

INDIANA
SPONSOR-A-HIGHWAY
LITTER CONTROL PROVIDER PROGRAM
January 27, 2011

PROGRAM DESCRIPTION

The Indiana Department of Transportation (INDOT) Sponsor-A-Highway Pilot Program for the metro Indianapolis area offers opportunities to enhance Indiana's roadways by sponsoring litter control for segments of highways. Sponsoring entities and individuals hire a private company ("Provider") that have been approved by INDOT to perform highway litter control or other approved services in the name of the Sponsors. Each Sponsor will be acknowledged by a sign with a recognition panel that will be placed at the beginning of the highway segment sponsored (see Appendix 2).

Providers shall pick up litter along assigned roadway segments. Providers will be issued District-wide permits for the performance of such services, in minimum segments of one mile on a "first come, first serve" basis. The area to be picked up will be from the Right of Way line or fence to the edge of paved shoulder. In areas where there is a grassy median as part of the segment, the area included will extend from the edge of pavement to the middle of the median in direction of travel. If the median has a concrete barrier wall, it will not be included.

INDOT shall neither compensate the Sponsor or Provider for services provided nor receive monetary reimbursement from the Sponsor or Provider. INDOT is not responsible for agreements and contracts made between the Sponsor and the Provider. INDOT's primary role is to ensure that services are properly performed, and therefore will closely monitor Providers.

1. SPONSORS AND SEGMENTS

A. SPONSORS

Businesses, corporations, and other organizations; except for political candidates, political action committees, and political campaigns; may be Sponsors in this program. However, recognition of alcohol (with the exception of recognizing tourist-related winery facilities), tobacco, or pornographic product names are prohibited. This includes generic terms, such as "cigarettes," "beer," etc.

Entities that advocate violence, violation of the law, or discrimination based upon race, religion, color, national origin, ancestry, disability, age, or sex may not participate in the Sponsor-A-Highway Program.

B. RIGHTS TO SEGMENTS

Each qualified Provider shall apply for a permit through the Greenfield District. This will be valid for the Indianapolis metro area, regardless of the specific District in which they will operate. Available sections are listed in Appendix 1. The Greenfield District permit section may be contacted at 317-467-3492.

There will be 1 permit per provider, which will allow access to INDOT's highway right of way per the terms of this policy. Permits will be valid for 2 years, after which the Provider will need to renew their permit for an additional two years.

Segments are available for sponsorship on a first-come, first-serve basis. Requests for segments can be faxed to the following number 317-232-5551 or emailed to wfielding@indot.in.gov. At a minimum, segment requests shall include the name of the sponsor, requested road, direction and reference post. Sponsors enter into a contract with a Provider for each segment. Providers are required to have Sponsorship signs in place and begin performing duties as stated on the sponsored segment no later than 30 days after INDOT assigns the segment. If the Provider does not initiate performance of the requisite services within 30 days, the segment will be available to the next interested applicant. INDOT reserves the right to terminate any and all segments at agency discretion. INDOT reserves the right to revise or modify the program with a 30 day notification to the Provider.

C. CHANGING SEGMENTS

A Sponsor may change an existing segment during the contract period for another segment, in the system, provided the other segment's availability. However, the Sponsor-A-Highway sign may remain at the original site. The recognition plaque will be removed from the original site and placed on the new segment, by the Provider. The Provider has the option of holding onto the segment for 60 days with no sponsor, provided that they place their logo on the sign and continue to do the minimum level of service listed in this policy. If Provider does not want to continue to provide minimum coverage, or if they are unable to find another sponsor within 60 days, they shall remove sign within 30 days of last clean-up, and the segment will become available to another Provider.

D. RESERVING SEGMENTS

Sponsors or Providers may not reserve segments. Once a segment has been assigned, the Provider shall put up a sign and begin cleaning the segment within 30 days. This time may be extended by INDOT due to weather conditions. If cleaning does not begin within the specified time frame, the segment may be chosen by another Provider.

E. SELECTING OR SWITCHING PROVIDERS

Sponsors may contact INDOT and choose a Provider from the list of pre-approved companies. Providers shall notify INDOT of any Sponsorship changes.

