



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

For

Floor Scrubber Liquid Cleaner

Bid No.: **Q26-10-69**

Electronic proposals are due at 11:00 A.M. on **October 30, 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 (PRT)
FLOOR SCRUBBER LIQUID CLEANER
Specification No. PAT-4120-6
October 2026

1.0 SCOPE

- 1.1 This specification covers the requirements to provide a concentrated, water-miscible liquid cleaning compound in a non-stationary bulk dispensing system and in drums (Stock # 603158) for specific locations as indicated in Section 11.0, and to be used for the cleaning of concrete floors at Pittsburgh Regional Transit's (PRT's) garages and facilities as specified herein. The liquid cleaning compound will be used in walk-behind and ride-on type floor scrubbers equipped with vacuums.
- 1.2 The term of this contract shall be three (3) years commencing upon the date of "Notice to Proceed". Award shall be based on the three-year total correctly entered on the bid form. Prices quoted must remain firm for the period covered by this contract. Prices quoted shall include F.O.B delivery of the floor scrubber liquid cleaner (see specification Section 11.0 – Delivery) and the cost of obtaining insurance coverages (see specification Section 16.0 - Insurance Requirement).
- 1.3 Bidders requesting a site visit for the purpose of viewing the Dispensing System currently in use at PRT's garages shall arrange site visits through PRT's Quality Assurance Contract Specialist, Eben-Ezer St. Eustache, telephone (412) 237-7404 (EStEustache@rideprt.org). Visits will be available by appointment between the hours of 8:00 AM to 1:00 PM, Monday through Friday, excluding PRT Holidays.

2.0 TECHNICAL DATA

- 2.1 The bulk dispensing system shall be a Spartan Tote Dispenser System with Hydro # 511 Proportioner, or "Approved Equal".
- 2.2 General Description: Concentrated liquid cleaning compound is supplied in a non-stationary bulk storage container (lower tote). The local water supply is used to automatically blend (to the cleaner's/manufacturer's dilution ratio) concentrated liquid compound with water to fill and maintain a predetermined "blended" quantity in the top bulk storage tank (upper tote). The blended final product is then dispensed from the top storage tank through a flexible fill hose and into a scrubber solution tank.
- 2.3 The Supplier shall verify monthly that the dispensing equipment is operational and that the mixed product being dispensed contains the correct concentration of soap. If the dispensing equipment is found to be inoperable or diluting the soap product to a concentration other than what is listed in the bid form, The Supplier

shall repair the system within three business days. The Supplier will notify PRT's Quality Assurance and Contract Specialist when these monthly checks are complete and include a list of any necessary or completed repairs.

- 2.4 The Supplier shall hold in their possession at least one set of parts to replace any damaged or missing components relating to the dispensing equipment.
- 2.5 The dispensing system shall include, but not be limited to:
 - 2.5.1 The system shall be stand-alone and not rely on or be powered by air or electricity. PRT shall provide a water connection (local municipal water supply). The system shall automatically blend concentrated liquid cleaning compound with the local water supply to the manufacturer's recommended dilution ratio and dispense the blended product into the scrubber's tank.
 - 2.5.2 The dispenser's fill hose shall be at least five (5) feet long and be fitted with a shut off valve at the fill nozzle. A holder shall be provided for stowing the hose when not in use.
 - 2.5.3 The system shall be capable of filling a 30 to 40-gallon solution tank within 5 minutes.
 - 2.5.4 The dispensing system shall be equipped with an automatic shut-off.

3.0 CLEANER GENERAL REQUIREMENTS

- 3.1 PRT requires one grade only of liquid cleaning compound for this contract and will reject any bid in which more than one grade is shown or recommended, for whatever purpose.
- 3.2 Cleaners shall meet or exceed performance, quality and safety standards as listed in this Specification and shall follow all local, State and Federal safety (EPA, DEP, DOT and OSHA as applicable) and environmental codes and standards.
- 3.3 The Bidder shall provide with its Bid, or within three (3) working days of request by PRT, updated Safety Data Sheets, Technical Product Data Bulletins, and labels for proposed product for PRT's review and approval.
 - 3.3.1 Safety Data Sheets submitted to PRT shall include the pH at concentration and the pH for recommended dilution ratio(s) as well as reporting requirements of Section 313, Title III of the Superfund Amendments and Re-authorization Act (SARA), 40 CFR, Part 372. The Safety Data Sheets shall have been updated within the past five (5) years.
 - 3.3.2 All product labels shall comply with the following at a minimum:
 - a. PA Title 34, Labor, and Industry Part XIII Worker and Community Right to Know Act regulations including chemical or common name, hazard warning and name, address, and telephone number of manufacturer.

