

NOTICE TO BIDDERS

MDOT Seney Rest Area Maintenance

The Schoolcraft County Road Commission is soliciting bids for the Michigan Department of Transportation (MDOT) for the performance of rest area maintenance and grounds keeping at the MDOT Seney Rest Area in Seney, Michigan, located on M-28.

This is a three-year contract beginning March 1, 2024 to February 28, 2027, with two one-year options to extend. The two one-year option years must be the same contract bid amount. Outline of duties, bid specifications, and bid forms may be obtained by appointment at the Schoolcraft County Road Commission, 332N East Road Manistique, Michigan 49854 or on the website at www.schoolcraftcountyroads.org.

A **mandatory** pre-bid meeting will be held at 10:00 am on Monday November 13, 2023.

Bids are to be in a sealed envelope plainly marked "SENEY REST AREA MAINTENANCE BID" with the bidder's name appearing on the outside of the envelope. Bids will be received until 2:30 p.m. on Tuesday, November 21, 2023. Bids will be opened on November 22, 2023 at 7:00 am. All bidders must be registered vendors with the State of Michigan.

Schoolcraft County Road Commission reserves the right to reject any and all bids, to waive irregularities therein and to accept any bid which in the opinion of the Road Commission may be most advantageous and in the best interest of the County of Schoolcraft.

SCHOOLCRAFT COUNTY ROAD COMMISSION

Thomas Klarich, Chair,
Keith Rochefort, Vice-Chair
Randy Lund, Member
Dale DuFour, Member
Robin LaCroix, Member

**JANITORIAL/GROUNDS MAINTENANCE SERVICES for REST AREAS /
ROADSIDE PARKS****LOCATION SPECIFICATION SHEET (LSS)**

Consideration for award will be based on Work Plan/Price Quotation in accordance with the specifications, terms and conditions as stated within this solicitation.

PART I – PLACE OF SERVICES REQUESTED**BIDDER NAME:****LOCATION: NEWBERRY TSC****SENEY STRETCH REST AREA****CONTRACT INFORMATION**

ESTIMATED CONTRACT START DATE:	03/01/2024	CONTRACT END DATE:	02/28/2027
CONTRACT INFORMATION:	Three Year Contract with two each one-year options to extend		
CONTRACTING AGENCY NAME:	Schoolcraft County Road Commission		
BUILDING NAME AND NUMBER:	Seney Stretch Rest Area Janitorial Contract, #239		
BUILDING ADDRESS:	332N East Road, Manistique, MI 49854		
REGION / COUNTY:	Superior / Schoolcraft		

CONTRACT CONTACT INFORMATION

Contract Administrator (CA):	Schoolcraft County Road Commission		
(CA) CONTACT NAME:	Jean Vanderville	CONTACT PHONE #:	906-341-5634
(CA) CONTACT E-MAIL:	manager@schoolcraftroads.org	CONTACT FAX #:	906-341-2972
CONTRACT COMPLIANCE INSPECTOR (CCI) / FACILITY MANAGER (FM) NAME:	Kevin Gouza	CONTACT PHONE #:	906-293-5168
CCI / FM CONTACT E-MAIL:	GouzaK@michigan.gov	CONTACT FAX #:	906-293-3331

PART II – PRICING SHEET SUMMARY

Billor Name:

CHECK ALL THAT APPLY	DESCRIPTION OF SERVICES	UNIT OF MEASURE	ESTIMATED SERVICES PER YEAR	PRICE PER OCCASION	ANNUAL PRICE
<input checked="" type="checkbox"/>	Rest Area Janitorial Maintenance	Week	52 weeks	\$	\$
<input checked="" type="checkbox"/>	Lawn Maintenance, 2.25 acres **	Cycle	30 cycles	\$	\$
<input checked="" type="checkbox"/>	Spring / Fall Cleanup	Cycle	2 (1 Spring & 1 Fall)	\$	\$
YEAR 2024 TOTAL:					\$
YEAR 2025 TOTAL:					\$
YEAR 2026 TOTAL:					\$
OPTION YEAR 1					\$
OPTION YEAR 2					\$
FIVE YEAR TOTAL:					\$

** Quantities are estimates only; see Addendum B

HOURS OF WORK

The regular weekly hours of staffing at the rest area shall be as follows:

SENEY REST AREA

ALL YEAR	
Sunday - Saturday	7:00 a.m. – 4:00 p.m.

Exceptions to this schedule are noted below in the Holiday Week and Summer Weekend Rest Area Coverage section.

HOLIDAY WEEK AND SUMMER WEEKEND REST AREA COVERAGE

During the following dates, the Contractor shall provide one male employee to maintain the men’s rest room and one female employee to maintain the women’s rest room at the rest area between the hours of 6:00 a.m. and 6:00 p.m. each day.

HOLIDAY WORK SCHEDULE (Subject to Change)

2024	2025	2026
May 25,26,27	May 24,25,26	May 23,24,25
July 4,5,6,7	July 3,4,5,6	July 3,4,5
Aug 31 & Sept. 1,2	Aug. 30, 31 & Sept. 1	Sept. 5,6,7

EQUIPMENT

Bidder Instructions: Provide a complete list of all the equipment you will utilize to manage the scope of work for this contract location. The list should include all equipment to be used during services and any other function(s) needed to perform this service. Also indicate whether the equipment is owned or rented. (Expand the table if necessary or submit a separate table of equipment/supplies with proposal).

