

## WORK SPECIFICATIONS

**Contractor Name:** VIP Services, Inc.

**Property Name:** PARK & RIDE 67-50 NAGAWAUKEE

**County Name:** Waukesha County

**Work Schedule:** March 1 – November 30  
March will be extra work to prepare sites for opening.

**General custodial duties are performed once per week or as needed.**

### **RESPONSIBILITIES:**

1. Contractor shall continuously review the RAM Program Manual to assure all requirements laid out in the Manual are being met.
2. Contractor shall submit annual budget requests that assure full and successful execution of their signed contract; responsibilities, places & frequencies, and special assignments outlined in their work specifications (including addendums); and policies and procedures outlined in the DSPN Roadside Facilities Program Manual.
3. Contractor is responsible for lawn maintenance.
4. Contractor is responsible for purchasing and maintaining necessary supplies as well as necessary cleaning and maintenance equipment.
5. Contractor is responsible for making sure appropriate staff receive training to effectively and accurately work in the asset and property management system called FAMIS. Contractor is responsible for assuring work order and preventive maintenance entries, data and support documentation is entered accurately and in a timely matter into FAMIS. Contractor is responsible for providing staff who need to use FAMIS with appropriate devices and provide training in how to use their device(s).
6. Contractor is responsible for emailing to DSPN Roadside Facilities updated liability insurance certificates that meet language and amounts outlined in their signed contract. Updated liability insurance certificates must be emailed to DSPN Roadside Facilities three months prior to existing certificate expiration dates.
7. Contractor shall immediately notify DSPN Roadside Facilities of unsafe conditions that exist at the site. Contractor shall make every effort to correct unsafe conditions. If the Contractor is unable to correct unsafe conditions, reasonable action to warn the public shall be taken.
8. Contractor is responsible for assuring proper operation, making adjustments, replacing parts and other minor repairs. Contractor shall report major repair needs to DSPN Roadside Facilities.
9. Contractor shall provide the following services at a minimum of the listed frequency, more frequencies may be necessary as related to increased traffic patterns. Contractor shall strive to meet all standards outlined in the RAM Program Manual.

**PLACES AND FREQUENCIES:****ANNUAL SPRING MAINTENANCE - Prior to Opening****OTHER:**

- Check historical marker, information board and information plaques. Submit work order in FAMIS for approval if needs repair/replacement.
- Check picnic tables, grills, and waste receptacles. Repair and replace as needed.
- Check fences & marker posts. Repair, re-stain and replace as needed.
- Check advance guides and entrance signs. Repair and replace as needed.
- Reestablish mow lines. Rake up sticks, branches, and other miscellaneous debris. **Fill** holes and repair uneven and scalped areas and place topsoil as needed. Re-seed areas as needed.
- Determine areas where brush needs to be trimmed back (to allow open space around structure for safety.) Obtain WisDOT approval before beginning trimming operation.
- Prune trees and shrubs as needed.
- Re-mulch as needed.
- Report sick and dead trees by submitting a work order in FAMIS.
- Check walks, paths and bridges for heaving and settling. Repair and replace as needed.
- Check paved surfaces and parking barriers. Repair and replace as needed by submitting a work order in FAMIS.
- Check shelter roof and posts. Repair and replace as needed.
- Check drinking fountain pump. Use start up process outlined in RAM Program Manual.
- Check advance guide and entrance signs. Report signs and posts in poor condition by submitting a work order in FAMIS.
- If a seasonal facility, install or remove "CLOSED" signs before closing/opening of the site.

**ANNUAL FALL MAINTENANCE - Last Week Prior to Closing**

- Make note of items that need to be repaired or replaced.
- Remove posted materials.
- Picnic tables should be set on end and leaned against trees so that snow will not accumulate on them.
- Place plastic waste bags over each grill and secure with a tie around the support post.
- Remove waste receptacle liners and clean the inside of each waste receptacle. Waste receptacles should be placed at a central location removed from public view. (i.e. in toilet structure)
- Place wood chips where needed around planted shrubs and evergreen trees.
- Check historical markers and make note of any repairs required.

