

**Statement of Work  
Mowing and Trash Pickup and Removal Services  
for the Roosevelt Boulevard in Philadelphia County**

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## **SPECIAL PROVISIONS**

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### **1. GOVERNING SPECIFICATIONS**

The purpose of this Invitation for Bid (IFB) is to procure a Contractor to perform Mowing and Trash Pickup and Removal Services at the Roosevelt Boulevard in Philadelphia County for the Pennsylvania Department of Transportation (hereinafter referred to as PennDOT). These services may be requested within PennDOT-PennDOT right-of-way and are to be performed in accordance with the most recent version of the following: (these documents can be found on the PennDOT website <http://www.penndot.gov/> or via an internet search by title)

- PennDOT Publication 213– Temporary Traffic Control Guidelines
- PennDOT Publication 23 – Maintenance Manual, Chapter 13

**This bid solicitation has been reserved for Small Business Contracting. Only those Bidders certified as DGS Small Businesses through the Small Business Contracting Program may submit a bid for these services.**

Prior to the bid, all questions shall be directed to the Purchasing Agent.

In the event there is a conflict among the documents comprising this Contract, PennDOT and the Contractor have agreed on the following order of precedence: The Contract; the IFB; and the Contractor's Bid in Response to the IFB.

The PennDOT Project Manager for this contract will be the District Roadside Specialist Supervisor (DRSS) or Designee.

### **2. SERVICE REQUIREMENTS**

Roadside mowing and trash pickup and removal is an essential maintenance activity which contributes to motorists' safety, sign visibility, vegetation control and roadside appearance. Mowing is to be performed on an as needed basis directed by the DRSS or designee. Trash pickup and removal must be routinely performed year-round on state highways. For the purposes of this contract, trash is defined as fallen branches, rocks, articles from vehicles, including rubbish and debris two inches (2") and greater in size. See "Tire Disposal Procedures-County Maintenance Office" for more information.

This work is the furnishing of all material, equipment, personnel, liability insurance, safety equipment and best operational practices necessary for the efficient mowing and pickup and removal of roadside trash under this contract.

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, including following OSHA safety requirements.

This work will take place as directed by the DRSS or Designee on an as needed basis. Cross streets, intersections or other physical landmarks may be used to designate starting and stopping points.

The Contractor is responsible to review, and field view the mowing areas and submit any questions prior to the start of work. To support Contractors efforts to review and field view mowing and trash pickup locations the Department is providing Attachment 11, Roosevelt Blvd KMZ which outlines the areas which mowing, and trash pick are to be performed with this contract. The Department reserves the right to add or remove any areas based upon need.

Mowing and trash pickup and debris removal will encompass all shoulders, islands, medians, ramps, interchanges/bowl areas and PennDOT-owned parcels. All trash and debris collected must be placed in trash bags, where possible, and disposed of.

Work continuously until each location is completed. Do not leave work location except when necessary due to the onset of inclement weather or darkness. When feasible, conduct all work operations from or beyond the roadway shoulder.

Objects that require the efforts of more than the entire crew to lift onto the truck can be left in place where discovered. Notify the DRSS or Designee by the end of the day if oversized objects are encountered.

Do not disturb any steel drums or other types of sealed containers which might contain solid, liquid, or gaseous chemical wastes, hospital wastes or infectious wastes. Immediately notify the DRSS or Designee if any such material is discovered.

All work crews will be equipped as described below under EQUIPMENT REQUIREMENTS and PAY ITEMS.

The Contractor will be required to submit all duplicate or back-up equipment for inspection prior to its use under this contract.

The Department may require two (2) separate crews to perform work on the same day occasionally. PennDOT will provide the Contractor with a minimum notice of 7 business days if a second crew is required.

If additional crews are requested by the DRSS or Designee, the DRSS or Designee may waive the need for additional equipment.

