors and assigns, as a result of or arising in connection with and to the extent of Contractor's performance of the Project or otherwise relating to Contractor's use of Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit property pursuant to this Agreement. This indemnification provision further applies to any claims brought by any employee, subcontractor, or employee of a subcontractor of Contractor against Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, and Contractor expressly waives protections afforded under the Pennsylvania Workers' Compensation Act as is necessary to comply with its responsibilities under this indemnity provision.

Certificate Holder.

Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit, 345 Sixth Avenue,
Pittsburgh, PA 15222

SAMPLE AGREEMENT

THIS AGREEMENT made this [Date], by and between PRT D.B.A. PORT AUTHORITY OF ALLEGHENY COUNTY, a body corporate and politic organized and existing under the laws of the Commonwealth of Pennsylvania and having its principal office in the City of Pittsburgh, Allegheny County, Pennsylvania, hereinafter called "Port Authority", and [Contractor's Name], with principal office at [Contractor's Address], hereinafter called "Contractor".

WHEREAS, Contractor submitted to the PRT d.b.a. Port Authority a proposal to furnish certain item or items for the prices specified, and said proposal was accepted by Port Authority.

NOW, THEREFORE, Contractor and PRT d.b.a. Port Authority agree as follows:

1. Contractor shall furnish the following when ordered at the prices shown:

[SAMPLE]

2. The Contract Documents are made a part hereof with like force and effect as though recited herein at length and are comprised of the following:

- (a) Invitation for Proposals
- (b) Proposal
- (c) Certification
- (d) Specification
- (e) Conditions and Instructions to Bidders
- (f) All addenda issued prior to the time of opening Proposals
- (g) Insurance [if required]

3. Port Authority, upon delivery of above equipment, parts, materials and/or supplies in accordance with this Agreement and the Contract Documents, and upon submission of invoices, shall pay the current amounts due for current deliveries under this Agreement.

PRT D.B.A. PORT AUTHORITY OF ALLEGHENY COUNTY

By _____

CONTRACTOR

(Company Name)

By _____
(Signature and Title)