

TECHNICAL SPECIFICATIONS

1. DESCRIPTION:

The contractor shall furnish all equipment, personnel and materials for ground maintenance of approximately 4.8 acres at the Pennsylvania Department of Transportation Engineering 4-0 District Office, located in Lackawanna County on State Route 347, O'Neil Highway at the entrance to the Keystone Industrial Park. The limits of work are from the edge of the Keystone Industrial Park Road continuing along to the edge of the O'Neil Highway then continuing to the right of way fence or established tree lines. All areas inside these limits are to be included in the bid prices.

2. RENEWAL CLAUSE:

The Pennsylvania Department of Transportation, hereafter referred to as PennDOT, requires property maintenance at the area listed for a period of 12 months. Under this contract there is a renewal option - "by mutual consent of both parties, this contract shall be renewable at the price quoted for a one-year period for a total of four (4) such renewals." Each renewal will receive a three (3%) increase over current unit prices.

3. GENERAL LAWN and LANDSCAPE MAINTENANCE:

This work will include property maintenance as described herein.

- A. General Maintenance - Thirty-Two (32) estimated performances. Cutting shall begin approximately May 1st continuing to approximately November 25. No mowing shall be permitted on holidays or during holiday weekends or scheduled activities. The general maintenance cycle must be completed from start to finish within one calendar day.
- B. Mowing and general landscaping maintenance shall be performed weekly or as directed by the contract contact person and paid for by performance. Each performance shall include:
- Removal of all litter and debris from grass areas prior to any maintenance activity.
 - Mowing of all grass areas to a height of not more than four (4) inches and not less than two (2) inches. The contractor will be required to remove excess clippings when the grass growth becomes excessive prior to cutting. Mowing equipment to collect grass clippings may be used when necessary.
 - Edging all walks, curbs and picnic table pads following cut. Following edging, these areas shall be blown or swept clean of grass clippings.
 - Maintenance at signs, trees, picnic tables, light poles, and other appurtenances

shall be such that no grass or weeds extend to a height greater than the surrounding cut grass.

- Removal of weeds, grass and vines from the right-of-way fences located adjacent to mow areas. This work shall be performed two (2) times per season, one in June and one in September.
- Removal of weeds from the cracked pavement areas, pavement joints, and curb areas.
- All plant beds and mulched areas shall be kept weed free. Weeding shall be performed during each weekly maintenance cycle.
- Mulched areas shall be maintained in a uniform appearance. Exposed weed fabric or disturbed areas must be raked to provide a uniform appearance. Additional mulch may be necessary for this service. The purchase of additional mulch for this maintenance service will be paid under the material contingency line item and contract specifications. Labor and required equipment charge for this service is considered incidental to this line item.
- A pre-emergent herbicide may be applied during spring cleanup, as approved by District Roadside Specialist. No additional payment will be made for the application of pre-emergent herbicide material.
- The contractor will prepare and/or maintain flower bed locations as directed by the District Roadside Specialist in accordance with the Department Specifications Publication 408, Section 808, current edition. This item will require a skilled landscape worker for plant material replacement.
- During the final general landscape maintenance of the season, following the first frost, the contractor must cut at ground level and dispose of all ornamental grasses material. Disposal of vegetative material is the responsibility of the contractor.
- During the final general landscape maintenance of the season, following the first frost, the contractor must cut at ground level and dispose of all dead vegetative material resulting from ornamental plant material such as flowering vegetation.

4. SPRING CLEANUP:

This work shall be started within five (5) days of written notice to proceed and completed within three (3) working days. This work shall be performed during the period May 1 to June 15.

- Remove all fallen limbs and debris from picnic and mowed areas.
- Rake turf areas to remove debris where required.
- Clean all plant beds of weeds and debris and mulch plant beds to a depth of 4". Mulch shall match existing mulch type or other may be supplied as approved by the District Roadside Specialist. A mulch sample will be supplied to the District

Roadside Specialist for approval. The purchase of mulch will be paid for under the material contingency line item. Labor and required equipment charge for this service is considered incidental to this line item.

- Pruning trees and shrubs.
- All trees shall be mulched to a depth of three (3) inches with double ground hardwood mulch. Prior to mulching, a three (3') foot circumference around each tree shall be treated with the following herbicide:
 - a. GLYPHOSATE @ 2% solution
- Tree and Shrub Fertilization – A single spring application for tree fertilization shall be applied to all planted trees and shrubs. Agriform planting tablets 20-10-5 analysis or approved equal are to be utilized. Apply tablets under drip line of trees on eighteen (18) inch centers six to eight (6-8) inches deep, from tree trunk to edge of drip line. Holes must be drilled into soil.
 - Application rates shall be as indicated:
 - a. Deciduous Trees: One (1) pound of nitrogen per inch of tree trunk diameter.
 - b. Evergreen Trees: One-half (1/2) pound of nitrogen per inch of tree trunk diameter.
 - c. Shrubs: One-quarter (1/4) pound of nitrogen per foot of height.
- Weed control adjacent to the edges of mowed areas will be required for a distance of ten (10) feet. Areas of tall weeds, briars and trees less than three (3) inches in diameter will require cutting, spraying, and disposal to achieve and maintain control of this adjacent area.

