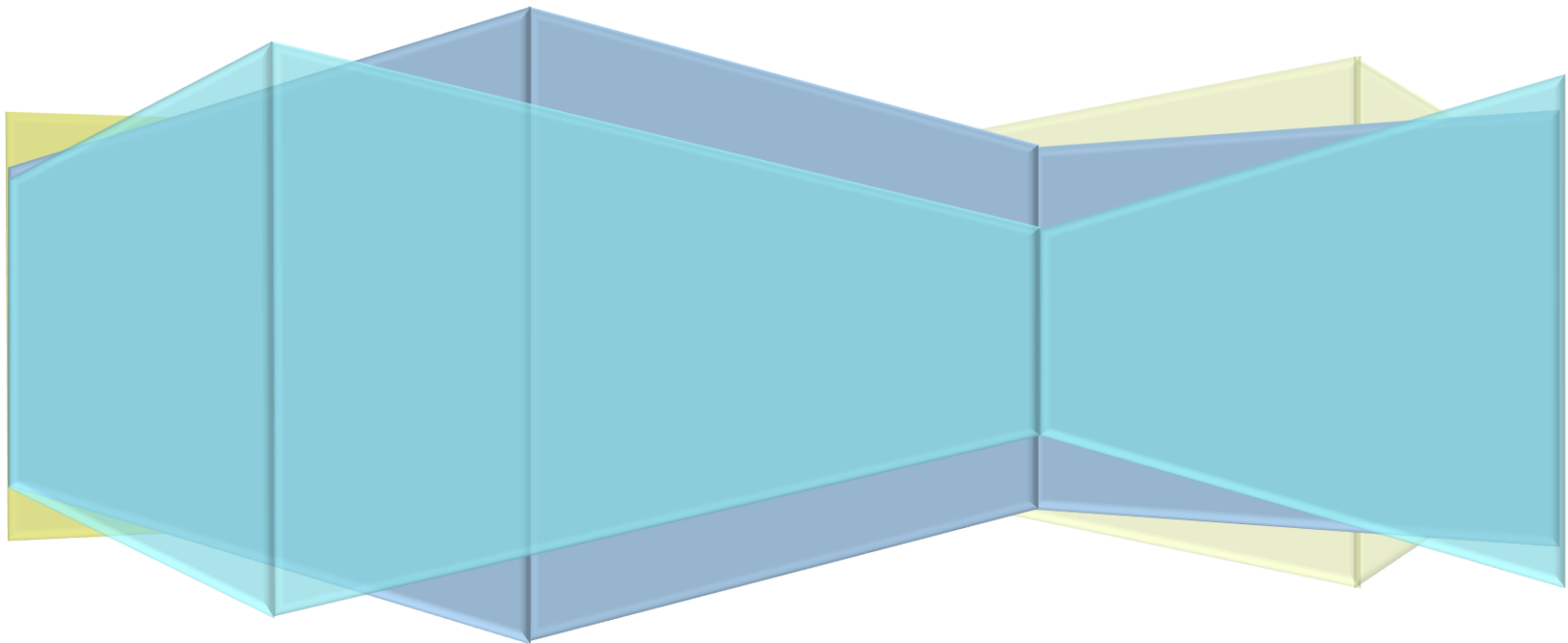


## Sno-Isle Libraries

# ATTACHMENT A – Landscaping & Grounds Care Snow & Ice Removal Services Specification and Scope of Work

ITB No. 2022.02.16



## Table of Contents

### **SECTION 1: LANDSCAPING & GROUNDS CARE – SCOPE OF WORK AND SPECIFICATION**

1. LANDSCAPING MAINTENANCE SERVICES – GENERAL REQUIREMENTS: .....	2
2. STAFFING: .....	2
4. HAZARDOUS SUBSTANCES: .....	3
5. SAFETY DATA SHEETS (SDS): .....	3
6. EQUIPMENT & SAFETY: .....	3
7. GENERAL LANDSCAPING & OTHER GROUNDS MAINTENANCE: .....	4
8. GRASS: (Lawns).....	4
9. FERTILIZER TREATMENTS: .....	4
10. DISEASE TREATMENTS: (Fungicides, etc.) .....	5
11. INSECT PREVENTION: (Insecticides) .....	5
12. MOSS CONTROL.....	5
13. IRRIGATION SYSTEMS: .....	6
14. WEED CONTROL: (Herbicides and Pre-Emergent).....	6
15. WEEDING (in planting areas and beds): .....	6
16. WEEDING PAVED AREAS: .....	6
17. PARKING LOT SERVICE: .....	6
18. TREES, SHRUBS & BEDS: (Herbicides and Pre-Emergent) .....	7
19. AERATION OR THATCHING: .....	7
20. STORM CLEAN-UPS (including changes between seasons):.....	7
21. LANDSCAPING & GROUNDS SERVICES – SPECIFIC BID INFORMATION .....	8
<b>SECTION 2: SNOW &amp; ICE REMOVAL SERVICES - SCOPE OF WORK AND SPECIFICATION .....</b>	<b>8</b>
22. SNOW & ICE SERVICES – GENERAL REQUIREMENTS:.....	8
23. SNOW & ICE SERVICES:.....	8
24. LIBRARY OPENING PROCEDURE: (Inclement Weather Event) .....	9
25. ICE MELT: .....	10
26. SNOW & ICE EVENTS – ON-GOING MAINTENANCE: .....	11
27. SNOW & ICE CLEANUP PROCEDURE:.....	11
28. INVOICING: SNOW AND ICE SERVICES ONLY .....	11

**LANDSCAPING & GROUNDS CARE  
SNOW & ICE REMOVAL SERVICES**

**SECTION 1: LANDSCAPING & GROUNDS CARE – SCOPE OF WORK AND SPECIFICATION  
SECTION 2: SNOW & ICE REMOVAL SERVICES – SCOPE OF WORK AND SPECIFICATION**

**SECTION 1: LANDSCAPING & GROUNDS CARE - SCOPE OF WORK AND SPECIFICATION**

As described herein, the Contractor is responsible for maintaining the exterior appearance of the landscaping and grounds of the Sno-Isle Regional Library locations included in the scope of this contract. This specification and scope of work details the Contractor’s responsibilities for all landscaping and grounds services annually in accord with the conditions described herein.

Sno-Isle Libraries has the option at any time during the contract to change or modify services, including but not limited to, adding or removing a facility/site from the contract. The price of the contract will be adjusted accordingly.