### **3. PENNDOT ROADSIDE CONTRACT ADMINISTRATION**

While PennDOT reserves the right to request submission of the M-609 in other formats in the future as detailed below, **effective Summer 2018, PennDOT replaced usage of the paper Form M-609s with a mobile application** (hereinafter the "application").

**Any reference throughout this document to the M-609 shall mean the PennDOT Form M-609, which shall be completed by the Contractor via PennDOT's mobile application** unless directed otherwise by the Project Manager or Designee. To that end, the following requirements apply:

- A. The Contractor shall become a PennDOT Business Partner, obtain credentials to utilize the application, and follow "Accessing PennDOT iPad Applications for Business Partners" (Attachment 5). This document provides guidance on registering to become a Business Partner and using the application.
- B. The Contractor shall be responsible for the purchase, maintenance and operation of all hardware, including devices such as but not limited to compatible cellular telephones or tablets, necessary to utilize the application.
- C. The Contractor shall submit all Form M-609s to PennDOT via the application. If applicable, supplemental daily information (GPS report, photographs) shall be attached as pdf files. A minimum of one M-609 shall be submitted per crew per day. The regular submission of M-609's is critical to the efficient administration of this contract, and will be agreed upon at the Pre-Service meeting. If a revision is needed for an M-609, it will be "rejected" to the Contractor through the mobile application.**
- D. Once registered as a Business Partner, the Contractor shall have the ability to use the application statewide for roadside maintenance work and, as directed by the PennDOT and its authorized personnel, including without limitation the Project Manager or Designee, complete Form M-609 electronically, with the same binding legal effect as though certified in writing.

### **4. SUBCONTRACTING**

Subcontracting is not permitted under this contract.

### **5. CONTRACT REPRESENTATIVES**

The Contractor shall designate employee(s) to serve the following required roles (this may be this same person):

- **Contract Representative:** The Contract Representative will be the Contractor's sole contact person designated to interact and communicate with the PennDOT on all contract and work-related activities and issues and shall have the authority to make all contract-related decisions. The Contractor Representative must be available 24-hours a day, seven (7) days a week, and proficient in the English language.
- **Traffic Control & Safety Representative:** The Traffic Control & Safety Representative will be the Contractor's sole contact person designated to:
  - Interact and communicate with the PennDOT regarding the design, planning, installation, maintenance and removal of all required safety setups for requested work, including communication and coordination with PennDOT.
  - Direct and coordinate all emergency response training and procedures as needed.
  - Monitor all safety certifications and training are up to date; responsible for sending annual updates to PennDOT's project manager or Designee.

The Traffic Control & Safety Representative must be available 24-hours a day, seven (7) days a week and proficient in the English language.

The Contractor shall provide the PennDOT with its Contract Representative's and Traffic Control & Safety Representative's contact information including name, title, cell phone number, and email address.

The Contractor shall notify the PennDOT immediately, in writing, of any change involving the individual(s) serving in this position.

The Contractor must complete and submit the attached Contractor Information Form (Attachment 1) to the PennDOT Purchasing Agent within 3 business days of notice of apparent low bidder status.

## **6. PRE-SERVICE MEETING**

A Pre-Service Meeting will be scheduled by the Project Manager or Designee after the purchase order is issued and will be held at the PennDOT District 6-0 Office.

The Pre-Service meeting is an incidental item and will not be paid for.

The Contractor will have five (5) calendar days to be ready to start work after the Pre-Service Meeting is held.

## **7. TERM OF PURCHASE ORDER**

The initial validity period will start upon issuance of the Purchase Order and end November 30<sup>th</sup>, 2020.

## **8. OPTION TO RENEW**

This purchase order may be renewed for a maximum of four (4) additional one (1) year terms, so long as the Department provides written notice to the contractor of its intention to extend the purchase order by letter prior to the expiration of the term agreement, or any extension thereof. No further document is required to be executed to renew the term of the contract. Any renewal will be under the same terms, covenants, and conditions, provided, however, that the rates under the contract may be increased up to 2% during each renewal term.