## DUTIES WHEN SITES ARE OPEN TO THE PUBLIC

### **PICNIC AREA, GROUNDS AND NATURE WALK AREAS - as applicable**

#### **PER SERVICE DAY:**

- Pick up litter.
- Clean picnic tables and slabs. Check picnic tables to ensure proper operation. Replace broken or rotting boards, bolts and braces. Assure tables are repaired, re-stained, painted and/or sealed as necessary for spring season operation.
- Damp wipe benches. Check benches to ensure proper operation. Replace broken/missing nuts, bolts, or hardware. Remove and replace broken or damaged boards. Re-stain benches in spring.
- Sweep sidewalks. Check sidewalks for hazards. Submit work order if minor or major repair is needed.
- Water, maintain and weed planted beds. Prune/trim trees and bushes. Maintain mulch.
- Clean map case shelters and/or picnic shelters and/or map cases. Remove cobwebs and bird nests. Replace broken or rotten boards, bolts, and braces. Replace broken glass/Plexiglas. Repair or repaint backing.
- Install and maintain materials furnished by WisDOT in the display cases.
- Check each set of grill grates, all hinges, the fire bowl, mounting collar, support post and platform for damage and wear. Repair and/or replace parts and straighten post as needed. Check the finish. If in poor condition, repaint the fire bowl and post with a flat black heat-resistant paint. Do not paint the cooking grate.
- Check waste receptable barrels and covers. Replace rusted, battered or worn barrels and repair covers as necessary. Check the finish of each piece and repaint as needed. All waste receptables and picnic tables at the site should be the same color. Replace "PITCH IN" decals as needed.
- Check for heaving and settling. Clean out cracks. Check for adequate surface drainage and runoff. If needed remove vegetation along edges. Mark trip hazards per RAM Program Manual.

#### **MONTHLY:**

- Check all trees on site. Prune low branches. Create new work orders in FAMIS to report unhealthy or dead trees.

#### **AS NEEDED:**

- Mow lawn within property, as defined from mowing limit map to maintain, a maximum height of 4 inches, minimum height of 2 inches, as needed. Review DSPN Roadside Facilities Program Manual for further mowing guidelines.
- Cut and remove weeds, when detected.

#### **TWICE PER YEAR:**

- Rake and dispose of leaves and sticks twice per year (spring/fall), or as instructed.
- Noxious weeds may be spot treated with an approved weed-control herbicide twice per year. Grass in picnic areas and around structures and parking areas may be fertilized twice per year. Poor or bare spots in these areas should be re-seeded twice per year between April 15 and May 15, or between August 15 and September 15.

**WELCOME SIGN, HISTORICAL & INFORMATION PLAQUES- as applicable****ANNUALLY: (Spring)**

- Check wooden mounting posts, bases and cross members for rot and other damage. Create work order in FAMIS if repairing, staining or replacement is needed.
- Check masonry mounting upright posts and base. Tuck point or cement caulk loose joints and stones.
- Check plaque mounting bolts for looseness. Tighten loose nuts. Report nuts that can be removed so that they can be batter or spot welded.
- Check plaque for weathering and damage. Create work order in FAMIS if repair of minor damages and touch up of scratches and other blemishes are needed. Report serious damage and weathering to DSPN Roadside Facilities Director or Assistant Director.
- Post current WisDOT posters and maps.

**TRASH AND RECYCLING CONTAINERS - as applicable****PER SERVICE DAY:**

- Empty, clean and replace trash liners. Trash containers will be emptied when the bags are  $\frac{3}{4}$  full.
- Deposit trash and recyclables in appropriate dumpsters, or other designated containers at the site. Trash shall not be stockpiled anywhere else at the site.
- Check containers to ensure proper operation. Make minor repairs to containers, as needed. Maintain proper signage on containers.