**1. LANDSCAPING MAINTENANCE SERVICES – GENERAL REQUIREMENTS:**

- 1.1. Contractor agrees to furnish at its expense all necessary labor, materials, equipment, and related supplies to satisfy the requirements of this contract.
- 1.2. The Contractor may use exterior utilities for the performance of the contract.
- 1.3. The Contractor’s employees must not interfere with Sno-Isle Libraries operation.
- 1.4. The Contractor must pre-designate an Account Representative that will manage the contract and account activities associated with the performance of the work herein.
- 1.5. Sno-Isle Libraries will expect a thorough inspection of the services provided to perform this contract.
  - 1.5.1. The inspection must be conducted by the Account Representative monthly.
  - 1.5.2. The inspection may be at any number of the locations served herein.
  - 1.5.3. The assigned Account Representative must be involved in and attend all inspections.
  - 1.5.4. Additional inspections may be requested if necessary due to complaints and must be completed with a written report of findings within 48 hours of being requested.
  - 1.5.5. The date and time of the inspection must be provided in advance to the Sno-Isle Libraries assigned site contact and Facilities Manager.
  - 1.5.6. The inspection report should be brief, informative, and provided within 24 hours of completing the inspection. It may be handwritten or electronic, but understandable.
  - 1.5.7. If requested as necessary by Sno-Isle Libraries, photos from the inspection showing the work in question shall be included in any report provided by the Contractor.

**2. STAFFING:**

- 2.1. General Condition: The Contractor will provide all supervision and labor utilizing Washington State Labor & Industry Prevailing Wage Guidelines. The Contractor shall ensure that all personnel assigned under this contract possess suitable qualifications to perform their work assignments.
  - 2.1.1. Sno-Isle Libraries may request Certified Payroll at any time.
- 2.2. The Contractor will provide an Account Representative acting as the primary contact person, with all contact information, for all communications with Sno-Isle Libraries.
  - 2.2.1. The Account Representative shall have the responsibility of monitoring quality, work performance, scheduling, correcting problems, modifying processes, suggesting

improvements to services, and meet with Sno-Isle Libraries for quarterly reviews or when requested. The Account Representative must respond to requests Monday-Friday between the hours of 7:00AM to 4:00PM with a response within 24 hours.

