

Scope of Work Statement

AWARDING ENTITY

Awarding Entity: Department of Mental Health

Agency Name and Address: Department of Mental Health, 167 Lyman Street, Westborough MA 01581

Estimated Cost: \$25,000

CONTACT INFORMATION

Name and Title: Sharon Moody

Phone: (508) 616-2250

Email Address: Sharon.Moody@mass.gov

CONTRACT

Project Name: Snow Plowing for the Hadley Building, 167 Lyman St., Westborough, MA 01581

FAC103, Landscape Services Statewide Contract Vendors Only.

Terms and conditions of FAC103 apply.

Prevailing wage rates do not apply.

Service Date Range: December 27, 2022 – March 31, 2023

Invoicing: Email invoices to: bbnhsinvoices@MassMail.State.MA.US.

SCOPE OF WORK

- A.** Equipment: Contractor to supply all labor, snowplows, front-end loaders, dump trucks, shovels, snow blowers, ice melt, deicing material, de-icing spreaders (hand & truck), and safety equipment needed to complete the work. The contractor shall self-perform the work and not subcontract it unless stated on the Bid Form and approved by DMH.
- B.** Snowfall: Plowing, de-icing and sanding of all paved areas during storms, to allow safe access of staff and tenants. Areas will be cleared as identified in Addendum A: Site Map. It is the Contractor's responsibility to return to the property to keep the driveway and parking areas/lots free from ice and snow during operating hours. At no time shall there be a hazardous/life safety condition or accumulation of 3 inches on paved surfaces. Contractor will be responsible for snow plowing during off hours and ensuring final cleanup of all snow after each snowfall event. All snow plowing must include at least one de-icing application at the property upon the conclusion of the snowfall event and included in the cost of snowplowing. Additional de-icing applications will be applied to the grounds as needed to maintain access and safe conditions per DMH request. The contractor will begin plowing when three (3) inches of snow has accumulated or immediately prior to 7:00 am, Monday - Friday. In the case of under three inches of snow, plowing may be necessary on an on-call basis. After each storm, plow pass, the contractor will deice/sand.
- C.** Slippery Conditions Anytime: When surfaces are slippery and/or temperatures are at or below freezing, the contractor is responsible for applying ice melt/de-icing material, which must be spread on the driveway and parking lot areas. Contractor may only use ice melt types approved by the facility to reduce impact on masonry & landscaping.

- D.** Approved Areas: Contractor will pile snow in areas approved by DMH and not block access to building. Off-site snow removal will not be needed, and excess snow can be stockpiled in grass areas.
- E.** Curb Indicators: Contractor is required to install curb and edge of pavement indicators before the first snowfall at no additional cost.
- F.** Pre-Inspection and Damage: Contractor will inspect Property for pre-existing damage and submit a report detailing all preexisting damage by commencement of contract award. Facility Manager and Contractor will conduct a walkthrough at the end of winter for this property. At this time, an assessment of any damage done by the Contractor over the winter will be identified and reported to DMH. DMH will report, in writing or by email, any property damage caused by the contractor as soon as physically possible after each storm or when visible. Damage will include, but is not limited to: curbing, shrubs, trees, lawn, paving, manholes, catch basins, street shut offs, bollards, buildings, props, doors, fencing, walls, walkways, parking lot lighting, signs, vents, hydrants, etc. Contractor will repair all damage and remove all curb indicators before final payment and/or contract termination/expiration. In the event the contractor damages any lawn by snow plowing or snow blowing, the contractor will repair the damaged lawn in the spring season, no later than March 31st. Repairing of damage lawn area shall be done by adding loam to the appropriate height, hydroseeding with a “metro” seed mix with fertilizer and Tupersan© to prevent weed germination.
- G.** Emergency Contact: Contractor shall provide emergency telephone numbers that may be called any time, 24 hours a day, and seven days a week. Contractor will respond within two hours to any call made by building manager for snow plowing services.
- H.** Certified Weather Reports: Contractor shall provide certified weather reports for each snow event that they are providing services (www.ncei.noaa.gov). The certified weather reports will provide weather information for the zip-code in which the property is located. The report will certify the amount of snowfall for that property. Reports must be submitted with any invoice.
- I.** Site Operating Hours: Hadley Building is a state office building. Unless stated otherwise, parking lots and driveway must be completely cleared no later than 7:00 am on the day or 7:00 am on the day following the conclusion of the snowstorm, whichever is earlier.
- J.** Roof Top: Contractor is not responsible for removal of snow from the roof.
- K.** Post Season Sweeping: Contractor shall include sweeping of the parking lots and driveway areas after the snow season is finished. Sweeping must be completed by March 31st. The Contractor’s final invoice will not be paid until the sweeping is completed and all damage to the property due to snow plowing repaired to DMH’s satisfaction.
- L.** Additional Sanding / de-icing: Contractor shall also provide a separate cost for sanding/de-icing the parking lots and driveways when plowing is not necessary.

BIDDING INFORMATION

Pre-Bid Site Visit at the Hadley Building, 167 Lyman St. Westborough (not mandatory): No site visit is scheduled. Contractors are welcome and encouraged to visit the site at their convenience.

Questions: are permitted through COMMBUYS by Monday, December 19, 2022 at 12pm.

Bids: Submit a bid using the Bid Form on COMMBUYS.

Contractors must be registered in COMMBUYS to bid on this Solicitation. Contractors requiring assistance in the registration and use of COMMBUYS should contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888- MA-STATE or 617-720-3197. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk County holidays. Additionally, the Contractor support link is located at: <https://www.mass.gov/service-details/job-aids-forvendors-using-commbuys>.

Bid Available Date: Monday, December 12, 2022

Bid Deadline: Tuesday, December 27, 2022 at 2pm.

OSD Trade Category: FAC103 Landscaping and Grounds Keeping Service: Snow Plowing Services (category 2)