

Engineering District 1200

On call Vegetation Maintenance Specifications

I. Description

The project consists of General Clean-up, applying herbicide, mowing, landscape installation & vegetation maintenance at various facilities and state route areas located within Engineering District 12-0. This work will be distributed as needed throughout Fayette, Greene, Washington and Westmoreland counties. This will be an on-call type of service as needed by the Department. General Clean-up and Landscape type maintenance may be required on these areas as well as on any other area within the boundaries of Engineering District 12-0. New and replacement landscape installation projects may be installed under this contract if necessary.

District Park & Ride Contract identification # and Location list:

- **1240-1** --- Washington County Park And Ride @ SR-70 Exit 16- Sheffield St At E. Wilmington St-Canton Twp
- **1240-2** --- Washington County Park And Ride @ SR-70 Exit 20-E Beau St At Lakeview Dr-South Strabane Twp
- **1240-3** --- Washington County Park And Ride @ SR-79 Exit 43-Rt 519- Canonsburg
- **1240-4** --- Washington County Park And Ride @ SR - 519 At Sr 19- Canonsburg
- **1240-5** --- Washington County Park And Ride @ Sr-79 Exit 48- Southpointe Blvd At Morgana Rd-Cecil Twp
- **1250-1** --- Westmoreland County Park And Ride @ SR 22 & SR 819 Intersection
- **1250-2** --- Westmoreland County Park And Ride @ Sr 56 & Sr4093- Across From Kiki Park Plaza-Leechburg
- **1250-3** --- Westmoreland County Park And Ride @ Sr-70 Exit 43 & Sr 201 At Pricedale Rd-Belle Vernon

**A. Hourly Maintenance Crew
Bid Unit – Hours**

It is anticipated that General and Weed Control Maintenance of landscaped and unforeseen areas will be required. These duties shall include but not be limited to power mowing; power trimming, hand pulling, Herbicide spraying, or the cutting and / or disposal of woody and herbaceous material within the District will be required.

The hours worked will start when the maintenance Crew starts work at any scheduled worksite, or when the crew meets the department inspector at a Department maintenance office and will continue including traveling time between work sites until work stops at the final work site of the day.

The contractor shall be permitted to work during daylight hours, Monday through Friday of each week, except that no work will be permitted on the days celebrated for Memorial Day, Independence Day and Labor Day. No work will be permitted on any Saturday or Sunday unless approved by the District Roadside Specialist (DRS).

The applicator performing the Pesticide maintenance work shall possess a current **Pennsylvania certified commercial applicator's license with valid certification in category 10 and/or as required by law.** All application equipment must have a current Pennsylvania Pesticide Application Business License number on the side of the vehicles. Copies of both licenses shall be on file in the District Roadside Specialist's office.

Herbicide material, trash bags and other consumable supplies will either be provided by the Department or paid for under Section I; Paragraph "C".

The applicator and licensing record form shall be completed and returned along with a copy of your currently valid Pesticide Business license and submitted with this bid.

B. Equipment

The department will inform the contractor of the statement of work for each call out. The contractor shall report equipped to perform assigned work with all necessary equipment. The department at its discretion may provide an equipment list for each call out.

The following equipment, Material and work force shall be provided as an integral part of the per hour bid price:

1. Provide One (1) Dump Truck, with trailer when necessary, (one-ton minimum) large enough to accommodate required tools and personnel and resulting debris.
2. Three (3) experienced landscape maintenance workers with a current PA driver's license. One of which shall be designated as the Foreman.
3. Supply Hardhats, vests, and any additional safety equipment to comply with PUB. 213.
4. One self propelled zero turn radius-riding mower. Other necessary Power tools for mowing (including self propelled mowers and weed eaters capable of using either metal blade or acceptable style string trimmer heads). Pruning tools (including Gasoline powered pruning shears, Chainsaw and telescoping style pruner with both chainsaw and hedge trimmer heads when required) and all necessary hand tools for general landscape work, weed removal and clean-up.
5. Two Birchmeier BCS backpack sprayers; each with at least one additional 2 ½ gallon container.
6. Various walk behind power equipment including but not limited to rototiller, aerator and power edger.

C. Material, and Equipment Contingency

The resulting Purchase Order will contain a line item for each maintenance organization within the District. The Department will determine the Dollar amount of each Contingency Line Item.

All Contractor supplied material, Equipment and landscape installation will be documented on the District 1200 Roadside Daily Cost Report Form, this form will be accompanied by all invoices and supporting documentation. The contractor will be paid at invoice price plus 15%.

The contractor shall provide any requested equipment and non-landscape material to be used in conjunction with the hourly maintenance crew at the time the hourly maintenance crew reports to work. Equipment rates (with or without operator) will be negotiated with the department based on current commercial rental rates.

The contractor shall provide any requested Landscape 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 DRS from three certified nurseries that the requested material is unavailable.

