



# Kent County Road Commission

July 26, 2022

## Addendum #1

### **Contract #22-61: Building & Grounds Maintenance at Two Rest Areas and One Roadside Park – MDOT**

Hello,

This addendum is being issued to correct a sentence on the first page of the invitation to bid.

It states that the pre-bid was mandatory and then mentions that attendance at the meeting is not required but is highly recommended.

To be accurate, the pre-bid meeting is MANDATORY if you would like to bid on this contract.

The correction has been made to the bid packet and no other changes have been made.

Please email [purchasing@kentcountyroads.net](mailto:purchasing@kentcountyroads.net) with any questions that you may have regarding the change.

Thank you,



## Kent County Road Commission

### INVITATION TO BID

Bids will be received by the Board of County Road Commissioners of the County of Kent, 1500 Scribner Avenue NW, Grand Rapids, Michigan 49504 until **Tuesday, August 16, 2022, 8:30 AM deadline**, at which time they will be publicly opened and read.

### **Contract #22-61: Building & Grounds Maintenance at Two Rest Areas and One Roadside Park - MDOT**

The Kent County Road Commission and MDOT will hold a mandatory pre-bid meeting at the **Eastbound I-96 (Marne) Rest Area (R-03)** at **1:00 PM EST on Wednesday, July 27, 2022**. At this time, you may bring forward any questions or concerns that you may have. Attendance is required to submit a bid for this contract.

All bids are to be emailed to [bids@kentcountyroads.net](mailto:bids@kentcountyroads.net), with the subject “**Contract #22-61: Building & Grounds Maintenance - MDOT**” and must be received prior to **8:30 AM on Tuesday, August 16, 2022**.

If email is not accessible for you to send KCRC your bid, and you require accommodations, please contact [purchasing@kentcountyroads.net](mailto:purchasing@kentcountyroads.net) or (616) 242-6928. KCRC will work with you to make sure you have the opportunity to submit your bid.

The Board reserves the right to reject any and all bids or to waive irregularities therein, and to accept any bids which, in the opinion of the Board, may be most advantageous and to the best interest of the County. This contract will be considered for award on **August 23, 2022**.

BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF KENT

By: Mark E. Rambo, Chair

**If you plan to submit a bid, please acknowledge the receipt of this invitation to bid** by emailing [purchasing@kentcountyroads.net](mailto:purchasing@kentcountyroads.net). This allows for KCRC to be in contact with you for any future communication throughout the bid process.



## Kent County Road Commission

### INSTRUCTION TO RESPONDENTS

Bids will be opened at the offices of the Board of County Road Commissioners of the County of Kent, State of Michigan located at 1500 Scribner Avenue NW, Grand Rapids, MI 49504.

Refer to the **INVITATION TO BID** for the exact timing and for the identification of the bid as related to furnishing materials, services, equipment, work and/or supplies with the terms, conditions, specifications, drawings, plans, and special provisions as stated herein and hereto attached.

The Kent County Road Commission's process is to open and read the bids, and then refer the bids to Staff for tabulation and analysis. During this period, the files are closed until this action is complete. Copies of the bid tabulations are made available only once the review is complete, upon the request to Purchasing, by email at [purchasing@kentcountyroads.net](mailto:purchasing@kentcountyroads.net).

1. All bids must be submitted on the Board's bid form that was provided. The bid shall be legibly prepared in ink or typed out. Erasures or alterations must be initialed by the respondent.
2. Specifications and plans should not be returned with bid, unless otherwise stated herein.
3. Bids shall be sent to KCRC by email to [bids@kentcountyroads.net](mailto:bids@kentcountyroads.net). If the email is not applicable for the respondent to submit their bid, please contact Purchasing for assistance.
4. Bids will not be accepted after the time designated for the opening of the bids. The respondent shall assume full responsibility for delivery of bids prior to the appointed time for opening same and shall assume the risk of late delivery or non-delivery regardless of the manner he/she employs for the transmission thereof.
5. No responsibility shall attach to the Road Commission or their representatives for premature opening or non-receipt of any bid which is not properly addressed, delivered, or identified. A confirmation of receipt of emailed bids received will be sent.
6. It is understood the Board is a governmental unit, and as such, is exempt from the payment of all state and federal taxes, except as allowed by the regulatory agencies to be included in the cost of materials and services.
7. The respondent, by submission of a bid, declares the bid is made without collusion with any other person or entity, and agrees to furnish all items and services in strict adherence with all applicable federal, state and local laws, regulations, codes and ordinances.
8. The Board reserves the right to reject any and all bids, to waive any irregularities therein, and to accept any bid which, in the opinion of the Board, may be most advantageous and to the best interest of the Kent County Road Commission. In case of error, in the extension of prices in the bid or other arithmetical error, the unit prices will govern.

**Specifications for Contract #22-61:  
Building & Grounds Maintenance at Two Rest Areas and One Roadside Park - MDOT**

It is the intent of the Kent County Road Commission, on behalf of the Michigan Department of Transportation, to contract for the general maintenance services at the following described State of Michigan Rest Areas and Roadside Park located in Kent County as outlined in this contract:

1. R-25 - Southbound US-131, 0.50 mile South of 12 Mile Road near Rockford
2. R-03 - Eastbound I-96 at Kent/Ottawa County Line near Marne
3. M-21 - 0.25 mile East of Sargent Avenue East of Ada

1. **CONTRACT PERIOD**

1 year: September 26, 2022 through September 30, 2023.

2. **PRE-BID MEETING**

A **mandatory** pre-bid meeting will be held on Wednesday, July 27, 2022 at 1:00 p.m. at the Eastbound I-96 (Marne) Rest Area.

Attendance is required for all bidders to send in a bid for the contract. KCRC and MDOT have high expectations for this contract and non-compliance will not be tolerated.

3. **PRE-QUALIFICATION**

New contractors **must** fill out the Pre-qualification form and/or be MDOT Prequalified, and the form must be submitted with bid. For contractors who are currently under contract with the Kent County Road Commission or MDOT, this requirement may be waived upon authorization from the Road Commission or MDOT.

Contractors are also required to have a minimum of 5 years of experience completing a related rest area maintenance contract in order to submit a bid as well.

4. **AWARD OF BID**

To be made to the lowest responsible and responsive bidder in its entirety, and in the best interest of the State of Michigan and the Kent County Road Commission.

5. **WORK SCHEDULE:** (Reflects about a one-year schedule)

- A. Rest Areas - 52 weeks per year
- B. Roadside Park - estimated at 31 weeks per year

	<u>Tuesdays</u>
2022	September 26 – weather permitting October 31
2023	April 4 – weather permitting September 26

6. **HOLIDAY WEEK REST AREA COVERAGE**

- A. During the following dates the CONTRACTOR shall provide one male employee to maintain the men's restroom and one female employee to maintain the women's restroom at each rest area (Marne and Rockford Rest Areas) between the hours of 6:00 am and 6:00 pm each day:
- B. Holiday Work Schedule:
- 2023:
- May 26, 27, 28, & 29  
July 1, 2, 3, & 4  
September 1, 2, 3, & 4

7. **REST AREA SEASONAL CLOSURE**

Due to budget constraints the Michigan Department of Transportation reserves the right to close the Rest Areas and Roadside Park, as deemed necessary. MDOT will notify the contractor of the rest area or park to be closed at least 30 calendar days in advance. The final cleaning will follow the same procedures outlined in the specifications for the final contract cleaning.

8. **PAYMENT**

All contractor work must be accomplished per specifications herein to the satisfaction of the KCRC designated representative prior to payment for services. Daily inspections for compliance with contract specifications shall be performed by KCRC.

Contractor shall furnish to KCRC an invoice in duplicate for services rendered every two weeks. The billing shall contain, if applicable, adjustments for approved additions, deletions, or changes in services. The KCRC will pay the invoiced amount every two weeks. Payment for extra days beyond the 52 weeks shall be at a per diem rate calculated at 1/7 of the weekly contract amount.

All invoices shall be remitted to [ap@kentcountyroads.net](mailto:ap@kentcountyroads.net) for payment. AP will arrange for the approval of the invoice with the CONTRACT ADMINISTRATORS. It will be the responsibility of the Contractor to make sure they are sending their invoices to the correct remit email.

9. **CONTRACT ADMINISTRATORS**

Kurt Fritz  
Michigan Department of Transportation  
2660 Leonard Street NE  
Grand Rapids, Michigan 49525  
(616) 690-0304  
[fritz@kentcountyroads.net](mailto:fritz@kentcountyroads.net)

Jerry Byrne  
Kent County Road Commission  
1500 Scribner Avenue NW  
Grand Rapids, Michigan 49504  
(616) 242-6950  
[jbyrne@kentcountyroads.net](mailto:jbyrne@kentcountyroads.net)

Andrew Nordstrom  
Kent County Road Commission  
1500 Scribner Avenue NW  
Grand Rapids, Michigan 49504  
(616) 242-6928  
[anordstrom@kentcountyroads.net](mailto:anordstrom@kentcountyroads.net)

## **GENERAL CONDITIONS MAINTENANCE CONTRACTS**

### **1. DEFINITIONS**

- A. MDOT – Refers to the Michigan Department of Transportation
- B. MDOT/KCRC – Refers to the Michigan Department of Transportation and/or Kent County Road Commission where the local county road commission is operating as a contract maintenance agency under a maintenance contract with the Michigan Department of Transportation. When a county road commission is identified in the SPECIAL PROVISIONS, it is understood that the KCRC is acting as an agent for MDOT.
- C. CONTRACT ADMINISTRATOR – the CONTRACT ADMINISTRATOR is responsible for the general administration of the contract. The CONTRACT ADMINISTRATOR will be identified in the SPECIAL PROVISIONS. Inspection and direction by the CONTRACT ADMINISTRATOR or his/her appointed representatives shall not be considered as direct control of the individual workers and their work. The direct control shall be solely the responsibility of the Contractor.

### **2. AWARD**

Upon written notification of contract award by the MDOT/KCRC, the contractor shall submit to the MDOT/KCRC all required insurance certificates, and other documentation as may be requested or required hereunder. Upon their receipt, and subsequent approval by MDOT/KCRC, the ADMINISTRATOR will forward to the Contractor a written NOTICE TO PROCEED with an executed copy of the contract. Work shall NOT be started until such NOTICE TO PROCEED is received by the Contractor.

### **3. AWARD CRITERIA – BEST VALUE**

- A. The responses to the Invitation to Bid will be evaluated based upon the bidder's current ability to provide the highest level of service and quality janitorial service that meets the requirements and goals of this Invitation to Bid and the needs of the MDOT/KCRC.

