

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SPECIFICATIONS**

**GROUNDS MAINTENANCE
EAST & WEST BOUND BAPTIST WEIGH STATIONS
HAMMOND, LA**

SCOPE OF WORK

This specification sets forth the requirements for a year round grounds maintenance program at two (2) weigh stations in Hammond, LA, East Bound Baptist Weigh Station located at 12382 I-12 East and West Bound Baptist Weigh Station located at 12381 I-12 West. Services shall be provided on a weekday between 8:00 AM and 4:30 PM in accordance with the Maintenance Schedule specified herein. Services shall not be performed during State holidays, weekends, nor times of disaster.

Contractor shall be responsible for providing all supervision, labor, training, materials, equipment and supplies necessary to perform grounds maintenance services as specified in the Maintenance Schedule and aerial photographs. See **Figure 1**. Grounds maintenance includes but is not limited to debris pickup, mowing of grass areas, weed eating, etc.

NOTE: Contract DOES NOT include pest nor weed control. Spraying and/or dispersal of any chemicals is strictly prohibited.

DEPARTMENT POINT OF CONTACTS

The Department Point of Contact (POC) for the both the East Bound and West Bound Baptist Weigh Stations is as follows:

Sgt. Chascel Sherman
Phone: 985-507-2153
Email: Chascel.Sherman@la.gov

MAINTENANCE SCHEDULE

Services shall not be performed on a State holiday, both those observed in accordance with Louisiana Revised Statute 1:55 and those that are proclaimed throughout the year by the Governor. Per Louisiana Revised Statute 1:55, the State observes the following holidays:

- New Year's Day – January 1st
- Martin Luther King, Jr.'s Birthday – 3rd Monday in January
- Mardi Gras – Tuesday before Ash Wednesday
- Good Friday – Friday before Easter
- Juneteenth – Approximately June 17th
- Independence Day – July 4th
- Labor Day – 1st Monday in September
- Veterans Day – November 11th

- Thanksgiving Day – 4th Thursday in November
- Christmas Day – December 25th

It is the Contractor's responsibility to communicate with the Department POC as to whether the Governor has proclaimed a State holiday. As well, during times of severe weather or emergency situations, the Contractor must contact the POC to verify that services are to proceed as scheduled or will be postponed.

March 1 – October 30: Weekly Service

Contractor shall perform the following services from March through October, approximately every seven (7) days, on a ***once per week basis***:

- Pick-up debris on grounds including parking lots and drives
- Mow the grass areas as identified in the aerial photographs
- Weed eat around buildings, trees, hedges and all other obstacles
- Edge sidewalks and curbs
- Blow off cut grass from sidewalks, parking lots and drives

November 1 – February 28: Monthly Service

Contractor shall perform the following services from November through February, during the last week of each month, approximately every four (4) weeks, on a ***once per month basis***:

- Pick-up debris on grounds including parking lots and drives
- Mow the grass areas as identified in the aerial photographs
- Weed eat around buildings, trees, hedges and all other obstacles
- Edge sidewalks and curbs
- Blow off cut grass from sidewalks, parking lots and drives

CONTRACTOR REQUIREMENTS

General

Contractor assumes responsibility for its personnel providing services described herein. The Contractor shall be solely responsible for his supplies and equipment. The Department shall not be held liable for the destruction or theft of the Contractors property through vandalism or any other cause.

Safety

Grounds maintenance technicians shall, while performing services, wear a name badge and/or uniform that clearly indicates both their name and the Contractor's company name **and** a safety vest with hi visibility reflective material.

Employee Conduct

All Contractor personnel are expected to work in a manner that will maintain the security and best interests of the Department. The Department reserves the right to require the Contractor to dismiss any employee deemed incompetent, careless, insubordinate or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best interest of the Department. The Contractor agrees that employees will conduct themselves in a

careful and prudent manner and will not permit the facility placed at his disposal to be used for purposes other than those specified herein.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll into or on the grounds of the facility at any time. The Contractor will be responsible for compliance with all Department policies, security measures, and vehicle regulations and will be directly responsible for any and all damages to Department property including but not limited to vehicles, buildings and/or their contents caused by Contractor employees.

Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. The Contractor is also responsible for ensuring employees do not remove personal items, disturb papers on desks, open desk drawers, or cabinets, or use Department computers, fax machines, telephones, copy machines, including any and all State owned property, materials, or supplies except as authorized.

INVOICES AND DOCUMENTATION

Invoices shall be supplied to the Department on a monthly basis and must reference to the Purchase Order Number on which service was made. Invoices shall cover only services performed during the monthly billing cycle. No additional charges allowed.

NON-PERFORMANCE

Documentation of non-performance issues and any attempts made by Department or Contractor to resolve the issue(s) will be submitted to DOTD Procurement. The DOTD Procurement Office will notify the Contractor of the reported performance issue(s) as submitted. The Contractor will be given an allotted amount of time to respond. Response must be submitted to the DOTD Procurement Office in writing, and detail how and when the Contractor intends to resolve the deficiency. The Contractor's failure to respond or failure to respond satisfactorily to the deficiencies within the required time period as specified in the notice(s) will constitute grounds for placing Contractor in default.

Repeated incidents of unsatisfactory performance, failure to supply required documentation, and/or failure to comply with the terms of the contract will constitute placing the Contractor in default and may, at the State's discretion, result in contract termination.

FIGURE 1