-or-

- b. Labels that comply with the global harmonization system (GHS) of classification and labeling of chemicals including signal word, hazard statements, precautionary statements and pictographs, product identification, supplier identification (name, address, and telephone number).

- 3.4 The Supplier shall submit samples, test reports, updated Safety Data Sheets and Technical Product Bulletins for approval by PRT if changes to the cleaning compounds, i.e., safety contents, properties and the like are made during the duration of a contract.

3.5 **Toxicity**

The compounds shall contain no ingredients deemed hazardous or ingredients for which the degree of hazard has not been appraised. The Supplier shall certify on OSHA Form 174 or equivalent that the cleaning compounds shall have no effect on the health of the personnel when used for the intended use. If the data submitted is not considered adequate to establish the potential toxicity and safety of the material, additional information deemed necessary to determine suitability of the products shall be furnished. PRT reserves the right to examine in detail all toxicological data and will be the final agency to determine whether such material is satisfactory and acceptable. The concentrated liquid shall not harm the skin if flushed away with cold water within one minute of contact. The compounds shall have no adverse effects on the health of, nor present any unusual hazard to personnel when used for their intended purpose. The compounds shall not emit harmful or irritating vapors when handled or used for the intended purpose as mentioned in scope. The liquid cleaner supplied by the Bidder shall not be a Pennsylvania Department of Environmental Protection (DEP) regulated substance as defined under Title 25 Pa Code Chapter 245.1.

3.6 **Composition**

- 3.6.1 The manufacturer is allowed discretion in the choice of raw materials, provided the compounds conform to all the requirements of this specification. Compounds shall be free of the following type of additives: phenols and cresylic type acids or their salts, chromate and their salts, or any product deemed toxic by the EPA as of the date of this bid. The compounds shall contain no petroleum hydrocarbons as restricted by the EPA. The compounds shall not contain more than 0.2% Sodium Sulfate, Sodium Chloride or other filler materials which do not contribute to the cleaning action. The compounds shall not contain any items harmful to any of the applications mentioned in the scope. It should be biodegradable and contain no abrasives. The compounds shall be proper for their intended purpose.
- 3.6.2 A suitable preservative shall be added to prevent decomposition of product in both concentrate and dilutions, as cleaning compounds are subject to bacterial action on prolonged storage.

3.6.3 Cleaning compounds shall be homogenous without precipitation.

3.6.4 Active ingredients shall be no less than 15%.

4.0 CLEANING COMPOUND REQUIREMENTS

- 4.1 The compound shall effectively clean heavily soiled concrete floors when diluted with water as supplied by the municipalities of Allegheny County. The soiled concrete floors consist of dirt, salt, road deicing solution, cinders and the like as carried into the garages by the undercarriage of buses together with oil, grease, carbon, anti-freeze, transmission oil and diesel fuel. Compound shall effectively break down and remove “wet” oil spills from concrete surfaces.
- 4.2 The compound shall be suitable to be used with PRT's existing automatic scrubbers equipped with vacuums which are standard equipment as manufactured by Factory Cat and Tennant.
- 4.3 Dilution: The cleaning compound shall be formulated to clean and perform at its optimum level at the dilution ratio recommended by the manufacturer. Dilution shall be matched to meet scrubber OE requirements for liquid cleaning compound.
 - 4.3.1 Bidders shall calculate the amount of concentrated floor scrubber liquid cleaner needed over the three-year contract duration to make 1,800,000 gallons of diluted cleaning solution at the dilution ratio recommended by the manufacturer. Bidders shall use the equations in Attachment 1 of this specification and shall include a completed copy of Attachment 1 with their bid. Bidders shall also enter the calculated quantity of floor scrubber liquid cleaner in gallons on Line Item 1 with their bid along with their unit price per gallon of concentrated cleaner to determine the total for Line 1 of the solicitation.
 - 4.3.2 Attachment 2 of this specification shows a sample calculation and example of how to complete the form provided in Attachment 1.

