

## **SNOW REMOVAL AND LANDSCAPING SERVICES SPECIFICATIONS OF WORK**

PA Dept. of Labor & Industry, Erie Unemployment Compensation Service Center  
1316 State Street, Erie PA • (814)871-4588

The Commonwealth of PA Department of Labor and Industry (DLI) is soliciting for a supplier to provide Snow Removal and Landscaping Services as described within these specifications, on the premises occupied by the Erie Unemployment Compensation Service Center ("Erie UCSC") located at 1316 State Street, Erie PA.

This Invitation to Bid is reserved for Department of General Services Certified (DGS) Small Businesses.

The Department of Labor and Industry has set aside this solicitation for the Small Business Procurement Program to provide DGS certified small businesses with opportunities to compete against other DGS certified small businesses for Commonwealth Agency contracts.

Only DGS certified small businesses are eligible to submit a bid.

### **CONTRACT PERIOD**

The validity start date will commence upon full execution (of document) and the validity end date shall be after five (5) years. The awarded Contractor can request up to a three (3) percent increase annually. Request for increase should be made no later than 30 days prior to validity end date of the annual purchase order.

### **RATE QUOTE**

The contractor will provide an all-inclusive rate to perform the snow removal and landscaping services as required. The awarded Contractor can request up to a three (3) percent increase annually. Request for increase should be made no later than 30 days prior to validity end date of the annual purchase order.

Excess Snow removal, anti-skid and landscaping materials such as rock salt, ice melt, mulch, stone and cinders may be billed separately.

For this solicitation, the contractor will bid \$1.00 for anti-skid and landscaping materials.

### **SNOW REMOVAL SERVICES**

The snow/ice removal from the parking lot, alley, entranceway, and sidewalks of the Erie UCSC must be performed in accordance with the specifications as provided herein.

To prevent damage, the contractor will use anti-skid materials that are non-corrosive, eco-friendly, blended ice melt on sidewalks or areas near vegetation. Services may require use of a snowblower, shovel, spreader, and blower.

Anti-skid materials will be approved by the Erie UCSC Office Administrator or designee.

Services may be performed Monday through Friday. Normal operational hours are 7:00 a.m. to 5:00 p.m. Monday through Friday. When heavy snow accumulation over one (1) inch or ice accumulation occurs throughout the workday, additional services may be performed during operational hours to ensure the safety of employees and pedestrians. Contractor will be notified by the Erie UCSC site administrator or designee if additional services are needed throughout the workday.

Plowing and/or salting of the Erie UCSC enclosed parking lot is not required during non-business days or days when the Erie UCSC is closed (Saturday, Sunday, and Holidays as listed below). Plowing and/or salting of the parking lot on non-business days may be approved if extraordinary conditions exist such as excessive snowfall or ice accumulation. Contractor will be notified by the site administrator or designee if services are needed on a non-business day. The contractor will invoice the hourly rate for services performed on non-business days as it would on business days.

Clearing public sidewalks and/or applying blended ice melt on the public sidewalks around the Erie UCSC building may be required during non-business days. Snow and/or ice must be cleared at least 18 inches in width from sidewalks within 24 hours of the cessation of snowfall, sleet or freezing rain. If the event of snow and/or ice on a sidewalk has become so hard it cannot be removed without damage, sand or other non-abrasive material shall be put on the sidewalk to make travel reasonably safe until weather permits the clearing of the sidewalk.

Snow is to be piled in designated areas of the parking lot. Snow should be piled between 4-6 feet in height. When the snow pile reaches the specified height or impedes parking in the area, the contractor is responsible for removing the excess snow from the lot. The removal of snow will be counted as an occurrence for service and billable as such. One occurrence in this situation is equal to the total removal of snow from the designated spaces, and not the number of trips used to remove the snow.

Contractor will be notified by the Site Administrator, or DLI designee, if services are needed at lower accumulations than specified herein.

**Commonwealth Holiday Schedule:** Commonwealth recognized or observed holidays include the following:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The Erie UCSC will provide the contractor with a calendar identifying each of the state holidays at execution of the contract and each renewal period.

In the event of a severe snow or ice storm that occurs on a state holiday when the Erie UCSC is close, when the accumulation exceeds 1 inch or more, the Erie UCSC will contact the contractor to coordinate service.

## **LANDSCAPING SERVICES**

### **MOWING**

The contractor will cut and trim all grass once a week beginning on or around April 1, through November 30, unless otherwise directed by the Erie UCSC site administrator. The Erie UCSC Office reserves the right to increase or reduce landscaping services as necessary

The contractor will apply weed and vegetation killer to weeds in public sidewalks, parking lot, and along the building, when needed. A Safety Data Sheet (SDS) of the weed and vegetation killer product will be provided to the Erie UCSC site administrator. The weed and vegetation killer must be of commercial grade.

### **SPRING**

The contractor will trim and prune all plant material and shrubs to maintain a natural look.

The contractor will remove any growths more than (6) six inches.