II. Safety

- A.** The contractor shall provide equipment with all necessary warning lights, flags, amber flashing lights, etc., to assure maximum safety to the public and minimize interference with the normal flow of traffic. All traffic control shall be in accordance with PUB. 213.
- B.** Where reasonably feasible, all operations shall be conducted from off the travel lanes.
- C.** The contractor shall comply with all State and Federal rules and to OSHA's safety requirements.

III. Non-Compliance

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

The contractor shall notify the District Roadside Specialist twenty-four (24) hours before starting work. Any change in the work schedule shall be reported to the District Roadside Specialist by 9:00 a.m. on the day of the occurrence.

IV. DISTRICT 1200 DIRECTIONS FOR PAYMENT

- A.** The Contractor may invoice the Department only after acceptance of the completed contract work.
- B.** The Contractor shall prepare the current version of the District1200 Roadside Daily Cost Report Form (attached to these specifications) daily, or as directed by the Department. The contractor's representative must sign this report. These reports will serve as the basis for payment. The original District 1200 Roadside Daily Cost Report Form (s) along with a completed Confirmation of Services Form (Form OS-501) completed by county or crew (as directed by the Department) is to be forwarded to the District Roadside Unit. The contractor should make appropriate copies for their records.

All payrolls and invoices shall be correlated with the Payment paper work and processed through the Address listed on the Purchase Order for payment. **NO INVOICING IS PERMITTED PRIOR TO THE CONTRACTOR RECEIVING notification that the completed work has been accepted.**

- C. Payment shall be based on the total number of verified item units worked per specification requirements as reported on the District1200 Roadside Daily Cost Report Form.**

The DRS will notify the Contractor if corrections are needed. Each Form OS-501 shall be itemized, include sufficient detail, and coordinate with the line items on the Purchase Order. Untimely or incomplete submissions of Form OS 501 and required supporting documentation 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 on a "Per approved weekly submitted OS-501 package" (with support documentation). For further instructions regarding invoicing, see the Billing Requirements section of the Terms and Conditions.

V. Renewal Clause

Original Purchase Order is for one year and has an estimated start date of May 1, 2021 and shall continue through April 30, 2022.

The Department and Vendor may Renewal by mutual consent, for a total of two renewals; each renewal will be for a two-year period. Each renewal unit price will be adjusted by a four percent (4%) increase over the previous pricing.

VI. PENNDOT'S STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP) REQUIREMENTS

Before the start of any work, the Contractor must comply with PENNDOT'S STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM (SEMP) REQUIREMENTS.

The requirements of this program can be found on PENNDOT's website at www.dot.state.pa.us.

To access program requirements on the website, go to PENNDOT Organizations/ click on Engineering Districts & County Maintenance Offices/click on "11"/click on Roadwork/click on Maintenance/click on SEMP (environmental program) for Contractors.

**VII. PENNDOT'S NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM PERMIT (NPDES PERMIT NO: PA0270792) REQUIREMENTS**

Satisfying National Pollutant Discharge Elimination System Permit # PA0270792 (NPDES PERMIT NO: PA0270792) regulations, Record Keeping, by documenting Contractor herbicide work.

NPDES PERMIT NO: PA0270792 (including Renewals or Replacement Permits) Requirements are made a part of this contract.

Bid Number: _____
Pennsylvania Pesticide Business license Number _____

List all current Certified Commercial Applicators names and license numbers in the table below and return it with your bid:

NAME		LICENSE NUMBER	CATEGORIES	EXPERATION DATE
Last	First			
	m			

CONTRACTOR SIGNATURE	DATE



012 Ver. 6-1-2017

**DISTRICT 1200 ROADSIDE
DAILY COST REPORT**

Assigned Crew Number

CONTRACTOR NAME:

COUNTY:

DATE:

DAY:

PURCHASE ORDER NUMBER:		ITEMIZED DAILY COST SUMMARY			
P. O. ITEM #	P. O. ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Cost Summary Grand Total					

If a ROADSIDE SPRAY APPLICATION (Ro.S.A.) ELECTRONIC M-609 FORM WAS CREATED FOR THIS DAYS WORK ACTIVITY, INSERT THAT ELECTRONIC M-609 FORM IDENTIFICATION NUMBER HERE:

I certify that the services, hours and/or materials indicated herein have been furnished to the Department and this form is an accurate reflection of the same. The equipment used to provide the services and/or materials is regularly maintained and was in proper operating condition to reduce the potential of leaks, spills or other unintended discharges. I further certify that I am duly authorized to sign this form and able to make this certification on behalf of Contractor. I make the certifications contained on this form (including without limitation, where applicable,) under 18 Pa.C.S. §4904 (relating to unsworn falsification to authorities).

CONTRACTOR'S REPRESENTATIVE SIGNATURE

DATE

PRINTED NAME

REMARKS: (IF NO RO.S.A. M-609 WAS COMPLETED LIST WORK AREA IN REMARKS SECTION)

