

SCOPE OF WORK:

Grounds Keeping and Maintenance Services

For PEMA Headquarters, Located at 1310 Elmerton Avenue Harrisburg, PA

Pennsylvania Emergency Management Agency (PEMA) is seeking a contractor to furnish equipment and operators to provide grounds keeping and maintenance services, as needed, for snow and ice removal, and landscaping to include lawn care and mowing, reseeding of damaged lawn, mulching, replacing dead or diseased shrubs and trees, trimming shrubbery, leave and debris removal.

GENERAL SPECIFICATIONS:

1. This Agreement shall be effective December 1, 2017 and continue through November 30, 2018, with four (4) optional one (1) year renewals, to be mutually agreed upon by both parties.
2. The contractor must provide a telephone number at which he/she can be reached 24 hours per day, to provide a response within no more than two (2) hours. This number will be used if emergency service is required.
3. It is the contractor's responsibility to ensure that a full complement of staff is available to complete the scheduled work.
4. The contractor is responsible to supply all staff necessary to ensure the successful completion of the agreement.
5. The contractor is responsible for furnishing all materials, equipment, tools and operators necessary to complete the described work.
6. The contractor is responsible to supply and maintain the good working condition of all necessary supplies and equipment.
7. The contractor is responsible to carry all necessary insurance and liability coverage to ensure the successful completion of the agreement.
8. PEMA is not responsible in any way for damages or losses to the contractor's tools, equipment, or materials, or any property of the contractor's employees, regardless of the cause.

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SPECIFICATION OF SERVICES

All work must be performed in accordance with the following Specifications.

I. GROUNDS KEEPING

A. Mowing and Trimming

1. Maintain turf in a healthy growing condition.
2. All grass areas must be mowed and trimmed and clippings disposed of off-site by contractor.
3. Turf shall be mowed at least once every ten calendar days during the growing season, generally between April 1 and November 15. Depending on weather conditions, it may be necessary to mow once every seven calendar days during periods of rapid growth. Turf shall be mowed as otherwise necessary to maintain a neat, trim appearance consistent with DGS turf management practices.
4. Rough cutting will not be permitted. If mowings are to be omitted, they shall be omitted only at the discretion of the PEMA Facilities Administrator.
5. Turf shall be mowed to a 2-1/2" – 3" height. Mowing height is to be measured with mower on a flat, paved surface.
6. Mowing will be accomplished in such a manner that no damage occurs to trees, shrubs, perennials, signs, in ground lighting, or access covers and no scalping of turf occurs.
7. Mowing will be performed so that grass discharge chutes are directed away from all buildings, posts, lighting, walkways, utility equipment, curbs, trees, shrubs, fences, signs, and other finished areas and surfaces. Where this operation is not possible, all clipping shall be removed from those items.
8. Deflective guards shall be in place during mower operation.
9. Clippings will be immediately removed from any roadway, walkway, or parking area, curbing, drains, etc. after each mowing. Excessive clippings, such as clumps or layers of grass trimmings, resulting from lush growth shall be removed from grass areas by the contractor after each mowing operation. Care shall be taken to keep clippings from entering mulched beds and tree collars. Should clippings enter these areas all clippings will be removed from these areas by the contractor after each mowing operation. Clippings must be disposed of off-site by contractor.
10. Trimming grass around all buildings, posts, walkways, utility equipment, curbs, trees, shrubs, fences, signs, water and antenna towers, etc. shall be performed at each mowing using herbicides, hand labor, and/or machines. Trimming shall be done in such a manner as not to damage trees, shrubs, signs, etc.
11. All roads, parking areas, and hard surfaces shall be kept free from dirt and soil. Any vegetation that might sprout on hard surfaces or in concrete or blacktop shall be removed to provide a neat appearance and prevent damage from root growth.
12. Retention ponds will be maintained per all DEP requirements and shall have a neat appearance.

B. Edging

1. Turf edge trimming shall be performed at least twice per season along all edges, sidewalks, curbs, etc.
2. This is to be performed at the contractor's discretion to maintain a neat and well groomed appearance at all turf boundaries.
3. Remove all debris, dirt and trimmings after each operation.