EXAMPLE EQUIPMENT & SUPPLIES LIST FORMAT

EQUIPMENT / SUPPLIES	MAKE/MODEL	MANUFACTURER	APPROXIMATE AGE OF EQUIPMENT & OWNED OR RENTED
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
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17.			
18.			
19.			
20.			

MDOT APPROVED MATERIALS LIST For REST AREAS

The following materials list has been compiled by MDOT for Contractor use. Contractor must select 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. Estimated qty is annually.

MATERIAL	TYPICAL USE	MATERIAL SPECIFICATIONS	ESTIMATED QUANTITY
Toilet Paper	Jumbo Junior Toilet Paper Containers	Toilet tissue dispenser roll, single-ply white, non-perforated, 3 3/4" wide, 3" core, 2000'/roll, 12/rolls per case	200 Cases
	Regular Toilet Paper Containers	Toilet Tissue Rolls, bleached, 2 ply wrapped 4 1/2" x 4 1/2" 100 sheets/roll, 96 rolls/case	
Liquid Hand Soap	All manual hand soap dispensers	Soap must be mild, liquid and remain viscous at temperatures 40 degrees F or higher. Must be designed for hand soap dispensers. Soaps that clog dispensers will not be allowed.	150 Gallons
Liquid Hand Soap	All automatic soap dispensers	Soap must be 1600ml in size, designed for the automatic soap dispensers manufactured by Technical Concepts.	150 Gallons
Plastic Bag Barrel Liners (55gal)	All large trash barrels	55 gal. Capacity, minimum size 36" x 60", mil thickness .16	4500 Bags
Plastic Bag Barrel Liners (33gal)	Trash Cans	33 gal. Capacity, minimum size 33" x 40", mil thickness .43	1200 Bags
Sanitary Napkin Disposal Bag	Sanitary Napkin Receptacles	Approved dispenser liner that fits properly	2800/5800 Bags (Sm./Lg Bldg)
Glass Cleaner	All glass and mirrored surfaces	Liquid spray, formula designed or cleaning glass and mirrors, non-abrasive	60 Gallons
Toilet Bowl and Urinal Cleaner	To disinfect inside of urinals, bowls, flushing cavities	E.P.A. Approved HCl acid base bowl cleaner (10% maximum HCL)	300 Gallons
Water free Urinal Cleaner	To disinfect water free urinal bowl	Use a non-acid based mild disinfectant cleaner	50 Gallons
Rotary Floor Machine – Liquid Cleaner	To clean tile floors once per month	E.P.A. Approved 20-36% phosphoric acid base cleaner	8 Gallons
Liquid Detergent – Synthetic Disinfectant	To clean, disinfect tile floor, walls, partitions, sink tops, sinks, outside of toilets, urinals, toilet seats, and sanitary napkin disposal containers	E.P.A. Registered disinfectant, detergent shall be quaternary ammonium compounds	48 Gallons
Stainless Steel Cleaner	To clean metal surfaces	Safe for metals, non-scouring product	3 Gallons
De-icing Chemical	To use on sidewalks and entrances for ice removal	Calcium Chloride or product approved by MDOT designated representative	4000 Pounds
Marker/Vandal Remover	To remove crayon, pen, marker, ink, paint and pencil marks	Must be safe for use on hard surfaces such as painted walls, brick, tile and laminates	12 Cans
Protective Gloves	To be used when cleaning facility	Quality disposable gloves (Latex or Nitrile)	1800 Pair
Personal Eye Wash	To be readily available and accessible when using cleaning products	23-oz. Polyethylene eye wash bottle	2 Bottles

MATERIAL (Con't.)	TYPICAL USE	MATERIAL SPECIFICATIONS	ESTIMATED QUANTITY
Wet Floor Signs	To be placed in areas being cleaned when needed	Approved plastic yellow folding signs	3 Signs
Cotton Mops	To mop tile flooring	Cotton blend, banded loop (min. 2)	52
Mop Handle	To be used with Cotton Mops	Plastic grips or speed change heads	3
Scrub Pads	To be used to manually scrub areas not easily accessible by Rotary Floor Machine	Swivel head must fit on standard threaded wood handle with bristle made of DuPont "Tynex A"	1
Handles	To hold Scrub Pad	Standard thread, wood	1
Mop Bucket & Wringer	To hold solution and Drain Mop	Bucket must be on rollers, wringer must match bucket and mop size	1
Floor Squeegees	To push excess liquid into floor drains	24" minimum width, rubber tipped	5
Broom	To sweep dirt and debris from floor	Heavy duty push broom, 24" minimum width, for interior hard floor surfaces	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	To hold various cleaning supplies	Clean plastics, trigger style bottles	15
Sponges, Cloths	To clean surfaces	Cotton cloths, absorbent sponges	15
Air Blower	To dry floors	1 HP motor, minimum 4,000cfm	1
Wet-Dry Vacuum	To clean floors, mats, air vents, filters, ledges, etc.	Minimum 6.0 Peak Hp, capacity 16 gallons	1
Rotary Floor Machine	To scrub quarry tile floors	175 RPM speed with 15" Brush Spread, must be run on wet floor	1
Rotary Brush Head	To scrub quarry tile floor	"Zim Grit" 15" diameter solid wood back, green color with 40 gauge Tynex nylon filament – must fit above Rotary Floor Machine	1
Portable Pump-up Sprayer	To wash walls and partitions	Portable, 3 Gallon capacity, plastic tank with 18" chemical resistant hose with wand, adjustable spray tip, viton seals	1
Garden Hose	To water flowers	Quality 5/8" dia. rubber hose with proper fittings, minimum length 100'	1
Multipurpose, Telescoping Ladder	To use when accessing certain varying heights	Step ladder height 5 to 9 feet, ANSI Type 1A	1
Metal Halide Bulbs	To replace lighting	75 Watt LED- General Electric, Sylvania or Westinghouse	55
Toilet Plunger	To unclog toilets	Standard	1
Drain Snake	To unclog drains	Standard	1
Aerosol Gum Remover	Remove gum from floors	Aerosol cans	24
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

