

Pennsylvania Department of Transportation
District 8-0 Rest Area Site G
Specifications for Landscaping and Lawn Maintenance

1. **DESCRIPTION**

The contractor shall furnish all equipment, personnel and materials for performing grounds maintenance work at Rest Area Site G located along Interstate 81 Northbound one mile north of the MD/PA state line in Franklin County, Antrim Township.

II. **GENERAL MAINTENANCE**

- a. General maintenance shall be required in all areas within the Interstate 81 and Route 11 side of the right-of-way fence. The total estimated acreage of maintenance is 8.0 acres. Mow grass and perform maintenance weekly or as needed to keep grass growing to a height of not more than four inches. Cutting shall begin when required and continue to approximately October 31. Grass shall not be cut to a height less than two inches. All trash and debris shall be removed from grass areas prior to the start of mowing operations. 2.9 acres of the general maintenance area is in areas that are either too rough or too steep to mow using conventional mowing equipment. These areas require cutting so that the growth of vegetation does not exceed one foot in height. Undesirable shrubs and brush, not to exceed fifteen feet in height shall be removed from the property.
- b. All plant beds and mulch shall be kept weed free.
- c. Pruning shrubs and trees and removal of all clippings shall be the responsibility of the contractor.
- d. Removal of all poison ivy from picnic area.
- e. Edging of all grass areas adjacent to curbs, concrete pads and sidewalks shall be performed as part of each mowing operation. These areas shall be swept clean following edging.
- f. Maintenance at signs, trees, and picnic tables shall be such that no grasses or weeds extend to a height greater than the surrounding cut grass.
- g. The contractor shall furnish all herbicides after approval by District Roadside Specialist.
- h. Dead Material – Dead trees less than twenty-five (25) feet in height and shrubs shall be removed immediately and the holes filled with topsoil. If the plant was removed from the lawn area, this area will be worked to grade, and seeded with a grass seed mix as approved by the District Roadside Specialist (DRS).

III. SPRING CLEANUP – TREE AND SHURB FERTILIZATION

This work shall be performed and completed before May 15th of each year.

- a. Remove all fallen limbs and debris from picnic and mowed areas. This work will not require the removal of fallen trees 25' or larger.
- b. Rake turf areas to remove debris where required.
- c. Mulch plant beds at building and to rear of building so as to maintain a depth of 4". Mulch shall be bark mulch or other mulch as approved by the District Roadside Specialist. Mulching must be completed by May 15th of each year.
- d. Removal of undesirable trees and shrubs (15' or less in height) from the 8.0 acres of area for general maintenance. All debris from this work shall be removed from the property.

IV. TURF CARE (LIME AND FERTILIZER)

- a. An application of Scotts Turf Builder Plus 2, or approved equal shall be applied at the Manufacture's recommended rates during the spring and fall seasons. At the times listed below:
Spring – Prior to May 15th each year.
Fall – September 1st to 20th of each year.
- b. Fall Liming of Mowed Areas - Lime shall be applied to all mowed areas at the rate of 600 pounds per acre. Liming shall be done during, October, November or December.

V. LEAF RAKING OR SHREDDING

- a. All leaves and debris shall be removed from the turf areas or cut into small pieces so as to be not noticeable.
- b. It is anticipated that this work will be required after most of the leaves have fallen during the period from November 1 to December 10. There will be three (3) performances of this operation per season.
- c. Should the contractor use a mower to shred the leaves, the contractor will be paid the bid for "Leaf Raking or Shredding," only.
- d. Leaves shall be removed from the area of the right-of-way fence and tree line.

VI. LIABILITY

- a. Except as otherwise herein above specified, the contractor shall also be responsible for damage claims as provided for in Section 107.14 of the current PENNDOT Specifications, PUB 408.

VII. EQUIPMENT

- a. The contractor shall furnish the necessary equipment and tools required to maintain the safety rest area grounds. Such items shall include, but not limited to power mowing equipment, edger's, sprayers, leaf blowers, lime spreader and hand tools such as rakes, shovels, pruning shears and other equipment.

VIII. PERSONNEL

- a. The contractor shall provide one (1) foreman, skilled in landscape maintenance practices, and as many workers as are necessary to meet the requirements of these specifications.
- b. The person or persons applying herbicides must carry a valid Commonwealth of Pennsylvania Department of Agriculture Restricted Use Pesticide License indicating the appropriate category. The Pesticide Applicator and Licensing Record form shall be completed and submitted with the bid for this work.