5. FALL CLEANUP:

This work will be required twice each year and shall be performed during the period October 15 to November 30 of each season. The second cleanup shall be provided after the majority of the leaves have fallen.

- Pruning trees and shrubs.
- Remove all leaves and debris from the picnic and mow areas including flower beds.
- Remove all low hanging and broken branches from trees and shrubs.
- All leaves and debris shall be removed from the turf areas and disposed of by the contractor.

6. SPRING AND FALL HERBICIDE, FERTILIZER AND LIME:

The following will require two (2) applications per growing season, one during the first week of each May and September.

- Turf Herbicide: Two (2) quarts of Trimec herbicide or approved equal mixed in a minimum of 30 gallons of water per acre shall be applied uniformly throughout all mowed areas.
- Fertilization: Each application shall include a fertilizer with a ratio of between 4:2:1 and 7:2:1. One (1) pound of nitrogen per 1000 square feet shall be applied uniformly over the site. A minimum of 35% to a maximum of 50% of the applied nitrogen shall be slow release. The rate of application shall be adjusted so that all fertilized areas receive the same amount of active ingredients per acre.
- Lime shall be applied to all mowed areas at the rate of 1000 pounds per acre during the period from September 20 to October 20 of each year.

7. PESTICIDE APPLICATION:

The contractor shall provide one foreman and as many workers as are necessary to meet the requirements of these specifications. The person(s) applying pesticides must carry a valid Commonwealth of PA Department of Agriculture Commercial Pesticide Application License indicating the appropriate category. Equipment for this item is considered incidental to the hourly rate and will not be paid for separately.

- Insecticide treatment of planted trees and shrubs to control tent caterpillars, fall webworms, gypsy moths and other pests shall be completed as directed by the District Roadside Specialist. The contractor shall furnish all herbicides and insecticides after approval by the District Roadside Specialist. Material furnished under this item will be paid for under the material contingency item.
- Herbicide treatment to control grass/weeds shall be completed in areas where control is needed and as approved by the District Roadside Specialist. Material furnished under this item will be paid for under the material contingency item.
- Removal of all poison ivy from picnic areas.

8. ADDITIONAL HOURLY WORK AS REQUIRED:

- The contractor will purchase and plant annual and perennial flowers as specified by the District Roadside Specialist. A material contingency allowance is permitted for this purchase. Invoice showing the purchase price per item must accompany contractor's invoice when submitting for payment. All approved materials shall be invoiced at the contractor's cost plus ten (10) percent.
- The contractor shall provide topsoil for areas requiring fill resulting from tree removal, erosion or natural depressions. The contractor will be responsible for working the area to grade and seeding with a grass seed mix as approved by the District Roadside Specialist. All work shall be in accordance with Department Specifications Publication 408, Section 802 & 804, current edition. All materials must be purchased from a Department certified supplier. A certification form from

the supplier must be submitted to the Department for material purchased prior to initializing work operations. Material for this line item will be paid for under the material contingency line item. The original invoice price plus a ten percent (10%) mark-up will be paid for all materials under this service. A copy of the invoice must accompany the Conformation of Service OS-501 form (supplied by PennDOT) for payment of service and be submitted to the Roadside Unit at the District 4 office. The original materials invoice must accompany the contractor's invoice being submitted for payment to the comptroller's office in Harrisburg.

- Dead Material – When necessary, The District Roadside Specialist will mark dead trees less than twenty-five (25) feet in height and shrubs; these shall be removed during the next maintenance cycle. The holes shall be filled with topsoil. If the plant was removed from the lawn area, this area will be worked to grade, seeded with a grass mix as approved by the District Roadside Specialist.

9. LIABILITY:

Insurance requirements are required as per Exhibit A of this document. Except as otherwise herein specified, the contractor shall be held responsible for damage claims as provided in Section 107-14 of PennDOT Specifications, Publication 408, current edition.

10. QUALIFICATIONS OF CONTRACTOR:

Prior to award, the contractor will be required to demonstrate to the District Roadside Specialist that they are capable of performing grounds maintenance services in a satisfactory manner.

11. EQUIPMENT:

The contractor shall furnish the necessary equipment and tools required to maintain the grounds as described herein. Such items shall include, but not be limited to, power mowing equipment as approved by the District Roadside Specialist, edgers, sprayers, leaf blowers, lime and fertilizer spreaders, rakes, shovels, pruning shears and other equipment necessary to complete the general maintenance.

