

## **Appendix E Specifications**

**1.0** The University of Connecticut (hereinafter referred to as the “University”) is seeking proposals from qualified Snow & Ice Control Service providers with extensive experience in servicing large commercial entities as described in the provided specifications on as needed basis.

Requirements: The University of Connecticut requires contracted labor and equipment to assist in the maintenance of its Avery Point Campus during inclement winter weather.

**1.0.1** Background: The University of Connecticut at Avery Point Campus consists of 22 Buildings sitting on a 70 acre site bordering the Thames River and Long Island Sound. The Avery Point Campus’s academic and research mission focuses on its coastal environment and outstanding laboratory and physical facilities that produce academic excellence and access to a special kind of ocean education for its nearly 1,000 students.

**1.0.2** Among the facilities are the Branford House, Boat operations facilities; the Marine Science’s Research Complex; Mystic Aquarium labs, Project Oceanology that is a non-profit organization providing environmental education and marine sciences outreach programs to area schools; and of course the undergraduate and graduate academic facilities. The University also provides Public Access to the Campus Grounds.

**1.0.3** Contractor shall maintain all Federal and State licenses required for the services being provided. Licenses shall be available for review by the University for all personnel while the services are performed.

**1.1** General Scope of Services: The intent of the contract resulting from this ITB is to provide the University with snow and ice free surfaces in the parking lots, roadways, sidewalks, exterior ramps & stairwells, concrete boat dock areas, loading dock areas, Marine Sciences patio, Rankin Lab patio area, all doorways, and the North Campus access road. This is to be done in a fashion to allow vehicle and pedestrian travel to, from, and around Campus at all times and in a safe manner. Clearing of the areas around all fire hydrants, sprinkler valves & connections, and road drains are included as well as the areas around each door and leading to a public way. Access to the North Campus Garage must also be maintained.

**1.1.1** The Campus has approximately 13,000 linear feet of roadways, 13 parking areas with capacity for roughly 550 vehicles and 250,000SF, and 9,200 feet of walkways in varying widths. It is the contractor’s responsibility to verify this information for bidding purposes.

**1.1.2** The contractor is to supply all labor, equipment, and supplies including spreaders and shovels to complete this work. Under no circumstances are trucks allowed on the sidewalks. During times that the University is not open, the deployment of shovelers may be delayed as found appropriate by the University.

**1.2** Pre-seasonal Preparations: Prior to the snow season, the contractor shall meet with the University's representative to review documented push paths and accumulation areas to consider the safety aspects with respect to travel and visible traffic related sight lines. Areas of newly placed concrete shall also be discussed so that these areas can be treated with the appropriate snow/ice melt product.

**1.2.1** The contractor shall uniformly mark the roads and walkways with visible devices to minimize plow damage. Recommended snow fences shall be erected at this time. These devices and snow fences must be removed between April 15<sup>th</sup> and 30<sup>th</sup>.

**1.2.2** Prior to November 1<sup>st</sup>, the contractor shall provide written documentation that employees or University approved subcontractors have been trained in the application methods for the snow/ice removal products and any equipment that they will operate. This training list will be checked against the standard wage list that the contractor is required to submit.

**1.2.3** Prior to November 1<sup>st</sup>, arrangements will be made as to what equipment will be stored on site and where.

**1.2.4** Prior to November 1<sup>st</sup>, the contractor will provide a list of contacts with multiple numbers and an escalation procedure if problems develop during a storm or a response is lacking. The escalation procedure must, at a minimum provide access to an agreed upon "high management" level representative. Access through an answering service is unacceptable. The contact numbers shall provide emergency access that the University can rely on any time 24 hours a day, seven days a week. Contractor's crew will physically respond within 30 – 45 minutes to any call that maybe made by the University for snow and ice control services. A continuity/contingency plan shall also be presented if equipment breakdowns occur or unusual conditions occur.

**1.2.5** A review of the procedures to deal with illegally parked or disabled vehicles shall also be completed.

**1.2.6** The Contractor's on-site Supervisor shall also attend all meetings relating to the aforementioned items. The Supervisor shall have the ability to communicate effectively with the University's on-site representative.

**1.3** Detailed Description of Services: A site plan and aerial views of the Campus are provided to indicate in general terms the extent of the work to be included. The work indicated in the General Scope of Services above is included here.

**1.3.1** The University will provide all snow and ice treatment materials for stairs, walks and pedestrian including roadways.

**1.3.2** The Marine Science Courtyard is not considered a roadway but a pedestrian way; this area must be plowed by lightweight vehicles. A three quarter ton truck or a skid steer is acceptable.