- 2.3. Sno-Isle Libraries reserves the right to remove any of the Contractors personnel assigned to this contract without cause or justification.
  - 2.4. Upon request, the Contractor will provide a list of first and last names of all personnel assigned to work on Sno-Isle Libraries properties prior to performing any work under this contract.
    - 2.4.1. Updates to the Contractor's personnel list working in support of this contract are to be updated and sent to Sno-Isle Libraries via email prior to performing any work on Sno-Isle Libraries properties or locations included herein
  - 2.5. The Contractor's personnel must wear an identifiable uniform (shirt, etc.) while working on any Sno-Isle Libraries location. All personnel must be uniform and appearance.
  - 2.6. All vehicles used in the transport of personnel and equipment must also be identified and marked professionally as belonging to the Contractor herein.
3. HAZARDOUS SUBSTANCES:
- 3.1. The Contractor will not store hazardous materials at any Sno-Isle Libraries location.
4. SAFETY DATA SHEETS (SDS):
- 4.1. Safety Data Sheets for any substances used by the Contractor to perform the work included in this contract must be presented to Sno-Isle Libraries Facilities Manager prior to the start of the contract, or any subsequent related work.
    - 4.1.1. Each Sno-Isle Libraries location included under this contract shall also receive a copy of the same SDS information prior to the start of the contract. An index naming each substance and what it is used for must be included at the front of the report.
    - 4.1.2. Any new hazardous substances must be approved by Sno-Isle Libraries Facilities Manager one week in advance to it being used at any Sno-Isle Libraries location. The proper use as outlined in the manufacturers SDS must be followed exactly.
    - 4.1.3. The Contractor must update any SDS information reports kept by Sno-Isle Libraries one week prior to its use at any Sno-Isle Libraries location and notify the Sno-Isle Libraries Facilities Manager one week prior to any such use of chemical or material.
5. EQUIPMENT & SAFETY:
- 5.1. The Contractor's personnel must observe all Washington Industrial Safety and Health Act (WISHA) safety regulations, particularly where the safety of any person at Sno-Isle Libraries is concerned. No exceptions.
  - 5.2. The Contractor will provide and maintain all necessary equipment for the performance of the Contract in accordance with federal, state and local safety regulations. If two or more code regulations or rules conflict the most stringent will apply.
    - 5.2.1. If the use of any equipment is suspected of damaging Sno-Isle Libraries' property, the Contractor will be required to determine a reasonable alternative solution.
  - 5.3. The Contractor will keep all equipment in safe operating condition. Equipment found to be defective or hazardous shall be removed from Sno-Isle Libraries property, and repaired or replaced, at the Contractor's expense.
  - 5.4. All power equipment will be attended to and monitored at all times. All cutting equipment will be maintained in safe working order and not left unattended.

- 5.5. Proper safety precautions will be adhered to at all times. Running unattended power equipment is strictly prohibited. Fueling of any power equipment will take place as far away from any building as possible (a minimum of 30') and not on any lawn surfaces.
- 5.6. Unless prohibited by local ordinances or by the Sno-Isle Libraries Facilities Manager, the Contractor may use gas powered leaf blowers and other power equipment.
6. GENERAL LANDSCAPING & OTHER GROUNDS MAINTENANCE:
  - 6.1. This is a performance-based contract. The frequency of visits to maintain a quality exterior appearance is at the Contractor's discretion. Seasonal conditions must be considered, and frequencies modified as a result.
    - 6.1.1. Weekly site visits are not required if not necessary to maintain a quality exterior appearance. The Contractor is responsible for visiting a site as often as is necessary to maintain the minimum contract specifications and conditions described herein.
    - 6.1.2. Travel expenses are considered contractor overhead. No consideration will be given for extra trips to perform contracted, or extra services performed.
  - 6.2. The grounds will be cleared of all debris, rubbish, and trash prior to each mowing and trimming, and upon leaving the site. Excess clippings and debris are to be swept or blown away from sidewalks, paved areas, planting beds, and disposed of appropriately by the Contractor.
  - 6.3. The Contractor is to provide professional quality grounds maintenance at each scheduled visit. No work shall commence earlier than 7:00AM unless approved by the Sno-Isle Libraries Facilities Manager, and in accord with applicable local (noise) ordinances in order to minimize neighborhood disturbances and disruptions.
  - 6.4. The Contractor will report within 24 hours any irregular site conditions discovered while performing the work under this contract. This may include vandalism, misuse of the property by individuals, septic, drainage, or irrigation problems, and especially damage to lawns, shrubs, or trees caused by weather, diseases, pests, vandals, etc.
  - 6.5. The Contractor is required to report any damage caused by the Contractor to Sno-Isle Libraries Facilities Department. The Contractor may be held responsible for repairing any damaged caused to Sno-Isle Libraries properties during the course of their work.
  - 6.6. Additional services beyond those required in this contract may be requested. Any such requests will adhere to Washington State bid law and may be competitively sourced by Sno-Isle Libraries at its discretion.
7. GRASS: (Lawns)
  - 7.1. Grass length must be maintained at an even height range of 1.5" and a maximum of 3.5" at all times. The Contractor shall use a mulching lawnmower blade during each visit.
    - 7.1.1. The frequency for lawn mowing shall be determined by the Contractor and meet seasonal growth, and the meet the acceptable grass height range.
    - 7.1.2. The Contractor must keep the lawns, beds, sidewalks, walkways, driveways, etc., clear and free of debris at the time of each visit.
    - 7.1.3. Excess grass clippings must be collected and removed from the lawn area after each mowing and disposed of by the Contractor.
  - 7.2. Lawn areas inaccessible to mowers will be weed whacked and trimmed, including those along shrub beds, walks, buildings, driveways, green belts, or fence lines, etc.
  - 7.3. All lawn areas abutting shrub beds, walks, driveways, etc., will be kept properly edged with a cut edge and free of weeds, leaves, debris, and trash during each scheduled visit.
8. FERTILIZER TREATMENTS:

- 8.1. Sno-Isle Libraries prefers not to use fertilizer. Consideration will be given to the use of fertilizers, etc. if they are suggested by the Contractor for appearance and if approved by Sno-Isle Libraries in advance.
  - 8.2. If approved for use, the proper fertilizer mix and application process must be carried out in accordance with all applicable laws and regulations.
  - 8.3. The Contractor is required to use extreme care when applying fertilizer so as to not use or disseminate it, airborne or otherwise, around HVAC ventilation intakes or louvers or around public presence.
  - 8.4. Equipment used for fertilizer application is not to be used for other purposes.
9. DISEASE TREATMENTS: (Fungicides, etc.)
- 9.1. Sno-Isle Libraries prefers not to use fungicides. Consideration will be given to the use of fungicides, etc. if they are suggested by the Contractor for the preservation of any landscaping, and only if approved by Sno-Isle Libraries in advance.
  - 9.2. Fungicides and the use of any such chemical for disease treatment are to be avoided if at all possible. An alternative environmentally friendly method if available must be suggested to Sno-Isle Libraries first, prior to the use of any other methods.
  - 9.3. If approved, fungicides and the use of any chemicals for disease treatment must be applied and carried out strictly in accordance with all applicable laws and regulations.
  - 9.4. The Contractor is required to use extreme care when applying fungicides so as to not use or disseminate it, airborne or otherwise, around HVAC ventilation air intakes or louvers or near public presence.
  - 9.5. Equipment used for fungicide application is not to be used for other purposes.
10. INSECT PREVENTION: (Insecticides)
- 10.1. Sno-Isle Libraries prefers that no insecticides or pre-emergent be used. Consideration will be given to the use of insecticides and pre-emergent if they are suggested by the Contractor for the preservation of any landscaping, and only if approved by Sno-Isle Libraries in advance.
  - 10.2. Insecticides and the use of any chemicals or pre-emergent for insect prevention is to be avoided if possible. If an alternative environmentally friendly method is available, it must be suggested to Sno-Isle Libraries for approval.
  - 10.3. If approved for use, insecticides and the use of any chemicals, insect prevention must be applied and carried out strictly in accord with all applicable laws and regulations.
  - 10.4. The Contractor is required to use extreme caution when using insecticides as to not use or disseminate any of it, airborne or otherwise, around ventilation air intakes or louvers.
  - 10.5. Equipment used for insecticide or pre-emergent application is not to be used for other purposes.
11. MOSS CONTROL:
- 11.1. A moss treatment shall be applied to lawns once per year and the cost for the application shall be included within the scope of services under this contract.
  - 11.2. The appropriate moss treatment shall be applied utilizing the manufacturer's recommendation for the appropriate level of application.
    - 11.2.1. It shall be spread on a day when there is no perceptible wind and the spreader can cover all areas evenly per manufacturer's specifications.
    - 11.2.2. No moss treatment shall be applied to the beds of shrubs, or trees.
    - 11.2.3. Moss treatments must be thoroughly watered in within 24 hours of its application.