Specifications:

Definite Specifications - All services to be furnished hereunder shall conform to the specifications as noted herein.

Seasonal Closure

The Michigan Department of Transportation (MDOT) reserves the right to close Rest Areas during the winter due to budget constraints. MDOT will notify the Contractor 30 calendar days in advance of the scheduled closing date.

Measurement and Payment

The information contained in this LSS represents a summary of the estimated work to be provided. The bid price submitted must include all labor, materials, equipment, and incidentals to complete the work as specified. The completed work as measured for REST AREA MAINTENANCE, LAWN MAINTENANCE, SPRING AND FALL CLEANUP will be paid for at the contract unit prices for the bid items.

Pre-Maintenance Meeting

Prior to starting any work on a Contract, a meeting will be called by the CCI, or their representative, to discuss Contract provisions. The Contractor's designated supervisor shall be identified at this meeting. MDOT contact personnel and phone numbers will also be identified at this time. Reports (forms provided by MDOT) shall be distributed and discussed during this meeting.

Subcontracting and Prime Contractor Responsibilities

No Subcontractor may be assigned to the Contract without prior approval Contract Administrator.

The Prime Contractor will be required to assume responsibility for all contractual activities offered in this proposal whether or not the Contractor performs them. Further, the (CA) Schoolcraft County Road Commission will consider the Prime Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the Contract. Should the Contractor use Subcontractors to perform part of the work, the Contractor remains fully responsible for completion of the work in accordance with the Contract as if no portion of it had been Subcontracted. **SUBCONTRACTED WORK IS LIMITED TO THE LAWN MAINTENANCE, SPRING AND FALL CLEANUP BID ITEMS ONLY.** Any changes in Subcontractors may only be made with CA. The Contractor shall submit a list naming all Subcontractors, including firm name, the name of the supervisor, address and complete description of work they will perform under the Contract within 10 days of the notification of award.

The CA reserve the right to approve or reject any or all Subcontractors for this project and to require the Prime Contractor to replace Subcontractors found to be unacceptable or it is determined that they cannot meet the requirements of the Contract. **The Contractor is totally responsible for adherence by the Subcontractor to all provisions of the Contract.**

Contractor Status

The Contractor and his/her employees, at all times, shall be considered as an independent Contractor and not as MDOT/State employees. As an independent Contractor, the Contractor's payment under the 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/CRC/State.

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.

Default

Non-Acceptable conditions: **Should an inspection by the State reveal that the Contractor's work results in any non-acceptable maintenance conditions:** Noncompliance includes but is not limited to: Failure of the Contractor to meet the requirements/specifications of the Contract without prior approval of the CCI. CA and/or MDOT reserves the right to bill the Contractor for any damages due to the default of the Contractor.

- CA, at the time of the first circumstance, shall call for a meeting with the Contractor to review the condition.

- Should a second non-acceptable condition develop, a second meeting will be held. A letter of warning will follow.
- Should a third non-acceptable condition develop, a written notice of termination will be sent to the Contract Administrator.
- In the event of such termination, the CA may deem appropriate to perform services similar to those so terminated. The Contractor shall be liable to the CA 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.

Contract Changes and/or Contract Modifications

CA and/or CCI reserve the right to modify janitorial and/or grounds maintenance/lawn care services during the course of this contract. Such modifications may include changing the location to be serviced, size of cleaning area, number of hours and/or days service is to be performed, as well as changes in frequency of performance of any listed tasks and/or addition or deletion of tasks to be performed, and/or any other modifications deemed necessary. Any changes in pricing proposed by the Contractor resulting from the proposed changes are subject to acceptance by the CA. Changes may be increases or decreases.

IN THE EVENT PRICES ARE NOT MUTUALLY AGREEABLE, THE CONTRACT SHALL BE SUBJECT TO COMPETITIVE BIDDING BASED UPON THE NEW SPECIFICATION.

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 cost shall require a written advice of change to be issued by the (CA). SUCH CHANGES, IF PERFORMED IN ADVANCE OF THE CA'S APPROVAL, MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.