The following factors will be evaluated:

- 1. Detailed business plan
- 2. Price
- 3. Janitorial Work Plan of Activity (Ability to Staff)
- 4. Training and Development (Initial and On-going)
- 5. Health, Safety and Environmental Protection

6. Quality Assurance Plan
  7. Equipment and Cleaning Supplies
  8. Past performance with State agencies or referenced customers
- B. MDOT/KCRC further reserves the right to reject any or all bids in whole or in part, and to waive any informality or technical defects, if it is determined to be the best interest of the MDOT/KCRC will be served by doing so.
- C. Award will be made to the responsive and responsible bidder who offers the BEST VALUE to the MDOT/KCRC after reviewing all factors listed above. Award may further be subject to an on-site inspection of facilities currently being serviced by the bidder, bidder's financial status, and/or an oral presentation or interview with the Office of Purchasing and/or Agency Contract Administrator. Purchasing will schedule all site inspections, oral presentations, and interviews.

#### 4. **PRE-MAINTENANCE MEETING**

Prior to starting any work on the contract, a meeting will be called by the CONTRACT ADMINISTRATOR or their representative to discuss contract provisions. The contractor's designated supervisor shall be identified at this meeting. Reports (forms provided by MDOT) shall be distributed and discussed during this meeting.

#### 5. **PRICING**

- A. Submitted with your bid pricing sheet, **bidders shall include a REALISTIC detailed business plan** that shall have your organization's objectives and goals and must contain details for all costs regarding FICA, social security benefits offered, insurance, supplying required insurances; employee fringe benefits, other governmental business taxes must be incorporated into bid price quoted for this service. Such costs may not be billed separately. This business plan may be up to two pages long and can entail the information requested and any additional material you can justify.
- B. Prices quoted are the maximum for a period of 365 days from the date the Contract becomes effective.
- C. Prices are subject to change at the end of each 365-day period. Such changes must be based on changes in actual costs incurred. Documentation of such changes must be provided with the request for price change in order to substantiate any requested change. Purchasing Operations reserves the right to consider various pertinent information sources to evaluate price increase requests (such as pa 138, CPI and PPI, US City Average, as published by the US Department of Labor, Bureau of Labor Statistics). Purchasing Operations also reserves the right to consider other information related to special economic and/or industry circumstances, when evaluating a price change request. Changes may be either increases or decreases and may be requested by either party. Approved changes must be firm for the remainder of the contract period unless further revised at the end of the next 365-day period. Requests for price changes must be RECEIVED IN WRITING AT LEAST 10 DAYS PRIOR TO THEIR EFFECTIVE DATE and are subject to written acceptance before becoming effective. In the event new prices are not acceptable, the contract may be cancelled. The

Contractor remains responsible for performing according to the contract terms at the contract price for all orders received before price revisions are approved or before the contract is cancelled.

- D. The continued payment of any charges due after September 30<sup>th</sup> of any fiscal year will be subject to the availability of an appropriation for that purpose.
- E. On the bid pricing sheet, MDOT/KCRC is looking for a per hour rate that will be used if it is asked of the Contractor to attend the site longer than the projected hours in a day as well if there isn't staff at the site. So this rate will either be added or deducted for those case.

## 6. **CONTRACTORS LIABILITY INSURANCE**

The contractor shall list the STATE OF MICHIGAN, MICHIGAN DEPARTMENT OF TRANSPORTATION, and governmental bodies performing inspection under a maintenance contract, and all officers, agents, and employees, departments and commissions as ADDITIONAL INSURED ON ALL LIABILITY POLICIES REQUIRED FOR THE PERFORMANCE OF THIS CONTRACT.

Such insurance shall consist of:

- A. To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the MDOT/KCRC and its agents and employees from and against all claims, damages, losses and expenses including, but not limited to, attorneys' fees arising out of or resulting from the performance of this Contract including claims, damages, losses and expenses attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, but only to the extent caused by the fault, negligent acts, or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage loss or expense is caused in part by the parties indemnified hereunder. This obligation does not include an obligation to indemnify the parties, indemnified hereunder for their sole negligence and shall not be construed to negate or modify other rights or obligations of indemnity that otherwise exist as to the parties or persons described herein, arising out of and during the progress and to the completion of work all in accordance with Public Act 468 of 2012 and the 2020 Michigan Department of Transportation's "Standard Specifications for Construction", Division 1, paragraph 1.07.10 with the following minimum requirements:

Workman's Compensation Statutory Coverage

Bodily Injury and Property Damage Other Than Automobile:

Each Occurrence \$1,000,000

Aggregate \$2,000,000

Bodily Injury Liability and Property Damage Liability Automobile:

Bodily Injury Liability \$500,000 Each Person, Each Occurrence \$1,000,000

Property Damage Liability \$1,000,000 Each Occurrence

Combined Single Limit for Bodily Injury and Property Damage Liability

Each Occurrence                      \$2,000,000

**Insurance Certificate declaring Kent County Road Commission and MDOT as additional insured, not certificate holder, must be issued and shall become part of the contract.**

- B. Contractor shall maintain current up-to-date insurance coverage during the term of the contract and failure to do so shall result in termination of said contract.
- C. Certificate must be submitted within fifteen days upon notification of award of contract and prior to contract signing.

## 7. **SUBCONTRACTING**

- A. Subcontracting will be allowed for this contract. Should the Contractor use subcontractors to perform all or part of this contract it will be the prime Contractor's responsibility to ensure the Special Provision requirements of the contract are followed and shall be responsible to MDOT/KCRC for completion of the work in accordance with the contract as if no portion of it had been subcontracted. Subcontracted work may be limited to lawn maintenance, spring/fall cleanup, and etc.
- B. The Contractor shall submit a list naming all subcontractors, the name of their supervisor, address, and work they will perform under this contract within 10 days of the notification of award.
- C. Subcontractor Insurance Coverage:  
Except where the State has approved in writing, the Contract Administrator shall require all of the Subcontractors under the contract to purchase and maintain the insurance coverage as described in this Section for the Contractor in connection with the performance of work by those Subcontractors. Alternatively, Contractor may include any Subcontractors under Contractor's insurance on the coverage required in the Section. Subcontractor must fully comply with the insurance coverage required in this Section. Failure of Subcontractor to comply with insurance requirements does not limit Contractor's liability or responsibility.

## 8. **CONTRACTOR STATUS**

- A. The Contractor and his/her employees at all times shall be considered as an independent contractor and not as MDOT/KCRC employees. As an independent contractor, the Contractor's payment under this contract shall not be subject to any withholding for tax, social security, or other purposes; nor, shall the contractor or his/her employees be entitled to sick leave, pension benefits, vacation, medical benefits, life insurance, or unemployment compensation or the like from MDOT/KCRC.
- B. The Contractor shall exercise all supervisory control and general control over all day-to-day operations of his/her employees including control over all workers duties. The Contractor shall also be responsible for payment of all wages to employees, taxes and fringe benefits, and shall discipline employees as needed, including firing and hiring.

9. **CANCELLATION**

- A. The MDOT/KCRC reserves the right to cancel the contract by giving thirty (30) days written notice to the Contractor. If cancellation is for default of contract due to non-performance, the contract may be canceled without notice.
- B. The Contractor may cancel the contract by giving the MDOT/KCRC thirty (30) days written notice of such intention.
- C. All notices are effective upon date of mailing.

10. **DEFAULT**

- A. Non-Acceptable conditions

Should an inspection by the MDOT/KCRC reveal that the Contractor's work results in any non-acceptable maintenance condition:

- 1. The MDOT/KCRC at the time of the first circumstance shall call for a meeting with the Contractor to review the condition.
- 2. Should a second related or unrelated non-acceptable condition develop, a second meeting will be held. A letter of warning will follow.
- 3. Should a third related or unrelated non-acceptable condition develop, a written notice of termination will be sent to the Contractor.

In the event of such termination, the MDOT/KCRC may deem appropriate to perform services similar to those so terminated. The Contractor may be subject to MDOT/KCRC for any excess costs for such services. The Contractor shall not be liable for any increased cost if failure to perform the contract arises out of any cause beyond his/her control and without his/her fault or negligence.

11. **CHANGES AND/OR CONTRACT MODIFICATIONS**

The MDOT/KCRC reserves the right to increase or decrease services, or make any changes necessary, at any time during the duration of this contract, or any negotiated extension, if applicable, thereof.

Price adjustments due to any of the foregoing changes shall be based on a pro-rata basis based on this bid/contract. Prices for extra work requested during this contract, which are not part of this contract, will be negotiated prior to the time of occurrence.

Changes of any nature after contract award, which reflect an increase or decrease in requirements of costs, shall require a written advance notice of change to be issued by MDOT/KCRC. SUCH CHANGES, IF PERFORMED IN ADVANCE OF MDOT APPROVAL, MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.

12. **QUESTIONS**

Questions relative to this bid shall be submitted in writing and addressed to the department identified in the "Special Provisions".

13. **LAWS, ORDINANCES AND REGULATIONS**

The Contractor shall keep himself/herself fully informed and shall comply with all local, state and federal laws, ordinances, and regulations.

14. **PERMITS AND LICENSES**

Any permits, licenses, certificates, or fees required for the performance of the work, shall be obtained and paid for by the Contractor.

15. **INDUSTRY RULES AND CODES**

All work shall be done in compliance with the applicable rules of the industry which shall be considered as included in these specifications, shall comply with all local and state codes, and be approved by MDOT/KCRC prior to use.

16. **PROTECTION OF PROPERTY**

The Contractor shall be responsible for protecting and preserving from damage any and all facilities, public and private, which are adjacent to the areas where work is being performed.

17. **USE OF PROPERTY**

The contractor and/or individual employees **DO NOT** have the authority to permit any use of the facility. The Contractor and/or employee shall report any activity of which they were not aware to the CONTRACT ADMINISTRATOR as soon as possible.

18. **TIME AND PROGRESS**

It is understood and agreed that "TIME IS OF THE ESSENCE" in respect to the work contemplated herein, and the Contractor agrees to do the work covered by the contract in conformity with the provisions set forth herein and to prosecute all work with all due diligence so as to complete any work required under the contract within the shortest reasonable periods of time.

29. **EQUIPMENT AND MATERIALS, INSPECTION**

The administrator shall have the right to inspect all equipment and materials, which is to be used in carrying out the terms of this contract. Any such equipment or materials, which do not comply with local, state and federal codes or with this contract, may be rejected.