## **9. OPTION TO EXTEND**

The Department reserves the right to extend a purchase order for up to three (3) months upon the same terms and conditions.

## **10. ESTIMATED QUANTITIES**

All quantities are estimated, and the Department reserves the right to increase or decrease these quantities based upon need.

Estimated acreages of the areas to be mowed are listed in the Tabulation of Quantities (Attachment 9). Estimates may not reflect the actual quantities and the Contractor is responsible for reviewing the mowing areas.

## **11. INVOICE AND BILLING INSTRUCTIONS**

A completed Confirmation of Services Form (Form OS-501) (Attachment 3), and M-609 Summary Spreadsheet (Attachment 4) shall be submitted by the Contractor to the Project Manager or Designee for review and verification on a monthly basis. Both forms shall be itemized, include sufficient detail, and coordinate with the line items on the Purchase Order. The Project Manager or Designee will notify the Contractor if corrections are needed. Untimely or incomplete submissions of Form OS-501 and M-609 Summary Spreadsheets may delay processing of a "proper invoice" as required by the Payment section of the Terms and Conditions.

Invoices shall be submitted by the Contractor monthly. For further instructions regarding invoicing, see the Billing Requirements section of the Terms and Conditions.

PennDOT reserves the right, throughout the life of the contract, to make changes to Forms M-609 and/or OS-501, including their instructions, content, and all other requirements.

Based upon the successful completion and PennDOT's acceptance of each deliverable in this IFB, terms and Conditions, and Statement of Work, including any negotiated changes prior to Purchase Order execution and any PennDOT approved change requests after Purchase Order execution, the Selected Offeror may request payment for each deliverable (refer to IFB Terms and Conditions).

## **12. EQUIPMENT AND OPERATOR REQUIREMENTS**

The Contractor shall ensure all equipment and equipment operators comply with applicable PA Motor Vehicle laws and federal regulations. The Contractor is responsible for determining adequate staffing and equipment needed to provide the services described in this Statement of Work. PennDOT reserves the right at any time to request additional staffing and/or equipment if deemed necessary.

## **13. GLOBAL POSITIONING SYSTEM (GPS)**

The Contractor shall acquire and maintain a GPS Service Provider and provide to PennDOT access to real-time GPS data for work verification. The Contractor shall create and maintain a PennDOT logon and shall share the username and password with the Project Manager or Designee.

The Contractor shall maintain a Global Positioning System (GPS) unit into the following vehicles when performing work under this contract:

- Trash Crew transport vehicle (one required per crew)

The GPS unit will be used to verify the hours worked and work locations covered by each crew.

This report will be included with the electronic Roadside Activity Report (Form M-609) by attaching a pdf of the daily GPS report.

The GPS unit used must produce a report that identifies daily work locations at one (1) minute intervals, minimum. The daily report must include the date, crew ID, location, speed and miles traveled.

## **14. EQUIPMENT REQUIREMENTS**

The Contractor must furnish the following equipment for each crew:

Mowing Crew: For the mowing crew the minimum standard equipment shall be met:

- Mower(s): Commercial grade, riding zero-turn; 22 hp engine, 52" cutting width
- Trimmer(s): Commercial grade, straight-shaft; 24.1 cc engine
- Blower(s): Commercial grade, backpack; 63.33 cc engine

Any additional equipment deemed necessary to complete the mowing cycle within the 14-calendar day time frame is to be provided by the contractor. PennDOT reserves the right to waive minimum mowing equipment standards if Contractor submits larger capacity equipment that can perform the work in an equal/lesser time frame.

