

**SECTION D – SPECIFICATIONS/SCOPE OF WORK****INTENT**

The County's Department of Housing and Community Affairs (DHCA), Division of Housing Code Enforcement requires residential lawn mowing, edging, trimming and yard waste removal services for properties identified by Montgomery County's Clean and Lien Program. Properties identified by this program will have grass, weeds and other vegetation in excess of 12" in height. In some instances, the ground cover to be removed may be mixed with woody material and excessive growth up to several feet in height. Further, the County also requires solid waste removal services in conjunction with the Clean and Lien Program. Solid waste may include appliances, furniture, construction materials, branches, tree limbs as well as trash, rubbish, and other smaller items. The County may also require Board Up services at vacant properties, primarily doors and windows found to be broken or inoperable. Properties requiring these services may be located anywhere in Montgomery County, excluding properties within Rockville and Gaithersburg city limits. Generally Clean and Liens and Board Ups are singular and are not placed on a rotation schedule. Assignments are made at sites throughout the County on an as needed basis. As often as possible, locations are grouped into geographic areas (zones) for practicality.

**SCOPE OF WORK**

The services to be provided, will include grass cycling by means of mulch blade mowing. On occasion, due to the height of the growth, hand raking or backpack blowing may be needed to remove excess cuttings. These areas may require an additional mowing to achieve a height not to exceed 4". Additional cuts will be referenced on the assignment sheet. The assigned inspector from the Montgomery County Code Enforcement team will determine if a reasonable appearance has been achieved when the task is completed. The Contractor shall provide a means of disposal of grass clippings, satisfactory to the Solid Waste Transfer Station in Rockville. The properties are to be left free of tree branches, limbs, stalks or other woody growth as directed by the Code Enforcement inspector. Again, the disposal of such material must be acceptable to the Solid Waste Transfer Station.

Mowing will include removal of ground litter and string trimming along driveways, sidewalks, patios, curbs, plant beds, fences, walls or other solid edges. Driveways, sidewalks, patios, curbs, gutters, streets and other hard surfaces are to be blown off and left free from debris. Bulk debris from such hard surfaces is to be collected and disposed of appropriately. For properties exceeding one acre, the County may exercise its option to have rear yards cut 15 feet away from neighboring property lines to the sides and rear, and 20' from the rear foundation line of the dwelling. When this scope is to be implemented, it will be so noted on the assignment sheet provided by the Contract Administrator or Program Manager.

Solid waste removal services may include loading of abandoned household items, appliances, construction materials, wood, logs, yard waste and general trash, located on lawn areas, driveways, porches, decks or patios. The specific items to be removed will be indicated by the inspector, based on the general inventory recorded on the notice of violation, and the debris shall be removed prior to mowing as necessary.

Solid waste and yard waste removed during the performance of this service shall be disposed of at the County Transfer Station in Rockville, at no charge. If a dump ticket is to be submitted with the job invoice, it will be so noted on the assignment sheet. It shall be incumbent upon the Contractor to notify the Program Manager or other Code Enforcement designee, 8 hours in advance of anticipated disposal, so the proper individuals will be notified to expect a DHCA authorized load. There shall be no additional charges to the County for contractor-related expense for travel time, mileage, fuel, or other incidental expenses beyond the rate quoted in the bid submission for the actual services to be rendered.

On occasion, there may be equipment of a size or strength, not commonly used in the normal daily use of the contractor. This may require that such equipment be rented on a per diem basis for a particular job. This may include a skid loader, bobcat, heavy duty chipper, dumpsters and the like. The use of such rental equipment must be approved by the Contract Administrator or the Project Manager prior to its use. This does not include tools or equipment used in the normal course of business. ***The County will require a copy of the invoice for the County approved rented equipment. The County will reimburse at the rented price, at no mark up.***

Assignments will be made during normal business hours (7:00 a.m. to 4:00 p.m.), Monday through Friday, by the Code Enforcement office. Work is to be performed within 10 calendar days as scheduled by the Program Manager or the inspector assigned to the property case file. Alternate times for work to be performed will require the written approval of the Contract Administrator or designee. If basic mowing services and minor debris pick up is to be done on vacant properties, the County, may at their option, designate a "Right of Entry" status to the property, whereby the Code inspector need not be present on site for the clean-up. This will be so noted on the assignment sheet furnished to the contractor.