20. **ACCIDENTS**

Any accident or hazardous waste spills on the premises shall be reported immediately to the Contract Administrator or the designated representative.

21. **CONTRACTOR'S GENERAL RESPONSIBILITIES AND REQUIREMENTS**

The Contractor shall be responsible for the satisfactory and complete execution of the work in accordance with the true intent of the specifications. He/she shall provide, without extra charge, all incidental items required as a part of the work even though not particularly specified or indicated.

The Contractor's responsibility is to protect MDOT'S property and right-of-way at all times.

- A. The Contractor shall coordinate his operations with other contractors, MDOT/KCRC operations and/or permitted activities. The Contractor shall not give keys to individuals other than his employees.
  - 1. No Contractor's vehicle shall be allowed on sidewalks and lawn areas. Parking area will be designated by MDOT.
  - 2. No televisions, computers, laptops, video games, equipment that plays CD's/DVD's, Blu-rays, or VCR's, full size refrigerators, beds/cots, couches or lazy boy type chairs and the storage of more food items that will be eaten within a day shall be allowed at the facilities.
  - 3. No employee family members and/or friends are allowed on the site during the attendant's shift. An occurrence will deem an investigation of the incident with the possibility of termination.
- B. Contractor shall furnish:
  - 1. All transportation for his employees (which does not have to be company owned vehicles).
  - 2. All maintenance equipment necessary to carry out the requirements of the contract.
  - 3. Adequate and proper training for all employees.
  - 4. All necessary PPE, including those necessary to meet, the current CDC/State/Local COVID-19 workplace safety requirements and the PPE guidelines must be followed at all times.
  - 5. **Vests showing the company name along with the words "Attendant" or employee's name on it and a picture ID badge of the attendant. Vests shall be worn at all times during working hours.**
  - 6. Shall provide dumpster service at each of the rest areas and shall include trash service at the roadside park as specified in the contract.
  - 7. Shall be reachable at a cell phone number (to be provided to MDOT/KCRC) for the time of servicing and will be only used for the phone service.
  - 8. Possibly the documentation for verified payroll. It may be requested at anytime from the Contractor during the lifetime of the contract.

- C. In emergencies affecting the safety of persons, the work, or property at the site or adjacent thereto, the Contractor, without instruction or authorization from the CONTRACT ADMINISTRATOR, is obligated to act at his/her discretion, to prevent threatened damage, injury or loss. He/she shall contact the CONTRACT ADMINISTRATOR immediately of any significant changes in the work or deviations from the contract documents caused thereby.
- D. Any requests for information by any news media organization (newspapers, TV stations, radio, etc.) shall immediately be directed to the CONTRACT ADMINISTRATOR. The Contractor and his/her employees shall not speak on behalf of MDOT/KCRC.

22. **FIRST AID KITS**

First aid kits shall be provided for the attendants' use by the Contractor. At a minimum, the kits shall contain: 16 individually wrapped adhesive bandages, two rolls of adhesive tape, 75mm x 75mm gauze pads, 10 antiseptic wipes, burn cream, first aid cream, and triangular bandage, aspirin, scissors, and tweezers. The kit shall be contained in an impact resistant case and easily accessible to the attendants.

23. **MDOT GENERAL RESPONSIBILITIES**

MDOT/KCRC are responsible for the general maintenance at their facilities and all other maintenance not specifically required of the Contractor under this contract.

24. **ERRORS AND OMISSIONS**

The Contractor shall not take advantage of any apparent error or omission in these specifications or other contract documents, and if any inconsistency, omission, or conflict is discovered in the specifications or other contract documents, or if in any place the meaning of the specifications or other contract documents, is obscure, or uncertain, or in dispute, the MDOT/KCRC will decide as to the true intent.

25. **SUPERVISION, EMPLOYEE QUALIFICATION AND TRAINING**

A. Supervision

The Contractor shall designate a qualified supervisor or superintendent in writing as the Contractor's representative at the site. The supervisor shall have full authority to act on behalf of the Contractor and all communications given to the supervisor shall be as binding as is given to the Contractor. The supervisor shall be present on the site as required to perform adequate supervision and coordination of the work. **The Contractor shall be responsible for the quality and standards of workmanship completed under this contract.**

B. Qualifications of the Contractor's Employees

- 1. **The Contractor shall provide only competent, neat appearing, well trained employees that shall be able to understand and speak the English**

**language and shall be able to communicate with the general public in order to perform the services required herein.** The inability by the Contractor to maintain a regular and consistent work force may result in default of contract.

2. The Contractor shall at all times be responsible for the conduct and discipline of his/her employees and/or any subcontractor or persons employed by subcontractors. All workers shall have sufficient knowledge, skill, and experience to properly perform the work assigned to them. Any foreman or worker employed by the Contractor or subcontractor, who, in the opinion of the administrator does not perform his/her work in a skilled manner, appears to be incompetent, or acts in a disorderly or intemperate manner, may be removed immediately at the written request of the administrator.
  3. The Contractor shall not allow his/her employees and/or any subcontractor or persons employed by subcontractors, unauthorized personnel, such as under age minors, on the rest areas premises at any time, and for any reason.
26. "The MDOT/KCRC, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color, or national origin in consideration for an award." During the performance of this contract, the Contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:
- A. **Compliance with Regulations:** The Contractor shall comply with the Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
  - B. **Non-discrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the Contractor covers a program set forth in Appendix B of the Regulations.
  - C. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.

**D. Information and Reports:**

1. The Contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Kent County Road Commission to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
2. MDOT Internal Rest Area Inspection Report Form:  
The enclosed MDOT Internal Rest Area Inspection Report Form shall be used by both the Contractor and MDOT/KCRC on a weekly basis to maintain uniformity of inspection throughout the region.

3. Security:

a. Background Checks

On a case-by-case basis, the State may investigate the Contractor's personnel before they may have access to State facilities and systems. The scope of the background check is at the discretion of the State and the results will be used to determine Contractor personnel eligibility for working within State facilities and systems. The investigations will include Michigan State Police Background checks (ICHAT) and may include the National Crime Information Center (NCIC) Finger Prints. Proposed Contractor personnel may be required to complete and submit an RI-8 Fingerprint Card for the NCIC Finger Print Check. Any request for background checks will be initiated by the State and will be reasonably related to the type of work requested.

All Contractor personnel must comply with the State's security and acceptable use policies for State IT equipment and resources. See <http://www.michigan.gov/dit>. Furthermore, Contractor personnel must agree to the State's security and acceptable use policies before the Contractor personnel will be accepted as a resource to perform work for the State. The Contractor must present these documents to the prospective employee before the Contractor presents the individual to the State as a proposed resource. Contractor staff must comply with all Physical Security procedures in place within the facilities where they are working.

b. Security Breach Notification

In the Contractor breaches this Section, the Contractor must (i) promptly cure the deficiencies and (ii) comply with any applicable federal and state

laws and regulations pertaining to unauthorized disclosures. Contractor and the State will cooperate to mitigate, to the extent practicable, the effects of any breach, intrusion, or unauthorized use or disclosure. Contractor must report to the State, in writing, any use of disclosure of Confidential information, whether suspected or actual, other than as provided for by the contract within 10 days of becoming aware of the use or disclosure or the shorter time period as is reasonable under the circumstances.

- E. Sanctions for Non-compliance:** In the event of the Contractor's non-compliance with the non-discrimination provisions of this contract, the Kent County Road Commission shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
- c. Withholding of payments to the Contractor under the contract until the contractor complies, and/or
  - d. Cancellation, termination or suspension of the contract, in whole or in part.
- F. Incorporation of Provisions:** The Contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any subcontract or procurement as the Kent County Road Commission may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Contractor may request the Kent County Road Commission to enter into such litigation to protect the interests of the County, and, in addition, the Contractor may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interests of the United States.

**SPECIFICATIONS  
GENERAL MAINTENANCE REQUIREMENTS  
REST AREA BUILDING(S)/ROADSIDE PARK STRUCTURES AND GROUNDS  
MAINTENANCE CONTRACTS**

This specification covers the general maintenance requirements for Rest Area building(s)/Roadside Park structures and grounds.

**1. CONTRACTOR GENERAL RESPONSIBILITIES AND REQUIREMENTS**

The Contractor shall be responsible for the satisfactory and complete execution of the work in accordance with the true intent of the specifications. He/she shall provide, without extra charge, all incidental items required as a part of the work even though not particularly specified or indicated.

The Contractor's responsibility is to protect MDOT property at all times and to use only such materials and treatments as will enhance the appearance of the Rest Area/Roadside Park.

- A. In addition to what is outlined in the General Conditions, the Contactor shall furnish:
1. Maintenance equipment, snow removal equipment to clear sidewalks, gardening and watering equipment for maintaining landscape beds, lawn and be responsible for the maintenance thereof.
  3. Adequate, proper training for all attendants.
  4. All supplies used by the public and materials necessary for cleaning. Supplies and materials purchased must meet specifications outlined in the "Approved Material List".
- B Materials and Supplies:
1. The Contractor shall be required to submit a complete list, at the pre-maintenance meeting, of the name and product number, and of all supplies. MDOT/KCRC reserves the right to accept or reject these items. No flammable liquids shall be stored outside the rest area building. An acceptable substitute must be immediately furnished for any rejected item. A current MATERIAL SAFETY DATA SHEET (MSDS) for each product must be kept in a notebook at the rest area at all times as required by OSHA'S Hazard Communication Standard, 29 CFR 1910, 1200. **No flammable liquids shall be stored inside the rest area buildings.**
  2. Contractor shall supply MDOT with quantities of each material used at the end of each contract year.
- C. Report any vandalism and illegal dumping to the CONTRACT ADMINISTRATOR.
- D. The Contractor shall provide the CONTRACT ADMINISTRATOR with an up to date master list of all employees working at the rest area. This list shall include employee names, state ID and/or their driver's license number (if applicable). The list shall include the supervisor's name and telephone numbers where he/she can be reached 24 hours a day.
- E. No alcohol or drugs (including marijuana or THC products) are allowed during the scheduled work shift, including break times. Employee shall not report to work in possession nor under the influence of drugs or alcohol. An employee suspected will be removed from the contractor's work force.