12. PERSONNEL:

The contractor shall provide one foreman, skilled in landscape maintenance practices, and as many workers as are necessary to meet the requirements of these specifications. The person(s) applying pesticides must carry a valid Commonwealth of PA Department of Agriculture Commercial Pesticide Application License indicating the appropriate category.

13. MATERIALS:

The contractor shall provide the following items **incidental** to the contract requirements: all lubricants, fuels, pesticides, fertilizers, lime, and mulch as required. No additional monies will be allocated for these materials.

A material contingency is allowed for plant material, herbicide and pesticide products not covered under the items listed in these specifications, power equipment rental and other related items as required when necessary to complete required projects. The contractor shall provide any requested material within ten (10) calendar days of written or verbal notification. If desired material is not available, the contractor must present written verification to the District Roadside Specialist from three certified nurseries that the requested material is not available.

All material and equipment rental shall be paid at invoice price plus 10% and documented on the Conformation of Service OS-501 form. If the contractor currently owns the required equipment, rates will be determined according to the current Publication 408 Section 110.03(3).

14. SAFETY:

1. The contractor shall perform all specified work on weekdays after 3:00 PM and/or on Saturday. Maintenance work shall be performed with a minimum amount of interference with the normal operation of the District Office.
2. Special precautions shall be taken when using mowers near the buildings. The discharge from rotary mowers shall, at all times, be pointed away from the walks, buildings, parking lots and other areas where people are assembled.
3. No work shall be performed on Sundays or National Holidays or holiday weekends, unless written authorization by the District Roadside Specialist is obtained.
4. All work must be performed during daylight hours, completing one hour before dusk.
5. Hard hats and safety vests shall be worn by all personnel.
6. The contractor shall comply with all State and Federal laws and to OSHA safety requirements.
7. Whip type antenna with fluorescent orange flag will be required on all riding mowing equipment.

15. GENERAL PENALTY FOR NONCOMPLIANCE (LIQUIDATED DAMAGE):

A penalty of \$250.00 shall be assessed per occurrence to the contractor, each time grounds maintenance work is not started and satisfactorily performed by the contractor or when requested material is not delivered as directed by the District Roadside Specialist. Such assessments shall be deducted from the contractor's monthly payment following the occurrence(s). If multiple assessments exceed the monthly payment amount, a deduction will be made on the following months invoice until all liquidated damages are assessed.

16. TERMINATION CLAUSE:

In addition to the termination provisions in the Standard Purchase Order Terms and Conditions (STD-272), this purchase order may be terminated by the Commonwealth as follows:

1. Within 30 days' notice in writing.
2. For contractor nonperformance or inadequate performance.
3. For nonavailability of funds. State and/or Federal.
4. Four or more occurrences resulting in liquidating damages under the penalty clause.

17. DOCUMENTATION:

Conformation of Service OS-501 form, will be prepared showing all items of work satisfactorily completed and shall be the written record authorizing payment. All invoices and payroll information shall be correlated with the OS-501 form and processed for payment.

18. METHOD OF PAYMENT:

Invoices shall be submitted and payments shall be made monthly. The OS-501 form shall be prepared and signed by the contractor's representative. A copy of all invoices, listing all items of work authorized and satisfactorily completed during that month, and OS-501, shall be submitted to the District Roadside Specialist for review and receipt of services. Invoices for materials purchased on this contract, are required for payment of items which are not incidental to the work performed on this contract. Additional items of work not previously approved by the Department are subject to nonpayment.

19. NON-COMPLIANCE BY THE CONTRACTOR:

If, for any reason, the contractor fails to comply with requirements of the contract, Section 108.09 of the Pennsylvania Department of Transportation specification, Publication 408, current edition, shall prevail.

20. WORK NOTIFICATION AND COMMUNICATION:

The contractor shall contact the District Roadside Specialist or Department Representative twenty four (24) hours in advance prior to mulching, fertilization, herbicide application and liming. The contractor shall provide the District Roadside Specialist or Custodial Manager with a weekly work schedule for performing general maintenance. The work schedule should be faxed to the PENNDOT District office at 570-963-4245 by 2:00 PM on the Friday before scheduled work is due.

The contractor shall provide their personnel with an unrestricted cellular telephone for communication with Department personnel. All telephone numbers shall be made available to the Department and remain on file in the District Office.

21. CONTRACT ITEM USAGE:

No contract item included in this contract is guaranteed for usage, the Department reserves the right to utilize any combination of contract items at the discretion of the Department.

The contractor is encouraged during the course of normal contract work to make recommendations to the District Roadside Specialist where landscaping and overall site aesthetics can be improved.

ALL QUANTITIES ARE ESTIMATED.