

**PennDOT Engineering District 6-0  
Regional Office Snow Removal  
Statement of Work**

**SPECIAL PROVISIONS**

**Service Line Item Index**

**Attachments**

**General Description of Site and Requirements**

**Strategic Environmental Management Program (SEMP) Requirements**

**Site Inspection of Parking Lot, Garage and Sidewalks**

**Equipment and Inspections Required Contractor Notification**

**Mobilization**

**Response Time**

**Liquidated Damages**

**Work Hours**

**Overtime Work**

**Item Descriptions**

**On Site Work Performance Inspection**

**Invoice and Billing Instructions**

**ITEMS**

**ITEM # 1 – PICK UP TRUCKS with SNOW PLOWS**

**ITEM # 2 – LABORER TO REMOVE SNOW AND ICE**

**ITEM # 3 – 1.5 Cu. Yd. FRONT END LOADER**

**ITEM # 4 – 1.5 Cu Yd. SKID STEER LOADER**

**ITEM # 5 – 33,000 lb. GVW TRUCK**

**ATTACHMENTS**

**Attachment A – List of Equipment and Equipment Inspection Requirements**

**Attachment B – Site Plan Sheet**

**Attachment C – OS-501 Confirmation of Service Form**

**GENERAL DESCRIPTION OF SITE AND REQUIREMENTS**

This work is the removal of the accumulated of snow and ice and the treatment with deicing materials of the walk ways and the paved parking lot, road and concrete parking garage, located at Pennsylvania Department of Transportation (hereinafter referred to as PennDOT) Engineering District 6-0 Office Building at 7000 Geerdes Boulevard in King of Prussia, Pa.19406-1525 (See Attachment “B” Site Plan Sheet). Upon arrival and departure, call the Building Maintenance Supervisor, so time, crew, and equipment on job can be calculated.

The contractor will supply all deicing chemicals. Calcium chloride will be used on the concrete in and on the upper deck of the parking garage and sidewalks. Salt will be used on the asphalt parking areas.

**PennDOT Engineering District 6-0  
Regional Office Snow Removal  
Statement of Work**

There is a weight limit for vehicles on the upper deck of the parking garage. All snow on the deck must be removed by using pick-up trucks. No snow can be piled up on the west, north, and east sides of the upper deck of the garage.

Do not pile snow on top of inlets.

Contractor will keep snow away from area 4 feet around the 2 dumpsters located in our parking lot.

The services provided shall be consistent with standard operating procedures and applicable Federal, State, Local laws, rules, and regulations for the protection of public health and the environment and includes following OSHA safety requirements.

The Contractor is responsible to ensure all equipment is in conformance with applicable Pennsylvania Motor Vehicle Laws.

**STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP)  
REQUIREMENTS**

PennDOT has implemented a Strategic Environmental Management Program (SEMP) which complies with the ISO 14001:2004 standard. As part of SEM, the Commonwealth of Pennsylvania has established a Green Plan Policy that can be found at:

[www.dot.state.pa.us](http://www.dot.state.pa.us)

To access program requirements on the website:

Type in '*SEMP*' in search field, and select the magnifying glass.  
Then select '*Pollution Prevention*' and review site.

The Green Plan Policy is designed protect the environment, conserve resources and comply with environmental laws and regulations.

The Contractor shall ensure that its personnel are aware of the Commonwealth of Pennsylvania's commitment to protecting the environment, are properly trained about the environmental impacts of their work and are competent (through appropriate work experience, job training or classroom education) to perform the work that they do.

**SITE INSPECTION OF PARKING LOT, GARAGE AND SIDEWALKS**

The Contractor is required to attend a Mandatory meeting with the Building Maintenance Supervisor in November (or a time acceptable to the Building Maintenance Supervisor) of each year to do a pre-season walkthrough and inspection. At this time, a pre-inspection of the property will be conducted and all damage will be noted on the pre-inspection form. Another Mandatory meeting will be required after the work is completed in May of each year. It will be the responsibility of the Contractor to repair any damage noted in the post inspection meeting that was not noted in the pre-inspection. Contractor will make all repairs in accordance with PennDOT Publication 408 Specifications dated 2016.