Trash Crew (4-person crew): The Contractor must furnish the following equipment for each trash pickup and removal crew:

- One (1) truck capable of transporting the crew with 12 cubic yard minimum capacity (this can be a combination of a truck and trailer) with a roof mounted amber emergency rotating or flashing light, and a tarp. After trash is put into the truck or trailer, cover the trash with a tarp to ensure that no material falls out during transportation. **Note: the truck or trailer shall have a dedicated space for 10 tires and tire parts as part of the 12-cubic yard minimum capacity.**
- One (1) "Litter Crew Ahead" (M21-18) sign (Attachment 8). This must be permanently mounted to the rear of each trash collection truck or trailer (facing oncoming traffic).
- Incidental equipment, supplies, and tools as required for the work, including trash bags, leaf rakes & additional tarps.
- One (1) set of two-way radio/walkie-talkie for traffic control with a minimum range of 1 mile.
- Each crew shall be equipped with a cellular telephone capable of sending/receiving text messages and email as a means of communicating with PennDOT.
- Per crew member:
  - One (1) spring loaded Reacher/Grabber a minimum of 32 inches long and constructed of an Aluminum shaft capable of removing litter, or, an acceptable alternative as approved by the DRSS or Designee.
  - One (1) ANSI class 2 safety vest, hard hat, pair of leather boots and gloves.

## **15. EQUIPMENT INSPECTION**

The apparent low bidder shall demonstrate to the DRSS or Designee 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 providing the services required by the contract are sufficiently trained to operate the Contractor's proposed equipment. The demonstration will also include Work Zone Traffic Control vehicles needed for compliance with traffic safety requirements as defined in the current version of PennDOT Publication (Pub) 213.

The Contractor will, within three (3) business days of notice of apparent low bidder status, submit the completed Roadside Equipment Inspection (REI) Form, (Attachment 2), to the PennDOT Purchasing Agent.

Within 10 calendar days of notice of apparent low bidder status, the DRSS will notify the apparent low bidder regarding the date, time, and location of the demonstration.

At the discretion of the DRSS or Designee, the apparent low bidder may be provided with up to five (5) additional calendar days after an initial, unsuccessful demonstration of equipment and personnel acceptability to prepare for and satisfactorily complete a second demonstration.

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 will 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 DRSS and may be asked to successfully demonstrate the acceptability of the equipment and/or personnel as specified above.

All equipment listed by the Contractor on Roadside Equipment Inspection (REI) Form, (Attachment 2), must be present at the demonstration; incidental equipment need not be included. All equipment shall be licensed, insured, and registered in accordance with applicable PA Motor Vehicle Codes and the Terms and Conditions of this contract.

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

#### **16. WORK ZONE TRAFFIC CONTROL REQUIREMENTS (WZTC)**

Contractor shall conduct Maintenance and Protection of Traffic in accordance with the current version of Publication 213 and the Pub 213 Clarification Memo (Attachment 10). Contractor shall provide all traffic control setups, shadow vehicles, signage, warning lights, flags, flashing lights, and any other work zone traffic control equipment required by Publication 213 necessary to ensure the safety of the traveling public and minimize interference with the normal flow of traffic. Contractor shall not close any lanes of travel without prior coordination with the DRSS.

The costs of Maintenance and Protection of Traffic as required by Publication 213 for performing work on two-lane and/or two-way highways is considered incidental and will not be paid for separately.

From a traffic safety standpoint, it is anticipated that the majority of this work will be a "Mobile Operation". For any work locations not considered a "Mobile Operation", the Contractor shall provide the appropriate Maintenance and Protection of Traffic as required by Publication 213.

#### **17. WORK REQUIREMENTS AND PROCEDURES**

- a) **SCHEDULE:** A Notice to Start Cycle will be initiated in writing by the DRSS or designee at the beginning of the mowing season. Mowing operations must commence within 7 business days of the Notice to Start Cycle. Then mowing shall be completed on a bi-weekly basis throughout the growing season unless otherwise directed by DRSS or designee. The maximum number of days to complete one cycle will be 14 calendar days; failure to complete a cycle (weather permitting) within the time limits agreed to will be considered a Contractor performance issue.

Work will be performed Monday through Friday. Work on Saturday and Sunday, as necessary, may be performed only with written consent of the Project Manager or Designee.