F. SPONSOR/PROVIDER RELATIONSHIP

Any and all contracts under this policy are exclusively between the Provider and Sponsor; INDOT will not be a party to any contract. Neither the Provider nor the Sponsor is an agent for INDOT. Both the Provider and Sponsor are expected to be fully familiar with the provisions of these guidelines and applicable permits. INDOT may revoke a permit if a Provider fails to perform the required services and will notify Sponsors and Providers if this occurs. The cost for Sponsors participating in the program shall be negotiated solely between the Sponsor and the Provider. All billing and collection occurs between those two parties.

G. CHOICE OF LAW AND JURISDICTION

All permits and other documents, signed or issued by INDOT that relate to the Sponsor-A-Highway Program shall be interpreted and the rights and liabilities of the parties shall be determined in accordance with the laws of the State of Indiana. As part of the consideration of the State's issuance of a permit, the Provider agrees that all actions or proceedings arising, directly or indirectly, from the permit shall be litigated only in courts situated in Indiana. *The Provider consents to the jurisdiction of any local, State or Federal court located within the State of Indiana and waives the personal service of any and all process upon it and consents that all such services of process may be made by certified or registered mail, return receipt requested, directed to the Provider at the address set forth in its application or permit; and no service so made shall be complete five days after it is posted.*

H. SPONSOR OBLIGATIONS

Although it is the Sponsor's obligation to make sure that the Provider's services are rendered as agreed upon in their contract and in accordance with the Provider's permit, INDOT will conduct periodic field inspections to assure that services are delivered adequately.

2. LEVELS OF SERVICE & SIGNS

A. LEVELS OF SERVICE

INDOT has established a mandatory minimum level of service to be performed by the Provider on each segment permitted. The minimum level of litter removal shall be defined as no more than 50 pieces of fist-size (4 X 3 ½ inches) or larger debris remaining within 48 hours after pickup in any 0.1 mile segment.

B. MANDATORY MINIMUM LEVEL OF SERVICE

The minimum level of service will include litter pickup. The standard litter pick up cycle will be 12 times per year. The rate may be modified, for a segment, depending upon INDOT's needs. This can be changed by agreement of the Department and Provider. Actual pick up schedules will be coordinated between the Provider and District, and should consider such items as holidays, special events, mowing cycles, etc.

C. LITTER PICKUP

Providers shall bag litter and small debris from the edge line of the road to the fence, retaining wall or other line of demarcation. All exit and entrance ramps are included, where they originate, on permitted segments. In the event the ground is covered with snow, cleaning will not be required but shall resume when the snow has melted sufficiently to allow for removal of litter. Trash bags shall be closed with ties and removed prior to the end of the day and properly disposed of by the Provider. Litter shall be removed as described in Section 3I below.

D. LOCATION OF WORK

Services will be performed on the roadsides of highway segments, including on and off ramps that are to be cleaned until they merge with the service or collector road, and center areas of split roadways (medians). The work area generally does not include overpasses or culverts. Sections beginning or ending in the vicinity of interchanges will be selected such that ½ of the interchange is within the permitted section (i.e. beginning at the bridge of the interchange and extending 1-2 miles beyond). See Appendix 3 for details.

E. SIGNS

Signs will be fabricated and installed in accordance with INDOT Specifications & Standards. Signs and logo panels shall not contain telephone numbers, e-mail, or web addresses. See Appendix 2 for sign detail.

The Provider shall submit all Sponsor sheet sign artwork to the INDOT Office of Highway Maintenance for review. The Roadside Services Coordinator can be reached at 317-232-5509; fax number 317-232-5551 or email to wfielding@indot.in.gov for approval. "In memory of" or license-related titles such as Dr., M.D., Esq., DDS, etc. are permitted on the recognition plate.

Signs shall be fabricated, installed, and maintained by the Provider at locations approved by INDOT. If INDOT signs must be constructed, and such placement would conflict with the Sponsor's sign, the Sponsor-A-Highway sign will be moved by the vendor to an INDOT approved location.

INDOT may require the Provider to remove a Sponsor-A-Highway sign during construction activities. The Provider will have the option of relocating to an available segment until such time as construction activities conclude and the sign can be reinstalled at the original location.

Providers will install the ground-mounted signs as close to the beginning of the segment as feasible, taking into account safety and existing signage. INDOT will approve the location of all signs.

At interchanges, if there is not enough room to install a sign because of sight distance or overcrowding of signs, the Sponsor sign may be placed along the left side of the infield of a ramp with District's approval.

Providers shall monitor their signs and replace damaged or missing signs.