5.0 BULK STORAGE TANK

5.1 Bulk Storage Container/Dispenser

The concentrated liquid cleaning compound shall be supplied in a non-stationary DOT-approved bulk storage container (bottom tote)/dispenser (top tote). The container/dispenser shall be stackable and be able to be easily moved with a forklift. DOT markings shall be permanently stamped, engraved, or molded into the container/dispenser. All bulk containers/dispensers are to remain the same type throughout the duration of this contract. All bulk storage containers filled by the Supplier at PRT locations shall be assigned an identification number by the Supplier that is clearly visible on the container.

CONTAINER/DISPENSERS SHALL BE DESCRIBED IN THE BIDDER'S BID OR UPON REQUEST BY PRT AND SHALL BE APPROVED BY PRT PRIOR

TO CONTRACT AWARD.

- 5.2 Each bulk container/dispenser shall have a fill capacity of approximately 275 U.S. gallons. Bulk container/dispenser dimensions shall not exceed 48" in width x 48" in length x 108" in height. Each container shall have an indicator to show the level of product left in the container.
- 5.3 Bulk dispensing systems shall be placed inside the facility and the Supplier shall coordinate the placement of the dispenser system with the Director of Maintenance and Services or his authorized representative.
- 5.4 Upon completion and/or termination of the contract, and after PRT has depleted its inventory of liquid cleaning compound, the Supplier shall pickup and remove all empty bulk container/dispenser bearing its identification from any one of PRT's seven locations, within ten (10) calendar days upon request by PRT. Should the Supplier fail to pick up the empty containers, PRT will dispose of the containers at the sole expense of the Supplier.

6.0 **PRODUCT QUALIFICATION**

- 6.1 Failure to supply the required information in this or any other Section will be deemed sufficient cause for rejection of bid.
- 6.2 The Bidder shall be fully responsible for the performance of the qualification tests (Floor Scrubber Cleaner - Qualification Test). Bidders may utilize their own, or any independent certified commercial laboratory, for these tests. Results of the tests shall be indicated on the bid form and certified by the laboratory performing the tests. The Bidder shall furnish a copy of the qualification test results with their Bid. **Certified results shall be updated within the last two (2) years.**
- 6.3 If the product meets the qualification tests specified under "Qualification Test Requirements", a Performance Test shall be accomplished by PRT at the dilution factor recommended by the manufacturer for the proposed product.
- 6.4 Upon request from PRT, a one (1) gallon sample clearly marked shall be supplied by the Bidder. This "qualification" sample will be retained and referred to subsequently as a reference sample for future comparison of quality of shipped product by random testing throughout the duration of the contract. Additional samples may be requested. Cost of the sample and its delivery shall be borne by the Bidder.

7.0 **QUALIFICATION TEST REQUIREMENTS**

The following qualification tests shall be performed by a test laboratory and certified results shall be submitted with the bid. The laboratory shall conduct the test using the Manufacturer's / Bidder's proposed dilution ratio as indicated on the bid form. Failure of the sample to comply with these requirements will result in the rejection of the product as not qualified. The Bidder shall indicate the results of the specified testing on the bid form.

	<u>PROPERTIES</u>	<u>TEST METHOD</u>	<u>REQUIREMENTS</u>
7.1	<u>Flash Point</u>	ASTM D 93	Shall be not lower than 70°C, (158°F) determined in accordance with ASTM D93
7.2	<u>Biodegradability</u>	ASTM D 2667	The product proposed shall be no less than 90% biodegradable, as determined by accepted EPA method or in accordance with ASTM D2667. The Bidder of the cleaner shall furnish certification from the product manufacturer of the percent biodegradability of the product.
7.3	<u>pH</u>	ASTM E 70	The pH rating of the Bidder-recommended dilution for the Floor Scrubber cleaner product shall be a minimum of 5.0 to a maximum of 10.0.
7.4	<u>Emulsion characteristics</u>	MIL-PRF-87937C	

Twenty ml of a 12.5% volume solution added to twenty ml of 10W grade oil placed in a 50 ml graduated cylinder and agitated per MIL-PRF-87937C.

