

MAINTENANCE & PROTECTION OF TRAFFIC
Statement of Work

I. DESCRIPTION

This Purchase Order (PO) will cover the requirements of the Pennsylvania Department of Transportation (PennDOT), Engineering District 05-10, Berks County for the Maintenance and Protection of Traffic.

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.

- a. This service period will be from issuance of purchase order. The Purchase Order may be renewed for four (4) additional one (1) year term(s), at a 2% Increase so long as PennDOT provides written notice to the Contractor of its intention to extend the purchase order by letter prior to expiration of the term of the agreement, or any extension thereof.

The Department reserves the right, upon notice to the contractor, to extend the term of any purchase order for up to three (3) months upon the same terms and conditions. This will be utilized to prevent a lapse in service coverage and only for the time necessary, up to three (3) months, to enter a new Purchase Order.

The Supplier will be required to provide the necessary personnel, accordance with the most current Pennsylvania Department of Transportation Specifications, Publication (Pub.) 408; and Work Zone Traffic Control Guidelines, Pub. 213; Official Traffic Control Devices, Pub. 212; National Manual on Uniform Traffic Devices (MUTCD); and Pub. 234 Flaggers' Handbook, as directed to control traffic through work zones and to provide safety for the work forces. **All Flaggers must be trained and certified as required in Publication 408 Section 901.3 v.**

II. ITEMS OF WORK (BID ITEMS)

Item 1. **2-Flaggers** for Traffic Control:

One Hour = 2 Flaggers

Item 2 **3-Flaggers** for traffic control

One hour = 3 Flaggers

Item 3 **4 Flaggers** for traffic control

One hour = 4 Flaggers

All workers, including Flaggers, shall wear a hard hat, ANSI Class 3 multicolor vest and Class E chaps (yellow-green or red-orange). ANSI Class 3 raincoat and Class E rain bib overalls may be worn instead of the vest and chaps, but only during inclement weather.

Any updates in the above referenced Traffic Control requirements shall be implemented by the Contractor within a mutually agreed time frame.

III. TERMS OF AGREEMENT

1. The work is to be performed at various sites throughout Berks County 05-10.

MAINTENANCE & PROTECTION OF TRAFFIC

Statement of Work

2. The Department will give a minimum of 24-hour notice (verbal) of the location, time, and type of service requested. The Contractor must provide a minimum of 2 contacts (a primary and a back-up) with telephone numbers and email addresses for scheduling work.

IV. SCOPE OF WORK

1. The intent of this Contract is to provide personnel to assist in the maintenance and protection of traffic for activities conducted by the Department and including, but not limited to, mill and fill crew. The Department will not guarantee a minimum amount of work; the quantities on this proposal are estimated values for bidding purposes only.
2. Perform traffic protection for the duration of the activity. A normal workday may be longer than eight hours. WHEN THE ACTIVITY IS CONTINUOUS, the Department will provide an individual for relief for breaks and/or lunch. Payment will be continuous with staggered breaks (15 minutes maximum) and staggered half-hour lunch periods. WHEN THE ACTIVITY IS NOT CONTINUOUS and breaks/lunch can be taken, the payment will be stopped only during the half-hour lunch period.
3. The County Manager or his assigned representative will initiate a call by telephone stating the Item or Items of Work required, time, and location of work and assembly area. **Services must be provided within 24 hours if requested at the site designated.**
4. **The Contractor must have sufficient personnel and equipment to provide traffic protection for a minimum of two separate work areas at the same time.**
5. The Department reserves the right to inspect the Contractor's operation for the purpose of determining compliance with these specifications and maintaining records, including the time records for service charges.

V. INSURANCE

See Attachment "A."

Provide evidence of such coverage in the form of a Certificate of Insurance (see attached form, "Certificate of Insurance").

MAINTENANCE & PROTECTION OF TRAFFIC

Statement of Work

VI. METHOD OF PAYMENT

The Department will pay the Contract unit price per hour for each **item** of work as follows:

1. Transmit, for each service call, an invoice detailing the items of work, unit cost, hours per item, charge per item (not per man-hour), and total charge. Indicate the location of work, dates and times worked, and the name of the official authorizing the work.
2. If additional items are requested, indicate as described in Section VI.1 on the invoice.
3. There is no provision for advanced payment.
4. Service charges:
 - A. Only that time actually spent at the authorized site in performing service.
 - B. Travel time will be paid if the Dist or his assigned representative requests transfer to another site on the same day to perform similar work. No compensation will be paid for travel time to the initial site or from the last site requested.
 - C. For service calls, on the days when services are requested and provided, the Department will pay a minimum of eight (8) hours.
 - D. Normal working hours will be between 7:00 A.M. and 5:00 P.M. Monday through Friday, although workdays may vary depending on the operation. All work will be done during daylight hours.
 - E. Payment is made per hour of service **per item**; therefore, no overtime is considered because the Department is paying for a service not individual wages.

VII. WORKER PROTECTION AND INVESTMENT

See Attachment "B."

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 (BOP2201) and submitted with the bid, proposal or quote.