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.

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.

Industry Rules and Codes

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

Protection of Property

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

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 previously aware to the CCI as soon as possible.

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.

Equipment and Materials, Inspection

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

Property/Equipment Damage Report

In all instances where state property or equipment is damaged, the Contractor shall first notify the CCI immediately and then submit a full report of the facts and extent of damage in writing within 24 hours.

Accidents

Any accident on the premises shall be reported immediately to the appropriate MDOT CCI. Regular and emergency phone numbers will be provided at the pre-maintenance meeting.

Time Clock

The Contractor will install and maintain a time clock, or other documentation device, as approved by the CCI. This time clock or other devices shall be kept in accurate working order for the duration of the Contract. Unaltered documentation, verifying hours worked, shall be submitted with each invoice in order to receive payment.

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 packaged adhesive bandages, two rolls of adhesive tape, 3" x 3" gauze pads, 10 antiseptic wipes, burn cream, first aid cream, one triangular bandage, aspirin or acetaminophen, scissors and tweezers. This kit shall be in an impact resistant case, and easily accessible to the attendants.

Contractor General Responsibilities and Requirements

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

The Contractor shall coordinate his/her operations with other Contractors, MDOT operations and/or permitted activities. The Contractor shall not give keys to individuals other than his/her employees.

No Contractor's vehicle will be allowed on sidewalk and lawn areas. Parking area will be designated by MDOT.

No televisions, equipment that play DVD's or VCR's, full size refrigerators, beds/cots, couches or lazy boy type chairs and storage of more food items than will be eaten that day will not be allowed at the rest area.

A telephone service will be installed in the building at the Contractor's expense. Whenever possible, the phone number must be the same as the current phone number. Long distance service will also be required with this phone service in order to be able to contact MDOT Maintenance staff when necessary

Contractor's employees shall be able to understand and speak the English language.

Contractor to furnish:

- All transportation for their employees.
- All maintenance equipment necessary to carry out the requirements of the Contract.
- Adequate and proper training for all employees.

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 CCI, is obligated to act at his/her discretion, to prevent threatened damage, injury or loss. He/she shall contact the CCI immediately of any significant changes in the work or deviations from the Contract documents caused thereby.

Any requests for information by any news media organization (newspapers, TV stations, radio, etc.) shall immediately be directed to the CCI. The Contractor and/or his/her employees shall not speak on behalf of MDOT.

The Contractor shall have separate crews for mowing and janitorial services. Personnel assigned to janitorial duties shall not perform mowing tasks.

The Contractor's responsibility is to not damage MDOT property and to use only such materials and treatments that will enhance the appearance of the Rest Area.

In addition to what is outlined in the General Conditions, the Contractor shall furnish:

Maintenance equipment, gardening and watering equipment for maintaining landscape beds and are responsible for the maintenance thereof.

All snow removal equipment necessary to maintain all sidewalks free from ice and snow including, but not limited to:

- A minimum four horsepower (4 HP) 2-Stage Snow Blower
- Two Snow Shovels, minimum 24" wide
- Ice Scrapers
- Adequate, proper training for all attendants.

All supplies, used by the public and materials necessary for cleaning, purchased must meet specifications outlined in the "Approved Material List".

Legal disposal of all refuse and associated costs are the Contractor's responsibility. Proof of proper disposal (receipts, bills) shall be provided upon CCI's request. No bagged refuse shall be stored on site

Materials and Supplies:

The Contractor shall be required to submit a complete list, at the pre-maintenance meeting, of the name and product number, of all supplies to be used in fulfilling the Contract. MDOT reserves the right to accept or reject these items. 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

Flammable Liquids:

The maximum amount of gasoline allowed to be stored at a rest area is five U.S. gallons. Gasoline must be stored in an approved galvanized steel, safety gas can. Fueling of equipment is not allowed in the Rest Area building. All fueling must take place outdoors. Storage of flammable and combustible liquids must meet the requirements of the Michigan Occupational Safety and Health Administration (MIOSHA), General Safety and Health Standard, Part 75 Flammable & Combustible Liquids, R408.17501(d)(5)(iii) Office occupancies. Storage of flammable material must conform to these requirements. The fuel container and snowblower can be kept in the rest area if the above regulations are followed.

No more than a two-week supply of any material shall be stored at each Rest Area at any time of the year. The De-icing Chemical may not be stored within the rest area prior to November 1 and any remaining quantities must be removed by May 1 each year.

Contractor shall supply MDOT with quantities of each material used at the end of each Contract year.

Report any vandalism, illegal dumping and any non-pickup to the CCI.

The Contractor shall provide the CCI with an up-to-date master list of all employees working at the Rest Area. The list shall include the supervisor's name and telephone numbers where they can be reached 24 hours a day.

MDOT General Responsibilities

MDOT is responsible for the general maintenance of their facilities and all other maintenance not specifically required of the Contractor under the Contract.