RESULTS

The amount of free water and cleaner which separates from the oil shall be as follows:

5 minutes	5.0 ml maximum free water
24 hours	approximately 10 ml minimum free water

7.5 **Residue Test**

6" x 6" concrete panels 1" thick shall be immersed in the cleaning solution for 3 to 5 minutes in a sufficient quantity of the product to cover one half the panel. After removal from the solution, the panel is placed at 45° from the horizontal in a mechanical convection oven maintained at 150°F± 5°F for one hour. At the end remove the panel and cool to room temperature. Rinse the panel for 1 minute without mechanical agitation and dry for 1 hour.

REQUIREMENTS

Visually examine and compare the treated and untreated areas of the panels for the presence of residue or stain.

- 7.6 Sudsing Test FED-STD-536, Method 2001.2 (Diluted Form and Concentrated Form)
- 7.7 Specific Gravity D981 (Concentrated Form)
- 7.8 Water % (Concentrated Form)
- 7.9 Non-Volatiles % D820 (Concentrated Form)

8.0 PERFORMANCE TEST

- 8.1 A performance test will be conducted by PRT at the dilution rate recommended by the Manufacturer. Two 5-gallon container samples will be requested by PRT for field testing. Cost of samples and delivery shall be borne by the Bidder. Samples shall be delivered within three (3) days of request by PRT.
 - a) Any unused sample products that fail the field test shall be picked up by the Bidder within seven calendar days from notification from PRT. Cost for pick up and handling of unused sample products shall be borne by the Bidder.
 - b) The product shall properly clean the areas as outlined to be considered eligible for award. Testing will be accomplished at one or two locations. Cleaning will be performed on one or a combination of soiled surfaces as indicated in Section 4.1. Two bus parking lanes; side-by-side and measuring approximately 20 feet wide by 200 feet long will be used for testing. The floor scrubber soap tank will be run-off or drained and flushed with fresh water. Proposed liquid cleaner will be added to the soap tank at the manufacturer's recommended blend ratio. The scrubber will be operated to prime the soap delivery system followed by scrubbing of the test area. The cleaned floor will be visually inspected by randomly walking over the cleaned surface throughout drying.
 - c) The cleaning compound, when diluted (with local water supply) shall effectively clean soiled concrete floors as recommended and proposed and remove dirt, salt, road deicing solutions, oil, grease, antifreeze, transmission oil and diesel fuel. It shall remove heavy soil and oils rapidly and keep the removed material suspended or in solution so that it is readily removed by rinsing or mopping with water. After rinsing, there shall be no visible spotting, streaking, film, or residue remaining on the cleaned surfaces of the concrete floors. The floor surfaces shall not be noticeably slippery when

walking over the surface immediately after cleaning. After drying, floor shall be clean, free of residue and have a good sheen.

Should the product fail for its intended use(s), PRT will reject the bid. PRT's decision will be final.

9.0 SUPPLIER REQUIREMENTS

9.1 Service

- 9.1.1 The Supplier shall be able to render expert technical advice in connection with the handling and use of these materials. A service representative knowledgeable in chemical cleaning compounds and their subsequent equipment application shall be available to visit PRT's facilities if problems develop which require further action.
- 9.1.2 Due to the critical nature of PRT's operation, the Supplier shall make contact within 24 hours of the time of call from PRT.
- 9.1.3 Service shall also include training of PRT's personnel by a knowledgeable representative. The Supplier shall be available as needed and on short notice.
- 9.1.4 The Supplier shall be responsible for all costs associated to furnish and deliver concentrated liquid cleaning compound in bulk and drums, setup, and calibration of dispenser to manufacturers recommended dilution ratio and maintain blending components, fill hose and dispenser nozzle throughout the duration of the contract. The Supplier shall remove container/dispenser system at the end of the contract.