## 2. **MDOT GENERAL RESPONSIBILITIES**

- A. Maintenance performed by MDOT/KCRC:
1. Water conditioning equipment.
  2. Building structures or shelters.
  3. Trees and shrubs, placing and planting, trimming and removal.
  4. Heating and plumbing systems unless specified as the Contractor's minor maintenance.
  5. Fences

6. Lagoons, tile fields and septic tanks.
7. Lawn fertilizing and weed control.
8. Electrical equipment.
9. Snow removal on vehicle ramps and parking lots, unless specified elsewhere in this contract.
10. Utility bills

B. Inspection for compliance

Inspection may be daily during the workweek. The CONTRACT ADMINISTRATOR or his representative may inspect at any time.

3. **ORIENTATION AND TRAINING - REST AREA ONLY**

- A. All Contractor supervisor personnel are required to attend an initial one-day workshop on restroom cleaning and sanitation as provided by MDOT upon award of the contract.
- B. The MDOT trained Contractor supervisors are responsible for training all other attendants and replacements prior to or as part of their initial work assignment.
- C. At the discretion of MDOT, rest area attendants and/or supervisors shall attend an annual one-day janitorial refresher course provided by MDOT. The Contractor is responsible for certifying attendant's training in writing to the CONTRACT ADMINISTRATOR within 10 days after a refresher course.
- D. If travel is involved, trainee's food, lodging, and travel expenses will be the responsibility of the Contractor.

4. **CHANGE OF CONTRACTOR**

When the Contractor changes at any facility, a meeting shall take place during the last day of the old contract. In attendance shall be the old Contractor or representative, new Contractor or representative and the CONTRACT ADMINISTRATOR. The purpose of this meeting is to turn in, and redistribute keys to the facilities, take a physical inventory of the equipment and supplies owned by each of the representatives, and exchange any information necessary to enhance the transition process. A copy of the physical inventory shall be mailed to the old Contractor and distributed to all concerned. A second copy of this inventory shall become part of the contract records.

5. **TEMPORARY CLOSING**

If adverse weather conditions, mechanical failure, or other emergency situations require the closure of the facility, the contract shall be suspended until the facility is reopened. The Contractor shall be reimbursed for all days or partial days worked. It is not the intent of MDOT to close a rest area for other than emergency and/or reconstruction reasons unless specifically noted in the SPECIAL PROVISIONS.

6. **USE OF HERBICIDES**

THE USE OF HERBICIDES BY THE CONTRACTOR IS PROHIBITED FOR ANY OF THE WORK TASKS INCLUDED IN THIS CONTRACT.

7. **PAYMENT**

Payment for all labor, equipment and materials required to satisfactorily complete the work described herein shall be incidental to the contract unit price REST AREA/ROADSIDE PARK MAINTENANCE.

I  
**SPECIFICATIONS  
REST AREA BUILDING MAINTENANCE  
MAINTENANCE CONTRACTS**

This specification is for the normal maintenance of the Rest Area building(s).

1. **CONTRACTOR GENERAL RESPONSIBILITIES AND REQUIREMENTS**

A. The Contractor is expected to perform the following minor maintenance:

1. Replace burned out light bulbs in all-light fixtures. When a burned out bulb is replaced in a fixture ALL bulbs in the same fixture shall be replaced with new bulbs. Save all old bulbs in original container. MDOT will recycle the bulbs. The correct method for changing light bulbs will be demonstrated by the CONTRACT ADMINISTRATOR or his representative.  
MDOT will replace light bulbs in the map and display cases.
2. Tighten loose screws in partition doors, door closures, etc.
3. Plunge plugged toilets and urinals or rod if necessary.
4. Clean and maintain flush valves on toilets and urinals as directed by the Contract Administrator. MDOT personnel will provide training to the Contractor supervisor for this maintenance procedure.

**\*IF MINOR MAINTENANCE DOES NOT FIX THE PROBLEM** turn off water supply to fixtures, electric supply to dryers, lights or heaters, place temporary "out of order" sign on stall and notify the CONTRACT ADMINISTRATOR immediately. The CONTRACT ADMINISTRATOR may give further instructions for temporary closing of the park or all of the rest area.

Any rest area damage, which requires more than minor maintenance, the Contractor shall notify the CONTRACT ADMINISTRATOR.

If necessary and upon the approval of the CONTRACT ADMINISTRATOR the Contractor may be instructed to temporary close the rest area building at which time he/she will lock the rest area doors and place the temporary closed sign in the lobby window, clearly visible to the public.

5. Perform water system tests, sampling and recording where applicable.

6. The Contractor shall not maintain or have any responsibility for the vending machines.
- B. The Contractor must not tamper with, or adjust controls regulating water treatment equipment, or HVAC equipment.
- C. **The Contractor shall furnish identification vests with the Contractor's name and a picture ID badge which shall be worn by all employees at all times when working within the rest area building and grounds.**

## 2. **MDOT GENERAL RESPONSIBILITIES**

- A. Contractor will be furnished:
  1. Keys to the buildings, which must be returned to the CONTRACT ADMINISTRATOR when the contract is completed. MDOT/KCRC will withhold final payment until all keys are returned. If not returned MDOT/KCRC will change all locks and deduct the cost thereof from the Contractors final payment. If the contractor needs to change the keys/locks, for any reason during the contract period, prior approval must first be obtained by MDOT.
  2. Applicable MDOT forms for reporting purposes:
    - a. Water use and phosphate/chlorination operation report
    - b. Rest area incident report
    - c. Rest area condition report
    - d. Coffee break forms
  3. MDOT identification badges (if available) shall be worn by all employees at all times when working within rest area buildings and grounds.
  4. Phone numbers of MDOT/KCRC "contact" personnel.
  5. KCRC/MDOT shall provide trash containers and trash services that shall be inclusive of the contract and shall be provided by a reputable, licensed disposal service company, as specified.
- B. Major repairs:
  1. Major building repairs and replacement of fixtures will be done by MDOT as required unless specified as the Contractors' responsibility.
  2. Contractor must contact the CONTRACT ADMINISTRATOR immediately for needed repairs, replacements or of any warning lights in the maintenance room.

## 3. **DEDUCTIONS**

- A. The Contractor shall have a person in said rest area(s) at all hours scheduled. If the Contractor fails to have a person in each rest area on the hours scheduled in the WORK SCHEDULE, it will result in a specified deduction for each occurrence.

Procedures for implementing the above:

1. The first time a rest area is not manned, the CONTRACT ADMINISTRATOR will call for a meeting with the Contractor and review the condition and the determined add/deduction rate will be utilized as a deduction from the next invoice.
  2. Should a second non-manned condition occur, a second meeting will be held, followed by a letter of warning and an additional deduction of the said rate from the next invoice.
- B. In the event of a continuous lack of services, MDOT/KCRC may deem appropriate to perform services similar to those so terminated. The Contractor shall be liable for the additional costs for such services. The Contractor shall not be liable for costs to continue to maintain the rest area if the failure to perform the contract arises out of any cause beyond his/her control and without his/her fault or negligence.

4. **WORK SCHEDULE**

Required hours of coverage are:

<b>SUMMER</b>		<b>WINTER</b>	
<b>Date: MAY 1 TO SEPT 30</b>		<b>Date: OCTOBER 1 TO APRIL 31</b>	
Mon. thru Thurs.:	6:00 A.M. to 6:00 P.M.	7:00 A.M. to 5:00 P.M.	
Friday:	6:00 A.M. to 6:00 P.M.	7:00 A.M. to 5:00 P.M.	
Saturday:	6:00 A.M. to 6:00 P.M.	7:00 A.M. to 5:00 P.M.	
Sunday:	6:00 A.M. to 6:00 P.M.	7:00 A.M. to 5:00 P.M.	
Approx. 84 hours per week		Approx. 70 hours per week.	

THE CONTRACTOR SHALL HAVE AN EMPLOYEE AT EACH OF THE REST AREAS DURING THE DESCRIBED HOURS ABOVE AND HOLIDAY HOURS.

There are three weeks, which include holidays that require additional coverage and additional staffing with both male and female attendants. The holidays are Memorial Day, Independence Day and Labor Day. Detailed schedules for these weeks will be outlined in the SPECIAL PROVISIONS of these specifications. No additional compensation will be provided. Coverage cost for these periods are to be included in the contract bid unit price.

Attendant must be on site and working during all hours of coverage.

The following list of duties shall be posted in the maintenance room:

A. Restrooms - Daily

1. Primary cleaning as specified below shall be completed between the hours of 6:00A.M. 8:00 A.M. During the winter months, snow and ice removal shall be first priority after replenishing supplies.
  - a. Close off washroom and place closed sign in front of door while cleaning as necessary. Restroom shall be closed a maximum of 20 minutes. Open alternate restroom if available.
  - b. Perform cleaning survey of all areas - note problems with lights, faucet leaks, flush valves, floor tiles, drains. Fill out condition report.
  - c. Replenish supplies (toilet tissue, hand soap, etc.)
  - d. Clean and disinfect door, door pulls, window, kick plates, etc.
  - e. Sanitary napkin receptacle - remove bag, disinfect container and install new bag.
  - f. Disinfect outside of toilets, top and bottom of seats, and flush valves. Allow to dwell 5 minutes
  - g. Punch water out of toilet traps
  - h. Apply acid bowl cleaner to Johnny mop and clean inside of toilet bowl. Pay special attention to under the rim of the bowl
  - i. Disinfect outside of urinals and flush valves. Allow to dwell 5 minutes.
  - j. Apply acid bowl cleaner to Johnny mop and clean inside of urinal bowl.
  - k. Clean mirrors
  - l. Clean and disinfect sinks, counter tops, fixtures and front of vanity
  - m. Wipe disinfectant from toilets, seats, flush valves, urinals.
  - n. Spot clean walls, ceilings and partitions - remove graffiti
  - o. Pick up trash and sweep floor
  - p. Empty rest room garbage cans
  - q. Mop floors using liquid detergent disinfectant
  - r. Report needed repairs to MDOT contact person
  - s. A seven (7) day supply of supplies shall be on hand in the storage room at all times.
  - t. Purge all urinals with 3-5 gallons of hot clean water daily.
2. Spot clean and check condition of supplies throughout the day. Repeat any primary cleaning specifications as necessary. A minimum of three spot cleanings shall be done between the hours of 8:00 AM and end of the daily coverage.
  - a. Clean and sanitize all china fixtures.
  - b. Refill all tissue dispensers.
  - c. Wash walls around sinks and hand dryers.
  - d. Sweep floors and spot mop as needed.
  - e. Remove writing from walls, door, and stall partitions.
  - f. Check grounds and walks and spot clean.

B. Restrooms – Weekly

1. Disinfect and clean entire walls and partitions
2. Remove and clean plastic light fixture covers with soap and water
3. Clean window screens.