- 11.3. The use of a moss treatment must be applied strictly in accord with the manufacturer's directions and in accord with all applicable laws and regulations.
- 11.4. The Contractor is required to use extreme care when applying a moss treatment so as to not disseminate any of it around ventilation air intakes or louvers.
- 11.5. Equipment used for the application of moss control are not to be used for other purposes.

## 12. IRRIGATION SYSTEMS:

- 12.1. The operation of existing irrigation systems is included under this contract.
- 12.2. The Contractor is required to make recommendations to Sno-Isle Libraries for making sure the coverage and span of any irrigation is adequate at all times. This includes making sure the heads are not blocked in any way and ensuring the sprinklers are directed to the plants and lawn areas that need to be watered.
- 12.3. The Contractor is required to recognize any damp or dry spots and suggest repairs to any landscaped areas immediately.
- 12.4. If the irrigation system is found to be malfunctioning or in need of repair by the Contractor during the course of any work herein, the Contractor is required to bring it to the attention of Sno-Isle Libraries Facilities Manager immediately.
- 12.5. The Contractor is responsible for cost of repairs (labor and materials) for damages caused to the irrigation system by the Contractor as a result of any grounds maintenance activities included in this specification, including but not limited to, lawn mowers, edgers, and snow removal.
- 12.6. The Contractor is responsible for annual winterization and start-ups of the irrigation systems. Schedules to be coordinated with the Facilities Manager.

## 13. WEED CONTROL: (Herbicides and Pre-Emergent)

- 13.1. Once per year for all locations the use of herbicide or a pre-emergent application in all lawns, beds, sidewalks, and parking lots will be approved and the cost for the application shall be included within the scope of services under this contract.
- 13.2. Sno-Isle Libraries prefers to minimize the use of herbicides or pre-emergent use on the properties. If an alternative environmentally friendly method is available for ongoing maintenance, it must be suggested to Sno-Isle Libraries for approved use.
- 13.3. The use of herbicides or pre-emergent must be applied strictly in accord with the manufacturer's directions and in accordance with all applicable federal, state and local laws and regulations.
- 13.4. The Contractor is required to use extreme care when applying herbicides, etc. as to not disseminate any of it around any HVAC outside air intakes or louvers and public presence.
- 13.5. To avoid contamination, spreaders, hoppers, and other equipment used for herbicides and pre-emergent are not to be used for other purposes.

## 14. WEEDING (in planting areas and beds):

- 14.1. All routine maintenance weeding shall be performed by hand, or by using hand tools in beds and lawns to remove the roots as much as possible.
- 14.2. All beds shall be turned over and raked renewing the appearance of the any bark, soil, or compost upon each site visit. The appearance of this type of work must be obvious.

## 15. WEEDING PAVED AREAS:

- 15.1. All paved areas, where weeds grow along sidewalks, driveways, walkways, and in parking lot cracks, perimeter fencing, building perimeter walls, etc., will be kept weed free. Weed control shall be applied once per year in accord with section 14.1 herein.
- 15.2. Thorough weeding and policing of weeds in paved areas and curb lines is a required.
- 15.3. The use of herbicides and pre-emergent in paved areas shall adhere to Section 14.

16. PARKING LOT SERVICE:

- 16.1. Contractor will maintain the building exterior sidewalks, entranceways, areaways, patios, courtyards, and parking lots free of all debris and trash upon each service visit.
- 16.2. All storm drains shall be kept open and free of leaves and debris upon each service visit.
- 16.3. Scheduled exterior parking lot services (cleaning) includes, and is not limited to:
  - 16.3.1. Sweeping, vacuuming, or blowing clear all exterior sidewalks and paved walkways. No debris or trash is to be left behind or blown out into the surrounding areas.
  - 16.3.2. The pickup and removal of all trash and debris in and around all exterior areas of the building is required. Contractor will pay special attention to the cleanup of trash and debris in the area immediately around any dumpster or trash collection area.
  - 16.3.3. Removal of trash, leaves, and cobwebs on exterior walls and brush off light fixtures within reach of 8' is also required as needed when found or discovered. The Contractor is responsible for damaging any light fixtures while performing this cleaning.