9.2 Compatibility

Product shall not cause chemical reactions detrimental to PRT equipment or any components in the contact area. All products shall be compatible with any automatic scrubbers with vacuums used by PRT.

9.3 Environmental Protection

The Supplier shall certify the products do not contain phenols or their salts, halogenated hydrocarbons, chromium, and its salts. In connection with the execution of this contract, the Supplier shall provide the following information:

- 9.3.1 The Supplier shall identify constituents of their product which are identified as hazardous pursuant to the following:
 - a) Section 311(b) (2) (a) of the Clean Water Act.
 - b) Any element, compound, mixture, solution, or substance designated by Section 102 of the Comprehensive Environmental Response Compensation and Liability Act (CERCLA).

- c) Any toxic pollutant listed under Section 307(a) of the Clean Water Act.
- d) Any hazardous air pollutant listed under Section 112 of the Clean Air Act.
- e) Any imminently hazardous chemical substance or mixture with respect to which the USEPA Administrator has acted pursuant to Section 7 of the Toxic Substances Control Act.

9.3.2 The Supplier shall furnish upon request any pollution or disposal information on the products submitted.

9.3.3 Allegheny County water used throughout PRT's systems has an average pH of 7.75. Using this average pH, the Supplier shall state its pH for the dilution of the products proposed.

10.0 PERIODIC TESTING

- 10.1 Random samples may be taken by PRT of products shipped by the Supplier throughout the contract period. These shall be chemically analyzed by an independent test laboratory at the Bidder's recommended dilution ratio to determine continued compliance with all contract Specifications. Cost of random sampling tests will be borne by PRT. **Additional sample tests may be taken if there is a variance from the Specification, cost of all additional testing shall be borne by the Supplier.** Tests shall be made of both the concentrated product and the diluted cleaner as it comes from the proportioning devices.
- 10.2 Should the laboratory test fail, the Supplier shall remove the product from PRT's bulk storage tanks and replace it with product that follows the Specification. All cost for removal and replacement of product shall be borne by the Supplier.
- 10.3 The Supplier shall respond and remove the liquid product from the bulk storage tanks within 24 hours of the time the Supplier is notified by PRT. Should the liquid product not be removed within the 24-hour period, PRT will remove and store the liquid product. All cost for PRT's labor, equipment and storage shall be borne by the Supplier.

11.0 DELIVERY

- 11.1 PRT will contact the Supplier by telephone stating delivery locations and quantities to be delivered. PRT will provide the Supplier with a Purchase Order (PO) number currently. Deliveries shall be made within five (5) working days from the time of the telephone releases. Prior to making a scheduled delivery, it is recommended that the Supplier provide 24-hours' notice to the location's Director of Maintenance and Services or PRT's authorized representative as to the date and time of arrival.
- 11.2 PRT's bus garages have height restrictions. It shall be the responsibility of the Supplier to ensure appropriate delivery vehicles can enter PRT's facilities. The

overall height of the delivery vehicles used to deliver bulk orders to bus garage locations shall not exceed ten (10) feet, eight (8) inches.

- 11.3 When delivering the liquid cleaning compound to bulk tanks, the liquid cleaning compound must be pumped from the Supplier's delivery vehicle directly into a tank with an assigned identification number. No storage or intermediary tanks are permitted.
- 11.4 Batch Number: The Supplier shall display on the delivery slip a "Batch Number" which refers to the specific batch or mix of the product supplied.
- 11.5 All bulk and/or drum deliveries shall be F.O.B. Delivered, and be accompanied with a delivery slip stating date, time, location, quantity, batch number, and tank identification number where applicable. All bulk and drum deliveries shall comply with US and PA DOT regulations.
- 11.6 Deliveries shall be made between the hours of 8:00 a.m. to 2:30 p.m., Monday through Friday, excluding PRT Holidays. Liquid cleaner shall be delivered to the following seven (7) locations:

Location

Current Product Requirements

Pittsburgh Regional Transit
Central Storeroom
Island and Preble Avenues
Pittsburgh, PA 15233

