

APPENDIX A
SPECIAL PROVISION
SPECIFICATIONS OF WORK TO BE PERFORMED

Company Name: _____

SCHEDULE OF ITEMS

- The Bid must be Delivered to the precise location and by the precise time set forth in the Notice to Contractors or any applicable Bid Amendment.
- Required lump sum prices must be provided and legible.
- Do not make handwritten changes to the bid documents.

Bidders must bid on all locations.

SITE LOCATION	Price Per Location 1 year (22 Week Season)
1. Bells Field Rest Area, Route 2A, Forkstown TWP	\$
2. Carlestrom Hill, Route 161, T16-Route 4, Madawaska Lake TWP	\$
3. Cold Springs, Route 11, T7 R5	\$
4. Dolby Flowage Rest Area, Route 157, TA R7 Wels	\$
5. Eagle Lake View, Route 11, Eagle Lake	\$
6. East Musquash Rest Area, Route 6, Topsfield	\$
7. Grindstone Rest Area, Route 11, Grindstone TWP	\$
8. Haystack, Rt 163, Castle Hill	\$
9. Hedgehog Mt, Route 11, T15 R6	\$
10. Molunkus Stream Rest Area, Route 2, Macwahoc PLT	\$
11. Orient Woods Rest Area, Route 1, Orient	\$
12. Oxbow Rest Area, Route 11, T9 R5 Wels,	\$
13. Soldier Pond, Route 11, Wallgrass	\$
14. Twin Lakes Rest Area, Route 1, T4 Indian Purchase TWP	\$

**Electronic bidding will NOT be
available
for this bid.**

**Bids will NOT be accepted
by email or fax.**

**SIGNED PAPER BIDS ARE REQUIRED
and may be
mailed, sent express or hand delivered.**

For further information, see "BIDDING INSTRUCTIONS"
which are located near the front of the bid book.

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SCOPE

The MaineDOT, Bureau of Maintenance & Operations, Region 5, is accepting bids to provide Seasonal Rest Area Maintenance and Cleaning in 14 remote locations during May through October (22 weeks) of each year. The Work will include cleaning, maintenance duties and light carpentry, inside and outside, for all buildings and lots at all locations.

Labor, equipment, supplies, tools, truck charge, mileage and all other items needed to complete Work, will be considered incidentals and will not be measured for payment.

There will be no Bidders Conference. Bidders can visit any and all sites at their convenience before Bidding.

Following the initial term of the contract(s), the MaineDOT may opt to renew the contract(s) for up to 3 additional one-year periods, under all terms of the contract and at the bid prices proposed. Contract(s) will commence after contract execution date or May 21, 2021, whichever is the later date.

Contract Administrator The Contract Administrator for this contract will be:

Jeremy Hartsgrove, Transportation Operations Manager
41 Rice St.
Presque Isle, ME. 04769
Office 207-764-2209 / Cell 207-592-2691

The Contractor shall contact the Contract Administrator, in order to coordinate the work. The Contractor shall submit invoices to the Contract Administrator as described in this contract.

WORK TO BE PERFORMED

- The Contractor will supply high visibility safety apparel. Garments shall be labeled as meeting ANSI 107-2010 Class 2 or ANSI 107-2004 Class 2. For nighttime work, apparel should meet ANSI 107-2010 Class 3 or ANSI 107-2004 Class 3.
- Contractor shall be responsible for all transportation costs including transport of all equipment, vehicle repairs and maintenance. Contractor will provide all gas-powered equipment, including lawn mowers, trimmers, and power washer.
- Contractor shall be responsible for Maintenance which includes but is not limited to repairing privy/shelters/picnic tables which includes, removing of graffiti, and repairing or

replacing the following: Paint 20% of the picnic tables and shelters per season. Replace individual boards on tables as needed. Contractor will provide all paint and material for repairs.

- Picnic tables that are beyond repair will be purchased and replaced by MaineDOT. MaineDOT will also replace BBQ grills if necessary. MaineDOT will supply material and repairs for falling shelters, rest area posts and signs.
- The Contractor is solely responsible for the planning and execution of Work in order to complete the Work within the Contract Time.
- Contractor shall mow all grass areas as needed and must be kept below 5" in length, which would include string trimming, around all structures and borders.
- The Contractor shall pick up accumulated litter.
- The Contractor shall wash inside of outhouse with MaineDOT approved disinfectant and replace expendables, which include toilet paper and hand sanitizer twice a week (Monday and Friday).
- Spring Clean-up is to be completed before Season start, which is typically the 4th week of May. Work shall include but not limited to; cleaning up facilities, raking lawns, picking up fallen limbs and trash and removing safety hazards.
- The Contractor shall hang entry/rest area yardarms signs first day of opening week and will take down, last day of closing week.
- Contractor shall provide garbage bags and is responsible for picking up, transporting and safely disposing of rubbish at a licensed transfer facility or secure landfill.