Maintenance performed by MDOT:

- Water conditioning equipment
- Building structures or shelters
- Trees and shrubs, placing and planting, trimming and removal
- Heating and plumbing systems, unless specified as the Contractor's minor maintenance
- Fences
- Lagoons, tile fields and septic tanks
- Electrical equipment
- Utility bills, except unauthorized phone calls made by Contractor's employees

Inspection for compliance:

Inspection may occur during any of the hours covered under the Contract. The CCI, or his/her representative, may inspect periodically on weekends.

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 DMB Buyer will decide as to the true intent.

Supervision, Employee Qualification and Training

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 if given to the Contractor. The supervisor shall be present at the site on a daily basis to perform adequate supervision and coordination of the work. The Contractor shall be responsible for the quality and standards of workmanship completed under the Contract, including the work of the all subcontractors.

Qualifications of the Contractor's Employees: The Contractor shall provide employees in performing the services required herein. The inability by the Contractor to maintain a regular and consistent work force may result in default of Contract.

The Contractor shall, at all times, be responsible for the **appearance, 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 CCI 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 CCI. Failure by the Contractor to respond appropriately to complaints regarding appearance, conduct and discipline of his/her employees will be considered a non-acceptable maintenance condition and default procedures may be initiated accordingly.

Payment

The Contractor shall present a monthly invoice to the address identified herein for services rendered. The billing shall be at the Contracted price as outlined in the Contract. The billing shall contain, if applicable, adjustments for approved additions, deletions or changes in services and Unaltered documentation, verifying hours worked, shall be submitted with each invoice in order to receive payment. CA and Contractor will negotiate billing frequency.

Service Review

MDOT may request an audit of the services provided under the terms of the Contract. The audit will be a joint activity of the Using Agency and DMB.

An unsatisfactory audit may result in cancellation of the Contract under terms of the Cancellation Clause in the Contract. Further, should the Contract be cancelled for cause, the Contractor so cancelled will not be allowed to participate in request(s) for continuation of this service.

The audit will consist of an evaluation of the total service quality, including responsiveness, timeliness of required reporting, and any other specifics as required under the terms of the Contract. The results of the audit along with Contract recommendations will be published by Purchasing Operations and distributed to the Using Agency and the Contractor(s).

Should the Contractor desire, a meeting will be arranged between all concerned parties within 10 calendar days of the date the Contractor received, or could have reasonably been expected to receive, their copy of the audit. This meeting will provide an opportunity for the Contractor to present his/her reactions to audit recommendations.

Right to Know Act (ACT 80 of 1986)

The "Right to Know Act" is intended to provide protection and information to employees who encounter hazardous substances at the workplace. To comply with this act, it is necessary that the contractor provide required training to their employees and fulfill the following:

Labels

Labels on all incoming containers of hazardous chemicals must (1) clearly state the identity of the contents,

(2) display appropriate hazard warning(s), (3) include first aid information, and (4) list the name and address of the chemical manufacturer, importer or other responsible party.

Responsibility of Service Contractor

A service Contractor must comply with the requirements of Act 80 of 1986 with respect to the labeling of hazardous chemicals and the provision of Material Safety Data Sheets before such materials are introduced into the workplaces of a contracted service agency. Otherwise, such materials will not be allowed on the premises.

Material Safety Data Sheets (MSDS)

Material Safety Data Sheets related to hazardous chemicals, must be presented to the appropriate state building supervisors prior to the introduction of such substances into buildings that house agencies of the State of Michigan. It is recommended that the format of OSHA Form 174, dated September 1985, be used as a standard for MSDS.

Training (Rest Area Only)

The Contractor is responsible for training all other attendants and replacements prior to, or as part of, their initial work assignment.

Temporary Facility Closing

It is not the intent of MDOT to close a rest area for other than emergency and/or reconstruction reasons unless specifically noted in this document. If necessary, and upon approval of the CCI, the Contractor may be instructed to temporarily close the rest area for adverse weather conditions, mechanical failure or other emergency situations. If instructed to close the Rest Area, the Contractor will lock the doors and place the temporary "Building Closed" sign(s) in the lobby window(s), clearly visible to the public. If the facility is closed, the Contract shall be suspended until the facility is reopened. The Contractor shall be paid for all full days or partial days worked.

Use of Herbicides

The use of herbicides by the Contractor is **NOT** allowed on the Contract.

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/PARK JANITORIAL.

Rest Area Building Janitorial Specifications

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

Contractor Responsibilities and Requirements

The Contractor is expected to perform the following minor maintenance:

1. Replace burned out light bulbs in all light fixtures. When fluorescent bulbs are replaced, ALL bulbs in the same fixture shall be replaced. The correct method for changing light bulbs will be demonstrated by the CCI or his representative. Metal halide and fluorescent bulbs are not to be thrown in the dumpster, but should be stored safely on site. Notify the CCI for removal of used bulbs.
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 CCI. MDOT personnel will provide training 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 CCI immediately. The CCI may give further instructions for temporary closing part or all of the rest area.

Any rest area damage that requires more than minor maintenance, the Contractor shall notify the CCI.

The Contractor must not tamper with, or adjust controls regulating water treatment equipment, or HVAC equipment. Temperatures in the Rest Area will be maintained at 68 degrees Fahrenheit.

Identification badges shall be worn by all employees, at all times, when working within Rest Area buildings and grounds.