55 Gallon Drum

Collier Garage
541 Bayer Street
Collier Township
Bridgeville, Pennsylvania 15017

Tote Dispensing System

East Liberty Garage
6831 Fifth Avenue
Pittsburgh, Pennsylvania 15206

Tote Dispensing System

Location

Current Product Requirements

Ross Garage
4600 Perry Highway & West View Avenue
Pittsburgh, Pennsylvania 15229

Tote Dispensing System

West Mifflin Garage
Lebanon Road & Noble Drive
West Mifflin, Pennsylvania 15122

Tote Dispensing System

South Hills Junction
Non-Revenue Vehicle Dept.
Building 1

55 Gallon Drum

611 W. Warrington Avenue
Pittsburgh, PA 15226

South Hills Village Rail Center
1000 Village Drive
Pittsburgh, PA 15241

Tote Dispensing System

- 11.7 PRT reserves the right to add or delete any locations in the event of any changes in its operations during the term of the Contract.
- 11.8 Each bulk delivery shall be accompanied by a metered delivery ticket plainly stating the batch number, the amount of actual or gross gallons of liquid cleaning compound being pumped into the storage tank(s), the tank identification number(s) of the tank(s) filled, and the date and time of delivery. The metered delivery ticket shall bear the signature of a responsible agent for the company holding the contract. All metering equipment used by the Supplier for delivery of product shall be certified by the Pennsylvania Department of Agriculture Bureau of Weights and Measures with a current seal affixed and displayed on the meter.
- 11.9 The Supplier shall ensure that PRT's storage tanks are not accidentally overfilled. The Supplier shall not fill PRT storage tanks above a 90% capacity level. The Supplier shall be responsible for, and bear the cost of, any environmental damages and cleanup required from spillage or overfilling of tanks. Should it be necessary for PRT to use its own labor and materials for emergency cleanup, the Supplier shall reimburse PRT for all cost of resulting labor and materials required.
- 11.10 In the event of any improper delivery into the wrong storage tank, the Supplier shall bear all cost associated for the removal, cleaning, and disposition of the contaminated product along with the replacement, including delivery, of exact product-equal amount contaminated. This includes reimbursement for any supplies or labor supplied by PRT. The Supplier shall also reimburse PRT for all damages to equipment, including any downtime for said equipment, caused by the negligent delivery.
- 11.11 Drums (PRT Stock # 603158) shall be provided for PRT's locations where storage space is limited and/or the Tote Dispensing System is not practical for the operating environment.
- 11.12 Drums shall be 55-gallon plastic and non-returnable and capable of using top-mounted screw-in hand pumps.
- 11.13 Drums shall comply with applicable Federal, State and Local regulations and/or standards and shall comply with required labeling requirements specified.

12.0 **LABELING**

All products shall be labeled in accordance with the regulations as established by the Pennsylvania Worker and Community Right to Know Act effective August 2, 1988, and OSHA and EPA, latest edition. Should the Bidder require additional information, label requirements can be found at:

Labor & Industry
Bureau of Workers' Compensation
1171 South Cameron Street, Room 324
Harrisburg, PA 17104-2501
Phone: 717.886.9164
www.dli.pa.gov

<https://www.pacode.com/secure/data/034/partXIII/toc.html>
Pennsylvania Code Title 34, Labor and Industry Part XIII, Worker and
Community Right to Know Act

12.1 **Bulk Tank Labeling:**

The Supplier shall provide product labels and affix them to PRT's bulk storage tanks. The Supplier shall replace product labels as needed throughout the duration of the contract.

12.1.1 As a minimum, labels shall contain the following information:

- a) The chemical name and the common name or trade name.
- b) A hazard warning, by symbol and words.
- c) The name, address, and telephone number of the manufacturer.
- d) The chemical name or common name of either the top five substances by volume or those substances making up 5% or more of the mixture.
- e) Intended usage of the contents.

12.1.2 All labels shall be affixed to the bulk tanks as follows:

- a) Labels shall be placed approximately midway on the side of the bulk tank.
- b) Labels shall be plastic coated or sprayed with a clear sealant that will render the label waterproof and compatible with the contents of the tank.

