

Pennsylvania Department of Transportation
District 8-0 Welcome Center Site G
Landscaping and Grounds Maintenance Statement of Work

I. DESCRIPTION

General grounds maintenance is required at Welcome Center Site G located along Interstate 81, one (1) mile north of the MD/PA line in Franklin County, Antrim Township. The **total estimated area of maintenance is 8 acres**. The Contractor shall furnish all equipment, personnel, and materials for performing grounds maintenance work between the edges of I-81 and Route 11, including the area behind the right of way fence at the rear of the site.

This procurement is set aside as a Micro Business Reserve. To be eligible for award a business must be a Department of General Services (DGS) certified Micro Business prior to the bid closing date and time. To apply for DGS Certification, go to the DGS [Application Start](https://bdisbo.prismscompliance.com/CustomCertApp/ApplicationStart.aspx?j=9qoWxXGgezrY%3D&t=101) webpage (<https://bdisbo.prismscompliance.com/CustomCertApp/ApplicationStart.aspx?j=9qoWxXGgezrY%3D&t=101>). Contractors must submit their Micro Business Certification, Certificate of Liability Insurance, Worker Protection Form and any other required documents with the bid. A Purchase Order will be issued to the lowest bidder and will be the binding contract. To assist in your bid process, please refer to the Terms and Conditions applicable to this solicitation. The following sections are of particular interest:

I.4 IFB-009.1 Questions (February 2012)

III.2 III-IFB-006.1a Method of Award (February 2012)

I.6 IFB-011.1B Submission of Bids – Electronic Submittal (May 2011)

Public Bid Opening Information:

- **PUBLIC BID OPENING:** Public Bid Opening Will Be Held Virtually via Microsoft Teams on December 23, 2025, at 10:00A.M. (EST).

Question & Answer Information:

- **Questions & Answers:** All questions pertaining to the Solicitation must be made prior to December 15, 2025, at 10:00A.M. (EST). All questions and answers will be posted to the Solicitation in eMarketplace for public viewing. All questions should be submitted, via email, to the sole point of contact for this solicitation: Brenda Brown at brendabro@pa.gov.

Return Documentation Clause:

- All documents requested must be received prior to the bid opening date and time. Refer to the Notes and Attachments section of the solicitation.

II. MOWING AND GROUNDS MAINTENANCE

Weekly grounds maintenance shall include all items listed below:

- a. Mowing and grounds maintenance of **all** turf areas. Cutting shall begin approximately **mid-April and continue until approximately October 31**. Grass shall be cut to a height of two to four inches. Partial mowing is unacceptable. *Note: Approximately 2.9 acres of the general maintenance area is either too rough or steep for conventional mowing equipment. These areas require cutting as needed so that the vegetation does not exceed one (1) foot in height and are incidentals.*
- b. Remove all trash and debris from grass areas prior to the start of weekly mowing operations. Debris removal includes downed tree branches twenty-five (25) feet and less.
- c. Remove all undesirable shrubs and brush up to fifteen (15) feet in height, and fill holes with topsoil. Lawn areas shall be worked to grade and seeded with a mixture approved by the District Roadside Specialist or Designee.
- d. Remove weeds from all plant beds and lay mulch.
- e. Prune shrubs and trees and remove all clippings.
- f. Remove all poison ivy from picnic area(s).
- g. Edging of all grass areas adjacent to curbs, concrete pads and sidewalks, and sweep clean.
- h. Vegetation growing in sidewalk cracks and along curbing shall be treated with herbicide. The Contractor shall furnish all herbicides upon approval by District Roadside Specialist or Designee.
- i. Trim grass and weeds at signs, trees, and picnic tables to a height no greater than the surrounding cut grass.

III. SPRING CLEANUP

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

- a. Rake and remove all fallen limbs and debris up to twenty-five (25) feet from all turf and picnic areas.
- b. Mulch **all** plant beds to a depth of 4". (Removal of existing mulch may be necessary, to maintain a depth of 4"). Mulch shall be bark mulch, or other mulch as approved by the District Roadside Specialist.

IV. TURF CARE AND LIME APPLICATION

- a. Scotts Turf Builder Plus 2 or approved equivalent shall be applied at the Manufacture's recommended rates, during the times listed below:
Spring – Prior to May 15th
Fall – September 1st to 20th
- b. Lime shall be applied to all mowed areas during October, November, or December at the rate of 600 pounds per acre.

V. LEAF REMOVAL

- a. All leaves and debris shall be removed from the turf areas, right of way fence, and tree line.

- 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 site.**
- c. Should the Contractor use a mower to shred the leaves, the Contractor will be paid the bid for “Leaf Raking or Shredding,” only.

VI. MATERIALS

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

VII. LIABILITY

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.

VIII. EQUIPMENT

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, edgers, sprayers, leaf blowers, lime spreader and hand tools such as rakes, shovels, pruning shears and other equipment.

IX. 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.

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. Grounds maintenance shall not be performed on weekends or holidays.
- b. 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 or designee. Such assessments

shall be deducted from the Contractor's monthly payment following the occurrence(s). *Failure to complete all required grounds maintenance listed in this SOW shall result in payment being withheld until all deficiencies are resolved, at no additional cost to the Department.*

XII. BASIS OF PAYMENT

Failure to submit all payment documents will lead to delays in payment of invoices as they will be returned to the Contractor for correction.

- a. The cost of materials shall be invoiced at supplier's invoice price plus 10% and billed to the Materials Contingency line item.
- b. Invoicing shall be by site number. **One invoice for each site.** The Contractor's invoice shall be submitted monthly.
- c. Two sets of invoice documents must be submitted.
Set one: Original Contractor's invoice and one copy of the OS-501 "Confirmation of Services" form. Send to the COMPTROLLER at 69180@pa.gov or to the address on the face of the Purchase Order.
Set two: Copy of Contractor's invoice, Suppliers' invoices, and the OS-501 "Confirmation of Services" form. This set shall be submitted to Engineering District 8 Roadside Unit, 2140 Herr Street, Harrisburg, PA 17103-1699.
- d. Grounds Maintenance and mowing shall be paid per performance.
- e. Spring cleanup shall be paid on completion of work. This item also includes the placement of the mulch.
- f. Spring Turf Care, fertilizer, and broadleaf weed control, shall be paid on Completion of the work. This item is for the application of the fertilizer and the broadleaf weed control materials.
- g. Fall Turf Care, fertilizer, and broadleaf weed control shall be paid on completion of the work. This item is for the application of the fertilizer and the broadleaf weed control materials.
- h. Fall Lime Application shall be paid on completion of the work. This item is for the application of the lime to turf areas.
- i. Leaf raking or shredding shall be paid on completion of the work.
- j. 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.

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, references will be furnished indicating Contractor 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 service period shall be for one year with four yearly renewals at the unit prices quoted for this bid, beginning on the Effective Date of the fully executed purchase order. Renewals shall be at the Commonwealth's sole discretion. Notice will be provided approximately 90 days prior to the end of each contracted year.

XVII. STRATEGIC ENVIRONMENTAL MANAGEMENT PROGRAM

PennDOT has implemented a Strategic Environmental Management Program (SEMP) which is compliance based. As part of SEMP, PennDOT has established a Green Plan Policy that can be found posted at District and County offices and at www.pa.gov/pennDOT in the Forms, Pubs & Maps section, Pub 754, "Working with Business Partners to Protect the Environment." 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.

XVIII. WORKER PROTECTION AND INVESTMENT

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 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 the bid, proposal or quote.