C. Restrooms - Monthly

1. Scrub tile floors using 175 r.p.m. rotary floor machine, 15 dia. brush spread with 15", dia, "ZIM-GRIT" - Green ZZ scrubber pad or approved alternate.

Procedure:

- a. Close restroom - sign properly displayed
  - b. Sweep area thoroughly; remove gum or sticky substances with putty knife
  - c. Fill bucket with carefully measured 20-36%w E.P.A. registered phosphoric acid - base solution
  - d. Place wet floor signs in area
  - e. Liberally apply cleaning solution to floor with wet-mop
  - f. Allow solution to dwell 5 minutes
  - g. Scrub floor with 175 r.p.m. rotary floor machine and zim-grit scrub pad or approved alternate.
  - h. Scrub corners and areas that the machine will not reach with manual swivel scrub brush
  - i. Pickup scrubbing solution with wet mop
  - j. Empty bucket - refill with clean rinse water
  - k. Rinse floor and corners thoroughly - change water again
  1. Pickup rinse water with dry mop
  - m. Dry-mop, allow to dry, remove wet floor signs.
2. Wash restroom walls, partitions, toilets, and urinals with portable pump-up sprayer.

Procedure:

- a. Close restroom
- b. Remove all paper products
- c. Trip the circuit to hand dryers and electrical outlets
- d. Cover all hand dryers, and electrical outlets with plastic duct tape
- e. Wear gloves and eye protection
- f. Prepare detergent-disinfectant solution according to manufacturer's directions
- g. Apply cleaning solution to walls and partitions (**DO NOT SPRAY CEILING**)
- h. Wash toilets, urinals, flush valves
- i. Allow solution to dwell 10 minutes
- j. Rinse thoroughly with clean, warm water
- k. Wipe down walls, toilets, urinals with clean cloth
- l. Dry mop floor

3. Clean drains with approved disinfectant
4. Completely clean ceiling vent covers

D. Lobby and Entrance Ways - Daily

1. Empty trash receptacles, clean and disinfect inside and outside all waste receptacles presenting a soiled odorous condition
2. Replace receptacle liners when torn or soiled
3. Sweep and mop lobby and entrance floor with detergent disinfectant - proper signing necessary.
4. Clean trash receptacles - remove cigarette butts from containers
5. Clean and disinfect drinking fountains
6. Pick up litter papers etc.
7. Wash plastic map cases with mild soap and water (inside and outside surfaces) - do not use harsh chemicals or abrasive materials on plastic display windows, including map and display cases mounted on the outside of the building.
8. Wash windows/doors that are accessible to public.
9. Spot clean ceilings

E. Lobby and Entrance Ways - Weekly

1. Remove entrance grates and sweep debris out of catch basin
2. Clean window screens

F. Lobby and Entrance Ways - Monthly

1. Wash all windows including upper level truss windows with squeegee where applicable.
2. Clean ceiling with soap and water.
3. Wash walls.

G. Storage Areas - Daily

1. Pick up litter; keep storage area neat and tidy
2. Record water use and phosphate/chlorination operation report, rest area incident report, rest area condition report, and coffee break forms
3. Dispose of used, empty cleaning bottles
4. Visual inspection of all equipment (water heaters, pipes, furnace) for possible leaks

H. Storage Areas - Weekly

1. Sweep and mop floor

I. Storage Areas - Monthly

1. Clean drains with approved disinfectant cleaner
2. Wash walls, ceiling, pipes and light fixtures.

J. Plaza and Building Exterior - Daily

1. Wash exterior surfaces of map and display cases mounted on the building exterior and in the plaza area with mild soap and water.

K. Plaza and Building Exterior - Weekly

1. Clean interior surfaces of map and display cases mounted on the building exterior and in the plaza area. Do not damage displays.

L. Parking lot - Daily

1. Apply oil dry products to parking lot stalls to soak up motor vehicle fluids. All oil dry areas shall be swept up and disposed in the designated trash containers.
2. Large and significant spills to which there may be a run-off need to be reported to MDOT/KCRC immediately.

5. **PAYMENT**

Payment for the completed work shall be included in the following contract unit price for all labor, equipment and materials required to satisfactorily complete the work described herein.

6. **APPROVED MATERIALS-SEE FOLLOWING PAGES**

### APPROVED MATERIALS LIST

Contractor must choose products that meet the following use and specifications. Products used that do not meet specifications and use outlined in this table will be considered a default of contract due to non-compliance.

<b><u>MATERIAL</u></b>	<b><u>USE</u></b>	<b><u>SPECIFICATIONS</u></b>	<b><u>EST. QUANTITY NEEDED (ANNUAL)</u></b>
Toilet Paper	Jumbo Toilet Paper Containers	Toilet tissue dispenser roll, single-ply, white, non-perforated, 4" wide, 3" core, 2100/roll 12 rolls/case	(1,200 cases)
	Regular Toilet Paper Containers	Toilet tissue rolls, bleached, 2 ply wrapped 4 ½" x 4 ½", 1000 sheets/roll 96 rolls/case	(1,800 cases)
Liquid Hand Soap	All hand soap Dispensers	Soap must be mild, liquid and remain viscous at temperature of 40 degrees F. or higher, Must be designed for hand soap dispensers. Soaps that clog dispensers will not be allowed.	(120 gallons)
Scented Urinal Pads	Urinal		48
Plastic Bag Barrel Liners (55 gal.)	All large trash barrels	55 gal. capacity, minimum size 36" x 60", mil thickness .16	2600 bags
Plastic Bag Barrel (33 gal.)	Trash Can	33 gal. capacity, minimum size 33" x 40", mil thickness .43	1000 bags
Sanitary Napkin Disposal Bag	Sanitary Napkin receptacles	Approved dispenser liner that fits properly	6000 bags
Glass Cleaner	All glass and mirrored surfaces	Liquid spray formula designed for cleaning glass and mirrors, non-abrasive	60 gallons

Specifications for Contract #22-61: Building & Grounds  
Maintenance at Two Rest Areas and One Roadside Park - MDOT

Toilet Bowl and Urinal Cleaner	To clean, disinfect inside of urinals, bowls flushing cavities	E.P.A. approved 9% HCl acid base bowl cleaner	250 gallons
Rotary Floor Machine - Liquid cleaner	To clean tile floors once per month	E.P.A. approved 20-36% phosphoric acid base cleaner	10 gallons
Liquid Detergent Synthetic Disinfectant	To clean disinfect tile floor, walls, partitions sink top, sinks, outside of toilets, urinals, toilet seats, and sanitary napkin disposal containers	E.P.A. registered disinfectant, detergents shall be quaternary ammonium compounds (NABC or equivalent)	40 gallons
Stainless Steel Cleaner	To clean metal surfaces	Safe for metals, non-scouring product	5 gallons
De-icing chemical	Use on sidewalks and entrances	Calcium Chloride	4000 lbs.
Marker/Vandal Remover	Remove pen and marker, ink, pencil and crayon graffiti	Must be safe to use on hard surfaces such as painted brick, tile	10 – 16 oz. Cans
Latex gloves	Shall be used when cleaning	Quality latex glove	24
Wet Floor Signs	Shall be placed when needed	Approved plastic yellow folded signs	3
Personal Eye Wash	To be readily available and accessible when using cleaning products	23-oz Polyethylene eye wash bottle	2 bottles

Specifications for Contract #22-61: Building & Grounds  
Maintenance at Two Rest Areas and One Roadside Park - MDOT

Cotton Mops	Mop tile floors	Cotton blend, banded loop	24
Mop Handle	Hold mop	Plastic grips or speed change heads	3
Scrub Pads	Manually scrub corners not accessible by threaded rotary floor machine	Swivel head, must fit on standard wood handle, bristles shall be made of Dupont "Tynex A"	1
Handles	Hold scrub pad	Standard thread, wood	1
Mop Bucket & Wringer	Hold solution and drain mop	Bucket must be on rollers, wringer must match bucket and mop size	1
Floor Squeegees	Push excess liquid into floor drains	24 inch minimum width, rubber tipped	5
Broom	Sweep dirt and debris from floor	Heavy-duty natural corn broom	5
Window Squeegees and extension	To clean windows	Squeegee designed for window washing with extension as needed	5
Toilet Bowl Mop	To clean inside toilet bowl and urinals	Cotton or synthetic mop – no brushes	24
Spray Bottles	Hold various cleaning supplies	Clean plastics, trigger style bottles	10
Sponges, cloths	Clean surfaces	Cotton cloths, absorbent sponges	10
Air Blower	To dry floors	1 HP motor, minimum 4,000cfm	1
Wet-Dry Vacuum With brush head	To clean floors, mats, vents, filters, ledges, etc.	Minimum 6.0 Peak, HP, capacity 16 gallons with appropriate attachments	1

Specifications for Contract #22-61: Building & Grounds  
Maintenance at Two Rest Areas and One Roadside Park - MDOT

175 RPM Rotary Floor machine with 15" brush spread	Scrub quarry tile floors	Must be run on wet floor, machine requirements 175 RPM speed, with 15" brush spread	1
"Zim Grit" rotary brush head	Scrub quarry tile floors	Must fit above mentioned rotary floor machine 15" dia. solid wood back, green color with 40 gauge Tynex nylon filament	1
Hose	Clean walks, Water plants	Quality rubber hose with proper fittings to work with 100' power washer	1
Oil Dry	Use in parking area		150 lbs
Step Ladder		6 foot, OSHA approved	1
Halogen Bulbs		100 watt	24
Toilet Plunger			1
Drain Snake			1
Aerosol Gum Remover	Remove gum from floors	Aerosol Cans	12
Shredded Mulch Bark	To be placed around trees & plant beds	No wood chips or foreign objects (i.e. rocks, nails, etc.)	10 cubic yards approximately
Flowers – See flowerbed and grounds specifications			
Fertilizer – See flowerbed and grounds specifications			
Peat Mix – See flowerbed and grounds specifications			
Snow blower	To remove snow from walks/plaza	Minimum 8 horsepower, 2 stage snow blower	1
Note: Bleach is not to be used as a cleaning agent			

## II CONTRACTOR'S SPECIFICATIONS GENERAL GROUNDS AND FLOWER BED REQUIREMENTS

This specification is for the rest area general grounds, flowerbed preparation, planting, and maintenance. The contractor is responsible for providing the flowers as specified by MDOT/KCRC.

### 1. WORK SCHEDULE

The minimum work schedule is outlined in the following paragraphs.