Class II Safety Vest shall be worn when working outside of the rest area building.

MDOT Responsibilities

Contractor will be furnished with:

1. Keys to the buildings, which must be returned to the CCI when the Contract is completed. MDOT will withhold final payment until all keys are returned. If not returned, MDOT will change all locks and deduct the cost thereof from the Contractor's final payment. If the Contractor needs to change the keys/locks, for any reason, during the Contract period, prior approval must first be obtained from 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. Phone numbers of MDOT contact personnel.

Major repairs:

1. Major building repairs and replacement of fixtures will be done by MDOT as required, unless specified as the Contractor's responsibility.
2. Contractor must contact the CCI immediately for necessary repairs and replacements, or of any warning lights in the maintenance room or outside on rest area grounds.

Deductions

1. The Contractor shall have a person in said Rest Area(s) at all hours scheduled. Person shall be actively working except for scheduled breaks. 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 deduction of \$100 for each occurrence.
2. Failure of Contractor to complete all report forms as required and submit within 30 days after the end of each month will result in a deduction of \$100 for each occurrence.
3. Contractor shall have an adequate amount of all supplies on hand at each rest area at all times. If it is determined that the rest area does not have required supplies on hand it will result in a deduction of \$100 for each occurrence.

Procedures for implementing the above:

- The first time one of the above incidents occurs, the CCI will call for a meeting with the Contractor and review the condition and \$100 will be deducted from the next invoice, if appropriate.
- Should a second incident occur, a second meeting will be held, followed by a letter of warning and \$100 will be deducted from the next invoice, if appropriate.
- Should a third incident occur, a written notice of termination may be sent to the Contractor.

In the event of such termination, MDOT 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.

Work Schedule

Required hours of coverage are as listed for each facility. THE CONTRACTOR SHALL HAVE AN EMPLOYEE WORKING AT THE REST AREA DURING THE REGULAR HOURS AND HOLIDAY HOURS AS SPECIFIED.

There are three holiday periods that require additional hours of coverage, and additional staffing with both male and female attendants. These holidays are Memorial Day, Independence Day and Labor Day. The additional hours of coverage that are required for these holiday periods are outlined herein. No additional compensation will be provided. Coverage costs for these periods are to be included in the Contract bid unit price.

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

THE FOLLOWING LIST OF DUTIES SHALL ALSO BE POSTED IN THE MAINTENANCE ROOM

A. Restrooms - Daily

1. Primary cleaning, specified in the following, shall be completed between the hours of **7:00 A.M. to 8:00 A.M (Snow and ice removal shall be the first priority after replenishing supplies)**.
 - a. Close off washroom and place closed sign in front of door while cleaning, if necessary. Restroom shall be closed a maximum of 20 minutes in rest areas which only have one men's and women's bathrooms. All restrooms shall remain open except for cleaning.
 - b. Perform cleaning survey of all areas - note problems with lights, faucet leaks, flush valves, floor tiles, drains, etc. Fill out condition report.
 - c. Replenish supplies (toilet tissue, hand soap, etc.). Do not dilute hand soap with water.
 - 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. **Do not use acid bowl cleaner.**
 - 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. **Do not use acid bowl cleaner.**
 - j. Apply acid bowl cleaner to johnny mop and clean inside of urinal bowl.
 - k. Apply properly diluted cleaner to waterless urinal by misting onto the urinal surface and wiping away with a rag or sponge. Never apply cleaner directly to cartridge. Do not pour water or other liquid into the urinals.
 - l. Clean mirrors.
 - m. Clean and disinfect sinks, countertops, fixtures and front of vanity.
 - n. Wipe disinfectant from toilets, seats, flush valves and urinals.
 - o. Spot clean walls, ceilings and partitions - remove graffiti.
 - p. Pick up trash and sweep floor.
 - q. Empty rest room garbage cans.
 - r. Mop floors using liquid detergent disinfectant.
 - s. Place floor dryers as needed to dry floor prior to re-opening rest room
 - t. Report needed repairs to MDOT contact person.
 - u. A 14-day supply of supplies shall be on hand in the storage room at all times. Do not store additional supplies in storage room beyond the 14-day supply needs.
2. Spot clean and check condition of supplies throughout the day. Repeat any primary cleaning specifications necessary. Spot cleaning shall be completed every two hours from 7:00 AM until the end of the scheduled daily coverage.
 - a. Clean and sanitize all china fixtures.
 - b. Refill toilet tissue dispensers.
 - c. Wash walls around sinks and hand dryers.
 - d. Sweep floors and spot mop as needed.
 - e. Remove writing from walls and stall partitions.
 - f. Check grounds and walks and spot clean as needed.

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 as needed.

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% 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 five minutes.
 - g. Scrub floor with 175 r.p.m. rotary floor machine with zim-grit scrub pad or approved alternate.
 - h. Scrub corners and areas 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 often.
 - l. 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 manufacturers 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, and urinals with clean cloth.
 - l. Dry mop floor.
3. Clean drains with approved disinfectant.
 4. Completely clean ceiling vent covers.
 5. Turn off ceiling heaters (if present) and clean panels.