IX. MATERIALS

The contractor shall provide all lubricants, fuels, mulch, pesticides, fertilizers, and lime as required. Delivery slips required for lime, fertilizer, mulch and herbicides must be returned to the District Roadside Specialist. Also, return all package labels form fertilizer and herbicides to the District Roadside Specialist.

X. SAFETY

- a. The contractor shall perform all specified work with the knowledge that the Safety Rest Areas are open to the public twenty-four (24) hours per day. Maintenance work shall be performed with a minimum amount of interference with the normal operation of the Safety Rest Area.
- a. Special precautions shall be taken when using mowers near the buildings. The discharge from rotary mowers shall, at all times, be pointed away from walks, buildings, parking lots and other areas where people are assembled.

XI. GENERAL PENALTY FOR NON PERFORMANCE

A penalty of two-hundred dollars (\$200.00) shall be assessed per occurrence to the contractor, each time grounds maintenance work is not satisfactory performed by the contractor when directed by the District Roadside Specialist. Such assessments shall be deducted from the contractor's monthly payment following the occurrence(s).

XII. BASIS OF PAYMENT

- a. The cost of materials shall be invoiced at suppliers invoice price plus 25%.

- b. Invoicing shall be by site number and the appropriate item number for each site. The contractor's invoice shall be submitted monthly.
- c. All labor and materials used for work performed must be documented on the "Daily Roadside Activity Report" (Form M-609). This report will serve as the basis for payment. Copies of all invoices for materials must be submitted along with Form M-609. Two sets of documents must be submitted with each invoice. Set one shall contain one copy of the contractor's invoice, one copy of all suppliers' invoices, the white and yellow copies of form M-609, and one copy of the OS-501 "Confirmation of Services" form. This set shall be submitted to Engineering District 8-0, Roadside Unit, 2140 Herr Street, Harrisburg, Pa. 17103-1699. Submit the original copy of the contractor's invoice and one copy of the OS-501 "Confirmation of Services" form to the COMPTROLLER. Bill to the address on the face of the Purchase Order. Failure to submit all payment documents will lead to delays in payment of invoices as they will be returned to the contractor for correction.
- d. Mowing and general maintenance shall be performed weekly or as directed by District Roadside Specialist and paid for by each performance.
- e.
 - 1. Mowing shall be paid per cutting.
 - 2. Spring cleanup shall be paid on completion of work.
 - 3. Spring Turf Care, fertilizer only, shall be paid on completion of work.
 - 4. Fall Turf Care, fertilizer only, shall be paid on completion of the work.
 - 5. Fall Turf Care, lime only shall be paid on completion of the work.
 - 6. Leaf raking or shredding shall be paid on completion of the work.
 - 7. All other work, including the extensive work required in the shrub beds shall be incidental with the general maintenance and no separate payment will be made therefore.

XIII. NON-COMPLIANCE

If, for any reason, the contractor fails to comply with the requirements of the contract, Section 108.09 of the current Specifications, PUB 408 shall prevail.

XIV. QUALIFICATIONS OF CONTRACTOR

Prior to award, the contractor will be required to furnish reference indicating that he is capable of performing grounds maintenance services in a satisfactory manner.

XV. WORK NOTIFICATION

The contractor shall contact the District Roadside Specialist or designee at least twenty-four (24) hours prior to performing mulching, fertilization, or herbicide application.

XVI. SERVICE PERIOD

The first contract period shall run from April 1, 2015 to March 31, 2016. By mutual consent, of both parties, this contract is renewable at unit prices quoted for one (1) year periods for a total of two (2) such renewals.

XVII. STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM

PennDot has implemented a Strategic Environmental Management Program (SEMP) which complies with the ISO 14001:2004 standard. As part of SEMP, PennDot has established a Green plan Policy that can be found at www.dot.state.pa.us and is also posted at PennDot District and County Offices. The Green Plan Policy is designed to protect the environment, conserve resources, and comply with environmental laws and regulations. The contractor shall ensure that its personnel (including the personnel of any of its subcontractors) are aware of PennDot's commitment to protecting the environment, are properly trained about environmental impacts of their work and are competent (through appropriate work experience, job training, or classroom education) to perform the work that they do.