#### A. Grounds - Daily

1. Pick up paper, cigarette butts and litter including animal droppings.
2. Clean picnic tables, stoves and park benches.
3. Water and maintain flower beds or as needed as described below.
4. Empty trash containers and replace liners. Disinfect barrels if soiled.
5. Clean sidewalks as needed for snow and ice removal. Apply de-icer chemicals. Walks must be kept free of snow and ice. Restricted sidewalk plan for snow and ice removal will be given to the contractor prior to winter season. Sketches will be supplied for areas that need cleaning. Contractor is responsible for removing any snow left between the parking area (curbside) and the sidewalk.
6. Sweep sidewalks when snow is not present. Sweep excess salt from sidewalk after it is clear and dry.
7. Patrol parking lots for debris and dispose of properly. Sweep curb.
8. Clean cigarette snuffers.
9. Wash plastic map and display cases located on the plaza with mild soap and water (inside and outside); do not use harsh chemicals or abrasive materials on plastic windows.

#### B. Grounds - Weekly

1. Water any new landscape plantings as requested by MDOT/KCRC administrator.
2. Maintain and weed landscaped beds, flowerbeds, and wood chipped areas. Keep sidewalks clean and weed free. Weeds must be hand pulled. NO HERBICIDE USE WILL BE ALLOWED.

### 2. ANNUAL FLOWERS

#### A. PROCEDURES FOR ANNUAL FLOWER BED PREPARATION

1. See landscape sheet for flowerbed locations.
2. Before working beds, check the soil to determine if it has dried sufficiently. If moisture drips out when you squeeze a handful of soil or the soil ball

holds together tightly and will not break apart easily when struck with you hand then the bed is too wet to work.

3. Pull all weeds before preparing soil.
4. Add grower's mix as specified on the rest area planting sheets.
5. Spade or rototill to a depth of 6 to 9 inches to incorporate the peat mix. Be sure the products are mixed thoroughly with existing soils.
6. After soil and peat mix have been blended, rake area clean of any large stones or roots.
7.
  - a. Where the flowerbed is adjacent to turf (SEE DIAGRAM A), mound the soil in the center of the bed to 2-4 inches above existing soil level then taper the soil to the edge of the bed.
  - b. When bed has concrete bordering it, keep soil 1" down and 2-3" in back of concrete (SEE DIAGRAM A). This will help to stop the soil from washing out of the bed when it rains or is watered.
  - c. When plants are to be grown in a raised planter/bed, mounding of soils as specified in 7a and 7b is not required.

#### B. PROCEDURES FOR PLANTING ANNUAL FLOWERS

1. Contractor will furnish flower species as specified on planting sheet. Species may change annually. Total square footage of flowerbed shall remain the same. MDOT will furnish planting sheets to the contractor by February 15<sup>th</sup> each year of the contract. IT IS THE CONTRACTORS RESPONSIBILITY TO DETERMINE A SAFE PLANTING DATE BASED ON THE GEOGRAPHICAL LOCATION OF THE REST AREA AND HISTORICAL WEATHER CONDITIONS. ANY DEAD PLANTS SHALL BE REPLACED BY THE CONTRACTOR AT NO EXPENSE TO MDOT.  
Approximate number of flats used each year are:  
12 flats at Rockford Rest Area and 24 flats at Marne Rest Area.
2. Just prior to planting, add quantity of fertilizer as specified for flowerbeds (see rest area planting sheet). Rake and blend fertilizer into the top 2" of soil.
3. Space plants according to the spacing chart.
4. Dig hole slightly larger than the root ball, set the plants at the same level at which they were growing in the container. Carefully firm soil around the roots.
5. Once flowers are planted, they need to be watered thoroughly before leaving the area. Water to a depth of 6 inches to establish a good root system. Probe the soil to determine when the water has reached these depths.

#### C. SPACING OF PLANTS

1. Space the plant type(s) according to the following table:

Alyssum	9" on center
Basil	12" on center
Begonia	7" on center
Brachycome	8" on center
Coleus	8" on center
Cosmos	10" on center
Dahlberg Daisy	6" on center
Dianthus	7" on center
Dusty Miller	8" on center
Flowering Cabbage/Kale	12" on center
Geraniums	12" on center
Impatiens	9" on center
Lobelia	8" on center
Marigold (French)	8" on center
Marigold (American)	10" on center
Pansies	6" on center
Petunias	10" on center
Rudbeckia	10" on center
Salvia	7" on center
Snapdragon	8" on center
Verbena	7" on center
Vinca	7" on center

#### D. PROCEDURES FOR MAINTAINING ANNUAL FLOWERS

##### 1. Watering

- a. Do not allow soil to dry out.
- b. Water in the morning
- c. Water thoroughly, with water hose, allowing the water to penetrate down to a depth of 4-6 inches to encourage deep root growth. Probe the soil to determine when the water has reached these depths.

##### 2. Weeding

- a. Remove weeds daily.
- b. Remove weeds carefully either by pulling or lightly scratching the surface with a hoe in order to cut weeds off just below the soil level.

##### 3. Removing Faded Flowers

This is known as "deadheading" (see Diagram B) and is necessary to keep the plants attractive, from going to seed, and to prevent diseases. Because of deadheading the plants will produce more flowers and be tidier. See items 4A, B, C to determine the frequency and maintenance procedure required for each variety.

4. Deadheading According to Variety

All the plant material we will be growing at the rest area(s) is/are listed below. The plant varieties are broken down into three maintenance levels. Each level explains how to maintain the particular variety throughout the entire season.

- a. Low Maintenance – Faded flower fall cleanly from the plant and do not need removing.

Alyssum  
Basil  
Begonias  
Coleus  
Dahlberg Daisy  
Dusty Miller  
Flowering Cabbage / Kale  
Impatiens  
Vinca

- b. Semi-Low Maintenance – Shear back once in mid July. Shearing back is another form of deadheading. This is done only with this particular plant material (see attached list). Only enough growth is sheared to remove the flower heads. No more than 33%-50% of the plants top growth should be removed.  
(SEE DIAGRAM C).

Lobelia  
Petunia

- c. Medium Maintenance – Plants that need deadheading at least twice a week or as blossoms die. Pinch off faded flowers with your fingers just below the flower head, or pinch off complete stems depending on the particular plant. Be sure to remove the seedpod also (SEE DIAGRAM B).

Brachycome (Swan River Daisy)  
Cosmos  
Dianthus  
Geraniums  
Marigold  
Pansies  
Rudbeckia  
Salvia  
Snapdragon  
Strawflower  
Verbena

5. Fall Plant Removal (AS APPROVED BY MDOT)

- a. After frost has blackened the tops of the annuals, remove plants roots and all, from the beds and rake smooth.

3. **PAYMENT**

Payment for all labor, equipment and materials required to satisfactorily complete the work described herein shall be incidental to the contract unit price REST AREA MAINTENANCE.

**III  
SPECIFICATIONS  
REST AREA / ROASIDE PARK LAWN MAINTENANCE  
MAINTENANCE CONTRACTS**

This specification is for rest area / roadside park lawn maintenance, which includes but not limited to lawn mowing and trimming from the point of entrance to the point of exit, edging, and mulching, removal of clippings and other lawn debris.

1. **MOWING SEASON**

For the purposes of this specification, the regular mowing season is defined as starting the 1st of April and ending in mid October, weather permitting, approximately 30 lawn maintenance cycles.

2. **PRE-MOWING MEETING**

Prior to the beginning of each mowing season the Contractor and the Contract Administrator will review the grounds to identify any existing damages to landscape items. For the purpose of this specification, the regular Mowing season is defined starting the 1st of April and ending in mid October.

3. **DAMAGES**

- A. The Contractor will be held liable for all damage done, as a result of his operation, to fixed objects such as signs, posts, buildings, sprinkling system and all vegetation including turf, trees, shrubs, flower beds and desirable natural growth. Damage shall include among other things; skinning, scraping, breaking of tree limbs or gouging of trees or shrubs, and rutting, scalping or tearing turf.
- B. Costs associated with damage caused by the Contractor to plant material will be assessed based on current Michigan Forest and Parks Association's MICHIGAN TREE EVALUATION GUIDELINES.
- C. All turf damage repairs shall be made by the Contractor in accordance with the 2020 Standard Specifications for Construction, and as herein specified. Only friable topsoil shall be used to fill any depressions, ruts, etc., prior to seeding. Seeding will only be

allowed during the seasonal irrigation periods outlined in the 2020 Standard Specifications.

- D. All other property damage will be assessed for actual replacement costs including labor, materials, and equipment.
- E. The Contractor will be billed for all costs related to the damages caused by his operation or be required to repair the damages as directed by the Contract Administrator.

#### 4. **COORDINATION WITH OTHER ACTIVITIES**

- A. THE CONTRACTOR SHALL USE DISCRETION WHEN MOWING NEAR THE PUBLIC. THE LAWN MAINTENANCE CYCLE SHALL BEGIN ON VACATED GROUNDS FIRST, THEN CONTINUE SO AS NOT TO INCONVENIENCE THE VISITORS. THE SAFETY OF VISITORS SHALL NOT BE JEOPARDIZED IN ORDER TO COMPLETE THE CYCLE.
- B. Landscaping, weed spray, fertilization or other work performed by MDOT/KCRC, contract agencies or other Contractors may occur during the life of this contract, therefore, the Contractor shall coordinate his operations with other activities as directed by the Contract Administrator.

#### 5. **EQUIPMENT**

- A. The Contractor shall furnish all equipment and necessary supplies to do the work, including but not limited to:
  - Gas powered mowers
  - Gas powered edging machines
  - Gas powered string trimmers
  - Gas powered portable blowers
  - Brooms, leaf rakes and other hand tools as needed
- B. The Contractor shall furnish, operate, and maintain suitable and adequate equipment necessary to perform all tasks in an acceptable manner. The equipment furnished by the Contractor must be in good repair and shall be maintained so as to produce a clean, sharp cut to the grass at all times. Equipment which in any way pulls or rips grass or damages the turf shall not be allowed to operate under this specification. All equipment will be of such a type so that the height of cut can be adjusted to a minimum of two and one-half (2.5") inches.
- C. Under no circumstances shall MDOT/KCRC be responsible for any theft, vandalism, or damage to the contractor's equipment.
- D. The Contractor's equipment SHALL NOT be stored on MDOT property for any reason. If due to the weather the Contractor does not finish a lawn maintenance cycle in one working day the equipment shall be removed from MDOT property until such time as the weather permits completing the cycle.