D. Lobby and Entrance Ways - Daily

1. Empty trash receptacles, clean and disinfect inside and outside of all waste receptacles presenting a soiled or 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. Vacuum entryway floor mats.
5. Clean ash receptacles - remove cigarette butts from containers.
6. Clean and disinfect drinking fountains.
7. Pick up litter, papers, etc.
8. 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.
9. Wash windows/doors that are accessible to public.
10. Spot clean ceilings.

E. Lobby and Entrance Ways - Monthly

1. Wash all windows including upper level truss windows with squeegee (where applicable).

2. Clean ceiling and beams/trusses.
 3. Turn off ceiling heaters and clean.
- F. Entrance Ways and Sidewalks - Monthly (April - October)
1. Powerwash entrance ways and sidewalk from building entrance to parking lot. Remove gum by spraying with an aerosol gum remover.
- 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, etc.) for possible leaks.
- H. Storage Areas - Weekly
- Sweep, mop floor and wipe equipment.
- I. Storage Areas - Monthly
- Clean drains with approved disinfectant cleaner.

NOTE: A personal eye wash bottle must be readily available at all times when using cleaning products

Payment

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

Approved Materials – Refer to MDOT Approved Materials List in this document.

General Grounds / Lawn Care and Flower Bed Specifications

This specification is for Rest Area general grounds/lawn care maintenance, flower bed preparation, planting and includes, but is not limited to, lawn mowing and trimming, edging and removal of clippings and other lawn debris.

Mowing Season

For the purpose of this specification, the regular mowing season is defined as starting the 1st of May and ending in mid October - approximately 26 lawn maintenance cycles. Any mowing cycles before May 1 or after October 31 will require PRIOR WRITTEN APPROVAL from the CCI.

Pre-Mowing Meeting

Prior to the beginning of each mowing season, the Contractor and the CCI may review the grounds to identify any existing damages to landscape items.

Damages

The Contractor will be held liable for all damage done, as a result of his/her 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.

Costs associated with damages caused by the Contractor to plant material will be assessed based on current Michigan Forestry and Park Association's Michigan Tree Evaluation Guidelines.

The Contractor, as herein specified, shall make all turf damage repairs. Seed shall meet purity and germination requirements as specified by the CCI, and shall be a mixture of 30% perennial ryegrass, 45% Kentucky bluegrass and 25% fine fescue. Only friable topsoil shall be used to fill any depressions, ruts, etc., prior to seeding. Seeding will only be allowed from April 15 through May 31, and August 15 through September 30, unless otherwise directed by the CCI.

All other property damage will be assessed for actual replacement costs including labor, materials, and equipment.

The Contractor will be billed for all costs related to the damages caused by his/her operation or be required to repair the damages as directed by the CCI.

Coordination with Other Activities

The Contractor shall use discretion when mowing near the public. The lawn maintenance cycle shall begin on vacated grounds first and then continue so as not to inconvenience the visitors. The safety of visitors shall not be jeopardized in order to complete the cycle.

Landscaping, weed spray, fertilization or other work performed by MDOT, Contract agencies or other Contractor may occur during the life of the Contract, therefore, the Contractor shall coordinate operations with other activities as directed by the CCI.

Equipment

The Contractor shall furnish all equipment and necessary supplies to do the work, including, but not limited to:

- a. Gas powered mowers
- b. Gas powered edging machines
- c. Gas powered string trimmers
- d. Gas powered portable blowers
- e. Brooms, leaf rakes and other hand tools as needed

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 that, 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 three inches.

Under no circumstances shall MDOT be responsible for any theft, vandalism or damage to the Contractor's equipment.

The Contractor's equipment WILL NOT be stored on MDOT property for any reason. If poor weather forces delay and 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.

Lawn Maintenance Cycle

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 clippings and organic debris by the Contractor according to the following specification.

A lawn maintenance cycle shall be completed approximately once a week. There will be approximately 24 "Lawn Maintenance Cycles" per year - dependent on seasonal weather conditions. Increased or decreased cycles may be required. However, the CCI, or their representative, prior to mowing, shall approve any additional mowing cycles beyond once a week mowing. Any additional mowing will not be paid for unless approved, and if approved, will be paid for at the contract unit price.

A lawn maintenance cycle shall not be done on Saturdays, Sundays or holidays unless approved in advance by the CCI or their representative.

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.

All clippings, edging debris, leaves and other debris shall be removed from the site and disposed of properly at the Contractor's expense, and shall not be disposed of on MDOT property.

Mowing

Maps showing APPROXIMATE areas to be mowed will be provided at the pre-bid meeting.

Grass shall be mowed when it reaches an average height of five inches, to an average height of three 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.

GRASS SHALL NOT BE MOWED WHEN WET. Grass shall not be mowed during drought conditions, when grass is not growing, unless directed and approved by the CCI.

Clippings shall be removed, if visible, after mowing.

All clippings shall be removed from all sidewalks, concrete picnic table pads, parking areas and flower and shrub beds.

The Contractor is responsible for keeping shredded bark material confined to the original mulched areas.

Limbs and debris shall be removed from the mowing area. Debris shall include any litter in the mowing area. Debris must be removed prior to mowing.