17. TREES, SHRUBS & BEDS: (Herbicides and Pre-Emergent)

- 17.1. All trees, shrubs, and hedges will be trimmed to assure a neat, pruned appearance at the time of each scheduled visit. All trimmings are to be removed and disposed of offsite by the Contractor. The quality of any such work will be determined by Sno-Isle Libraries.
- 17.2. All beds will be maintained in a weed free condition annually in accordance with Section 15.
- 17.3. The Contractor will notify Sno-Isle Libraries of any tree has grown in a manner that interferes with or is touching or hanging over a building or utility service.
- 17.4. The Contractor is responsible for removing from the property all fallen or broken branches up to and including three inches (3") in diameter.
- 17.5. The Contractor will be responsible for notifying the Sno-Isle Libraries Facilities Manager of any broken tree branches causing an unsafe condition immediately. If directed and approved by Sno-Isle Libraries Facilities Manager, Contractor will promptly remove any unsafe condition(s).
- 17.6. The Contractor is required to notify Sno-Isle Libraries Facilities Manager of any trees or shrubs that are not vibrant, healthy, or may be diseased and need to be replaced.
- 17.7. The use of fertilizer, disease, or insect control treatments for trees and shrubs is to be carried out in the same manner as described herein in accord with sections 9, 10, 11, or 14. The use of any of these treatments is to be avoided entirely if an alternative environmentally friendly method is available.

18. AERATION OR THATCHING:

- 18.1. The Contractor may suggest aeration or thatching of the lawns.
  - 18.1.1. The final determination of any aeration or thatching will be made by the Sno-Isle Libraries Facilities Manager.
  - 18.1.2. Any aeration or thatching requests will adhere to Washington State bid law and may be competitively sourced by Sno-Isle Libraries at its discretion.



19. BARK:

19.1.1. The Contractor is required, included as part of the annual costs under contract, to spread compost in the spring with organic compost, or an application of fine grade bark.

19.1.1.1. The compost (or fine bark) must completely cover the existing beds. It must be applied no sooner than March 20 and no later than June 1 of any calendar year of this contract.

20. STORM CLEAN-UPS (including changes between seasons):

20.1. All grounds will be maintained outside of the growing seasons (Spring/Summer/Fall) by the Contractor in accordance with Sections 7 thru 18. The Contractor must keep the exterior grounds appearances neat, clean and free of debris for the Sno-Isle Libraries locations included herein.

20.2. The site grounds are to be kept free tree limbs and debris as a result of storms and weather events as needed once per week if necessary. Any additional visits beyond once per week for extreme weather events are considered billable to Sno-Isle Libraries.

20.3. All parking lots, driveways, sidewalks, patios, trails, storm drains, or gutter areas of roadways that adjoin Sno-Isle Libraries property, etc. shall also be cleared of debris.

20.4. All shrubs will be pruned and trimmed free of any winter damage, or unwanted growth as needed, or requested as part of this contract. All trees and shrubs within 12' of any building exterior must be kept below the height of the building's roof lines, and the trimming must be completed between December 1 and April 1 of each calendar year.

21. LANDSCAPING & GROUNDS SERVICES – SPECIFIC BID INFORMATION

21.1. "Attachment B – Building Info" lists location information for sites included herein.

21.2. "Attachment C – Snow & Ice" lists the locations and types of snow/ice-melt services to be provided by site by area or location around each building or site location.

21.3. "Attachment D – Ice Melt Charge" requires the Contractor to provide specific cost details required to apply ice melt products and services for each specific location per site visit.

21.4. "Attachment E – SIL Location Map" shows all of Sno-Isle Libraries locations within Island and Snohomish counties. Only certain locations have been identified to be included under this contract by Sno-Isle Libraries due to regional agreements separate from this agreement.