The daily work schedule will be 7:00 am to 3:00 pm daily, including a (non-billable) half-hour lunch break (7.5 billable hours daily). The Project Manager or Designee may waive the lunch break or require an alternate work schedule, with a minimum of 24 hours' notice.

Each crew foreperson must make a call-in (working/not working) to the Project Manager or Designee by text message, telephone or email each day; this report is to be made by 6:30 AM. At the end of each working day, a call-out must be made to the Project Manager or Designee by text message, telephone, or email each day by 3:30 PM. In all cases, if the Project Manager or Designee is not available, the Contractor must leave the Project Manager or Designee a text message, voice message, or send an email to communicate work status and location.

Each daily call-in must include notification if Work Zone Traffic Control (WZTC) measures will be used during the day; failure to do so may result in non-payment for Work Zone Traffic Control (WZTC) for the day. If the WZTC requirement changes from what was reported in the daily call-in, the Project Manager must be notified immediately.

During times of inclement weather or special events, the Project Manager or Designee may postpone work until a more suitable time.

Unless otherwise directed by the Project Manager or Designee, a work shift may begin no earlier than sunrise and end no later than sunset, provided sufficient daylight and/or weather conditions exist to allow for the safe completion of work activities.

No payment will be made for hours not worked due to inclement weather, equipment breakdowns, mandatory lunch breaks, or other causes. Payment will be made for time spent on field repairs requiring less than one (1) hour of down time; any crew member not involved in equipment repair shall make all reasonable efforts to continue working in a productive manner. Any breakdown shall be immediately reported to the Project Manager or Designee; no payment shall be made for field repair if the PennDOT has not been notified on the day of occurrence.

b) HOLIDAYS: No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by PennDOT:

1. New Year's Day
2. Dr. Martin Luther King Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving Day
11. Christmas Day

For all holidays occurring on a Sunday, the following Monday will be recognized as the day when no work is to be scheduled. For all holidays occurring on a Saturday, the Friday before will be recognized as the day when no work is to be scheduled.

The Contractor shall not implement travel lane restrictions or any activities that will impede traffic during the following periods unless otherwise approved by the Project Manager or Designee:

1. Tuesday 5.00 AM through Monday 8.00 PM (Thanksgiving Weekend)
2. Friday before Holiday at 5:00 AM through the Monday after at 8:00 PM (Christmas and New Year's Weeks)
3. Friday 5:00 AM through Tuesday 8:00 PM (Easter Weekend)
4. Thursday 5:00 AM through Tuesday 8:00 PM (Memorial Day Weekend)
5. Friday 5.00 AM to Tuesday 8.00 PM (Independence Day Weekend)
6. Friday 5.00 AM through Tuesday 8.00 PM (Labor Day Weekend)
7. Special Events



- c) WORK PERFORMANCE: The Project Manager or Designee may submit to the Contractor a list of work areas that may include additional information, such as high-priority or special needs areas, requested work order etc.  
The Contractor shall provide a general schedule for approval that clarifies the order and time frame needed to complete the work.
- d) WORK CREW READINESS  
All work crews must have a full complement; Contractor may not start work without a full crew complement without prior permission from Project Manager or Designee. Absenteeism which prevents Contractor crews from performing work will be considered a Contractor performance issue. Absenteeism which prevents Contractor crews from performing work may result in the assessment of liquidated damages, performance issue entry in the Commonwealth's Contractor Responsibility Program System, and Purchase Order Cancellation.
- e) COMPLIANCE NOTIFICATIONS: A written response to a Compliance Notification is required within 24 hours of receipt. **REPEATED INADEQUATE RESPONSES TO COMPLIANCE NOTIFICATIONS MAY RESULT IN THE CONTRACTOR BEING FOUND NON-RESPONSIVE OR NOT RESPONSIBLE. IN THIS CASE, PENNDOT RESERVES THE RIGHT TO WITHDRAW THE CONTRACT AND REQUEST SERVICES FROM THE NEXT LOWEST BIDDER.**
1. WORK ZONE TRAFFIC CONTROL (WZTC): If the Project Manager or Designee observes any aspect of a safety setup that raises questions or concern, the Contractor will be notified immediately and a **Work Zone Traffic Control Compliance Checklist and Notification Form, CS-901 (Attachment 6)**, will be used to document and request clarification or a remedy.
  2. WORK PERFORMANCE: Crews are expected to be productive and work continuously throughout the day (except for a lunch break, if taken). Excessively long breaks and unproductive crew members or crews will not be tolerated. If the Project Manager or Designee observes sub-standard work performance, the Contractor will be notified immediately and a **Contractor Work Performance Notification Form (Attachment 7)** will be used to document and request clarification or a remedy.