A Code Enforcement inspector MUST be present at the job site, prior to entry onto a property for solid waste pick up or landscape work, when so noted on the assignment sheet that is prepared by the program manager. The Code Inspector will contact the Contractor to establish a time to meet on site.

In the event of an inspector not being present due to illness or other emergency, the Contractor shall be notified at the earliest time possible. Every effort will be made to ensure that an inspector will be on the job site at the appointed time.

### **PHOTOGRAPHIC RECORD**

The County may require a photographic record for those properties which are so designated as "Right of Entry". When required, it will be so noted on the assignment sheet and the property will need to be photographed upon arrival and departure. The pictures are to be dated and addressed and submitted with the job invoice.

When a staff inspector is required to be on site, photographs will be taken and processed by the inspector and submitted to the Program Manager.

**SPECIAL ORDER SERVICES**

**LOCATION MAINTENANCE SERVICES:** The Contract Administrator or designee will identify all Location Maintenance Services to be performed and the locations where these services may be required. Location Maintenance Services will be done by special order and not performed on a routine basis. Location Maintenance Services may consist of trimming low hanging tree branches, shrubbery trimming and removal from the property. Small tree removal (under 20' tall) may be requested. Other such services may include damaged fence removal, damaged storage shed removal, and removal of piles of dirt, stone, or yard waste. Also included would be hand raking of blowing off grass clumps from extremely high growth and performing an additional cut. Boarding of windows and doors on vacant structures may also be requested as a special-order service. Debris removed during the performance of these services shall be disposed of at the County Transfer Station at no charge, provided the notification procedure for solid waste removal is followed. These services would be invoiced on a fully burdened hourly rate.

It will be at the express discretion of Montgomery County to use their own workforce to perform any of these Location Maintenance Services or any project which is deemed to be beyond the intent and scope of this contract.

Generally, Clean and Lien services and Special-Order services are exterior in nature. The Courts have on occasion, ordered the interior of dwelling units to be cleaned out because of hoarding conditions, unsanitary issues and situations which deem the property to be uninhabitable. These instances will be treated as solid waste removal. The charges per man hour will be that as charged for bid item #7 "Solid Waste Removal". All such work will be directed by the Code Enforcement Inspector or Supervisor, to ensure documentation of materials to be removed. The representative of the Housing Code Division will be on site throughout the service period.

**EQUIPMENT INVENTORY LIST**

Contractor shall furnish an inventory of equipment available to be used in the performance of the required services. It shall be incumbent upon the Contractor to have the equipment and manpower to perform the tasks assigned. This will require mowers of sufficient size and horsepower to go through growth in excess of 12", trimmers, rakes, blowers and vehicles to transport both equipment and workers, as well as solid waste and yard waste generated by the work tasks, as guided by the Code Inspector or Program Manager.

\_\_\_\_\_ Dump Truck (type and size)

\_\_\_\_\_ Shrub trimmers (gas or electric)

\_\_\_\_\_ Pick-up Truck (type and size)

\_\_\_\_\_ Chipper (light duty)

\_\_\_\_\_ Tractor (type and size)

\_\_\_\_\_ Hand tools

\_\_\_\_\_ Skid loader or Bobcat

\_\_\_\_\_ Riding mower

\_\_\_\_\_ Walk behind mower (deck size)

\_\_\_\_\_ Push mowers (type and size)

\_\_\_\_\_ Trailer or flatbed (size)

\_\_\_\_\_ Backpack blowers

\_\_\_\_\_ Handheld blower

\_\_\_\_\_ String trimmers

\_\_\_\_\_ Pole trimmer (electric or gas)

\_\_\_\_\_ Chain saw

**CONTRACTOR RESPONSIBILITIES**

Contractor will furnish all equipment, fuel, labor and supplies necessary to perform mowing, trimming, hauling, and general site clean-up as required at each location.

Grass and lawn areas will be mowed and trimmed to a maximum height of four (4) inches unless otherwise specified on the assignment sheet or instructed by the Program manager or on-site inspector. Blades must be sharpened as needed to ensure a clean cut and the greatest amount of recycled residue. In the case of excessive trimmings or other plant growth and materials, they shall be gathered by raking or blowing and removed from the property. The area may then be re-mowed if directed by the Program Manager or on-site inspector. Mechanical trimming and blow off hard surfaces as noted in the Scope of Work, must be included in the removal from the property as necessary.