If a Sponsor terminates a relationship with a Provider, the Provider may elect to have the sign remain, but the Sponsor's recognition sheet sign plaque shall be removed. The Provider shall replace the recognition plaque with their logo sheet sign plaque if Provider continues to perform minimum service. If no work is done within thirty days (30), the sign shall be removed by Provider to INDOT's specifications, and the segment will become available. The Provider is responsible for notifying the designated INDOT representative, in writing, that the recognition panel shall be removed, effective on a specified date.

3. LITTER CONTROL PROVIDER

A. LITTER CONTROL PROVIDER QUALIFICATIONS

Providers shall be pre-qualified and approved by the Roadside Services Coordinator to participate in the Sponsor-A-Highway Program. To be approved, a company shall submit a completed “Litter Control Provider and Related Services Application” (Appendix 4) and demonstrate the ability to perform all of the services listed in Section 2. In order to be considered as a Provider under this program, a company shall have a minimum of one-year experience in marketing, promoting and managing Sponsorship programs, roadway maintenance, administrative, and work zone traffic control experience as defined below.

Roadway maintenance shall include experience such as roadside litter removal and working in high traffic environments. Administrative experience shall include evidence of the ability to maintain accurate and complete records relating to work performed. In addition, evidence of the ability to market and attract Sponsors for the services of this type of program shall be demonstrated. Work zone setups shall follow INDOT’s Work Zone Traffic Control Handbook

B. LITTER CONTROL PROVIDER OBLIGATIONS

Sponsors will engage Sponsor-A-Highway Providers as independent contractors. They will be neither employees of INDOT nor contractors hired by INDOT. INDOT will not prescribe the terms and conditions of the contract between Sponsors and Providers; neither will INDOT establish the fee to be paid by the Sponsor to the Provider or guarantee that such fees will be paid.

Once a Provider is approved by INDOT, they will need to apply for a miscellaneous permit. This permit issued by INDOT will require Providers to perform litter removal, as a minimum, along the designated highway segments for a period of two years. At the end of the 2 year permit, the Provider will need to renew within 30 days of expiration. The Provider shall be responsible for:

- Coordinating all activities with INDOT and performing activities in accordance with INDOT guidelines.
- Reaching agreements with and informing Sponsors of work completed.
- Processing the work permit application and performing all administrative work associated with the program including billing and related services with the Sponsor.
- Maintaining records for each segment of permitted highway. These records should include:
 - Name of Sponsor (contact information)
 - Description and length of each sponsored section
 - Level of services provided
 - Time period covered by the Provider’s contract with Sponsor
 - Quantity of litter and debris collected and disposed of (number and size of bags
And other larger items)
- Supplying all labor, equipment, and capital resources necessary to meet obligations of the contract and permit.
- Ensuring that personnel are equipped with safety equipment as required by IOSHA and the INDOT Work Zone Traffic Control Handbook.

- Bagging litter, removing and disposing of bags and debris in accordance with applicable local, state, and federal laws.
- Complying with all terms and conditions of the permit, including those pertaining to permissible work hours in accordance with the permit.
- Fabricating, installing and maintaining the acknowledgment sign and recognition panel exactly as approved by INDOT. The sign shall be clean, graffiti free, and unobstructed at all times.
- Complying with all applicable local, state, and federal laws and regulations, including INDOT, and Indiana's Solid Waste Regulations.
- Providing a quarterly report to the INDOT District Office and the Roadside Services Coordinator, containing current Sponsor information by route, and milepost number, and quantities of litter and debris collected and disposed. This shall be done monthly for the first 6 months of sponsorship, then quarterly thereafter. (number of bags and other removed debris, and weight)
- Provide material to INDOT for a Promotional Event Kickoff that may be used on INDOT's Website.

C. FIELD PERSONNEL

Work Crew Supervisor shall be certified by the American Traffic Safety Services Association (ATSSA) in Work Zone Safety.

Provider's field personnel shall be legally able to work in the United States, 18 years of age or older, and able to perform the work. Every work crew shall have a supervisor, which can speak and understand English and be equipped with an operating cell phone. All drivers shall possess a valid applicable driver's license to meet all State and Federal laws for operating vehicles.