- 1.3.3** The required clearance around hydrants, Siamese connections, and sprinkler valves is three feet, these items must be fully cleared at the end of each event.
- 1.3.4** The Branford House rear patio and the project oceanology rear patio area is required to be cleared and treated as well.
- 1.3.5** Culverts/catch basins are to be maintained as well to prevent accumulation of water.
- 1.3.6** Dumpster and compactor areas are part of this contract as is maintaining access to the bottled gas storage area at the rear of Marine Sciences.
- 1.3.7** Access to the generator and propane tank at the Police Station shall be maintained.
- 1.3.8** It shall be the contractor's responsibility to ensure that the snow crews are on-site for a storm. Delays due to traffic or poor conditions are not acceptable. The contractor shall be in communications with the University's representative prior to the start of any forecasted storm. Particularly when ice is probable, the University desires to have at least a partial crew on Campus prior to ice buildup.
- 1.3.9** Whenever possible, the contractor shall plow and remove snow prior to applying snow and ice treatment materials not counting any pretreatment.
- 1.3.10** Whenever possible, plow angles shall be maintained to avoid blocking in parked cars.
- 1.3.11** Sidewalks, steps, handicap ramps, and landings may be cleaned with power or hand equipment. Track-off mats at buildings entrances should be removed, cleaned of snow/ice and replaced back into position. To prevent damage to the mats, it is the contractor's responsibility to identify the facilities that have track-off mats at their entrances before snow removal begins. The removal of snow from steps should also include the removal of snow sticking to the riser of the steps.
- 1.3.12** All exterior doors shall be cleared of snow whether there is a side walk leading to them or not.
- 1.3.13** Roof downspouts are to be kept free of snow. A list of these locations shall be part of the quality control plan.
- 1.3.14** The Contractor shall provide all equipment necessary for the execution of work under this contract. Equipment may include but is not limited to plows, plow and salt spreaders, blowers, shovels, quad vehicles with plow and spreader, hand spreaders, ice breakers, v-blows, loaders, skid steers, brushes, etc. Edges used on sidewalks and plaza areas shall be non-metallic.
- 1.3.15** All equipment shall be rubber tired, meet all required regulations for road travel, and be in good condition. Equipment shall have back-up alarm devices for safety purposes and appropriate running, warning, and plow lights. Equipment shall be identified with the contractor's name.

**1.3.16** At the end of each event, the contractor's on site supervisor shall submit a copy of the quality control sheet verifying that the work is completed. The University's Representative will confirm that the work was completed. The contractor shall maintain full and verifiable records including vouchers and other information pertinent to the work of the number of employees engaged, DOL classification of each employee, hours worked, each piece of equipment used and the number of hours for each piece of equipment, materials and quantity of each used, arrival and departure times, areas treated, and prevailing site weather conditions.

**1.3.17** The determination of storm quantity will be defined by the Connecticut Weather Center's official recorded snowfall totals.

**1.3.18** The University of Connecticut requires contracted labor and equipment to assist in the maintenance of its Avery Point Campus during inclement winter weather. The University considers a snow event as the following; *A snow event is characterized by precipitation that falls from the same pressure system. This could be a cold front, a regular low pressure area, a nor'easter, a high to the northeast that causes ocean effect snows, or any other system that causes snow to fall. Sometimes a low pressure area/nor'easter can develop along a front and cause a first batch of snow followed by the snow shield from the developing storm. This would be a single storm event even if there is a time break in between periods of snow.*

#### **1.4** Contract Pricing:

**1.4.1** The Contractor will provide pricing for per event based on the accumulations as follows:

Dusting up to 1.0 inch

1.0 inch up to 4.0 inches

4.1 inches up to 8.0 inches

8.1 inches up to 12.0 inches

12.1 inches and above

**1.4.2 Additional Services:** All additional services work shall be based on a unit price basis as reflected in the Pricing Workbook.

**1.4.3** All Rates include, but are not limited to, base salary, fringe and other benefits, insurance, taxes, miscellaneous personnel expenses, meals, travel, travel time, training, holidays, sickness, medical, lost time, general and corporate supervision and management expenses, overhead charges or expenses, legal cost, accounting costs and profit, all costs of living, per diem expenses, transportation, communication, including cellular communication and laptop computer for document management and written communication.

There will be no payment for a truck while idle, due to a breakdown. In the event a Contractor's spreader breaks down and the truck is able to plow, the University may elect to utilize the truck for plowing only and pay accordingly.

There will be no payment for mealtime or for the cost of meals. The Contractor shall take a meal break of one-half hour when coordinated and authorized by the University's representative.

**1.5** Response time:

**1.5.1** The Contractor shall be fully prepared to respond for snow and ice removal control within 45 minutes of telephone contact by the University's Representative. Once so contacted for a particular event, the Contractor shall be fully and solely responsible for all snow and ice removal and material application in the area assigned to the Contractor, including the inspection of the entire assigned area by the Contractor to ensure it is reasonably free of snow and ice and materials are sufficiently applied prior to Contractor's personnel leaving the assigned area.