The work of the Contractor is subject to inspection by PennDOT at any time. Unannounced inspections of trash pickup, removal and disposal operations may be performed by the DRSS or a Designee. The DRSS will have the authority to stop trash pickup, removal and or disposal operation being performed under this contract at any time and for any reason. Deficiencies found during an inspection shall be corrected, at no cost to PennDOT, before the trash pickup and removal operation resumes.

f) DUMPING & DISPOSAL SITE REQUIREMENTS

At the Pre-Service meeting, the Contractor will provide the DRSS or Designee with a list of disposal sites that the Contractor will be using to dispose of the materials picked up under this contract.

Contractor must utilize disposal sites approved and licensed by the Commonwealth of Pennsylvania Department of Environmental Protection.

Contractor must notify PennDOT in advance of changes in disposal site(s). All Trash disposal costs and fees will be incidental to this service.

Crew is expected to arrive ready for work with truck(s)/trailer(s) completely empty unless given prior permission by the DRSS or Designee. Dumping during normal work hours will only be permitted with written permission by the DRSS or Designee. If a mid-day dump is approved, the

dump location must be provided, and only the minimum crew members necessary to safely unload trash may accompany truck driver to the dump. All remaining crew members must remain productive in work area until the truck returns.

The Department reserves the right to direct the Contractor to dump at any approved location.

h) TIRE DISPOSAL PROCEDURES-COUNTY MAINTENANCE OFFICE

Any tire or tire parts picked up while performing trash pickup and removal services along the Roosevelt Boulevard ONLY can be dropped off at the county maintenance office located at 1901 Ruffner Street Philadelphia, PA 19401. No other trash or debris shall be dropped off at the county maintenance office. If the contractor plans to drop off tires at the maintenance location, they shall notify the Project manager or designee at least (1) hour before they plan on dropping the tire off at the maintenance office.

g) ACTIVE CONSTRUCTION ZONES

The Contractor shall not perform any operations within active construction zones unless directed to do so by the DRSS or Designee.

h) PROPERTY DAMAGE

The Contractor shall repair or replace any PennDOT property, or private property, damaged during trash pickup, removal and disposal operations at no additional cost to PennDOT.

**18. SPILL PLAN & SPILL KIT**

Contractor must submit a Spill Plan to the DRSS at the Pre-Service Meeting. The plan shall detail the steps that will be taken to contain all fluids and material that may accidentally be discharged by any of the Contractor's equipment. In addition, the plan shall provide direction to the crew on the cleanup and disposal process of any/all leaked contaminants or material. If an environmental remediation company will be utilized, the name of the company and contact must be supplied.

Contractor must equip each crew with a Spill Kit. The Contractor's Spill Kit(s) must be presented to the DRSS at the Equipment Inspection. The Spill Kit must be capable of containing any and all fluids and material that may accidentally be discharged by any of the equipment to prevent the discharge from entering any inlets or water ways. Contractor will check the spill kit on a monthly basis throughout the term of the contract to insure it is complete and functional.

Both the Spill Plan and the Spill Kit shall be kept in one work vehicle assigned to this contract at all times.

**19. STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP)**

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.