## **SECTION 2: SNOW & ICE REMOVAL SERVICES - SCOPE OF WORK AND SPECIFICATION**

### **22. SNOW & ICE SERVICES – GENERAL REQUIREMENTS:**

- 22.1. Snow & Ice services included herein must be included with the landscaping and grounds services but are not to be included in the monthly or annual bid contracted landscaping bid amounts provided. All snow and ice melt application services are billed separately per occurrence if needed due to weather events only.
- 22.2. All locations and requested services per location are indicated and listed in Attachments B – Building Info, Attachment C – Snow & Ice, and Attachment D – Ice Melt Charge.
- 22.3. The Contractor is required to provide ice melt application and snow removal services to the building's adjacent sidewalks, exterior stairs/steps/landings, patios, loading docks, parking lots, and driveways at each Sno-Isle Libraries location included herein and included in Attachment C – Snow & Ice.
- 22.4. The Contractor will be compensated for the performance of this work as indicated on per weather event basis, each event invoiced separately. Multiple days may not be combined into one weekly or monthly invoice.
- 22.5. The Contractor is responsible for assuring a safe and quality service in order to comply with the scope of work and specifications for ice melt services and snow removal as outlined herein. The timeliness and satisfactory performance in this area of the contract cannot be overstated for the safety of all occupants at Sno-Isle Libraries locations.
- 22.6. On occasion, Contractor may be directed to provide plow and/or apply ice melt services at Sno-Isle Libraries that are off the contract as listed on Attachment C and D.

### **23. SNOW & ICE SERVICES:**

- 23.1. The Contractor is responsible for monitoring the weather and communicating with the Sno-Isle Facilities Manager when snow and ice services will be performed. Contractor will provide detailed information, such as, time the Contractor will be out, which locations, what will be done (plow, de-ice or both) and the route.
- 23.2. Snow plowing is considered the removal (movement) of snow from roadways, driveways, loading docks, and vehicle entrances, etc.
- 23.3. Snow shoveling is the removal of snow from sidewalks, pathways, patios, breezeways, areaways, and people entrances.
- 23.4. Paths are pathways or ways created in the snow must be at least four feet (4') wide.
- 23.5. The Contractor shall supply and maintain all equipment and material for the snow & ice services included herein such as snow plowing, snow blowing, snow pushing, ice melt application, sand spreaders, snow shovels, and ice choppers if needed for extremes.
- 23.6. The Contractor must be prepared to provide snow & ice services during the fall and winter months when the possibility of a snow or ice accumulation exists. **Any snow and ice accumulation or severe freezing conditions, over two inches (2")** must be responded to by the Contractor one hour before the building's opening hours as listed in Attachment B - Building Info, or within two hours after the event if during normal hours.
- 23.7. If the Contractor is unable to respond within the allotted time frames, then Sno-Isle Libraries will be permitted under the terms of this contract to hire a second and different Contractor to perform the requested ice melt or snow removal services and will not be required to make any payments to the initial Contractor for that date for any reason.

- 23.8. The Contractor will select snow pile deposit areas for snow plowing that do not interfere with the safe and orderly traffic and egress patterns of the location properties.
- 23.8.1. The Contractor will not pile or stack snow on any neighboring property.
- 23.8.2. Preventative measures are to be made by the Contractor at Sno-Isle Libraries properties to help reduce property damage. The use of reflector poles for fire hydrants, curbs, sidewalks, etc. may be required at the Contractor's expense.
- 23.9. The Contractor shall submit a "Snow & Ice Communication Plan" to the Sno-Isle Libraries Facilities Manager no later than October 15 of each calendar year. The "Snow & Ice Communication Plan" will provide the contact information numbers, after hours emergency contact, related details and the manner in which the Contractor will meet the requirements during the upcoming season.
- 23.9.1. The plan must include any sub-contractor information, emergency contact numbers, and schedules. All scheduling and Contractor staffing assignments are expected to be handled directly by the Contractor in advance to ensure contractual compliance.
24. LIBRARY OPENING PROCEDURE: (Inclement Weather Event)
- 24.1. Upon overnight accumulation of snow or ice, the Contractor is responsible for clearing of ice and snow on any paved surfaces; sidewalks, steps, entrances, and parking areas, etc. prior to 8:00AM Monday - Saturday and by 10AM on Sundays at all locations scheduled to open listed on Bid Attachments B, C and D under contract.
- 24.1.1. Snow or ice removal services may be performed at any time. The Sno-Isle Libraries Facilities Manager reserves the right to set schedules and time frames if necessary.
- 24.2. Sidewalks and walkways are to be cleared from the edge of the building to the edge of the street or pathway. The approved ice melt material is to be evenly applied on all surfaces.
- 24.3. Upon any accumulation of snow or ice, ice melt must also be applied evenly to all street entrances, parking lots, intersections, building entrances, and other potentially slick driving areas prior to 8:00AM by the Contractor.
- 24.4. The ice melt will be reapplied to all slick areas for safe ingress and egress if requested by either the Contractor, or Sno-Isle Libraries Facilities if approved in advance.
- 24.5. All snow must be cleared from within four (4') feet immediately surrounding all trash collection areas, dumpsters, or delivery/loading zones. The Contractor must ensure that Sno-Isle Libraries has access to any equipment which may be parked or stored outside such as Delivery Trucks, Delivery Vans, dumpsters, storage sheds, or generators.
- 24.6. Some locations, due to extreme weather, may require additional attention and therefore a higher level of service. The Contractor will work with and be in contact with Sno-Isle Libraries Facilities Manager to ensure safe conditions by making additional visits to help maintain occupant safety throughout the winter season as needed.
25. ICE MELT:
- 25.1. The Contractor is permitted to use a combination calcium chloride and magnesium chloride for the chemical deicing of all slippery icy areas. A sand mix may be requested for specific situations of extreme snow and ice build-up.
- 25.2. Ice melt is to be used sparingly and in accord with Attachment D – Ice Melt Charge. The pricing levels may not be exceeded, and only the necessary minimum amounts should be used to help prevent slips and falls shall be used.
- 25.2.1. Other ice melting materials or products may be used if approved in advance of their use by the Sno-Isle Libraries Facilities Manager.