C. Bare spot and turf repair

1. At the beginning of the lawn growing season, where necessary to eliminate bare spots or unhealthy turf, the area shall be overseeded to ensure even turf development.
2. Bare spots and/or ruts shall be repaired and seeded using turf species designated by the PEMA

Facilities Administrator. Rake and seed lightly loosened soil to provide shallow coverage without affecting the seed distribution pattern. Water as required until grass in the restored bare spots is established. Bare spots and ruts shall be considered restored when the grass has reached a height of (3) inches.

3. Topsoil, when needed, is to be provided by the contractor. Topsoil shall be screened, friable and free of debris.
4. Upon complete coverage of bare area, the contractor is to notify the Contract Administrator for inspection and acceptance of repaired area.
5. All exposed rocks must be removed and the area repaired with new topsoil, seeded, and watered to ensure grass has matured.

D. Mulching, Edging, and Bed Maintenance

1. **Mulching:** All tree, shrub, groundcover beds and tree collars shall be mulched once a year with shredded hardwood mulch. In March of each year shredded hardwood mulch is to be applied in cleaned out beds, free of litter and debris. A 2-1/2" – 3" base of mulch should exist after the first mulching. In the Fall, beds are to be raked and cleaned. At no time shall the mulch be thicker than 4". If mulch starts to accumulate greater than 4", remove and discard old mulch before adding new mulch. Mulch shall be disease free hardwood of uniform brown color with a nominal thickness not to exceed 1/8". All mulch shall be free of twigs, leaves, and materials injurious to plant growth. Fertilizer and pre-emergent herbicide shall be in place prior to mulching.
2. **Edging:** All mulched areas shall be machine or manually edged to sufficiently retain the mulch in bed areas or around tree collars and to deter weed encroachment from adjacent vegetated areas. Prior to mulching, a "V" shaped earthen trench, four inches (4") deep, shall be provided at the outside edges of mulched area(s). All soil generated from the edging shall be evenly distributed and finely graded out into the bed area, thereby eliminating large clumps of matter. Edging soil shall not be added on top of any plant roots, especially tree collar areas. Edging soil shall be removed from site if it cannot easily be graded into existing beds without adversely affecting plant health.

E. Fertilizing

1. **Turf:** shall be fertilized according to the predominant grass type and recommended fertilization schedules, practices.
2. **Ornamentals:** A complete fertilizer with Nitrogen, Phosphoric acid and Potash shall be applied once a year before the mulch is applied. Utilize a time released fertilizer such as Osmocote nine month release, Isotek31, Grocote or the like. Water-in fertilizer as necessary according to label directions.
3. The Contractor shall furnish labels of all fertilizers being used in conjunction with this contract and, MSDS sheets shall be maintained in a binder in the maintenance office.
4. Where practical "green" products should be used.

F. Tree, Shrub, and Groundcover Maintenance

1. Each spring before the growing season begins:
 - a) The Planting at Elmerton and Bamberger shall be refreshed and the annual plants replaced as per the attached rendering labeled Elmerton and Bamberger Planting.
 - b) The Security Barrier Planters shall be refreshed with new annual plants as per the attached rendering labeled PEMA Security Barrier Planters.
 - c) The plantings around the flagpoles at the Main Entrance and the Staff Entrance shall be refreshed with new plants as per the rendering labeled PEMA Flagpole Plantings (2).
2. Maintain plant materials in a healthy, growing condition by performing the following operations and other work incidental thereto.
3. **Pre-Emergent Herbicide:** Prior to mulching, apply a pre-emergent herbicide once annually to

protect against grassy and broadleaf weeds. Utilize Ronstar G, Snapshot or similar herbicide at the maximum rate for ornamental beds. Apply and water-in according to label directions.

4. While performing the mowing & trimming services, the work crew will hand weed the landscape beds at no additional charge. This will eliminate the need for applying a post emergent herbicide.
5. Pruning:
 - a) Trees: Prune as authorized and specified by PEMA Facilities Administrator only. Prune deciduous trees when dormant to promote open framework in crown and to remove basal suckers. Pruning to be done using recognized best industry practices.
 - b) Shrubbery and Ornamentals: Prune as authorized and specified by PEMA Facilities Administrator only. Pruning must be done to maintain healthy plant growth and to maintain the original intent of the landscape design.