Grass Trimming

Trim grass around all fixed objects and trees at every mowing. Extreme care shall be used to prevent injury to MDOT fixed objects and trees. Contractor will be liable for damages as determined by the CCI.

Edging

Edge along all walks and curb areas with a motorized edger every second mowing. Edging shall be no wider than one inch from edge of sidewalk/curb to lawn surface. All edging debris shall be removed from the site. Edger shall be used, string trimmer are not to be used for edging.

Mulching

Contractor is to furnish and place shredded bark mulch, prior to start of the yearly mowing activities according to the following specifications:

The mulch shall be clean, shredded, void of sticks, needles, insects or any extraneous materials. The CCI shall approve the Contractor's source for mulch at the point of purchase.

Upon notification from the CCI, the Contractor shall place shredded bark mulch around all individual landscape plants and bedded shrub areas within the Rest Area site.

Mulch shall be placed to a minimum uniform four inch depth covering the entire mulched area. The diameter of the mulch ring for individual plants shall be:

- 12 inch diameter plants and less - three foot ring
- 12 - 24 inch diameter plants - four foot ring
- 24 inch diameter or larger - five foot ring

Individual evergreen plants shall be mulched to a diameter one foot greater than the spread of lower branches at 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.

Mulch shall not be placed against the tree trunk so as to cause insect damage to the trunk.

Mulch shall be replenished each spring, and as required, to maintain the specified depth, or as directed by the CCI.

The Contractor is responsible for keeping shredded bark material confined to the original mulched area.

Spring and Fall Clean Up

Prior to the first mowing of the season, and after the last mowing, the Contractor shall rake all leaves, sticks, trash and other debris from the lawn and dispose of at his/her own expense. This work shall be paid for as a separate bid.

Herbicides

The use of herbicides by the Contractor for any work task included in the Contract is strictly prohibited.

Payment

The completed work will be paid for at the Contract unit price for each item and paid in full for all labor, equipment and materials required to satisfactorily complete the work as described herein. Invoice shall show the date mowing was performed.

THE FOLLOWING LIST OF DUTIES SHALL ALSO BE POSTED IN THE MAINTENANCE ROOM

Work Schedule (items to be performed at a minimum):

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 flowerbeds, 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 deicer chemicals **after snow removal is complete**. All walks must be kept free of snow and ice the full width at all times. Contractor is responsible for removing any snow left between the parking area (curbside) and the sidewalk. All curb cuts must be kept clear of snow and ice. This will be done as often as needed.
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 CCI.
2. Maintain and weed landscaped beds, flowerbeds and wood chipped areas. All described areas to be kept neat and weed free. Keep sidewalks clean and weed free. Weeds must be hand pulled.

Annual Flowers (If Applicable)

A. 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 your hand, then the bed is too wet to work.
3. Pull all weeds before preparing soil.
4. Add growers mix as specified on the rest area flower planting sheets.
5. Spade or roto-till to a depth of six to nine inches to incorporate the growers mix. Be sure the products are mixed thoroughly with existing soils.
6. After soil and growers mix have been blended, rake area clean of any large stones or roots.
7.
 - a. Where the flowerbed is adjacent to turf, mound the soil in the center of the bed to two to four inches above existing soil level then taper the soil to the edge of the bed.
 - b. When bed has concrete bordering it, keep soil one inch down and two to three inches in back of concrete. 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 flower planting sheet. Species may change annually. Total square footage of flowerbeds shall remain the same. **MDOT will furnish flower planting sheets to the Contractor by February 15th each year of the Contract.** It is the Contractor's 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.**

2. Just prior to planting, add quantity of fertilizer as specified for flowerbeds (see rest area flower planting sheet). Rake and blend fertilizer into the top two inches 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 place 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 six inches to establish a good root system.

C. Spacing Of Plants

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

Alyssum	nine inches on center
Basil	12 inches on center
Begonia	seven inches on center
Brachycome	eight inches on center
Coleus	eight inches on center
Cosmos	10 inches on center
Dahlberg Daisy	six inches on center
Dianthus	seven inches on center
Dusty Miller	eight inches on center
Flowering Cabbage/Kale	12 inches on center
Geraniums	12 inches on center
Impatiens	nine inches on center
Lobelia	eight inches on center
Marigold (French)	eight inches on center
Marigold (American)	10 inches on center
Pansies	six inches on center
Petunias	10 inches on center
Rudbeckia	10 inches on center
Salvia	seven inches on center
Snapdragon	eight inches on center
Verbena	seven inches on center
Vinca	seven inches 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 four to six 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
 - a. This is known as "deadheading" 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 flowers fall cleanly from the plant and do not need removing.

Alyssum
Basil
Begonias
Coleus
Dahlberg daisy
Dusty Miller
Flowering cabbage and 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.**

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.

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

5. Fall Plant Removal (as approved by MDOT)

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

NOTE: The Contractor is responsible for providing the flowers, peat mix and fertilizer, as specified by MDOT, for the Contract Period growing seasons.

Deletion of Work

MDOT may delete all or any portion of the Contract, as noted herein. If the Contract is terminated, or portion thereof deleted, payment will be made for all satisfactorily completed work at the Contract unit price.