25.2.2. Ice melting material that will be used for parking lots and yards may not be kept or stored on Sno-Isle Libraries property, unless prior arrangements have been made with the Sno-Isle Libraries Facilities Manager.

25.3. The Contractor is prohibited from using urea or rock salt or sodium-based ice melt materials for the deicing of sidewalks, entrances or any other paved surfaces.

26. SNOW & ICE EVENTS – ON-GOING MAINTENANCE:

26.1. The Contractor must be available for additional snow plowing, sanding, or deicing at locations where it is part of the contract throughout a continual snow or ice event.

26.2. Upon any accumulation of snow or ice during normal hours, the Contractor is required to help maintain safe pedestrian and vehicle ingress and egress throughout the duration of the snow fall. Special attention is to be given to parking lot intersections, parking lot entrances, emergency exits, and door entrances to maintain safe and stable conditions.

26.2.1. The Contractor will shovel and maintain all exit doors to ensure that exiting via these areas is not hindered in any way by snow, ice, or both.

26.3. In the event of temperature fluctuations above and below freezing, such as day melting and overnight freezing, the Contractor will monitor locations focusing on all walkways, driveways and stairways for icy slippery conditions.

26.4. The Contractor will spread sand and ice melt mixture on driveways, parking lots etc., or a calcium chloride and magnesium chloride mix on stairways and walkways to alleviate unsafe conditions.

27. SNOW & ICE CLEANUP PROCEDURE:

27.1. The day immediately following an extreme snowstorm event, all snow is to be plowed to the bare surface from all accessible surfaces. Ice melt (Section 26) is to be evenly applied to all areas that may still have a slick surface.

28. INVOICING: SNOW AND ICE SERVICES ONLY

28.1. The Contractor shall provide snow and ice removal services and be compensated in accord with their provided bid pricing methodology provided in their submitted bid, and as specified in Attachment D – Ice Melt Charge on a per event basis, one event and service per invoice per day.

28.1.1. All labor and materials provided are to be itemized by Sno-Isle Libraries locations as listed in Attachment C – Sno & Ice by date of service and event.

28.1.2. All applicable fees and taxes by location must be clearly identified and itemized.

28.1.3. If there is a discrepancy in the determination of the amount of work or services performed for a particular snow or ice event occurrence, then the amount of snowfall at a specific location will be determined by a report generated from a NOAA weather monitoring station closest to the location in question to determine the site conditions and determinations for services rendered on behalf of Sno-Isle Libraries.

29. Special Projects:

29.1. Special projects are considered work that is not included in the scope of work above but occur within the footprint of the landscaped area and parking lot. For example: Extending irrigation to a non-irrigated area, replacing failing irrigation lines, replacing or adding plants, hedge removal, curb repair, asphalt or concrete patch or redesigning a planted area. Such projects could cost up to \$2,500.00 (including sale tax) per occurrence. This may be modified in the future to align with Sno-Isle Libraries procurement policies.

29.2. If such work is needed, Sno-Isle Facilities Manager would request for a quote from Contractor. Special Projects work is not exclusive to Contractor and Sno-Isle Libraries can select other Contractors to perform the work.

---

---