The contractor will prune evergreens and shrubs, trim and shape trees, and bushes, remove dead wood from all plants, clean up and weed beds and apply commercial grade weed and vegetation killer to weeds when needed.

The contractor will clean out base of hedges bordering the parking lot, apply commercial grade weed and vegetation killer to base of hedge row.

### **MULCHING**

The contractor will supply and apply bark mulch to base of hedge row, apply bark mulch in front of building and to beds between parking lot and north side of building in May.

The contractor will mulch the designated areas with dark brown or black tan bark mulch.

## **FALL**

The contractor will prune evergreens and shrubs, trim and shape trees, and bushes, remove dead wood from all plants, clean up and weed beds and apply commercial grade weed and vegetation killer to weeds when needed.

The contractor will clean up leaves and brush, prune shrubs, trim and shape trees, cut hedges bordering the parking lot to recommended height (40") from the ground and haul away, clean out base of hedges, clearing all debris and trash.

The contractor will perform a weekly Leaf Clean Up/Removal October 1 through November 30 unless otherwise instructed by the Erie UCSC.

The contractor will clean up leaves each week from the lawn, flower beds, and hedge row and around the area around the employee picnic tables, steps, wheelchair ramp, and landscaping on the State Street sidewalk area.

## **RESPONSIBILITY**

The awarded contractor will be held entirely responsible and accountable for all actions of its employees.

Contractor shall provide snow/ice removal services for the parking lot, alley, driveway and sidewalks, including sidewalk on an as-needed basis, at the discretion of the building site administrator or designee, or when snow/ice accumulation reaches 1" or more.

When accumulation of snow restricts any designated parking space, snow MUST be physically removed. In the event of an ice storm, or when icy conditions prohibit snow plowing/removal, salt will be spread on parking lot and driveway and blended ice melt will be applied to the sidewalks to prevent accidents.

Damages caused by contractor to the parking lot surface, sidewalks, vehicles, lawns, benches, tables, fence, signposts, and gates must be repaired or replaced. The damaged items shall be restored to the original condition at no additional cost to the Commonwealth. These repairs/replacements shall match the existing in all cases and shall be completed to the satisfaction of the Commonwealth. Any occurrences of damage must be immediately reported to the site administrator. The site administrator will determine if the repair is acceptable.

Contractor will complete a daily service report for each service visit and place the report in the drop box after each service, or payment for these services may not be issued.

## **EQUIPMENT, MATERIALS, AND SUPPLIES**

All equipment, materials and supplies are to be provided by the contractor.

Materials shall comply with current EPA Standards. Prior to services performed a copy of the Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS) will be provided to the Erie UCSC.

The Contractor will notify in writing any changes to materials immediately.

## **CONTRACTOR PERFORMANCE**

1. The Commonwealth reserves the right to require the awarded contractor to perform snow removal and landscaping services again, at no additional cost to the Commonwealth, if the services do not meet the standards.
2. The Commonwealth will notify the Contractor in writing of any unsatisfactory services rendered.
3. Continued deficiencies or non-compliance could result in termination of the contract.
4. This shall also apply to the contractor's responsibility to repair or replace any damages that may occur during snow removal.
5. The Commonwealth will award the contract according to established Commonwealth Procurement Policies and Procedures.

## **SITE VISIT**

There is no mandatory site visit for this solicitation. Interested bidders may request to visit the job site in its present state to accurately evaluate the work required. Bidders may schedule a site visit by calling or emailing Rachel Kala, (814) 403-4321, [rkala@pa.gov](mailto:rkala@pa.gov). Site visits will only be conducted prior to bid closing date at the discretion of the Erie UCSC.

## **PAYMENTS TO THE CONTRACTOR**

The contractor shall be paid upon satisfactory completion of work performed and submission of an invoice on the contractor's letterhead. Contractor shall be reimbursed for services accepted by the Commonwealth. Invoices for services must be submitted bi-weekly, on or about the 1<sup>st</sup> of the month and on or about the 15<sup>th</sup> of the month.

Invoices may be submitted via U.S. Postal mail or email to one of the following addresses:

**Mailing Address:**

Commonwealth of PA-PO Invoices  
PO Box 69180  
Harrisburg, PA 17106

**Email Address:** [69180@pa.gov](mailto:69180@pa.gov)

On the same day the invoice is submitted for payment, a copy must be emailed to Rachel Kala, [rkala@pa.gov](mailto:rkala@pa.gov).

Suppliers are required to provide four mandatory elements on PO invoices: PO Number, Invoice Date, Invoice Number, and Invoice Gross Amount. Service dates are also required on the invoices. Failure to comply will result in the return of the invoice without payment. Additional information such as supplier name, vendor SAP number, address, remit-to information, and PO line-item details are optional to include on the invoice but are recommended for improved invoice processing.

**QUESTIONS:**

Questions on this Solicitation may be sent to: [RA-li-OIT-BAS-PROCUR@pa.gov](mailto:RA-li-OIT-BAS-PROCUR@pa.gov) with the Solicitation # in the subject line. No telephone calls please. All telephone calls will be directed to send an email to the above email address.