G. Insect and disease control, as conditions warrant

1. Provide treatment of lawn and ornamental plantings so as to prevent insect or disease damage and to promote healthy growth.
2. Use caution to avoid over application.
3. Where practical “green” products should be used.

H. Litter control

1. Pick up and remove all paper, plastic, metal, trash or other debris, and accumulated leaves, fallen branches, or other organic material from the entire facility site and public rights-of way.
2. Leave site, walks, parking areas, drive aisles, etc. free from dirt, clippings, dead weeds, or debris. All debris collected shall be discarded off-site at a proper solid waste/compost disposal facility at the contractor’s expense. When mowing is not required, litter control shall be performed not less than once every 10 days.
3. Sidewalks, driveways, and parking areas shall be kept free from any weeds, grasses, or otherwise growing in joints, cracks, or transition areas.

I. Emergency and Specialty Services

1. Upon notification by the contracting officer, or designee, the contractor shall perform emergency or special grounds maintenance required in areas covered under this contract. Upon notification of an emergency, the contractor shall respond within two (2) hours to meet with the contracting officer, or designee, and initiate emergency services. Upon receiving direction by the contracting officer, or designee, contractor personnel shall begin emergency work within four (4) hours. The contractor will notify the contracting officer, or designee, as soon as a special requirement is known.

II. SNOW AND ICE REMOVAL

- A. The contractor will be responsible for plowing, spreading of snow and ice control material, and snow removal on all road surfaces, and parking areas.
- B. The contractor will be responsible for clearing snow and spreading snow and ice control material on all perimeter sidewalks and entry sidewalks, including areas in front of garage doors, with the exception of the sidewalks on Elmerton and Bamberger, which will be the responsibility of the PEMA Facility Team to place barriers with signs that list no winter maintenance during snow and ice events. Calcium chloride or a comparable product will be used to prevent icing on sidewalks. **No sodium chloride or rock salt may be used on sidewalks.** Contractor shall take care to prevent over-accumulation of chemical product, including the sweeping away of excess chemicals from doorways to maintain safe conditions.

- C. A “snow event” is defined as billing snow accumulations for a 24-hour period, between the hours of 12:00 A.M. and 11:59 P.M. The snow fall accumulation as reported by the National Weather Service for the City of Harrisburg shall be the official record used for determining the snow fall event for billing purposes. Site is visited periodically and maintained during the event. Contractor will return at the end of the event to complete clean from curb to curb. Spreading of snow and ice control material and drift clearing during the 24-hour event period is included in the per snow event price.
- D. Services shall be available on a continuous 24 hours per day, 7 days per week basis. Contractor will be required to regularly inspect property during snow events or ice storms, without notice from PEMA, to determine what snow clearing or ice control operations need to commence. Contractor shall be required to begin plowing when two (2) inches of snow has accumulated, and then continue to plow at every two (2) inches thereafter. Contractor will be responsible to continue snow plowing and ice control operations until bare pavement has been exposed and the snow event has finished. It is the responsibility of Contractor to ensure the site has been properly cleared from curb to curb. In addition, Contractor shall be required to begin services within two (2) hours of any service request from PEMA.
- E. In addition, all road surfaces, parking areas, and sidewalks must be plowed and treated with snow melt, one (1) hour before the start of normal employee shifts; typically shift changes start at 7 AM, 4 PM, and 11 PM.
- F. Plowed snow must not be piled to interfere with emergency exits, or in any manner impede emergency access to any buildings and may not block the safe line of site for public or private roads.
 - 1. All effort must be made to keep all parking spaces accessible
 - 2. Fuel tank stand pipe and fill pipe must be kept open
 - 3. Entrances to and around the Ancillary Building may not be blocked
 - 4. Access must be maintained to and around the trash and recycling containers
- G. Additional work:
 - 1. In the event additional equipment is needed to relocate/remove snow, Contractor will request authorization from PEMA for the use of such equipment. Contractor will invoice in accordance to the hourly rate(s) listed on the bid form.
 - a) The Contractor shall coordinate with PEMA, or designee, any snow relocation or removal to an off-site area designated by PEMA.
 - 2. If PEMA requests that the Contractor plow drifts outside of a snow event, the Contractor will invoice according to the hourly rate listed on the bid form.
 - 3. If PEMA requests that the Contractor apply snow and ice control material outside of a snow event, Contractor will invoice in accordance to the per ton rate listed on the bid form.
- H. Pre-approved Contractor equipment may be stored at the site at the discretion of, and coordinated with, PEMA. The Contractor assumes all liability for all equipment stored on-site and agrees to hold PEMA harmless. The Contractor agrees to remove all or any equipment stored on-site within seven (7) calendar days of notification. PEMA reserves the right to have the equipment removed at the Contractor’s expense should the equipment not be removed within the seven (7) calendar days of notification.