D. SAFETY

The safety of the motoring public and the Provider's field personnel is of paramount importance. The Provider will allow, take or omit no action that could compromise safety. The use of signs, cones, and other traffic safety devices will be in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) and INDOT guidelines. This includes the Work Zone Traffic Control Handbook standards for the current year, and necessary certificates. Certificates are to be kept on file to be reviewed by state officials.

The Provider will establish and submit for review to INDOT, standard work plans that identify the characteristics of the particular highway segment, including any and all safety devices that will be used on that particular segment. The Provider shall submit standard work and safety plans for approval. INDOT shall identify any deficient areas on the work plan and return them to the Provider for corrections, prior to the issuance of a work permit.

E. INSURANCE REQUIREMENTS

The Indiana Standard Specification Section 103.04 Insurance requirement applies to this contract.

- a. General liability policy as broad as the standard coverage forms currently in use in the State of Indiana which shall not be circumscribed by an endorsement limiting the breadth of coverage. The policy shall be endorsed to include:
 1. Broad Form Comprehensive General Liability.
 2. Products/Completed Operations
 3. Premises/Operations

The limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single limit.

- b. Automobile liability insurance, which shall be written to cover any automobile, used by the insured. Limits of liability for bodily injury and property damage shall not be less than \$1 million per occurrence as a combined single unit.
- c. The Indiana Department of Transportation will only accept insurance policies and/or Certificates from insurance companies with a minimum AM Best Rating of B+ or higher.
- d. If the Indiana Department of Transportation accepts an insurance policy and/or a certificate from an issuing institution and that issuing institution's rating drops below the minimum rating, the Indiana Department of Transportation will require a substitute insurance policy/certificate from an eligible institution. The substitute insurance policy/certificate must be presented to the Indiana Department of Transportation within 60 days.
- e. Workers Compensation Insurance as required by the laws of the State of Indiana and Employers Liability Insurance with limits not less than:

\$100,000 bodily injury, each occurrence
\$100,000 disease each employee
\$100,000 disease aggregate limit

INDOT must be provided with the insurance policy verification sheet, which must list all vehicles that will be involved in the performance of services and state the nature of such services. INDOT must receive copies of the insurance policy yearly and be informed of any changes as they occur.

F. INDEMNIFICATION

The Provider agrees to indemnify, and hold harmless the State of Indiana, its agents, officials, and employees from claims and suits including court cost, attorney's fees and other expenses caused by any act or omission of the Provider, under this permit. INDOT shall not provide such indemnification to the Provider.

G. EQUIPMENT

The Provider shall ensure that all field personnel are equipped with proper safety equipment that meets current IOSHA Standards.

Providers shall provide sufficient vehicles to ensure a safe and continuous operation that complies with all Federal, State Department of Transportation, and Indiana Motor Vehicle Administration requirements. The Provider shall provide a cellular telephone for at least one vehicle per work site. Someone at each work site shall have the knowledge and ability to report emergencies.

H. SUBCONTRACTING

Subcontracting by the Provider of litter pickup is not permitted.

I. DISPOSAL OF DEBRIS

The Provider shall supply bags in which to place litter and debris. All bags and debris shall be removed from the highway segment on the day it is picked up and bagged. There are to be no bags or debris left on any roadside area during an overnight period. The Maintenance Provider is responsible for disposal of all litter, debris, brush or other materials removed from the section at no cost to INDOT. **This includes tires and other large debris that cannot fit into a 30 gallon trash bag but can be loaded into full size truck by two people.** During litter pickup operations bags cannot be left on any paved shoulder. All debris is to be disposed of according to Indiana's solid waste guidelines. The provider shall notify INDOT of any large items they are not able to remove.

Provider personnel should not touch or attempt to remove materials that may be toxic or otherwise hazardous. Items to avoid include powders, chemicals, smelly substances, suspicious packages, chemical drums or containers, weapons, medical waste, syringes, hypodermic needles and dead animals. The Provider shall notify INDOT's designated representative immediately if hazardous materials are discovered on a highway segment. All large animals found on the roadsides or adjacent roadways shall be immediately reported to the appropriate INDOT Subdistrict office via cell phone.

J. RESTRICTIONS ON WORK

In addition to complying with all Federal and Indiana laws, the Provider shall work only those hours and locations allowed in the permit. INDOT shall publish any restrictions prior to issuance of subject permits. Work is restricted to daylight hours, with no work taking place on Federal or State Holidays. Local exceptions to the listed work hours may be obtained with formal permission from an INDOT designated district representative, acting in their sole discretion. The specifications regarding work described in this document shall be followed at all times. The only exceptions are that the Provider shall immediately follow all field instructions given by Indiana State Police, INDOT Maintenance Supervisors, or policy changes issued by INDOT. The Provider's supervisor shall inspect all work performed to insure compliance with all applicable standards and guidelines.