6. **LAWN MAINTENANCE CYCLE**

- A. The lawn maintenance cycle includes: grass mowing, trimming and edging, proper removal, disposal of lawn litter, including trash, and landscape debris such as leaves, sticks, grass clipping and organic debris by the contractor and maintaining shredded bark mulch around all landscape material according to the following specification. There shall be no grass mowing, trimming and edging outside the mowing season as defined in these specifications without the approval of the Contract Administrator.
- B. A lawn maintenance cycle shall be completed at a minimum of once a week. Depending on the seasonal weather conditions increased cycles may be required, however, any additional mowing cycles beyond the once a week mowing shall be approved by the Contract Administrator prior to mowing. Any additional mowing will not be paid for unless approved.
- C. A lawn maintenance cycle shall not be done on Saturdays, Sundays or holidays unless approved in advance by the Contract Administrator.
- D. All elements of the lawn maintenance cycle shall be COMPLETED THE SAME DAY they are started. No partial mowing will be allowed unless the weather forces delays. If rain or wet turf conditions exist, the Contractor shall finish the cycle as soon as favorable conditions exist.
- E. All clippings, edging debris, leaves, and other debris shall be removed from the site at the Contractor's expense and shall not be disposed of on MDOT property.

7. **MOWING**

- A. Approximate areas to be mowed are indicated on the enclosed map(s).
- B. Grass shall be mowed to an average height of 3 inches. At no time shall more than 50% of the grass blade length be cut in one cycle. The initial mowing at the beginning of the mowing season may require an additional cycle.
  - 1. GRASS SHALL NOT BE MOWED WHEN WET.
  - 2. Clippings shall be removed, if visible, after mowing.
  - 3. All clippings shall be removed from all sidewalks, concrete picnic table pads, parking areas and flower and shrub beds.

8. **GRASS TRIMMING**

Trim grass around all fixed objects and trees. Extreme care shall be used to prevent injury to MDOT fixed objects and trees.

9. **EDGING**

Edge along all walks and curb areas with a motorized edger every second mowing. Edging shall be no wider than 1/2 inch from edge of sidewalk/curb to lawn surface. All edging debris shall be removed from the site.

10. **MULCHING**

- A. Contractor to furnish and place shredded bark mulch prior to start of the yearly mowing activities according to the following specifications.
- B. The Contractor shall place shredded bark mulch around all individual trees, landscape plants and bedded shrub areas that were previously mulched within the rest area site.
- C. The mulch shall be clean shredded bark mulch, void of sticks, needles, insects or any extraneous materials. The Contract Administrator shall approve the Contractor's source for mulch at the point of purchase.
- D. Upon notification, the Contractor shall place shredded bark mulch around all individual landscape plants and bedded shrub areas within the rest area site.
- E. Mulch shall be placed to a minimum uniform 4-inch depth covering the entire mulched area. The diameter of the mulch ring for individual plants shall be:
  - 12 inch diameter plants and less - 3 foot ring
  - 12-24 inch diameter plants - 4-foot ring
  - 24 inch diameter or larger - 5 foot ring
- F. The outside edge of the mulch shall be even or level with the adjacent grass or walk.
- G. Individual evergreen plants shall be mulched to a diameter one foot greater than the spread of lower branches at the ground level. Evergreens with lower branches removed, and with grass growing up to the trunk shall be mulched as per above individual plant specifications. In no case shall lower branches be covered with mulch.
- H. AUSTRIAN AND SCOTCH PINES SHALL NOT BE MULCHED.
- I. Mulch shall not be placed against the tree trunk so as to cause insect damage to the trunk.
- J. Mulch shall be replenished each spring and as required to maintain the specified depth, or as directed by the Contract Administrator.
- K. The Contractor is responsible for keeping shredded bark material confined to the original mulched area.

11. **SPRING AND FALL CLEANUP**

Prior to the first mowing of the season and after the last mowing, the Contactor shall rake all leaves, sticks, trash, and other debris from the lawn and dispose of at his/her own expense.

12. **PAYMENT**

Payment for the completed work shall be included in the following contract unit price for all labor, equipment and materials required to satisfactory complete the work described herein.

**IV  
SPECIFICATIONS  
ROADSIDE PARK MAINTENANCE  
CONTRACT**

This specification is for the normal maintenance of the Roadside Park(s).

1. **CONTRACTOR GENERAL RESPONSIBILITIES AND REQUIREMENTS**

- A. THE USE OF PESTICIDES BY THE CONTRACTOR IS PROHIBITED FOR ANY OF THE WORK TASKS INCLUDED IN THIS CONTRACT.
- B. No equipment, materials or supplies may be stored on MDOT property.
- C. NO advertising depicting the Contractor's business may be displayed at the roadside park.
- D. The Contractor is responsible to cover any graffiti on all structures. MDOT/KCRC will supply the paint or stain required. The paint and/or stain shall be applied in a timely, professional manner. The Contractor shall post signs warning visitors of wet paint and/or stain.
- E. The Contractor is responsible for providing trash container liners adequate for the containers at the park (30 and 55 gallon furnished by MDOT/KCRC), emptying each container on a daily basis, and hauling and disposing of refuse at a registered Class II landfill. Full trash bags may not be kept in the park over night. The Contractor shall provide proof of licensed Class II landfill to the Contract Administrator.
- F. Vault toilet chemicals shall be supplied by the Contractor and shall be as described in the "APPROVED MATERIALS LIST". The Contractor is responsible for following label directions for proper use.

2. **MDOT/CRC GENERAL RESPONSIBILITIES**

- A. Maintenance of:

Building structures and fixtures. Contractor shall notify the CONTACT ADMINISTRATOR immediately of needed repairs and/or replacements to:  
Water Pump and conditioning equipment  
Fences - including rustic type within the grounds  
Septic - tank pumping  
Picnic tables such as refinishing, repair and removal  
Trash cans

B. Stains and Paints

Stains/paints for graffiti covering shall be supplied by MDOT/KCRC for buildings and shelters. The Contractor is responsible for picking up stain/paint at designated location.

3. **MINIMUM MAINTENANCE REQUIREMENTS**

The Contractor shall provide a minimum of 2 hours of maintenance coverage, per day, 7 days a week per location. The minimum maintenance requirements are as follows:

A. Daily maintenance requirements

1. Toilet building (Clean entire building including floors, stools, seats, walls and refill toilet tissue prior to 10:00 am).
  - a. Close building to public
  - b. Clean cobwebs from inside and outside of building
  - c. Spray to control insects when needed
  - d. Sweep floor
  - e. Either remove or cover toilet tissue to keep dry during cleanup
  - f. Wash inside walls with detergent disinfectant
  - g. Using a pump up sprayer, spray toilet seat, lid, and toilet riser with detergent/disinfectant. Apply solution liberally, allow to dwell 5 minutes.
  - h. After the 5-minute dwell time, scrub inside and outside of toilet riser with a long handled, stiff bristle brush.
  - i. Using the pump-up sprayer and clean rinse water, rinse walls, toilet seat, lid and riser with water.
  - j. Mop floor with detergent-disinfectant.
  - k. Remove writing from walls by over-staining with stain
  1. Resupply toilet tissue
  - m. Report any damages or problems to the CONTRACT ADMINISTRATOR
2. Grounds
  - a. Pickup litter including animal droppings from the grounds and parking area
  - b. Empty trash barrels and remove contents to a licensed Class II landfill approved containers.
  - c. Furnish and replace plastic bag barrel liners
  - d. Remove/dispose of ashes and cleanup picnic grills, sweep concrete slabs, wipe off picnic tables with detergent-disinfectant and rinse
  - e. Pick-up fallen tree branches.
3. Map Case
  - a. Clean plexiglass with mild soap and water only - do not scratch plexiglass
  - b. Remove any notices that have been placed by individuals or businesses that are not official MDOT materials
  - c. Remove cobwebs in and around structure
  - d. Sweep concrete around display structure

- e. Remove graffiti on stained surfaces, re-stain where required

4. Well Shelter

- a. Clean the hand pump (or faucet basin if present)
- b. Clean concrete slab and pump base
- c. Remove cobwebs from structure
- d. Remove graffiti from stained surfaces, re-stain where required

B. Weekly

1. Building

Scrub concrete floor with stiff swivel scrub brush and detergent disinfectant.  
Rinse floor thoroughly.

C. Variable Frequency

1. Building

Add vault toilet chemicals. For optimum results, Contractor shall allow frequency and amount of product needed according to the CONTRACT ADMINISTRATOR'S direction.

4. **PARK OPENING/CLOSING PROCEDURES**

Sweep building roofs in spring and fall to remove dirt, leaves, needles, etc.

5. **PAYMENT**

Payment for the completed work shall be included in the following contract unit price for all labor, equipment, and materials required to satisfactorily complete the work described herein.

6. **APPROVED MATERIALS-SEE FOLLOWING PAGES**

### APPROVED MATERIALS LIST

Contractor must choose products that meet the following use and specifications. Products used that do not meet specifications and use outlined in this table will be considered a default of contract due to non-compliance.

<u>MATERIAL</u>	<u>USE</u>	<u>SPECIFICATIONS</u>	<u>ESTIMATED QTY. (ANNUAL)</u>
Toilet Paper	Jumbo Toilet Paper Containers	Toilet tissue dispenser roll, single-ply, white, non-perforated, 4" wide, 3" core, 2100/roll	2000 rolls
	Regular Toilet Paper Containers	Toilet tissue rolls, bleached, 2 ply wrapped 4 ½" x 4 ½", 1000 sheets/roll	3000 rolls
Plastic Bag Barrel Liners (55 gal.)	All large trash barrels	55 gal. capacity, minimum size 36" x 60", mil thickness .16	1000 bags
Plastic Bag Barrel (33 gal.)	Trash Can	33 gal. capacity, minimum size 33" x 40", mil thickness .43	500 bags
Toilet Chemical	Toilet Vaults	The chemical shall be designed for vault toilet use, be a deodorant, be biodegradable, be non-toxic oil based liquid consisting of aromatic chemicals, amyl-acetate, citrus oils and distillates, have a specific gravity of 0.94 to 0.95, and have a flash point of about 150 degrees F. Suggested product EVAP, EV-71 or approved equal.	20 gallons
Portable Pump-up Sprayer	General Clean-up	Chemical resistant tank, corrosion resistant pump cylinder & plunger cup, 400 mm brass wand with Adjustable brass nozzle and flat fan spray nozzle.	1
Bug Spray	General	As needed	-

Note: Bleach is not to be used as a cleaning agent.

**V**  
**SPECIFICATIONS**  
**REST AREA AND ROADSIDE PARK**  
**REFUSE DISPOSAL SERVICE**

This specification is for the refuse disposal services at the State Rest Areas and Roadside Park and shall be included in the contract.