**PennDOT Engineering District 6-0  
Regional Office Snow Removal  
Statement of Work**

**EQUIPMENT AND INSPECTIONS (REQUIRED)**

The Contractor will, within three (3) business days of notice of apparent low bidder status, submit the completed Attachment “A”, List of Equipment and Equipment Inspection Requirements, to the PennDOT Purchasing Agent.

The awarded contractor agrees to provide the equipment noted in this section to be used for the duration of this contract.

**ITEM # 1 – PICK UP TRUCKS with SNOW PLOWS**

Provide a minimum of three (3) Pick-up Trucks (¾ Ton or larger) equipped with Snow Plows. .

**ITEM # 2 – LABORER TO REMOVE SNOW AND ICE**

Provide one (1) each Snow Blower; minimum 6.5 horse power

**ITEM # 3 – 1.5 Cu. Yd. FRONT END LOADER**

Provide one (1) each 1.5 cubic yard Front End Loader

**ITEM # 4 – 1.5 Cu Yd. SKID STEER LOADER**

Provide one (1) each 1.5 cubic yard Skid Steer Loader

**ITEM # 5 – 33,000 lb. GVW DUMP TRUCK**

Provide one (1) each 33,000 lb. GVW Dump Truck.

The apparent low bidder shall demonstrate to the Building Maintenance Supervisor that the equipment proposed for use in meeting the requirements of the contract is of sufficient capacity and quantity, and that all such equipment is in good working order.

Additionally, the apparent low bidder may be asked to demonstrate that the personnel employed for the purpose of providing the services required by the contract are sufficiently trained to operate the Contractor’s proposed equipment fleet.

Within 10 business days of notice of apparent low bidder status, the Building Maintenance Supervisor will notify the apparent low bidder regarding the date, time, and location of the demonstration.

At the discretion of the Building Maintenance Supervisor, the apparent low bidder may be provided with up to five (5) additional business days after an initial, unsuccessful demonstration of equipment and personnel to prepare for and satisfactorily complete a second demonstration.

**PennDOT Engineering District 6-0**  
**Regional Office Snow Removal**  
**Statement of Work**

If the apparent low bidder fails to demonstrate the acceptability of its equipment and/or personnel within ten (10) business days of PennDOT's initial notification of date and time of inspection, the apparent low bidder may be deemed nonresponsive and not responsible and its bid will be rejected. The contract will then be awarded to the next lowest responsive and responsible bidder that successfully demonstrates the acceptability of its equipment and personnel.

PennDOT will provide the contractor written communication regarding the outcome of the equipment demonstration.

If changes to equipment and/or personnel are made after the award, the Contractor will notify the Building Maintenance Supervisor and may be asked to successfully demonstrate the acceptability of the equipment and/or personnel as specified above. Any costs for equipment set –up or calibration will be considered incidental to the cost of the contract and no additional payment will be made.

All equipment listed by the Contractor on Attachment “A”, List of Equipment and Equipment Inspection Requirements must be present at the demonstration; incidental equipment need not be included. The Contractor shall have the plows and spreaders attached and functional during the inspection.

The contractor name, logo, if applicable, and contact information must be visible on all motor vehicles used on the contract.

**CONTRACTOR NOTIFICATION**

The Contractor shall assign one of its employees to serve as the Contract Representative. The Contractor will, within three (3) business days of notice of apparent low bidder status, provide the Building Maintenance Supervisor with the contact information (email and cellular phone number) of the Contract Representative to be used for notification purposes. Notification is defined as a written (including e-mail), oral (telephone call) or faxed authorization to the Contract Representative. The call out to work will be made by the Building Maintenance Supervisor or designee.