K. NOTIFICATIONS

The Provider shall send the appropriate INDOT District representative a work schedule by Wednesday (12:00 Noon) of the week preceding the week in which services will be performed. Schedules shall be typed and include section number, Sponsor name, highway, direction, mile marker to and from, and scheduled litter removal date(s). Providers shall notify INDOT of any changes in their schedules (36 hours) in advance.

INDOT reserves the right to make adjustments to the Provider's schedule to coordinate with grass mowing operations or other maintenance operations being performed on the site. The Provider may have to adjust schedules and clean up litter and debris in excess of the usual quantities in the event of a paper spill or similar unpredictable situations.

L. INDOT OBLIGATIONS

INDOT's role in the Sponsor-A-Highway Litter Control Provider Program lies in assuring that only qualified companies are permitted to work on the State Highway's Rights of Way, setting minimum levels of service, and monitoring the work of the Providers as a way of supporting the Sponsors.

INDOT also supports the Sponsor-A-Highway Program by providing the following field and administrative services.

INDOT will:

- Provide maps for segments.
- Contact information for Subdistrict offices
- Conduct inspections to ensure that Providers are performing at acceptable levels, and operating in a safe manner.
- Conduct periodic inspections of signs.
- Arrange for the removal of hazardous or medical waste and large dead animals.
- Process all permits and paperwork in a timely and efficient manner
- Conduct periodic customer satisfaction surveys to monitor the program and address any Sponsor concerns. (INDOT website)

M. FIELD INSPECTIONS

INDOT will perform field checks and provide reports of inspection as a form of consumer protection to assure that Providers are cleaning as required under their Work Permits and contracts. The Provider's ratings will become permanent records with INDOT. INDOT will allow Sponsors to review the records reflecting the quality of service. Providers will be

evaluated once per year. Provider evaluation forms will be sent to the Roadside Services Coordinator. They will be made available to Sponsors or potential Sponsors, upon request.

4. PERMIT REVOCATION

INDOT reserves the right to revoke a permit for a Provider's failure to comply with any aspect of the Sponsor-A-Highway Program, as set forth in this document and in the pertinent permit. Additionally, if the Provider does not perform services as scheduled, unless precluded by weather or other justifiable emergency, the procedures below will be followed:

A. FIRST OBSERVATION THAT A SEGMENT WAS NOT MAINTAINED:

The Provider will be notified verbally that according to observations by INDOT, it failed to maintain a segment, or any part thereof, as scheduled and will be given 24 hours to contact INDOT with information on how the Provider will remedy the failure within 24 hours.

If INDOT has not been contacted after 24 hours, the Provider and Sponsor will be notified in writing, by FAX, that the Provider it has an additional 24 hours to remedy the situation.

Failure to Comply:

The Provider is hereby advised that liquidated damages in the amount of \$400 will be assessed from the performance bond if the site is still considered inadequately maintained by INDOT after the second 24-hour period. In addition, the rights to the segment may be revoked and given to another Provider. The Sponsor will be allowed to retain the site and change Providers, if the Sponsor so chooses.

B. SECOND OBSERVATION THAT A SEGMENT WAS NOT MAINTAINED:

If it is observed that the same segment, or any part thereof, has not been cleaned as scheduled a second time within a six month period, regardless of any remedial actions taken in response to the first observation, INDOT will notify both the Provider and Sponsor in writing without a prior notice that the Provider has 24 hours to remedy the situation.

C. THIRD OBSERVATION THAT A SEGMENT WAS NOT MAINTAINED:

If it is observed that the same segment or any part thereof, has not been cleaned as scheduled a third time in a one year period from the first observation, INDOT will revoke the permit from the Provider and notify all affected Sponsors. Sponsors will be allowed to retain the site and change Providers.

Revocation of the permit by INDOT will cause the Provider to forfeit and suspend all work on that segment that is the subject of the permit. INDOT will retain the right to offer any and all such segments to other Providers.

D. TERMINATION

The Permit may be terminated upon 30 days written notice by mutual consent of both parties or unilaterally by either party without cause.

