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## WORK SPECIFICATIONS

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### ST. CROIX COUNTY Hudson SWEF # 61

**Location:** I-94 Eastbound at mile marker 8, Town of Warren, St. Croix County, WI

**Maintenance Responsibilities:**

Contractor:

1. Janitorial services for the Safety and Weight Enforcement Facility (SWEF), internal and external. Litter pick-up for the entire area including scale lane, parking area, and grounds. Provide all janitorial supplies including toilet paper, paper towels, soap and trash liners.
2. Lawn mowing and landscape maintenance inside parking areas, around buildings, and other areas as detailed on the mowing site plan.
3. Snow removal from sidewalks and within 10-feet of the inspection building entry and exit overhead doors and pedestrian doors. Remove snow within dumpster enclosure and 10-feet in front of dumpster access gates as detailed on the snow removal plan. Provide de-icing materials.
4. Minor repair and maintenance services for building and grounds. Provide all light bulbs, water softener salt, and furnace filters.
5. Order and oversee professional service contractors working on site, such as repairing HVAC, septic and holding tank pumping, plumbing, and sump pump repairs, electrical systems, water softener, fire extinguisher services, and LP gas. After final WisDOT acceptance of the construction project, Contractor may contact construction vendors for warranty work. Following construction warranty periods, Contractor may contract with alternate low responsive, responsible vendors to provide the professional services.
6. Report any major repair needs to the WisDOT Bureau of Highway Maintenance (BHM) SWEF Engineer.
7. Annual water sampling, more often if elevated numbers require. Take appropriate number of water sample(s) from well(s). DNR establishes how many samples are required by water usage. Send samples to the State Laboratory of Hygiene or deliver them to local state accredited lab for testing. Monitor and maintain a file of test results.

Wisconsin Department of Transportation:

1. Provide United States and Wisconsin Flags

County Highway Department:

1. Mowing and landscape maintenance near the mainline roadway and outlying areas.
2. Snow removal and ice control for ramps and parking areas.

**Work Schedule**

Work Schedule will be set to meet the needs of the building occupants. The contractor will be given one-week notice of change of hours in the work schedule, if necessary. Contractor may begin cleaning activities at 7:00 a.m. on scheduled days.

**Janitorial and Snow Removal Services will NOT be performed on the following holidays: New Year's Day, January 1  
Martin Luther King Day, Third Monday in January  
Memorial Day, Last Monday in May  
Independence Day, July 4  
Labor Day, First Monday in September  
Thanksgiving Day, Third Thursday in November  
Christmas Eve Day, December 24  
Christmas Day, December 25  
New Year's Eve Day, December 31**

If a holiday falls on a regularly scheduled Janitorial service day, the service may be scheduled another day within the week as best meets building occupants' schedule.

### **JANITORIAL SERVICES**

General Custodial Services performed 3 days per week (Tuesday, Thursday, Sunday) and one additional service per quarter.

Certain janitorial services are performed at a different service frequency from the General Custodial Services, see attached Janitorial Schedule of Cleaning matrix for the listing.

"As Needed" means when visibly soiled or container contents requires disposal.

See attached Janitorial Schedule of Cleaning matrix for a listing of the janitorial services tasks, rooms, and frequency of services.

### **LAWN MOWING AND LANDSCAPE MAINTENANCE**

#### Mowing (according to site plan)

1. Collect and remove sticks, branches and other foreign debris prior to mowing.
2. Contractors shall use discretion when mowing near the public. The lawn maintenance cycle shall begin on vacated grounds first, then continue so as not to inconvenience the visitors. Visitors' safety shall not be jeopardized by completing the work.
3. Contractor shall provide all equipment, tools, fuels and other supplies required to carry out the operations.
4. Contractor shall meet all the standards of the Federal occupational safety and health act, State of Wisconsin safety codes and applicable environmental protection requirements.
5. Mower/trimmer blades shall be kept sharp, and all mowing/trimming equipment shall be properly maintained.
6. Mow grass areas, as depicted on mowing plan (contact the Program Manager if you require a copy of current mowing plans for the site), to maintain a uniform height between 3" and 6".
7. Trim to the same uniform height all grass adjoining walkways, driveways, parking lots, buildings, trees, sign and light posts, etc. which is not cut by the mower. Care shall be used to prevent injury to fixed objects and trees.
8. Take adequate precautions to ensure grass and/or debris are not blown onto building and/or parked cars near the area of the lawn mowing.
9. Complete each mowing operation within 24 hours after the work commences.
10. Sweep or blow free of grass clippings all walkways and steps immediately upon completion of each mowing operation.
11. Fill holes, repair uneven & scalped areas, and place topsoil, as needed.
12. Re-seed and fertilize repaired areas and areas in poor condition.
13. Trim or remove weeds, grass or brush growing through joints or cracks in pavements in parking areas that are greater than 4" in height.

#### Trees and Shrubs

1. Determine areas where brush needs to be trimmed back (to allow open space around building for safety, etc.). Obtain approval from the Contract Administrator before beginning trimming operation.
2. Check mulch around trees and shrub groupings. Add mulch if necessary.
3. Check trees and shrubs for broken branches. Prune as necessary. Maintain natural character. Remove suckers on low tree branches and trunk. Prune just outside of the branch "collar". Do not "top" or "pollard" trees.
4. Report dead trees and shrubs to Program Manager.