## **PAY ITEMS**

### **Item 1: Mowing**

DESCRIPTION: Mow all areas to a uniform height of 4 inches unless directed to do otherwise by the DRSS or designee. All grass clippings are to be distributed evenly. During mowing operations where it can be avoided, do not discharge clippings onto roadway. Disperse grass piles of clippings left on mowed areas, shoulder and roadway areas.

Trimming is to be performed around all islands, medians, shoulders, interchange areas, curbed traffic divider islands, slope areas, guiderail and fence posts traffic signal and sign structures, and all other areas within the right-of-way during and/or after each mowing cycle. All trimming work will be incidental to this service.

Do not damage roots, basal areas or branches of any existing tree. Do not damage any ornamental beds or plantings.

PAY ITEM, UNIT OF MEASURE: Cycle

The payment for the "Mowing" contract item will be based upon cycles (the number of times each area is mowed). Mobilization is incidental to this item

### **Item 2: Mowing- As Directed**

DESCRIPTION: Mowing-As-Directed is work performed at locations which are not listed on Attachment 5, Tabulation of Quantities. Mowing-As-Directed work locations shall be assigned in writing by the DRS. The Department reserves the right to add new work locations as it deems necessary; the DRS will notify the Contractor in writing when a new work location is added.

Mow all areas to a uniform height of 4 inches unless directed to do otherwise by the DRSs or designee. All grass clippings are to be distributed evenly. During mowing operations where it can be avoided, do not discharge clippings onto roadway. Disperse grass piles of clippings left on mowed areas, shoulder and roadway areas.

Trimming is to be performed around all islands, medians, shoulders, interchange areas, curbed traffic divider islands, slope areas, guiderail and fence posts traffic signal and sign structures, and all other areas within the right-of-way during and/or after each mowing cycle. All trimming work will be incidental to this service.

Do not damage roots, basal areas or branches of any existing tree. Do not damage any ornamental beds or plantings.

PAY ITEM, UNIT OF MEASURE: Acre

The payment for the "Mowing As Directed" contract item will be based upon acre. Mobilization is incidental to this item.

### **Item 3: Trash Pickup and Removal**

DESCRIPTION: Trash removal is to be performed year-round and prior to the start of mowing and trimming operations, but only as directed by the DRSs or designee. The Trash pickup and removal operations are to be separate from the mowing operations.

Trash removal is the removal and disposal of litter and debris 2" and greater in size. Prior to initiating a mowing cycle, the DRS will notify the Contractor if litter and debris removal will be necessary. If directed by the DRS, Contractor shall remove and dispose of all litter and debris prior to, or concurrently

with, the mowing cycle.

This work is the furnishing of all material, equipment, personnel, liability insurance, safety equipment and best operational practices necessary for the efficient pickup and removal of roadside trash under this contract. ANSI class 2 safety vest, hard hats and leather boots must be worn by all crew members at all times in work zones.

PERSONNEL: A minimum complement shall consist of a Four (4) Person Crew. Ensure all personnel operating equipment are licensed and insured in accordance with applicable PA Motor Vehicle Codes and the Terms and Conditions of this contract.

The Four (4) Person Crew shall include:

One (1) complete four (4) person crew to safely and efficiently remove and dispose of all litter and debris. Designate one member of the crew to be a **working** foreperson that is familiar with the areas and conditions in which the work crew will be operating. Foreperson must possess the knowledge and skills needed to maintain and field-adjust all WZTC and equipment to maintain continuous and productive operations.

Do not report for work without a minimum complement of four (4) crew members. The DRSS or Designee may authorize work without a full crew complement if it is determined to be in the Department's best interest.

The Department reserves the right to request additional crew member(s) if deemed necessary for any reason. The minimum call-out period for additional crew member(s) will be for one-week (5 working days). The Department will provide a minimum advance notice of one week (7 calendar days) if required.

PAY ITEM, UNIT OF MEASURE: Hour

The unit for trash pickup and removal is man-hour, invoiced per cycle.