12.2 **Drum Labeling:**

All drums shall carry, as a minimum, labels in accordance with the regulations as established by the Pennsylvania Worker and Community Right to Know Act

effective August 2, 1988, and OSHA and EPA, latest edition as well as comply with Federal and Pennsylvania DOT Requirements.

12.2.1 As a minimum, all labels shall contain the following information:

- (a) The chemical name and the common name or trade name.
- (b) A hazard warning, by symbol and words
- (c) The name, address, and telephone number of the manufacturer.
- (d) The chemical name or common name of either the top five substances by volume or those substances making up 5% or more of the mixture. Intended usage of the contents.

12.2.2 All labels shall be affixed to the drum as follows:

- (a) Labels shall be placed approximately midway on the side of the drum.
- (b) Labels shall be plastic coated or sprayed with a clear sealant, rendering the label waterproof and compatible with the contents of the drum.
- (c) Should the label be painted onto the side of the drum, the color of the label's lettering shall be in contrast with the color of the drum.

12.2.3 Each drum shall be stenciled with the following information:

- (a) Intended use of the contents.
- (b) All stenciled lettering shall be a minimum of 1/12" high, upper case, Gothic letters, and numerals. Color of stenciling shall be in contrast with the color of the drum.
- (c) All stenciling shall be located on the top of the drum.

12.2.4 No deliveries of drum products will be accepted by PRT unless the specified labels and stenciled lettering are visible on the drums.

13.0 PAYMENT

The Supplier shall bill each delivery location monthly. All bills shall consist of the unit price per gallon and total gallons delivered per location. Each invoice shall be accompanied by a metered delivery ticket signed by PRT's authorized representative and delivered or mailed to the delivery location for the attention of the Director of Maintenance and Services. If a delivery ticket is not signed by an authorized PRT representative and accompanied with the invoice, it will not be considered for payment.

The Supplier will be paid in accordance with bid pricing within thirty (30) days of acceptance of accurately stated invoices.

14.0 REPORTS

- 14.1 The Supplier shall furnish to PRT a copy of a quarterly report showing the date of deliveries, the quantity of liquid cleaner delivered and the dollar value of the year-to-date contract. One copy of this report shall be in the hands of the Contract Administrator within ten (10) calendar days after each quarter throughout the duration of the contract. The report format will be approved by PRT.
- 14.2 The Supplier shall, within 48 hours after a delivery has been made to a location, e-mail a copy of the delivery receipts or similar report to the Quality Assurance and Contract Specialist for Bus Maintenance Support. Each report shall include, at minimum, delivery location, date of delivery, a list of all tanks by Supplier-assigned tank identification number and the amount of liquid cleaning compound delivered to each and cost of gallons delivered.

15.0 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 will 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.

16.0 INSURANCE REQUIREMENT

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.

Attachment 1 to Specification PAT-4120-6

Calculation of Required Volume of Concentrated Floor Scrubber Liquid Cleaner Needed to Make 1,800,000 Gallons of Diluted Product

The Bidder shall supply the following information for the product on which it is bidding:

Manufacturer: _____

Liquid Cleaner Product Name: _____

Manufacturer's Product Number: _____

This bidder shall calculate the total volume of concentrated cleaner needed to make 1,800,000 gallons of mixed (diluted) product using the manufacturer's recommended dilution ratio. The quantity of mixed product (1,800,000 gallons) stated represents PRT's estimated requirements for three (3) years but may be greater or less depending on conditions beyond the control of the PRT. The formulas to determine the required quantity of concentrated liquid product are:

A. Calculation of Floor Scrubber Liquid Cleaner Quantity:

The Bidder shall enter the following information for the product on which it is bidding. (Note the product will be tested at these factors).