III. BUILDING STRUCTURE AND GROUNDS

- A. It is the responsibility of the contractor to repair any damage caused by error or negligence, to any

structures, road surfaces, sidewalks, curbs, fixtures, utility poles, signage, grassy areas, landscaping, or state owned or personal vehicles.

- B. In making work rounds, the Contractor must be observant at all times for any defects that may be developing; such as chipped paint, holes in ramps, holes in concrete or blacktop surfaces, damaged sidewalks, broken or bent railings and guide rails, and damaged or deteriorating landscape. These must be reported to work site supervisor. The contractor's foreperson is responsible for reporting and coordinating all repairs with PEMA.

IV. MATERIALS, EQUIPMENT AND TOOLS

- A. The Contractor is responsible for furnishing, at no cost to PEMA, all materials, equipment and tools necessary to perform the requirements of the contract.
- B. PEMA may require the contractor to furnish additional items as necessary. Tools, material and equipment should be maintained to comply with all state and federal requirements and all industry standards.
- C. PEMA is not responsible in any way for damages or losses to the contractor's tools, equipment or materials regardless of the cause, or to the personal property of the Contractor's employees.

V. PERSONNEL

- A. All employees assigned to this site to perform work covered under this contract must be mentally and physically able to perform the assigned work.
- B. At the start of each shift, Contractor will review the facility and report problems to the foreperson. If the foreperson is unavailable and the problem affects the function of the facility, the Contractor is to notify the PEMA designated contact person.
- C. Contractor's attire must be well maintained and present an acceptable appearance at all times.
- D. PEMA may insist the contractor remove those employees it deems incompetent, careless, insubordinate, unsuitable or otherwise objectionable, or whose continued employment on the site is determined by PEMA to be contrary to the public interest or inconsistent with the best interest of the Department.
- E. Supervision of personnel and PEMA's inspection
 1. Prior to the starting date, an on-site conference will be held between the contractor and PEMA. At this time, the contractor will designate the individual in their organization who will be responsible for supervising the work of the attendants. PEMA will designate the person(s) who is authorized to issue instructions to the supervisor of directly to the attendants, as the situation dictates.
 2. If the assigned foreperson is replaced for any reason, PEMA must be notified. The new foreperson must complete a 30-day probation, during which PEMA reserves the right of the final acceptance.
 3. The contractor is responsible for conducting at least one unscheduled inspection per month at the site. The inspection shall be performed by personnel other than on-site attendant(s) or the on-site supervisor(s). The contractor should notify PEMA representatives of the times and

dates of the unannounced inspection so that the PEMA representatives may, if desired, accompany the contractor.

VI. SAFETY

- A. The contractor must perform all specified work. Maintenance work must be performed with a minimum amount of interference with the normal operation.
- B. While performing services, the contractor will ensure all safety measures are taken to protect themselves, PEMA employees and visitors.
- C. The contractor will confirm to all OSHA standards as requested by PEMA.

Elmerton and Bamberger Planting



PEMA Security Barrier Planters



PEMA Flagpole Plantings (2 each)