5. Fertilize trees and shrubs, if necessary.
6. Annually in the spring after snow has melted all parking lot storm gutters are to be swept clean to prevent soil from entering static scale pits and storm sewer pumps. This includes all areas of cement gutter.

## **SNOW REMOVAL**

### **Sidewalk snow removal and deicing (according to Snow Removal Plan)**

1. Remove snow following a 1" or more snowfall or perform deicing on sidewalks and within 10-feet of the inspection building overhead and pedestrian doors. Remove snow within dumpster enclosure and 10-feet in front of dumpster access gates. Remove snow at the static scale by hand/small snow blower to ensure that County Snow Operations do not damage static scales with plow operations. Snowfall of 1" or more or Icing occurring during overnight hours shall be removed the following morning at 6:00 a.m., seven days a week, and billed at the on-call snow removal hourly rate.
2. Regular Hours of service will be when the custodial crew is on site and charged hourly at the regular snow removal rate.
3. On-Call Snow Removal Service hours will also be billed if the crew is **requested** to perform service during non-Janitorial service days or return later in the day after completed regular scheduled work if weather conditions such as continuing snow or ice reasonably requires.

## **MINOR REPAIRS AND MAINTENANCE**

### **Building Interior (report major repair needs to Contract Administrator)**

1. Complete monthly preventative maintenance (PM) work orders generated by FAMIS.
  - a. Water softener--check for proper operation. Fill with salt and rust inhibitor as needed.
  - b. Air conditioner---check for proper operation. Clean or change filter if necessary.
  - c. Furnace-check for proper operation. Change filter if necessary.
  - d. Sump pump-check for proper operation.
  - e. Other required preventative maintenance activities including Annual SWEF Safety Inspection items first aid kits, fire extinguishers, defibrillators, flashlights or other as appropriate.
2. Rest Rooms:
  - a. Toilets, urinals, and sinks--make minor repairs or adjustments as needed. Caulk around sink if necessary.
  - b. Dispensers--make minor repairs or adjustments as needed. Replace if necessary.
  - c. Walls--make minor repairs, touch up' paint if necessary.
  - d. Partitions and Doors--check locks, coat hooks, and hinges for proper operation. Repair and/or replace these items if necessary.
  - e. Floors--check and report repair needs. Caulk seams along floors and walls.
  - f. Light fixtures--replace light bulbs as needed. Maintain on-site available inventory of all bulb types. Check for damage.
  - g. Exhaust fan – check for proper operation. Clean exhaust duct and clean fan/motor assembly.
3. Hazardous Materials Shower and Eye wash station – Check for proper operation monthly.
4. Doors-check frames, hasps, hinges, closures, handles, locks and kick plates to ensure proper operation. Make minor repairs and replace items as necessary. Touch up paint if necessary.
5. Ceiling, windows and trim--make minor repairs as needed. 'Touch up' paint/stain if necessary.
6. Light fixtures--check for damage. Replace bulbs as needed. Report on major electrical repairs needed to the Contract Administrator.

### **Building Exterior (report major repairs to Contract Administrator)**

1. Roof—visually check from ground for roof damage. Report major repair needs.

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2. Eaves' troughs and down spouts—Remove accumulated matter, blockages and make minor repairs as needed.
  3. Windows and window screens--caulk, touch-up paint or stain windows as needed. Replace frame and/or window screens as needed.
  4. Entry stoops and sidewalks--check for heaving and settling. Report damage. Check for adequate surface drainage and runoff--remove vegetation along edges if necessary.
  5. Walls--check concrete block/masonry walls inside and outside for cracks and damage.
  6. Sidewalks, Parking Areas, Roadways, Culverts--report holes, cracks, blockage, damage or hazards.
  7. LP Gas--check fill levels. Contact WisDOT-BHM designated gas service provider to fill tank(s) when tank level is at 30%. (Emergency Generator service is not part of this contract; therefore, fuel tanks for generators will be the responsibility of the DBM, not the SWEFM Contractor.)

#### Onsite Wastewater System and Inspection Pit Holding Tank

1. Contract and oversee services for the septic system. The septic system includes a drain field. The septic tank size is 3,500 gallons and will be pumped annually.
2. The inspection pit holding tank size is 3,000 gallons, receiving the inspection pit's drainage. The frequency of pumping the inspection pit holding tank is estimated at quarterly (four times per year).
3. These services will be paid for under the Minor Repairs and Maintenance section of the contract at actual cost.
4. Services are performed by vendor of choice, subcontracted by Wastewater Management Contractor Petersen Onsite.
5. Maintenance intervals noted by Petersen Onsite for all facilities is 6 months.

#### **ON-SITE SUPPLY INVENTORY**

Maintain on-site minimum inventory of the following items and quantities so it is accessible to the SWEF site staff.

- Toilet Tissue: 10 rolls
- Hand Soap refills: 2
- Light bulbs: 2 for each type of light fixture in building, scale pit and exterior building
- Hand Towels: 2 packages or rolls
- Paper Towels, Absorbent: 2 rolls
- Disinfectant Cleaner: 1-quart spray bottle full