The Contract Representative will be the Contractor’s sole contact person designated to interact and communicate with PennDOT on all contract-related activities and issues (e.g. scheduling, programming, etc.). The Contract Representative shall have the authority to make all contract-related decisions. The Contractor shall notify the Building Maintenance Supervisor immediately, in writing, of any change involving the individual acting as Contract Representative.

The Contractor shall equip its Contract Representative with a cellular telephone for use in communicating with the Building Maintenance Supervisor.

If contract renewals apply, the following information shall be supplied to the Building Maintenance Supervisor and updated by the Contractor prior to November 1 of each renewal year:

**PennDOT Engineering District 6-0  
Regional Office Snow Removal  
Statement of Work**

1. Contact information; including name, title, cell phone number, office phone number, and email address; for the following people:

- Contract Representative
- Emergency Contact

**MOBILIZATION**

Any cost associated with the mobilization and items such as required licenses, permits, insurance, and communication devices as directed by PennDOT for the duration of this agreement will be considered incidental to the items of work and no additional payment will be made.

**RESPONSE TIME**

Within one (1) hour of PennDOT notification, the contractor crew and equipment must be at the worksite parking lot ready to work as outlined in the item number section of this Statement of Work.

Upon arrival and departure, the contractor will call into the Building Maintenance Supervisor or a designee, so that the labor and equipment hours can be calculated for that storm event.

**LIQUIDATED DAMAGES**

PennDOT may assess liquidated damages in the amount two hundred fifty dollars (\$250.00) for each incident where the contractor fails to send the required staff and equipment within one (1) hour of PennDOT notification. PennDOT may also assess liquidated damages in the amount of two hundred fifty dollars (\$250.00) for each calendar day or portion thereof that no work is done.

Liquidated damages will NOT be assessed because of unavoidable delays in completion of work caused by PennDOT, other Contractors employed by PennDOT, or unforeseeable causes beyond the control and without fault or negligence of the Contractor.

**WORK HOURS**

The work hours for this contract will vary due to the demand and the type of storm. Contractor is required to have the required manpower and equipment to meet the snow removal and deicing need of any storm. Contractor must be available to work twenty-four (24) hours a day seven (7) days a week including holidays.

**OVERTIME WORK**

There will be **no** overtime work during this contract; all work will be billed at the hourly rate bid by item number only.

**PennDOT Engineering District 6-0  
Regional Office Snow Removal  
Statement of Work**

**ITEM DESCRIPTIONS**

**ITEM # 1 – PICK UP TRUCKS**

Description – This item is the plowing of snow and ice from the PennDOT District 6-0 parking lot and PENNDOT POINT road. (See Attachment “B” Site Plan Sheet)

Material – Pick-up trucks (minimum of three) with operator, snow plow, and electro-mechanical spreader, fuel, and oil.

Supply Calcium Chloride de-icing chemicals for de-icing upper and lower deck of parking garage. Salt can be used on asphalt areas of parking lot.

Service – Use the pick-up trucks to plow snow from all paved areas of the parking lot and road. Spread calcium chloride on concrete deck of parking garage; Salt asphalt areas.

Measurement and Payment – Hour (per truck). Actual time spent at work site with a two (2) hour minimum per truck per call-out. Includes operator, fuel, oil, plowing, spreading of de-icing material and all materials (calcium chloride and salt).

**ITEM # 2 – LABORER TO REMOVE SNOW AND ICE**

Description – This item is the removal of snow and ice from the sidewalks, steps and parking deck which are located on the PennDOT District 6-0 Office property (see Attachment “B” Site Plan Sheet).

Material – Supply laborer(s), one 6.5 horse power (or larger) 2-stage snow blower machine, a snow shovel for each laborer, and one (1) each hand-driven mechanical spreader.

The contractor is required to have up to four (4) laborers (in addition to equipment operators) available during the length of the contract to cover the demands of each storm. The Building Maintenance Supervisor or designee will notify the vendor at the time of each call-out the number of laborers necessary.