Dilution Ratio recommended by the manufacturer for one (1) gallon of concentrated cleaning product:

$$V_{\text{concentrate}} : V_{\text{water}} = \underline{\quad 1 \quad} : \underline{\hspace{2cm}}$$

The Bidder shall use the following formula to calculate the net gallons of Bidder's concentrated product to yield 1,800,000 gallons of ready-to-use (diluted) cleaner:

- 1,800,000 gallons of ready-to-use mixed (diluted) product.
- divided by [V_{water} (*as listed directly above*) plus one (1)].
- equals net gallons of Bidder's concentrated product.

$$\frac{1,800,000 \text{ gal}}{(V_{\text{water}} + 1)} = \frac{V_{\text{product}}}{\hspace{2cm}} \text{ Net Gallons of Bidder's concentrated product}$$

(enter values below and as the quantity on Line (1) of Bid Form)

The Bidder shall complete the equation below and enter the result on Line 1 of its bid:

$$\frac{1,800,000 \text{ gal}}{(\underline{\hspace{2cm}} + 1)} = \frac{\hspace{2cm}}{\hspace{2cm}} \text{ Net Gallons of Bidder's concentrated product}$$

(enter as this calculated quantity on Line (1) of Bid Form)

Attachment 2 to Specification PAT-4120-5

Sample Calculation for Required Volume of Concentrated Floor Scrubber Liquid Cleaner Needed to Make 1,800,000 Gallon of Diluted Product

The following sample calculation is provided as guidance for the bidder.

The bidder shall calculate the total volume of concentrated cleaner needed to make 1,800,000 gallons of mixed (diluted) product using the manufacturer's recommended dilution ratio. The quantity of mixed product (1,800,000 gallons) stated represents PRT's estimated requirements for three (3) years but may be greater or less depending on conditions beyond the control of the PRT.

The sample calculation below shows how to determine the required quantity of concentrated liquid product needed to make 1,800,000 gallons of diluted product for a postulated manufacturer's recommended dilution ratio of 1:250.

A. Calculation of Floor Scrubber Liquid Cleaner Quantity:

The Bidder shall enter the following information for the product on which it is bidding.
(Note the product will be tested at these factors).

Dilution Ratio as recommended by the manufacturer for the cleaning product:

$$V_{\text{concentrate}} : V_{\text{water}} = \underline{\quad 1 \quad} : \underline{\quad 250 \quad}$$

The Bidder shall use the following formula to calculate the net gallons of Bidder's concentrated product to yield 1,800,000 gallons of ready-to-use (diluted) cleaner:

- 1,800,000 gallons of ready-to-use mixed (diluted) product.
- divided by [V_{water} (*as listed directly above*) plus one (1)].
- equals net gallons of Bidder's concentrated product.

$$\frac{1,800,000 \text{ gal}}{(V_{\text{water}} + 1)} = \underline{\quad V_{\text{product}} \quad} \text{ Net Gallons of Bidder's concentrated product}$$

(enter values below and as the quantity on Line (1) of Bid Form)

The Bidder shall complete the equation below and enter the result on Line 1 of its bid:

$$\frac{1,800,000 \text{ gal}}{(\underline{\quad 250 \quad} + 1)} = \underline{\quad 7,171.3 \quad} \text{ Net Gallons of Bidder's concentrated product}$$

(enter as this calculated quantity on Line (1) of Bid Form)

Note that using the equation and entries above, the equation reduced to:

$$1,800,000 \text{ gal} = \underline{\quad 7171.3 \quad} \text{ Net Gallons of Bidder's concentrated product}$$

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.

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:

\$500,000 Each Accident
\$500,000 Disease - Policy Limit
\$500,000 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 Authority written evidence of such coverage then in effect for each Subcontractor upon Authority's request.

Commercial General Liability.

In an amount not less than:

\$2,000,000 General Aggregate
\$2,000,000 Products – Completed Operations Aggregate
\$1,000,000 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" 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 Authority, and neither Contractor nor its insurer shall have any claim against Authority 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" 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 Authority, and neither Contractor nor its insurer shall have any claim against Authority to the extent the claim is or should have been covered by insurance.

(iii) Auto policy shall be endorsed with MCS-90 & CA-9948

Approval. Contractor shall not commence work under this Agreement until it has forwarded to Authority, for review and approval, certificate(s) of the insurance required. Authority 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 PAAC 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 PAAC with disclosure of said deductible or self insurance retention prior to execution of the Contract, which will be subject to PAAC approval. If PAAC 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 PAAC as an additional insured, applicable to the policies of insurance referenced above

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)