A default or breach may be declared with or without termination. This permit may be terminated by either party upon written notice of default or breach to the other party under the following conditions:

- Any state, county, city, or federal license, authorization, waiver, permit, qualification, or certification required by statute, ordinance, law, or regulation to be held by the Provider to provide the goods or services required by this agreement is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed.
- The Provider becomes insolvent.

5. NONDISCRIMINATION

Compliance with State Laws and Regulations

(1) Indiana State Law

The Provider agrees to not discriminate in any manner against a Sponsor employee or applicant for employment because of race, color, religion, age, sex, , national origin, ancestry, or disability unrelated in nature and extent so as reasonably to preclude the performance of such employment.

(2) Sanctions for Noncompliance

In the event of the Provider's noncompliance with the nondiscrimination provisions of this program, the Department shall impose such sanctions as it may determine to be appropriate, including but not limited to cancellation, termination or suspension of the Agreement in whole or in part.

Providers providing materials, equipment, supplies, or services to the State under this Agreement herewith assure the State that they are conforming to the provisions of the Title VI of Civil Rights Act of 1964 and Section 202 of Executive Order 11246 of the President of the United States of America as amended by Executive Order 11375, as applicable.

The Provider shall comply with all applicable Federal laws pertaining to nondiscrimination in employment Title VII of the Civil Rights Act of 1964.

6. TIMELINE FOR APPLICATIONS

December 1, 2010 - INDOT will begin accepting applications for qualification as Litter Control Providers in the Sponsor-A-Highway Program.

December 31, 2010 - INDOT will begin to evaluate completed applications for qualification. Incomplete applications will be returned to the submitter.

January 15, 2011 – INDOT will begin notification of Providers that they are approved to participate in the Sponsor-A-Highway Program. Providers will be called and/or emailed initially, with formal notification to be followed by mail.

January 31, 2011 – Noon, Eastern Standard Time- INDOT will begin accepting requests for assigned segments in the Sponsor-A-Highway Program. Litter Control Providers may begin submitting requests to assigned segments in the Pilot area. Segments will be assigned on a first-come first served basis by date*.

Requests for reserving segments shall include: the Sponsor's full corporate name, address and location, a representative's name and contact information, including email address, phone and fax numbers, identifying route number, direction, beginning and ending mile points. Providers will be contacted to provide missing information; this could lead to loss of segment to both Provider and Sponsor due to missing information

*In the event requests for the same segment(s) are received on the same date and time, a drawing will be held to establish "selection order" using commonly accepted random chance methods.

March 1, 2010 – Qualified vendors may begin installing signs for sponsored segments.

Approved by:



Jason Jones, Director
Division of Maintenance Management and District Support

Date: 1/28/11

APPENDIX 1 – Roadways Available for Sponsorship

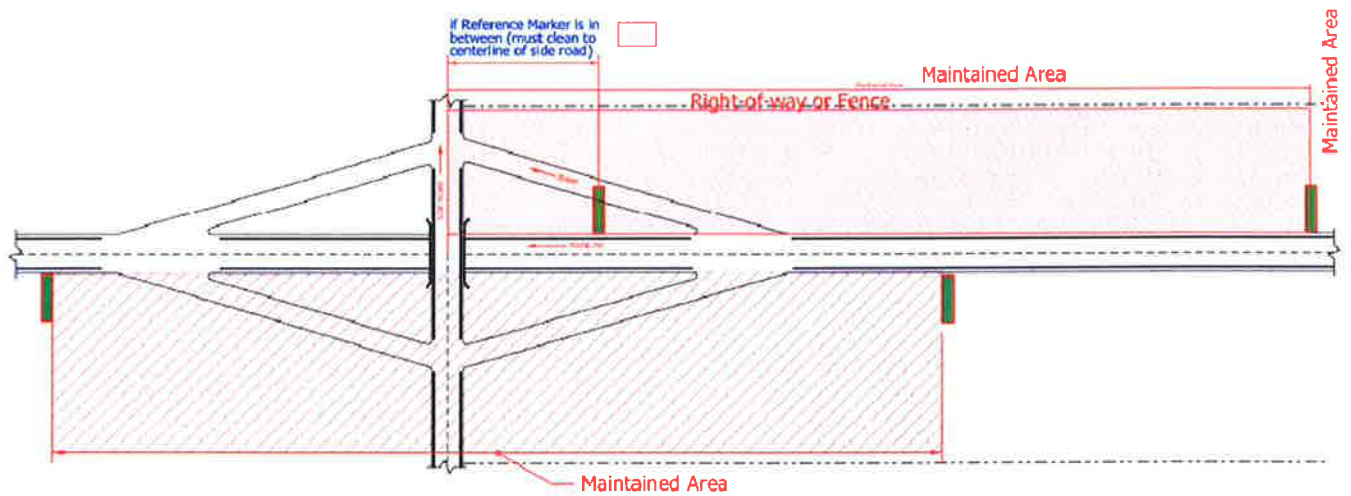
Route	District	County	Begin Mile Marker	End / Mile Marker	INDOT Sub District
I-65	1000	Boone	150.0	129.0	Frankfort Sub
I-65	3000	Marion	130.0	101.0	Indianapolis Sub
I-65	5000	Johnson	100.0	80.0	Columbus Sub
I-74	1000	Hendricks	54.0	72.0	Cloverdale Sub
I-74	1000	Marion	72.0	75.0	Cloverdale Sub
I-74	3000	Marion	94.0	100.0	Indianapolis Sub
I-74	3000	Shelby	100.0	102.0	Indianapolis Sub
I-74	3000	Shelby	102.0	123.0	Greenfield Sub
I-865	3000	Marion	0.0	5.0	Indianapolis Sub
I-465	3000	Marion	0.0	53.0	Indianapolis Sub
I-74	5000	Decatur	123.0	142.0	Columbus Sub
I-70	1000	Morgan	50.0	57.0	Cloverdale Sub
I-70	1000	Hendricks	57.0	60.0	Cloverdale Sub
I-70	1000	Morgan	60.0	61.0	Cloverdale Sub
I-70	1000	Hendricks	61.0	67.0	Cloverdale Sub
I-70	3000	Hendricks	67.0	69.0	Indianapolis Sub
I-70	3000	Marion	69.0	90.0	Indianapolis Sub
I-70	3000	Marion	90.0	94.0	Greenfield Sub
I-70	3000	Hancock	94.0	113.0	Greenfield Sub
I-69	3000	Marion	0.0	3.0	Indianapolis Sub
I-69	3000	Hamilton	3.0	5.0	Indianapolis Sub
I-69	3000	Hamilton	5.0	14.0	Tipton Sub

APPENDIX 2 – 48” x 60” Acknowledgement Sign



3.000" Radius, 1.000" Border, White on Green;
 "SPCNSOR A HIGHWAY" - HWY C 6 INCH;

APPENDIX 3 – Interchange Service Area showing different arrangements of Reference Marker locations



LEGEND

 Reference Marker

NOTES

Sections in the vicinity of interchanges will be selected such that 1/2 of the interchange is within the permitted section (i.e. end is to extend to centerline of crossroad or begin at centerline of crossroad and extend to the next Reference Marker if more than 5/10. If less than 5/10 the section will extend to the next higher Reference Marker.

Appendix 4 – Provider Application

LITTER CONTROL PROVIDER APPLICATION INSTRUCTION (FOR INCLUSION ON THE SPONSOR-A-HIGHWAY APPROVED LIST)

PURPOSE

The Indiana Department of Transportation encourages businesses lawfully engaged in the provision of litter removal services to submit a statement of qualifications and performance data and Litter Control Provider Application to become a qualified Provider for the Sponsor-A-Highway Program. Interested companies should complete and file this form with the INDOT Division of Maintenance Management and District Support. Approved Providers will be placed on a list of Pre-Approved Litter Control Providers for the Sponsor-A-Highway Litter Control Provider Program, which will allow the company to begin soliciting clients. The list will be distributed in response to public inquiries regarding the Sponsor-A-Highway Litter Control Provider Program.

DEFINITIONS

“Litter Control Provider”- A company whose professional services include litter removal.

“Sponsor”- A business enterprise that pays for a program in return for acknowledgement sign.

“Principals” - The key managers and operators of the firm. They may be owners, partners, corporate officers, associates, administrators, etc.

“Discipline”- As used in this application, refers to the primary technological capability of individuals in the responding firm. Possession of academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual’s primary technical discipline.

“Minimum Level”- The lowest possible level of service.

“Enhanced Services”- Include graffiti removal, landscape plantings, landscape maintenance, and grass mowing and trimming.