**1. MDOT/KCRC GENERAL RESPONSIBILITIES AND REQUIREMENTS**

- A. MDOT/KCRC shall have a licensed vendor place 1 metal 6 cubic yard rubbish container with lids at each facility, at the following facilities:
  - 1. Southbound US-131 0.50 miles north of 10 Mile Road near Rockford
  - 2. Eastbound I-96 at the Kent/Ottawa County line near Marne
- B. The 6 yd containers shall be emptied one/two times per week every Monday and Friday of each week and at no time shall the dumpsters be allowed to overflow.
- C. Containers and related equipment will meet all current safety regulations of the State of Michigan and will be maintained in good repair and appearance.

## Planting Bed

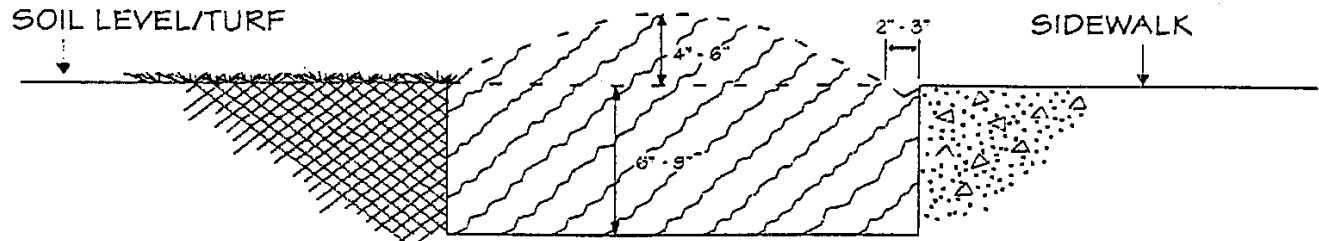


DIAGRAM A



DIAGRAM B

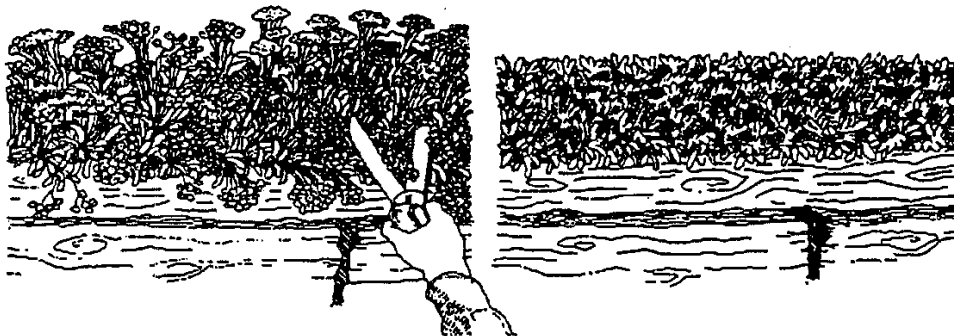


DIAGRAM C

## SECTION VI INFORMATION REQUIRED FROM BIDDERS

Bidders shall include all of the following information in your bid response. These factors will be used in conjunction with the Award criteria in evaluating your Invitation to Bid response. Information may be provided on an attached sheet.

### I-A MANAGEMENT SUMMMARY

Questions	Responses
How many years have you been in business?	
How many years have you provided janitorial/maintenance services?	
Do you have any certifications? If so, list them.	
How many employees do you have?	
What is the starting hourly wage per employee?	
Hourly wage supervisor?	
Do you have any incentive programs?	
Provide a complete description of how you intend to accomplish the work described in the ITB (A work plan of action). Be specific and include number of employees that possess the necessary skills required to provide janitorial services and lawn care services at this location. The janitorial/lawn care work plan must indicate the number of employees needed to ensure that contract specifications are met. Also, the plan must indicate the bidder's ability to ensure that adequate, competent supervision is accessible to employees at all times. Also, include a contingency plan for absent employees and equipment failure.	

Submit names and resumes of key individuals and dedicated time to be allocated to this project and its success.	
Provide a complete description of your firm's Training and Development Plan. Include the training provided to your employees and supervisors prior to placing them on the job site.	
What on-going training is provided to your employees and supervisors?	
Does your firm have a Health, Safety and Environmental Protection Program? If so, provide a copy or summary.	
Provide a narrative of your firm's Quality Assurance Program.	
Also, describe your firm's customer service program. Give examples of how complaints would be handled and resolved.	
Do you own janitorial equipment? If so, provide a list of the type of equipment, manufacturer and model number and age of the equipment you plan to utilize for this project.	
Describe your equipment maintenance program. How and when is equipment cleaned? Replaced?	
Do you plan to rent any janitorial or lawn care equipment? If so, provide a list of the types of equipment rented, manufacturer name and rental price (a copy of the rental proposal may be requested).	
Do you inventory any janitorial cleaning supplies? If so, provide a list of the type of cleaning supplies, manufacturer's name and quantity.	

## I-B BUSINESS CONTACTS

Questions	Responses
Provide the names and addresses of five (5) State of Michigan accounts you currently provide janitorial and/or lawn care services to. Include the name of your contact person and telephone number.	
If you do not service any State of Michigan accounts provide your firm's five (5) major accounts. Include the name of your contact person and telephone number.	

Are you MDOT Prequalified? \_\_\_\_\_

If yes, please include a current copy with the bid proposal.

### Contract #22-61: Building & Grounds Maintenance at Two Rest Areas and One Roadside Park – MDOT LIST OF SUPPLIES TO BE USED

<u>MATERIAL</u>	<u>BRAND NAME</u>	<u>PRODUCT #</u>	<u>PRICE PER WEEK</u>	<u>VENDOR</u>
Toilet Paper	_____	_____	_____	_____
Liquid Hand Soap	_____	_____	_____	_____
Scented Urinal Pads	_____	_____	_____	_____
Plastic Bag	_____	_____	_____	_____
Barrel Liners (55 gal.)	_____	_____	_____	_____
Plastic Bag	_____	_____	_____	_____
Liners (33 gal.)	_____	_____	_____	_____

Company Name \_\_\_\_\_

Specifications for Contract #22-61: Building & Grounds  
Maintenance at Two Rest Areas and One Roadside Park - MDOT

Sanitary Napkin				
Disposal Bag				
Glass Cleaner				
Toilet Bowl				
Urinal Cleaner				
Rotary Floor Machine Liquid Cleaner				
Liquid Detergent Synthetic Disinfectant				
Stainless Steel				
Cleaner				
De-icing Chemical				
Marker/Vandal				
Latex Gloves				
Personal Eye Wash				
Wet Floor Signs				
Disinfectant				
Cotton Mops				

Company Name \_\_\_\_\_

Specifications for Contract #22-61: Building & Grounds  
Maintenance at Two Rest Areas and One Roadside Park - MDOT

Mop Handle				
Scrub Pads				
Handles				
Mop Bucket & Wringer				
Floor Squeegees				
Broom				
Window Squeegees & Extension				
Toilet Bowl Mop				
Spray Bottles				
Sponges, Cloths				
Bug Spray				
Air Blower				
Wet Dry Vacuum				
175 RPM Rotary Floor Machine w/15" Brush Spread				
"Zim Grit" Rotary Brush Head				
Hose				

Company Name \_\_\_\_\_

Oil Dry				
Step Ladder 6' OSHA Approved				
Halogen Bulbs 100 Watt				
Toilet Plunger				
Drain Snake				
Aerosol Gum Remover				
Shredded Mulch Bark				
Flowers				
Soil Mix				
Fertilizer				
Mulch for Shrub Beds				

Company Name\_\_\_\_\_

**Contract #22-61: Building & Grounds  
Maintenance at Two Rest Areas and One Roadside Park – MDOT  
LIST OF SUPPLIES TO BE USED**

<b><u>MATERIAL</u></b>	<b><u>BRAND NAME</u></b>	<b><u>PRODUCT #</u></b>	<b><u>PRICE PER WEEK</u></b>	<b><u>VENDOR</u></b>
Toilet Paper	_____	_____	_____	_____
Plastic Bag	_____	_____	_____	_____
Barrel Liners (55 gal.)	_____	_____	_____	_____
Plastic Bag Liners (33 gal.)	_____	_____	_____	_____
Toilet Chemicals	_____	_____	_____	_____
Portable Pump-up Sprayer	_____	_____	_____	_____

Company Name \_\_\_\_\_

**Contract #22-61: Building & Grounds  
Maintenance at Two Rest Areas and One Roadside Park – MDOT  
Weekly Expenses \***

Labor	\$ _____
Paper Products	\$ _____
Chemicals & Cleaners	\$ _____
Plastic Products	\$ _____
Miscellaneous Supplies (Gloves, signs, mops, etc.)	\$ _____
Equipment	\$ _____
Lawn Care	\$ _____
Bark	\$ _____
Travel	\$ _____
Overhead	\$ _____
Liability Insurance/Worker's Compensation	\$ _____
Profit	\$ _____
<b>Total *</b>	<b>\$ _____</b>

\* Total Must Equal Weekly Total Amount Bid

Additions / Deductions Hourly Rate \$ \_\_\_\_\_

**Note: This information shall be considered confidential.**

Company Name \_\_\_\_\_

**Bid Pricing Sheet for Contract #22-61: Building & Grounds  
Maintenance at Two Rest Areas and One Roadside Park – MDOT**  
Furnish labor, equipment, and materials to maintain building and grounds for one year –  
September 26, 2022 through September 30, 2023.

	<u><b>Cost Per Week</b></u>	<u><b>Total (1 Year)</b></u>
1. Southbound US-131 (R 525) 0.50 miles south of 13 Mile Road	\$_____ x 52 weeks	\$_____
2. Eastbound I-96 (R 503) Kent/Ottawa County Line	\$_____ x 52 weeks	\$_____
3. M-21 0.25 mile east of Sargent Avenue east of Ada	\$_____ x 31 weeks	\$_____
<b>*Combined Total Per Week \$_____ TOTAL CONTRACT</b>		<b>\$_____</b>

**NOTE:** Terms and conditions of the original contract shall remain firm and pricing is subject to the provisions of the contract as specified in 5C, Pricing, General Conditions and upon State of Michigan approval

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax # \_\_\_\_\_

Email \_\_\_\_\_

Authorized Signature and Title \_\_\_\_\_  
written  
typed/printed

Date \_\_\_\_\_

Federal Employer ID# or Social Security # \_\_\_\_\_