Supply all fuel and lubricants for the snow blower.

Contractor will supply the chemicals (calcium chloride) for de-icing the sidewalks.

Service – Remove snow from the sidewalks and steps and the limited access sections parking deck and paved circle on the property and apply deicing chemicals as directed by the Building Maintenance Supervisor or a designee.

Measurement and Payment – Hour (per person). Actual time at worksite with a two (2) hour minimum per person per call-out.

**PennDOT Engineering District 6-0  
Regional Office Snow Removal  
Statement of Work**

**ITEM # 3 – 1.5 Cu. Yd. FRONT END LOADER**

Description – This item is the removal of snow from the parking lot when a large snow storm creates a situation where pick-up trucks with plows are not capable of moving the snow (see Attachment “B” Site Plan Sheet).

Materials – Furnish a front end loader and operator, fuel and oil.

Service – Remove snow and ice from the parking lot and the loading of the 33,000 lb. GVW truck with snow. Also required is the stacking of snow into various piles on the parking lot.

Measurement and Payment – Hour. Actual time spent at the work site with a two (2) hour minimum per call-out.

**ITEM # 4 – 1.5 Cu Yd. SKID STEER LOADER**

Description – This item is the removal of snow and ice from the PennDOT District 6-0 parking lot and garage deck and to use in areas where you cannot fit other equipment (see Attachment “B” Site Plan Sheet).

Materials – Furnish a skid steer loader and operator, fuel and oil.

Service – Remove snow and ice from the parking lot, garage deck and loading of the 33,000 lb. GVW Dump truck, also the stacking of snow into various piles on the parking lot.

Measurement and Payment – Hour. Actual time spent at the work site with a two (2) hour minimum per call-out.

**ITEM # 5 – 33,000 lb. GVW Dump Truck**

Description – This item is the removal of snow and ice from the PennDOT District 6-0 parking lot loading of snow and ice into the dump truck, and trucking of the snow and ice to our lower parking lot (see Attachment “B” Site Plan Sheet).

Material – One 33,000 lb. GVW Dump Truck with operator, fuel, oil and back-up alarm.

Service – Contractor may be required, when directed by the Building Maintenance Supervisor or a designee, to transport and unload snow into a section of the lower level parking area.

Measurement and Payment – Hour. Actual time spent at work site with a two (2) hour minimum per call-out.

**PennDOT Engineering District 6-0  
Regional Office Snow Removal  
Statement of Work**

**ON SITE WORK PERFORMANCE INSPECTION**

All work will be subject to inspection by the Building Maintenance Supervisor or designee during the term of this contract. Failure to satisfactorily meet all the requirements of this contract or the refusal to promptly correct all deficiencies within twenty four (24) hours of notification by phone, fax or written (including email) may be cause to assess liquidated damages and or termination of this contract. If the contractor's employee's work reflects poor workmanship or character, PennDOT may ban them from future work at our site.

**INVOICE AND BILLING INSTRUCTIONS**

Upon completion of service each month the contractor will complete a Confirmation of Services Form (OS-501 – Attachment "C"), and the contractor shall email a copy of the OS-501 (including corresponding invoice number) to the District Building Maintenance Supervisor or designee. Contractor will also mail the original OS-501 to the District Building Maintenance Supervisor's attention at the following address:

PENNDOT District 6-0  
Attn: District Building Maintenance Supervisor  
7000 Geerdes Blvd.  
King of Prussia, PA 19406-1525

An electronic version of the OS-501 form will be supplied upon request.

Upon receipt of the OS-501 the District Building Maintenance Supervisor or designee will confirm the work performed, hours worked, materials used and will call the vendor to correct mistakes.

The Contractor shall submit a commercial invoice to the address shown on the first page of the Purchase Order. The Contractor's invoice shall reflect the Purchase Order and include the date of service, purchase order number, and the work listed by the item number, description and the unit price, as well as all other information required by the Purchase Order Terms and Conditions.