INSTRUCTIONS FOR FILING

1. Type the accurate and complete name of submitting firm.
2. Type the complete address of submitting firm, including zip code.
3. Provide a 24 hour contact person with name, title, and phone, pager, fax, and cellular telephone numbers.
4. In the spaces provided (add additional sheets if required) list qualifying experience for:
 - 4A: Marketing
 - 4B: Litter Removal

4C: Other Relevant Experience

5. In the space provided (add additional sheets if necessary) list all equipment available for this project (include make, model, year, and capacity)
6. In the space provided, (add additional sheets if necessary) list all work experience obtained within the last five (5) years with similar work requirements including, year work was performed, location of work (town and state), number of personnel employed on the project, scope of services provided, references, client names, and contact information.
7. Describe in essay form (add additional sheets if necessary) how your firm would function and complete the services associated with this project. Include all phases of the project, marketing, personnel staffing and hiring, equipment, work practices, and resolution of complaints of both INDOT and client.
8. Print the name of the person completing the application form including phone number, signature, and title.
9. Date of completion.

ADDITIONAL INFORMATION

Attach a copy of the certificate of insurance (verification sheet). INDOT shall be listed as additional insured (see Guidelines).

Complete Form AA-302 Affirmative Action Employee Information Report.

Completed form can be fax, hand carry or mailed to:

Indiana Department of Transportation
Division of Maintenance Management and District Support
Sponsor-A-Highway Program
100 North Senate Avenue
IGCN Room N901
Indianapolis IN 46204-2217
Fax Number 317-232-5551
Attn Roadside Services Coordinator

Forms may be resubmitted to reflect future changes relating to experiences and services provided.

In its sole discretion, Indiana Department of Transportation will determine if a Provider is qualified. The pre-approval status of a Provider may be withdrawn by INDOT, acting in its sole discretion, if such action is determined to be in the best interest of the State.

INDOT will make the current list of pre-approved Sponsor-A-Highway Providers available to potential Sponsors and to other interested parties.

INDIANA DEPARTMENT OF TRANSPORTATION
SPONSOR-A-HIGHWAY LITTER CONTROL PROVIDER PROGRAM

LITTER CONTROL PROVIDER AND RELATED SERVICES
APPLICATION
(FOR INCLUSION ON AN APPROVED LIST)

Firm name:

[Empty text box for Firm name]

Business Address:

[Empty text box for Business Address]

Year present firm established: _____

Date Prepared: _____

Specify type of ownership: _____

Names of not more than two principals to contact:

Name:	Name:
Title:	Title:
Phone:	Phone:

The following is a statement of facts. I request that the firm I represent be included on a pre-approved Provider list for participation in the INDOT Sponsor-A-Highway Provider Program.

Signature: _____

Name: _____

Title: _____ Date: _____

Section II

Number of Personnel by Discipline: (Note each person only one by function) Fill in only those that apply.

- _____ Administrative
- _____ Drivers (Truck)
- _____ Field Supervisors
- _____ Laborers
- _____ Public Relations/Community Affairs
- _____ Sales/Marketing
- _____ Traffic Safety Technicians
- _____ Other (List)

Total Number of Personnel: _____

Summary of Professional Services Fees Received (Insert index number)

Fees:	Last five (5) Years - Most Recent Year First					Ranges of Professional Services Index Numbers
	2010	2009	2008	2007	2006	
Contracted Government Work	_____	_____	_____	_____	_____	1. Less than \$100,000 2. \$100,000 to \$ 250,000 3. \$250.00 to \$ 500,000 4. \$500,000 to Greater
Highway Work	_____	_____	_____	_____	_____	
All Other Domestic Work	_____	_____	_____	_____	_____	

1. Marketing Experience:

2. Marketing Initiatives & dollar value, etc (provide specific information)

3. Specifically describe your highway experience, including jobs significant safety set-ups:

Project # 1

<p>Project Description:</p>	<p>Location:</p>
<p>Length of Project and Completion Date: (Actual or Estimated)</p>	<p>Cost of Work:</p>
<p>Client Name: Address:</p>	<p>Scope of Services Provided:</p>
<p>Telephone Number:</p>	

NOTES:

1. Need to specify INDOT will grant "conditional" approval. Provider will not have staff, equipment, or workers comp insurance prior to actually getting approved. We can require this info before the first sign goes up.