REQUIREMENTS, SPECIFIC LICENSURE AND CERTIFICATION and Covid Protocols

- Wash your hands frequently and thoroughly – minimum of 20 seconds. Use hand sanitizer between washings after contact with items that are likely touched by others.
- Maintain 6-foot physical distancing whenever possible.
- Wipe down frequently touched surfaces prior to contact (door handles, sinks, toilets, mirrors, soap dispensers, urinal partitions etc.)
- Frequently clean your devices and workstation areas.

- **Face Coverings.** All employees are required to wear a face mask or face covering at all times. This encompasses all public and common areas, including, but not limited to lobbies, elevators, stairways, restrooms, hallways, pantry/break areas, food service areas, and on the building grounds that are typically accessible to the public (sidewalks, walkways, parking lots, etc.)
- **DRUG FREE WORKPLACE.** By signing the Agreement, the Contractor certifies that it shall provide a drug-free workplace by: publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition. Contractor will notify employees that as a condition of employment under the Agreement that the employee will abide by the terms of the statement and notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- The Contractor shall notify MaineDOT and the Contract Administrator within ten (10) days after receiving notice of criminal drug convictions occurring in the workplace by an employee, or otherwise receiving actual notice of such conviction, and will take one of the following actions within 30 days of receiving such notice with respect to any employee who is convicted: take appropriate personnel action against the employee, up to and including termination, or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency at the Contractor or employee's expense.
- Contractor must maintain a complete set of Safety Data Sheets (SDS) and have them accessible to the Contract Administrator.
- The safety of the public is of the utmost importance. Therefore, any act of vandalism or harmful and illegal doings shall be immediately reported to the Maine State Police.

GENERAL SPECIFICATIONS AND STANDARDS

Supplies, Equipment and Materials

- The Contractor will furnish all supplies and equipment for accomplishment of all work. Contractor's equipment shall be of the size and type suitable for accomplishing the various phases of work described and/or needed and shall operate from gas or other means other than electrical. Equipment considered by MaineDOT to be improper, inadequate or unsafe for this purpose shall be removed from the job and replaced with satisfactory equipment.
- MaineDOT will not be responsible for lost, damaged or stolen equipment, supplies or materials.

- The Contractor shall furnish all materials and supplies required.
- All supplies/materials used shall have the necessary Under-writers Lavatories Seal of Approval, be OSHA approved, and will otherwise create no harmful or hazardous conditions. Contractor must submit prior to award, a complete listing, by manufacturer's name and/or number, of cleaning supplies, and chemicals. Any of these materials found not satisfactory by MaineDOT will not be used, and substituted materials must be approved before use. The Contractor must maintain at the Information Center premises, a complete set of Material Safety Data Sheets (SDS) and have them accessible to the Contract Administrator.
- Samples: MaineDOT may require samples of supplies before the Contractor commences work or at any time during the work to determine compliance with the standards required by these specifications. Any item failing to meet these specifications shall be replaced by the Contractor with supplies meeting the itemized specifications or required standards.
- Other related duties not mentioned herein can be added in writing by mutual agreement.

Contractor Personnel:

- The Contractor will screen all personnel to assure MaineDOT that all employees are of good character. The Contractor shall employ only personnel skilled or capable of becoming skilled in the work.
- Contractor personnel shall notify MaineDOT within 24 hours of damage to buildings and fixtures, or any vermin such as, cockroaches, water bugs, silver fish, mice, rats etc.
- Lost, Found or Missing Items: All unclaimed items found in or about the work areas by the Contractor will be turned in immediately to the MaineDOT Representative, giving location where item was found.
- Compliance with State Regulations: The Contractor and employees will be subject to all applicable State and Federal regulations, for the conduct of personnel.
- Contractor employees shall be required to interrupt their work, at any time, too allow passage of personnel.
- Contractor employees and subcontractors shall be provided with appropriate name tags identified the person and employer, name tags are to be visible, legible and displayed during work hours.
- Subcontracts: Subcontractors hired for this contract are subject to all the terms and conditions of the prime contract and must supply Certificates of Insurance to the MaineDOT in the same amount as the prime contractor. No more than 70% of the work

under this contract may be performed by subcontractors and the MaineDOT may require that Contractor discharge any subcontractor without cost or liability to the MaineDOT.

- Inspection by the MaineDOT: Periodic inspections of the Contractor's work may be made by MaineDOT. MaineDOT has authority to point out to the Contractor's personnel incomplete or defective work and necessary corrective measures.