

11-0 DISTRICT OFFICE

SPECIFICATIONS
FOR
GROUNDS MAINTENANCE SERVICES

A. Purpose

The Pennsylvania Department of Transportation, hereafter referred to as PENNDOT, requires Grounds Maintenance Services for the location listed below. This procurement is set aside for bid and award for Small Business only.

B. Location of Work

The site covered under this contract is located at 45 Thoms Run Road, Bridgeville, PA. The Department's property line will serve as the limit of work area for all the items described.

PennDOT reserves the right to solicit IFB's and award work for additional contractor or Contractors, to run concurrently with this contract, under different payment type structure such as lump sum and or different units of measures.

Pre-Quote Meeting, Questions and Answers: There will be no pre-quote meeting for this IFB. Site visit is suggested and permitted upon request. All questions pertaining to Solicitation # 6100065352 must be made prior to 02/11/2026 1 pm (EST). All questions and answers will be posted to the Solicitation in eMarketplace for public viewing. Please sent your questions via email to Lucy Binotto at lbinotto@pa.gov.

C. Department Expectations

The Department will expect that a completed grounds maintenance cycle must include the following items:

- (a) All grass areas be mowed properly.
- (b) General weeding of mulch beds
- (c) Use of portable weed trimmer for trimming.
- (d) All walks and drives to be free of debris and grass.

D. Work Schedule:

Work associated with this project may be performed Monday through Friday. The PennDOT Project Manager or designee may authorize work on Saturday or Sunday, as necessary. No work shall be scheduled to occur on the following holidays unless written permission to do so is provided by the PennDOT Project

Manager or designee.

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. Indigenous People's Day
8. Veteran's Day
9. Thanksgiving Day
10. Day after Thanksgiving Day
11. Christmas Day

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

- E. Estimate Quantities: All quantities are estimated and may not reflect actual quantities. The estimated quantities are indicated on the IFB. PennDOT reserves the right to award any of all of the Pay Items on the Cost sheet.
- F. Property Damage: The Contractor shall repair or replace any of PennDOT's property, real or physical, or private property damaged during the performance of their duties at no additional cost to PennDOT.
- G. Work Protection: Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors, and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with bid, proposal or quote.
- H. Exhibits: Along with the submission of the Worker Protection Form, the following forms must be completed and/or attached as part of the bid package if applicable.
- Domestic Workforce Utilization Form
 - Contractor Information Form
- I. Method of Award: All suppliers are required to bid on all lines of the SRM electronic Solicitation. The Purchase Order will be a single award (one bidder), thus only one supplier will be awarded.
- J. Public Bid Opening: Bid opening will be held virtually via Microsoft Teams on 02/18/2026 11:30 am. (EST). Please contact Purchaser Lucy Binotto at lbino@pa.gov for invitation.

- K. Pay Items: Note – The Unit of Measure for Pay Items are identified at the bottom of each Pay Item and on the Cost Sheet. The Unit of Measurement reflected on the Purchase Order will reflect “each”.

Item #1 Grounds Maintenance Cycle (mowing, weeding and trimming) approx. 4.1 acres

Consists of mowing all of the grass, weeding of mulch beds, and walking trail within the Department’s property lines. This includes the area owned by the Department across Neville Park Blvd. which continues under Interstate 79 to the property line of the shopping center near Starbuck’s. The contractor must also remove all grass clippings from the sidewalk and drives each cycle.

Each Grounds Maintenance Cycle shall be performed as needed through the mowing season. Each grounds maintenance cycle (mowing and weeding) must be completed from start to finish on the same day that the cycle is started.

Grass clippings shall be removed and properly disposed of when clippings are not mulched on initial mowing and are in piles more than 1/8 inch thick. Grass clippings shall not be discharged or left on sidewalks, curbs or streets. Grass catchers shall be utilized in areas that are of high visibility to ensure maximum neatness. Unit of Measure = Each, vendor costs per each cycle.

Item #2 Contingency for Materials or Extra Work

Consists of providing to the Department materials or extra work necessary to maintain the essential function and characteristics of the landscaping. Such as planting shrubs, mulching, planting, top dressing, aeration and dethatching. A reasonable price will be negotiated for all such extra work.

1. The cost of materials shall be FOB job site and invoiced at the contractor’s cost plus 15%. No material purchase may be initiated without approval of the District Representative. The Department reserves the right to supply materials to be installed by the contractor when it is deemed to be in the best interest of the Commonwealth. This item refers only to the materials needed in excess of those to be supplied by the contractor for general operations.
2. All labor and materials used for work performed must be documented on the Confirmation of service form. This report must be signed by the contractor’s representative and the PENNDOT representative. This report will serve as basis for payment.

Non-Compliance

1. In the event the contractor fails to perform, the contractor shall pay \$50.00 per day for each calendar day that the work item remains uncompleted beyond the notice to proceed date. Should the contractor fail to complete a cycle within the allotted time the Department shall deduct \$50.00 per day for each calendar day that the item remains uncompleted. Such as the turf mowed but the shrub beds not weeded.

2. The PENNDOT grounds maintenance schedule will act as the notice to proceed dates.

Grounds Maintenance Frequency

The frequency of mowing will be determined by the grass growth rate or as directed by PENNDOT maintenance schedule.

Contract Compensation

1. Confirmation of Services Reporting: A completed Confirmation of Service Form (OS-501) shall be submitted by the Contractor to the PennDOT Project Manager or designee, for review or verification, on a monthly basis.
2. The PennDOT Project Manager or designee will notify the Contractor if corrections are needed.
3. Each Form OS-501 shall be itemized, include sufficient detail, and coordinate with the line items on the Purchase Order.
4. The contractor will be paid per completed item as documented on the Form OS-501 (Confirmation of Service Form). The Department's representative along with the contractor's representative will prepare and sign the form. All invoices shall be correlated and processed for payment with a confirmation of service, OS-501 form.
5. PennDOT reserves the right, throughout the life of the contract, to make changes to Form OS-501 including instructions, content, and all other requirements.

The contractor will be governed by the attached specifications and the following conditions:

1. The contract will be for an original period of two years from the effective date. The contract will be renewable by mutual consent for three additional one-year periods. Should the Department seek to exercise a contract renewal option, the vendor will be sent a renewal notice at least 90 days prior to the end of each validity period. The department reserves the right to extend any single term, upon written notification to the vendor, of the resulting PO up to 90 days.
2. The contractor is expected to visit the site monthly during the term of the contract to evaluate the landscaping and make recommendations to the District Representative as to the turf height, mowing frequency, plant appearance, fertilization and herbicide applications.
3. Billing and Payments: Invoices shall be submitted on a monthly basis for further instructions regarding invoicing, see the contract Terms and Conditions.

Untimely and incomplete submissions of Form OS-501 and any required supporting documentation may delay processing of a "proper invoice" as required by the IFB's Terms and Conditions.

Material Contingency: The Department shall add an additional amount of \$15,000 to each rolling calendar year on the awarded PO. This is to be used for any unforeseeable issue that may arise during the course of the contract. Prior to billing at this time, a vendor must seek written permission from the Department to do so.

PennDOT is exempt – no taxes are to be included in bid price.